

# DISTRICT ASSEMBLY AGENDA

November 3, 2015  
3:00pm  
District Board Room

Present:

Absent:

Guests:

TOPIC	DISCUSSION
Call to Order -Stankas	
Chancellor's Report	None
<p>Approval of Minutes – 10/6/15 <b>(p.3)</b></p> <p>Once approved, minutes and materials will be posted on the District web-site: <a href="http://www.sbccd.org/District_Faculty_-_a-,_Staff_Information-Forms/District_Committee_Minutes/District_Assembly">http://www.sbccd.org/District_Faculty_-_a-,_Staff_Information-Forms/District_Committee_Minutes/District_Assembly</a></p>	
<p>Old Business</p> <ul style="list-style-type: none"> <li>• Policies &amp; Procedures for 2<sup>nd</sup> Reading               <ul style="list-style-type: none"> <li>• BP 2200 Board Duties &amp; Responsibilities <b>(p.6)</b></li> <li>• BP 2210 Officers <b>(p.11)</b></li> <li>• BP 2220 Committees of the Board <b>(p.15)</b></li> <li>• BP 2305 Annual Organizational Meeting <b>(p.17)</b></li> <li>• AP 7250 Educational Administrators <b>(p.19)</b></li> <li>• BP/AP 7150 Evaluation <b>(p.46 &amp;48)</b></li> </ul> </li> </ul>	
<p>New Business</p> <ul style="list-style-type: none"> <li>• Policies &amp; Procedures for 1<sup>st</sup> Read               <ul style="list-style-type: none"> <li>• BP 7250 Educational Administrators (as requested by VC Human Resources) <b>(p.54)</b></li> <li>• BP/AP 5530 Student Rights &amp; Grievances (as requested by VP Student Services and VP Instruction) <b>(to be distributed at the meeting)</b></li> <li>• BP/AP 7340 Leaves (as requested by VC Human Resources) <b>(to be distributed at the meeting)</b></li> </ul> </li> </ul>	
<p>Reports:</p> <ul style="list-style-type: none"> <li>• Non-Credit Updates from Senates</li> <li>• Calendar Committee Recap and Update</li> <li>• Master Plan Update</li> <li>• Academic Senates</li> <li>• Classified Senates</li> <li>• Student Senates</li> </ul> <p>Written District Reports</p> <ul style="list-style-type: none"> <li>•</li> </ul>	

**Public Comments**

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

**Future Agenda Items**

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

**Adjourn**

# DISTRICT ASSEMBLY MINUTES

October 6, 2015  
3:00pm  
District Board Room

**Present:** Stankas, Huston, Danley, Crow, Briggs, Pires, Feist, Thomas, Levesque, Weiss, Rowley, Burgess, Vazquez, G. Jaramillo, Fisher, Allen, Tinoco, K. Jaramillo (designee for Aaron Beavor),  
**Absent:** Brink, Holbrook, Beebe, Garcia, Hallex, Gamboa, Miller, Paddock, Dale Carter, Chavira, Gilbert, Eation, Lillard, Williams, Valdemar (designee for Marco Cota), Baron, Marshall  
**Guests:** Kinde, Norman, Torres

TOPIC	DISCUSSION
Call to Order -Stankas	Stankas called the meeting to order at 3:02pm
Chancellor’s Report	
<p>Approval of Minutes – 9/1/15 (p.3)</p> <p>Once approved, minutes and materials will be posted on the District web-site: <a href="http://www.sbccd.org/District_Faculty_-_a-,_Staff_Information-Forms/District_Committee_Minutes/District_Assembly">http://www.sbccd.org/District_Faculty_-_a-,_Staff_Information-Forms/District_Committee_Minutes/District_Assembly</a></p>	<p>Fisher motioned Levesque seconded to approve the minutes of <u>9/1/15</u>.</p> <p><b>Ayes:</b> Huston, Danley, Crow, Briggs, Pires, Feist, Thomas, Levesque, Weiss, Rowley, Burgess, Vazquez, G. Jaramillo, Fisher, Allen, Tinoco, K. Jaramillo (designee for Aaron Beavor),  <b>NOS:</b> None  <b>Absent:</b> Brink, Holbrook, Beebe, Garcia, Hallex, Gamboa, Miller, Paddock, Dale Carter, Chavira, Gilbert, Eation, Lillard, Williams, Valdemar (designee for Marco Cota), Baron, Marshall  <b>ABSTENSIONS:</b> Stankas</p>
<p>Old Business</p> <ul style="list-style-type: none"> <li>• Review Membership &amp; Constitution <a href="#">Constitution</a> <a href="#">Membership List</a></li> <li>• 6-Year Review Cycle Spreadsheet for 2<sup>nd</sup> Reading (p.7)</li> <li>• Policies &amp; Procedures for 2<sup>nd</sup> Reading <ul style="list-style-type: none"> <li>▪ AP 2410 (p.23)</li> </ul> </li> </ul>	<p>Allen motioned Danley seconded to approve the 6-year review cycle <u>spreadsheet for FY 15-16</u>.</p> <p><b>Ayes:</b> Stankas, Huston, Danley, Crow, Briggs, Pires, Feist, Thomas, Levesque, Weiss, Rowley, Burgess, Vazquez, G. Jaramillo, Fisher, Allen, Tinoco, K. Jaramillo (designee for Aaron Beavor),  <b>NOS:</b> None  <b>Absent:</b> Brink, Holbrook, Beebe, Garcia, Hallex, Gamboa, Miller, Paddock, Dale Carter, Chavira, Gilbert, Eation, Lillard, Williams, Valdemar (designee for Marco Cota), Baron, Marshall  <b>ABSTENSIONS:</b> None</p> <p>Urgent policies or procedures that are not in the scheduled cycle may be brought forward under the current AP 2410 process.</p> <p>District Assembly disagreed with the changes made after the last meeting on 9/1/15. No action was taken on AP 2410. The current process will continue to be followed.</p>

