1. Call to Order  Stanskas
2. Approval of Minutes  Stanskas
   a. February 4, 2014
3. District Policy & Procedures  Jane Wright
   a. Timeline/Process
   b. Continuous Review Cycle
   c. Q&A
4. Academic Senate Reports  Allen-Hoyt/Au
5. Classified Senate Reports  Tinoco/Thomas
6. Student Senate Reports  Brown/Dorsey
7. District Reports
   a. Human Resources  Miyamoto
   b. EDCT Program Update  Levesque
8. Old Business
   a. AP 7250 Educational Administrators (Management Hiring Process)  Fisher/Marshall
   b. BP 2510 Participation in Local Decision Making (Move Forward)
   c. AP 2510 Participation in Local Decision Making (Move Forward)
   d. BP 4070 Auditing and Auditing Fees (Move Forward)
   e. AP 4070 Auditing and Auditing Fees (Move Forward)
   f. AB 86 Update  Fisher/Marshall
9. New Business
   a. BP 1100 SBCCD (Information Only)
   b. BP 1200 District Mission Statement (Information Only)
   c. BP 2200 Board Duties & Responsibilities (Information Only)
   d. BP 2410 Board Policies & Administrative Procedures (Information Only)
   e. AP 2410 Board Policies & Administrative Procedures (Information Only)
   f. BP 2430 Delegation of Authority to the Chief Executive Officer (Information Only)
   g. BP 2431 Chief Executive Officer Selection (Information Only)
   h. BP 6520 Security of District Property (Move Forward)
   i. AP 6520 Security of District Property (Move Forward)
10. Chancellor’s Report  Baron
11. Public Comment

12. Future Agenda Items/Announcements     Members
    a. Credit/Non-Credit Discussion (Marshall) - April
    b. Faculty Equivalency Update (Hoyt/Au) - May
    c. AB 86 Update - April

13. Adjourn     Stanskas
DISTRICT ASSEMBLY MEETING  
Tuesday, February 4, 2013 – 3:00 p.m.  
District Office – Professional Development Center – Room #104  
MINUTES

Members Present
Allen, Denise; Au, Algie; Aycock, Larry; Baron, Bruce; Berry, Patricia; Briggs, Stephanie;  
Chavira, Rejoice; Curasi, Gina; Dorsey, Patrick; Dusick, Diane; Fisher, Gloria; Gamboa, Ben;  
Hanley, Jodi; Jones, JoAnn; Lavesque, Robert; Lee, Yvette; Marquis, Jeanne; Marshall, Cheryl;  
Stanskas, John; Thomas, Cassandra; Tinoco, Michelle; Weiss, Kay

Members Absent
Beavor, Aaron; Brown, Brandon; Cota, Marco; Crow, Kathy; Flores, Yasmeen; Gamboa,  
Colleen; Gilbert, Jeremiah (sabbatical); Gomez, Ed; Holbrook, Jim; Johnson, Janet; Lyons,  
Cameron; Mudgett, Benjamin; Paddock, Ericka; Skaggs, Samantha; Smith, James; Trasporte,  
Catalina; Williams, Clyde

Guests Present
Oliver, Tim; Torres, Jose

Call to Order
John Stanskas called the meeting to order at 3:00pm.

Minutes
Jodi Hanley moved, Michelle Tinoco seconded, and the members voted as follows:

To approve the minutes of December 3, 2013.

AYES: Allen, Denise; Au, Algie; Aycock, Larry; Baron, Bruce; Berry, Patricia; Briggs, Stephanie;  
Chavira, Rejoice; Curasi, Gina; Dorsey, Patrick; Dusick, Diane; Fisher, Gloria; Gamboa, Ben;  
Hanley, Jodi; Jones, JoAnn; Lavesque, Robert; Lee, Yvette; Marquis, Jeanne; Marshall, Cheryl;  
Stanskas, John; Thomas, Cassandra; Tinoco, Michelle; Weiss, Kay

NOES: None

ABSENT: Beavor, Aaron; Brown, Brandon; Cota, Marco; Crow, Kathy; Flores, Yasmeen;  
Gamboa, Colleen; Gilbert, Jeremiah (sabbatical); Gomez, Ed; Holbrook, Jim; Johnson, Janet;  
Lyons, Cameron; Mudgett, Benjamin; Paddock, Ericka; Skaggs, Samantha; Smith, James;  
Trasporte, Catalina; Williams, Clyde

ABSTENTIONS: None

Academic Senate Reports
Denise Allen-Hoyt reported Academic Senate passed a resolution for athletics to develop a plan  
that would outline the implementation of athletics at CHC. Adopted a 4 point rubric for all of their  
SLO’s to be evaluated. ETC Committee is working with VP Instruction on a tablet initiative to put  
a tablet in every student’s hands. Supported the expansion of college hour. Continuing to work
on their educational master plan. 10-year anniversary celebration for the aquatics facility to take place in July. CHC Gala at the end of March.

**Classified Senate Reports**
Cassandra Thomas reported Classified Connection Week details are being worked on currently. Revising ethics statement. Valentine’s Day fundraiser.

Michelle Tinoco reported Stateline Trip 3/1/14 benefits classified senate scholarship & Classified Professional’s Week. $40 with complimentary buffet lunch and continental breakfast. June 9-12 Classified Professionals Week with a luncheon on June 12.

**Student Senate Reports**
Patrick Dorsey reported Club Rush with In N Out and antique car show. New volunteer opportunities monthly with new themes.

**District Reports**
Tim Oliver submitted written reports on the Bond Program, District Strategic Planning Committee, and Fiscal Services.
New bond projects: New Crafton Center, Gym at SBVC. Using lease leaseback approach.
Annual Audit of Bond Funds show District is in compliance with language. No findings by external auditors. CBOC is pleased with the work that is being done, according to budget, and on schedule.
DSPC is working steadily to establish goals. Narrowed the goals to Access, Student Success, Partnerships, District Operations and Systems. Identified major areas that are in support of the goals and will incorporate a model being used by UC Riverside to accomplish the goals.
Fiscal Services written report was submitted.

**Old Business**
Update on Audit Policy – Algie Au and Denise Allen-Hoyt presented suggested revised BP and new AP. Chancellor Baron suggested this be written consistently with other BP’s and AP’s to create a concise BP and move the remainder of the text to an AP. Staff will revise and the documents will be sent to campus Presidents for further review and bring back to District Assembly in March for final approval. Larry Aycock will check on availability of programmers for implementation and further details.

Cassandra Thomas moved, Larry Aycock seconded to approve the revised Smoking Policy AP & BP 3570.

AYES: Allen, Denise; Au, Algie; Aycock, Larry; Baron, Bruce; Berry, Patricia; Briggs, Stephanie; Chavira, Rejoice; Curasi, Gina; Dorsey, Patrick; Dusick, Diane; Fisher, Gloria; Gamboa, Ben; Hanley, Jodi; Jones, JoAnn; Lavesque, Robert; Lee, Yvette; Marquis, Jeanne; Marshall, Cheryl; Stanskas, John; Thomas, Cassandra; Tinoco, Michelle; Weiss, Kay

NOES: None

ABSENT: Beavor, Aaron; Brown, Brandon; Cota, Marco; Crow, Kathy; Flores, Yasmeen; Gamboa, Colleen; Gilbert, Jeremiah (sabbatical); Gomez, Ed; Holbrook, Jim; Johnson, Janet; Lyons, Cameron; Mudgett, Benjamin; Paddock, Ericka; Skaggs, Samantha; Smith, James; Trasporte, Catalina; Williams, Clyde

ABSTENTIONS: None
New Business
Update AP 2225 – Collegial Consultation
Dr. Marshall reported both campuses are revising and going out to campus for input. Revisions for CHC was sent to academic and classified senate for inclusion on the agenda in February/March.
Dr. Fisher reported the AP has moved through Academic senate and college council.
Chancellor Baron asked for the BP and AP be put into current format with redlines of changes.

Management Hiring Process
Dr. Fisher distributed the existing policy to college council and management committee. Waiting on a response from the two groups and hopes to bring something back in March.
Dr. Marshall will distribute current policy.

Chancellor's Report
The Chancellor reported all Policies & Procedures are being reviewed and updated with the help of a consultant from CCLC. All of the policies and procedures have been updated with current laws and sample language from other CCD’s for us to consider. Reviewed table/timeline as presented. We will review accreditation related policies and procedures first. Chancellors Cabinet is in receipt of the accreditation related material to start the discussion and review with their teams. Board of Trustees is involved and Chancellor reminded the work group of the collegial consultation process for review and approval. The Work Group will review Chapter 2 to have initial input and then be brought back to District Assembly. Revised schedule will be sent to District Assembly once the dates are approved by Academic Senate.

District Master Calendar Update is live at the District website http://calendar.sbccd.org/cal/main/showMain.rdo;jsessionid=8F6E30E91267B9B89D33C98FC83ED78A

Brain Trust report was sent out today. These are the final recommendations based on the analysis they did for us based on the budget model and allocation strategies. District wide budget committee meeting with the college leadership to review the report with the Brain Trust Consultants. District wide meeting will be held at 2pm on 2/13/14 in the District Board Room.

Public Comment
None

Future Agenda Items/Announcements
Credit/Non-Credit Discussion (Marshall) - April
Faculty Equivalency Update (Hoyt/Au) - May
Management Hiring Process - March
AB 86 Update – March

Handicapped parking permit – is our current AP legal? Chancellor will research and bring an update back to D.A.

Adjourn
John Stanskas adjourned the meeting at 4:24pm
**SAN BERNARDINO CCD BOARD POLICY REVIEW/ADOPTION TIMELINE**

<table>
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<tr>
<th>Chapter</th>
<th>Title</th>
<th>Accredit. Related</th>
<th>Chapter 1</th>
<th>Chapter 2</th>
<th>Chapter 6</th>
<th>Chapter 4</th>
<th>Chapter 5</th>
<th>Chapter 7</th>
<th>Chapter 3</th>
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<td></td>
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<td>(17 BPs)</td>
<td>(2 BPs)</td>
<td>(29 BPs)</td>
<td>(22 BPs)</td>
<td>(20 BPs)</td>
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<td>(20 APs)</td>
<td>(0 APs)</td>
<td>(14 APs)</td>
<td>(34 APs)</td>
<td>(33 APs)</td>
<td>(34 APs)</td>
<td>(51 APs)</td>
<td>(30 APs)</td>
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</table>

**165 Board Policy Templates + 216 Administrative Procedure Templates = 381 Total Templates**

**Updating/revising of the Administrative Procedures (APs) can be done simultaneously and typically involves additional review and a longer timeline. **Note**: APs to be submitted to the Board of Trustees as information and do not require official Board adoption.**

(2-6-14 JBW)
Continuous Review Cycle

**Goal:** Five year review cycle to coincide with future Accreditation Site Visits

<table>
<thead>
<tr>
<th>Future Accreditation Site Visits</th>
<th>Chapter 1 The District</th>
<th>Chapter 2 Board of Trustees</th>
<th>Chapter 3 General Institution</th>
<th>Chapter 4 Academic Affairs</th>
<th>Chapter 5 Student Services</th>
<th>Chapter 6 Business &amp; Fiscal Affairs</th>
<th>Chapter 7 Human Resources</th>
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</thead>
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<tr>
<td>Fall 2020</td>
<td>2 BPs 0 APs</td>
<td>38 BPs 18 APs</td>
<td>30 BPs 34 APs</td>
<td>22 BPs 38 APs</td>
<td>26 BPs 35 APs</td>
<td>22 BPs 37 APs</td>
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<td>Fall 2017</td>
<td>Fall 2017</td>
<td>Fall 2018</td>
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<tr>
<td>Fall 2021</td>
<td>Fall 2015</td>
<td>Fall 2016</td>
<td>Fall 2017</td>
<td>Fall 2017</td>
<td>Fall 2018</td>
<td>Fall 2019</td>
<td></td>
</tr>
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</table>

**Volume:**
165 Board Policies (BPs)  
+ 216 Administrative Procedures (APs)  
381 Total documents reviewed over the five year continuous review cycle

**Accreditation Standard IV.B.1.e – Standard IV: Leadership and Governance**

**B. Board and Administrative Organization**
In addition to the leadership of individuals and constituencies, institutions recognize the designated responsibilities of the governing board for setting policies and of the chief administrator for the effective operation of the institution. Multi-college districts/systems clearly define the organizational roles of the district/system and the colleges.

1. The institution has a governing board that is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. The governing board adheres to a clearly defined policy for selecting and evaluating the chief administrator for the college or the district/system.

e. The governing board acts in a manner consistent with its policies and bylaws. The board regularly evaluates its policies and practices and revises them as necessary.

**NOTE:** The League’s Policy and Procedure Service issues legal updates Fall and Spring every academic year. The continuous review cycle will incorporate the legal update revisions necessitated by changes to Federal/State statutes and/or regulations.
FY 2013 – 2014 District Program Review Report
District Assembly Meeting, Tuesday, March 4, 2014, 3 p.m., PDC 104

1. The process for updating the District Program Review for FY 2013 – 2014 was carried out by the District Program Review Steering Committee consisting of the following appointed members from each unit of the District: District Police Department – Officer Krysten Newbury; Economic Development and Corporate Training (EDCT) – Alan Braggins; Fiscal Services (Accounting) – Jose Torres; Fiscal Services (Business Services and Facilities) – Steve Sutorus; Fiscal Services (Environmental, Health and Safety) – Whitney Fields; Human Resources – Amalia Perez; KVCR – Alfredo Cruz and Technology & Educational Support Services (TESS) which include Administrative Applications, Printing Services, Distance Education and Technical Services – Andrew Chang. Mr. Tim Oliver, Interim Vice-Chancellor of Fiscal Services, actively participated in some of the meetings as well.

2. The District Operations Satisfaction Survey was developed and approved by the committee and sent out via online survey to all faculty and staff on December 4, 2013. Survey results were compiled and distributed to each unit on January 9, 2014 to help them in developing measures of effectiveness as they updated their respective Program Review Plans for FY 2013 – 2014.

3. The steering committee met on January 28 and February 11, 2014, respectively, (including the use of technology) to review and make necessary recommendations to each unit’s Draft Program Review Plan. After all recommended changes were made and plans resubmitted for verification, the committee finalized and approved the Plans on February 19, 2014. A detailed “District Operations Planning and Program Review Resource Requests” list to support the various objectives developed by each unit was generated and presented to the committee for deliberation and prioritization using the following criteria in order of importance: 1) Safety or Security; 2) Regulatory Requirement; 3) Support or Program Continuation; 4) Infrastructure Maintenance or Improvement; and 5) Improve or Increase Service. A copy of the prioritized resource request list (please see attachment) as proposed by the committee has been provided to all units and to the Chancellor for his review and approval.

(R espectfully submitted by Albert Maniaol, District Program Review Steering Committee Chair, 2/24/2014)
### PROGRAM REVIEW RESOURCE REQUESTS IN ORDER OF PROPOSED PRIORITY
#### 2013 - 2014

<table>
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<tr>
<th>RANK</th>
<th>AREA</th>
<th>DEPT.</th>
<th>UNIT</th>
<th>DIV. PRIORI.</th>
<th>DEPT. PRIORI.</th>
<th>OBJ. ID</th>
<th>OBJECTIVE DESCRIPTOR</th>
<th>RES. ID</th>
<th>YR 1 RES DESC</th>
<th>RES TYPE</th>
<th>YR 1 COST</th>
<th>YR 1 SAV</th>
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<td>1</td>
<td>1</td>
<td>District Police Department</td>
<td>District Police Department</td>
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<td>13.1</td>
<td>Decrease Cost of Dispatch Services and Enhance Officer Safety</td>
<td>3.1.r1</td>
<td>Cost Savings</td>
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<td>Fiscal Services</td>
<td>Environmental Health &amp; Safety</td>
<td>7</td>
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<td>12.1</td>
<td>Provide promotional safety resources for the campus/district communities.</td>
<td>30.1.r1</td>
<td>Promotional Resources</td>
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<td>Technology and Educational Support Services</td>
<td>Distance Education</td>
<td>19</td>
<td>7</td>
<td>31.2</td>
<td>Develop web-based training modules</td>
<td>37.2.r1</td>
<td>Software</td>
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<td>$700</td>
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<td>Technology and Educational Support Services</td>
<td>Distance Education</td>
<td>15</td>
<td>7</td>
<td>35.1</td>
<td>Develop web-based training modules</td>
<td>37.2.r2</td>
<td>Hardware</td>
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<td>Human Resources</td>
<td>3</td>
<td>29.1</td>
<td>Begin the recruitment process for vacant and new HR positions</td>
<td>9.1.r2</td>
<td>1 - Recruitment Specialist</td>
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<td>$47,316</td>
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<td>Human Resources</td>
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<td>32.1</td>
<td>Hire additional staff to achieve sustainability.</td>
<td>12.1.r5</td>
<td>1 - Director, Human Resources</td>
<td>OnGoing</td>
<td>$100,344</td>
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<td>7</td>
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<td>KVCR</td>
<td>1</td>
<td>31.1</td>
<td>Hire additional staff to achieve sustainability.</td>
<td>12.1.r3</td>
<td>1 - KVCR Foundation Director</td>
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<td>KVCR</td>
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<td>Hire additional staff to achieve sustainability.</td>
<td>12.1.r1</td>
<td>1 - Associate GM</td>
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<td>12.1.r6</td>
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<td>Technology and Educational Support Services</td>
<td>Administrative Applications</td>
<td>7</td>
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<td>7.2</td>
<td>Improve helpdesk services through increased usage of online and self-help resources.</td>
<td>33.1.r1</td>
<td>Software Budget</td>
<td>OnGoing</td>
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<td>Technology and Educational Support Services</td>
<td>Administrative Applications</td>
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<td>3</td>
<td>7.3</td>
<td>Improve helpdesk services through increased usage of online and self-help resources.</td>
<td>33.1.r2</td>
<td>Training Budget</td>
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<td>Human Resources</td>
<td>4</td>
<td>38.2</td>
<td>Efficient Recruitment and Hiring See Also Fiscal 35.2</td>
<td>17.1.r1</td>
<td>Human Resources Information System (HRIS)</td>
<td>OneTime</td>
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<td>Fiscal Services</td>
<td>Accounting</td>
<td>16</td>
<td>6</td>
<td>35.2</td>
<td>Evaluate the possibility of implementing a Technology that addresses the following objectives:1.Evaluate the possibility of online timecards and approvals2.Evaluate the possibility of implementing mandatory direct deposit3.Evaluate the possibility of implementing online check history4.Evaluate the possibility of online W2 history5.Evaluate the possibility of online Employee Portal Same as HR 39.2</td>
<td>38.1.r1</td>
<td>Payroll System</td>
<td>OnGoing</td>
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<td>Hire additional staff to achieve sustainability.</td>
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<td>Pledge Drive Coordinator</td>
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<td>Fiscal Services</td>
<td>Business Services</td>
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<td>Improve Purchasing and Contract Processes</td>
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<td>Technology and Educational Support Services</td>
<td>Administrative Applications</td>
<td>3</td>
<td>2</td>
<td>19.1</td>
<td>Determine and schedule staff training/conference opportunities</td>
<td>14.2/r1</td>
<td>Training/Conference Budget</td>
<td>Ongoing</td>
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<td>Technology and Educational Support Services</td>
<td>Administrative Applications</td>
<td>11</td>
<td>5</td>
<td>17.1</td>
<td>Train staff on Project Management Methodologies</td>
<td>35.1/r1</td>
<td>Training Budget</td>
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<td>3</td>
<td>Technology and Educational Support Services</td>
<td>Distance Education</td>
<td>13</td>
<td>6</td>
<td>28.1</td>
<td>Identify training opportunities for DE Faculty and Staff</td>
<td>37.1/r1</td>
<td>Training Funds</td>
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<tr>
<td>21</td>
<td>3</td>
<td>EDCT</td>
<td></td>
<td></td>
<td></td>
<td>Collaborate with other educational institutions, government and community agencies, and community based organizations to obtain local/state/federal fund</td>
<td>2.1/r1</td>
<td>Hire a full-time Foundation Director for grant application management and fund solicitation</td>
<td>Ongoing</td>
<td>$99,000</td>
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<td>Technology and Educational Support Services</td>
<td>Printing Services</td>
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<td>3</td>
<td>1.4</td>
<td>Continue to maintain four color press through annual maintenance and service.</td>
<td>29.1/r1</td>
<td>Ryobi 524</td>
<td>Ongoing</td>
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<td>24</td>
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<td>14</td>
<td>5</td>
<td>31.1</td>
<td>Evaluate the possibility of implementing a Technology that addresses the following objectives: 1. Provide tools for financial planning (Multi-year forecasting/What if?) 2. Improve the Position control process 3. Provide accessible and timely financial and statistical reports 4. Evaluate the possibility of online budget transfers and adjustments 6. If necessary, request approval from Superintendent of Schools</td>
<td>24.1/r1</td>
<td>Financial Planning and Budget Software</td>
<td>Ongoing</td>
<td>$110,000</td>
<td>$0</td>
</tr>
<tr>
<td>25</td>
<td>4</td>
<td>Technology and Educational Support Services</td>
<td>Technical Services</td>
<td>14</td>
<td>7</td>
<td>31.1</td>
<td>Bring Helpdesk in house</td>
<td>26.1/r1</td>
<td>Computer Technician</td>
<td>Ongoing</td>
<td>$80,000</td>
<td>$0</td>
</tr>
<tr>
<td>26</td>
<td>5</td>
<td>District Police Department</td>
<td></td>
<td></td>
<td></td>
<td>A lieutenants position and investigator position is needed for efficiency.</td>
<td>11.1/r2</td>
<td>Investigator position</td>
<td>Ongoing</td>
<td>$50,225</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>5</td>
<td>District Police Department</td>
<td></td>
<td></td>
<td></td>
<td>Purchase 2 hybrid vehicles in support of Chancellor’s ‘go green’ policy.</td>
<td>16.1/r1</td>
<td>2 Toyota Hybrid Vehicles</td>
<td>Ongoing</td>
<td>$64,000</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>5</td>
<td>EDCT</td>
<td></td>
<td></td>
<td></td>
<td>Market customized training and professional development programs to the community through various outreach efforts, community events, presentations at events and to the businesses</td>
<td>13.2/r1</td>
<td>Marketing and outreach</td>
<td>OneTime</td>
<td>$10,000</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>5</td>
<td>District Police Department</td>
<td></td>
<td></td>
<td></td>
<td>A lieutenants position and investigator position is needed for efficiency.</td>
<td>11.1/r1</td>
<td>Lieutenants position</td>
<td>Ongoing</td>
<td>$91,020</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>RANK¹</td>
<td>AREA²</td>
<td>DEPT.</td>
<td>UNIT</td>
<td>DIV. PRIORITY</td>
<td>DEPT. PRIORITY</td>
<td>OBJ ID</td>
<td>OBJECTIVE DESCR</td>
<td>RES. ID</td>
<td>YR 1 RES DESC</td>
<td>RES TYPE</td>
<td>YR1 COST</td>
<td>YR1 SAV</td>
</tr>
<tr>
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<tr>
<td></td>
<td>30</td>
<td>5</td>
<td>Fiscal Services</td>
<td>Environmental Health &amp; Safety</td>
<td>2</td>
<td>2</td>
<td>6.1</td>
<td>Attain staffing (Secretary II) to assist with clerical tasks to increase the effectiveness of EH&amp;S policy and procedures in the District and provide a level of service to the SBCCD communities to ensure continued/increased compliance with all local state and federal, environmental health, safety, emergency preparedness and risk regulations.</td>
<td>19.1/1</td>
<td>Staff Acquisition - Secretary II</td>
<td>OnGoing</td>
<td>$56,176</td>
</tr>
<tr>
<td></td>
<td>31</td>
<td>5</td>
<td>Fiscal Services</td>
<td>Accounting</td>
<td>18</td>
<td>8</td>
<td>12.2</td>
<td>Objectives: 1. Provide training in e-mail etiquette 2. Provide customer service training 3. Continue to provide excel training</td>
<td>42.1/1</td>
<td>Training Cost</td>
<td>OneTime</td>
<td>$4,500</td>
</tr>
<tr>
<td></td>
<td>32</td>
<td>5</td>
<td>EDCT</td>
<td></td>
<td>7</td>
<td>12.2</td>
<td>23.1</td>
<td>Enhance District-wide dissemination of information regarding EDCT’s mission, value and training programs</td>
<td>23.1/1</td>
<td>Electronic publishing and e-mailing</td>
<td>OnGoing</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

**RANK (Reference 1)**
1 to 32 As ranked by Program Review Committee

**AREA (Reference 2)**
1 Safety or Security
2 Regulatory Requirement
3 Support of Program Continuation
4 Infrastructure Maintainence or Improvement
5 Improve or Increase Service
BP 2510  PARTICIPATION IN LOCAL DECISION MAKING
(Replaces current SBCCD BP 2225)

From current SBCCD BP 2225 titled Collegial Consultation

It shall be the policy of this Board to embrace the concept of collegial consultation and to establish procedures to ensure faculty, management, classified staff, and students the right to participate effectively in collegial consultation in particular areas where they have their responsibility and expertise as specified in Title 5 regulations, while retaining its own right and responsibilities in all areas defined by state laws and regulations.

NOTE: The language below reflects the minimum policy requirements of the Education Code and Title 5. It is legally advised that the District insert its current policies here.

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 Chancellor action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

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 of the San Bernardino Community College District recognizes the definition of "academic and professional matters" as stated in the Title 5 regulations: i.e.,
1. Curriculum including establishing prerequisites and placing courses within disciplines;
2. degree and certificate requirements;
3. grading policies;
4. education program development;
5. standards or policies regarding student preparation and success;
6. District and college consultation structures, as related to faculty roles;
7. faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. policies for faculty professional development activities;
9. processes for program review;
10. process for institutional planning and budget development; and
11. other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate.

The Board also recognizes its obligation, under Title 5 Regulations, to “consult collegially” with the Faculty Academic Senate on these “academic and professional matters.” Additional academic and professional matters may be added as specified in #11 only through formal resolution of the Board.

The Board further recognizes that, under Title 5, it may choose to “consult collegially” through the option of “mutual agreement” on policy issues, or the option of “relying primarily on the advice and judgment of the senate” when adopting policies and procedures on “academic and professional matters.”

The Board of Trustees shall have the final responsibility for developing all policies governing the community college district, including academic and professional matters. For purposes of academic and professional matters, the Board shall rely primarily on the advice of the Academic Senate. If the Board has a compelling reason for not accepting the advice of the Academic Senate, it shall provide that reason in writing upon request of the Academic Senate. The decision of the Board on all policy shall be final.

**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 [name(s) of recognized group(s)] 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 district policies and 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 Sections §§ 70901 - 70902(b)(7); California Code of Regulation Title 5 Sections §§ 53200-53204 et seq. (Academic Senate), 51023.5 (Staff), and 51023.7 (Students); WASC/ACCJC Accreditation Standard IV.A

NOTE: The red ink signifies language that is required by accreditation and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from the current SBCCD BP 2225 titled Collegial Consultation adopted on 4/10/03 and amended on 4/08/04. The language in blue ink is included for consideration.

Adopted: 4/10/03
Revised: 4/8/04, _____
(a) The Board of Governors of the California Community Colleges shall provide leadership and direction in the continuing development of the California Community Colleges as an integral and effective element in the structure of public higher education in the state. The work of the board of governors shall at all times be directed to maintaining and continuing, to the maximum degree permissible, local authority and control in the administration of the California Community Colleges.

(b) Subject to, and in furtherance of, subdivision (a), and in consultation with community college districts and other interested parties as specified in subdivision (e), the board of governors shall provide general supervision over community college districts, and shall, in furtherance of those purposes, perform the following functions:

1. Establish minimum standards as required by law, including, but not limited to, the following:
   (A) Minimum standards to govern student academic standards relating to graduation requirements and probation, dismissal, and readmission policies.
   (B) Minimum standards for the employment of academic and administrative staff in community colleges.
   (C) Minimum standards for the formation of community colleges and districts.
   (D) Minimum standards for credit and noncredit classes.
   (E) Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.
(2) Evaluate and issue annual reports on the fiscal and educational effectiveness of community college districts according to outcome measures cooperatively developed with those districts, and provide assistance when districts encounter severe management difficulties.

(3) Conduct necessary systemwide research on community colleges and provide appropriate information services, including, but not limited to, definitions for the purpose of uniform reporting, collection, compilation, and analysis of data for effective planning and coordination, and dissemination of information.

(4) Provide representation, advocacy, and accountability for the California Community Colleges before state and national legislative and executive agencies.

