



San Bernardino Community College District
POLICIES & PROCEDURES ADVISORY
COMMITTEE (PPAC)
November 21, 2024
3:00 pm-4:30 pm Pacific Time

MEETING AGENDA

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

A. Welcome & Introductions

Kristina Hannon and Jose Torres, Co-Chairs

B. Approval of Meeting Minutes

1. Confirmation of Quorum
2. 10/17/2024

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

1. 4300 Field Trips and Excursions

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

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

E. Feedback from Constituents and Academic Senate - Level 2

1. 3250 Institutional Planning

F. New Chapter Lead Recommendations

1. Level 1 (information only)
 - i. 2110 Vacancies
 - ii. 2315 Closed Sessions
 - iii. 2325 Teleconferenced Meetings
 - iv. 2710 Conflict of Interest
 - v. 2740 Board Education

2. Level 2 (minor review)
 - i. 3100 Organizational Structure
 - ii. 3505 Emergency Response Procedures
 - iii. 3510 Workplace Violence
 - iv. 3720 Computer and Network Use
 - v. 6520 Security for District Property
 - vi. 6620 Naming of Buildings
 - vii. 6700 Civic Center & Other Facilities Use
 - viii. 7232 Classification Review
 - ix. 7600 District Police
3. Level 3 (extensive review)
 - i. 4227 Repeatable Courses
 - ii. 5020 Nonresident Tuition
 - iii. 5070 Attendance Accounting
 - iv. 7150 Evaluation

G. Changes from BOT 1st Read to Final Approval

1. 2510 Participation in Local Decision-Making

H. On the November 14, 2024 BOT Agenda

1. BOT 1st Read
 - 3720 Computer and Network Use
 - 3725 Information and Communications Technology Accessibility & Acceptable Use
 - 3726 Information Security Data Classification
 - 3727 Information Security Access Control
 - 3728 Information Security Physical Security
 - 3729 Information Security Logging & Monitoring
 - 3730 Information Security Remote Access
 - 3731 Information Security Internally Developed Systems Change Control
 - 3732 Information Security: Security Incident Response
 - 3733 Information Security: Security Secure Operations
 - 3734 Information Security: Network Security
 - 3735 Information Security Disaster Recovery
 - 3736 Information Security Cloud Storage
 - 3737 Information Security Payment Card Industry Requirements
 - 5030 Fees
 - 5075 Course Adds, Drops, and Withdrawals
 - 6925 Refreshments or Meals Served at Meetings and District Events

2. BOT Final Approval
 - 2015 Student Trustees
 - 2355 Decorum
 - 2430 Delegation of Authority to the Chancellor
 - 2715 Code of Ethics/Standards of Practice
 - 2731 Trustee Emeritus
 - 5500 Standards of Student Conduct

I. Adjournment & Next Meeting

It is being proposed that the next meeting of the PPAC be held on the 2nd Thursday of December 12/12/2024 at 2:30 p.m.



Policies & Procedures Advisory Committee Meeting Minutes – October 17, 2024, 3:00 p.m.

Via Zoom: <https://cccconfer.zoom.us/j/91470895848>

Or Dial-In: 669-900-6833 | Meeting ID: 914 7089 5848

A. Welcome & Introductions

Jose Torres started the meeting shortly after 3:00 p.m. No introductions were necessary.

B. Approval of Minutes

1. Confirmation of Quorum

Quorum was confirmed.

2. 09/19/2024

It was noted that the minutes showed an incorrect start time for the next meeting. This will be corrected. Christopher Crew made a motion to approve the 9/19/2024 minutes with the correction, which Keith Wurtz seconded. The minutes were approved by a majority vote with Christopher C. and Andrea Hecht abstaining.

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

1. 5075 Course Adds, Drops, and Withdrawals

Andrea and Christopher Olivera confirmed that their Academic Senates had approved this item in the Spring. It was clarified by Chapter Lead Nohemy Ornelas that the FW grade already exists, and this change is to codify it into procedure. Keith made a motion to approve it for a BOT first read, which Kelly Goodrich seconded. The motion was unanimously passed.

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

1. 4300 Field Trips and Excursions

Andrea shared concern from the SBVC Academic Senate regarding the requirement for advance approval by an administrator and/or adherence to AP 7400 possibly discouraging fieldtrips. After some discussion, it was determined that the AP did not require dates to be posted in the syllabus, but only that the student and instructor agree upon the dates. Committee members discussed differing campus processes requiring signatures, as well as the differences between required field trips and travel/activities subject to AP 7400. Nohemy will meet with Carmen Rodriguez to further discuss these observations and report back at the 11/21/2024 PPAC meeting.

E. Feedback from Constituents and Academic Senate - Level 2

1. Family of IT P&Ps

i. 3725 Information and Communications Technology Accessibility

The SBVC Academic Senate wanted to know if all materials must be accessible. They're concerned about related workload and potential punitive action upon a mistake or an oversight in accessible materials. Ray commented that the Student Accessibility Services (SAS) has support systems to make sure any student that has a registered disability will be accommodated as best they can. Christopher O. agreed and added that it's based on notification. Once a notification is received, they work with SAS to make sure to fill the needs. Nohemy advised that PPAC was not a good space to discuss workload.

ii. 3726 Information Security Data Classification

Andrea asked for clarification that faculty can only use the District-approved cloud storage. Luke confirmed this measure is to safeguard data and avoid a security breach. Stephanie Lewis commented there needs to be greater messaging. Luke advised that communication of this rollout will be made in conjunction with Rania Hamdy.

- iii. 3727 Information Security Access Control
- iv. 3728 Information Security Physical Security
- v. 3729 Information Security Logging and Monitoring
- vi. 3730 Information Security Remote Access
- vii. 3731 Information Security Internally Developed Systems Change Control
- viii. 3732 Information Security - Security Incident Response
- ix. 3733 Information Security Secure Operations
- x. 3734 Information Security Network Security
- xi. 3735 Information Security Disaster Recovery
- xii. 3736 Information Security Cloud Storage

Andrea requested a change in language to 4.b. The committee members and Nohemy were fine with this adjustment.

- a. *The district will provide support and opportunities for users faculty, staff, and students to familiarize themselves with the security requirements of the data in their custody to make appropriate, informed decisions about data storage.*

xiii. 3737 Information Security Payment Card Industry Requirements

2. 5030 Fees with Minor Standards of Student Conduct

Andrea asked if the \$20 BookSaver fee indicated permanency. Nohemy advised that if there are changes in the future, the AP will be modified. The ability for students to have their financial aid pay this and all fees is still being worked on.

3. 6925 Refreshments or Meals

Keith made a motion to move all items in E. forward with the changes to 3736. Christopher C. seconded the motion which was passed by a unanimous vote.

F. New Chapter Lead Recommendations

- 1. Level 1 (information only)
 - None
- 2. Level 2 (minor review)
 - i. 3250 Institutional Planning
- 3. Level 3 (extensive review)
 - i. 4010 Academic Calendar
 - ii. 4020 Program, Curriculum, and Course Development
 - iii. 4100 Graduation Requirements
 - iv. 4230 Grading and Academic Record Symbols
 - v. 5012 International Students
 - vi. 5035 Withholding of Student Records
 - vii. 5055 Enrollment Priorities

viii. 5530 Student Rights and Grievances

Keith made a motion to move all items in F. forward which Christopher C. seconded.

Regarding 4230, Keith questioned the need for the SP grade which isn't being used. Joe Cabrales thought this was possibly mandated language; he will research and bring back to the 11/21/2024 PPAC.

The motion passed unanimously.

G. Adjournment & Next Meeting

The next PPAC meeting is scheduled for Thursday, 11/21/2024 at 3:00 p.m. The meeting adjourned at around 4:00 p.m.

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

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



4300 Field Trips and Excursions



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

Reasons for Review

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

Level 3 Review Schedule

05/13/2024 ♦ Recommendation Received

09/19/2024 ♦ PPAC Approves Review Level

09/20/2024 ♦ Level 2 to Constituents and AS for Feedback

10/02/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

10/17/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

Andrea shared concern from the SBVC Academic Senate regarding the requirement for advance approval by an administrator and/or adherence to AP 7400 possibly discouraging fieldtrips. After some discussion, it was determined that the AP did not require dates to be posted in the syllabus, but only that the student and instructor agree upon the dates. Committee members discussed differing campus processes requiring signatures, as well as the differences between required field trips and travel/activities subject to AP 7400. Nohemy will meet with Carmen Rodriguez to further discuss these observations and report back at the 11/21/2024 PPAC meeting.

11/06/2024 ♦ AS Reviews Level 3 for Final Input

11/21/2024 ♦ PPAC Reviews Final AS Input

12/13/2024 ♦ BOT 1st Read

01/09/2025 ♦ BOT Final Approval

Begin Recommendation for BP 4300 Field Trips and Excursions

~~(Replaces current SBCCD-BP 4300)~~

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

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

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

Reference:

Government Code Section 11139.8; Title 5 Section 55220

End Recommendation for BP 4300 Field Trips and Excursions



4300 Field Trips and Excursions



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

Reasons for Review

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

Begin Recommendation for AP 4300 Field Trips and Excursions

~~(Replaces current SBCCD AP 4300)~~

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

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

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

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

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

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

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

• Authorization

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

• Expenditure of Funds

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

The approval request shall include any anticipated expenditure of funds for lodging, food, transportation, or activity fees. The District may pay expenses of instructors, chaperones, and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the *Chancellor or designee*. The District may pay for expenses of students participating



4300 Field Trips and Excursions



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

in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source. Usual and customary travel expenses for authorized District personnel may be provided. Expenditures shall be approved only after an approved trip request is submitted with a Purchase Requisition, ~~and if that amount has been budgeted and sufficient funds remain in the account to cover the claim.~~

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

- Accountability

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

- Transportation

- Students shall be transported in commercially procured transportation whenever possible. Van size is limited to no larger than the 10-passenger size as defined in California Vehicle Code. Commercial bus lines must have on file a certificate of insurance with the Office of Risk Management prior to the commencement of the trip naming the District as "additional insured." Transportation requiring rental of van(s) or bus(s) must have a contract. The contract must be signed by a Board approved authorized signer fourteen (14) calendar days prior to the day of travel.
(See AP 6340 titled Contracts)
- If rented vans or automobiles are used, each driver must be a District employee, be registered on the Approved Drivers' List and have the appropriate class of driver's license to operate the intended vehicle. No student is authorized to drive any vehicle on District business. District insurance provides primary liability coverage for rented vehicles and secondary coverage for property damage coverage.
- If funds are not available for transportation, students may provide their own transportation. In such cases students should be asked to meet at the site at a specified time. Car caravans are not appropriate.
- No employee shall transport any student in ~~his/her~~ their private vehicle on college business.

- Liability

When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country. All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

For further information on the SBCCD travel process, please see AP 7400 Travel.

Reference:

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

End Recommendation for AP 4300 Field Trips and Excursions

BP 4010 Academic Calendar



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

Reasons for Review

> FYI Only: No Changes

Level 3 Review Schedule

- 10/06/2024 ♦ Recommendation Received
- 10/17/2024 ♦ PPAC Approves Review Level
- 10/18/2024 ♦ Level 2 to Constituents and AS for Feedback
- 11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 12/04/2024 ♦ AS Reviews Level 3 for Final Input
- 12/20/2024 ♦ PPAC Reviews Final AS Input
- 01/09/2025 ♦ BOT 1st Read
- 02/13/2025 ♦ BOT Final Approval

Begin Recommendation for BP 4010 Academic Calendar

The Chancellor shall, in consultation with the appropriate groups, develop an annual academic calendar.

Reference:

Education Code Section 70902(b)(12)

End Recommendation for BP 4010 Academic Calendar

AP 4010 Academic Calendar



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

Reasons for Review

> Legal Update 44 - Updated to identify optional language pursuant to changes in the Education Code.

Begin Recommendation for AP 4010 Academic Calendar

The traditional academic calendar is composed of at least 175 scheduled days of instruction and evaluation. Mandated holidays are determined by the State Chancellor's Office. The Board of Trustees may declare other days to be holidays and close the colleges and offices when good reason exists.

A districtwide subcommittee meets to coordinate the academic calendar for the District. The deliberations from this subcommittee are shared with the Academic Senates for both colleges before they are reported to the Institutional Effectiveness Advisory Committee (IEAC). The IEAC will review recommendations and submit to the Chancellor's Council and Chancellor for approval followed by Board action.

Holidays include:

New Year's Day (January 1)
 Dr. Martin Luther King, Jr. Day (third Monday in January)
 Lincoln Day (February 12 or see note below)
 Washington Day (third Monday in February)
 Memorial Day (last Monday in May)
 Juneteenth (June 19)
 Independence Day (July 4)
 Labor Day (first Monday in September)
 Veterans Day (November 11)
 Thanksgiving Day (fourth Thursday in November)
 Christmas Day (December 25)

The following are local options if collectively bargained (Education Code Sections 79020 subdivision (k); 79020 subdivision (l), 79020 subdivision (m), and 79020 subdivision (n)):

- Cesar Chavez Day ~~and~~
- Native American Day
- Genocide Remembrance Day (April 24)
- Lunar New Year

Lincoln Day is selected from the dates provided by the State Chancellor's Office.

~~Other Holidays~~—The Board of Trustees may declare other days to be holidays and close the colleges and offices when good reason exists. (These holidays traditionally have been New Year's Eve day, the day after Thanksgiving, and Christmas Eve day.)

References:

Education Code Sections 79020; ~~and 88203~~;
 Title 5 Sections 55700 et seq. and Section 58142

AP 4010 Academic Calendar



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

End Recommendation for AP 4010 Academic Calendar

BP**4020 Program, Curriculum, and Course Development**

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

Reasons for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Level 3 Review Schedule

10/06/2024 ♦ Recommendation Received

10/17/2024 ♦ PPAC Approves Review Level

10/18/2024 ♦ Level 2 to Constituents and AS for Feedback

11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

12/04/2024 ♦ AS Reviews Level 3 for Final Input

12/20/2024 ♦ PPAC Reviews Final AS Input

01/09/2025 ♦ BOT 1st Read

02/13/2025 ♦ BOT Final Approval

Begin Recommendation for BP 4020 Program, Curriculum, and Course Development

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures, following the guidelines of Title 5, shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- consideration of job market and other related information for career and technical education programs.

The Board acknowledges that District faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that curriculum review committee members and discipline experts work together to provide Diversity, Equity, Inclusion, and Anti-Racism (DEIA) frameworks and principles in curriculum review and approval processes for credit and noncredit, including programs and curricula in ethnic studies that encompass instruction and infusion of perspectives of African American, Asian American, Native American, and Latinx people. The curriculum process is supported by Administrators and classified professionals throughout the District who will collaborate to work with faculty to implement equity-minded practices.

All new programs and program discontinuances shall be approved by the Board of Trustees.

BP**4020 Program, Curriculum, and Course Development**

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

All new programs shall be submitted to the California Community College Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The Chancellor shall establish procedures:

- which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.
- to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.
- for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

References:

Education Code Sections 70901(b), 70902(b), and 78016; Title 5 Sections 51000, 51022, 55002.5, 55100, 55130 and 55150; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8; ACCJC Accreditation Standards [II.A](#) and [II.A.9.2](#)

End Recommendation for BP 4020 Program, Curriculum, and Course Development



4020 Program, Curriculum, and Course Development



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

Reasons for Review

- > Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.
- > Legal Update 43: The Service updated this procedure to clarify that Title 5 regulations require districts to develop and offer programs and curricula in ethnic studies, but districts have the option to develop and offer programs and curricula that infuse a global perspective into the curricular offerings and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.
- > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.