<p>New Business</p> <ul style="list-style-type: none"> <li>• Policies &amp; Procedures for 1<sup>st</sup> Read <ul style="list-style-type: none"> <li>• BP 2200 Board Duties &amp; Responsibilities (as requested by the Board Policy Ad Hoc Committee) <b>(p.32)</b></li> <li>• BP 2210 Officers (as requested by the Board Policy Ad Hoc Committee) <b>(p.37)</b></li> <li>• BP 2220 Committees of the Board (as requested by the Board Policy Ad Hoc Committee) <b>(p.41)</b></li> <li>• BP 2305 Annual Organizational Meeting (as requested by the Board Policy Ad Hoc Committee) <b>(p.43)</b></li> <li>• BP/AP 7250 Educational Administrators (as requested by VC Human Resources)</li> <li>• BP/AP 7150 Evaluation (as requested by VC Human Resources)</li> <li>• BP/AP 5530 Student Rights &amp; Grievances (as requested by VP Student Services and VP Instruction)</li> </ul> </li> </ul>	<p>The following policies and procedures were brought to District Assembly for 1<sup>st</sup> Read and will be taken back to constituent groups for review and consideration.</p> <p>BP 2200, BP 2220, and BP 2305 were submitted without any recommended changes.</p> <p>BP 2210, AP 7250, BP/AP 7150 were presented with recommendations.</p> <p>BP/AP 5530 and BP 7250 were not included and will be brought forward next month for first read.</p>
<p>Reports:</p> <ul style="list-style-type: none"> <li>• Non-Credit Updates from Senates</li> <li>• Calendar Committee Recap and Update</li> <li>• Master Plan Update <b>(p.45)</b></li> <li>• Academic Senates</li> <li>• Classified Senates</li> <li>• Student Senates</li> </ul> <p>Written District Reports</p> <ul style="list-style-type: none"> <li>• Technology/DTSP <b>(p.6)</b></li> </ul>	<p>CHC Academic Senate approved the college to provide release time to faculty. Academic Senate has recommended to move forward and requested for District finding. SBVC resolution passed to ask the board to approve a stipend and release time for lead faculty to spearhead the non-credit process. Committee has met to work out the details of non-credit. Stankas met with AB86 Coordinator, Chancellor, and Union. There may be AB86 funding available. Recommended negotiation for noncredit take place to effectively serve the community.</p> <p>Calendar Committee report was submitted in writing.</p> <p>Master Plan report was submitted in writing.</p> <p>SBVC Academic Senate – Chancellor gave his fall update. SBVC will receive 8 FT faculty. Passed non-credit resolution, working on international student resolution, resolution for ACCJC expectations of academic senate, reimbursement of tuition for President.</p> <p>CHC has 3 resolutions; non-credit, middle college high school, and international students. Opening 3 new buildings, recruiting for women’s golf in partnership with SBVC. Launch women’s swimming. Distance Ed Plan is with shred governance committee. Student Equity plans allocated funding. Adopted syllabus template. Completed basic skills plan. Vote of no confidence and budget process resolutions are coming forward. Working on Student Death policy. Disclaimers on courses will be discussed.</p> <p>CHC Classified Senate having annual chili cook-off, Classified Senate meeting moving –location tbd.</p> <p>SBVC Classified senate concession stands are doing well for scholarships.</p> <p>SBVC Student Senate San Bernardino city council candidate forum. October 21. Students attended event in Washington DC to strengthen ASG body. Wolverine Days event in November.</p>