(5) Administer state support programs, both operational and capital outlay, and those federally supported programs for which the board of governors has responsibility pursuant to state or federal law. In so doing, the board of governors shall do the following:

(A) (i) Annually prepare and adopt a proposed budget for the California Community Colleges. The proposed budget shall, at a minimum, identify the total revenue needs for serving educational needs within the mission, the amount to be expended for the state general apportionment, the amounts requested for various categorical programs established by law, the amounts requested for new programs and budget improvements, and the amount requested for systemwide administration.

(ii) The proposed budget for the California Community Colleges shall be submitted to the Department of Finance in accordance with established timelines for development of the annual Budget Bill.

(B) To the extent authorized by law, establish the method for determining and allocating the state general apportionment.

(C) Establish space and utilization standards for facility planning in order to determine eligibility for state funds for construction purposes.

(6) Establish minimum conditions entitling districts to receive state aid for support of community colleges. In so doing, the board of governors shall establish and carry out a periodic review of each community college district to determine whether it has met the minimum conditions prescribed by the board of governors.

(7) Coordinate and encourage interdistrict, regional, and statewide development of community college programs, facilities, and services.

(8) Facilitate articulation with other segments of higher education with secondary education.
(9) Review and approve comprehensive plans for each community college district. The plans shall be submitted to the board of governors by the governing board of each community college district.

(10) Review and approve all educational programs offered by community college districts, and all courses that are not offered as part of an educational program approved by the board of governors.

(11) Exercise general supervision over the formation of new community college districts and the reorganization of existing community college districts, including the approval or disapproval of plans therefor.

(12) Notwithstanding any other provision of law, be solely responsible for establishing, maintaining, revising, and updating, as necessary, the uniform budgeting and accounting structures and procedures for the California Community Colleges.

(13) Establish policies regarding interdistrict attendance of students.

(14) Advise and assist governing boards of community college districts on the implementation and interpretation of state and federal laws affecting community colleges.

(15) Contract for the procurement of goods and services, as necessary.

(16) Carry out other functions as expressly provided by law.

(c) Subject to, and in furtherance of, subdivision (a), the board of governors shall have full authority to adopt rules and regulations necessary and proper to execute the functions specified in this section as well as other functions that the board of governors is expressly authorized by statute to regulate.

(d) Wherever in this section or any other statute a power is vested in the board of governors, the board of governors, by a majority vote, may adopt a rule delegating that power to the chancellor, or any officer, employee, or committee of the California Community Colleges, or community college district, as the board of governors may designate. However, the board of governors shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of delegation.

(e) In performing the functions specified in this section, the board of governors shall establish and carry out a process for consultation with institutional representatives of community college districts so as to ensure their participation in the development and review of policy proposals. The consultation process shall also afford community college organizations, as well as interested individuals and parties, an opportunity to review and comment on proposed policy before it is adopted by the board of governors.

(f) This section shall become operative on January 1, 2014.
The Board of Governors of the California Community Colleges shall adopt regulations that permit the governing board of a community college district to allow applications for admission, student residency determination forms, and other documents to be submitted electronically. The regulations shall require that applicants and students be informed of the relative security of the information they submit electronically.

(a) Notwithstanding any other provision of law, when a classified staff representative is to serve on a college or district task force, committee, or other governance group, the exclusive representative of classified employees of that college or district shall appoint the representative for the respective bargaining unit members. The exclusive representative of the classified employees and the local governing board may mutually agree to an alternative appointment process through a memorandum of understanding. A local governing board may consult with other organizations of classified employees on shared governance issues that are outside the scope of bargaining. These organizations shall not receive release time, rights, or representation on shared governance task forces, committees, or other governance groups exceeding that offered to the exclusive representative of classified employees.

(b) A local governing board shall determine a process for the selection of a classified staff representative to serve on those task forces, committees, or other governance groups in a situation where no exclusive representative exists.

(a) The board of governors shall establish procedures for the adoption of rules and regulations governing the California Community Colleges. Among other matters, the procedures shall implement the following requirements:
(1) Written notice of a proposed action shall be provided to each community college district and to all other interested parties and individuals, including the educational policy and fiscal committees of the Legislature and the Department of Finance, at least 45 days in advance of adoption. The regulations shall become effective no earlier than 30 days after adoption.

(2) The proposed regulations shall be accompanied by an estimate, prepared in accordance with instructions adopted by the Department of Finance, of the effect of the proposed regulations with regard to the costs or savings to any state agency, the cost of any state-mandated local program as governed by Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code, any other costs or savings of local agencies, and the costs or savings in federal funding provided to state agencies.

(3) The board of governors shall ensure that all proposed regulations of the board meet the standards of “necessity,” “authority,” “clarity,” “consistency,” “reference,” and “nonduplication,” as those terms are defined in Section 11349 of the Government Code. A district governing board or any other interested party may challenge any proposed regulatory action regarding the application of these standards.

(4) Prior to the adoption of regulations, the board of governors shall consider and respond to all written and oral comments received during the comment period.

(5) The effective date for a regulation shall be suspended if, within 30 days after adoption by the board of governors, at least two-thirds of all governing boards vote, in open session, to disapprove the regulation. With respect to any regulation so disapproved, the board of governors shall provide at least 45 additional days for review, comment, and hearing, including at least one hearing before the board itself. After the additional period of review, comment, and hearing, the board may do any of the following:

(A) Reject or withdraw the regulation.

(B) Substantially amend the regulation to address the concerns raised during the additional review period, and then adopt the revised regulation. The regulation shall be treated as a newly adopted regulation, and shall go into effect in accordance with those procedures.

(C) Readopt the regulation as originally adopted, or with those nonsubstantive, technical amendments deemed necessary to clarify the intent of the original regulation. If the board of governors decides to readopt a regulation, with or without technical amendments, it shall also adopt a written declaration and determination regarding the specific state interests it has found necessary to protect by means of the specific language or requirements of the regulation. A
readopted regulation may then be challenged pursuant to existing law in a court of competent jurisdiction, and shall not be subject to any further appeal within the California Community Colleges.

(6) As to any regulation which the Department of Finance determines would create a state-mandated local program cost, the board of governors shall not adopt the regulation until the Department of Finance has certified to the board of governors and to the Legislature that a source of funds is available to reimburse that cost.

(7) Any district or other interested party may propose a new regulation or challenge any existing regulation.

(b) Except as expressly provided by this section, and except as provided by resolution of the board of governors, the provisions of Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code shall not apply to regulations adopted by the board of governors.

(Added by Stats. 1988, Ch. 973, Sec. 8. Operative January 1, 1990, by Sec. 71 of Ch. 973.)

70902.

(a) (1) Every community college district shall be under the control of a board of trustees, which is referred to herein as the “governing board.” The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program, activity, or may otherwise act in any manner that is not in conflict with or inconsistent with, or preempted by, any law and that is not in conflict with the purposes for which community college districts are established.

(2) The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.

(b) In furtherance of subdivision (a), the governing board of each community college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve,
comprehensive plans. The governing board shall submit the comprehensive
plans to the board of governors for review and approval.

(2) Establish policies for and approve courses of instruction and educational
programs. The educational programs shall be submitted to the board of
governors for approval. Courses of instruction that are not offered in approved
educational programs shall be submitted to the board of governors for approval.
The governing board shall establish policies for, and approve, individual courses
that are offered in approved educational programs, without referral to the board
of governors.

(3) Establish academic standards, probation and dismissal and readmission
policies, and graduation requirements not inconsistent with the minimum
standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum
standards adopted by the board of governors and establish employment
practices, salaries, and benefits for all employees not inconsistent with the laws
of this state.

(5) To the extent authorized by law, determine and control the district’s
operational and capital outlay budgets. The district governing board shall
determine the need for elections for override tax levies and bond measures and
request that those elections be called.

(6) Manage and control district property. The governing board may contract for
the procurement of goods and services as authorized by law.

(7) Establish procedures that are consistent with minimum standards
established by the board of governors to ensure faculty, staff, and students the
opportunity to express their opinions at the campus level, to ensure that these
opinions are given every reasonable consideration, to ensure the right to
participate effectively in district and college governance, and to ensure the right
of academic senates to assume primary responsibility for making
recommendations in the areas of curriculum and academic standards.

(8) Establish rules and regulations governing student conduct.

(9) Establish student fees as it is required to establish by law, and, in its
discretion, fees as it is authorized to establish by law.

(10) In its discretion, receive and administer gifts, grants, and scholarships.

(11) Provide auxiliary services as deemed necessary to achieve the purposes of
the community college.

(12) Within the framework provided by law, determine the district’s academic
calendar, including the holidays it will observe.
(13) Hold and convey property for the use and benefit of the district. The governing board may acquire by eminent domain any property necessary to carry out the powers or functions of the district.

(14) Participate in the consultation process established by the board of governors for the development and review of policy proposals.

(c) In carrying out the powers and duties specified in subdivision (b) or other provisions of statute, the governing board of each community college district shall have full authority to adopt rules and regulations, not inconsistent with the regulations of the board of governors and the laws of this state, that are necessary and proper to executing these prescribed functions.

(d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district’s chief executive officer or any other employee or committee as the governing board may designate. However, the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.

(e) This section shall become operative on January 1, 2014.

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

Cal. Admin. Code tit. 5, s 53200

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 4. EMPLOYEES
SUBCHAPTER 2. CERTIFICATED POSITIONS
ARTICLE 2. ACADEMIC SENATES

s 53200. Definitions.
For the purpose of this Subchapter:
(a) "Faculty" means those employees of a community college district who are employed in positions that are not designated as supervisory or management for the purposes of Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code, and for which minimum qualifications for hire are specified by the Board of Governors.

(b) "Academic senate," "faculty council," and "faculty senate" means an organization formed in accordance with the provisions of this Subchapter whose primary function, as the representative of the faculty, is to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters. For purposes of this Subchapter, reference to the term "academic senate" also constitutes reference to "faculty
council” or "faculty senate."

(c) "Academic and professional matters" means the following policy development and implementation matters:

1. curriculum, including establishing prerequisites and placing courses within disciplines;
2. degree and certificate requirements;
3. grading policies;
4. educational program development;
5. standards or policies regarding student preparation and success;
6. district and college governance structures, as related to faculty roles;
7. faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. policies for faculty professional development activities;
9. processes for program review;
10. processes for institutional planning and budget development; and
11. other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

(d) "Consult collegially" means that the district governing board shall develop policies on academic and professional matters through either or both of the following methods, according to its own discretion:

1. relying primarily upon the advice and judgment of the academic senate; or
2. agreeing that the district governing board, or such representatives as it may designate, and the representatives of the academic senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.


53201. Academic Senate or Faculty Council.

In order that the faculty may have a formal and effective procedure for participating in the formation and implementation of district policies on academic and professional matters, an academic senate may be established at the college and/or district level.
The following procedure shall be used to establish an academic senate:

(a) The full-time faculty of a community college shall vote by secret ballot to form an academic senate.

(b) In multi-college districts, the full-time faculty of the district colleges may vote on whether or not to form a district academic senate. Such vote shall be by secret ballot.

(c) The governing board of a district shall recognize the academic senate and authorize the faculty to:

(1) Fix and amend by vote of the full-time faculty the composition, structure, and procedures of the academic senate.

(2) Provide for the selection, in accordance with accepted democratic election procedures, the members of the academic senate.

(d) The full-time faculty may provide for the membership and participation of part-time faculty members in the academic senate.

(e) In the absence of any full-time faculty members in a community college, the part-time faculty of such community college may form an academic senate.

The governing board of a community college district shall adopt policies for appropriate delegation of authority and responsibility to its college and/or district academic senate. Among other matters, said policies, at a minimum, shall provide that the governing board or its designees will consult collegially with the academic senate when adopting policies and procedures on academic and professional matters. This requirement to consult collegially shall not limit other rights and responsibilities of the academic senate which are specifically provided in statute or other Board of Governors regulations.

(b) In adopting the policies and procedures described in Subsection (a), the governing board or its designees shall consult collegially with representatives of the academic senate.

(c) While in the process of consulting collegially, the academic senate shall retain the right to meet with or to appear before the governing board with respect to the views, recommendations, or proposals of the senate. In addition, after consultation with the administration of the college and/or district, the academic senate may present its views and recommendations to the governing board.

(d) The governing board of a district shall adopt procedures for responding to recommendations of the academic senate that incorporate the following:

(1) in instances where the governing board elects to rely primarily upon the advice and judgment of the academic senate, the recommendations of the senate will normally be
accepted, and only in exceptional circumstances and for compelling reasons will the
recommendations not be accepted. If a recommendation is not accepted, the governing board
or its designee, upon request of the academic senate, shall promptly communicate its reasons
in writing to the academic senate.

(2) in instances where the governing board elects to provide for mutual agreement with the
academic senate, and agreement has not been reached, existing policy shall remain in effect
unless continuing with such policy exposes the district to legal liability or causes substantial
fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to
legal liability or substantial fiscal hardship requires existing policy to be changed, the governing
board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or
organizational reasons.

(e) An academic senate may assume such responsibilities and perform such functions as may
be delegated to it by the governing board of the district pursuant to Subsection (a).

(f) The appointment of faculty members to serve on college or district committees, task forces,
or other groups dealing with academic and professional matters, shall be made, after
consultation with the chief executive officer or his or her designee, by the academic senate.
Notwithstanding this Subsection, the collective bargaining representative may seek to appoint
faculty members to committees, task forces, or other groups.

53204. Scope of Regulations.

Nothing in this Subchapter shall be construed to impinge upon the due process rights of faculty,
nor to detract from any negotiated agreements between collective bargaining representatives
and district governing boards. It is the intent of the Board of Governors to respect agreements
between academic senates and collective bargaining representatives as to how they will
consult, collaborate, share, or delegate among themselves the responsibilities that are or may
be delegated to academic senates pursuant to these regulations.

Cal. Admin. Code tit. 5, s 51023.5

51023.5. Staff.

(a) The governing board of a community college district shall adopt policies and procedures that
provide district and college staff the opportunity to participate effectively in district and college
governance. At minimum, these policies and procedures shall include the following:

(1) Definitions or categories of positions or groups of positions other than faculty that compose
the staff of the district and its college(s) that, for the purposes of this section, the governing
board is required by law to recognize or chooses to recognize pursuant to legal authority. In
addition, for the purposes of this section, management and nonmanagement positions or groups
of positions shall be separately defined or categorized.
(2) Participation structures and procedures for the staff positions defined or categorized.

(3) In performing the requirements of subsections (a)(1) and (2), the governing board or its designees shall consult with the representatives of existing staff councils, committees, employee organizations, and other such bodies. Where no groups or structures for participation exist that provide representation for the purposes of this section for particular groups of staff, the governing board or its designees, shall broadly inform all staff of the policies and procedures being developed, invite the participation of staff, and provide opportunities for staff to express their views.

(4) Staff shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures, and in those processes for jointly developing recommendations for action by the governing board, that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff.

(5) Except in unforeseeable, emergency situations, the governing board shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures as determined by the governing board in accordance with the provisions of this Section.

(6) The policies and procedures of the governing board shall ensure that the recommendations and opinions of staff are given every reasonable consideration.

(7) When a college or district task force, committee, or other governance group, is used to consult with staff regarding implementation of this section or to deal with other issues which have been determined to significantly affect staff pursuant to subdivision (a)(4), the appointment of staff representatives shall be made as follows:

(A) The exclusive representative shall appoint representatives for the respective bargaining unit employees, unless the exclusive representative and the governing board mutually agree in a memorandum of understanding to an alternative appointment process.

(B) Where a group of employees is not represented by an exclusive agent, the appointment of a representative of such employees on any task force, committee or governance group shall be made by, or in consultation with, any other councils, committees, employee organizations, or other staff groups that the governing board has officially recognized in its policies and procedures for staff participation.

(C) When the task force, committee or governance group will deal with issues outside the scope of collective bargaining, any other council, committee or staff group, other than an exclusive agent, that the governing board has officially recognized in its policies and procedures for staff participation may be allowed to designate an additional representative. These organizations shall not receive release time, rights, or representation on such task forces, committees, or other governance groups exceeding that offered to the exclusive representative of classified employees.

(D) In all cases, representatives shall be selected from the category that they represent.

(b) In developing and carrying out policies and procedures pursuant to subsection (a), the district governing board shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or other
support to it, or in any way encourage employees to join any organization in preference to
another. In addition, in order to comply with Government Code sections 3540, et seq., such
procedures for staff participation shall not intrude on matters within the scope of representation
under section 3543.2 of the Government Code. Governing boards shall not interfere with the
exercise of employee rights to form, join, and participate in the activities of employee
organizations of their own choosing for the purpose of representation on all matters of
employer-employee relations. Nothing in this section shall be construed to impinge upon or
detract from any negotiations or negotiated agreements between exclusive representatives and
district governing boards. It is the intent of the Board of Governors to respect lawful agreements
between staff and exclusive representatives as to how they will consult, collaborate, share, or
delegate among themselves the responsibilities that are or may be delegated to staff pursuant
to these regulations.

(c) Nothing in this section shall be construed to impinge upon the policies and procedures
governing the participation rights of faculty and students pursuant to sections 53200-53204, and
section 51023.7, respectively.

(d) The governing board of a community college district shall comply substantially with the
provisions of this section.

Cal. Admin. Code tit. 5, s 51023.7

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 2. COMMUNITY COLLEGE STANDARDS
SUBCHAPTER 1. MINIMUM CONDITIONS

s 51023.7. Students.

(a) The governing board of a community college district shall adopt policies and procedures that
provide students the opportunity to participate effectively in district and college governance.
Among other matters, said policies and procedures shall include the following:

(1) Students shall be provided an opportunity to participate in formulation and development of
district and college policies and procedures that have or will have a significant effect on
students. This right includes the opportunity to participate in processes for jointly developing
recommendations to the governing board regarding such policies and procedures.

(2) Except in unforeseeable, emergency situations, the governing board shall not take action on
a matter having a significant effect on students until it has provided students with an opportunity
to participate in the formulation of the policy or procedure or the joint development of
recommendations regarding the action.

(3) Governing board procedures shall ensure that at the district and college levels,
recommendations and positions developed by students are given every reasonable
consideration.

(4) For the purpose of this Section, the governing board shall recognize each associated
student organization or its equivalent within the district as provided by Education Code Section
76060, as the representative body of the students to offer opinions and to make
recommendations to the administration of a college and to the governing board of a district with
regard to district and college policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on college or district committees, task forces, or other governance groups shall be made, after consultation with designated parties, by the appropriate officially recognized associated student organization(s) within the district.

(b) For the purposes of this Section, district and college policies and procedures that have or will have a "significant effect on students" includes the following:

1. grading policies;
2. codes of student conduct;
3. academic disciplinary policies;
4. curriculum development;
5. courses or programs which should be initiated or discontinued;
6. processes for institutional planning and budget development;
7. standards and policies regarding student preparation and success;
8. student services planning and development;
9. student fees within the authority of the district to adopt; and
10. any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

(c) The governing board shall give reasonable consideration to recommendations and positions developed by students regarding district and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.

(d) Nothing in this Section shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiations or negotiated agreements between collective bargaining agents and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining agents as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to the regulations on academic senates contained in Sections 53200-53206.

(e) The governing board of a community college district shall comply substantially with policies and procedures adopted in accordance with this Section.

Accreditation Standard IV.A

Standard IV: Leadership and Governance
The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

A. Decision-Making Roles and Processes

The institution recognizes that ethical and effective leadership throughout the organization enables the institution to identify institutional values, set and achieve goals, learn, and improve.
San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2510 PARTICIPATION IN LOCAL DECISION MAKING
(Replaces current SBCCD AP 2225)

NOTE: It is legally required that districts have this procedure. The District should insert its current procedures for participation in local decision-making (participatory governance) for the academic senate, associated students, and staff. Accreditation standards require regular evaluation of the structures and processes, and communication of the results of the evaluation. Consultation with legal counsel before developing additional procedures is strongly advised.

Districts should address either in this or other procedures other code sections that legally require participation by faculty, i.e.:

- Education Code Section 66450: distribution of academic presentations
- Education Code Section 87458: administrative retreat rights
- Education Code Section 87359: equivalencies to minimum qualifications
- Education Code Section 87360: faculty hiring
- Education Code Section 87663: faculty evaluation
- Education Code Section 87610.1: faculty tenure
- Education Code Section 87743.2: faculty service areas
- Title 5 Section 55022: curriculum committee
- Title 5 Section 53204: academic senate/union agreements

MISSION STATEMENT

Collegial Consultation is a process involving faculty, administrators, classified staff and students in deliberations regarding day-to-day and long-range planning and policies for the college. These deliberations lead to recommendations that the Chancellor carries forward to the Board of Trustees for final approval. In issues related to academic and professional matters the Board will rely primarily on the Academic Senate. Other areas of decision-making in regard to Board Policy will be mutually agreed upon between the Governing Board, the Academic Senate, administration, staff and students.

PHILOSOPHY OF COLLEGIAL CONSULTATION
Collegial Consultation is the democratic process utilized on campus in decision-making procedures. Successful Consultation creates an environment of awareness throughout the District by having each constituency represented throughout the process. To be effective, collegial Consultation must exhibit the following characteristics:

- Capacity to establish directions and goals
- React to internal and external stimuli
- Move with diligence and timeliness
- Provide the campus community with an annual cycle of planning and budgeting

The process is designed to establish the goals, priorities, and objectives of the college. The exercise of administrative prerogatives must reflect these aims in order to perpetuate an environment of mutuality and trust.

**PRINCIPLES OF COLLEGIAL CONSULTATION**

1. The Board of Trustees has final responsibility and authority for approval of college policies and review of Administrative Procedures; any individual may address the Board regarding these policies and procedures.

2. The Board of Trustees charges the Chancellor with the responsibility for Consultation of the institution; in turn, the Chancellor creates a structure and systematic process for decision-making.

3. The campus Consultation structure is charged with making recommendations on issues affecting the institution. The District Assembly or other constituent group may initiate discussion, review progress, or initiate a subcommittee to discuss needed policies or administrative regulations. The college and district units will review drafts and make final recommendations to the District Assembly through the constituent groups. Once a consensus is reached the Chancellor is charged with carrying the approved recommendations forward to the Board of Trustees.

4. The District recognizes the role of collective bargaining in certain aspects of policy development and implementation where salary, benefits, or working conditions are involved in the policy development.

5. The District recognizes the Academic Senates through its members has primary responsibility for making recommendations in areas of academic and professional matters.

6. The membership and interrelationships of committees give the Consultation structure an essential role in the decision making process.

7. Broad participation from all segments of the District is encouraged; all four campus constituencies (faculty, management, classified, and students) are
represented on Consultation committees except in areas of primacy related to academic and professional matters.

8. Each constituency represented on a committee appoints its own representatives, taking into account not only the needs of the constituency but also the broader needs of the college.

9. Any Collegial Consultation subcommittee, through minutes which are forwarded to its respective standing committee, makes recommendations to the constituent groups for review and then forwards its recommendation on items for District consultation through to the District Assembly. Subcommittees or ad hoc committees are not subject to the strict guidelines of the Brown Act since final action on recommendations take place through the Standing Committees and the District Assembly.

10. The college community as a whole is made aware of the consultation process and has access to it through constituency representation. A consistent effort is made to keep the campus informed through meeting announcements 72 hours prior to the meeting and publication and distribution of the minutes of the meetings. All minutes of college standing committees and the District Assembly will be posted in the college libraries.

11. Collegial Consultation is facilitated by communication, timely and appropriate notice of meetings, public deliberation, full campus participation and published records.

12. Each Collegial Consultation Standing Committee, subcommittee, and ad hoc committee is expected to take action minutes. Each subcommittee is charged with forwarding those minutes to their respective standing committee or constituencies, and to the library. In turn, standing committees are charged with review and action on minutes received from their respective subcommittees.

13. In matters of academic and professional standards, where the Board of Trustees finds compelling cause for not accepting the recommendation of the Academic Senate, the Chancellor shall deliver that rationale in writing delivered by registered mail to the Presidents of the Academic Senates following the action by the Board of Trustees. The Academic Senates shall be provided an opportunity to present their concerns to the Board of Trustees in an open Board meeting.

14. Members to Collegial Consultation committees on campus are appointed by their respective organizations after consultation with the Presidents: faculty by the Academic Senate, students by the Associated Students, classified staff by the CSEA, and administrators by the Presidents. Subcommittees formed by standing committees or ad hoc committees will consist of those members deemed appropriate by the constituencies in consultation with the Presidents. Ad hoc committees will be used rarely and only for specific tasks of short duration which
do not overlap with other committees. Managers are invited to sit on academic committees Program Review and Curriculum.

15. Meeting times for each academic year will be set at the first meeting of the academic year and submitted to the Chancellor or Presidents for inclusion in the college master calendar. Any conflicts on meeting times will be settled by the Chancellor or Presidents in consultation with the leadership of the various constituencies.

16. Clerical support including taking, editing and distributing minutes; preparing and distributing agendas, preparing, reproducing and distributing documents as directed by the committee shall be provided by a designated responsibility center.

STRUCTURE AND PURPOSE OF STANDING COMMITTEES

DISTRICT ASSEMBLY

Charge

The District Assembly provides a forum for effective communication among representatives of the Academic Senates, Faculty Association, California School Employees Association (CSEA), the Associated Students, and the Management. The District Assembly will discuss issues of policy to the college community and assign those issues to appropriate committees for development of recommendations. The District Assembly is an advisory group to the Chancellor. (The College Council reviews the collegial Consultation Administrative Regulations annually and recommends revisions to the Chancellor and the college constituencies.)

It is a function of the District Assembly to review all recommendations and to reach consensus prior to moving recommendations forward to the Board of Trustees.

Membership and Chair

The composition of the District Assembly and the determination of the officers shall be included in the Bylaws of the District Assembly and this document will become a part of this administrative regulation.

Reporting

All members of the District Assembly are responsible for making regular reports to their respective organizations. The minutes and official records of the District Assembly shall be recorded in compliance with the bylaws.

ACADEMIC CALENDAR
Charge

The Academic Calendar Committee will oversee the development of the annual academic calendar and will review optional calendars or other formats for offering academic programs for the District.

Membership

The Academic Calendar Committee will be co-chaired by the District Business Manager and the Chairperson of the District Assembly. Each of the constituent groups of the campuses shall appoint one representative from each constituency on each campus to serve on the committee. The President of each college will make the management appointment.

Reporting

The deliberations from this committee will be reported to the District Assembly where a recommendation will be made to the Chancellor for Board Action on any calendar. The minutes of this committee will be posted on the District website.

DISTRICT INSTITUTIONAL PLANNING

Charge

The Institutional Planning Committee oversees the development and revision of the District mission statement as well as the annual update of the District goals and objectives. The committee also has oversight of the development and update of the District Facilities Plan, the District Technology Plan and accountability reports. The District Educational Master Plan is developed through this committee.

Membership

The Chancellor will chair the Institutional Planning Committee. Each of the constituent groups, (faculty, classified, students) of the campuses shall appoint one representative from each constituency on each campus to serve on the committee. The President of each college will make the management appointment.

Reporting

All members are responsible for making regular reports to their respective organizations. The administrators responsible for Board Policy recommendations that come from the standing committees will forward recommendations to the District Assembly for review and the Chancellor will forward the final recommendations to the
DISTRIBUTED EDUCATION COORDINATING COMMITTEE

Charge

The Distributed Education Coordinating Committee has the charge to develop the District component of the Strategic Technology Plan. This committee shall have the added responsibility of coordinating District support for distributed education offered at Valley College, Crafton Hills College, via KVCR, and the Professional Development Center. All programs offered in the District through distributed learning shall be a part of one of the two colleges with the appropriate review, and evaluation by the academic senate and the discipline being offered.

Membership

The District Director of Distributed Education will chair the Distributed Education Coordinating Committee. Each of the constituent groups (faculty, classified, students) of the campuses shall appoint one representative from each campus to serve on the committee. The President of each college will make the management appointment. Members of this committee shall have involvement in distributed education.

Reporting

All members are responsible for making regular reports to their respective organizations. The administrators responsible for Board Policy recommendations that come from the standing committees will forward recommendations to the originating committee for review. When consensus is reached, the Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this committee will be posted on the District website.

ECONOMIC & WORKFORCE DEVELOPMENT COORDINATING COMMITTEE

Charge

This committee shall have the responsibility for coordinating and aligning District responses to identified economic and workforce development needs. The committee shall review educational and training needs in the service area and recommend to the Chancellor the most appropriate blend of credit, non-credit, and not-for-credit programs and services to effectively address those needs. Existing offerings will be reviewed to ensure appropriate categorization based on current community needs and District goals for instructional programs. Training needs requiring rapid response will be primarily handled through the Economic Development and Corporate Training (EDCT) with
updates provided to the committee on a regular basis. Credit and non-credit instruction shall be processed through the Colleges with requisite reviews and evaluation by the Academic Senates.