Begin Recommendation for AP 4020 Program, Curriculum, and Course Development

Note: This procedure is legally required in an effort to show good faith compliance with the applicable federal regulations

District faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that curriculum review committee members and discipline experts work together to provide Diversity, Equity, Inclusion, and Anti-Racism (DEIA) frameworks and principles in curriculum review and approval processes for credit and noncredit, including programs and curricula in ethnic studies that encompass instruction and infusion of perspectives of African American, Asian American, Native American, and Latinx people. The curriculum process is supported by Administrators and classified professionals throughout the District who will collaborate to work with faculty to implement equity-minded practices.

Curriculum development procedures for each college are developed by the campus curriculum committees under the purview of the academic senates. The respective curriculum handbooks prepared and revised by each campus committee are posted on the college's curriculum committee webpage.

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately [15 weeks for one semester or trimester hour of credit], [or 10 to 12 weeks for one quarter hour of credit], or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

[The District shall develop and offer programs and curricula in ethnic studies. The District shall develop programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.](#)

Curriculum development procedures for each college in the District are documented in the respective curriculum handbooks prepared by each campus.

Faculty, the college curriculum committees, and the college Academic Senates have the shared responsibility to ensure that Ethnic Studies course materials and curriculum:

- Are written by and for Native American, Black and African American, Latinx, and Asian American communities rather than only about those communities.
- Address structural and institutional racism, discrimination, oppression, and privilege.
- Focus on the eleven principles of Ethnic Studies:
 1. Love
 2. Respect
 3. Reflection

AP

4020 Program, Curriculum, and Course Development



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

- 4. Hope
- 5. Solidarity
- 6. Critical Consciousness
- 7. Community
- 8. Interconnection
- 9. Wellness
- 10. Healing
- 11. Transformation

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;
34 Code of Federal Regulations Part 600.2; ACCJC Accreditation Standard [II.A.2](#);
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

End Recommendation for AP 4020 Program, Curriculum, and Course Development

BP

4100 Graduation Requirements for Degrees and Certificates



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

Reasons for Review

- > At 5/13/2024 PPAC, the impact of Legal Update 44 on the recommendation was substantial and it was decided to bring this item to 2024-25 as a new recommendation.
- > Legal Update 44: Updated to remove the requirement regarding publishing graduation requirements in the District's catalog pursuant to changes in the Title 5 regulations.
- > Chapter Lead suggestions

Level 3 Review Schedule

- 10/06/2024 ♦ Recommendation Received
- 10/17/2024 ♦ PPAC Approves Review Level
- 10/18/2024 ♦ Level 2 to Constituents and AS for Feedback
- 11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 12/04/2024 ♦ AS Reviews Level 3 for Final Input
- 12/20/2024 ♦ PPAC Reviews Final AS Input
- 01/09/2025 ♦ BOT 1st Read
- 02/13/2025 ♦ BOT Final Approval

Begin Recommendation for BP 4100 Graduation Requirements for Degrees and Certificates

~~(Replaces current SBCCD BP 4100)~~

The District grants the degrees of Associate in Arts, Associate in Arts-Transfer, Associate in Science and Associate in Science-Transfer to those students who have completed the subject requirements for graduation. ~~The District also grants Certificates of Achievement and Certificates of Completion. and who have maintained a 2.0 grade point average in degree-applicable courses/subjects attempted unless otherwise stipulated by the major. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations and Education Code.~~

~~Students may be awarded a Certificate of Achievement upon successful completion with a grade of C or higher of a minimum of 16 or more semester units or 27 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.~~

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. ~~The procedures shall assure that graduation requirements are published in the college catalog(s) and included in other resources that are convenient for students.~~

References:

Education Code Section ~~66746 (a) and (b)~~, 70902 subdivision (b)(3);
Title 5, Sections ~~55002(b), 55070, 55800, et seq.~~ 55060 et seq.

End Recommendation for BP 4100 Graduation Requirements for Degrees and Certificates

AP**4100 Graduation Requirements for Degrees and Certificates**

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

Reasons for Review

- > At 5/13/2024 PPAC, the impact of Legal Update 44 on the recommendation was substantial and it was decided to bring this item to 2024-25 as a new recommendation.
- > Legal Update 44: Updated to revise associate degree requirements to align with changes in the Title 5 regulations.
- > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.
- > Legal Update 40: The Service updated this procedure to reflect new Title 5 Regulations regarding direct assessment competency-based education. (2022-23 carryover)

Begin Recommendation for AP 4100 Graduation Requirements for Degrees and Certificates*(Replaces current SBCCD AP 4100)***Graduation Requirements for Degrees and Certificates**

~~for graduating with a Degree or Certificate~~ graduation requirements are developed through collegial consultation on each campus, approved by the Board of Trustees, and published in the respective college catalogs.

For ~~the Associate in Arts or Associate in Science~~ Degrees (AA/AS), the requirements include: ~~a student must~~

- ~~D~~emonstrate competence in reading, in written expression, and in mathematics.
- ~~The student must~~ satisfactorily complete at least 60 semester units of college work and have maintained a 2.0 grade point average in subjects attempted unless otherwise stipulated by the major. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations and Education Code.
- Complete least 18 semester units in general education and at least 18 semester units in a major listed in the State Chancellor's Taxonomy of Programs.
- Complete at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Governing Board when an injustice or under hardship would result.
- Complete a minimum of general education course work in the natural sciences, the social and behavioral sciences, humanities and language and rationally..

College work includes all courses acceptable toward the associate degree that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

~~The work must include at least 18 semester units in general education, (Note: SBVC requires at least 24 units) and at least 18 semester units in a major listed in the Community Colleges "Taxonomy of Programs".~~

~~The work must include at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Scholastic Standards Committee when an injustice or undue hardship would result.~~

~~The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality, (note: ethnic studies must be offered in at least one of these four areas), communication and analytical thinking, and lifelong learning and self-development as applicable. In addition, the general education transfer requirements may apply.~~

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

The District must offer ethnic studies as part of the general education curriculum.

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.

AP**4100 Graduation Requirements for Degrees and Certificates**

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

Certificates

Successful completion of a course of student or curriculum that consists of 16 or more semester units of degree-applicable credit coursework for a certificate of achievement shall be designed to demonstrate that the students has completed coursework and developed capabilities relating to a career or general pathway.

~~For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 16 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.~~

Requirements for the District include:

- Shorter credit programs that lead to a certificate may be established by the District.
- Content and assessment standards for certificates shall ensure that certificate programs at either college are consistent with the mission of the college, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.
- The District may obtain approval of a direct assessment competency-based program from the California Community College Chancellor's office.

~~Certificates for which State Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.~~

References:

[Education Code Section 70902\(b\)\(3\):](#)

Title 5, Sections [55070, 55800, et seq.](#) 55060 et seq. [and 55270 et seq.](#)

End Recommendation for AP 4100 Graduation Requirements for Degrees and Certificates



4230 Grading and Academic Record Symbols



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

Reasons for Review

> Per discussion at 5/13/2024 PPAC requesting Chapter Lead clarification of "Intervention Program" and the impact of the "FW" grade.
 > Legal Update 39: The Service updated this policy to reflect additions to Title 5 Regulations requiring districts to grant students credit for satisfactory completion of International Baccalaureate or College Level Examination Program examinations and requiring districts to ensure that students' academic records clearly annotate credit earned through such examinations. (Title 5 Section 55052.5) To the extent that districts grant students prior credit for successful completion of other prior learning experiences or examinations, such as Advanced Placement examinations, the Service recommends that districts use the same academic record symbol. (2022-23 carryover)

Level 3 Review Schedule

10/06/2024 ♦ Recommendation Received

10/17/2024 ♦ PPAC Approves Review Level

Regarding 4230, Keith questioned the need for the SP grade which isn't being used. Joe Cabrales thought this was possibly mandated language; he will research and bring back to the 11/21/2024 PPAC.

10/18/2024 ♦ Level 2 to Constituents and AS for Feedback

11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

12/04/2024 ♦ AS Reviews Level 3 for Final Input

12/20/2024 ♦ PPAC Reviews Final AS Input

01/09/2025 ♦ BOT 1st Read

02/13/2025 ♦ BOT Final Approval

Begin Recommendation for BP 4230 Grading and Academic Record Symbols

~~(Replaces current SBCCD BP 4230, BP 4232, and BP 4233)~~

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalogs and made available to students.

~~Withdrawal/Military Withdrawal~~

~~The grading symbols used in the District shall include Withdrawal. The Chancellor is responsible for establishing administrative procedures to implement this policy specifying when it may be assigned.~~

Reference:

Title 5 Section 55023 [and 55050 et seq.](#)

End Recommendation for BP 4230 Grading and Academic Record Symbols



4230 Grading and Academic Record Symbols



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

Reasons for Review

- > Per discussion at 5/13/2024 PPAC requesting Chapter Lead clarification of "Intervention Program" and the impact of the "FW" grade.
- > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.
- > Legal Update 39: The Service updated this procedure to reflect additions to Title 5 Regulations requiring districts to grant students credit for satisfactory completion of International Baccalaureate or College Level Examination Program examinations and requiring districts to ensure that students' academic records clearly annotate credit earned through such examinations. (Title 5 Section 55052.5) To the extent that districts grant students prior credit for successful completion of other prior learning experiences or examinations, such as Advanced Placement examinations, the Service recommends that districts use the same academic record symbol for such purposes. (2022-23 carryover)

Begin Recommendation for AP 4230 Grading and Academic Record Symbols

(Replaces current SBCCD AP 4230, AP 4232, and AP 4233)

Grade assignments can only be made by an instructor. Grades assigned are final except in cases of mistake, fraud, bad faith, or incompetence. No grade will be changed for any reason or under any circumstance after three (3) years from the end of the term in which the grade was assigned. The following evaluative and non-evaluative symbols shall be used to denote a student's academic progress.

1.

Evaluative Symbols

Symbol	Definition	Grade Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than Satisfactory	1
F	Failing	0
FW	Failing Withdrawal	0
P	Passing (at least Satisfactory) - units awarded not counted in GPA	0
NP	No Pass (less than Satisfactory, or failing – units not counted in GPA)	0
SP	Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)	0
<u>SP</u>	<u>Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol)</u>	

2. Non-Evaluative Symbols

<u>Symbol</u>	<u>Definition</u>
<u>I</u>	<u>Incomplete</u>
<u>W</u>	<u>Withdrawal</u>
<u>MW</u>	<u>Military Withdrawal</u>
<u>IP</u>	<u>In Progress</u>
<u>RD</u>	<u>Report Delayed</u>



4230 Grading and Academic Record Symbols



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

Incomplete

The grading symbols used in the District shall include Incomplete. The Chancellor is responsible for establishing administrative regulations to implement this policy specifying when it may be assigned and how it may be removed.

Failing Withdrawal

The use of the "FW" grade symbol to indicate that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances. The "FW" symbol may not be used if a student has qualified for and been granted military withdrawal. If "FW" is used, its grade point value shall be zero (0).

Non-Evaluative Symbols

I – Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons. The condition for the removal of the "I" shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. The record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points.

IP – In Progress: The "IP" symbol shall be used only in courses that extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The appropriate evaluative symbol (grade) and unit credit shall be assigned and replace the IP symbol once the course is completed.

RD – Report Delayed: The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W – Withdrawal: The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.

MW – Military Withdrawal: The "MW" symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

EW – Excused Withdrawal: The "EW" symbol may be used to denote withdrawal in accordance with Title 5 Section 55024.

Refer to Administrative Procedure 5075 Course add, drops, and withdrawals for more information.

CPL- Credit for Prior Learning

The "CPL" symbol may be used to denote credit earned through successful completion of International Baccalaureate (IB), College Level Examination Program (CLEP), Advanced Placement (AP) examinations, or other prior learning experiences, in accordance with Title 5 Section 55052.5. The district shall ensure that students' academic records clearly annotate credit earned through these experiences. The same academic record symbol, "CPL", shall be used for all prior learning credits to maintain consistency.

A. Assignment of Grade

The Incomplete grade may be assigned at the discretion of the instructor when a substantial portion of the class work has been completed by the student but some part of student's work remains to be completed at the end of the term.

B. Removal of Grade

In order to have the Incomplete removed from ~~his/her~~ their record, a student must complete the work as prescribed by the instructor of record within one year of the end of the term in which it was assigned.

AP**4230 Grading and Academic Record Symbols**

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

C. Conditions for Removal of Grade

Each instructor shall provide an Incomplete Grade Report form for each student whose work is incomplete. The instructor will indicate what the student must do to complete the course and what grade the student will receive if the work is not completed in the time prescribed by this procedure.

D. Records Requirement

The Records Office will notify students of an incomplete grade and will keep a copy of the form on file. The instructor will also keep a copy of the form on file.

Reference: Title 5 Section 55023, [55024](#), [55051](#), [55052](#), and [55052.5](#).

End Recommendation for AP 4230 Grading and Academic Record Symbols

BP 5012 International Students



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

Reasons for Review

> Chapter Lead recommendation to adopt.

Level 3 Review Schedule

10/06/2024 ♦ Recommendation Received
10/17/2024 ♦ PPAC Approves Review Level
10/18/2024 ♦ Level 2 to Constituents and AS for Feedback
11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
12/04/2024 ♦ AS Reviews Level 3 for Final Input
12/20/2024 ♦ PPAC Reviews Final AS Input
01/09/2025 ♦ BOT 1st Read
02/13/2025 ♦ BOT Final Approval

Begin Recommendation for AP 5012 International Students

The District admits international students in approved study programs in accordance with regulations established by the United States Bureau of Citizenship and Immigration Service. The District will maintain specific admission criteria, requirements, and procedures that govern the selection of international student applicants for admission.

End Recommendation for AP 5012 International Students

AP 5012 International Students



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

Reasons for Review

> SBCCD has not yet adopted this legally required process. This needs to be reviewed and adopted.

Level 3 Review Schedule

10/06/2024 ♦ Recommendation Received

10/17/2024 ♦ PPAC Approves Review Level

10/18/2024 ♦ Level 2 to Constituents and AS for Feedback

11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

12/04/2024 ♦ AS Reviews Level 3 for Final Input

12/20/2024 ♦ PPAC Reviews Final AS Input

01/09/2025 ♦ BOT 1st Read

02/13/2025 ♦ BOT Final Approval

Begin Recommendation for AP 5012 International Students

Enrollment Process for Prospective International (F-1) Students

Prospective students shall submit an international application package that includes the following documents:

- High School diploma, or proof of high school graduation.
- Submit a district application via CCCApply and an International Student Application which includes a processing fee.
- California Department of Health Tuberculosis Risk Assessment. Submit TB Risk Assessment and TB test result (dated within the past 6 months) or get tested at the campus Student Health Services.
- If the student's home country's official language is not English, applicants must provide of English language proficiency demonstrated by the Test of English as a Foreign Language (TOEFL) score of 45-46 on the internet-based exam or by the International Testing System (IELTS) band score of 5.0.
- English proficiency may also be demonstrated through the following proficiency waivers: 1) High/Secondary school completion in countries where English is the primary language of Instruction. 2) Completion of 3+ years at an international high/secondary school where English is the primary language of instruction. 3) Completed college-level English at a College or University where English is the primary of Instruction.
- Official transcript(s) or official academic records from high school and college/university attended, accompanied by a notarized translation if the originals are not in English. Applicants with higher education need to have a minimum of C grade average from college/university in order to be considered for admission.
- Financial documents and bank certification letter showing proof of sufficient funds to cover a minimum of one year of studies. This includes the financial ability to obtain housing.
- Affidavit of Support Form (for sponsors outside of the US to complete).

AP 5012 International Students



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

- I-134/Affidavit of Support and Instructions for Form I-134 (for sponsors in the US to complete)

Additional requirements:

- Applicants applying for Admissions who currently hold an F-1 visa are considered "Transfer" International Students. In addition to the requirements stated for prospective applicants, international transfer students must provide a copy of current passport, Visa with an I-94 stamp and current Form I-20.
- Students who will be attending pursuant to an F-1 visa, submission of paperwork to substantiate issuance by the District of Form I-20.
- Exemptions from nonresident tuition as authorized by Education Code Section 76140 subdivision (a)(2) for financial need.
- Students must complete the college's general application through CCC Apply.

If an applicant is admitted to the college, a letter of acceptance and an I-20 Form (used to apply for a student visa in an American embassy) will be mailed to the applicant.

International student program rules:

- Must enroll in a minimum of twelve (12) units per semester (Spring and Fall semesters) to maintain full-time status for their F-1 visa but may choose to enroll in more than twelve (12) units at current non-resident rate per unit. Enrolling in summer courses is optional.
- Must maintain a minimum of a 2.0 GPA at all times.
- Maintain a current passport valid for at least six months into the future at all times.
- Request authorization from the Designated School Official before dropping below full-time enrollment.
- Report all address changes within 10 days.
- Report a change in program of study to the Designated School Official and request a new I-20.
- Request transferring to another accredited school as soon as possible.
- Request travel signature before you depart the US.
- Request an I-20 Extension at least two weeks before the program end date.
- Maintain valid medical insurance during your attendance at the college.

International Student Employment

F-1 Students may not work off campus during the first academic year but may accept on-campus employment subject to certain conditions and restrictions. After the first academic year, F-1 students may engage in three types of, off campus employment:

- Curricular Practical Training (CPT)
- Optional Practical Training (OPT) (pre-completion)
- Science, Technology, Engineering, Mathematics (STEM) Optional Practical Training Extension (OPT)

F-1 students may also be eligible to work off campus on a case-by-case result of special situations such as severe economic hardship or special student relief.

Fee Assessment:

- Nonresident Tuition: All international students will be charged nonresident tuition for each unit of credit coursework they enroll in.
- Capital Outlay fee may also be charged to cover infrastructure costs. This fee shall not exceed 50% of the nonresident tuition fee in accordance with Education Code Section 76141
- Student Services fee: international students are required to pay all regular college fees applicable to non-resident students, including health services, student representation and technology fees, as outlined in AP 5030 (Fees)
- Health Insurance: international students must purchase a medical insurance plan that is approved by the District and maintain this insurance throughout their period of study.

AP 5012 International Students



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

Exemptions: International students will be exempt from paying international student application fee in case of demonstrated economic hardship, as defined by the California Education Code section 76142. Additionally, students exempt from paying nonresident tuition as per Education Code section 76140 will also be exempt from paying the international student application fee.

References:

Education Code Sections 76141 and 76142;
Title 5 Section 54045;
Title 8 U.S. Code Sections 1101 et seq.

End Recommendation for AP 5012 International Students



5035 Withholding of Student Records



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

Reasons for Review

> Legal Update 42: The Service updated this policy to include an additional citation to the Education Code and clarify when a district may withhold registration privileges or transcripts.

Level 3 Review Schedule

10/06/2024 ♦ Recommendation Received
 10/17/2024 ♦ PPAC Approves Review Level
 10/18/2024 ♦ Level 2 to Constituents and AS for Feedback
 11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
 11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
 12/04/2024 ♦ AS Reviews Level 3 for Final Input
 12/20/2024 ♦ PPAC Reviews Final AS Input
 01/09/2025 ♦ BOT 1st Read
 02/13/2025 ♦ BOT Final Approval

Begin Recommendation for BP 5035 Withholding of Student Records

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation may have registration privileges withheld until the outstanding obligation is paid or otherwise settled.

District must provide a student or former student with written notice that he/she/they have failed to pay a financial obligation due to the District before the District commences any activity to collect the debt.

The District may not withhold grades or transcripts for a student or former student as a consequence of the student's outstanding financial obligation to the District. The District may not withhold registration privileges for a student or former student as a consequence of defaulting on a loan or loans under the Federal Family Education Loan Program only. The District may withhold diplomas as a consequence for a student or former student of defaulting on a loan.

Reference:

Education Code Section 66022:
 Title 5 Section 59410

End Recommendation for BP 5035 Withholding of Student Records

AP**5035 Withholding of Student Records**

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

Reasons for Review

> FYI Only

Begin Recommendation for AP 5035 Withholding of Student Records

The Director of Admissions & Records or designee may withhold registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

For additional information see Board Policy/Administrative Procedure 5030 Fees or visit the campus websites.

Reference:

Title 5 Section 59410

End Recommendation for AP 5035 Withholding of Student Records



5055 Enrollment Priorities



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

Reasons for Review

> FYI to support Legal Update 43 review of AP.

Level 3 Review Schedule

10/06/2024 ♦ Recommendation Received

10/17/2024 ♦ PPAC Approves Review Level

10/18/2024 ♦ Level 2 to Constituents and AS for Feedback

11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

12/04/2024 ♦ AS Reviews Level 3 for Final Input

12/20/2024 ♦ PPAC Reviews Final AS Input

01/09/2025 ♦ BOT 1st Read

02/13/2025 ♦ BOT Final Approval

Begin Recommendation for BP 5055 Enrollment Priorities

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The Chancellor is responsible for establishing procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

References:

Title 5, Sections 51006, 58106; and 58108

End Recommendation for BP 5055 Enrollment Priorities

AP**5055 Enrollment Priorities**

10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

Reasons for Review

- > Legal Update 43: The Service updated this procedure to align with revised Title 5 regulations
- > Legal Update 42: The Service updated this procedure to include an additional category of students eligible for priority for enrollment pursuant to changes in the Education Code.

Begin Recommendation for AP 5055 Enrollment Priorities

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260 titled Prerequisites and Co-requisites.)

Enrollment may be limited due to the following:

- health and safety considerations;
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and
- contractual requirements.

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

The following students will have the highest and equal priority for enrollment:

- A member of the armed forces or a veteran pursuant to Education Code section 66025.8
- A foster youth, former foster youth, or homeless youth pursuant to Education Code section 66025.9;
- A student who has been determined to be eligible for Student Accessibility Services or Extended Opportunity Programs and Services; and
- A student who is receiving services through CalWORKS;
- A student parent who has a child or children under 18 years of age who will receive more than half of their support from that student;
- A verified homeless youth or former homeless youth under 25 years of age at the commencement of the academic year, as specified in Education Code Section 66025.9;

The following students will have priority for enrollment:

- First time students who have completed orientation, assessment, and developed student education plans. Continuing students, who has not lost registration priority, as defined in these policies and procedures.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in these Board Policy and Administrative Procedure 4250 for two consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.



5055 Enrollment Priorities



10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in Board Policy and Administrative Procedure 4230. This 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the Vice President of Instruction, or students enrolled in high unit majors or programs as designated by the Vice President of Instruction.

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority.

The District shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students or who have earned 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The Director of Admission and Records or his/her designee will determine the appeal in his/her sole discretion.

[Note: Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in Administrative Procedure 4250].

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student, or when a student with a disability applied for but did not receive a reasonable accommodation in a timely manner. The appeal will be determined by the appropriate authority designated by the college,

Additionally, students who have demonstrated significant academic improvement may appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in Administrative Procedure 4250. The appeals process for academic improvement will follow the same procedure as for extenuating circumstances, with the decision made by the designated authority at each college.

These mandated enrollment priorities will be effective in the Fall, 2014 term. The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

- limiting enrollment to first come, first served, or other non-evaluative selection techniques;
- in the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- limiting enrollment to any selection procedure expressly authorized by statute;
- limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

A. General Access

AP**5055 Enrollment Priorities**

10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

Every course for state apportionment, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the colleges and who meets such prerequisites as may be established in compliance with Title V 5 of the California Administrative Code.

B. Priorities for Enrollment

Each college shall establish procedures that set priorities for enrollment and publish them in their Class Schedules. Such procedures shall be made available to students during the registration process.

Priority for enrollment must be granted to any member or former member of the Armed Forces of the United States for any academic term within two years of leaving active duty.

C. Matriculation

All students shall be subject to the requirements of the matriculation process at each college. Recommendations for class enrollment based upon testing and evaluation shall be strongly recommended to students but shall be advisory only.

References:

Education Code Sections 66025.8 and 66025.9;
Title 5 Sections 58106 and 58108

End Recommendation for AP 5055 Enrollment Priorities

BP

5530 Student Rights and Grievances



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

Reasons for Review

> Chapter Lead Recommendation

Level 3 Review Schedule

10/06/2024 ♦ Recommendation Received
10/17/2024 ♦ PPAC Approves Review Level
10/18/2024 ♦ Level 2 to Constituents and AS for Feedback
11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
12/04/2024 ♦ AS Reviews Level 3 for Final Input
12/20/2024 ♦ PPAC Reviews Final AS Input
01/09/2025 ♦ BOT 1st Read
02/13/2025 ♦ BOT Final Approval

Begin Recommendation for BP 5530 Student Rights and Grievances

~~Students may initiate grievance proceedings against a district employee under the procedures provided by the Chancellor.~~

It is the policy of the District that there shall be an appeal process by which a dispute in the assigned final grade received by a student may be resolved in a fair and efficient manner according to State law. (See BP and AP 4231 titled Grade Changes).

References:

Education Code Section 76224(a);
Title 5 Section 55025
Title IX, Education Amendments of 1972

End Recommendation for BP 5530 Student Rights and Grievances



5530 Student Rights and Grievances



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

Reasons for Review

> Chapter Lead Recommendation

Level 3 Review Schedule

10/06/2024 ♦ Recommendation Received

10/17/2024 ♦ PPAC Approves Review Level

10/18/2024 ♦ Level 2 to Constituents and AS for Feedback

11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

12/04/2024 ♦ AS Reviews Level 3 for Final Input

12/20/2024 ♦ PPAC Reviews Final AS Input

01/09/2025 ♦ BOT 1st Read

02/13/2025 ♦ BOT Final Approval

Begin Recommendation for AP 5530 Student Rights and Grievances

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action by an instructor, college official, or by another student has adversely affected their status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

- **Academic Grievances:** When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency shall be final (Education Code Section 76224). If a student files a grievance relative to grade, he/she/they must prove that "mistake, fraud, bad faith, or incompetency" as the reason for the grade assignment.
- **Non-Academic Grievances:** Grounds for a non-academic grievance include, but are not limited to:
 - Any act or threat of intimidation;
 - Any act or threat of physical aggression;
 - Arbitrary action, violation of student rights, or imposition of sanctions without proper regard to College policy as specified in the Education Code, Board Policies, and/or Administrative Procedures;
 - Course Repetition, Withdrawals, and Enrollment Fees: Students may file complaints related to course repetition, withdrawals or enrollment fees based on evidence of extenuating circumstances. Students should use the Petition for Exceptional Action form and provide supporting documentation. Action will be taken by the appropriate administrator or by the Board of Appeals. Petition for Exceptional Action forms can be found in the offices of Counseling, Admissions and Records, and Student Life. Petitions may be submitted through the Office of the Dean, Student Services for review by the Board of Appeals;
- ~~For grievances related to sexual harassment, sexual assault, or illegal discrimination~~ **Discrimination Complaints:** (i.e. age, ancestry, citizenship status, color, disability, ethnic group identification, gender, marital status, medical condition, national origin, parental status, race, religion, sexual orientation, or veteran status), students should contact the Human Resources Department and/or the San Bernardino Community College Police. Staff members in those areas will assist students with the correct processes for resolution. Complaint and investigation procedures related to harassment and discrimination (including sexual assault, sexual violence, dating violence, stalking, and domestic violence) can be found in Administrative Procedure 3435.



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- Financial ~~a~~Aid Challenge: Financial aid students wishing to file a complaint regarding the financial aid process and/or determination should refer to ~~(see~~ AP 5130 Financial Aid for appeals ~~appeals~~ relating to financial aid);
- ~~Course grades, to the extent permitted by Education Code Section 76224(a) (see AP 4231 Grade Changes for appeals relating to course grades)~~
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

In addition to San Bernardino Community College District Procedures, a student may address a grievance directly to the California Community Colleges Chancellor's Office by accessing the following website:

<https://www.cccco.edu/complaint-process-notice>

This procedure does not apply to:

- Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.
- Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

Definitions of Terms

Party – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

Chancellor/~~President~~ – The Chancellor/~~President~~ or a designated representative of the Chancellor/~~President~~.

Grievant – A student who has viled a Grievance.

Student – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent – Any person claimed by a grievant to be responsible for the alleged grievance.

Business Day – Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

Informal Resolution

Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local ~~college~~ District administration.

Deans of Student Services shall assist students in seeking resolution by informal means. This person shall be also be known as the Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Student Organization in attempting to resolve a Grievance informally.

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the



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case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

Formal Process

If informal resolution through discussion or mediation does not resolve the conflict, the student shall have the right to request a grievance hearing, in writing, to the Vice president of Student Services. The request for a hearing must be made within 180 calendar days of the incident being grieved.

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student as defined in these procedures, which include applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Vice president of Student Services shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within five days of the date the decision is made.

If the Request for Grievance Hearing satisfies each of the requirements, the Vice president of Student Services shall schedule a grievance hearing. The hearing will begin within ten days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than five days notice of the date, time and place of the hearing.

Grievance Hearing

The formal grievance hearing will be scheduled within 10 days (during which the college is in session) of receipt of the request. The grievance hearing committee will be composed of the following:

- One student appointed by the Student Senate president.
- One faculty member appointed by the Academic Senate president if the grievance is against a faculty member.
- One staff member appointed by the Classified Senate president if the grievance is against a staff member.
- Vice president of Student Services, who will chair the committee if the grievance is non-academic, or the Vice president of Instruction if the grievance is academic.

No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner.

Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the chair, who shall determine whether cause for disqualification has been shown. If the chair feels that sufficient ground for removal of a member of the committee has been presented, they shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.

The chair will conduct the hearing. Possible protective measures that may be utilized include, but are not limited to, no-contact orders, remote participation during the hearing (telephone, videoconferencing, use of a privacy screen, etc.), separate waiting areas during hearing, safety escorts, and prohibitions against retaliation.

The members of the grievance hearing committee will be provided a copy of the grievance and any written response to the grievance.



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Each party to the grievance may call witnesses and introduce oral and written testimony. ~~Witnesses unable to be present may submit written statements.~~ All witnesses must testify under oath; the Grievance Hearing Committee Chair will administer the oath. The Grievance Hearing Committee will only admit written statements of witnesses under penalty of perjury if the witness is unavailable to testify. A witness who refuses to be tape-recorded shall be considered to be unavailable.

Although the hearing is formal, rules of evidence do not apply as they would in a court of law.

Each party to the grievance will be permitted to make an opening statement; thereafter, the grievant will present evidence followed by the respondent.

The student may bring an advocate or attorney to the hearing provided the Vice President of Student Services is notified at least five calendar days in advance of the hearing. In the event the student serves notification that they will have representation, the respondent has the right to legal counsel and a right to receive notification that the student will have counsel present.

The hearing will be recorded, and the recording shall remain in the custody of the Vice president of Student Services. Any party to the grievance may request a copy of the recording.

Hearings shall be closed and confidential unless all parties request that they be open to the public. Any such request must be made no less than three calendar days prior to the date of the hearing. In a closed hearing, witnesses will testify and be excused.

The grievance hearing committee will recommend a resolution of the grievance after listening to all of the participants. The committee will inform the student and the respondent in writing about its recommendation within 10 days of the hearing. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

Within five days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the ~~President~~ Chancellor a written ~~decision~~ recommendation. The recommendation shall include specific factual findings regarding the grievance. The recommendation shall also include ~~relief afforded to the student, if any~~ a specific recommendation regarding the relief for the Grievant, if any. The Grievance Hearing Committee will base its recommendation only on the record of the hearing, and not on matter outside of that record. The record consists of the original Grievance, any written response, and the oral and written evidence produced at the hearing.