**Membership**

The Executive Director of the Economic Development and Corporate Training (EDCT) division will chair the Economic and Workforce Development Coordinating Committee. The Director of the Applied Technologies Training and the Workforce Development Manager of EDCT and the Chancellor or his/her designee shall be on the committee. California School Employees’ Association (CSEA) shall appoint a representative from classified staff. The President of each college will make the management appointment. Faculty appointments shall be made by the Presidents of the Academic Senates at each college. Members of this committee shall have involvement in occupational education and/or economic development programs.

**Reporting**

All members are responsible for making regular reports to their respective organizations. The administrators responsible for Board Policy recommendations that come from the standing committees will forward recommendations to the District Assembly and appropriate constituent groups for review and the Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this committee will be posted on the District website.

**ADMINISTRATIVE SERVICES ADVISORY COUNCIL**

**Charges**

Administrative Services Advisory Council will review campus and District requests for expenditures of bond money. The responsibility of the Administrative Services Advisory Council will be to advise/recommend to the Board of Trustees the projects and priorities for expenditures of bond money.

**Membership**

The Executive Director of Facilities Planning will chair the Administrative Services Advisory Council. The Vice Chancellor of Fiscal Services and the Vice President of Administrative Services from each campus shall be on the committee. Each of the constituent groups (faculty, classified, students) shall appoint one representative from each campus to serve on the committee. KVCR shall appoint one representative to serve on the committee.
All members are responsible for making regular reports to their respective organizations. The administrators responsible for Board Policy recommendations that come from the standing committees will forward recommendations to the District Assembly and appropriate constituent groups for review and the Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this committee will be posted on the District website.

**DISTRICT BUDGET COMMITTEE**

**Charge**

The Committee’s responsibilities include the review and recommendations regarding District-wide processes related to budget development which may have a major impact on site operations or allocations. Committee discussions or review may include the following during any budget year:

1. Review and evaluation of current, projected or proposed Federal, State and local funding proposals affecting California Community Colleges and the related financial impact on the District.

2. Review of District budgetary policies, administrative procedures, allocation model formulas and guidelines across the District. Protect the financial well-being of the District. Determine that procedures are responsive to strategic priorities as determined by the campuses and District Office. Union issues which are conducted as a part of labor negotiations are not a part of this Committee’s responsibility.

3. The review process will include both general fund unrestricted and restricted funding sources. The Committee will also review enrollment growth projections, and other workload measures.

4. Review and make recommendations regarding District-wide budget assumptions (revenues, allocations, COLA and growth). Any District Budget Committee recommendations related to District-wide processes shall be advisory to the Chancellor.

5. Promote budget awareness, communicate budget issues and may assist in budget and finance training activities District-wide.

**Membership**

1 Vice Chancellor, Fiscal Services
1 Vice President Administrative Services from CHC
1 Vice President Administrative Services from SBVC
1 Management Appointment from CHC President
1 Management Appointment from SBVC President
2 Academic Senate Appointments from CHC
2 Academic Senate Appointments from SBVC
1 Classified Senate Member from CHC
1 Classified Senate Member from SBVC
1 ASB Member from CHC
1 ASB Member from SBVC
1 KVCR Representative
1 Executive Director of TESS
1 Executive Director of EDCT
1 Business Manager
1 Director of Fiscal Services
1 Human Resources Appointee
1 CTA Appointment
1 CSEA Appointment
1 CSEA Appointment from the District Office

**Reporting**

All members are responsible for making regular reports to their respective constituencies. The Vice Chancellor for Fiscal Services will forward all recommendations to the Chancellor and will bring feedback from the Chancellor back to the Committee. Final budget authority rests with the Chancellor who will make budget recommendations, when appropriate, to the Board of Trustees.

The minutes of this Committee will be posted on the District website.

**CRAFTON HILLS COLLEGE COLLEGIAL GOVERNANCE**

**MISSION STATEMENT**

The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.

**VISION**

The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation

**VALUES**

Our institutional values are creativity, inclusiveness, excellence, and learning centeredness.
GOVERNANCE STRUCTURE

The Reporting Flowchart of College Committees describes the reporting structures for all committees in the college. Constituency groups represented on the college’s various committees and councils provide input through clearly defined channels. As a result of broadly shared input, the implementation of our decisions is more effective, and the campus community develops a shared sense of mission and purpose. It is important to note that individuals and groups who are not committee members may also be heard in any committee by requesting permission to speak, thus broadening the opportunities for dialogue across the campus governance structure. Committees review their charges and memberships annually. Changes are forwarded to the Crafton Council for review and approval.

PARTICIPANTS IN SHARED GOVERNANCE

Participatory governance is characterized by inclusiveness, rigorous dialogue, and shared decision-making involving all constituents. Recognized Crafton Hills College constituencies include:

- Faculty
- Classified staff
- Students
- Management

Faculty

All faculty appointments to college governance bodies are made by the Academic Senate. The Board or its designees will consult collegially with the Academic Senate with respect to academic and professional matters as defined by law. Faculty appointments to standing committees and councils are for two-year terms of service unless otherwise noted in the committee/council charge and membership; additional terms are subject to Senate approval. Whenever possible, the Senate will alternate new appointments to ensure continuity on committees and councils.

Classified Staff

Each shared-governance committee with classified staff representation must have an appointee from both CSEA and the Classified Senate, though sometimes the two constituencies agree to appoint a single staff member.

Students

Student members are appointed by the Student Senate of the CHC Associated Students to serve on shared district and campus committees, task forces, and advisory bodies. The CHC Student Senate appoints members at the beginning of each academic year, though due to attrition or the lack of student volunteers, vacancies may occur. Student appointments are for one year.
Management

While Title 5 includes managers in staff, it also requires that they be categorized separately from non-management staff for the purposes of participation in governance. Administrators may either be appointed to committees by the President or serve ex officio. Depending on the manager’s committee load, a designee may be assigned. If this is the case, it is important that the committee members are informed that the designee is serving in lieu of the manager named in the membership list. Section X of this handbook includes a description of the membership of each committee.

GOVERNANCE GROUPS

College Governance

Crafton Council
Charge: The Crafton Council is the central deliberative collegial consultation body at Crafton Hills College. Its fundamental purposes are providing information, facilitating communication, and solving problems related to shared governance. The primary functions of the Crafton Council are as follows:
1. Function as a clearinghouse for potential or actual shared-governance issues.
2. Provide information to and model best practices for shared-governance committees.
3. Serve as a forum for discussion of the progress of identified shared-governance committees that report to it.
4. Assume oversight and maintenance of the CHC Organizational Handbook.
5. Monitor Policies and Administrative Regulations related to shared governance, and recommend modifications thereof, or new Policies or Administrative Regulations, as needed.
6. Coordinate the systematic evaluation of governance and administrative structures, processes, and services.
7. Recommend resolutions of or guidelines on larger shared-governance questions at CHC.
8. Coordinate campus training in shared-governance principles and practice.
9. Promote integration of plans by monitoring alignment among them, and recommending corrective action when necessary.

The Crafton Council meets twice per month.

Membership: President; President, Academic Senate; Vice President, Academic Senate; President, Classified Senate; CSEA representative; President, Student Senate; Vice President of Student Services, Vice President of Instruction; Vice President, Administrative Services. The Dean of Institutional Effectiveness, Research & Planning serves as a resource person as needed.

Constituent Group Governance

Academic Senate

Charge: The CHC Academic Senate, in accordance with the provisions of Title 5 of the California Code of Regulations, functions as the body representing the views and needs of the faculty of Crafton Hills College on all academic and professional matters as identified in Title 5, §53200 (c). In addition, the Academic Senate serves as the agency that represents the faculty whenever consultation or interaction with the District or the college administration is necessary, excepting matters that fall under the exclusive authority of the faculty bargaining agent. The Academic Senate meets twice per month.

Membership
Twenty-eight faculty elected to serve as representatives in four unit areas: Humanities and Social Sciences; Math, Science, Health and Physical Education; Career and Technical Education; and Student Support; a part-time faculty senator; Past-President, Academic Senate. The Executive Board of the Academic Senate is comprised of the President, Vice President, Treasurer, Secretary, Historian and Past-President and President-Elect in alternating years.

Classified Senate

Charge: The CHC Classified Senate promotes the voice of classified professionals on non-collective bargaining issues; provides the President of the college with recommendations and views on matters affecting the classified staff and the conduct,
welfare, and growth of the college. The Classified Senate and the Executive Committee of the Classified Senate both meet monthly.

**Membership:** All permanent classified staff members are voting members of the Classified Senate. Eight classified staff members are elected as senators to represent their functional units designated by their location on campus. The Executive Board of the Classified Senate is comprised of the President, Vice President, Secretary, Treasurer, and Parliamentarian.

**Student Senate**

**Charge:** The CHC Student Senate is committed to the effective participation in all areas of concern to the Associated Students of Crafton Hills College (ASCHC). Thus, through independent action the Student Senate shall participate in the formation and improvement of educational programs, protect full freedom of assembly and expression in the college community; articulate and represent the student interest in the governance of the campus. The CHC Student Senate also provides services and coordinates activities for students and advances our common interests and concerns as students and citizens. The Student Senate meets weekly.

**Membership:** All of the ASCHC are non-voting members of the Student Senate. The Student Senate is comprised of seven elected positions: President, Vice President, Vice President of External Affairs, Vice President of Academic Affairs, Secretary, Treasurer and Student Trustee; and twelve appointed positions: Social Events Officers (2), Inter-Club Council Officer (2), Publicity Officer, Activism Officer, Equity and Diversity Officer, Editor in Chief, and At Large Officers (4).

**COMMITTEES**

Committees are organized in four broad categories.

1. Crafton Council Committees have representation from staff, student, faculty, and administrative groups, and report to the Crafton Council.

2. Functional committees may or may not have broad representation, depending on the charge. The charge of a functional committee may be information-sharing, have an advisory function, or have a purpose that is not clearly delimited.

3. Constituency committees report to Student Senate, Academic Senate, or Classified Senate as appropriate.

4. Ad Hoc Committees or Task Forces are typically convened for a time-limited period. Depending on their purpose, they may or may not have broad representation for all constituencies.

**Crafton Council Committees**

For committees reporting to Crafton Council, two co-chairs shall serve to lead committee work. One co-chair shall be a manager appointed by the President. The second co-chair will be elected by the committee and may be a member of the faculty, classified staff, or student body.
**Budget Committee**

Charge: The CHC Budget Committee reviews, identifies, and makes recommendations on the process of institutional planning as related to budget development, identifies strengths and weaknesses within the relationship between the college’s budget and Educational Master Plan, advocates execution of the budget efficiently and effectively toward the achievement of optimal performance levels across all segments of the campus community, and makes the budgeting process transparent to the campus community.

**Membership:** Vice President, Administrative Services; Vice President of Student Services, Vice President of Instruction; one manager; two classified staff (one for the Classified Senate executive team); five Faculty (one from the Academic Senate executive team); and one Student Senate appointee.

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**Educational Master Plan Committee**

Charge: The Educational Master Planning Committee develops, reviews, and revises the Educational Master Plan with input from appropriate constituencies. It meets twice per month.

**Membership:** Two Vice Presidents (VPAS, VPSS, or VPI); President, Academic Senate or designee; President, Classified Senate or designee; one CSEA representative; President, Student Senate or designee; Planning and Program Review Committee Faculty member; Director, Resource Development and Grants; three additional faculty; one Instructional Dean; Dean, Institutional Effectiveness, Research & Planning.

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**Institutional Effectiveness, Accreditation, and Outcomes Committee**

Charge: The Institutional Effectiveness, Accreditation, and Outcomes Committee will facilitate sustainable continuous quality improvement of the organization. The members will:

1. Fulfill their responsibilities as described in Committee Responsibilities in the CHC Organizational Handbook.
2. Become knowledgeable about Accreditation processes and standards and serve as a resource to the campus.
3. Guide the accreditation process for the entire college, including:
   a. Development of timelines, policies, and procedures for accreditation within the guidelines provided by ACCJC (Accrediting Commission for Community and Junior Colleges).
   b. Recommend and support training for faculty, staff, and management with regard to accreditation standards, policies, and procedures.
4. Guide the Outcomes Assessment process for the entire college, including:
   a. Develop a college assessment plan that is easy to use and meaningful
   b. Develop best practices for creating and assessing outcomes (SLOs, SAOs, ILOs)
   c. Provide meaningful feedback, suggestions, and guidance on the outcome assessment process for the purpose of improvement
   d. Coordinate training for faculty, staff, and management with regard to outcomes and their assessment.
5. Provide a forum for on-going dialogue with regard to Accreditation and Outcomes Assessment (SLOs/SAOs).

6. Recommend staff and faculty membership of Accreditation subcommittees to the President.

7. Serve as co-chairs of accreditation standard subcommittees.

8. Recommend to the President a list of qualified candidates for the task of editing Accreditation reports.

9. Review and provide input on midterm, follow-up, and other special reports to the Commission. If requested by the ALO, help draft such reports.

10. The committee co-chairs will coordinate the preparation of the self-study. The standards subcommittee co-chairs will coordinate the preparation of their respective sections of the self-study with input from the committee and the ALO.


12. Encourage members of the college community to serve on accreditation teams.

**Membership:** Accreditation Liaison Officer (co-chair); Vice President, Instruction or designee; Vice President, Student Services or designee; Vice President, Administrative Services or designee; Dean, Institutional Effectiveness, Research and Planning; two Deans (including one each from Instruction and Student Services,); a minimum of eight faculty (including the Instructional Assessment Specialist, one Academic Senate Executive Member, and at least one faculty from Student Services); one Classified Senate representative; one CSEA representative; and one Student Senate appointee.

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**Institutional Review Board (IRB) Committee**

**Charge:** The IRB Committee coordinates the external research (i.e. any research project or study which is outside the normal day-to-day operations of Crafton) being conducted on campus involving Crafton students or employees. The purpose of the IRB committee is to protect students, employees, class time, employee time, student rights, and College liability. The IRB will ensure that the study participants are fully aware of the nature of the research, their rights, receive informed consent, and that the research aligns with the mission, vision, core values and goals of Crafton Hills College. The committee may also seek the advice of outside experts if a proposal is outside of their expertise. The IRB committee will meet on an as needed basis to provide feedback to proposals in a timely manner. Committee members will be required to receive appropriate training and external certification (e.g.: NIH, CITI, etc.) specific to the process of reviewing research proposals and protecting the rights of human subjects.

**Membership:** Faculty Co-Chair from a research related field; Dean of Institutional Effectiveness, Research & Planning Co-Chair; a minimum of two additional faculty; one Classified Senate representative; one CSEA representative; and one Student Senate appointee. As recommended by the Code of Federal Regulations (§56.107), every effort will be made to ensure that the committee includes both males and females and a mix of racial and cultural diversity.

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**Planning and Program Review Committee**

**Charge:** The charge of the Planning and Program Review (PPR) Committee is to advance continuous, sustainable quality improvement at all levels of the institution.
Toward that end, the committee conducts a thorough and comprehensive review of each unit at the college on a cyclical basis and oversees the annual college-wide planning process. The results of planning and program review inform the integrated planning and resource allocation process at the college, and are aligned with the district strategic planning process. The committee relies on quantitative and qualitative evidence to evaluate programs, develop recommendations to the President, and determine and implement improvements to the PPR process.

**Membership:** Two Vice Presidents (VPAS, VPSS, or VPI); Vice President, Academic Senate (co-chair); five additional faculty (at least one from Student Services and one is recommended from each of the instructional divisions); one classified representative; one Student Senate appointee; Dean, Institutional Effectiveness, Research and Planning (co-chair).

**Professional Development / Flex Advisory Committee**
Charge: The Professional Development Committee provides supports and development opportunities to all employees of the college, which allows them to continue to learn and to develop and update their skills. Faculty on the committee also serve as the college’s Flex Advisory Committee, which reviews flex reports submitted by flex-eligible full-time faculty. The Professional Development Committee meets twice per month.

**Membership:** Faculty, classified staff and management are represented on the committee.

**Safety Committee**
Charge: The goal of the Safety Committee is to help the San Bernardino Community College District eliminate workplace injuries and illnesses by involving employees in achieving a safe, healthful workplace and promoting awareness and participation in emergency response programs. The committee will assist management in identifying safety hazards and suggesting ways to eliminate them. The committee reviews all safety-related incidents, injuries, accidents, illnesses, and deaths; makes suggestions to management for prevention of these accidents; conducts quarterly workplace inspections, identifies hazards, and recommends methods for eliminating or controlling hazards; annually evaluates the college’s workplace safety and health programs for effectiveness; and makes suggestions to management for improvements. The Safety Committee meets monthly.

**Membership:** Vice President, Administrative Services; Director, Facilities, Maintenance and Operations; Coordinator, Health and Wellness Center; one faculty and/or classified staff representative from the Public Safety and Services Department; Biological Sciences or Physical Sciences Departments; District Police; Disabled Students Programs and Services; and Human Resources; Classified staff representative appointed by CSEA and faculty representative appointed by SBCCTA, one Student Senate appointee, and one District Environmental Health and Safety representative.

**Student Success, Engagement, Enrollment Management, and Matriculation (SSEEMM) Committee**
The Enrollment Management, Student Success and Engagement Committee is charged with developing and overseeing a comprehensive Enrollment Management Plan, Basic
Skills Initiative Plan, the Student Success Plan and the Student Equity Plan for the college. Specifically the Enrollment Management, Student Success, and Engagement Committee addresses the recruitment, admission, retention, and success of all students, including the development of student support services and curriculum for transitioning basic skills students to higher levels of learning. The Enrollment Management, Student Success, and Engagement Committee meets twice per month. The established meeting times are the first and third Friday of each month from 10:00 am to 11:30 am.

**Membership:** Two representatives each from Admissions and Records, Arts and Science, Counseling, CTE, Tutoring; one representative each from DSPS, EOPS/CARE/CalWORKS, Financial Aid, Library, Research and Planning, Student Life, Title V, STEM; three additional representatives from the division of Math, English Reading, and Instructional Support; the Dean of Student Services/Counseling and Matriculation; the Vice President of Instruction; the Vice President of Student Services; and two students. Within the membership, there shall be a minimum of two managers, two faculty, two classified staff, and two students.

**Technology Planning Committee**
Charge: The Technology Planning Committee is charged with developing and overseeing a comprehensive technology plan for the college. The Technology Planning Committee meets quarterly.

**Membership:** One Dean each from Instruction and Student Services; Director, Facilities, Maintenance and Operations; Director, Technology Services; Coordinator, Tutoring Center; Department Network Specialist; Web Developer; one faculty representative; one Classified Senate representative; one CSEA representative; one Student Senate appointee; one representative each from District Computing Services and the Educational Technology Committee.

**Functional Committees**
**Office of the President Functional Committees**
Note that standing committees in Instruction might or might not involve appointed representation from the other constituency groups, depending on the nature of the committee.

**Management Team**
Charge: Management Team is a regular meeting of all college management to discuss and review campus issues with the President. Management Team meets monthly.

**Membership:** President; Vice Presidents; Deans; Directors; other Managers.

**President’s Cabinet**
Charge: President’s Cabinet is a regular meeting of the Vice Presidents to discuss and review campus issues with the President. President’s Cabinet meets twice per month.

**Membership:** President; Vice President, Instruction; Vice President, Student Services; Vice President, Administrative Services.
STEM Pathways Steering Committee

Charge: The STEM Pathways Steering Committee advises the Project Director of the HSI-STEM Pathways grant; communicates to the campus constituencies about progress of activities; makes recommendations regarding personnel, expenditures and consultants as appropriate; and makes recommendations regarding needed improvements to the project. The STEM Pathways Steering Committee meets quarterly.

Membership: HSI-STEM Pathways Project Director; STEM Pathways Coordinator; STEM Transfer Services Coordinator; STEM Alternative Learning Strategies Coordinator; Vice President, Student Services; Vice President, Instruction; Vice President, Administrative Services; Dean, Counseling and Matriculation; Dean, Math, English, Reading and Instructional Support; Articulation Officer; one faculty each from the Physical Sciences; Biological Sciences, Mathematics and Computer Science; two Classified Staff representing the Physical and Biological Science department; one Student Senate representative.

Title V Steering Committee

Charge: The Title V Steering Committee advises the Project Director of the Title V grant; communicates to the campus constituencies about progress of activities; makes recommendations regarding personnel, expenditures and consultants as appropriate; and makes recommendations regarding needed improvements to the project. The Title V Steering Committee meets quarterly.

Membership: Title V Project Director; Title V Activity Director; Vice President, Student Services; Vice President, Instruction; Dean, Counseling and Matriculation; Director, Disabled Students Programs and Services; Director, Student Life; President, Academic Senate; Faculty Chair, Mathematics Department; Faculty Chair, English Department; Instructional Assessment Specialist; Vice President, Administrative Services (ex officio); one Student Senate representative.

Office of Instruction Functional Committees

Note that standing committees in Instruction might or might not involve appointed representation from the other constituency groups, depending on the nature of the committee.

Instructional Management Team

Charge: Instructional Management Team is a regular meeting of all instructional management to discuss and review issues impacting instruction. Instructional Management Team meets twice a month.

Membership: Vice President, Instruction; Instructional Deans

Instructional Team

Charge: Instructional Team is a regular meeting of all instructional management and staff to discuss and review issues impacting instruction. Instructional Team meets once per month.

Membership: Vice President, Instruction; Instructional Deans; Instructional Administrative Assistants and Secretaries; Catalog/Data Specialist.
Charge: Career and Technical Advisory Committees advise the various Career and Technical departments in the development of curriculum and the needs of the related industries. Each occupational program that receives funding under the Carl D. Perkins Vocational and Technical Education Act (VTEA) is required to establish such an advisory committee. These committees act in an advisory capacity only. Responsibility for decision and action rests with the college district’s Board of Trustees, the Chancellor, and staff of the college. Regulations require that advisory committees meet at least once each academic year.

Membership: Each advisory committee is comprised of a group of citizens, usually from four to 15, who are selected to represent a specific occupational field.

Student Services Functional Committees

Note that standing committees in Student Services might or might not involve appointed representation from the other constituency groups, depending on the nature of the committee.

Academic Exceptions Committee

Charge: The Academic Exceptions Committee reviews academic petitions based on extenuating circumstances and hears appeals. The Academic Exceptions Committee meets weekly on Thursdays from 1:30p to 3:00p on an as needed basis.

Membership: Admissions & Records Coordinator (Committee Chair, Student Mentor); Dean, Student Services and Student Development; EOP&S, CARE, CalWorks Manager; Learning Disabilities Specialist; Counselor; One faculty member each: Mathematics; Public Safety & Services; Foreign Language OR English; and Anatomy & Physiology; and one Student Senate representative.

EOPS/CARE/DSPS Advisory Committee

Charge: Each EOPS/CARE/DSPS program is mandated by regulations to have an advisory committee appointed by the President of the college upon recommendation of the Director, EOPS/CARE and Director, Disabled Students Programs and Services. The purpose of the advisory committee is to assist the college in developing and maintaining effective EOPS/CARE/DSPS program services. Regulations require that the committee meet at least once each academic year.

Membership: The advisory committee includes representation from college personnel, one student each from EOPS/CARE and DSPS, feeder high schools, community and business sector and four-year colleges and universities in the Crafton Hills College service region.

Financial Aid Appeals Committee

Charge: The Financial Aid Appeals Committee advises the Director of Financial Aid regarding appeals related to term dismissal and other appeals related to financial aid. The Financial Aid Appeals Committee meets twice per month.

Membership: Director, Financial Aid; one Academic Counselors and two Instructional Faculty member as appointed by the Academic Senate; one additional Student Services manager.
Student Crisis Intervention Committee

Charge: The Student Crisis Intervention Committee develops and implements plans to provide a framework for the college’s reactions when crises occur. It is designed to set in motion certain safety and communications processes; focus on prevention, intervention, and rehearsed reactions; carry out an intervention plan that will attempt to resolve crises in and out of the classroom involving students; and conduct an institutional post evaluation and follow-up. The Crisis Intervention Committee meets monthly.

Membership: Vice President, Student Services; Vice President, Administrative Services; Dean, Counseling and Matriculation; Coordinator, Health and Wellness Center; Director, Disabled Student Programs and Services; two Academic Senate representatives; one representative from College Police.

Student Services Council

Charge: The Student Services Council provides a forum for effective communication among representatives of the various departments within Student Services. It meets to discuss and coordinate the different services provided by each department. The council is designed to discuss activities, problems and resolutions involving these departments, budget items and facilities. The Student Services Council meets monthly (fourth Monday of the month).

Membership: Vice President, Student Services (chair); Dean, Counseling and Matriculation; Dean, Student Services and Student Development; Director, Financial Aid; Director, Student Life; Coordinator, Health and Wellness Center; Coordinator, Disabled Student Programs and Services; Title V Activities Director; Director, EOPS/CARE; representative of Student Services Classified Staff Council; Student Senate representative.

Constituency Committees

Academic Senate Constituency Committees

Note that internal standing committees of the Academic Senate do not necessarily involve appointed representation from the other constituency groups.

Chairs Council

Charge: Chairs Council is authorized by the Academic Senate to develop and recommend processes including, but not limited to, departmental budgeting, planning and program review, scheduling and facilities use, and syllabi recommendations.

Voting Members: Faculty Chairs and one Counselor

Non-voting Members: Vice President, Instruction and three Instructional Deans.

Meeting Days and Times: 1st and 3rd Friday at 9am

Curriculum Committee

Charge: The Curriculum Committee is authorized by the Academic Senate to make recommendations to the Board of Trustees about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in
courses, periodic review of course outlines, review of degree and certificate requirements, approval of changes in degree and certificate requirements, and approval of prerequisites and co-requisites.

Voting Members: Faculty members as appointed by the Academic Senate including the faculty member holding the position of CHC Articulation Officer and a faculty representative from the Educational Technology Committee.

Non-voting Members: Vice-President of Instruction, Instructional deans and the dean of counseling, Admission and Records Evaluator, Curriculum Secretary, Schedule/Catalog Data Specialist and a student representative.

Meeting Days and Times: 2nd and 4th Monday at 2pm

**Educational Policies Committee**

**Charge:** The Educational Policies Committee is authorized by the Academic Senate to develop proposals for new policies and reviews proposed changes in existing policies that directly affect the educational programs of the college.

Voting Members: Faculty members as appointed by the Academic Senate.

Meeting Days and Times: 2nd and 4th Wednesday at 4pm

**Educational Technology Committee**

**Charge:** The Educational Technology Committee is authorized by the Academic Senate to develop and recommends policies involving the use of technology for education. Reviews and revise as necessary the process by which online instructors and course are evaluated. The committee reviews and approves DE instructors and courses. Develops and provides content for the CHC DE portal. Updates and revises the distributed Ed Plan(s). Develops recommendations related to the continued growth of the college’s online program. It also advises the Curriculum Committee in matters involving distributed education, including periodic reviews of all distributed education courses.

**Membership:** Faculty members as appointed by the Academic Senate (one member will also serve as the ETC representative to the Curriculum Committee).

Non-voting Member: Vice President, Instruction or designee.

Voting Members: Faculty Chairs and one Counselor.

**Honors Steering Committee**

**Charge:** The Honors Steering Committee is authorized by the Academic Senate to make recommendations regarding student admission, standards, curriculum, activities and other issues pertinent to the College Honors Institute.

Voting Members: Faculty members as appointed by the Academic Senate

Non-voting members: Instructional Deans, Director of the College Honors Institute (if non-faculty)

**Student Senate Constituency Committees**

Note that internal standing committees of the Student Senate do not necessarily involve appointed representation from the other constituency groups.
Elections Committee
Charge: The Elections Committee is convened annually by the ASCHC President to administer Student Senate elections each spring.
Membership: ASCHC Vice President of External Affairs, open to all students.

Events Council
Charge: The Events Council plans and executes events for students throughout the year.
Membership: Vice President of Campus Activities, and all appointed officers; open to all students.

Executive Council
Charge: To oversee organizational and internal issues including but not limited to personnel issues, Brown Act compliance, Parliamentary Procedure compliance, budgetary recommendations, bylaw and constitution compliance, appointments, discipline, and travel. Will act in a recommending capacity only. Exceptions to this will be at the discretion of the Student Senate President through Executive Order.
Membership: President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Academic Affairs, Vice President of Finance, and Student Senate Adviser.