~~Within five days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the President shall send to all parties their written decision, together with the Hearing Committee's decision and recommendations. The Chancellor may accept or reject the findings, decisions and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight; and if the President does not accept the decision or a finding or recommendation of the Hearing Committee, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President shall be final, subject only to appeal as provided below~~

Appeals

The student may appeal the recommendation of the grievance hearing committee by writing to the president within 10 calendar days of being notified of the grievance hearing committee's recommendation. The president will send the student a final decision in writing within 10 calendar days of receiving the appeal.

Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the president within five days of that decision. The president shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The Chancellor's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

Any party to the grievance may appeal the decision of the president after a hearing before a Grievance Hearing Committee by filing an appeal with the Chancellor. The Chancellor may designate a District administrator to review the appeal and make a recommendation.



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Any such appeal shall be submitted in writing within five days following receipt of the Chancellor's decision and shall state specifically the grounds for appeal.

The written appeal shall be sent to all concerned parties. All parties may submit written statements on the appeal.

The Chancellor or designee shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record. Following the review of the record and appeal statements, the Chancellor's designee, if any, shall make a written recommendation to the Chancellor regarding the outcome of the appeal.

The Chancellor's Decision Within five days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the Chancellor shall send to all Parties his/her/their written decision, together with the Hearing Committee's decision and recommendations. The Chancellor may accept or reject the findings, decisions, and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight; and if the Chancellor does not accept the decision or a finding or recommendation of the Hearing Committee, the Chancellor shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Chancellor shall be final.

Time Limits

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

References:

Education Code Section 76224 subdivision (a);
ACCJC Accreditation Eligibility Requirement 20;
ACCJC Accreditation Standard 4

End Recommendation for AP 5530 Student Rights and Grievances

BP 3250 Institutional Planning



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

Reasons for Review

- > Legal Update 43: The Service updated this policy to align with changes in the Title 5 regulations.
- > Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standards and add supporting language pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Level 2 Review Schedule

- 10/06/2024 ♦ Recommendation Received
- 10/17/2024 ♦ PPAC Approves Review Level
- 10/18/2024 ♦ Level 2 to Constituents and AS for Feedback
- 11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 12/13/2024 ♦ BOT 1st Read
- 01/09/2025 ♦ BOT Final Approval

Begin Recommendation for BP 3250 Institutional Planning

The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans. The institution's mission directs resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and services.

The institution's mission and goals are the foundation for financial planning. Financial information is disseminated to support effective planning and decision-making and provide opportunities for stakeholders to participate in the development of plans and budgets

The planning system shall include all plans required by law and or policy, including, but not limited to:

- A. Long Range Educational or Academic Master Plan, which shall be updated periodically as deemed necessary by the Board of Trustees
- B. Facilities Plan
- C. Safety Plan
- D. Equal Employment Opportunity Plan
- E. Student equity Plan
- F. Student Success and Support Program Plan
- G. Transfer Center Plan
- H. ~~Cooperative Work Experience Plan~~
- I. Extended Opportunity Programs and Services (EOPS) Plan
- J. District Technology Strategic Plan

The Chancellor shall submit those plans to the Board for which Title 5 requires Board approval.

The Chancellor shall inform the Board about the status of planning and the various plans.

~~The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.~~

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

BP 3250 Institutional Planning



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

References:

ACCJC Accreditation Standards [I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5 \(formerly I.B\)](#); 1.4 and 3.5
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, ~~55250~~, 55510, and 56270 et seq.

End Recommendation for BP 3250 Institutional Planning

AP 3250 Institutional Planning



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

Reasons for Review

> Legal Update 44: The Service updated this procedure to revise the reference to the ACCJC Accreditation Standards pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Begin Recommendation for AP 3250 Institutional Planning

- A. The colleges and District Office, through established committees with representation from faculty, administration, classified staff, and students, will review and recommend planning decisions related to human, physical, technological, and financial resources.

Applying the criteria of accreditation standards, the planning process will be guided by adopted mission, vision, and values and will develop specific goals, objectives, and strategies, which have measurable outcomes and specific accountability.

Action plans will be reviewed and revised annually and approved by the respective planning bodies.
- B. Academic Senate will be the representative body in all academic and professional matters, as defined by Title 5 Section 53200.
- C. Institutional effectiveness research, program reviews, and individual unit plans are utilized in the planning process, which is intended to complement and inform the resource allocation process.
- D. The Board may assist in developing the general institutional mission and goals for the comprehensive plans through a variety of means.
- E. Planning documents will be submitted to the California Community College Chancellor's Office in a timely manner when required.

References:

ACCJC Accreditation Standards [I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5 \(formerly I.B\)](#); 1.4 and 3.5
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.

End Recommendation for AP 3250 Institutional Planning



2110 Vacancies on the Board



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

Reasons for Review

> Minor clerical edit.

Level 1 Review Schedule

10/06/2024 ♦ Recommendation Received
 10/24/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
 11/21/2024 ♦ PPAC Approves Review Level
 11/22/2024 ♦ Level 1 to Constituents and AS for Info Only
 12/13/2024 ♦ BOT 1st Read
 01/09/2025 ♦ BOT Final Approval

Begin Recommendation for BP 2110 Vacancies on the Board

(Replaces current SBCCD BP 2080)

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code Section 5090. Any resignation must be filed in writing with the County Superintendent of Schools.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the Board members at a public meeting.

The Chancellor shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

References:

Education Code Sections 5090 et seq.,
 Government Code Section 1770

End Recommendation for BP 2110 Vacancies on the Board



2110 Vacancies on the Board



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

Reasons for Review

- > Added Legal Language identified by Sr. EA Ford regarding the resigning member's not having the right to vote for successor.
- > Legal Update 44 - Updated to add vacancy notice requirements pursuant to changes in the Education Code and best practice.

Begin Recommendation for AP 2110 Vacancies on the Board

~~(Replaces current SBCCD AP 2080)~~

Filling a Vacancy

When the Board of Trustees determines to fill the vacancy by appointment, the Chancellor shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the District, ~~and~~ publication in a newspaper of general circulation, ~~and posting a notice on the District's website.~~

The posted notice of vacancy must contain the following:

- (1) The fact of the vacancy or resignation;
- (2) The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation; and
- (3) The full name of the provisional appointee to the board and the date of the provisional appointee's appointment.

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board.

Applying for an Appointment

Persons applying for appointment to the Board shall receive a letter from the Chancellor containing information about the District and the Board, and including a candidate information sheet to be completed and returned by a specific date.

Interviewing and Selecting Candidates

~~A member of the governing board of a school 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.~~

The Board shall request interviews with candidates. Interviews will be conducted in a public ~~hearing meeting-scheduled for that purpose.~~

Each Board member will review all candidate information sheets, with final selection made by a majority vote of the Board members at a public meeting

Whenever a provisional appointment is made, the Board shall, within 10 days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the District. It shall also publish a notice in a newspaper of general circulation.

AP**2110 Vacancies on the Board**

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

The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the Board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the Office of County Superintendent of Schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

A provisional appointment confers all powers and duties of a Board member upon the appointee immediately following ~~his/her~~ **their** appointment.

Term and Powers of Office

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for Board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

References:

Education Code Sections 5090 **and 5091** et seq.;
Government Code Sections 1770 and 6061

End Recommendation for AP 2110 Vacancies on the Board

BP 2315 Closed Sessions



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

Reasons for Review

> Proposed adoption of legally required BP

Level 1 Review Schedule

10/06/2024 ♦ Recommendation Received

10/24/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

11/21/2024 ♦ PPAC Approves Review Level

11/22/2024 ♦ Level 1 to Constituents and AS for Info Only

12/13/2024 ♦ BOT 1st Read

01/09/2025 ♦ BOT Final Approval

Begin Recommendation for BP 2315 Closed Sessions

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least 24 hours written notice of the closed session;
- advice of counsel on pending litigation, or the initiation of litigation, as defined by law;
- consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous; and
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records, or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

BP 2315 Closed Sessions



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

References:

Education Code Section 72122;

Government Code Sections 54954.5, 54956.8, 54956.9, 54957, 54957.1, 54957.6, and 11125.4

End Recommendation for BP 2315 Closed Sessions



2325 Teleconferenced Meetings



Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

Reasons for Review

> Legal Update 44 - Updated to align with the Ralph M. Brown Act requirements pursuant to changes in the Government Code.

Level 1 Review Schedule

10/06/2024 ♦ Recommendation Received

10/24/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

11/21/2024 ♦ PPAC Approves Review Level

11/22/2024 ♦ Level 1 to Constituents and AS for Info Only

12/13/2024 ♦ BOT 1st Read

01/09/2025 ♦ BOT Final Approval

Begin Recommendation for AP 2325 Teleconferenced Meetings

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

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

Meetings during States of Emergency

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

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

If a state of emergency remains active, ~~or state or local officials have imposed or recommended measures to promote social distancing~~, in order to continue to teleconference without complying with the location requirement described above, the Board must, not later than ~~30~~ **45** days after teleconferencing for the first time pursuant to the above circumstances, and every 30 days thereafter, make the following findings by majority vote:

- The Board has reconsidered the circumstances of the state of emergency; and ~~either~~



2325 Teleconferenced Meetings



Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

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

Requirements for Individual Board Members Participating Remotely

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

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

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

The member must participate through both audio and visual technology.

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

Public Access Requirements When Board Is Teleconferencing Under Amended Teleconference Rules

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

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

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

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

End Recommendation for AP 2325 Teleconferenced Meetings

BP 2710 Conflict of Interest



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

Reasons for Review

> Gender language update, and citation update per CCLC version.

Level 1 Review Schedule

10/06/2024 ♦ Recommendation Received

10/24/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations

11/21/2024 ♦ PPAC Approves Review Level

11/22/2024 ♦ Level 1 to Constituents and AS for Info Only

12/13/2024 ♦ BOT 1st Read

01/09/2025 ♦ BOT Final Approval

Begin Recommendation for BP 2710 Conflict of Interest

~~(Replaces current SBCCD BP 2260)~~

The public office is a public trust created in the interest and for the benefit of the people. Members of the Board and employees of the District are expected to act with integrity, fidelity, and without bias for the primary benefit of the public.

DEFINITIONS

Financial Interest: As defined in Government Code Section 87103, a public official has a financial interest in a decision if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the official (direct interest), a member of the official's immediate family (indirect interest), or on any of the following:

- Any business entity in which the public official has a direct or indirect investment worth two thousand dollars (\$2,000) or more.
- Any real property in which the public official has a direct or indirect interest worth two thousand dollars (\$2,000) or more.
- Any source of income, except gifts or loans by a commercial lending institution made in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided or promised to, received by, the public official within 12 months prior to the time when the decision is made.
- Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.
- Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating four hundred sixty dollars (\$460) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. The gift limit shall be adjusted biennially by the Fair Political Practices Commission.

Financial interests may be direct or indirect. An indirect investment or interest means any investment or interest owned by the spouse or dependent child of a public official, by an agent on behalf of a public official, or by a business entity or trust in which the official, the official's agents, spouse, and dependent children own directly, indirectly, or beneficially a 10-percent interest or greater.



2710 Conflict of Interest



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

Making a Decision: As defined in Section 18704(a) of Title 2 of the California Code of Regulations (CCR), a public official makes a governmental decision if the official authorizes or directs any action, votes, appoints a person, obligates or commits the District to any course of action, or enters into any contractual agreement on behalf of the District.

Participating in a Decision: As defined in Section 18704(b) of Title 2 of the CCR, a public official participates in a governmental decision if the official provides information, an opinion, or a recommendation for the purpose of affecting the decision *without significant intervening substantive review*. This includes partaking in preliminary discussions, negotiations, planning, solicitation or evaluation of bids, voting, or debating that precedes the making of a decision.

Using Official Position to Attempt to Influence a Decision: As defined in Section 18704(c) of Title 2 of the CCR, a public official uses their official position to influence a governmental decision if they: (1) contact or appear before any District official or in an agency subject to the authority or budgetary control of the District for the purpose of affecting a decision; or (2) contact or appear before any official in any other government agency for the purpose of affecting a decision, and the public official acts or purports to act within their authority or on behalf of the District in making the contact.

Note: Making, participating in, or influencing a governmental decision does not include activities listed under Section 18704(d) of Title 2 of the CCR.

POLICY STATEMENTS

Board members and employees must avoid conflicts of interest as well as the appearance of impropriety.

In accordance with the Political Reform Act of 1974 and Government Code Section 87100, Board members, employees and consultants must not make or participate in any governmental decision in which they know or have reason to know they have a financial interest.

Pursuant to Government Code Section 1090, Board members and employees shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members. All Board members are conclusively presumed to participate in the making of all contracts under the Board's jurisdiction. Hence, the aforementioned prohibition is absolute, and applies even if the contract is fair and equitable and the Board member abstains from all participation in the decision.

Where an employee, rather than a Board member, is financially interested in a contract, the District is only prohibited from making the contract if the employee was at any point involved in the process of making the contract.

A Board member or employee shall not be considered to be financially interested in a contract if their interest is limited to those interests defined as remote under Government Code Section 1091 or considered noninterest under Government Code Section 1091.5.

If a Board member or employee has a financial interest in a decision being considered by the Board, the financial interest must be disclosed in sufficient detail to the Board during a Board meeting, and noted in the official Board minutes. The Board member must disqualify ~~himself or herself~~ **themselves** from discussing and voting on the matter, and must leave the room until after discussion, vote, and any other disposition of the matter is concluded. A Board member or employee who has a financial interest must not influence or attempt to influence the decision.

Collective Bargaining Agreements

Where a member of the Board receives health benefits from the District as a former faculty member in an amount that is required by contract to be equal to the amount of health benefits the District provides to current faculty members under the terms of a collective



2710 Conflict of Interest



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

bargaining agreement, the Board of Trustees may renegotiate the amount of health benefits provided under the current collective bargaining agreement so long as the financially interested Board member does not participate in the decision-making process.

Rule of Necessity

The District may enter into a contract despite a conflict of interest under Government Code Section 1090 and Section 87100, where there is no other alternative for the procurement of essential goods or services, and the acquisition of such goods or services is a necessity. However, the financially interested Board member or employee must abstain from any participation in the decision.

Section 87100 does not prevent any public official from making or participating in the making of a governmental decision to the extent their participation is legally required for the action or decision to be made. The fact that an official's vote is needed to break a tie does not make their participation legally required for purposes of this section.

Whenever a public official who has a financial interest in a decision is legally required to make or participate in making such a decision, the potential conflict of interest and the legal basis for concluding that there is no alternative source of decision shall be disclosed to the Board in sufficient detail and noted in the official Board minutes.

Incompatible Activities & Offices

Pursuant to Government Code Section 1126 and 1099, a Board member or employee shall not hold incompatible offices nor engage in any employment, activity, or enterprise for compensation which is inconsistent with, incompatible with, in conflict with or inimical to their duties as an officer of the District.

Offices are incompatible if there is any significant clash of duties or loyalties between the offices, if the dual office holding would be improper for reasons of public policy, or if either office exercises a supervisory, auditory, or removal power over the other. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

In accordance with Education Code Section 72103(b), an employee of the District may not be sworn in as an elected or appointed member of the Board of Trustees unless and until they resign as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation.

Representation

Pursuant to Government Code 87406.3, elected officials and the Chancellor shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent, for compensation, any other person, by making any formal or informal appearance before, or by making any oral or written communication to, the District, if the appearance or communication is made for the purpose of influencing administrative or legislative action, or influencing any action or proceeding involving the issuance, amendment, awarding, or revocation of a permit, license, grant, or contract, or the sale or purchase of goods or property.

Conflict of Interest Code

In compliance with the Political Reform Act of 1974 and Government Code Section 87300, the District shall establish a Conflict of Interest Code to provide for disclosure of reportable financial interests of Board members and designated employees, who may be affected by their official actions, and to prevent them from making or participating in the making of governmental decisions which may foreseeably have a material effect on their financial interest.

Board members, designated employees, and consultants in designated positions shall file statements of economic interest with the filing officer identified by the Conflict of Interest Code.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

Also see AP 2712 titled Conflict of Interest Code

BP 2710 Conflict of Interest



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

References:

Government Code Sections 1090 et seq.; 1126; and 87200 et seq.;
[Title 2 Section 18730 et seq.](#)

End Recommendation for BP 2710 Conflict of Interest

AP 2710 Conflict of Interest



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

Reasons for Review

> Gender language update, and citation update per CCLC version.

Begin Recommendation for AP 2710 Conflict of Interest

Incompatible Activities

(Government Code Sections 1126 and 1099)

Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

Financial Interest

(Government Code Sections 1090 et seq.)

Board members and employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as employees.

A Board member shall not be considered to be financially interested in a contract if ~~his/her~~ **their** interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if ~~he/she has~~ **they have** only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of their minor child.

No Employment Allowed

(Education Code Section 72103(b))

An employee of the District may not be sworn in as an elected or appointed member of the Governing Board unless and until ~~he/she~~ **they** resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

Financial Interest in a Decision

(Government Code Sections 87100 et seq.)

If a Board member or employee determines that ~~he/she has~~ **they have** a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of an employee, this announcement shall be made in writing and submitted to the Board. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse ~~himself or herself~~ **themselves** from discussing and voting on the matter;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time

AP 2710 Conflict of Interest



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

the general public speaks on the issue.

Gifts

(Government Code Section 89503)

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on ~~his/her~~ their statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for Board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on ~~his/her~~ their statement of economic interests. The term "honorarium" does not include:

- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
- Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

Representation

(Government Code Section 87406.3)

Elected officials and the Chancellor shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

Contracts Supported by Federal Funds

(2 Code of Federal Regulations Part 200.318(c)(1))

No employee, Board member, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if ~~he/she has they have~~ a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, Board member, or agent, any member of ~~himself or herself~~ their immediate family, ~~his/her~~ their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The Board members, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Disciplinary action will be taken for violations of such standards by Board members, employees, or agents of the District.

AP 2710 Conflict of Interest



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

References:

Government Code Sections [1126](#), 87105, and 87200-87210;
Title 2 Sections 18700 et seq.;
[2](#) Code of Federal Regulations, [Title 2, 200.112](#), Part 200.318 subdivision(c)(1); and
[Other citations as listed](#)

End Recommendation for AP 2710 Conflict of Interest

BP 2740 Board Education



Non 10+1 ♦ CCLC | Required to Meet Accrediting Standards ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

- > Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.
- > Delete superfluous language from ACCJC Accreditation Standard.
- > Minor clerical update.

Level 1 Review Schedule

- 11/06/2024 ♦ Estimated Receipt of Recommendation
- 11/13/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
- 11/21/2024 ♦ PPAC Approves Review Level
- 11/22/2024 ♦ Level 1 to Constituents and AS for Info Only
- 12/13/2024 ♦ BOT 1st Read
- 01/09/2025 ♦ BOT Final Approval

Begin Recommendation for BP 2740 Board Education

~~(Replaces current SBCCD BP 2110)~~

The Board of Trustees is committed to its ongoing development as a Board and to a trustee education program that includes new trustee orientation.

To that end, the Board will engage in strategy sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

~~Orientation sessions shall be scheduled for new Board of Trustee appointees. Planning and implementation of appropriate information items for the orientation shall be the joint responsibility of the Chancellor and current members of the Board of Trustees.~~

~~The Chancellor and the Board shall assist each new member elect to understand the Board's functions, policies, and procedures before he/she they assumes office. Such assistance shall include, but shall not be limited to, providing written materials and invitations to attend Board meetings and conferences with the Chancellor. New Board members shall be encouraged to attend meetings on a regular basis held as training/information sessions by other organizations.~~

Reference:

ACCJC Accreditation Standard ~~IV.C.9 (formerly IV.B.1.f)~~ 4

~~Standard IV: Leadership and Governance~~

~~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.~~

~~The governing board has a program for board development and new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.~~

End Recommendation for BP 2740 Board Education

AP 2740 Board Education



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

Reasons for Review

> BPPAC desires procedure set up to enact BP 2740

Begin Recommendation for AP 2740 Board Education

Board Education

Board members are encouraged to seek professional development opportunities and to attend conferences and workshops relative to the interests of the District. A variety of activities and resources are available for the educational involvement of Trustees. Some are designed for an individual Trustee; others are intended for total Board participation.

The Chancellor or designee will monitor schedules of national, state, and regional conferences for Trustees to select which they will attend. Participation in Trustee educational activities includes opportunities that may arise which may be valuable to individual Trustees or to the Board, or which may be identified as part of the annual adoption/reaffirmation of Board Goals.

In-service training will be provided regularly to members of the Board conducted during Board strategy meetings. In-service training may address topics such as student access and success, educational and facilities planning, government relations, emergency preparedness, human resources, technology, governance, finance, and accreditation.

New Board Members

Orientation sessions shall be scheduled for new Board of Trustee appointees. Planning and implementation of appropriate information items for the orientation shall be the joint responsibility of the Chancellor and the Board Chair.

The Chancellor and the Board Chair shall assist each new member-elect to understand the Board's functions, policies, and procedures before they assume office. Such assistance shall include, but shall not be limited to, providing written materials, invitations to attend Board meetings, conferences with the Chancellor, organizational structure, primary contacts, and site tours.

Within one year of assuming office, new Trustees shall be encouraged to attend meetings held as training/information sessions by other organizations such as the California community college new Trustee orientation. In addition, they will be encouraged to review handbooks and/or written materials which include but are not limited to:

- SBCCD Strategic Plan,
- Colleges Educational Plans,
- Orientation and Development for Community College Trustees Handbook,
- Trustee Handbook, and
- Trusteeship Handout.

End Recommendation for AP 2740 Board Education



3100 Organizational Structure



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

Reasons for Review

> Minor clerical edits

Level 2 Review Schedule

11/06/2024 ♦ Estimated Receipt of Recommendation

11/21/2024 ♦ PPAC Approves Review Level

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

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

12/20/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

01/09/2025 ♦ BOT 1st Read

02/13/2025 ♦ BOT Final Approval

Begin Recommendation for BP 3100 Organizational Structure

(Replaces current SBCCD BP 3100)

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

◆ ~~From current SBCCD BP 3100 titled Organizational Structure~~

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

Reference:

Education Code Section 72400

End Recommendation for BP 3100 Organizational Structure

AP 3100 Organizational Structure



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

Reasons for Review

> Chapter Lead suggestion to adopt new AP

Level 2 Review Schedule

11/06/2024 ♦ Estimated Receipt of Recommendation

11/21/2024 ♦ PPAC Approves Review Level

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

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

12/20/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

01/09/2025 ♦ BOT 1st Read

02/13/2025 ♦ BOT Final Approval

Begin Recommendation for AP 3100 Organizational Structure

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

Guiding Principles of the District Organization Structure

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

District Reorganization

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

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

End Recommendation for AP 3100 Organizational Structure



3505 Emergency Response Procedures



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

Reasons for Review

> Chapter Lead change to reflect current practices

Level 2 Review Schedule

11/30/2024 ♦ Estimated Receipt of Recommendation

12/20/2024 ♦ PPAC Approves Review Level

12/21/2024 ♦ Level 2 to Constituents and AS for Feedback

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

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

03/13/2025 ♦ BOT 1st Read

04/10/2025 ♦ BOT Final Approval

Begin Recommendation for BP 3505 Emergency Response Procedures

(Replaces current SBCCD BP 35053740)

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

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

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

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

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

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

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

References:

BP

3505 Emergency Response Procedures



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

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

End Recommendation for BP 3505 Emergency Response Procedures



3505 Emergency Response Procedures



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

Reasons for Review

> Chapter Lead change to reflect current practices

Begin Recommendation for AP 3505 Emergency Response Procedures

(Replaces current SBCCD AP ~~35053740~~)

EMERGENCY OPERATIONS PLAN

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

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

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

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

The written EOP is posted on the District website at:

- Emergency Operations Plan

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

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

1. Preparedness

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



3505 Emergency Response Procedures



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

2. Prevention

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

3. Response

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

4. Recovery

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

5. Mitigation

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

- Emergency Communication Protocols

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

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

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

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

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



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

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

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

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

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

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

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

- Employee Training and Legal Responsibilities

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



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

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

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

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

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

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

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

EMERGENCY COMMUNICATION PROCEDURES



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

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

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

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

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

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

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

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



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

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

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

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

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

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

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

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

PURPOSE

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

RESPONSIBILITY



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

EMERGENCY COMMAND POSTS (CIVILIAN AND LAW ENFORCEMENT)

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

The Command Posts shall jointly:

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

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

PREPAREDNESS

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

EMERGENCY TELEPHONE LIST

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

EMERGENCY ASSEMBLY AREAS

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

LEGAL RESPONSIBILITIES & DUTY ASSIGNMENTS

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

EMERGENCY NUMBERS

- POLICE/FIRE/MEDICAL EMERGENCY: 911
- SBCCD POLICE DEPARTMENT: (909) 384-4494



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- SBCCD OFFICE OF EMERGENCY SERVICES: (909) 382-4005
- FACILITIES/MAINTENANCE - SBVC: (909) 384-8965/8958
- FACILITIES/MAINTENANCE - CHC: (909) 389-3384/3217/3211
- SAN BERNARDINO POLICE DEPARTMENT (24/7 Non-Emergency Dispatch): (909) 383-5311
- YUCAIPA POLICE DEPARTMENT: (909) 918-2305
- SAN BERNARDINO CO. SHERIFF'S DEPT. (24/7 Non-Emergency Dispatch): (909) 790-3100
- AMERICAN RED CROSS - SAN BERNARDINO: (909) 888-1481
- SOUTHERN CALIFORNIA EDISON: (800) 611-1911
- SOUTHERN CALIFORNIA GAS COMPANY: (800) 427-2200
- CALIFORNIA POISON CONTROL CENTER: (800) 222-1222

ADDITIONAL RESOURCES

There are a number of additional resources that are available regarding crisis response. These include, but are not limited to, the following:

Department of Homeland Security

www.fema.gov Federal Emergency Management Agency

www.redcross.org American Red Cross

KVCR 91.9 FM San Bernardino, CA

KFRG 95.1 FM San Bernardino, CA

KOLA 99.9 FM San Bernardino, CA

KEZY 1240 AM San Bernardino, CA

KKDD 1290 AM San Bernardino, CA

KCAL 96.7 FM Redlands, CA

KLRD 90.1 FM Yucaipa, CA

KLYY 97.5 FM Riverside, CA

KGGI 99.1 FM Riverside, CA

KSPA 1510 AM Ontario, CA

KVEG 103.1 FM Victorville, CA

EMERGENCY PROCEDURES

AIRPLANE or VEHICLE CRASH



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

ASSAULT/FIGHTING

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

CHEMICAL OR HAZ MAT SPILL

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

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

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

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

FIRE

Upon discovery of an actual fire:

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



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

BOMB THREAT

If you receive a direct bomb threat via phone:

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

If a bomb threat alert is issued:

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

EXPLOSION

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

ACTIVE SHOOTER/ARMED INTRUDER

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



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

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

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

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

LOCKDOWN

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

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

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

When a LOCKDOWN order is given, you should:

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

SHELTER-IN-PLACE

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



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

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

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

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

POWER OUTAGE

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

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

Daylight Power Outage

Faculty:

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

Staff:

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



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

After Dark Power Outage

Faculty/Staff:

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

In Laboratory Settings (Daylight or After Dark):

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

When power is restored:

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

Faculty/Staff Evacuation Guidelines

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

MEDICAL EMERGENCY & FIRST AID

Is it an Emergency?



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

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

Calmly communicate the following information to the 911 operator:

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

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

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

FOR MINOR INJURY OR ILLNESS:

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

EMERGENCY EVACUATION PROCEDURES

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

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



3505 Emergency Response Procedures



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

Evacuation of Persons with Disabilities

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

EARTHQUAKE

If indoors:

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

If outdoors:

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



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

DISASTER MANAGEMENT

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

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

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

FLOODING

If indoors:

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

If outdoors:

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

After the flood:

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



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

LEGAL RESPONSIBILITIES & DUTY ASSIGNMENTS

Legal Responsibilities of Public Employees During an Emergency

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

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

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

CIVILIAN EMERGENCY COMMAND POST

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

LAW ENFORCEMENT COMMAND POST

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

ASSIGNMENT OF DUTIES

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

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

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

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



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

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

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

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

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

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

REPORTING EMERGENCIES NOT PREVIOUSLY COVERED:

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

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

References:

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

End Recommendation for AP 3505 Emergency Response Procedures

BP 3510 Workplace Violence



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

Reasons for Review

> Minor clerical edit

Level 2 Review Schedule

11/06/2024 ♦ Recommendation Received

11/21/2024 ♦ PPAC Approves Review Level

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

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

12/20/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

01/09/2025 ♦ BOT 1st Read

02/13/2025 ♦ BOT Final Approval

Begin Recommendation for BP 3510 Workplace Violence

(Replaces current SBCCD BP 3510)

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

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

References:

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

8 California Code of Regulations Section 3203;

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

End Recommendation for BP 3510 Workplace Violence

AP 3510 Workplace Violence



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

Reasons for Review

- > Legal Update 44 - Updated to add citations to the Labor Code and identify requirements of a workplace violence prevention plan and file retention requirements pursuant to changes in the Labor Code.
- > Chapter Lead recommendations to clarify definitions and add preventative actions and reporting language.

Begin Recommendation for AP 3510 Workplace Violence

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

Definitions

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

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

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

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

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

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

Preventative Activities

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

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

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

Reporting

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

The following actions are considered violent acts:

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

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

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

Responding to Threats of Violence

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

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

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



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

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

The following actions are considered violent acts:

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

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

False Claims and Defamation Claims

~~Defamation occurs when a statement, which is communicated to another individual, is false, unprivileged, and causes injury. Consequences and appropriate remedial action for employees or student employees found to have falsely accused another shall be subject to disciplinary action in accordance with board policies, administrative regulations, collective bargaining agreements, and/or Educational Code as appropriate.~~

Restraining Orders/Court Orders

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

District Police or 911

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

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

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

~~The following actions are considered violent acts:~~



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

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

District Police or 911

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

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

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

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

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

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- ~~Procedures for post-incident response and investigation;~~
- ~~Procedures to review the effectiveness of the plan and revise the plan as needed; and,~~
- ~~Procedures or other required information.~~

File Retention

The District will create and maintain records of workplace violence hazard identification, evaluation, and correction for a minimum of five years.

The District will create and maintain records of training for a minimum of one year. These records will include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.

The District will create and maintain records of violent incident logs for a minimum of five years.

The District will create and maintain records of workplace violence incident investigations for a minimum of five years.

References:

Cal/OSHA; Labor Code Sections 6300 et seq., 6401.7, and 6401.9.;
 Title 8 Section 3203;
 Code of Civil Procedure Section 527.8;
 Penal Code Sections 273.6, 626.9, and 626.10

End Recommendation for AP 3510 Workplace Violence



3720 Computer and Network Use



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

Reasons for Review

> Minor clerical edit.