Interclub Council
Charge: The Interclub Council is a collective body with representatives from all chartered student clubs and organizations at Crafton Hills College. It discusses issues of importance to clubs and makes recommendations to the Student Senate regarding funding requests from student clubs and organizations.
Membership: ASCHC Interclub Council Chair; one representative from each chartered CHC student club or organization.

AD HOC Committees / Task Forces
An ad hoc committee or task force is a temporary group representative of all campus constituencies. Ad hoc committees or task forces are created for a one-time purpose (e.g., to correct an issue of non-compliance with regulation, as in the General Education Task Force established in 2003) or to focus on specific subject or emerging trend impacting community colleges. These groups are created with a deadline by which they must complete their work, after which they dissolve. Ad hoc committees or task forces are charged at the discretion of the College President. Recommendations to establish an ad hoc committee or task force can be made to the College President by any shared governance structure or concerned member of the CHC community. According to board policy, “ad hoc committees will be used rarely and only for specific tasks of short duration which do not overlap with other committees.”
For a list of current ad hoc committee or task forces, please contact the President’s Office.
MISSION STATEMENT

San Bernardino Valley College is a comprehensive college dedicated to making lifelong learning opportunities accessible to a diverse student population. The college serves high school graduates and those over eighteen years of age. In addition, the college provides a gateway to higher education and vocational training for non-traditional populations, including: qualified high school students; re-entry adults; immigrants; the educationally or financially challenged; and those who cannot or choose not to attend the main campus.

The mission of San Bernardino Valley College is: to prepare students to transfer to four-year colleges and universities; to provide students with the knowledge and skills needed to succeed in business, industry and the professions; to advance the state and region's economic growth and global competitiveness through continuous workforce development; to work in partnership with the local community to improve the quality of life in the Inland Empire; and to prepare students for active participation in a multicultural society. The faculty and staff of San Bernardino Valley College are committed to student success and to teaching and service excellence.

Educational Philosophy

We believe that

- That a well-educated populace is essential to the general welfare of the community.

- That a quality education empowers the student to think critically, to communicate clearly, and to grow personally and professionally.

- That an enriched learning environment promotes creativity, self-expression, and the development of critical thinking skills.

- That our strength as an institution is enhanced by the cultural diversity of our student population and staff.

- That we must provide students with access to the resources, services, and technological tools that will enable them to achieve their educational goals.

- That we can measure our success by the degree to which our students become self-sufficient learners and contributing members of society.

- That plans and decisions must be data driven, and based on an informed consideration of what will best serve students and the community.
• That we must model our commitment to lifelong learning by maintaining currency in our professions and subject disciplines.

• That, as part of the collegial consultation process, all levels of the college organization must openly engage in sharing ideas and suggestions to develop innovative ways to improve our programs and services.

• That interactions between all members of the college community must be marked by professionalism, intellectual openness, and mutual respect.

• That we must hold ourselves and our students to the highest ethical and intellectual standards.

• That we must maintain a current, meaningful, and challenging curriculum.

• That students succeed best when following an educational plan and when enrolled in classes that meet their interests and goals, and match their level of academic preparedness.

• That all members of our campus community are entitled to learn and work in an environment that is free from physical, verbal, sexual, and/or emotional threat or harassment.

• That students learn best on a campus that is student-centered and aesthetically pleasing.

• That we must be responsible stewards of campus resources.

Vision Statement
San Bernardino Valley College will become the college of choice for students in the Inland Empire and will be regarded as the “alma mater” of successful, lifelong learners. We will build our reputation on the quality of our programs and services and on the safety, comfort, and beauty of our campus. We will hold both our students and ourselves to high standards of achievement and will expect all members of the college community to function as informed, responsible, and active members of society.

Final Revision 1-12-05

Governance Philosophy
San Bernardino Valley College is committed to the idea of Collegial Consultation as assured in AB1725. We acknowledge the rights and responsibilities accorded to all parties within the District to participate effectively in District consultation and support the establishment of procedures whereby faculty, staff, and students are ensured of appropriate consultation on matters affecting them.
We believe that groups of individuals working together to pool their knowledge, experience, and perspectives are an integral part of the decision making process at Valley College, and that the development of policies and procedures for college governance benefits greatly by involving those with appropriate expertise and those who will be most affected by those policies and procedures.
COLLEGE COUNCIL

Charge

The College Council has three primary functions: planning, issue management, and communication.

The college planning function includes the college Educational Master Plan (EMP), thereby developing the college’s Educational Strategic Plan, the EMP includes the Program Review annual needs prioritization, Technology Plan, Five Year Construction & Facilities Plan, Enrollment Management Plan, Basic Skills Plan, and Professional Development Plan. College Council reviews each of the plans and analyzes each for budget impact and provides recommendations to the President.

The issue management function takes place as campus issues are presented to the College Council and referred to the appropriate college committee for review, consideration, and recommendation to the President.

The communication function is served by the College Council as the central communication venue for college governance issues including budget, in that all constituent groups are represented and are responsible for reporting and disseminating of information to their appointing body.

Membership

Membership is comprised of the President, College Vice Presidents, the President of the Academic Senate, the Classified Senate President, the President of the Associated Students or designee, the CSEA President or designee, the Director of Research, and the chairs of the following committees: Enrollment Management & Student Equity, Accreditation, Curriculum, Facilities and Safety, Matriculation, Professional Development, Program Review, and Technology. The President serves as chair of the College Council unless otherwise agreed upon, at which point a faculty member and a manager will serve as co-chairs.

College Council Standing Committees

The Standing Committees of College Council are appointed annually and have representatives from each of the constituent groups: faculty, staff, students, and managers. Each committee will be co-chaired by one non-manager (faculty or staff) and one manager (that assists with clerical support, copying, and dissemination of materials as needed).
Should representation not occur in any group, the President will confer with the appropriate representative/President/designee to determine the best alternative to secure appropriate representation and participation from the absent group.

Meetings: Unless otherwise noted, standing committees are not held during the summer.

COLLEGIAL CONSULTATION COMMITTEES

ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE

Charge

The Accreditation and Student Learning Outcomes Committee prepares the self-study, prepares for the accreditation team site visit, follows up on implementation of accreditation recommendations, performs assessments as needed, and prepares any follow-up reports or documentation. The committee monitors the development and assessment process for student learning outcomes in courses, programs, and general education requirements. The committee generates and regularly reviews guidelines and best practices for all aspects of the student learning process.

Membership

Membership is comprised of the Accreditation Liaison Officer, at least one faculty member from each division and other interested faculty, administrators, staff and students.

BASIC SKILLS COMMITTEE

Charge: The Committee creates the planning documents, oversees the implementation of the campus basic skills plan, and prepares the college’s basic skills report.

Membership: Membership is comprised of the Vice President of Instruction, at least one faculty member from counseling, English, mathematics, and reading, and other interested faculty, administrators, staff and students.

(Colocation: Additional Committees - Instructional Services)

CURRICULUM COMMITTEE

Charge

Under AB1725 the Academic Senate has the responsibility to make recommendations with respect to academic and professional matters. Curriculum is considered an academic matter and, therefore, the Curriculum Committee is authorized by the
Academic Senate to make recommendations about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, approval of prerequisites and co-requisites, and assessment of curriculum as needed.

Membership

Membership is comprised of the Vice President of Instruction (or designee) and one other manager, a Curriculum Chair or Co-Chairs appointed by the Academic Senate, the Articulation Officer, at least two faculty members from each division as recommended by the Academic Senate, two students, and an Instruction Office staff member appointed by the Vice President of Instruction (in collaboration with CSEA) to serve as a resource to the committee.

ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE

Charge

The Enrollment Management and Student Equity Committee serves in an advisory capacity to the President’s Cabinet regarding enrollment. The committee is responsible for reviewing internal and external assessment trend data as it applies to enrollment planning, researching and reviewing successful models of recruitment and retention programs, projecting enrollment growth/decline, projecting academic and student support service needs based on enrollment trends. The committee makes recommendations regarding recruitment and retention strategies, in the annual updating of the Enrollment Management Plan. The committee reviews and regularly updates the Student Equity Plan. Both plans are forwarded to College Council for review.

Membership

Membership is comprised of the Vice Presidents of Instruction and Student Services or their designees, two Deans from Student Services, two Deans from Instruction, Director of Financial Aid, Directors of Marketing and Institutional Research, Matriculation Coordinator, and other interested faculty, administrators, staff and students.

FACILITIES & SAFETY COMMITTEE

Charge

The Facilities & Safety Committee serves as an advisory committee to college services and operations including: facilities, campus appearance, sustainability practices, emergency preparedness, and campus safety training. Additionally, the committee reviews and submits the Facilities & Capital Outlay Plan to College Council.
Membership

Membership is comprised of the Vice President of Administrative Services, Director of Maintenance and Operations, District Police Supervisor, Dean of Student Development, DSPS Coordinator, two students and other interested administrators, faculty, staff, and students.

MATRICULATION STUDENT SUCCESS AND SUPPORT COMMITTEE

Charge

The Matriculation Student Success and Support Committee is authorized by the Academic Senate to annually review and update the College Matriculation Plan, proposed the budget for categorical matriculation funds, provide advice on policies, procedures, and implementation of matriculation components including admission, orientation, assessment, counseling, prerequisites, follow-up, training, and research.

Membership

Membership is comprised of the Vice President of Student Services, Associate Dean of Admissions & Records, Matriculation Coordinator, Dean of Counseling and Matriculation, Institutional Research, one representative from English, Reading, and Math, and other interested administrators, faculty, staff, and students.

PROGRAM REVIEW COMMITTEE

Charge

The Program Review Committee is authorized by the Academic Senate to develop and monitor the college Program Review process, receive unit plans, utilize assessments as needed to evaluate instructional programs, recommend program status to the college president, identify the need for faculty and instructional equipment, and interface with other college committees to ensure institutional priorities are met.

The purpose of Program Review is to:

- Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals
- Aid in short-range planning and decision-making
• Improve performance, services, and programs
• Contribute to long-range planning
• Contribute information and recommendations to other college processes, as appropriate
• Serve as the campus’ conduit for decision-making by forwarding information to appropriate committees

Membership

Membership is comprised of the Vice Presidents of Instruction, Administrative Services, and Student Services, or their designees; six managers, 17 faculty members, eight classified staff members, and two students.

PROFESSIONAL DEVELOPMENT COMMITTEE

Charge

The Professional Development Committee serves as an advisory committee for the college professional development programs, and as a resource for training needs across campus. The committee prepares and implements the state required three-year Professional Development Plan, and reviews it annually to assure that campus goals and objectives are being met. The committee allocates staff development funds based on criteria in the plan. Additionally, the committee is responsible for planning, programming and communication of campus professional development programs. The faculty members on the committee serve as the campus sabbatical leave committee and make recommendations to the college president for proposed leave recipients. The faculty members also serve as the campus flex committee.

Membership

Membership is comprised of one manager (designated by the President), Professional Development Coordinator, a representative of the technology committee, and interested faculty, administrators, and staff.

TECHNOLOGY COMMITTEE

Charge
The Technology Committee develops the Technology Plan for SBVC and submits it to the SBVC College Council. The Plan recommends methods to assess, purchase, install, and encourage use of new technology; technology funding priorities; and strategies for redistributing current resources. It sets standards and guidelines for the minimum specifications for new technology, for maintaining the current technology in new construction, and to maximize use of District network resources and instructional learning resources. Accessibility to technology will be considered when developing goals, methods, recommendations, guidelines, and standards. In addition, members serve as campus representatives on District Technology Committees.

**Membership**

Membership is comprised of the Vice Presidents of Instruction, Administrative Services, and Student Services, or their designees; a representative from the Audio Department; a representative from District Computing Services, representative(s) from the college Network Specialists and all other interested faculty and staff in the campus community.

**ADDITIONAL COMMITTEES**

A number of committees exist that have a specific purpose or function, but are not part of the formal collegial consultation process within College Council. These include:

**OFFICE OF THE PRESIDENT**

**PROGRAM FOR THE ADVANCEMENT OF LEADERSHIP OF MANAGERS (PALM)**

Reporting to the President, Valley College managers (directors, deans, vice presidents) meet as needed with the President to review and discuss items as submitted to the College Council, and to study leadership theory and practice.

**PRESIDENT’S CABINET**

The President meets weekly in a staff meeting with the Vice Presidents to discuss operations and logistics.

**SCHOLARSHIPS**

**Charge**

The Scholarships Committee reviews applications for scholarships and makes awards according to guidelines.

**Membership**
Membership is comprised of the Foundation Director, and interested administrators, faculty, and classified staff.

ANNUAL AWARDS COMMITTEE

Charge

The Annual Awards Committee plans and implements the Annual “Spotlighting Our Success Faculty & Staff Awards Celebration” event each spring. This event recognizes outstanding employees and retirees from all areas of the campus. The committee organizes a campus-wide nomination and voting process that leads to organizing and coordinating all logistics related to the awards ceremony event. The committee chair is the Director of Marketing & Public Relations with guidance from the Office of the President.

Membership

Membership is comprised of at least one member from classified, faculty, management, Faculty Association and other interested individuals.

ARTS, LECTURES, AND DIVERSITY COMMITTEE

Charge

The Arts, Lectures, and Diversity Committee plans and promotes a series of lectures and cultural events designed to celebrate our diversity and enrich the instructional environment of the college.

Membership

Membership includes the Vice Presidents of Instruction and Student Services or designees, Dean of Humanities, and interested administrators, faculty, classified staff and students.

INSTRUCTIONAL SERVICES

INSTRUCTIONAL CABINET

Charge

The Instructional Cabinet reviews instruction related issues and concerns and advises the Vice President of Instruction.
Membership

Membership is comprised of the Vice President of Instruction and the deans reporting to the Vice President of Instruction.

TENURE REVIEW COMMITTEE

Charge

The Tenure Review Committee meets in January to review the four evaluations of each faculty member being considered for tenure. If all four evaluations of a faculty member are fully satisfactory, the Tenure Review Committee shall recommend that individual to the President for tenure. If the Tenure Review Committee has any doubts about a faculty member's overall performance, the committee shall, in consultation with the faculty member's supervisor, set up a new evaluation of him/her, to be conducted according to the evaluation procedure already in place in the District.

If the committee wants to use tenure procedures or materials as part of this evaluation, it can do so only with the consent of the affected faculty member. The two faculty members on the Tenure Review Committee who were appointed by the Senate and the bargaining unit shall serve as the peer evaluators for this evaluation. At the conclusion of this evaluation, the Tenure Review Committee shall meet and decide on a recommendation to the President of tenure or dismissal for the faculty member in question. All recommendations regarding fourth-year faculty members shall be submitted to the President by February 15. If the President and the committee disagree, they shall meet with the District Chancellor to present their differing points of view. The Chancellor shall have final authority to make a recommendation to the Board of Trustees (this charge and membership quoted directly from the current AGREEMENT between the SBCCD and the SBCCD Chapter CTA/NEA).

Per the provisions of the CTA contract, the Tenure Review committee is also involved in providing remediation assistance to those faculty whose evaluations are less than satisfactory.

Membership

The College President appoints a tenured faculty member as the Tenure Review Coordinator who chairs the committee and the appropriate Vice Presidents or designees. The President of the Academic Senate and the college representative of the collective bargaining unit each appoint one tenured faculty member to serve on the Tenure Review Committee.

ONLINE COMMITTEE
Charge

The Online Committee advises the Vice President of Instruction regarding issues related to online learning at the College. In addition, the committee assists discipline faculty in the preparation of distance education requests to the Curriculum Committee. The committee serves as a conduit of information among faculty, administration, and students by providing technological vision for issues related to online learning.

Membership

Membership is comprised of interested faculty, administrators, staff, and students.

HONORS

Charge

The Honors Committee serves as an advisory committee to the vice President of Instruction relative to the college’s Honors Program including the admission of students into the program, assessment of program effectiveness, the schedule rotation of Honors courses, proposals for new Honors courses, and the evaluation of existing Honors courses.

Membership

Membership is comprised of the Vice President of Instruction or designee, the Honors Coordinator, Honors Counselor, and interested administrators and faculty.

WORKFORCE DEVELOPMENT COMMITTEE

Charge

This Workforce Development Committee reviews recommendations from the Career and Technical Education (CTE) advisory committees. The committee participates in the Perkins Grant allocation process and makes recommendations to the Perkins Grant administrator.

Membership

Membership is comprised of the Perkins Grant Administrator and includes representation from vocational career and technical certificate and degree areas as well as other interested administrators, faculty, classified staff, and students.
CAMPUS LIFE AND COMMENCEMENT

Charge
This Campus Life and Commencement Committee monitors and serves as the primary clearing house for student activities on the campus, including commencement. The committee develops a campus-wide master calendar in coordination with the Director of Marketing.

Membership
Membership is comprised of the Vice President of Student Services, Director of Student Life, Student Activities Coordinator, ASG President, Student Services Dean, Director of Marketing, and interested administrators, faculty, classified staff, and students.

DISABLED STUDENT PROGRAMS AND SERVICES (DSPS) ADVISORY COMMITTEE

Charge
This Disabled Student Programs and Services (DSPC) Advisory Committee serves as an advisory committee to the Director of DSPS relative to the needs of students with disabilities.

Membership
Membership is comprised of the Dean of Student Services, Director of Disabled Student Services, Director of Health Services, and interested faculty, staff, and students.

STUDENT POLICIES & SCHOLASTIC STANDARDS

Charge
The Student Policies and Scholastic Standards Committee serves as an advisory committee for the development and implementation of academic policies such as but not limited to petitions related to admissions, probation, disqualification, and graduation requirements.

Membership
The membership is comprised of the Vice President of Student Services or designee, Associate Dean of Admissions & Records, interested faculty, a classified staff member from the Admissions and Records Office, and one student.
STUDENT SERVICES CABINET

Charge

The Student Services Cabinet reviews Student Services related issues and concerns in an advisory capacity to the Vice President of Student Services.

Membership

Membership is comprised of the Vice President of Student Services and all Deans reporting to the Vice President of Student Services.

STUDENT SERVICES COUNCIL

Charge

The Student Services Council meets on a periodic basis to discuss and review campus issues particularly applicable to student success.

Membership

Membership is comprised of the Vice President of Student Services and the Student Services leadership team.

ADMINISTRATIVE SERVICES

ADMINISTRATIVE SERVICES CABINET

Charge

Reporting to the Vice President of Administrative Services, the Administrative Services Cabinet meets on a periodic basis to discuss and review campus related issues and advise the Vice President of Administrative Services.

Membership

Membership is comprised of the Vice President of Administrative Services and the Administrative Services Supervisors.

References: Education Code Sections 70901 - 70902(b)(7); Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and 51023.7 (Students);
NOTE: The red ink signifies language that 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 the current SBCCD AP 2225 titled Collegial Consultation approved in 10/25/12. The language in blue ink is included for consideration. The language in orange ink is from CHC. The language in green ink is from SBVC.

Approved: 10/25/12
Revised:
EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]
( Title 3 enacted by Stats. 1976, Ch. 1010. )

DIVISION 7. COMMUNITY COLLEGES [70900 - 88651]
( Division 7 enacted by Stats. 1976, Ch. 1010. )

PART 43. THE CALIFORNIA COMMUNITY COLLEGES [70900 - 70902]
( Heading of Part 43 renumbered from Part 43.5 by Stats. 1995, Ch. 758, Sec. 78. )

70901.

(a) The Board of Governors of the California Community Colleges shall provide leadership and direction in the continuing development of the California Community Colleges as an integral and effective element in the structure of public higher education in the state. The work of the board of governors shall at all times be directed to maintaining and continuing, to the maximum degree permissible, local authority and control in the administration of the California Community Colleges.

(b) Subject to, and in furtherance of, subdivision (a), and in consultation with community college districts and other interested parties as specified in subdivision (e), the board of governors shall provide general supervision over community college districts, and shall, in furtherance of those purposes, perform the following functions:

(1) Establish minimum standards as required by law, including, but not limited to, the following:

(A) Minimum standards to govern student academic standards relating to graduation requirements and probation, dismissal, and readmission policies.

(B) Minimum standards for the employment of academic and administrative staff in community colleges.

(C) Minimum standards for the formation of community colleges and districts.

(D) Minimum standards for credit and noncredit classes.

(E) Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to
assume primary responsibility for making recommendations in the areas of
curriculum and academic standards.
(2) Evaluate and issue annual reports on the fiscal and educational effectiveness
of community college districts according to outcome measures cooperatively
developed with those districts, and provide assistance when districts encounter
severe management difficulties.
(3) Conduct necessary systemwide research on community colleges and provide
appropriate information services, including, but not limited to, definitions for the
purpose of uniform reporting, collection, compilation, and analysis of data for
effective planning and coordination, and dissemination of information.
(4) Provide representation, advocacy, and accountability for the California
Community Colleges before state and national legislative and executive
agencies.
(5) Administer state support programs, both operational and capital outlay, and
those federally supported programs for which the board of governors has
responsibility pursuant to state or federal law. In so doing, the board of
governors shall do the following:
(A) (i) Annually prepare and adopt a proposed budget for the California
Community Colleges. The proposed budget shall, at a minimum, identify the
total revenue needs for serving educational needs within the mission, the
amount to be expended for the state general apportionment, the amounts
requested for various categorical programs established by law, the amounts
requested for new programs and budget improvements, and the amount
requested for systemwide administration.
(ii) The proposed budget for the California Community Colleges shall be
submitted to the Department of Finance in accordance with established
timelines for development of the annual Budget Bill.
(B) To the extent authorized by law, establish the method for determining and
allocating the state general apportionment.
(C) Establish space and utilization standards for facility planning in order to
determine eligibility for state funds for construction purposes.
(6) Establish minimum conditions entitling districts to receive state aid for
support of community colleges. In so doing, the board of governors shall
establish and carry out a periodic review of each community college district to
determine whether it has met the minimum conditions prescribed by the board
of governors.
(7) Coordinate and encourage interdistrict, regional, and statewide development
of community college programs, facilities, and services.
(8) Facilitate articulation with other segments of higher education with secondary education.

(9) Review and approve comprehensive plans for each community college district. The plans shall be submitted to the board of governors by the governing board of each community college district.

(10) Review and approve all educational programs offered by community college districts, and all courses that are not offered as part of an educational program approved by the board of governors.

(11) Exercise general supervision over the formation of new community college districts and the reorganization of existing community college districts, including the approval or disapproval of plans therefor.

(12) Notwithstanding any other provision of law, be solely responsible for establishing, maintaining, revising, and updating, as necessary, the uniform budgeting and accounting structures and procedures for the California Community Colleges.

(13) Establish policies regarding interdistrict attendance of students.

(14) Advise and assist governing boards of community college districts on the implementation and interpretation of state and federal laws affecting community colleges.

(15) Contract for the procurement of goods and services, as necessary.

(16) Carry out other functions as expressly provided by law.

(c) Subject to, and in furtherance of, subdivision (a), the board of governors shall have full authority to adopt rules and regulations necessary and proper to execute the functions specified in this section as well as other functions that the board of governors is expressly authorized by statute to regulate.

(d) Wherever in this section or any other statute a power is vested in the board of governors, the board of governors, by a majority vote, may adopt a rule delegating that power to the chancellor, or any officer, employee, or committee of the California Community Colleges, or community college district, as the board of governors may designate. However, the board of governors shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of delegation.

(e) In performing the functions specified in this section, the board of governors shall establish and carry out a process for consultation with institutional representatives of community college districts so as to ensure their participation in the development and review of policy proposals. The consultation process shall also afford community college organizations, as well as interested individuals and parties, an opportunity to review and comment on proposed policy before it is adopted by the board of governors.
(f) This section shall become operative on January 1, 2014.

Section operative January 1, 2014, by its own provisions.)

70901.1.

The Board of Governors of the California Community Colleges shall adopt regulations that permit the governing board of a community college district to allow applications for admission, student residency determination forms, and other documents to be submitted electronically. The regulations shall require that applicants and students be informed of the relative security of the information they submit electronically.

(Amended by Stats. 2005, Ch. 654, Sec. 1. Effective October 7, 2005.)

70901.2.

(a) Notwithstanding any other provision of law, when a classified staff representative is to serve on a college or district task force, committee, or other governance group, the exclusive representative of classified employees of that college or district shall appoint the representative for the respective bargaining unit members. The exclusive representative of the classified employees and the local governing board may mutually agree to an alternative appointment process through a memorandum of understanding. A local governing board may consult with other organizations of classified employees on shared governance issues that are outside the scope of bargaining. These organizations shall not receive release time, rights, or representation on shared governance task forces, committees, or other governance groups exceeding that offered to the exclusive representative of classified employees.

(b) A local governing board shall determine a process for the selection of a classified staff representative to serve on those task forces, committees, or other governance groups in a situation where no exclusive representative exists.

(Added by Stats. 2001, Ch. 799, Sec. 1. Effective January 1, 2002.)

70901.5.
The board of governors shall establish procedures for the adoption of rules and regulations governing the California Community Colleges. Among other matters, the procedures shall implement the following requirements:

1. Written notice of a proposed action shall be provided to each community college district and to all other interested parties and individuals, including the educational policy and fiscal committees of the Legislature and the Department of Finance, at least 45 days in advance of adoption. The regulations shall become effective no earlier than 30 days after adoption.

2. The proposed regulations shall be accompanied by an estimate, prepared in accordance with instructions adopted by the Department of Finance, of the effect of the proposed regulations with regard to the costs or savings to any state agency, the cost of any state-mandated local program as governed by Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code, any other costs or savings of local agencies, and the costs or savings in federal funding provided to state agencies.

3. The board of governors shall ensure that all proposed regulations of the board meet the standards of “necessity,” “authority,” “clarity,” “consistency,” “reference,” and “nonduplication,” as those terms are defined in Section 11349 of the Government Code. A district governing board or any other interested party may challenge any proposed regulatory action regarding the application of these standards.

4. Prior to the adoption of regulations, the board of governors shall consider and respond to all written and oral comments received during the comment period.

5. The effective date for a regulation shall be suspended if, within 30 days after adoption by the board of governors, at least two-thirds of all governing boards vote, in open session, to disapprove the regulation. With respect to any regulation so disapproved, the board of governors shall provide at least 45 additional days for review, comment, and hearing, including at least one hearing before the board itself. After the additional period of review, comment, and hearing, the board may do any of the following:

   A. Reject or withdraw the regulation.

   B. Substantially amend the regulation to address the concerns raised during the additional review period, and then adopt the revised regulation. The regulation shall be treated as a newly adopted regulation, and shall go into effect in accordance with those procedures.

   C. Readopt the regulation as originally adopted, or with those nonsubstantive, technical amendments deemed necessary to clarify the intent of the original regulation. If the board of governors decides to readopt a regulation, with or
without technical amendments, it shall also adopt a written declaration and
determination regarding the specific state interests it has found necessary to
protect by means of the specific language or requirements of the regulation. A
readopted regulation may then be challenged pursuant to existing law in a court
of competent jurisdiction, and shall not be subject to any further appeal within
the California Community Colleges.
(6) As to any regulation which the Department of Finance determines would
create a state-mandated local program cost, the board of governors shall not
adopt the regulation until the Department of Finance has certified to the board
of governors and to the Legislature that a source of funds is available to
reimburse that cost.
(7) Any district or other interested party may propose a new regulation or
challenge any existing regulation.
(b) Except as expressly provided by this section, and except as provided by
resolution of the board of governors, the provisions of Chapter 3.5
(commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the
Government Code shall not apply to regulations adopted by the board of
governors.
(Added by Stats. 1988, Ch. 973, Sec. 8. Operative January 1, 1990, by Sec. 71 of Ch. 973.)

70902.

(a) (1) Every community college district shall be under the control of a board of
trustees, which is referred to herein as the “governing board.” The governing
board of each community college district shall establish, maintain, operate, and
govern one or more community colleges in accordance with law. In so doing,
the governing board may initiate and carry on any program, activity, or may
otherwise act in any manner that is not in conflict with or inconsistent with, or
preempted by, any law and that is not in conflict with the purposes for which
community college districts are established.
(2) The governing board of each community college district shall establish rules
and regulations not inconsistent with the regulations of the board of governors
and the laws of this state for the government and operation of one or more
community colleges in the district.
(b) In furtherance of subdivision (a), the governing board of each community
college district shall do all of the following:
(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.

(2) Establish policies for and approve courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. Courses of instruction that are not offered in approved educational programs shall be submitted to the board of governors for approval. The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the board of governors.

(3) Establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum standards adopted by the board of governors and establish employment practices, salaries, and benefits for all employees not inconsistent with the laws of this state.

(5) To the extent authorized by law, determine and control the district’s operational and capital outlay budgets. The district governing board shall determine the need for elections for override tax levies and bond measures and request that those elections be called.

(6) Manage and control district property. The governing board may contract for the procurement of goods and services as authorized by law.

(7) Establish procedures that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(8) Establish rules and regulations governing student conduct.

(9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.

(10) In its discretion, receive and administer gifts, grants, and scholarships.

(11) Provide auxiliary services as deemed necessary to achieve the purposes of the community college.
(12) Within the framework provided by law, determine the district’s academic calendar, including the holidays it will observe.

(13) Hold and convey property for the use and benefit of the district. The governing board may acquire by eminent domain any property necessary to carry out the powers or functions of the district.

(14) Participate in the consultation process established by the board of governors for the development and review of policy proposals.

(c) In carrying out the powers and duties specified in subdivision (b) or other provisions of statute, the governing board of each community college district shall have full authority to adopt rules and regulations, not inconsistent with the regulations of the board of governors and the laws of this state, that are necessary and proper to executing these prescribed functions.

(d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district’s chief executive officer or any other employee or committee as the governing board may designate. However, the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.

(e) This section shall become operative on January 1, 2014.

(Amended (as added by Stats. 2006, Ch. 817, Sec. 5) by Stats. 2011, Ch. 112, Sec. 4. Effective January 1, 2012. Section operative January 1, 2014, by its own provisions.)

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

For the purpose of this Subchapter:

(a) "Facult" means those employees of a community college district who are employed in positions that are not designated as supervisory or management for the purposes of Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code, and for which minimum qualifications for hire are specified by the Board of Governors.

(b) "Academic senate," "faculty council," and "faculty senate" means an organization formed in accordance with the provisions of this Subchapter whose primary function, as the representative
of the faculty, is to make recommendations to the administration of a college and to the
governing board of a district with respect to academic and professional matters. For purposes of
this Subchapter, reference to the term "academic senate" also constitutes reference to "faculty
council" or "faculty senate."

(c) "Academic and professional matters" means the following policy development and
implementation matters:

1. curriculum, including establishing prerequisites and placing courses within disciplines;

2. degree and certificate requirements;

3. grading policies;

4. educational program development;

5. standards or policies regarding student preparation and success;

6. district and college governance structures, as related to faculty roles;

7. faculty roles and involvement in accreditation processes, including self-study and annual
reports;

8. policies for faculty professional development activities;

9. processes for program review;

10. processes for institutional planning and budget development; and

11. other academic and professional matters as are mutually agreed upon between the
governing board and the academic senate.

(d) "Consult collegially" means that the district governing board shall develop policies on
academic and professional matters through either or both of the following methods, according to
its own discretion:

1. relying primarily upon the advice and judgment of the academic senate; or

2. agreeing that the district governing board, or such representatives as it may designate, and
the representatives of the academic senate shall have the obligation to reach mutual agreement
by written resolution, regulation, or policy of the governing board effectuating such
recommendations.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901
and 70902, Education Code.

53201. Academic Senate or Faculty Council.

In order that the faculty may have a formal and effective procedure for participating in the
formation and implementation of district policies on academic and professional matters, an
academic senate may be established at the college and/or district level.

53202. Formation; Procedures; Membership.

The following procedure shall be used to establish an academic senate:

(a) The full-time faculty of a community college shall vote by secret ballot to form an academic
senate.

(b) In multi-college districts, the full-time faculty of the district colleges may vote on whether or
not to form a district academic senate. Such vote shall be by secret ballot.

(c) The governing board of a district shall recognize the academic senate and authorize the
faculty to:

(1) Fix and amend by vote of the full-time faculty the composition, structure, and procedures of
the academic senate.

(2) Provide for the selection, in accordance with accepted democratic election procedures, the
members of the academic senate.

(d) The full-time faculty may provide for the membership and participation of part-time faculty
members in the academic senate.

(e) In the absence of any full-time faculty members in a community college, the part-time faculty
of such community college may form an academic senate.

53203. Powers.

(a) The governing board of a community college district shall adopt policies for appropriate
delegation of authority and responsibility to its college and/or district academic senate. Among
other matters, said policies, at a minimum, shall provide that the governing board or its
designees will consult collegially with the academic senate when adopting policies and
procedures on academic and professional matters. This requirement to consult collegially shall
not limit other rights and responsibilities of the academic senate which are specifically provided
in statute or other Board of Governors regulations.

(b) In adopting the policies and procedures described in Subsection (a), the governing board or
its designees shall consult collegially with representatives of the academic senate.

(c) While in the process of consulting collegially, the academic senate shall retain the right to
meet with or to appear before the governing board with respect to the views, recommendations,
or proposals of the senate. In addition, after consultation with the administration of the college
and/or district, the academic senate may present its views and recommendations to the
governing board.

(d) The governing board of a district shall adopt procedures for responding to recommendations
of the academic senate that incorporate the following:
(1) in instances where the governing board elects to rely primarily upon the advice and judgment of the academic senate, the recommendations of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the governing board or its designee, upon request of the academic senate, shall promptly communicate its reasons in writing to the academic senate.

(2) in instances where the governing board elects to provide for mutual agreement with the academic senate, and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the district to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

(e) An academic senate may assume such responsibilities and perform such functions as may be delegated to it by the governing board of the district pursuant to Subsection (a).

(f) The appointment of faculty members to serve on college or district committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the chief executive officer or his or her designee, by the academic senate. Notwithstanding this Subsection, the collective bargaining representative may seek to appoint faculty members to committees, task forces, or other groups.

53204. Scope of Regulations.

Nothing in this Subchapter shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to these regulations.

Cal. Admin. Code tit. 5, s 51023.5
addition, for the purposes of this section, management and nonmanagement positions or groups of positions shall be separately defined or categorized.

(2) Participation structures and procedures for the staff positions defined or categorized.

(3) In performing the requirements of subsections (a)(1) and (2), the governing board or its designees shall consult with the representatives of existing staff councils, committees, employee organizations, and other such bodies. Where no groups or structures for participation exist that provide representation for the purposes of this section for particular groups of staff, the governing board or its designees, shall broadly inform all staff of the policies and procedures being developed, invite the participation of staff, and provide opportunities for staff to express their views.

(4) Staff shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures, and in those processes for jointly developing recommendations for action by the governing board, that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff.

(5) Except in unforeseeable, emergency situations, the governing board shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures as determined by the governing board in accordance with the provisions of this Section.

(6) The policies and procedures of the governing board shall ensure that the recommendations and opinions of staff are given every reasonable consideration.

(7) When a college or district task force, committee, or other governance group, is used to consult with staff regarding implementation of this section or to deal with other issues which have been determined to significantly affect staff pursuant to subdivision (a)(4), the appointment of staff representatives shall be made as follows:

(A) The exclusive representative shall appoint representatives for the respective bargaining unit employees, unless the exclusive representative and the governing board mutually agree in a memorandum of understanding to an alternative appointment process.

(B) Where a group of employees is not represented by an exclusive agent, the appointment of a representative of such employees on any task force, committee or governance group shall be made by, or in consultation with, any other councils, committees, employee organizations, or other staff groups that the governing board has officially recognized in its policies and procedures for staff participation.

(C) When the task force, committee or governance group will deal with issues outside the scope of collective bargaining, any other council, committee or staff group, other than an exclusive agent, that the governing board has officially recognized in its policies and procedures for staff participation may be allowed to designate an additional representative. These organizations shall not receive release time, rights, or representation on such task forces, committees, or other governance groups exceeding that offered to the exclusive representative of classified employees.

(D) In all cases, representatives shall be selected from the category that they represent.
(b) In developing and carrying out policies and procedures pursuant to subsection (a), the district governing board shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it, or in any way encourage employees to join any organization in preference to another. In addition, in order to comply with Government Code sections 3540, et seq., such procedures for staff participation shall not intrude on matters within the scope of representation under section 3543.2 of the Government Code. Governing boards shall not interfere with the exercise of employee rights to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Nothing in this section shall be construed to impinge upon or detract from any negotiations or negotiated agreements between exclusive representatives and district governing boards. It is the intent of the Board of Governors to respect lawful agreements between staff and exclusive representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to staff pursuant to these regulations.

(c) Nothing in this section shall be construed to impinge upon the policies and procedures governing the participation rights of faculty and students pursuant to sections 53200-53204, and section 51023.7, respectively.

(d) The governing board of a community college district shall comply substantially with the provisions of this section.

Cal. Admin. Code tit. 5, s 51023.7
student organization or its equivalent within the district as provided by Education Code Section 76060, as the representative body of the students to offer opinions and to make recommendations to the administration of a college and to the governing board of a district with regard to district and college policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on college or district committees, task forces, or other governance groups shall be made, after consultation with designated parties, by the appropriate officially recognized associated student organization(s) within the district.

(b) For the purposes of this Section, district and college policies and procedures that have or will have a "significant effect on students" includes the following:

1. grading policies;
2. codes of student conduct;
3. academic disciplinary policies;
4. curriculum development;
5. courses or programs which should be initiated or discontinued;
6. processes for institutional planning and budget development;
7. standards and policies regarding student preparation and success;
8. student services planning and development;
9. student fees within the authority of the district to adopt; and
10. any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

(c) The governing board shall give reasonable consideration to recommendations and positions developed by students regarding district and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.

(d) Nothing in this Section shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiations or negotiated agreements between collective bargaining agents and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining agents as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to the regulations on academic senates contained in Sections 53200-53206.

(e) The governing board of a community college district shall comply substantially with policies and procedures adopted in accordance with this Section.

Accreditation Standard IV.A
The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

A. Decision-Making Roles and Processes
The institution recognizes that ethical and effective leadership throughout the organization enables the institution to identify institutional values, set and achieve goals, learn, and improve.
San Bernardino Community College District
Board Policy
Chapter 4 – Academic Affairs

BP 4070   AUDITING AND AUDITING FEES
(Replaces current SBCCD BP 4070)

NOTE: The District is not required to permit auditing of courses; but if it does, the following policy applies.

The District will provide students, who have been admitted and eligible to either college and with permission from the instructor, with opportunities to audit specific credit courses, with the permission of the instructor.

The fee for auditing courses shall be $15.00 per unit. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his/her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.

From current SBCCD BP 4070 titled Auditing

Students may not audit courses.

Reference: Education Code Section 76370

NOTE: The red ink signifies language that is legally advised and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from the current SBCCD BP 4070 titled Auditing approved on 5/13/04. The language in blue ink was suggested by District Assembly on 2/4/14. The language in green ink was suggested by SBVC.

Adopted: 5/13/04
EDUCATION CODE SECTION 76370

76370. The governing board of a community college district may authorize a person to audit a community college course and may charge that person a fee pursuant to this section.

(a) If a fee for auditing is charged, it shall not exceed fifteen dollars ($15) per unit per semester.

The governing board shall proportionately adjust the amount of the fee for term lengths based upon a quarter system or other alternative system approved pursuant to regulations of the board of governors, and shall also proportionately adjust the amount of the fee for summer sessions, intersessions, and other short-term courses. In making these adjustments, the governing board may round the per unit fee and the per term or per session fee to the nearest dollar.

(b) Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

(c) No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.

(d) Priority in class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate.

(e) Classroom attendance of students auditing a course shall not be included in computing the apportionment due a community college district.
San Bernardino Community College District  
Administrative Procedure  
Chapter 4 – Academic Affairs  

**AP 4070**  
AUDITING AND AUDITING FEES  

**Application/Enrollment**  
a. **Students who have been admitted to one of the colleges in the District may be eligible to apply to audit courses at the college to which they have been admitted.**  
b. **Students must meet all course prerequisites. It is the responsibility of the student to provide the instructor with documentation that the prerequisite(s) has been satisfied.**  
c. **Auditing enrollment is permitted only on a space available basis, solely upon the discretion of the instructor.**  
d. **A student may enroll in a course for audit only if he/she has not enrolled in that course for credit during the same semester.**  
e. **Priority in class enrollment shall be given to students desiring to take the course for credit.**  

**Process**  
a. **Students shall complete an audit application form located in the Admissions and Records Office which must be signed by the appropriate instructor, and presented to the Campus Business Office for payment of fees. Students must provide a copy of audit application with proof of payment to instructor.**  
b. **Auditing will be permitted at the conclusion of the late registration period.**  
c. **Any instructor may refuse auditing without explanation.**  
d. **Credit students will always receive registration priority and space in the classroom over student(s) that are auditing the course.**  
e. **Auditing students will not be used in the determination to cancel a class for lack of adequate enrollment.**  
f. **Once audit enrollment is completed, no student will be permitted to change his/her enrollment from audit to receive credit nor is a student permitted to change enrollment from credit to audit. There is no limit set on the number of courses a student may audit.**  
g. **The Admissions and Records Office will not under any circumstances certify completion of any course attended by audit, nor will the District provide any transcripts, letters, records or any other documentation of attendance in a course undertaken on an audit basis.**
Fees

a. The fee for auditing will be assessed as determined by the current approved fee under the Education Code. A student enrolled for credit in ten (10) or more semester credit units will not be charged a fee to audit three (3) or fewer units per semester. Students must also pay all required fees.

b. Audited classes do not count toward units for any purpose, financial aid, veteran’s benefits, full time student status, or any other purpose etc.

c. No refund will be permitted after enrollment unless the course is canceled.

d. Classroom attendance of students auditing a course shall not be included in computing the apportionment due to the District.

Attendance and Participation

a. The instructor will determine classroom policies for students who audit: including attendance, participation, assignments, and the evaluation of course work.

b. Students auditing classes must abide by college and district policies. A student may be asked to leave the classroom by the instructor if s/he becomes disruptive.

Reference: Education Code Section 76370

NOTE: The red ink signifies language that is legally advised and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in blue ink was suggested by District Assembly on 2/4/14. The language in green ink was suggested by SBVC.

Approved:
Education Code Section 76370

76370. The governing board of a community college district may authorize a person to audit a community college course and may charge that person a fee pursuant to this section.

(a) If a fee for auditing is charged, it shall not exceed fifteen dollars ($15) per unit per semester.

The governing board shall proportionately adjust the amount of the fee for term lengths based upon a quarter system or other alternative system approved pursuant to regulations of the board of governors, and shall also proportionately adjust the amount of the fee for summer sessions, intersessions, and other short-term courses.

In making these adjustments, the governing board may round the per unit fee and the per term or per session fee to the nearest dollar.

(b) Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

(c) No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.

(d) Priority in class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate.

(e) Classroom attendance of students auditing a course shall not be included in computing the apportionment due a community college district.
The District has been named the San Bernardino Community College District. The name is the property of the District. No person shall, without the permission of the Board of Trustees, use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following colleges and/or education centers:

- San Bernardino Valley College
  701 So. Mt. Vernon Avenue
  San Bernardino, CA 92410

- Crafton Hills College
  11711 Sand Canyon Road
  Yucaipa, CA 92399

- Technology and Educational Support Services
  Distributed Education & Technology Services
  441 West 8th Street
  San Bernardino, CA 92401
  1289 Bryn Mawr Avenue, Suite B
  Redlands, CA 92374

- District Office and Professional Development Center
  114 S. Del Rosa Avenue
  San Bernardino, CA 92408
The District holds classes and conducts programs at its campus locations and other off-campus sites belonging to Joint Power Agreement authorities. These include facilities operated by the San Bernardino County Sheriff, the San Bernardino County Fire Department, and other city and county agencies.

References: Education Code § Section 72000(b); Elections Code Section 18304

NOTE: The red ink signifies language that 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 the current SBCCD BP 1000 titled District Name adopted on 1/11/01 and amended on 4/8/04. The language in blue ink is included for consideration from the Board Policy Work Group on 1/30/14.

Adopted: 1/11/01
Revised: 4/8/04; _______
EDUCATION CODE SECTION 72000(b)

72000. (a) The district and its governing board may sue and be sued, and shall act in accordance with Section 70902.
(b) The district name shall be adopted and changed as follows:

(1) The first governing board of any new community college district shall, at the first meeting of the board or as soon as practicable thereafter, name the district. The district shall be designated as the "____ Community College District."

(2) The governing board of a community college district may, by resolution, change the name of the district or of any of the community colleges maintained by the district. However, the name shall continue to contain the words "Community College District" or "Community College," as appropriate.

(3) Whenever a petition is presented to the governing board of a community college district, signed by at least 15 qualified electors of any community college district, asking that the name of the district, be changed, the governing board shall, at its next regular meeting, designate a day upon which it will conduct a hearing and act upon the petition, which hearing shall not be less than 10 days nor more than 40 days after that regular meeting. The clerk of the governing board shall give notice to all interested parties by sending a notice of the time for the hearing of the petition. Notices shall be mailed at least 10 days before the day set for the hearing. At the hearing the board shall by resolution either grant or deny the petition, and if the petition is granted, the clerk shall notify the Board of Governors of the California Community Colleges of the change of the name of the district or of any community college maintained by the district.

(4) The name "____ Community College District" and the names of community colleges maintained by the district are the property of the district. No person shall, without permission of the board, use these names, or any abbreviation of them, or any name of which these words are a part in any of the following ways:

(A) To designate any business, social, political, religious, or other organization, including, but not limited to, any corporation, firm, partnership, association, group, activity or enterprise.

(B) To imply, indicate or otherwise suggest that any organization, or any product or service of the organization is connected or affiliated with, or is endorsed, favored or supported by, or is opposed by one or more California community
(C) To display, advertise, or announce these names publicly at or in connection with any meeting, assembly, or demonstration, or any propaganda, advertising or promotional activity of any kind which has for its purpose or any part of its purpose the support, endorsement, advancement, opposition or defeat of any strike, lockout, or boycott or of any political, religious, sociological, or economic movement, activity or program.

(D) The provisions of this section shall not preclude the use of the name "____ Community College" or "____ Community College District" by any person or organization otherwise subject to this section using the name immediately prior to the effective date of this section, so long as the name is not used in additional, different ways.

(E) Nothing in this section shall interfere with or restrict the right of any person to make a true and accurate statement in the course of stating his or her experience or qualifications for any academic, governmental, business, or professional credit or enrollment, or in connection with any academic, governmental, professional or other employment whatsoever.

(5) Any reference to junior colleges or junior college districts in any law shall be deemed to refer to community colleges and community college districts, respectively.

ELECTIONS CODE SECTION 18304

18304. (a) Any person who uses or allows to be used any reproduction or facsimile of the seal of the county or the seal of a local government agency in any campaign literature or mass mailing, as defined in Section 82041.5 of the Government Code, with intent to deceive the voters, is guilty of a misdemeanor.

(b) For purposes of this section, the use of a reproduction or facsimile of a seal in a manner that creates a misleading, erroneous, or false impression that the document is authorized by a public official is evidence of intent to deceive.

(c) For purposes of this section, the term "local government agency" means a school district, special or other district, or any other board, commission, or agency of local jurisdiction.
BP 1200 DISTRICT MISSION STATEMENT
(Replaces current SBCCD BP 1100)

District Strategic Planning is revising the Mission for consideration.

NOTE: The language in red ink is required by the Western Association of Schools and Colleges (WASC)/Accrediting Commission of Community and Junior Colleges (ACCJC) accreditation standards.

From current SBCCD BP 1100 titled District Mission Statement

The mission of the San Bernardino Community College District is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world.

This mission is achieved through the District’s two colleges and public broadcast system (KVCR) by providing to the students and communities we serve high quality, effective and accountable instructional programs and services in the following areas:

- **Transfer education** programs that ensure the greatest possibility of success in baccalaureate programs.
- **General education** programs designed to give students a substantial and coherent exposure to the major broad domains of higher education.
- **Vocational/technical** education programs that offer opportunities in training, retraining, and skill building to provide business, industry and government with a qualified work force.
- **Workforce Development** program of fee-based classes that provides an opportunity for individuals to develop occupational skills in preparation for employment or to improve or upgrade job skills to enhance performance in current employment.
- **Economic Development** programs that promote partnerships with corporate and commercial enterprise as well as government agencies to enhance the economic base of the community served.
• **Public Broadcasting System** – Service and infrastructure will be provided to the community that contributes to the educational and communications needs of the Inland Empire and partner with educational agencies and public agencies to broaden the scope of services to the community.

• **Distributive Education** programs that are coordinated with the existing delivery system and provide access and opportunity for all students to improve their educational opportunities. These services to include increased access through the infrastructure.

These instructional programs will be supported by specific student services as identified below:

• **Comprehensive Support Services** enhanced by matriculation that provides for counseling and guidance to encourage student growth and development through assessment academic planning, career planning and personal development.

• **Developmental Program** services that provide under-prepared students with the skills they need to enter transfer, general education, or vocational/technical programs.

• **Disabled and Disadvantaged Student** services that provide students the opportunity for equitable access to the educational offerings of the college.

• **Commitment to Diversity** will be provided by recognition and practice of equal opportunity and access to a diverse student population.

This mission is carried out in an environment that encourages intellectual development, enhances personal growth, and fosters openness to a wide range of ideas, culture and people. Admission to these educational programs is open to adults, high school graduates and others as identified by law who can profit from the instruction.

The Board of Trustees of the San Bernardino Community College District reaffirms the role of the community colleges as defined in the California Master Plan for Higher Education. The District has adopted and is committed to an Affirmative Action policy of nondiscrimination in all of its dealings with students, employees, and the community. This statement of mission is designed to assist the Board in carrying out its role and responsibility in developing fiscal, physical, and human resources on behalf of the people of this District.

The mission is evaluated and revised on a regular basis.

**Note:** The Board of Trustees shall review the mission statement in preparation for each self-study under the WASC/ACCJC standards.

**Reference:** WASC/ACCJC [Accreditation Standard One](#)!

**NOTE:** The *red ink* signifies language that is *required* by accreditation and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in *black ink* is
from the current SBCCD BP 1100 titled District Mission Statement adopted on 1/11/01 and amended on 4/8/04. This document was reviewed by the Board Policy Work Group on 1/30/14

Adopted: 1/11/01
Revised: 4/8/04; ______
Standard I: Institutional Mission and Effectiveness

The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

A. Mission

The institution has a statement of mission that defines the institution’s broad educational purposes, its intended student population, and its commitment to achieving student learning.

1. The institution establishes student learning programs and services aligned with its purposes, its character, and its student population.
2. The mission statement is approved by the governing board and published.
3. Using the institution’s governance and decision-making processes, the institution reviews its mission statement on a regular basis and revises it as necessary.
4. The institution’s mission is central to institutional planning and decision making.

B. Improving Institutional Effectiveness

The institution demonstrates a conscious effort to produce and support student learning, measures that learning, assesses how well learning is occurring, and makes changes to improve student learning. The institution also organizes its key processes and allocates its resources to effectively support student learning. The institution demonstrates its effectiveness by providing 1) evidence of the achievement of student learning outcomes and 2) evidence of institution and program performance. The institution uses ongoing and systematic evaluation and planning to refine its key processes and improve student learning.

1. The institution maintains an ongoing, collegial, self-reflective dialogue about the continuous improvement of student learning and institutional processes.
2. The institution sets goals to improve its effectiveness consistent with its stated purposes. The institution articulates its goals and states the objectives derived from them in measurable terms so that the degree to which they are achieved can be determined and widely discussed. The institutional members understand these goals and work collaboratively toward their achievement.
3. The institution assesses progress toward achieving its stated goals and makes decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and reevaluation. Evaluation is based on analyses of both quantitative and qualitative data.
4. The institution provides evidence that the planning process is broad based, offers opportunities for input by appropriate constituencies, allocates necessary resources, and leads to improvement of institutional effectiveness.

5. The institution uses documented assessment results to communicate matters of quality assurance to appropriate constituencies.

6. The institution assures the effectiveness of its ongoing planning and resource allocation processes by systematically reviewing and modifying, as appropriate, all parts of the cycle, including institutional and other research efforts.

7. The institution assesses its evaluation mechanisms through a systematic review of their effectiveness in improving instructional programs, student support services, and library and other learning support services.
BP 2200  BOARD DUTIES AND RESPONSIBILITIES OF THE BOARD
(Replaces current SBCCD BP 2000 and BP 2270)

NOTE: Board duties and responsibilities are also reflected throughout the Board Policy Manual and are addressed in BP 2715 titled Code of Ethics/Standards of Practice. Insert local practice; sample concepts are provided below. Additional resources may be found in Chapter 7 of the League’s Trustee Handbook and other publications on trusteeship.

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
- The Board reserves the right to direct revisions of the administrative procedures should they, in the Board’s judgment, be inconsistent with the Board’s own policies. (see BP/AP 2410 titled Board Policies and Administrative Procedures)
- Select, hire, and evaluate the Chief Executive Officer
- Delegate power and authority to the Chief Executive Officer to effectively lead the District
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the District

❖ From current SBCCD BP 2270 titled Board Imperatives

The Board is committed to excellence and effectiveness in all the operations and entities that comprise the San Bernardino Community College 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 Chief Executive Officer to ensure that each entity of the San Bernardino Community College District develops and meets goals to ensure that the Board’s Imperatives are met.

⚠️ From current SBCCD BP 2000 titled Duties and Responsibilities of the Board

In addition, the Board of Trustees is committed to fulfilling the following duties and responsibilities:

A. General

1. Select the chief administrative officer Chief Executive Officer 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 Chief Executive Officer Secretary of the Board 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 Chief Executive Officer'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 vocational career and technical advisory committees, and appoint, upon the recommendation of the Chancellor Chief Executive Officer, 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 Chief Executive Officer 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 San Bernardino Community College 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: WASC/ACCJC Accreditation Standard IV.B.1.d; Education Code Section 70902

Note: The red ink signifies language that is required by accreditation 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 2000 titled Duties and Responsibilities of the Board adopted on 1/11/01 and amended on 4/08/04 and current SBCCD BP 2270 titled Board Imperatives adopted on 11/6/08. The language in blue ink is included for consideration. The language in green ink was added by the Board Policy Work Group on 2/18/14.

Adopted: 1/11/01 (BP 2000); 11/6/08 (BP 2270)
Revised: 4/8/04, ______
Legal Citations for BP 2200

Accreditation Standard IV.B.1d

Standard IV: Leadership and Governance

B. Board and Administrative Organization

In addition to the leadership of individuals and constituencies, institutions recognize the designated responsibilities of the governing board for setting policies and of the chief administrator for the effective operation of the institution. Multi-college districts/systems clearly define the organizational roles of the district/system and the colleges.6

1. The institution has a governing board that is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. The governing board adheres to a clearly defined policy for selecting and evaluating the chief administrator for the college or the district/system.

c. The governing board has ultimate responsibility for educational quality, legal matters, and financial integrity.

d. The institution or the governing board publishes the board bylaws and policies specifying the board’s size, duties, responsibilities, structure, and operating procedures.

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

( Title 3 enacted by Stats. 1976, Ch. 1010. )

DIVISION 7. COMMUNITY COLLEGES [70900 - 88651]

( Division 7 enacted by Stats. 1976, Ch. 1010. )

PART 43. THE CALIFORNIA COMMUNITY COLLEGES [70900 - 70902]

( Heading of Part 43 renumbered from Part 43.5 by Stats. 1995, Ch. 758, Sec. 78. )

70902.

(a) (1) Every community college district shall be under the control of a board of trustees, which is referred to herein as the “governing board.” The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program, activity, or may otherwise act in any manner that is not in conflict with or inconsistent with, or preempted by, any law and that is not in conflict with the purposes for which community college districts are established.

(2) The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors
and the laws of this state for the government and operation of one or more
community colleges in the district.

(b) In furtherance of subdivision (a), the governing board of each community
college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and
facilities plans and programs and promote orderly growth and development of
the community colleges within the district. In so doing, the governing board
shall, as required by law, establish policies for, develop, and approve,
comprehensive plans. The governing board shall submit the comprehensive
plans to the board of governors for review and approval.

(2) Establish policies for and approve courses of instruction and educational
programs. The educational programs shall be submitted to the board of
governors for approval. Courses of instruction that are not offered in approved
educational programs shall be submitted to the board of governors for approval.
The governing board shall establish policies for, and approve, individual courses
that are offered in approved educational programs, without referral to the board
of governors.

(3) Establish academic standards, probation and dismissal and readmission
policies, and graduation requirements not inconsistent with the minimum
standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum
standards adopted by the board of governors and establish employment
practices, salaries, and benefits for all employees not inconsistent with the laws
of this state.

(5) To the extent authorized by law, determine and control the district’s
operational and capital outlay budgets. The district governing board shall
determine the need for elections for override tax levies and bond measures and
request that those elections be called.

(6) Manage and control district property. The governing board may contract for
the procurement of goods and services as authorized by law.