Level 2 Review Schedule

10/24/24 ♦ Recommendation Received

11/21/24 ♦ PPAC Approves Review Level

11/22/24 ♦ Level 2 to Constituents and AS for Feedback

12/04/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input

12/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

01/09/25 ♦ BOT 1st Read

02/13/25 ♦ BOT Final Approval

Begin Recommendation for BP 3720 Computer and Network Use

~~(Replaces current SBCCD BP 3720)~~

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

References:

Education Code Section 70902;

Government Code Section 3543.1(b);

Penal Code Section 502; Cal. Const., Art. 1 Section 1;

17 U.S. Code Sections 101 et seq.

End Recommendation for BP 3720 Computer and Network Use



3720 Computer and Network Use



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

Reasons for Review

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

Begin Recommendation for AP 3720 Computer and Network Use

~~(Replaces current SBCCD AP 3720)~~

OWNERSHIP RIGHTS

The San Bernardino Community College District ("District") owns, leases, and/or operates a variety of computer and communication systems, including but not limited to: host computers, file servers, work stations, stand-alone computers, laptops, software, and internal or external communications networks (Internet, email, mass notification systems, cloud storage, telephone and voicemail systems). These systems are provided for the use of District faculty, administrators, staff, and students in support of the programs of the colleges and District. Hereinafter, this system and all of its component parts shall be referred to as the "District Network."

Modification or Removal of Equipment – Computer users must not attempt to modify or remove computer equipment, software, or peripherals without proper authorization.

PRIVACY INTERESTS

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

DISTRICT RIGHTS

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

PASSWORD PROTECTION

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

USAGE

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

MISREPRESENTATION AND LIABILITY

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



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

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

PERSONAL IDENTIFIABLE INFORMATION (PII)

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

HARRASSMENT

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

UNLAWFUL MESSAGES

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

COMMERCIAL USE

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

POLITICAL AND COMMERCIAL USE

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

FAIR USE

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

REPORTING PROBLEMS

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

SOFTWARE LICENSING

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

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

EXCEPTIONS



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

COPYING

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

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

NETWORK ACCESS, MEDIA, AND SOCIAL NETWORKING

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

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

PERSONAL MOBILE DEVICES

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

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

MOBILE DEVICE ENCRYPTION

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

BRING YOUR OWN DEVICE

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

This procedure provides standards and rules of behavior for the use of personal Devices to access District network resources and information for District business purposes. Users may access District information on personal Devices only in the conduct of District business. The District's interests are to foremost protect District data and information while allowing Users to utilize personal Devices.

In accordance with this and other District policies, personal Devices used for business purposes are to be used in a responsible



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manner. These procedures are mandatory requirements for any Devices used for District purposes.

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

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

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

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

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

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

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



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Compliance with Applicable Laws.

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

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

References:

17 U.S. Code Sections 101 et seq.;
[15 U.S. Code Sections 6801 et seq.](#);
 Penal Code Section 502;
 Cal. Const., Art. 1 Section 1;
 Government Code Section 3543.1 [subdivision \(b\)](#); and
[16 Code of Federal Rules of Civil Procedure](#), Rules 16, 26, 33, 34, 37, 45

End Recommendation for AP 3720 Computer and Network Use



6520 Security for District Property



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

Reasons for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Level 2 Review Schedule

10/21/2024 ♦ Recommendation Received

11/21/2024 ♦ PPAC Approves Review Level

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

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

12/20/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

01/09/2025 ♦ BOT 1st Read

02/13/2025 ♦ BOT Final Approval

Begin Recommendation for BP 6520 Security for District Property

~~(Replaces current SBCCD BP 6520)~~

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

References:

Education Code Sections 81600 et seq.;

ACCJC Accreditation Standard ~~III.B.1~~ 3.8

End Recommendation for BP 6520 Security for District Property



6520 Security for District Property



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

Reasons for Review

> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Begin Recommendation for AP 6520 Security for District Property

~~(Replaces current SBCCD AP 6520)~~

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

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

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

Assignment of Responsibilities

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

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

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

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

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

AP**6520 Security for District Property**

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

Keys

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

References:ACCJC Accreditation Standard ~~III.B.1~~ 3.8**End Recommendation for AP 6520 Security for District Property**

BP

6620 Naming of Buildings and Other Properties



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

Reasons for Review

> For information only to support review of AP 6620

Level 2 Review Schedule

10/21/2024 ♦ Recommendation Received

11/21/2024 ♦ PPAC Approves Review Level

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

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

12/20/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

01/09/2025 ♦ BOT 1st Read

02/13/2025 ♦ BOT Final Approval

Begin Recommendation for BP 6620 Naming of Buildings and Other Properties

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

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

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

References:

None

End Recommendation for BP 6620 Naming of Buildings and Other Properties

AP

6620 Naming of Buildings and Other Properties



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

Reasons for Review

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

Begin Recommendation for AP 6620 Naming of Buildings and Other Properties

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

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

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

1. Guidelines for Naming (Financial Contributions and Commemorative or Memorial)
1. Financial Contributions: To recognize a person, group, or business that has donated significant resources to SBCCD.
1. A significant financial contribution to the actual construction cost, if for new construction; a major portion of the replacement or major renovation cost, if for an existing building or facility; or the fund raising goal.
- The donation may be made in cash or a legally binding pledge and can be paid within 5 years of naming the facility, unless other arrangements are made.
1. A portion of the gift may be in the form of an irrevocable trust or planned gift.
2. Qualified contributions are receipted by the District.
3. The District Board of Trustees reserves the right to remove names from facilities when the gift remains unpaid beyond the 5-year limit or the agreed upon date.
2. The levels for specific naming based on financial contribution are established and reviewed periodically by the District.

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

AP

6620 Naming of Buildings and Other Properties



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

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

2. Permanency of Names

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

AP

6620 Naming of Buildings and Other Properties



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

2. Demolition or significant renovation shall terminate the designation. In such case, the individual, family, corporation, foundation (donor) involved in the initial naming may be offered an opportunity to retain the naming before any other naming gifts are considered.
3. Following the ~~minimum~~ 3-year period for a commemorative and memorial naming.
3. **Responsibility**
 1. Prior to approval, the District Board of Trustees shall have reasonable assurance that:
 1. The proposed name shall bring additional honor and distinction to the District.
 2. Any philanthropic commitments connected with the naming shall be realized.
 2. The Chancellor has the right to:
 1. Determine content, timing, location and frequency of any public announcements associated with the gift.
 2. Approve the color, design, and size of any physical marker that provides information about the designee or donor and/or the nature of the gift or honor.
 3. Determine and carry out the exact nature of any ongoing care and maintenance of any memorial or tribute gifts, or their physical markers.
 3. The final authority of any naming, memorial or tribute decision rests with the ~~elected~~ Board of Trustees.
 4. The guidelines set forth in this procedure shall not be deemed all-inclusive. Flexibility and remaining donor-centered are keys to successful philanthropic naming opportunities.
 5. The Chancellor and Board of Trustees reserve the right to consider any and all factors regarding the privilege of name association with the program, fund or physical aspect of the District as particular acts and circumstances warrant. Decisions will be made consistent with the stated mission of the District.

References:

None

End Recommendation for AP 6620 Naming of Buildings and Other Properties



6700 Civic Center and Other Facilities Use



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

Reasons for Review

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

Level 2 Review Schedule

08/31/24 ♦ Estimated Receipt of Recommendation

09/19/24 ♦ PPAC Approves Review Level

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

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

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

11/14/24 ♦ BOT 1st Read

12/13/24 ♦ BOT Final Approval

Begin Recommendation for BP 6700 Civic Center and Other Facilities Use

(Replaces current SBCCD BP 6700)

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

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

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

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

References:

Education Code Sections 82537 and 82542

Title 5 Sections 59601 et seq.

End Recommendation for BP 6700 Civic Center and Other Facilities Use

Review Notes | Key: [Staff Recommendation](#), [Legal Change](#), [Optional CCLC Language](#), [PPAC Constituent](#), [Chapter Lead Feedback](#)



6700 Civic Center and Other Facilities Use



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

Reasons for Review

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

Level 2 Review Schedule

08/31/24 ♦ Estimated Receipt of Recommendation

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

11/14/24 ♦ BOT 1st Read

12/13/24 ♦ BOT Final Approval

Begin Recommendation for AP 6700 Civic Center and Other Facilities Use

(Replaces current SBCCD AP 6700)

General Provisions

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

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

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

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

Civic Centers

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

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

- the cost of opening and closing the facilities, if no District employees would otherwise be available to perform that function as a part of



6700 Civic Center and Other Facilities Use



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

- their normal duties;
- the cost of a District employee's presence during the organization's use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of ~~his/her~~ their normal duties;
- the cost of custodial services, if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties; and
- the cost of utilities directly attributable to the organization's use of the facilities.

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

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

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

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

Rules for Facilities Use

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

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

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

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

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



6700 Civic Center and Other Facilities Use



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

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

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

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

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

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

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

Priority for the Use of District Facilities

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

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

References:

Education Code Sections 82537 and 82542;

Public Resources Code Section 42648.3;

[Title 5 Sections 59601 et seq](#);

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

End Recommendation for AP 6700 Civic Center and Other Facilities Use

AP 7232 Classification Review



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

Reasons for Review

> Chapter Lead recommendation

Level 2 Review Schedule

11/06/2024 ♦ Recommendation Received

11/21/2024 ♦ PPAC Approves Review Level

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

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

12/20/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

01/09/2025 ♦ BOT 1st Read

02/13/2025 ♦ BOT Final Approval

Begin Recommendation for AP 7232 Classification Review

Every position in the classified service in the District shall be assigned a classification.

These classifications will determine the salary levels that shall be applied to these positions.

Review of class specifications shall be undertaken every four years to revise and update the duties and/or responsibilities of positions in the classified service.

Definitions

"Classification" means that each position in the classified service shall have a designated title, a regular minimum number of assigned hours per day, days per week, and months per year, a specific statement of the duties (job description) required to be performed by the employees in each such position, and the regular monthly salary ranges for each such position.

"Reclassification" means upgrading a position to a higher classification due to the gradual increase in the duties being performed by the incumbent in that position.

"Reorganization" is any change in administrative structure that affects the duties assigned to a position since the last time it was studied, the creation of a new assignment for the unit member, or an increase or decrease in staffing that causes a change in the assignment of a unit member.

"Range Reallocation" is a change made to an existing classification's salary schedule range placement.

"Downgrade" means the downgrading of a position to a lower classification as a result of the current classification no longer matching the classification description of the duties being performed by the incumbent in that position.

AP

7232 Classification Review



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

References:

Education Code Sections 88001 and 88009

End Recommendation for AP 7232 Classification Review



7600 District Police Department



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

Reasons for Review

- > Legal Update 43: The Service updated this policy to clarify that Chief(s) of Police need not report to the CEO.
- > Legal Update 42 Addendum: The Service updated this policy to align with updated Title 5 regulations, make language corrections, move some detail to the accompanying procedure, and ensure consistent formatting between this policy template and the AP 7600 template.
- > Legal Update 42: The Service updated this policy to add new legal requirements that law enforcement agencies establish a board policy before purchasing, raising funds for, or acquiring military equipment.
- > Legal Update 40: The Service updated this procedure to add new legal requirements that law enforcement agencies obtain approval from the governing board before purchasing, raising funds for, or acquiring military equipment. (2022-23 carryover)
- > Legal Updates 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)

Level 2 Review Schedule

- 08/31/24 ♦ Estimated Receipt of Recommendation
- 09/19/24 ♦ PPAC Approves Review Level
- 09/20/24 ♦ Level 2 to Constituents and AS for Feedback
- 10/02/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 10/17/24 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 11/14/24 ♦ BOT 1st Read
- 12/13/24 ♦ BOT Final Approval

Begin Recommendation for BP 7600 District Police Department

DISTRICT POLICE DEPARTMENT

The Board of Trustees has established a District Police Department under the supervision of a Chief of Police, who shall report directly to the Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator Chancellor. The purpose of the District Police Department is to enforce the law on or near the campus and other grounds or properties owned, operated, controlled, or administered by the District or by the State acting on behalf of the District.

Public safety services must adhere to principles of diversity, equity, inclusion, and accessibility. Public safety services must advance access to education, educational equity, and opportunities for student success by creating safe, secure, peaceful, and inclusive campus environments in which all persons may fully develop their individual potential without fear or undue risk of physical or emotional harm.

District police officers shall be employed as members of the classified service but shall, when duly sworn, be peace officers as defined by law. Prior to employment, they shall satisfy the training requirements set out in Penal Code Sections 830 et seq.

The Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator Chancellor shall establish minimum qualifications of employment for the Chief of Police and all campus public safety personnel, including, but not limited to, prior employment as a peace officer or completion of a peace officer training course approved by the Commission on Peace Officers' Standards and Training.

The Chancellor shall ensure that every member of the District Police Department first employed by the District before July 1, 1999 satisfies the requirements of state law regarding qualifications for continued employment.

Every member of the District Police Department shall be issued a suitable identification card and badge bearing the words "San Bernardino Community College District Police Department."

The Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator Chancellor, in cooperation with the Chief of Police, shall issue such other regulations as may be necessary for the administration of the District Police Department.

Use of Military Equipment

The Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator Chancellor will develop procedures to

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



7600 District Police Department



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

ensure the Chief of Police obtains approval from the Board of Trustees of a military equipment use policy prior to purchasing, raising funds for, or acquiring military equipment as defined in the Government Code.

~~Campus Policing and Student Success~~Public Safety Compact

The Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator, Chancellor, will develop procedures to ensure the District develops a "Public Safety Compact" with District stakeholders, including college police officers. The Public Safety Compact will establish the District's requirements for the delivery of public safety-related services on campus, including the respective roles and responsibilities of administrators, faculty, college police officers, mental health and social services workers, crisis counselors, community non-profits, and other related service providers in responding to the public safety needs of the District. college.

Public Safety Advisory Committee

The District will establish a "Public Safety Advisory" committee to make recommendations to the District Board of Trustees governing board related to District policies governing college public safety services.

The Public Advisory committees shall be composed of campus stakeholder representatives, and the District shall engage in active efforts to recruit advisory committee members from historically underserved communities.

The District will engage in active efforts to recruit advisory committee members from historically underserved communities.

Policing Data

The Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator, Chancellor will develop procedures to ensure the Chief of Police will record policing data metrics, including key performance indicators, track data related to traffic stops and other officer-initiated contacts, and conduct stakeholder climate surveys focused on college public safety services.

Use of Force

The Board of Trustees directs the Chief ~~[s]~~ of Police to establish operational guidelines regarding reasonable use of force for District college police officers. The Board of Trustees expects every District college police officer to carry out their duties, including the use of force, in a fair and unbiased manner and to use reasonable force in any situation and make decisions in a professional, impartial, and reasonable manner and to use of de-escalation techniques whenever possible.]

Report Regarding Complaints

The Chief ~~[s]~~ of Police shall provide the Board of Trustees, when requested, with a report regarding complaints against the District Police Department and college police officers. This report must disaggregate the complainants by race, gender, religion, or any other characteristic identified by the Board of Trustees.

References:

Education Code Sections 72330 et seq.;
Government Code Sections 3300 et seq and 7070 et. seq.;
Penal Code Sections 830 et seq.
Title 5 Sections 51028, 51100, 51102, and 59700 et seq.

End Recommendation for BP 7600 District Police Department



7600 District Police Department



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ AP 7600 District Police Department

Reasons for Review

- > Legal Update 42 Addendum: The Service updated this policy to align with updated Title 5 regulations, make language corrections, move some detail to the accompanying procedure, and ensure consistent formatting between this policy template and the AP 7600 template.
- > Legal Update 42: The Service updated this policy to add new legal requirements that law enforcement agencies establish a board policy before purchasing, raising funds for, or acquiring military equipment.
- > Legal Update 40: The Service updated this procedure to add new legal requirements that law enforcement agencies obtain approval from the governing board before purchasing, raising funds for, or acquiring military equipment. (2022-23 carryover)
- > Legal Updates 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)

Begin Recommendation for AP 7600 District Police Department

DISTRICT POLICE DEPARTMENT

The ~~Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator~~ ~~Chancellor~~ is delegated the responsibility to establish minimum qualifications of employment for the Chief of Police and all campus public safety personnel including but not limited to prior employment as a peace officer or completion of a peace officer training course approved by the Commission on Peace Officers' Standards and Training. The employment of ~~campus~~ public safety personnel will be subject to the equal employment opportunity regulations.