(7) Establish procedures that are consistent with minimum standards
established by the board of governors to ensure faculty, staff, and students the
opportunity to express their opinions at the campus level, to ensure that these
opinions are given every reasonable consideration, to ensure the right to
participate effectively in district and college governance, and to ensure the right
of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(8) Establish rules and regulations governing student conduct.

(9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.

(10) In its discretion, receive and administer gifts, grants, and scholarships.

(11) Provide auxiliary services as deemed necessary to achieve the purposes of the community college.

(12) Within the framework provided by law, determine the district’s academic calendar, including the holidays it will observe.

(13) Hold and convey property for the use and benefit of the district. The governing board may acquire by eminent domain any property necessary to carry out the powers or functions of the district.

(14) Participate in the consultation process established by the board of governors for the development and review of policy proposals.

(c) In carrying out the powers and duties specified in subdivision (b) or other provisions of statute, the governing board of each community college district shall have full authority to adopt rules and regulations, not inconsistent with the regulations of the board of governors and the laws of this state, that are necessary and proper to executing these prescribed functions.

(d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district’s chief executive officer or any other employee or committee as the governing board may designate. However, the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.

(e) This section shall become operative on January 1, 2014.

(Amended (as added by Stats. 2006, Ch. 817, Sec. 5) by Stats. 2011, Ch. 112, Sec. 4. Effective January 1, 2012. Section operative January 1, 2014, by its own provisions.)
San Bernardino Community College District
Board Policy
Chapter 2 – Board of Trustees

BP 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES
(Replaces current SBCCD BP 2045)

NOTE: The current SBCCD policy language parallels the language recommended by the Policy and Procedure Service.

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

Administrative procedures are to be issued by the Chancellor Chief Executive Officer as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor Chief Executive Officer and/or as required by revisions to laws and regulations.

At the July Regular Board of Trustees Meeting, the Chancellor Chief Executive Officer shall, annually present each member of the Board with copies of any revisions of administrative regulations procedures since the last time they were provided. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board’s judgment, be inconsistent with the Board’s own policies.
Copies of all Board policies and administrative procedures shall be readily available to District employees on the District’s website.

Reference: Education Code Section 70902; WASC/ACCJC Accreditation Standard IV.B.1.b & e

NOTE: The red ink signifies language that is required by accreditation and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from the current SBCCD BP 2045 titled Policies and Administrative Procedures adopted on 10/14/10. The language in blue ink is included for consideration. The language in green ink was added by the Board Policy Work Group on 2/18/14.

Adopted: 10/14/10
Revised:
70902.

(a) (1) Every community college district shall be under the control of a board of trustees, which is referred to herein as the "governing board." The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program or activity, or may otherwise act, in any manner that is not in conflict with, inconsistent with, or preempted by, any law, and that is not in conflict with the purposes for which community college districts are established.

(2) The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.

(b) In furtherance of subdivision (a), the governing board of each community college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs, and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.

(2) (A) Establish policies for and approve credit courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. A credit course of instruction that is not offered in an approved educational program may be offered without the approval of the board of governors only under conditions authorized by regulations adopted by the board of governors.
(B) The governing board shall establish policies for, and approve, individual
courses that are offered in approved educational programs, without referral to
the board of governors.

(3) Establish academic standards, probation, dismissal, and readmission
policies, and graduation requirements not inconsistent with the minimum
standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum
standards adopted by the board of governors, and establish employment
practices, salaries, and benefits for all employees not inconsistent with the laws
of this state.

(5) To the extent authorized by law, determine and control the district’s
operational and capital outlay budgets. The district governing board shall
determine the need for elections for override tax levies and bond measures, and
request that those elections be called.

(6) Manage and control district property. The governing board may contract for
the procurement of goods and services as authorized by law.

(7) Establish procedures not inconsistent with minimum standards established
by the board of governors to ensure faculty, staff, and students the opportunity
to express their opinions at the campus level, to ensure that these opinions are
given every reasonable consideration, to ensure the right to participate
effectively in district and college governance, and to ensure the right of
academic senates to assume primary responsibility for making
recommendations in the areas of curriculum and academic standards.

(8) Establish rules and regulations governing student conduct.

(9) Establish student fees as it is required to establish by law, and, in its
discretion, fees as it is authorized to establish by law.

(10) In its discretion, receive and administer gifts, grants, and scholarships.

(11) Provide auxiliary services as deemed necessary to achieve the purposes of
the community college.

(12) Within the framework provided by law, determine the district’s academic
calendar, including the holidays it will observe.

(13) Hold and convey property for the use and benefit of the district. The
governing board may acquire, by eminent domain, any property necessary to
carry out the powers or functions of the district.
(14) Participate in the consultation process established by the board of
governors for the development and review of policy proposals.

(c) In carrying out the powers and duties specified in subdivision (b) or other
provisions of statute, the governing board of each community college district
shall have full authority to adopt rules and regulations, not inconsistent with the
regulations of the board of governors and the laws of this state, that are
necessary and proper to executing these prescribed functions.

(d) Wherever in this section or any other statute a power is vested in the
governing board, the governing board of a community college district, by
majority vote, may adopt a rule delegating the power to the district’s chief
executive officer or any other employee or committee as the governing board
may designate. However, the governing board shall not delegate any power that
is expressly made nondelegable by statute. Any rule delegating authority shall
prescribe the limits of the delegation.

(e) This section shall remain in effect only until January 1, 2014, and as of that
date is repealed, unless a later enacted statute, that is enacted before January
1, 2014, deletes or extends that date.

(Amended (as amended by Stats. 2006, Ch. 817, Sec. 4) by Stats. 2011, Ch. 112, Sec. 3. Effective
January 1, 2012. Repealed as of January 1, 2014, by its own provisions. See later operative version,
as amended by Sec. 4 of Ch. 112.)
preempted by, any law and that is not in conflict with the purposes for which 
community college districts are established.

(2) The governing board of each community college district shall establish rules 
and regulations not inconsistent with the regulations of the board of governors 
and the laws of this state for the government and operation of one or more 
community colleges in the district.

(b) In furtherance of subdivision (a), the governing board of each community 
college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and 
facilities plans and programs and promote orderly growth and development of 
the community colleges within the district. In so doing, the governing board 
shall, as required by law, establish policies for, develop, and approve, 
comprehensive plans. The governing board shall submit the comprehensive 
plans to the board of governors for review and approval.

(2) Establish policies for and approve courses of instruction and educational 
programs. The educational programs shall be submitted to the board of 
governors for approval. Courses of instruction that are not offered in approved 
educational programs shall be submitted to the board of governors for approval. 
The governing board shall establish policies for, and approve, individual courses 
that are offered in approved educational programs, without referral to the board 
of governors.

(3) Establish academic standards, probation and dismissal and readmission 
policies, and graduation requirements not inconsistent with the minimum 
standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum 
standards adopted by the board of governors and establish employment 
practices, salaries, and benefits for all employees not inconsistent with the laws 
of this state.

(5) To the extent authorized by law, determine and control the district’s 
operational and capital outlay budgets. The district governing board shall 
determine the need for elections for override tax levies and bond measures and 
request that those elections be called.

(6) Manage and control district property. The governing board may contract for 
the procurement of goods and services as authorized by law.

(7) Establish procedures that are consistent with minimum standards 
established by the board of governors to ensure faculty, staff, and students the
opportunity to express their opinions at the campus level, to ensure that these
opinions are given every reasonable consideration, to ensure the right to
participate effectively in district and college governance, and to ensure the right
of academic senates to assume primary responsibility for making
recommendations in the areas of curriculum and academic standards.

(8) Establish rules and regulations governing student conduct.

(9) Establish student fees as it is required to establish by law, and, in its
discretion, fees as it is authorized to establish by law.

(10) In its discretion, receive and administer gifts, grants, and scholarships.

(11) Provide auxiliary services as deemed necessary to achieve the purposes of
the community college.

(12) Within the framework provided by law, determine the district’s academic
calendar, including the holidays it will observe.

(13) Hold and convey property for the use and benefit of the district. The
governing board may acquire by eminent domain any property necessary to
carry out the powers or functions of the district.

(14) Participate in the consultation process established by the board of
governors for the development and review of policy proposals.

(c) In carrying out the powers and duties specified in subdivision (b) or other
provisions of statute, the governing board of each community college district
shall have full authority to adopt rules and regulations, not inconsistent with the
regulations of the board of governors and the laws of this state, that are
necessary and proper to executing these prescribed functions.

(d) Wherever in this section or any other statute a power is vested in the
governing board, the governing board of a community college district, by
majority vote, may adopt a rule delegating the power to the district’s chief
executive officer or any other employee or committee as the governing board
may designate. However, the governing board shall not delegate any power that
is expressly made nondelegable by statute. Any rule delegating authority shall
prescribe the limits of the delegation.

(e) This section shall become operative on January 1, 2014.

(Amended (as added by Stats. 2006, Ch. 817, Sec. 5) by Stats. 2011, Ch. 112, Sec. 4. Effective
72121. Except as provided in Sections 54957 and 54957.6 of the Government Code and in Section 72122 of, and subdivision (c) of Section 48914 of, this code, all meetings of the governing board of any community college district shall be open to the public, and all actions authorized or required by law of the governing board shall be taken at the meetings and shall be subject to the following requirements:

(a) Minutes shall be taken at all of those meetings, recording all actions taken by the governing board. The minutes are public records and shall be available to the public.

(b) An agenda shall be posted by the governing board, or its designee, in accordance with the requirements of Section 54954.2 of the Government Code. Any interested person may commence an action by mandamus or injunction pursuant to Section 54960.1 of the Government Code for the purpose of obtaining a judicial determination that any action taken by the governing board in violation of this subdivision or subdivision (b) of Section 72129 is null and void.

(Amended by Stats. 1986, Ch. 641, Sec. 3.)

72121.5. It is the intent of the Legislature that members of the public be able to place matters directly related to community college district business on the agenda of community college district governing board meetings, and that members of the public be able to address the board regarding items on the agenda as such...
items are taken up. Governing boards shall adopt reasonable regulations to
insure that this intent is carried out. Such regulations may specify reasonable
procedures to insure the proper functioning of governing board meetings.
This subdivision shall not preclude the taking of testimony at regularly
scheduled meetings on matters not on the agenda which any member of the
public may wish to bring before the board, provided that no action is taken by
the board on such matters at the same meeting at which such testimony is
taken. Nothing in this paragraph shall be deemed to limit further discussion on
the same subject matter at a subsequent meeting.

(Added by Stats. 1978, Ch. 522.)

72122.

The governing board of a community college district shall, unless a request by
the student has been made pursuant to this section, hold closed sessions if the
board is considering the suspension of, or disciplinary action or any other action
in connection with any student of the community college district, if a public
hearing upon the question would lead to the giving out of information
concerning students which would be in violation of state or federal law
regarding the privacy of student records.
Before calling a closed session of the governing board of the district to consider
these matters, the governing board of the district shall, in writing, by registered
or certified mail or by personal service, if the student is a minor, notify the
student and his or her parent or guardian, or the student if the student is an
adult, of the intent of the governing board of the district to call and hold the
closed session. Unless the student, or his or her parent, or guardian shall, in
writing, within 48 hours after receipt of the written notice of intention, request
that the hearing of the governing board be held as a public meeting, then the
hearing to consider those matters shall be conducted by the governing board in
closed session. If the written request is served upon the clerk or secretary of
the governing board, the meeting shall be public except that any discussion at
the meeting that might be in conflict with the right to privacy of any student
other than the student requesting the public meeting or on behalf of whom the
meeting is requested, shall be in closed session. Whether the matter is
considered at a closed session or at a public meeting, the final action of the
governing board of the community college district shall be taken at a public
meeting and the result of that action shall be a public record of the community
college district.
The governing board of a community college district may hold closed sessions to consider the conferring of honorary degrees or to consider gifts from a donor who wants to remain anonymous.  

(Amended by Stats. 1990, Ch. 1372, Sec. 307.)

72129.

(a) Special meetings may be held at the call of the president of the board or upon a call issued in writing and signed by a majority of the members of the board.  

(b) A notice of the meeting shall be posted at least 24 hours prior to the special meeting and shall specify the time and location of the meeting and the business to be transacted and shall be posted in a location that is freely accessible to members of the public and district employees.  

(Amended by Stats. 1986, Ch. 641, Sec. 4.)

72203.5.

A member of the governing board of a community college district who has tendered a resignation with a deferred effective date pursuant to Section 5090 shall, until the effective date of the resignation, continue to have the right to exercise all powers of a member of the governing board, except that such member shall not have the right to vote for his or her successor in an action taken by the board to make a provisional appointment pursuant to Section 5091.  

(Added by Stats. 1978, Ch. 267.)

72205.

The approval of any state agency shall not be a prerequisite to acceptance by the governing board of any community college district of a gift, donation, bequest, or devise. No real or personal property, including money, accepted by a governing board pursuant to this section shall be considered in determining
the eligibility of the district for an apportionment from the State School Fund
nor in determining the amount thereof.
(Added by Stats. 1993, Ch. 8, Sec. 28. Effective April 15, 1993.)

The governing board of a community college district may secure copyrights, in
the name of the district, to all copyrightable works developed by the district,
and royalties or revenue from said copyrights are to be for the benefit of the
district securing said copyrights.
(Enacted by Stats. 1976, Ch. 1010.)

Accreditation Standard IV.B.1.b & e

Standard IV: Leadership and Governance

B. Board and Administrative Organization

In addition to the leadership of individuals and constituencies, institutions
recognize the designated responsibilities of the governing board for setting
policies and of the chief administrator for the effective operation of the
institution. Multi-college districts/systems clearly define the organizational roles
of the district/system and the colleges.

1. The institution has a governing board that is responsible for establishing policies to
assure the quality, integrity, and effectiveness of the student learning programs and
services and the financial stability of the institution. The governing board adheres to a
clearly defined policy for selecting and evaluating the chief administrator for the college
or the district/system.

b. The governing board establishes policies consistent with the mission statement to
ensure the quality, integrity, and improvement of student learning programs and
services and the resources necessary to support them.

e. The governing board acts in a manner consistent with its policies and bylaws. The
board regularly evaluates its policies and practices and revises them as necessary.
AP 2410

San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES
(Replaces current SBCCD AP 2045)

Pursuant to Education Code Section 70902(a)(1), the Board of Trustees shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the Board may initiate and carry on any program or activity, or may otherwise act, in any manner that is not in conflict with, inconsistent with, or preempted by, any law, and that is not in conflict with the purposes for which community college districts are established.

 principio From current SBCCD AP 2045 titled Policies and Administrative Procedures

The Chancellor Chief Executive Officer, through the Collegial Consultation process, has the authority to develop new Board Policies and Administrative Procedures. The process for developing or changing administrative procedures is outlined below:

1. A proposal for a new Board Policy or a change in a current Policy or Administrative Procedure will be submitted in writing to the Chancellor’s Chief Executive Officer’s Cabinet.

2. If approved for consideration by the Chancellor’s Chief Executive Officer’s Cabinet, the proposal will be shared with District Assembly and given to the Academic Senate presidents to determine whether either believes the proposal is an “academic and professional matter.”

3. If the proposal is deemed to be an academic and professional matter:
   a. The proposal will be submitted to the Academic Senates on both campuses, which will have up to 3 months to review and suggest appropriate changes to the proposal, bearing in mind Title 5 and relevant state regulations.
   b. After the Senates have completed their review, a Joint Senate Conference Committee, with representatives from each Academic Senate, will confer to iron out any differences.
c. The proposal will then be submitted to the District Assembly as an information item.

4. If the proposal is deemed not to be an academic and professional matter:
   a. The proposal will be submitted for consideration to the District Assembly, which will have up to 3 months to review and suggest changes. The proposal will simultaneously be submitted to the Academic and Classified Senates as an information item. (See 4.d below.)
   b. The District Assembly will may, when appropriate, assign a subcommittee comprised of all campus constituencies, which will review and suggest appropriate changes to the proposal, bearing in mind Title 5 and relevant state regulations.
   c. After the subcommittee has completed its review, the proposal will be submitted to the District Assembly for final review.
   d. If the Senate at either campus disagrees with the presidents’ assessment and deems the proposal an academic and professional matter, the proposal will be removed from District Assembly consideration and submitted to the Senates, as per Step 3 above.
   e. After Step 3 or 4 above, the proposal will be submitted to the Chancellor. If the proposal concerns a Board Policy, the Chancellor will submit it to the Board for a first reading and/or approval. The Chancellor will submit changes in Administrative Procedures to the Board for information only.
Flow Chart for Changes to Board Policies or Administrative Procedures

Chancellor CEO's Cabinet

District Assembly

Academic and Professional Matter?

Yes

Academic Senates

Joint Senate Conference Committee

District Assembly (information only)

No

District Assembly Representatives

Bring to Constituency For Input

District Assembly (second review and possible vote)

District Assembly (final review and vote)

Chancellor CEO

Board of Trustees
NOTE: The red ink signifies language that is required by accreditation and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from the current SBCCD AP 2045 titled Policies and Administrative Procedures approved on 10/20/11 (flowchart dated 9/8/11). The language in blue ink is included for consideration. The language in green ink was added by the Board Policy Work Group on 2/18/14.

Approved: 10/20/11

Revised:
Every community college district shall be under the control of a board of trustees, which is referred to herein as the “governing board.” The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program or activity, or may otherwise act, in any manner that is not in conflict with, inconsistent with, or preempted by, any law, and that is not in conflict with the purposes for which community college districts are established.

The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.

In furtherance of subdivision (a), the governing board of each community college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs, and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.

(2) (A) Establish policies for and approve credit courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. A credit course of instruction that is not offered in an approved educational program may be offered without the approval of the board of governors only under conditions authorized by regulations adopted by the board of governors.
(B) The governing board shall establish policies for, and approve, individual
courses that are offered in approved educational programs, without referral to
the board of governors.

(3) Establish academic standards, probation, dismissal, and readmission
policies, and graduation requirements not inconsistent with the minimum
standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum
standards adopted by the board of governors, and establish employment
practices, salaries, and benefits for all employees not inconsistent with the laws
of this state.

(5) To the extent authorized by law, determine and control the district’s
operational and capital outlay budgets. The district governing board shall
determine the need for elections for override tax levies and bond measures, and
request that those elections be called.

(6) Manage and control district property. The governing board may contract for
the procurement of goods and services as authorized by law.

(7) Establish procedures not inconsistent with minimum standards established
by the board of governors to ensure faculty, staff, and students the opportunity
to express their opinions at the campus level, to ensure that these opinions are
given every reasonable consideration, to ensure the right to participate
effectively in district and college governance, and to ensure the right of
academic senates to assume primary responsibility for making
recommendations in the areas of curriculum and academic standards.

(8) Establish rules and regulations governing student conduct.

(9) Establish student fees as it is required to establish by law, and, in its
discretion, fees as it is authorized to establish by law.

(10) In its discretion, receive and administer gifts, grants, and scholarships.

(11) Provide auxiliary services as deemed necessary to achieve the purposes of
the community college.

(12) Within the framework provided by law, determine the district’s academic
calendar, including the holidays it will observe.

(13) Hold and convey property for the use and benefit of the district. The
governing board may acquire, by eminent domain, any property necessary to
carry out the powers or functions of the district.
(14) Participate in the consultation process established by the board of
governors for the development and review of policy proposals.

(c) In carrying out the powers and duties specified in subdivision (b) or other
provisions of statute, the governing board of each community college district
shall have full authority to adopt rules and regulations, not inconsistent with the
regulations of the board of governors and the laws of this state, that are
necessary and proper to executing these prescribed functions.

(d) Wherever in this section or any other statute a power is vested in the
governing board, the governing board of a community college district, by
majority vote, may adopt a rule delegating the power to the district’s chief
executive officer or any other employee or committee as the governing board
may designate. However, the governing board shall not delegate any power that
is expressly made nondelegable by statute. Any rule delegating authority shall
prescribe the limits of the delegation.

(e) This section shall remain in effect only until January 1, 2014, and as of that
date is repealed, unless a later enacted statute, that is enacted before January
1, 2014, deletes or extends that date.

(Amended (as amended by Stats. 2006, Ch. 817, Sec. 4) by Stats. 2011, Ch. 112, Sec. 3. Effective
January 1, 2012. Repealed as of January 1, 2014, by its own provisions. See later operative version,
as amended by Sec. 4 of Ch. 112.)

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

DIVISION 7. COMMUNITY COLLEGES [70900 - 88651]

PART 43. THE CALIFORNIA COMMUNITY COLLEGES [70900 - 70902]

70902.

(a) (1) Every community college district shall be under the control of a board of
trustees, which is referred to herein as the “governing board.” The governing
board of each community college district shall establish, maintain, operate, and
govern one or more community colleges in accordance with law. In so doing,
the governing board may initiate and carry on any program, activity, or may
otherwise act in any manner that is not in conflict with or inconsistent with, or
preempted by, any law and that is not in conflict with the purposes for which
community college districts are established.

(2) The governing board of each community college district shall establish rules
and regulations not inconsistent with the regulations of the board of governors
and the laws of this state for the government and operation of one or more
community colleges in the district.

(b) In furtherance of subdivision (a), the governing board of each community
college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and
facilities plans and programs and promote orderly growth and development of
the community colleges within the district. In so doing, the governing board
shall, as required by law, establish policies for, develop, and approve,
comprehensive plans. The governing board shall submit the comprehensive
plans to the board of governors for review and approval.

(2) Establish policies for and approve courses of instruction and educational
programs. The educational programs shall be submitted to the board of
governors for approval. Courses of instruction that are not offered in approved
educational programs shall be submitted to the board of governors for approval.
The governing board shall establish policies for, and approve, individual courses
that are offered in approved educational programs, without referral to the board
of governors.

(3) Establish academic standards, probation and dismissal and readmission
policies, and graduation requirements not inconsistent with the minimum
standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum
standards adopted by the board of governors and establish employment
practices, salaries, and benefits for all employees not inconsistent with the laws
of this state.

(5) To the extent authorized by law, determine and control the district’s
operational and capital outlay budgets. The district governing board shall
determine the need for elections for override tax levies and bond measures and
request that those elections be called.

(6) Manage and control district property. The governing board may contract for
the procurement of goods and services as authorized by law.

(7) Establish procedures that are consistent with minimum standards
established by the board of governors to ensure faculty, staff, and students the
opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(8) Establish rules and regulations governing student conduct.

(9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.

(10) In its discretion, receive and administer gifts, grants, and scholarships.

(11) Provide auxiliary services as deemed necessary to achieve the purposes of the community college.

(12) Within the framework provided by law, determine the district’s academic calendar, including the holidays it will observe.

(13) Hold and convey property for the use and benefit of the district. The governing board may acquire by eminent domain any property necessary to carry out the powers or functions of the district.

(14) Participate in the consultation process established by the board of governors for the development and review of policy proposals.

(c) In carrying out the powers and duties specified in subdivision (b) or other provisions of statute, the governing board of each community college district shall have full authority to adopt rules and regulations, not inconsistent with the regulations of the board of governors and the laws of this state, that are necessary and proper to executing these prescribed functions.

(d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district’s chief executive officer or any other employee or committee as the governing board may designate. However, the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.

(e) This section shall become operative on January 1, 2014.

(Amended (as added by Stats. 2006, Ch. 817, Sec. 5) by Stats. 2011, Ch. 112, Sec. 4. Effective January 1, 2012. Section operative January 1, 2014, by its own provisions.)
EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

( Title 3 enacted by Stats. 1976, Ch. 1010. )

DIVISION 7. COMMUNITY COLLEGES [70900 - 88651]

( Division 7 enacted by Stats. 1976, Ch. 1010. )

PART 45. DISTRICTS AND GOVERNING BOARDS [72000 - 72701]

( Part 45 enacted by Stats. 1976, Ch. 1010. )

CHAPTER 2. Meetings and Members [72101 - 72129]

( Chapter 2 enacted by Stats. 1976, Ch. 1010. )

ARTICLE 2. Meetings [72121 - 72129]

( Article 2 enacted by Stats. 1976, Ch. 1010. )

72121.

Except as provided in Sections 54957 and 54957.6 of the Government Code and in Section 72122 of, and subdivision (c) of Section 48914 of, this code, all meetings of the governing board of any community college district shall be open to the public, and all actions authorized or required by law of the governing board shall be taken at the meetings and shall be subject to the following requirements:

(a) Minutes shall be taken at all of those meetings, recording all actions taken by the governing board. The minutes are public records and shall be available to the public.

(b) An agenda shall be posted by the governing board, or its designee, in accordance with the requirements of Section 54954.2 of the Government Code. Any interested person may commence an action by mandamus or injunction pursuant to Section 54960.1 of the Government Code for the purpose of obtaining a judicial determination that any action taken by the governing board in violation of this subdivision or subdivision (b) of Section 72129 is null and void.

(Amended by Stats. 1986, Ch. 641, Sec. 3.)

72121.5.

It is the intent of the Legislature that members of the public be able to place matters directly related to community college district business on the agenda of community college district governing board meetings, and that members of the public be able to address the board regarding items on the agenda as such
items are taken up. Governing boards shall adopt reasonable regulations to
insure that this intent is carried out. Such regulations may specify reasonable
procedures to insure the proper functioning of governing board meetings.
This subdivision shall not preclude the taking of testimony at regularly
scheduled meetings on matters not on the agenda which any member of the
public may wish to bring before the board, provided that no action is taken by
the board on such matters at the same meeting at which such testimony is
taken. Nothing in this paragraph shall be deemed to limit further discussion on
the same subject matter at a subsequent meeting.

(Added by Stats. 1978, Ch. 522.)

72122.

The governing board of a community college district shall, unless a request by
the student has been made pursuant to this section, hold closed sessions if the
board is considering the suspension of, or disciplinary action or any other action
in connection with any student of the community college district, if a public
hearing upon the question would lead to the giving out of information
concerning students which would be in violation of state or federal law
regarding the privacy of student records.

Before calling a closed session of the governing board of the district to consider
these matters, the governing board of the district shall, in writing, by registered
or certified mail or by personal service, if the student is a minor, notify the
student and his or her parent or guardian, or the student if the student is an
adult, of the intent of the governing board of the district to call and hold the
closed session. Unless the student, or his or her parent, or guardian shall, in
writing, within 48 hours after receipt of the written notice of intention, request
that the hearing of the governing board be held as a public meeting, then the
hearing to consider those matters shall be conducted by the governing board in
closed session. If the written request is served upon the clerk or secretary of
the governing board, the meeting shall be public except that any discussion at
the meeting that might be in conflict with the right to privacy of any student
other than the student requesting the public meeting or on behalf of whom the
meeting is requested, shall be in closed session. Whether the matter is
considered at a closed session or at a public meeting, the final action of the
governing board of the community college district shall be taken at a public
meeting and the result of that action shall be a public record of the community
college district.
The governing board of a community college district may hold closed sessions to consider the conferring of honorary degrees or to consider gifts from a donor who wants to remain anonymous.

(Amended by Stats. 1990, Ch. 1372, Sec. 307.)

72129.

(a) Special meetings may be held at the call of the president of the board or upon a call issued in writing and signed by a majority of the members of the board.

(b) A notice of the meeting shall be posted at least 24 hours prior to the special meeting and shall specify the time and location of the meeting and the business to be transacted and shall be posted in a location that is freely accessible to members of the public and district employees.

(Amended by Stats. 1986, Ch. 641, Sec. 4.)

72203.5.

A member of the governing board of a community college district who has tendered a resignation with a deferred effective date pursuant to Section 5090 shall, until the effective date of the resignation, continue to have the right to exercise all powers of a member of the governing board, except that such member shall not have the right to vote for his or her successor in an action taken by the board to make a provisional appointment pursuant to Section 5091.

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the eligibility of the district for an apportionment from the State School Fund
nor in determining the amount thereof.
(Added by Stats. 1993, Ch. 8, Sec. 28. Effective April 15, 1993.)

The governing board of a community college district may secure copyrights, in
the name of the district, to all copyrightable works developed by the district,
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(Enacted by Stats. 1976, Ch. 1010.)

Accreditation Standard IV.B.1.b & e

Standard IV: Leadership and Governance

B. Board and Administrative Organization

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recognize the designated responsibilities of the governing board for setting
policies and of the chief administrator for the effective operation of the
institution. Multi-college districts/systems clearly define the organizational roles
of the district/system and the colleges.