The District Police Department must participate in Peace Officer Standards and Training Commission programs. All college police officers must be certified by the Commission. college police officers shall be employed as members of the classified service but shall, when duly sworn, be peace officers as defined by law. Prior to employment, they shall satisfy the training requirements set out in Penal Code Sections 830 et seq. The District requires in the hiring, retention, and promotion of college police officers that officers demonstrate a commitment to policing with a "guardian" rather than a "warrior" mindset. college police officers must adhere to community policing principles and evidence-based policing practices as defined in the applicable Title 5 regulations.

Every member of the District Police Department first employed by the District before July 1, 1999 must satisfy the requirements of state law regarding qualifications for continued employment, in order to retain his/her employment, meet the requirements of Education Code Section 72330.2, including but not limited to:

- Submission of one copy of his/her fingerprints which shall be forwarded to the Federal Bureau of Investigation
- A determination that the employee is not a person prohibited from employment by a California community college district, and
- If the employee is required to carry a firearm, is not a person prohibited from possessing a firearm.

Every member of the District Police Department shall be supplied with, and authorized to wear, a badge bearing the words "San Bernardino Community College District Police Department." Every member of the District Police Department shall be issued a suitable identification card.

Salaries for District Police Department employees shall be established after appropriate negotiations with their exclusive representative. If no such unit is established, salaries shall be recommended by the ~~Vice Chancellor~~ Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator of HR and Police Services.

~~The Chancellor in cooperation with the Chief of Police, shall issue such other regulations as may be necessary for the administration of the District Police Department.~~

- ~~Schedules and shifts~~
- ~~Call back procedures~~



7600 District Police Department



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ AP 7600 District Police Department

- ~~Weapons practices, especially drawing weapons~~
- ~~Use of vehicles~~
- ~~Pursuit practices~~
- ~~Discipline procedures~~
- ~~Training~~

The Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator ~~Chancellor~~, in cooperation with the Chief of Police, shall issue protocol guidelines for the administration of the District Police Department. These protocols will be listed in the District ~~SBCCD~~ Police Department Policy Manual. The specific instructions will describe guidelines and limitations for District Police Department, including but not limited to:

- Schedules and shifts;
- Call back procedures;
- Weapons practices, especially drawing weapons;
- Use of vehicles;
- Pursuit practices;
- Use of force;
- Discipline procedures;
- Responsibilities to coordinate with local law enforcement; and
- Training

College police officers must participate in regular training related to the conduct and methods of community policing, anti-bias, cultural responsibility, conflict avoidance, and de-escalation. College police officers shall receive community college-specific training as required by the law, and as made available by the commission. The District must provide college police officers routine mental health services and prompt referral to crisis counseling following any critical incident.

The District Police Department shall cooperate with local law enforcement in accordance with an agreement to be entered into in accordance with the requirements of Education Code Section 67381. The agreement shall address, but not be limited to, the following:

- Operational responsibilities for investigations of the following violent crimes: willful homicide, forcible rape, robbery, aggravated assault;
- Geographical boundaries of the operational responsibilities; and
- Mutual aid procedures

[The following language is Optional.]

Report Regarding Complaints

The Chief(s) of Police shall provide the Board, when requested, with a report regarding complaints against the police department and police officers. This report must disaggregate the complainants by race, gender, religion, or any other characteristic identified by the Board.]

Use of Military Equipment

The Chief of Police will work with the Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator ~~Chancellor~~ to ensure the Board of Trustees approves a military equipment use policy prior to purchasing, raising funds for, or acquiring military equipment as defined in the Government Code. The Chief of Police shall submit the proposed military equipment policy to the Board of Trustees through the Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator ~~Chancellor~~ and make those documents available on



7600 District Police Department



Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Hannon ♦ AP 7600 District Police Department

the police department website at least 30 days prior to any public hearing concerning the military equipment at issue.

If the District Police Department receives approval for the military equipment use policy, it shall submit to the Board of Trustees an annual military equipment report for each type of military equipment approved by the Board of Trustees within one year of approval, and annually thereafter for as long as the military equipment is available for use. The District Police Department shall also make each annual military equipment report available on its internet website for as long as the military equipment is available for use. The Board of Trustees shall annually review the policy and either disapprove a renewal of the authorization of the military equipment use policy or amend the policy if it determines that the military equipment does not comply with the standards set forth state law.

The Board of Trustees prohibits auxiliary organizations from purchasing military equipment, unless authorized by the Board of Trustees following standards required by law for the purchase of equipment for police agencies made with public funds.

Campus Policing and Student Success

College police officers are required to offer contact information to individuals they stop or otherwise subject to a police officer-initiated interaction, except where doing so would pose a safety risk.

The District encourages individuals who have interacted with college public safety personnel to submit to the District a response related to the interaction. The Chief of Police will establish a process to encourage individuals to submit a response.

The District requires college police officers to attend and participate in campus activities not involving a "police response" or other formal public safety-related activities, such as participating in student events when invited, in town halls, convocations, and other similar events where informal or social interactions with other campus stakeholders is possible.

Public Safety Data

The Chief of Police shall record policing data metrics, including key performance indicators, track data related to traffic stops and other officer-initiated contacts; and conduct stakeholder climate surveys focused on campus public safety services. The Chief of Police will establish a process to solicit responses regarding the individual's perception of the interaction and the District's public safety practices, via an accessible method for all individuals to provide responses. Such responses shall be permitted to be anonymous. The Chief of Police shall provide to the Public Safety Advisory Board an aggregated summary or otherwise anonymized version of the responses received. Retaliation against anyone responding, including the use of a response in a disciplinary proceeding against the responder, is prohibited. This process is separate from any disciplinary or personnel proceeding, and information, data, and records developed under this process shall not be maintained in any personnel file.

References:

Education Code Section 72330;
Government Code Sections 3300 et seq. and 7070 et seq.
Penal Code Sections 830 et seq.
Title 5, Sections 59700 et seq.

End Recommendation for AP 7600 District Police Department

AP 4227 Repeatable Courses



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

Reasons for Review

> Legal Update 43: The Service updated this procedure to align with revised Title 5 regulations.

Level 3 Review Schedule

11/14/2024 ♦ Recommendation Received

11/21/2024 ♦ PPAC Approves Review Level

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

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

12/20/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

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

02/20/2025 ♦ PPAC Reviews Final AS Input

03/13/2025 ♦ BOT 1st Read

04/10/2025 ♦ BOT Final Approval

Begin Recommendation for AP 4227 Repeatable Courses

~~(Replaces current SBCCD AP 4227)~~

Only the following types of courses may be designated as repeatable:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses.

The District must identify and designate such repeatable courses in its catalog.

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times.

Students may petition to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure. Students can repeat such courses any number of times.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than four semesters. This limit applies even if the student receives a substandard grade or "W" during one or more enrollments or if a student petitions for repetition due to extenuating circumstances. Activity courses are defined as courses where the content differs each time the course is offered, but the primary educational activity remains the same. Examples of activity courses include physical education and courses in music, art, theater, and dance.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5, Section 56029.

AP 4227 Repeatable Courses



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

~~A student may repeat a cooperative work experience program any number of times as long as they do not exceed the limit on the number of units of cooperative work experience set forth in Title 5 Section 55253(a); however, the grade received by the student each time will be included in calculations of the student's grade point average. A student may repeat a work experience education course subject to Title 5 Section 55040..~~

The District shall develop and implement a mechanism to allow it to properly monitor course repetition.

References:

Title 5 Sections 55040, 55041, 55253, and 56029

End Recommendation for AP 4227 Repeatable Courses

BP 5020 Nonresident Tuition



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

Reasons for Review

> Legal Update 42: The Service updated this policy to provide an exemption to a nonresident student who enrolls in a credit English as a Second Language course if they meet certain requirements pursuant to changes in the Education Code.

Level 2 Review Schedule

10/21/2024 ♦ Recommendation Received

11/21/2024 ♦ PPAC Approves Review Level

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

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

12/20/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3

01/09/2025 ♦ BOT 1st Read

02/13/2025 ♦ BOT Final Approval

Begin Recommendation for BP 5020 Nonresident Tuition

(Replaces current SBCCD BP 5020)

Nonresident students shall be charged nonresident tuition for all units enrolled, unless specifically required otherwise by law.

Not later than March 1 of each year, the Chancellor shall bring to the Board of Trustees for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Chancellor is responsible for establishing procedures regarding collection, waiver, and refunds of nonresident tuition.

The Chancellor is authorized to implement a capital outlay fee, in an amount established by the board to be charged only to persons who are both citizens and residents of foreign countries. The Board of Trustees finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the county of which they are a citizen and resident, or if they demonstrate economic hardship.

Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they have a parent who has been deported or was permitted to depart voluntarily, they moved abroad from California as a result of that deportation or voluntary departure, and they attended a public or private secondary school in the state for three or more years. Upon enrollment, students who qualify for this exemption must be in their first academic year as a matriculated student in California public higher education, live in California, and file an affidavit with the District stating that they intend to establish residency in California as soon as possible.

Additionally, students who would otherwise be charged nonresident tuition fees for credit English as a Second Language courses shall be exempt if they demonstrate they are a recent immigrant, a recent refugee, or a person who has been granted asylum by the United States. This exemption applies only to individuals who, upon entering the United States, settled in California and who have resided in California for less than one year.

BP 5020 Nonresident Tuition



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

References:

Education Code Sections 68050, 68051, 68052, 68130, 68130.5, and [76140, and](#) 76141;
Title 5 Section 54045.5

End Recommendation for BP 5020 Nonresident Tuition

AP 5020 Nonresident Tuition



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

Reasons for Review

> Legal Update 42: The Service updated this procedure to provide an exemption to a nonresident student who enrolls in a credit English as a Second Language course if they met certain requirements pursuant to changes in the Education Code.

Begin Recommendation for AP 5020 Nonresident Tuition

(Replaces current SBCCD AP 5020)

A. Status Defined

Students who do not establish residence in this State for more than one year immediately preceding the residence determination date prescribed below are classified as "nonresident students." "International students" are students who are citizens and residents of a foreign country.

B. Authority to Determine Residence

The College President or designee shall make the determination of residence status. The Office of County Counsel shall act as the reviewing authority if differences arise.

C. Resident Determination Date

The "resident determination date" is the day preceding the first day of instruction of the semester or term during which the student proposes to enroll.

D. Residency Reclassification –

In order to establish residency, it is necessary that there be a union of act and intent. To establish residency, a person capable of establishing residence in California must couple his or her physical presence in California with objective evidence that the physical presence is with the intent to make California the home for other than a temporary purpose.

1. A student seeking reclassification as a resident, who was classified as a non- resident in the preceding term, shall be determined financially independent or dependent in accordance with Ed Code 68044.
2. One-Year Waiting Period – The one year residence period which a student must meet to be classified as a resident does not begin until the student is both present in California and has manifested a clear intent, as delineated on the College's approved residency determination form, to become a California resident.
3. Reestablished Residence – If a student or the parents of a minor student relinquish California residence after moving from the state, one full year of physical presence, coupled with one full year of demonstrated intent to be a California resident, is required to reestablish residence for tuition purposes, except as provide in Ed Code section 68070.
4. Physical Presence – A person capable of establishing residence in California must be physically present in California for one year prior to the residence determination date to be classified as a resident student. Physical presence within the state solely for educational purposes does not constitute establishing California residence regardless of the length of that presence.
5. Intent – Intent to make California the home for other than a temporary purpose may be manifested in many ways. No one factor is controlling. Objective manifestations of intent to establish California residence include but are not limited to (1) ownership of residential property or continuous occupancy of rented Property in California, (2) registering to vote and voting in California, (3) licensing from California for professional practice, (4) active membership in service or social clubs, (5) presence of spouse, children or other close relative in the state, (6) showing California as home address on federal income tax form, (7) payment of California state income tax as resident, (8) possessing California motor vehicle license plates, (9) possessing a California driver's license, (10) maintaining permanent military address or home of record in California while in armed forces.

E. Tuition

The Board shall determine the nonresident tuition fee prior to March 1 each year. Fees are due and payable upon completion of the course registration process.

F. Admission Errors

Nonresident students subject to payment of nonresident fees, who have been admitted to a class in error without payment of tuition, shall



5020 Nonresident Tuition



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

be excluded from attendance until fees have been paid.

G. Falsification of Residence

Nonresident students, who have been admitted to a class without the payment of the nonresident fees based on the submission of incomplete or falsified information either by or for them, are subject to immediate exclusion.

H. Exemptions, including:

1. Students who are concurrently enrolled in K-12 classes are exempt from nonresident tuition.
2. Students who are members of the military services are exempt from nonresident tuition for one year after their date of assignment in California. After that period, they must take steps to establish residency or pay the nonresident tuition.
3. "Covered individuals" who meet the eligibility criteria as defined in VACA are exempt from nonresident tuition.

Veterans Access, Choice, and Accountability Act (VACA H.R. 3230)

In August 2014, President Obama signed the Veterans Access, Choice, and Accountability Act of 2014 ("VACA Act"), into law (Public Law No.: 113-146). Section 702 of the VACA Act (38 U.S.C. 3679(c)) requires the U.S. Department of Veterans Affairs (VA) to disapprove programs of education under the Montgomery GI Bill-Active Duty (MGIB-AD) and Post-9/11 GI Bill education benefit programs (Chapters 30 or 33, respectively, of Title 38, U.S. Code) at institutions of higher learning if the school charges qualifying veterans and dependents ("covered individuals") tuition and fees in excess of the in-state rate for resident students for terms beginning after July 1, 2015. A "covered individual" is defined in the VACA Act as:

- a. A Veteran who lives in the state in which the institution of higher learning is located (regardless of ~~his/her~~ their formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- b. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of ~~his/her~~ their formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.
- c. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of ~~his/her~~ their formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- d. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees as described in the updated fee policy described below.
4. Any students, other than non-immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - a. either high school attendance in California for three or more years OR attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or combination of those schools;
 - b. graduation from a California high school or attainment of the equivalent thereof;
 - c. registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - d. completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - e. in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize ~~his/her~~ their immigration status, or will file an application as soon as ~~he/she/they are~~ eligible



5020 Nonresident Tuition



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

to do so.

- f. Any students who meet the following requirements:
 - i. demonstrates financial need;
 - ii. has a parent who has been deported or was permitted to depart voluntarily;
 - iii. moved abroad as a result of that deportation or voluntary departure;
 - iv. lived in California immediately before moving abroad;
 - v. attended a public or private secondary school in the state for three or more years; and
 - vi. Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.
- g. Any nonimmigrant aliens granted "T" or "U" visa status under title 8 U.S. Code Section 1101(a)(15)(T)(i) or (ii), or section 1101(a)(15)U(i) or (ii), respectively, who meet the following requirements:
 - i. high school attendance in California for three or more years;
 - ii. graduation from a California high school or attainment of the equivalent thereof;
 - iii. registration or enrollment in a course offered for any term or commencing on or after January 1, 2002; and
 - iv. completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption.
- h. [A special part-time student, other than a nonimmigrant alien under 8 U.S. Code Section 1101\(15\)\(a\), participating in a College and Career Access Pathways \(CCAP\) partnership program and enrolled in no more than 15 units per term.](#)
- i. [A nonresident student who enrolls in a credit English as a Second Language course at the district and who is any of the following:](#)
 - [A recent immigrant, as defined in 8 U.S. Code Section 1101\(a\)\(15\);](#)
 - [A recent refugee, as defined in 8 U.S. Code Section 1101\(a\)\(42\); or](#)
 - [A person who has been granted asylum by the United States, as defined in 8 U.S. Code Section 1158.](#)

[This exemption applies only to individuals who, upon entering the United States, settled in California and who have resided in California for less than one year. This exemption applies only to the tuition fee for credit ESL courses.](#)
- j. A requirement that the nonresident tuition fee be set not later than March 1 of each year
- k. A requirement that the calculation reflect the current expense of education calculated according to the Budget and Accounting Manual
- l. Exemptions, if any, due to reciprocity with bordering states
- m. Processing fees, if any, for international students
- n. A requirement that the calculation include the expense of education in the preceding fiscal year
- o. A requirement that the calculation reflect fees in contiguous Districts
- p. A requirement that the calculation provide for students enrolled in more or less than 15 units per term
- q. A requirement that a notice listing persons exempt from paying nonresident tuition be posted on the District's website.

I. Refunds

Refunds are subject to conditions set forth in the Refund Policy.

AP

5020 Nonresident Tuition



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

References:

Education Code Sections 68075.65, 68130.5 and 76140 et seq.;
Title 5 Section 54045.5

End Recommendation for AP 5020 Nonresident Tuition



5070 Attendance Accounting



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

Reasons for Review

- > BP requires an annual review; last updated 12/8/2023
- > Chapter Lead reviewed and recommends no changes.

Level 3 Review Schedule

- 11/07/2024 ♦ Recommendation Received
- 11/21/2024 ♦ PPAC Approves Review Level
- 11/22/2024 ♦ Level 2 to Constituents and AS for Feedback
- 12/04/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 12/20/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 02/05/2025 ♦ AS Reviews Level 3 for Final Input
- 02/20/2025 ♦ PPAC Reviews Final AS Input
- 03/13/2025 ♦ BOT 1st Read
- 04/10/2025 ♦ BOT Final Approval

Begin Recommendation for BP 5070 Attendance Accounting

NOTE: This policy is unique to SBCCD.

The District shall ensure that procedures are in place to document and retain all course enrollment, attendance, and disenrollment information. Procedures for implementation of this policy shall be maintained in the Admissions and Records Office and shall be reviewed annually and updated as necessary to reflect changes in state enrollment, attendance, and disenrollment reporting procedures.

References:

Ed. Code § 71020, 76300, 84040, 84040.5, and 84040.6;
Title 5, Sections 58000 et seq.

End Recommendation for BP 5070 Attendance Accounting

AP**5070 Attendance Accounting**

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

Reasons for Review

> FYI. AP being forwarded to support annual review of BP

Begin Recommendation for AP 5070 Attendance Accounting

Pursuant to Education Code Section 58000, the Department of Finance, the Auditor General, and the California Community Colleges Chancellor's Office, documentation requirements are maintained to promote standardized, accurate reporting of data used for calculating the state general fund apportionment and to facilitate annual audits required of the district. Attendance accounting requirements are administered by the appropriate District offices and include the following areas:

- Computation of units of full time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course
- Selection of a single primary term length for credit courses
- Reporting of FTES during the "first period" (between July 1 and December 31), the "second period" (between July 1 and April 15), and the "third period" (between July and June 30)
- Compliance with census procedures prescribed by the State Chancellor's Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis
- Preparation of census day procedure tabulations
- Preparation of actual student contact hours of attendance procedure tabulations
- Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations
- Preparation of support documentation regarding all course enrollment, attendance and disenrollment information
- Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which the student served
- Maintenance of the colleges in the District for at least 175 days during the fiscal year
- Modification of account procedures in response to emergency condition as prescribed by the State Chancellor's Office

The Office of Research, Planning & Institutional Effectiveness shall verify compliance with prescribed State procedures for reporting attendance according to valid census dates and FTES calculations for all classes. Attendance is reported on the Apportionment Form CCFS-320 and Apprenticeship Form CCFS-321.

References:

Education Code Sections 84500-84501;

Title 5 Sections 58000 et seq.

End Recommendation for AP 5070 Attendance Accounting

BP 7150 Evaluation



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

Reasons for Review

> Academic Senate Request at 11/14/2022 meeting to review process and timeliness (2022-23 carryover)
> Legal Update 44 - Updated to clarify the records a district shall update to reflect an affirmed name and gender pursuant to changes in the Education Code.

Level 2 Review Schedule

11/06/2024 ♦ Recommendation Received
11/21/2024 ♦ PPAC Approves Review Level
11/22/2024 ♦ Level 2 to Constituents and AS for Feedback
12/04/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
12/20/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
01/09/2025 ♦ BOT 1st Read
02/13/2025 ♦ BOT Final Approval

Begin Recommendation for BP 7150 Evaluation

~~(Replaces current SBCCD BP 7251)~~

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

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

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

Reference:

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

End Recommendation for BP 7150 Evaluation

AP 7150 Evaluation



10+1 ♦ CCLC | Required to Meet Accrediting Standards ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

Reasons for Review

- > Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this procedure to align content to the ACCJC Accreditation Standard and add a usage note to clarify optional language.
- > Academic Senate Request at 11/14/2022 meeting to review process and timeliness (2022-23 carryover)

Begin Recommendation for AP 7150 Evaluation

~~(Replaces current SBCCD AP 7251)~~

The District evaluates its employees regularly, using clear criteria that align with professional responsibilities and reflect the District's mission and goals. The evaluation process assesses the effectiveness of personnel and encourages improvement. Actions taken following evaluations are formal, timely, and documented.

Frequency of Evaluation

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

For managers within the first year of evaluation, the supervising manager and manager being evaluated will establish goals and objectives to be accomplished. The supervising manager will be solely responsible for providing an evaluation within the first six months of hire. In the subsequent year, and each year thereafter, the evaluation committee process will be instituted ~~(if applicable)~~.

Interim Managers will be evaluated during the sixth month of interim appointment, and annually thereafter if the assignment is greater than one semester in length. The supervising manager will be solely responsible for providing the evaluation. A survey will be sent campus/district wide for all interims when appropriate. Evaluations may be held on a more frequent basis as appropriate.

EVALUATION TIMELINE:

No later than October 1 of each calendar year the supervising manager and manager will meet to initiate the evaluation process. This meeting will entail the review of prior goals, if applicable, and the establishment of new goals for the current year.

~~By November 1 of each year, the committee shall be formed. The committee will convene and provide a written report to the supervising manager no later than December 31 of each calendar year.~~

The final evaluation report shall be provided to the manager no later than January 31 of each calendar year.

Goals/Objectives

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

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

1. The supervising manager will receive an email from Human Resources ~~before October 1 of each calendar year~~ notifying ~~him or her~~ **them** that an evaluation of the manager is due by **January 31**.
2. The person to whom the supervising manager reports will also receive the email and will be responsible for ensuring the evaluation is completed and forwarded to Human Resources within the required timeframe.
3. The President of the College and the appropriate Vice President will be copied on the email.

AP 7150 Evaluation



10+1 ♦ CCLC | Required to Meet Accrediting Standards ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

Committee

In the case of campus Directors, Deans, and Vice Presidents, the committee shall include the supervising manager as chairperson, one manager appointed by the President, one faculty member appointed by the Academic Senate, and one classified employee appointed by CSEA.

In the case of the College Presidents, the committee shall include the supervising manager as chairperson, one manager appointed by the Chancellor, two faculty members appointed by the Academic Senate, and one classified employee appointed by CSEA.

In the case of the district-level Directors, Executive Directors, Associate Vice Chancellor(s), Vice Chancellor(s) and Executive Vice Chancellor(s), the committee shall include the supervising manager as chairperson, one manager appointed by the Chancellor, one faculty member appointed by the Academic Senate at San Bernardino Valley College, one faculty member appointed by the Academic Senate at Crafton Hills College, and one classified employee appointed by CSEA.

All supervisors and managers will be evaluated by the supervising manager.

In the event a committee member is unable to participate, an alternate can be appointed if selected prior to the first committee meeting. Once the committee has met, no new members may be added.

At the discretion of the supervising manager, committee meetings may take place using teleconference and/or video conferencing.

All committees are created and organized by the supervising manager.

Campus/District Survey

As appropriate to the assignment, the supervising manager shall seek written feedback from the campus and/or district community via a District survey created by the Office of Research, Planning and Institutional Effectiveness. ~~In obtaining this feedback the supervising manager shall use an approved evaluation form. Using the approved form,~~ The supervising manager shall seek will receive input from applicable managers, faculty, classified staff and any others who are in a position to know how effectively the manager is performing assigned responsibilities. The survey feedback will be directly sent to the Office of Research, Planning and Institutional Effectiveness. Responses on the ~~approved form~~ District survey shall be signed, and the Office of Research, Planning and Institutional Effectiveness ~~supervising manager~~ shall prepare a consolidated summary of the ratings and comments which will be sent directly to the supervising manager. Original survey documents will be destroyed once the consolidated summary is prepared. A copy of the consolidated summary will be made available to the committee.

Evaluatee

Prior to the evaluation conference, the manager being evaluated will submit, to their supervising manager accessible via the District intranet, a ~~written~~ self-evaluation of ~~his/her~~ their performance, which shall be based on the approved job description and previously established, mutually agreed upon goals and objectives, leadership skills, accomplishments, and any professional development during the evaluation timeframe. The manager may submit a portfolio of representative work, or any other items ~~he/she~~ they considers appropriate.

Evaluation Report

The supervising manager will produce an ~~written~~ evaluation report by January 31 accessible via the District intranet. The report shall include:

4. A summary of duties from the job description, which shall serve as a basis for the evaluation.
5. A summary list of the goals and objectives from the prior year that have been mutually agreed upon by the manager and ~~his/her~~ their supervising manager.
6. An assessment of the extent to which the manager meets ~~his/her~~ their stated goals and objectives.
7. An assessment of the management and leadership strengths of the manager.
8. An assessment of the manager's quality and quantity of work.
9. The identification of any areas in which the manager can improve ~~his/her~~ their performance or management skills.
10. A copy of the consolidated summary of the ratings and comments.

The written report shall specify one of the following:

AP 7150 Evaluation



10+1 ♦ CCLC | Required to Meet Accrediting Standards ♦ Chapter Lead Hannon ♦ Both BP & AP Exist

11. Commendation for superior performance;
12. Confirmation of satisfactory performance;
13. Recommendation for improvement and/or further evaluation as indicated by unsatisfactory performance.

The evaluation record shall be read and signed by the supervising manager and the manager before being placed in the manager's file. The manager shall receive a copy of the evaluation report, and will have an opportunity to attach a written response within 15 working days. The response may offer clarification, additional information, or a rebuttal, as the person being evaluated may wish.

An official file of evaluation reports shall be ~~filed and maintained in~~ **electronically in the managers employment file via Human Resources Information System (HRIS)**. Evaluation reports shall not be retained in the file beyond a four-year period if the manager requests that they be expunged.

~~There will be only two copies of a completed evaluation. One copy will remain in the possession of the manager being evaluated and the original will become a part of the official file in Human Resources. The manager being evaluated will have access to their evaluation report via the District HRIS.~~

Procedures in the Case of Unsatisfactory Performance of Responsibilities

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

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

Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration

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

Non-Management Employees

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

The criteria for confidential employee evaluations shall be based on board policy, **performance narrative, measures of performance, and employee development.** ~~the job descriptions, and performance goals and objectives developed mutually by the confidential employee and the supervisor.~~

Additional documents related to evaluation can be reviewed on the Human Resources [web-page](#).

Also see BP/AP 2435 titled Evaluation of the Chancellor

Reference:

Accreditation Standard ~~III.A.5 (formerly III.A.1.b)~~ 3.3

End Recommendation for AP 7150 Evaluation



2510 Participation In Local Decision-Making



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

Reasons for Review

> Recommendation from VC Hannon
 > Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standards pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Level 3 Review Schedule

02/21/2024 ♦ Recommendation Received
 03/05/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
 02/25/2024 ♦ PPAC Approves Review Level
 02/26/2024 ♦ Level 3 to Constituents and AS for Feedback
 03/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
 03/11/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
 04/03/2024 ♦ AS Reviews Level 3 for Final Input
 04/08/2024 ♦ PPAC Reviews Final AS Input
 05/09/2024 ♦ BOT 1st Read
 PENDED ♦ BOT Final Approval
 11/13/2024 ♦ BPPAC Review
 11/21/2024 ♦ PPAC As FYI
 12/13/2024 ♦ BOT Final Approval

Begin Recommendation for BP 2510 Participation In Local Decision-Making

Board of Trustees

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

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

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

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

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

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate patterns;
3. Grading policies;
4. Educational program development;

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



2510 Participation In Local Decision-Making



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

5. Standards or policies regarding student preparation and success;

6. Policies for faculty professional development activities;

7. District and college governance structures, as related to faculty roles;

8. Faculty roles and involvement in accreditation processes, including self-study and annual reports;

9. Processes for program review;

10. Processes for institutional planning and budget development; and

11. Other academic and professional matters.

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

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

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

Staff (Title 5 Section 51023.5)

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

Students (Title 5 Section 51023.7)

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

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

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

References:

Education Code Section 70902(b)(7);

BP

2510 Participation In Local Decision-Making



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

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

End Recommendation for BP 2510 Participation In Local Decision-Making



2510 Participation In Local Decision-Making



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

Reasons for Review

- > FYI Only
- > Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standards pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Level 3 Review Schedule

- 02/21/2024 ♦ Recommendation Received
- 09/11/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
- 09/19/2024 ♦ PPAC Approves Review Level
- 02/25/2024 ♦ Level 2 to Constituents and AS for Feedback
- 10/02/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
- 10/17/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
- 11/06/2024 ♦ AS Reviews Level 3 for Final Input
- 11/21/2024 ♦ PPAC Reviews Final AS Input
- 12/13/2024 ♦ BOT 1st Read
- PENDED ♦ BOT Final Approval

Begin Recommendation for AP 2510 Participation In Local Decision-Making

Overview

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

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

Governance Process

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

AP

2510 Participation In Local Decision-Making



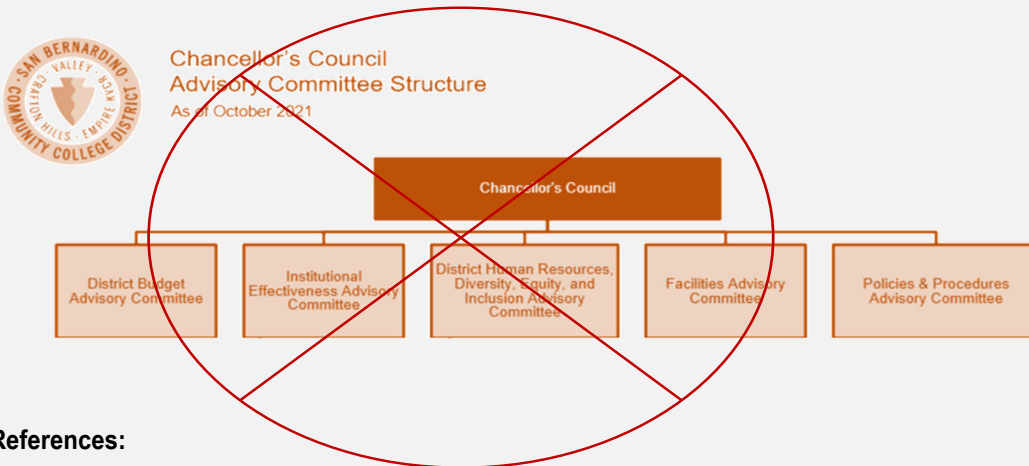
10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

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

Organization

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

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



References:

Education Code Section 70902(b)(7);
Title 5 Sections 53200 et seq., 51023.5, and 51023.7;
ACCJC Accreditation Standards ~~IV.A and IV.D.7 (formerly IV.A.2, IV.A.5)~~ 4.2 and 4.3

End Recommendation for AP 2510 Participation In Local Decision-Making