1. The institution has a governing board that is responsible for establishing policies to
assure the quality, integrity, and effectiveness of the student learning programs and
services and the financial stability of the institution. The governing board adheres to a
clearly defined policy for selecting and evaluating the chief administrator for the college
or the district/system.

b. The governing board establishes policies consistent with the mission statement to
ensure the quality, integrity, and improvement of student learning programs and
services and the resources necessary to support them.

e. The governing board acts in a manner consistent with its policies and bylaws. The
board regularly evaluates its policies and practices and revises them as necessary.
BP 2430

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

BP 2430 DELEGATION OF AUTHORITY TO THE CHANCELLOR-CHIEF EXECUTIVE OFFICER
(Replaces current SBCCD BP 2170)

From current SBCCD BP 2170 titled Delegation of Authority to the Chancellor

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

The Chancellor Chief Executive Officer may delegate any powers and duties entrusted to him/her by the Board [including the administration of colleges and centers], but will be specifically responsible to the Board for the execution of such delegated powers and duties.

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

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

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

The Chancellor Chief Executive Officer shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Chancellor Chief Executive Officer, they are not
The Chancellor Chief Executive Officer is delegated the authority to act on behalf of the Board in an emergency for the protection of life, health, and safety of individuals and the protection of property.

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

The Chancellor Chief Executive Officer is delegated the authority to accept written resignations.

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

References:  Education Code §§ Sections 70902(d), and 72400; WASC/ACCJC Accreditation Standards 10.A.3 IV.B.1.j and IV.B.2

NOTE: The red ink signifies language that is required by accreditation and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from the current SBCCD BP 2170 titled Delegation of Authority to the Chancellor adopted on 1/11/01 and amended on 4/08/04. The language in blue ink is included for consideration. The language in green ink was added by the Board Policy Work Group on 2/18/14.

Adopted: 1/11/01
Revised: 4/8/04, ______
70902.

(a) (1) Every community college district shall be under the control of a board of trustees, which is referred to herein as the “governing board.” The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program, activity, or may otherwise act in any manner that is not in conflict with or inconsistent with, or preempted by, any law and that is not in conflict with the purposes for which community college districts are established.

(2) The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.

(b) In furtherance of subdivision (a), the governing board of each community college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.

(2) Establish policies for and approve courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. Courses of instruction that are not offered in approved educational programs shall be submitted to the board of governors for approval. The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the board of governors.
(3) Establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum standards adopted by the board of governors and establish employment practices, salaries, and benefits for all employees not inconsistent with the laws of this state.

(5) To the extent authorized by law, determine and control the district’s operational and capital outlay budgets. The district governing board shall determine the need for elections for override tax levies and bond measures and request that those elections be called.

(6) Manage and control district property. The governing board may contract for the procurement of goods and services as authorized by law.

(7) Establish procedures that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(8) Establish rules and regulations governing student conduct.

(9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.

(10) In its discretion, receive and administer gifts, grants, and scholarships.

(11) Provide auxiliary services as deemed necessary to achieve the purposes of the community college.

(12) Within the framework provided by law, determine the district’s academic calendar, including the holidays it will observe.

(13) Hold and convey property for the use and benefit of the district. The governing board may acquire by eminent domain any property necessary to carry out the powers or functions of the district.

(14) Participate in the consultation process established by the board of governors for the development and review of policy proposals.
(c) In carrying out the powers and duties specified in subdivision (b) or other provisions of statute, the governing board of each community college district shall have full authority to adopt rules and regulations, not inconsistent with the regulations of the board of governors and the laws of this state, that are necessary and proper to executing these prescribed functions.

(d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district’s chief executive officer or any other employee or committee as the governing board may designate. However, the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.

(e) This section shall become operative on January 1, 2014.

(Amended (as added by Stats. 2006, Ch. 817, Sec. 5) by Stats. 2011, Ch. 112, Sec. 4. Effective January 1, 2012. Section operative January 1, 2014, by its own provisions.)

EDUCATION CODE SECTION 72400

72400. The governing board of each community college district shall fix and prescribe the duties to be performed by all persons in community college service in the district.

Accreditation Standards IV.B.1.j & IV.B.2

Standard IV: Leadership and Governance

B. Board and Administrative Organization

In addition to the leadership of individuals and constituencies, institutions recognize the designated responsibilities of the governing board for setting policies and of the chief administrator for the effective operation of the institution. Multi-college districts/systems clearly define the organizational roles of the district/system and the colleges.

1. The institution has a governing board that is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. The governing board adheres to a clearly defined policy for selecting and evaluating the chief administrator for the college or the district/system.

j. The governing board has the responsibility for selecting and evaluating the district/system chief administrator (most often known as the chancellor) in a multi-college district/system or the college chief administrator (most often known as the president) in the case of a single college. The governing board delegates full responsibility and authority to him/her to implement and
administer board policies without board interference and holds him/her accountable for the
operation of the district/system or college, respectively.

In multi-college districts/systems, the governing board establishes a clearly defined policy for
selecting and evaluating the presidents of the colleges.

**Standard IV: Leadership and Governance**

2. The president has primary responsibility for the quality of the institution he/she leads. He/she
provides effective leadership in planning, organizing, budgeting, selecting and developing
personnel, and assessing institutional effectiveness.
   a. The president plans, oversees, and evaluates an administrative structure organized and
staffed to reflect the institution's purposes, size, and complexity. He/she delegates authority to
administrators and others consistent with their responsibilities, as appropriate.
   b. The president guides institutional improvement of the teaching and learning environment by
the following:
      • establishing a collegial process that sets values, goals, and priorities;
      • ensuring that evaluation and planning rely on high quality research and analysis on external
and internal conditions;
      • ensuring that educational planning is integrated with resource planning and distribution to
achieve student learning outcomes; and
      • establishing procedures to evaluate overall institutional planning and implementation efforts.
   c. The president assures the implementation of statutes, regulations, and governing board
policies and assures that institutional practices are consistent with institutional mission and
policies.
   d. The president effectively controls budget and expenditures.
   e. The president works and communicates effectively with the communities served by the
institution.
BP 2431

CHIEF EXECUTIVE OFFICER SELECTION

NOTE: Accreditation standards require Boards to establish a formal search process for the Chief Executive Officer and College Presidents in multi-college districts. The following is an illustrative example.

In the case of a vacancy in the Chief Executive Officer position, the Board of Trustees shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

References: Title 5 Sections 53000 et seq.; WASC/ACCJC Accreditation Standard IV.B.1 and IV.B.1.j

NOTE: The red ink signifies language that is required by accreditation and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in green ink was added by the Board Policy Work Group on 2/18/14.

Adopted:
(a) This subchapter implements and should be read in conjunction with Government Code sections 11135-11139.5, Education Code sections 66010.2, 66030, and chapter 4.5 of part 40 of title 3, commencing with section 66250; Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101). Nothing in this subchapter shall be construed to conflict with or be inconsistent with the provisions of article 1, section 31 of the California Constitution or to authorize conduct that is in conflict with or is inconsistent with such provisions.

(b) The regulations in this subchapter require steps to promote faculty and staff equal employment opportunity which are in addition to and consistent with the nondiscrimination requirements of state or federal law. Therefore, compliance with these regulations or approval of the district's equal employment opportunity plan pursuant to section 53003 does not imply and should not be construed to mean that a district has necessarily complied with its obligations under any other applicable laws or regulations. The Chancellor shall assist districts in identifying other applicable state or federal laws which may affect district equal employment opportunity or nondiscrimination policies.


HISTORY

1. New chapter 1 (sections 53000-53004) filed 7-19-77; effective thirtieth day thereafter (Register 77, No. 30).

2. Repealer of chapter 1 (subchapter 1, sections 53000-53004) and new chapter 1 (subchapters 1-4, sections 53000-53052, not consecutive) filed 2-1-82; effective thirtieth day thereafter (Register 82, No. 6).

3. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).

4. Amendment of subsection (a) and Note filed 5-31-96; operative 6-30-96. Submitted to OAL for printing only (Register 96, No. 23).

5. Amendment of subchapter heading, section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for printing only (Register 2002, No. 35).

6. Amendment of subsection (a) filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).
As used in this subchapter:

(a) Adverse Impact. “Adverse impact” means that a statistical measure (such as those outlined in the Equal Employment Opportunity Commission’s “Uniform Guidelines on Employee Selection Procedures”) is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group protected from discrimination pursuant to Government Code section 12940. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.

(b) Diversity. “Diversity” means a condition of broad inclusion in an employment environment that offers equal employment opportunity for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability and socio-economic backgrounds.

(c) Equal Employment Opportunity. “Equal employment opportunity” means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the district. Equal employment opportunity should exist at all levels in the seven job categories which include executive/administrative/managerial, faculty and other instructional staff, professional nonfaculty, secretarial/clerical, technical and paraprofessional, skilled crafts, and service and maintenance. Equal employment opportunity also involves:

(1) identifying and eliminating barriers to employment that are not job related; and

(2) creating an environment which fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination pursuant to Government Code section 12940.

(d) Equal Employment Opportunity Plan. An “equal employment opportunity plan” is a written document in which a district’s work force is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

(e) Equal Employment Opportunity Programs. “Equal employment opportunity programs” means all the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of section 53006.

(f) Ethnic Group Identification. “Ethnic group identification” means an individual’s identification in one or more of the ethnic groups reported to the Chancellor pursuant to section 53004. These groups shall be more specifically defined by the Chancellor consistent with state and federal law.

(g) In-house or Promotional Only Hiring. “In-house or promotional only” hiring means that only existing district employees are allowed to apply for a position.

(h) Monitored Group. “Monitored group” means those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a).
(i) Person with a Disability. "Person with a disability" means any person who:

(1) has a physical or mental impairment as defined in Government Code section 12926 which limits one or more of such person's major life activities;

(2) has a record of such an impairment; or

(3) is regarded as having such an impairment.

A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.

(j) Reasonable Accommodation. "Reasonable accommodation" means the efforts made on the part of the district in compliance with Government Code section 12926.

(k) Screening or Selection Procedure. "Screening or selection procedure" means any measure, combination of measures, or procedure used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to, traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.

(l) Significantly Underrepresented Group. "Significantly underrepresented group" means any monitored group for which the percentage of persons from that group employed by the district in any job category listed in section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.


HISTORY

1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).

2. Amendment of subsections (a), (b)(1)-(b)(3), (c), (k) and (m) filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

3. Amendment of subsections (a), (b), (e), (f), (h), (j) and (m), new subsections (m)(1)-(q)(3), and amendment of Note filed 5-31-96; operative 6-30-96. Submitted to OAL for printing only (Register 96, No. 23).

4. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for printing only (Register 2002, No. 35).

5. Amendment of subsection (b) and amendment of Note filed 11-5-2003; operative 12-5-2003. Submitted to OAL for printing only (Register 2003, No. 46).

6. Amendment of section and Note filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).

5 CCR § 53002

Cal. Admin. Code tit. 5, § 53002
Title 5. Education  
Division 6. California Community Colleges  
Chapter 4. Employees  
Subchapter 1. Equal Employment Opportunity Programs  

Article 1. General  


The governing board of each community college district shall adopt a policy statement setting forth the district's commitment to an equal employment opportunity program. This statement may also incorporate the nondiscrimination policy statement required pursuant to subchapter 5 (commencing with section 59300) of chapter 10 of this division, and other similar nondiscrimination or equal employment opportunity statements which may be required under other provisions of state and federal law.  

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections 66010.1, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.  

HISTORY  
1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).  
2. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).  
3. Amendment filed 2-7-2001; operative 3-9-2001. Submitted to OAL for printing only (Register 2001, No. 6).  
4. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for printing only (Register 2002, No. 35).  

§ 53003. District Plan.  

(a) The governing board of each community college district shall develop and adopt a district-wide written equal employment opportunity plan to implement its equal employment opportunity program. Such plans shall be submitted to the Chancellor's Office. The Chancellor's Office retains the authority to review district plans on a case-by-case basis.
(b) Each district shall review its EEO Plan at least once every three years and revise as determined necessary. Any revised EEO Plan shall be submitted to the Chancellor's Office, which retains the authority to review such revisions on a case-by-case basis.

(b) Such plans shall be reviewed at least every three years and, if necessary, revised and submitted to the Chancellor's Office for approval. Each community college district shall notify the Chancellor at least 30 days prior to adopting any other amendments to its plan.

(c) In particular, the plan shall include all of the following:

1. The designation of the district employee or employees who have been delegated responsibility and authority for implementing the plan and assuring compliance with the requirements of this subchapter pursuant to section 53020;

2. The procedure for filing complaints pursuant to section 53026 and the person with whom such complaints are to be filed;

3. A process for notifying all district employees of the provisions of the plan and the policy statement required under section 53002;

4. A process for ensuring that district employees who participate on screening or selection committees receive training, prior to their participation. Training shall include, but need not be limited to:
   a. The requirements of this subchapter and of state and federal nondiscrimination laws;
   b. The educational benefits of workforce diversity;
   c. The elimination of bias in hiring decisions; and
   d. Best practices in serving on a selection or screening committee;

5. A process for providing annual written notice to appropriate community-based and professional organizations concerning the district's plan and the need for assistance from the community and such organizations in identifying qualified applicants. “Written” notice may include mailings and electronic communications;

6. A process for gathering information and periodic, longitudinal analysis of the district's employees and applicants, broken down by number of persons from monitored group status, in each of the job categories listed in section 53004(a) to determine whether additional measures are required pursuant to section 53006 and to implement and evaluate the effectiveness of those measures. Each district, based on its size, demographics and other unique factors, shall determine the appropriate time frame for periodic review, and reflect this in its EEO Plan;
(7) to the extent data regarding potential job applicants is provided by the State Chancellor, an
analysis of the degree to which monitored groups are underrepresented in comparison to their
representation in the field or job category in numbers of persons from such groups whom the
Chancellor determines to be available and qualified to perform the work required for each such job
category and whether or not the underrepresentation is significant;

(8) methods for addressing any underrepresentation identified pursuant to paragraph (7) of this
subdivision; and

(9) a process for developing and implementing strategies, as described in section 53024.1, necessary
to demonstrate on-going, institutional commitment to diversity and equal employment opportunity, as
defined in sections 53001(c) and (e).

(d) The plans submitted to the Chancellor shall be public records.

(e) Each community college district shall make a continuous good faith effort to comply with the
requirements of the plan required under this section.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections
66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5,
Government Code.

HISTORY

1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).

2. Amendment of subsections (c)(4) and (7) filed 9-6-94; operative 10-6-94. Submitted to OAL for
printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

3. Amendment of subsections (b), (c) and (c)(7), new subsections (c)(8)-(9) and subsection
renumbering, amendment of newly designated subsection (c)(10) and new subsection (f) filed 5-31-
96; operative 6-30-96. Submitted to OAL for printing only (Register 96, No. 23).

4. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for
printing only (Register 2002, No. 35).

5. Amendment filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant
to Education Code section 70901.5 (Register 2013, No. 38).

5 CCR § 53004
Cal. Admin. Code tit. 5, § 53004
Title 5. Education
Division 6. California Community Colleges
Chapter 4. Employees
Subchapter 1. Equal Employment Opportunity Programs

Article 1. General

§ 53004. District Evaluation and Report to Chancellor.

(a) Each district shall annually collect employee demographic data and shall monitor applicants for employment on an ongoing basis in order to evaluate the implementation of its equal employment opportunity plan and to provide data needed for the analyses required by sections 53003, 53006, 53023, and 53024. Each district shall annually report to the Chancellor, in a manner prescribed by the Chancellor, this data for employees at each college in the district. Each employee shall be reported so that he or she may be identified as belonging to one of the following seven job categories:

1. executive/administrative/managerial;
2. faculty and other instructional staff;
3. professional nonfaculty;
4. secretarial/clerical;
5. technical and paraprofessional;
6. skilled crafts; and
7. service and maintenance.

(b) For purposes of the data collection and report required pursuant to subdivision (a) of this section, each applicant or employee shall be afforded the opportunity to identify his or her gender, ethnic group identification and, if applicable, his or her disability. A person may designate multiple ethnic groups with which he or she identifies, but shall be counted in only one ethnic group for reporting purposes. Chinese, Japanese, Filipinos, Koreans, Vietnamese, Asian Indians, Hawaiians, Guamanians, Samoans, Laotians, and Cambodians are to be counted and reported as part of the Asian/Pacific Islander group as well as in separate subcategories. However, in determining whether additional steps are necessary to ensure that monitored groups have not been excluded on an impermissible basis, analysis of the separate subgroups is not necessary.

Note: Authority cited: Sections 66271.1, 66700, 70901 and 87105, Education Code; and Section 11138, Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 8310.5 and 11135-11139.5, Government Code.

HISTORY

1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
Each community college district shall establish an Equal Employment Opportunity Advisory Committee to assist the district in developing and implementing the plan required under section 53003. This advisory committee shall include a diverse membership whenever possible. This advisory committee shall receive training in all of the following:

(a) the requirements of this subchapter and of state and federal nondiscrimination laws;

(b) identification and elimination of bias in hiring;

(c) the educational benefits of workforce diversity; and

(d) the role of the advisory committee in carrying out the District’s EEO plan.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.
(a) Districts shall review the information gathered pursuant to section 53003, subdivision(c)(6) to determine if significant underrepresentation of a monitored group may be the result of non job-related factors in the employment process. For the purposes of this subdivision, the phases of the employment process include but are not limited to recruitment, hiring, retention and promotion. The information to be reviewed shall include, but need not be limited to:

1. Longitudinal analysis of data regarding job applicants, gathered pursuant to section 53003(c)(6), to identify whether over multiple job searches, a monitored group is disproportionately failing to move from the initial applicant pool, to the qualified applicant pool;

2. Analysis of data regarding potential job applicants, to the extent provided by the State Chancellor, which may indicate significant underrepresentation of a monitored group; and

3. Analysis pursuant to section 53003(c)(7) to determine whether the group is significantly underrepresented.

(b) Where the review described in subdivision (a) identifies that significant underrepresentation of a monitored group may be the result of non-job related factors in the employment process, districts shall implement additional measures designed to address the specific area of concern. These additional measures shall include the following:

1. Review its recruitment procedures and identify and implement any additional measures which might reasonably be expected to attract candidates from the significantly underrepresented group;

2. Consider various other means of reducing the significant underrepresentation which do not involve taking monitored group status into account, and implement any such techniques which are determined to be feasible and potentially effective;

3. Determine whether the group is still significantly underrepresented in the category or categories in question after the measures described in (1) and (2) have been in place a reasonable period of time; and

4. Review each locally established “required,” “desired” or “preferred” qualification being used to screen applicants for positions in the job category to determine if it is job-related and consistent with:

   A. Any requirements of federal law; and

   B. Qualifications which the Board of Governors has found to be job-related throughout the community college system, including the requirement that applicants for academic and administrative positions demonstrate sensitivity to the diversity of community college students; or

5. Discontinue the use of any locally established qualification that has not been found to satisfy the requirements set forth in paragraph (4) of this subdivision;
(6) continue using qualification standards meeting the requirements of paragraph (4) of this subsection only where no alternative qualification standard is reasonably available which would select for the same characteristics, meet the requirements of paragraph (4) and be expected to have a less exclusionary effect; and

(7) consider the implementation of additional measures designed to promote diversity that are reasonably calculated to address the area of specific need.

(c) For purposes of this section, “a reasonable period of time” means three years, or such longer period as the Chancellor may approve, upon the request of the equal employment opportunity advisory committee and the chief executive officer, where the district has not filled enough positions to appreciably affect its work force in the job category in question.

(d) Nothing in this subchapter shall be construed to prohibit a district from taking any other steps it concludes are necessary to ensure equal employment opportunity, provided that such actions are consistent with the requirements of federal and state constitutional and statutory nondiscrimination law.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.

5 CCR § 53010
Cal. Admin. Code tit. 5, § 53010
Title 5. Education
Division 6. California Community Colleges
Chapter 4. Employees
Subchapter 1. Equal Employment Opportunity Programs
Ä Article 1. General

§ 53010. Assistance. [Repealed]


HISTORY

1. Repealer filed 3-26-92; operative 4-24-92 (Register 92, No. 17).

5 CCR § 53010, 5 CA ADC § 53010

This database is current through 10/18/13 Register 2013, No. 42

5 CCR § 53011
Cal. Admin. Code tit. 5, § 53011
§ 53011. Report. [Repealed]  


HISTORY  
1. Repealer filed 3-26-92; operative 4-24-92 (Register 92, No. 17).

5 CCR § 53011, 5 CA ADC § 53011  
This database is current through 10/18/13 Register 2013, No. 42

5 CCR § 53012  
Cal. Admin. Code tit. 5, § 53012

Title 5. Education  
Division 6. California Community Colleges  
Chapter 4. Employees  
Subchapter 1. Equal Employment Opportunity Programs  

§ 53012. Periodic Evaluation. [Repealed]  


HISTORY  
1. Repealer filed 3-26-92; operative 4-24-92 (Register 92, No. 17).

5 CCR § 53020  
Cal. Admin. Code tit. 5, § 53020

Title 5. Education  
Division 6. California Community Colleges  
Chapter 4. Employees  
Subchapter 1. Equal Employment Opportunity Programs  

§ 53020. Responsibility; Delegation of Authority; Complaints.
(a) The governing board of each community college district is ultimately responsible for proper implementation of this subchapter at all levels of district and college operation and for making measurable progress toward equal employment opportunity by the methods described in the district's equal employment opportunity plan. In carrying out this responsibility, the governing board, upon the recommendation of the chief executive officer, shall ensure that an equal employment opportunity officer is designated to oversee the day-to-day implementation of the requirements set forth in this subchapter.

(b) The administrative structure created by any delegation of authority to the equal employment opportunity officer or others shall be described in the district's equal employment opportunity plan submitted pursuant to section 53003 and shall be designed in such a manner so as to ensure prompt and effective implementation of the requirements of this subchapter. The plan shall also designate a single officer, who may be the equal employment opportunity officer, who shall be given authority and responsibility for receiving complaints filed pursuant to section 53026, for ensuring that such complaints are promptly and impartially investigated, and ensuring that selection procedures and the applicant pool are properly monitored as required by sections 53023 and 53024.

(c) Any organization or individual, whether or not an employee of the district, who acts on behalf of the governing board with regard to the recruitment and screening of personnel is an agent of the district and is subject to all of the requirements of this subchapter.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.

HISTORY

1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).

2. Amendment of subsections (a) and (c) filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

3. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for printing only (Register 2002, No. 35).


5 CCR § 53021
Cal. Admin. Code tit. 5, § 53021

Title 5. Education
Division 6. California Community Colleges
Chapter 4. Employees
Subchapter 1. Equal Employment Opportunity Programs

Article 2. Other Specific Responsibilities of Community College Districts
§ 53021. Recruitment.
(a) Except as otherwise provided in this section, community college districts shall actively recruit from both within and outside the district work force to attract qualified applicants for all vacancies. This shall include outreach designed to ensure that all persons are provided the opportunity to seek employment with the district. The requirement of open recruitment shall apply to all full-time and part-time vacancies in all job categories and classifications, including, but not limited to, faculty, classified employees, categorically funded positions, and all executive/administrative/managerial positions. Recruitment for full-time faculty and educational administrator positions shall be at least statewide and, at a minimum, shall include seeking qualified applicants listed in the California Community Colleges Equal Employment Opportunity Registry and posting job announcements with the Registry. Recruitment for part-time faculty positions may be conducted separately for each vacancy or by annually establishing a pool of eligible candidates, but in either case full and open recruitment is required consistent with this section.

(b)(1) “In-house or promotional only” recruitment shall not be used to fill any vacancy for any position described in subdivision (a) except when the position is being filled on an interim basis for the minimum time necessary to allow for full and open recruitment; provided however, that no interim appointment or series of interim appointments exceeds two years in duration.

(2) Where in-house or promotional only recruitment is utilized to fill a position on an interim basis pursuant to subdivision (b)(1), all district employees shall be afforded the opportunity to apply and demonstrate that they are qualified.

(3) The job announcement for the interim position shall comply with section 53022 and the selection process shall be consistent with the requirements of this subchapter.

(c) For purposes of this section, a vacancy is not created, and the requirements of subdivisions (a) and (b) do not apply, when:

(1) there is a reorganization that does not result in a net increase in the number of employees;

(2) one or more lateral transfers are made and there is no net increase in the number of employees;

(3) a position which is currently occupied by an incumbent is upgraded, reclassified, or renamed without significantly altering the duties being performed by the individual;

(4) the faculty in a division or department elect one faculty member to serve as a chairperson for a prescribed limited term;

(5) the position is filled by a temporary, short-term, or substitute employee appointed pursuant to Education Code sections 87422, 87480, 87482.5(b),88003, 88106 or 88109;

(6) a part-time faculty member is assigned to teach the same or fewer hours he or she has previously taught in the same discipline without a substantial break in service. For purposes of this section, “a substantial break in service” means more than one calendar year or such different period as may be defined by a collective bargaining agreement; or
(7) an individual not currently employed by the district, who is specially trained, experienced, and
competent to serve as an administrator, and who satisfies the minimum qualifications applicable to the
position, is engaged to serve as an administrator through a professional services contract. No
appointment or series of appointments pursuant to this provision may exceed a period of two years.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections
66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5,
Government Code.

HISTORY

1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).

2. Amendment subsections (b) and (d)-(e)(2) filed 9-6-94; operative 10-6-94. Submitted to OAL for
printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

3. Amendment of subsections (a) and (b)(1)-(b)(2), repealer of subsection (b)(3), amendment of
subsections (c), (d) and (e)(1)-(e)(4) and new subsection (e)(5) filed 5-31-96; operative 6-30-96.
Submitted to OAL for printing only (Register 96, No. 23).

4. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for
printing only (Register 2002, No. 35).

5. Amendment filed 11-5-2003; operative 12-5-2003. Submitted to OAL for printing only (Register
2003, No. 46).

6. Amendment filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant
to Education Code section 70901.5 (Register 2013, No. 38).

5 CCR § 53022
Cal. Admin. Code tit. 5, § 53022
Title 5. Education
Division 6. California Community Colleges
Chapter 4. Employees
Subchapter 1. Equal Employment Opportunity Programs
Article 2. Other Specific Responsibilities of Community College Districts
§ 53022. Job Announcements and Qualifications.
which the district wishes to utilize, shall be reviewed before the position is announced, to ensure
conformity with the requirements of this subchapter and state and federal nondiscrimination laws.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
Government Code. Reference: Statutes 1988, chapter 973, Section 4; Sections
66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5,
Government Code.

HISTORY

1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
2. Amendment of section heading, section and Note filed 7-12-2002; operative 8-11-2002. Submitted
to OAL for printing only (Register 2002, No. 35).
3. Amendment filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant
to Education Code section 70901.5 (Register 2013, No. 38).

5 CCR § 53023
Cal. Admin. Code tit. 5, § 53023
Title 5. Education
Division 6. California Community Colleges
Chapter 4. Employees
Subchapter 1. Equal Employment Opportunity Programs
ARTICLE 2. Other Specific Responsibilities of Community College Districts
§ 53023. Applicant Pool Review.

(a) The application for employment shall provide for self-identification of the applicant's gender, ethnic
group identification and, if applicable, his or her disability. This information shall be kept confidential
and shall be used only in research, monitoring, evaluating the effectiveness of the district's equal
employment opportunity program, or any other purpose specifically authorized in this subchapter, or
by any applicable statute or regulation.

(b) After the application deadline has passed, the composition of the initial applicant pool shall be
recorded and reviewed by the Chief Human Resources Officer or designee.

All initial applications shall be screened to determine which candidates satisfy job specifications set
forth in the job announcement. The group of candidates who meet the job specifications shall
constitute the "qualified applicant pool."

(c) The composition of the qualified applicant pool shall be reviewed and compared to the composition
of the initial applicant pool. If the Chief Human Resources Officer or designee finds that the
composition of the qualified applicant pool may have been influenced by factors which are not job
related, appropriate action will be taken. This applicant pool data shall be reviewed in conducting the
analysis described in section 53006(a).
§ 53024. Screening and Selection Procedures.

(a) All screening and selection techniques, including the procedure for developing interview questions, and the selection process as a whole, shall be:

(1) provided to the Chancellor upon request;

(2) designed to ensure that for faculty and administrative positions, meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students. "Meaningful consideration" means that candidates shall be required to demonstrate sensitivity to diversity in ways relevant to the specific position;

(3) based solely on job-related criteria; and
(4) designed to avoid an adverse impact, as defined in section 53001(a), and monitored by means consistent with this section to detect and address any adverse impact which does occur for any monitored group.

(b) A district may not designate or set aside particular positions to be filled by members of any group defined in terms of ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry or sexual orientation, or engage in any other practice which would result in discriminatory or preferential treatment prohibited by state or federal law. Nor may a district apply the district's equal employment opportunity plan in a rigid manner which has the purpose or effect of so discriminating.

(c) Seniority or length of service may be taken into consideration only to the extent it is job related, is not the sole criterion, and is included in the job announcement consistent with the requirements of section 53022.

(d) Selection testing for employees shall follow procedures as outlined in the Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures."

(e) Whenever possible, screening committees shall include a diverse membership which will bring a variety of perspectives to the assessment of applicant qualifications.

(f) Notwithstanding any other provision of this division, the governing board or its designee shall have the authority to make all final hiring decisions based upon careful review of the candidate or candidates recommended by a screening committee. This includes the right to reject all candidates and to order further review by the screening committee or to reopen the position where necessary to further achievement of the objectives of the equal employment opportunity plan or to ensure equal employment opportunity. However, a consistent pattern of not hiring qualified candidates from a monitored group who are recommended by screening committees may give rise to an inference that the selections are not consistent with the objectives of equal employment opportunity that are required by this subchapter.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes 1988, chapter 923, Section 4; and Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.

HISTORY

1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).

2. Amendment of subsections (a)(2)-(c), (e) and (g) filed 5-31-96; operative 6-30-96. Submitted to OAL for printing only (Register 96, No. 23).

3. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for printing only (Register 2002, No. 35).
Establishing and maintaining a richly diverse workforce is an on-going process that requires continued institutionalized effort. Districts shall locally develop, and implement on a continuing basis, indicators of institutional commitment to diversity. Such indicators may include, but are not limited to the examples listed in this section. Appropriate steps will depend on the unique circumstances of each institution, and not every example listed in this section is appropriate for every institution. Nothing in this list is mandatory, unless a district is directed to adopt specific measures by the Chancellor pursuant to section 53024.2(b)(2).

(a) The district conducts surveys of campus climate on a regular basis, and implements concrete measures that utilize the information drawn from the surveys.

(b) The district conducts exit interviews with employees who voluntary leave the district, maintains a data base of exit interviews, analyzes the data for patterns impacting particular monitored groups, and implements concrete measures that utilize this information.

(c) The district provides training on elimination of bias in hiring and employment.

(d) The district provides cultural awareness training to members of the campus community.

(e) The district maintains a variety of programs to support newly-hired employees such as mentoring, professional development, and leadership opportunities.

(f) The district has audited and/or maintains updated job descriptions and/or job announcements.

(g) The district’s board of trustees receives training on the elimination of bias in hiring and employment at least once every election cycle.

(h) The district timely and thoroughly investigates all complaints filed under this chapter, and all harassment and discrimination complaints filed under subchapter 5 (commencing with section 59300) of chapter 10 of this division, and takes appropriate corrective action in all instances where a violation is found.

(i) The district timely complies with the requirements of Government Code section 12950.1 (Stats. 2004, ch. 933 [AB1825]), and includes all forms of harassment and discrimination in the training.
(j) The district’s publications and website convey its diversity and commitment to equal employment opportunity.

(k) The district’s mission statement conveys its commitment to diversity and inclusion, and recognition that a diverse and inclusive workforce promotes its educational goals and values.

(l) The district's hiring procedures require applicants for all positions to demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students in a manner specific to the position.

(m) District staff members serve as resources, consultants, mentors and/or leaders to colleagues at other districts in the areas of EEO and diversity enhancement.

(n) The district maintains updated curricula, texts, and/or course descriptions to expand the global perspective of the particular course, readings or discipline.

(o) The district addresses issues of inclusion/exclusion in a transparent and collaborative fashion.

(p) The district attempts to gather information from applicants who decline job offers to find out why, records this information, and utilizes it.

(q) The district conducts longitudinal analysis of various employment events by monitored group status such as: hiring, promotion, retention, voluntary resignation, termination, and discipline.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Sections 11138 and 12950.1, Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.

HISTORY

(a) Districts shall certify annually to the State Chancellor that they have timely complied with all of the following:

1. recorded, reviewed and reported the data required regarding qualified applicant pools;

2. reviewed and updated, as needed, the Strategies Component of the district's EEO Plan;

3. investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with section 59300) of chapter 10 of this division.

(b) Upon review of a district's certification, data reports, or any complaint filed under this subchapter, the State Chancellor may review a district's EEO Plan and Strategies Component pursuant to section 53024.1 for the required indicia of institutionalized and on-going efforts to support diversity and/or a district's compliance with section 53006. Where the State Chancellor finds that a district's efforts have been insufficient, he/she will inform the district of his/her specific area(s) of concern, and direct the district to submit a revised EEO Plan within 120 days. Upon review of the revised EEO plan, the State Chancellor will either:

1. determine the revisions are sufficient, and provide a deadline by which the district must provide proof that the new measures have been implemented; or

2. if the Chancellor finds that the revised plan is still lacking, he/she will direct the district to implement specific measures from those listed in section 53024.1, and provide a timeline for doing so.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.
(a) Districts shall ensure that applicants and employees with disabilities receive reasonable accommodations consistent with the requirements of Government Code sections 11135 et seq. and 12940(m), section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Such accommodations may include, but are not limited to, job site modifications, job restructuring, part-time work schedules, flexible scheduling, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aids such as readers, interpreters, and notetakers. Such accommodations may be paid for with funds provided pursuant to article 3 (commencing with section 53030) of this subchapter.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes 1988, chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code; title 29 United States Code Section 794, and title 42 United States Code Sections 12101, et seq.

HISTORY

1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).

2. Amendment of section and Note filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

3. Repealer of subsections (a) and (b) and deletion of subsection designator filed 5-31-96; operative 6-30-96. Submitted to OAL for printing only (Register 96, No. 23).

4. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for printing only (Register 2002, No. 35).

5. Repealer of subsections (b) and (c) filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).

5 CCR § 53026
Cal. Admin. Code tit. 5, § 53026
Title 5. Education
Division 6. California Community Colleges
Chapter 4. Employees
Subchapter 1. Equal Employment Opportunity Programs
**Article 2.** Other Specific Responsibilities of Community College Districts
**§ 53026.** Complaints.

Each community college district shall establish a process permitting any person to file a complaint alleging that the requirements of this subchapter have been violated. A copy of the complaint shall immediately be forwarded to the Chancellor who may require that the district provide a written investigative report within ninety (90) days. Complaints which also allege discrimination prohibited by Government Code sections 11135 et seq. shall be processed according to the procedures set forth in subchapter 5 (commencing with section 59300) of chapter 10 of this division.
Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes 1988, chapter 923, Section 4; and Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.

HISTORY

1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
2. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).
3. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for printing only (Register 2002, No. 35).

5 CCR § 53027
Cal. Admin. Code tit. 5, § 53027

Title 5. Education
Division 6. California Community Colleges
Chapter 4. Employees
Subchapter 1. Equal Employment Opportunity Programs

Article 2. Other Specific Responsibilities of Community College Districts

§ 53027. Applicability to Districts Operating on the Merit System.

Nothing in this subchapter shall be construed to conflict with or be inconsistent with the provisions of article 3 (commencing with section 88060) of chapter 4 of part 51 of the Education Code which apply to districts operating a merit system for classified employees.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes of 1988, chapter 923, Section 4; and Sections 66010.2, 66030, 66071, 66270, 87360 and 88060 et seq., Education Code; and Sections 11135-11139.5, Government Code.

HISTORY

1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
2. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for printing only (Register 2002, No. 35).
3. Amendment of Note filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).

Resources provided to the Board of Governors for the purpose of promoting equal employment opportunity in hiring and promotion within the system shall be placed in an Equal Employment Opportunity Fund and shall be allocated consistent with the following:

(a) A portion of the fund, but not more than 25 percent, shall be set aside to provide technical assistance, service, monitoring, and compliance functions.

(b) That portion of the funds not allocated pursuant to subdivision (a) may be allocated to the districts in the following categories:

(1) an amount proportional to the full-time equivalent students of each district to the total full-time equivalent students for all districts;

(2) an equal dollar amount to each district;

(3) an amount related to success in promoting equal employment opportunity. Multiple methods of measuring success shall be identified by the Chancellor working through the established Consultation Process.

(c) funds provided pursuant to this section may be used for:

(1) outreach and recruitment;

(2) in-service training on equal employment opportunity;

(3) accommodations for applicants and employees with disabilities pursuant to section 53025; and

(4) other activities to promote equal employment opportunity.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes 1988, chapter 923, Section 4; and Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.

HISTORY

1. Repealer and new section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).

2. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

3. Amendment of subsections (b) and (b)(3) and repealer of subsections (b)(4) and (b)(5) filed 5-31-96; operative 6-30-96. Submitted to OAL for printing only (Register 96, No. 23).
4. Amendment of section heading, section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for printing only (Register 2002, No. 35).

5. Amendment of first paragraph and subsection (b) filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).

5 CCR § 53033
Cal. Admin. Code tit. 5, § 53033

Title 5. Education
Division 6. California Community Colleges
Chapter 4. Employees
Subchapter 1. Equal Employment Opportunity Programs

**Article 3. Faculty and Staff Diversity Fund**

**§ 53033. Failure to Report.**

Any district failing to provide the data required under section 53004 is not in compliance with this subchapter. Equal Employment Opportunity funds for any given fiscal year, other than those under section 53030(a), shall not be granted unless the district provides the data no later than March 31st of the preceding fiscal year or receives an extension of the deadline from the Chancellor.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Statutes 1988, chapter 923, Section 4; and Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.

**HISTORY**

1. New section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
2. Amendment of section filed 5-31-96; operative 6-30-96. Submitted to OAL for printing only (Register 96, No. 23).
3. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for printing only (Register 2002, No. 35).

5 CCR § 53034
Cal. Admin. Code tit. 5, § 53034
Barclays Official California Code of Regulations [Currentness](#)
Title 5. Education
Division 6. California Community Colleges
Chapter 4. Employees
Subchapter 1. Equal Employment Opportunity Programs

**Article 3. Faculty and Staff Diversity Fund**

**§ 53034. Required Report.**

Districts shall submit a report on the use of Equal Employment Opportunity funds to the Chancellor's Office no later than September 30th of the fiscal year following the use of the funds. Until such time
as a data element to calculate the staffing rate of persons with disabilities has been integrated into the
report required under section 53004, districts will report that rate by a separate survey conducted, as
directed by the Chancellor's Office.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
Government Code. Reference: Statutes 1988, chapter 923, Section 4; and Sections
66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5,
Government Code.

HISTORY

1. New section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
2. Amendment of section and Note filed 7-12-2002; operative 8-11-2002. Submitted to OAL for
printing only (Register 2002, No. 35).
3. Amendment of Note filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only
pursuant to Education Code section 70901.5 (Register 2013, No. 38).

S C R § 59300
Cal. Admin. Code tit. 5, § 59300
Title 5. Education
Division 6. California Community Colleges
Chapter 10. Community College Administration
Subchapter 5. Nondiscrimination in Programs Receiving State Financial Assistance through the
Chancellor or Board of Governors of the California Community Colleges
Article 1. General
§ 59300. Purpose.

The purpose of this subchapter is to implement 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
§ 1681), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with
6101), to the end that no person in the State of California shall, in whole or in part, on the basis of
ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual
orientation, or physical or mental disability, or on the basis of these perceived characteristics or based
on association with a person or group with one or more of these actual or perceived characteristics, be
unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination
under any program or activity that is administered by, funded directly by, or that receives any
financial assistance from, the Chancellor or Board of Governors of the California Community Colleges.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
Government Code. Reference: Sections 66250 et seq. and 72011, Education Code; Sections 11135-
11139.5, Government Code; Sections 422.6 and 422.55, Penal Code; Title 20, United States Code,
Section 1681; Title 29, United States Code, Section 794; and Title 42, United States Code, Sections
2000d, 6101 and 12100, et seq.

HISTORY

1. New Chapter 5 (Articles 1-4, Sections 59300-59362, not consecutive) filed 4-17-81; effective
thirtieth day thereafter (Register 81, No. 16). For prior history, see Registers 79, No. 46; and 78, No.
39).
2. Amendment of section and Note filed 5-31-96; operative 6-30-96. Submitted to OAL for printing only (Register 96, No. 23).

3. Amendment of section and Note filed 2-7-2001; operative 3-9-2001. Submitted to OAL for printing only (Register 2001, No. 6).


5. Amendment of section and Note filed 3-15-2006; operative 4-14-2006. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

6. Amendment filed 8-5-2008; operative 9-4-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 34).

5 CCR § 59301
Cal. Admin. Code tit. 5, § 59301

Title 5. Education
Division 6. California Community Colleges
Chapter 10. Community College Administration
Subchapter 5. Nondiscrimination in Programs Receiving State Financial Assistance through the Chancellor or Board of Governors of the California Community Colleges

Article 1. General

§ 59301. Prohibited Discrimination.


HISTORY

1. Repealer filed 2-7-2001; operative 3-9-2001. Submitted to OAL for printing only (Register 2001, No. 6).

5 CCR § 59302
Cal. Admin. Code tit. 5, § 59302

Title 5. Education
Division 6. California Community Colleges
Chapter 10. Community College Administration
Subchapter 5. Nondiscrimination in Programs Receiving State Financial Assistance through the Chancellor or Board of Governors of the California Community Colleges

Article 1. General

§ 59302. Academic Requirements.

Nothing in this subchapter shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity.
§ 59303. Delegation of Authority.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code. Reference: Sections 66250 et seq. and 72011, Education Code; and Section 11135, Government Code.

HISTORY


2. Change without regulatory effect amending Note filed 3-15-2006 pursuant to section 100, title 1, California Code of Regulations. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

§ 59304. Intent.


HISTORY

1. Amendment filed 2-7-2001; operative 3-9-2001. Submitted to OAL for printing only (Register 2001, No. 6).


3. Repealer filed 3-15-2006;operative 4-14-2006. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

§ 59304. Intent.

It is the intent of the Board of Governors that the Chancellor assist community college districts in recognizing and eliminating unlawful discrimination that may exist in their programs and activities and
in meeting the requirements of this subchapter. Punitive action authorized by this subchapter will be
taken only when remedial action has failed to eliminate unlawful discrimination from the programs and
activities of a community college district.

Note: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138,
Government Code. Reference: Sections 66250 et seq. and 72011, Education Code; and Sections
11135, 11137 and 11139, Government Code.

HISTORY

1. Amendment of section and Note filed 3-20-2002; operative 4-19-2002. Submitted to OAL for
printing only (Register 2002, No. 13).

2. Change without regulatory effect amendingNote filed 3-15-2006 pursuant to section 100, title 1,
California Code of Regulations. Submitted to OAL for printing only pursuant to Education Code section
70901.5 (Register 2006, No. 17).

5 CCR § 59305
Cal. Admin. Code tit. 5, § 59305

Title 5. Education
Division 6. California Community Colleges
Chapter 10. Community College Administration
Subchapter 5. Nondiscrimination in Programs Receiving State Financial Assistance through the
Chancellor or Board of Governors of the California Community Colleges

§ 59305. Operative Date.

1. Repealer filed 3-20-2002; operative 4-19-2002. Submitted to OAL for printing only (Register 2002,
No. 13).

5 CCR § 59306
Cal. Admin. Code tit. 5, § 59306

Title 5. Education
Division 6. California Community Colleges
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Chancellor or Board of Governors of the California Community Colleges

§ 59306. Visitor Parking for Persons with Disabilities.

(a) Each community college district shall, consistent with the requirements of Education Code section
67301, provide visitor parking at each of its colleges or centers at no charge to persons with
disabilities or to those providing transportation for such persons.
(b) For purposes of this section only, “persons with disabilities” are those who:

(1) qualify as disabled persons pursuant to section 22511.5 of the Vehicle Code; or

(2) if they were students, would be entitled to special parking provided to students with disabilities pursuant to subchapter 1 (commencing with section 56000) of chapter 7 of this division.

(c) Parking at no charge shall be available to persons with disabilities who are visitors, and to those providing transportation to such persons, in those parking facilities which are most accessible to administrative offices, libraries, and other facilities which the district finds are most used by visitors.

(d) Each community college district shall post in conspicuous places notice that parking is available without charge to persons with disabilities who are visitors and to those providing transportation for such persons.

(e) When parking provided pursuant to this section is located in an area where access is controlled by a mechanical gate, the district shall ensure that accommodations are made for persons with disabilities who are unable to operate the gate controls. Accommodations may be provided by an attendant assigned to assist in the operation of the gate or by any other effective means deemed appropriate by the district.

(f) Parking fees collected pursuant to Education Code section 76360 shall be used to offset any costs resulting from compliance with the requirements of this section.

Note: Authority cited: Sections 66271.1, 66700, 67301 and 70901, Education Code; and Section 11138, Government Code. Reference: Sections 66250 et seq., 67301, 72011 and 76360, Education Code; and Section 22511.5, Vehicle Code.

HISTORY

1. New section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).

2. Amendment of subsections (a)-(b)(2) and (f) and amendment of Note filed 3-20-2002; operative 4-19-2002. Submitted to OAL for printing only (Register 2002, No. 13).

3. Change without regulatory effect amending section and Note filed 3-15-2006 pursuant to section 100, title 1, California Code of Regulations. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

5 CCR § 59307
Cal. Admin. Code tit. 5, § 59307

Title 5. Education
Division 6. California Community Colleges
Chapter 10. Community College Administration
Subchapter 5. Nondiscrimination in Programs Receiving State Financial Assistance through the Chancellor or Board of Governors of the California Community Colleges

§ Article 1. General

§ 59307. Sexual Harassment and Sex Discrimination.

HISTORY
1. New section filed 3-26-92; operative 4-24-92 (Register 92, No. 17).
2. Repealer filed 2-7-2001; operative 3-9-2001. Submitted to OAL for printing only (Register 2001, No. 6).

Accreditation Standards IV.B.1.j & IV.B.2

Standard IV: Leadership and Governance

B. Board and Administrative Organization

In addition to the leadership of individuals and constituencies, institutions recognize the designated responsibilities of the governing board for setting policies and of the chief administrator for the effective operation of the institution. Multi-college districts/systems clearly define the organizational roles of the district/system and the colleges.

1. The institution has a governing board that is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. The governing board adheres to a clearly defined policy for selecting and evaluating the chief administrator for the college or the district/system.

j. The governing board has the responsibility for selecting and evaluating the district/system chief administrator (most often known as the chancellor) in a multi-college district/system or the college chief administrator (most often known as the president) in the case of a single college. The governing board delegates full responsibility and authority to him/her to implement and administer board policies without board interference and holds him/her accountable for the operation of the district/system or college, respectively.

In multi-college districts/systems, the governing board establishes a clearly defined policy for selecting and evaluating the presidents of the colleges.

Standard IV: Leadership and Governance

2. The president has primary responsibility for the quality of the institution he/she leads. He/she provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness.

a. The president plans, oversees, and evaluates an administrative structure organized and staffed to reflect the institution's purposes, size, and complexity. He/she delegates authority to administrators and others consistent with their responsibilities, as appropriate.

b. The president guides institutional improvement of the teaching and learning environment by the following:

• establishing a collegial process that sets values, goals, and priorities;
• ensuring that evaluation and planning rely on high quality research and analysis on external
and internal conditions;
• ensuring that educational planning is integrated with resource planning and distribution to
achieve student learning outcomes; and
• establishing procedures to evaluate overall institutional planning and implementation efforts.
c. The president assures the implementation of statutes, regulations, and governing board
policies and assures that institutional practices are consistent with institutional mission and
policies.
d. The president effectively controls budget and expenditures.
e. The president works and communicates effectively with the communities served by the
institution.
BP 6520  SECURITY FOR DISTRICT PROPERTY
(Replaces current SBCCD BP 6520)

From current SBCCD BP 6520 titled Security for District Property

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.

NOTE: This policy 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 6520 titled Security for District Property adopted on 9/9/04. The language in blue ink is included for consideration.

Adopted: 9/9/04
Revised:
Education Code Sections 81600 et seq.

81600. The governing board of a community college district shall manage and control school property within its district.

81601. The governing board of a community college district shall furnish, repair, insure against fire, and in its discretion rent the school property of its districts. The governing board may also insure the property against other perils. The insurance shall be written in any admitted insurer, or in any nonadmitted insurer to the extent and subject to the conditions prescribed in Section 1763 of the Insurance Code. Insurance on property of a district may be, in the discretion of the governing board, of the deductible type of coverage. By deductible type of coverage is meant a form of insurance under which the insurance becomes operative when the loss and damage exceeds an amount stipulated in the policy or policies.

The governing board, in their notice of bid for district construction, may indicate that it may elect to assume the cost of fire insurance by adding the coverage to the district's existing policy and in such event bids made on such construction shall be made in the alternative, with and without the fire insurance coverage included, and the governing board shall make its election as to who shall secure and pay for such insurance at the time of accepting the bid. The deductible amount of fire insurance for any community college district may exceed one thousand dollars ($1,000) for each occurrence.

81602. The governing board of a community college district may, by resolution, establish a fund or funds, as designated by the California Community Colleges Budget and Accounting Manual, for losses, and payments including, but not limited to, health and welfare benefits for its employees as defined by Section 53200 of the Government Code, district property, any liability, and workers' compensation, in the county treasury for the purpose of covering the deductible amount under deductible types of insurance policies, losses or payments arising from self-insurance programs, or losses or payments due to noninsured perils. In the fund or funds shall be placed sums, to be provided in the budget of the district, that will create an amount which, together with investments made from the fund or funds, will be sufficient in the judgment of the governing board to protect the district from such losses or to provide for payments on the deductible amount under deductible types of insurance policies, losses or payments arising from self-insurance programs, or losses or payments due to noninsured perils. Nothing in this section shall be construed as prohibiting the governing board from providing protection against such losses to district property or liability for the payment of claims partly by means of the fund or funds and partly by means of insurance written by acceptable insurers as provided in Section 81601.

The fund or funds shall be considered as separate and apart from all other funds of the district, and the balance therein shall not be considered as being part of the working cash of the district in compiling annual budgets.

Warrants may be drawn on or transfers made from the fund or funds so created only to reimburse or indemnify the community college...
district for losses as herein specified, and for the payment of claims, administrative costs, related services, and to provide for deductible insurance amounts and purchase of excess insurance. The warrants or transfers shall be within the purpose of the fund or funds as established by resolution of the governing board.

The cash placed in the fund or funds may be invested and reinvested by the county treasurer, with the advice and consent of the governing board of the district, in securities which are legal investments for surplus county funds in this state. The income derived from the investments, together with interest earned on uninvested funds, shall be considered revenue of and be deposited in the fund. The cost of contracts or services authorized by this section are appropriate charges against the respective fund.

The governing board may contract for investigative, administrative, and claims adjustment services relating to claims. The contract may provide that the contracting firm may reject, settle, compromise and approve claims against the district, its officers or employees, within the limits and for amounts that the governing board may specify, and may provide that the contracting firm may execute and issue checks in payment of such claims, which checks shall be payable only from a trust account which may be established by the governing board. Funds in the trust account established by the board pursuant to the provisions of this section shall not exceed a sum sufficient as determined by the governing board to provide for the settlement of claims for a 30-day period. The rejection or settlement and approval of a claim by the contracting firm in accordance with the terms of the contract shall have the same effect as would the rejection or settlement and approval of such a claim by the governing board.

The contract may also provide that the contracting firm may employ legal counsel, subject to terms and limitations that the board may prescribe, to advise the contracting firm concerning the legality and advisability of rejecting, settling, compromising and paying claims referred to said contracting firm by the board for investigation and adjustment, or to represent the board in litigation concerning the claims. The compensation and expenses of the attorney for services rendered to the board shall be an appropriate charge against the appropriate fund.

The contract provided for in this section may contain other terms and conditions that the governing board may consider necessary or desirable to effectuate the board's self-insured programs.

In lieu of, or in addition to, contracting for the services described in this section, the governing board may authorize an employee or employees to perform any or all of the services and functions which the board may contract for under the provisions of this section.

As used in this section, "firm" includes a person, corporation, or other legal entity, including a county superintendent of schools.

Prior to funding health and welfare benefits pursuant to this section, the community college district shall secure the services of an actuary enrolled under subtitle C of Title III of the federal Employee Retirement Income Security Act of 1974, to provide actuarial evaluations of the future annual costs of such benefits. The future annual costs as determined by the actuary shall be made public at a public meeting at least two weeks prior to the commencement of funding health and welfare benefits pursuant to this section.

81603. Nothing in the Education Code shall be construed as
prohibiting two or more community college districts subject to Section 81601
from performing the powers prescribed in Section 81602, through a joint
powers agreement made pursuant to Article 1 (commencing with Section 6500) of
Chapter 5 of Division 7 of Title 1 of the Government Code.

81605. In community college districts situated within or partly
within cities having a population of over five hundred thousand
(500,000) as determined by the 1920 federal census any board of
education may establish a fund in the county treasury for the purpose
of covering fire losses to school property in lieu of carrying fire
insurance in admitted insurers as provided in Section 81601 of this
code. In such fund shall be placed such sums, to be provided in the
budget of the district, as will create an amount which, together with
investments made from such fund, will be sufficient in the judgment
of the board of education upon the advice of competent actuaries to
protect such board of education against losses by fire on all or any
part of the school property within its jurisdiction. Nothing
contained herein shall be construed as prohibiting the board of
education from providing protection against fire losses partly by
means of such fund and partly by means of fire insurance written by
admitted insurers as provided in Section 81601.

Such fund shall be considered as separate and apart from all other
funds of the district and the balance therein shall not be
considered as being part of the working cash of the district in
compiling annual budgets or fixing annual tax rates.

Warrants shall not be drawn on or transfers made from the fund so
created except to reimburse the district for losses by fire and then
only after resolution duly adopted by the county board of education
based upon findings by competent appraisers.

The cash placed in such fund may be invested and reinvested by the county
treasurer with the advice and consent of the county board of education in
securities which are legal investments for surplus county funds in this
state. The income derived from such investments together with interest
earned on uninvested funds shall be considered revenue of and be deposited in
such fund.

The county treasurer shall make quarterly reports to the county
board of education as to the condition of the fund, using as a basis
for such report the cost or market value, whichever may be the lower,
of the securities held as investments plus the cash in such fund.

81606. The governing board of any community college district may
grade, pave, construct sewers, or otherwise improve streets and other
public places in front of real property owned or controlled by it,
and also may construct in immediate proximity to any school or site
owned or controlled by the district, pedestrian tunnels, overpasses,
footbridges, sewers and water pipes when required for school or
administrative purposes, may acquire property, easements and
rights-of-way for such purpose, and may appropriate money to pay the
cost and expense of the improvements, whether made by the board under
contract executed by the board, or under contracts made in pursuance
of any of the general laws of the state respecting street
improvements, or under other contracts made in pursuance of the
charter of any county or municipality.
NOTE: Procedures on security for District property are required by accreditation. Local practice may be inserted. The following are suggested elements:

- Allocation of responsibilities for patrolling District property
- Allocation of responsibilities for maintenance (e.g., lighting, pruning, locks)
- Distribution of keys
- Responsibility for publication of warnings about unsafe areas of campus
- Emergency notification procedures
- Fire alarms
- Locking software for computers

From current SBCCD AP 6520 titled Security for District Property

Each District site will establish a written security plan for that location. Each District site plan must be on file in the office of the Director of Facilities and Planning.

Each District employee is responsible for the equipment under his/her 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.

NOTE: The following newly recommended language from Steve Sutorus may be better placed in AP 6535 titled Use of District Equipment: The District shall not assume either responsibility or liability for personal property belonging to employees or students either on or off campus. The District shall not provide reimbursement or replacement for loss, destruction, or damage by arson, burglary, or vandalism of personal property. Personal property shall 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 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 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:

1. 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
2. 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.

**Keys**

The campus Vice President of Administrative Services or District Director, Facilities, 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 to the department that originally issued 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:** WASC/ACCJC Accreditation Standard III.B.1; Penal Code Section 469
NOTE: The red ink signifies language that is required by accreditation and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from the current SBCCD AP 6520 titled Security for District Property approved in 9/4/04. The language in blue ink is included for consideration. The language in green ink was added by Steve Sutorus on 2/12/14.

Approved: 9/9/04
Revised:
Accreditation Standard III: Resources

B. Physical Resources

Physical resources, which include facilities, equipment, land, and other assets, support student learning programs and services and improve institutional effectiveness. Physical resource planning is integrated with institutional planning.

I. The institution provides safe and sufficient physical resources that support and assure the integrity and quality of its programs and services, regardless of location or means of delivery.

a. The institution plans, builds, maintains, and upgrades or replaces its physical resources in a manner that assures effective utilization and the continuing quality necessary to support its programs and services.

b. The institution assures that physical resources at all locations where it offers courses, programs, and services are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.

Penal Code Section 469

469. Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, cause to be duplicated, or use, or has in his possession any key to a building or other area owned, operated, or controlled by the State of California, any state agency, board, or commission, a county, city, or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.