<p><b>Public Comments</b>  District Assembly welcomes public comment on any issue within the jurisdiction of the District. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, staff may be asked to review a matter or for that matter to be put on a future agenda. As a matter of law, members may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor’s Office at (909) 382-4091 as far in advance of the meeting as possible.</p>	None
<p><b>Future Agenda Items</b></p> <ul style="list-style-type: none"> <li>• Policies &amp; Procedures per review cycle spreadsheet</li> </ul>	
<p><b>Adjourn</b></p>	4:18pm

---

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

---

**BP 2200 BOARD DUTIES AND RESPONSIBILITIES**

*(Replaces SBCCD BP 2000 and BP 2270)*

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

The Board is committed to fulfilling its responsibilities to:

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

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

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

I. Institutional Effectiveness

II. Learning Centered Institution for Student Access, Retention, and Success

III. Resource Management for Efficiency, Effectiveness, and Excellence

IV. Enhanced and Informed Governance and Leadership

The Board directs the Chancellor to ensure that each entity of the District develops and meets goals to ensure that the Board's Imperatives are met.

44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86

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

**A. General**

1. Select the Chancellor of the District.
2. Approve the college calendar and determine which holidays to observe and on what days to observe them within the framework of providing the necessary number of days of instruction to qualify for state apportionment. The calendar shall be established after consultation with the District constituencies.
3. Consider communications and requests from citizens or organizations on matters of administration and policy.
4. Provide auxiliary services necessary to achieve the purposes of the community college.
5. Approve and provide such classes, programs and facilities under the provisions of the Community Service Act and the Civic Center Act as deemed appropriate.
6. Notify the Board President or Chancellor when a member shall be absent from a Board meeting. Such notification shall be given as far in advance of the meeting as possible.
7. Evaluate annually, in writing, the Chancellor's performance using selected evaluation instruments.
8. Evaluate annually, in writing, the Board of Trustees performance using selected evaluation instruments.

**B. Business**

1. Establish policies and approve long-range master plans for facilities, and submit such plans to the Board of Governors for review and approval.
2. Determine and control the District budget and present the budget to County authorities.
3. Consider reports of the financial condition of the District.

- 87 4. Provide for periodic audit of funds of the District as provided by law, including  
88 those of student organizations, food services, bookstores, and others handled  
89 under the supervision of the District.  
90  
91 5. Authorize expenditures of funds and approve payment for authorized  
92 purchases.  
93  
94 6. Manage and control District property.  
95  
96 7. Contract for the procurement of such goods and services as authorized by  
97 law.  
98  
99 8. Receive and administer gifts, grants, and scholarships.

100  
101 **C. Educational**

- 102  
103 1. Establish policies for, and approve, current and long-range educational plans  
104 and programs, and promote orderly growth and development of the colleges  
105 within the District.  
106  
107 2. Establish academic standards, probation and dismissal and readmission  
108 policies, and graduation requirements not inconsistent with the minimum  
109 standards adopted by the Board of Governors.  
110  
111 3. Approve courses, programs of instruction, and certificate and graduation  
112 requirements.  
113  
114 4. Establish ad hoc citizen advisory committees and curricular or career and  
115 technical advisory committees, and appoint, upon the recommendation of the  
116 Chancellor, the members of such committees.

117  
118 **D. Personnel**

- 119  
120 1. Employ and assign all personnel.  
121  
122 2. Establish employment practices, salaries, and benefits for all employees.  
123  
124 3. Serve as a Board of final appeal for employees and the public.  
125  
126 4. Act upon the recommendations of the Chancellor pertaining to the  
127 appointment or dismissal of District employees.  
128

129 **E. Students**

- 130  
131 1. Establish such student fees as authorized by law.  
132



- 133 2. Establish rules and regulations governing student conduct.  
134  
135 3. Serve as a final appeal for complaints regarding administrative actions  
136 against students, employees, and citizens of the District. The Board shall  
137 serve in its appellate role for students, employees, and citizens only after a  
138 decision on the matter in contention has been made by administrative action  
139 and then upon the basis of a request for reconsideration of the matter to the  
140 Board. Appeals on grievances and discipline matters of bargaining unit  
141 members will be handled in accordance with the Collective Bargaining  
142 Agreements.

143 **References:** ACCJC Accreditation Standard IV (formerly IV.B.1.d);  
144 Education Code Section 70902  
145  
146

---

**Adopted:** 1/11/01 (BP 2000); 11/6/08 (BP 2270)

**Revised:** 4/8/04, 7/10/14, 12/11/14

**Reviewed:** 8/14/15

147  
148

149  
150

### COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
BP 2200	Board Policy Ad Hoc Committee 8/14/15	Reviewed-no changes.	

151  
152

---

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

---

**BP 2210 OFFICERS**

*(Replaces current SBCCD BP 2100)*

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

**Duties of the President of the Board:**

1. Preside over all meetings of the Board;
2. Call emergency and special meetings of the Board as required by law;
3. Consult with the Chancellor on the Board meeting agendas;
4. Communicate with individual Board members about their responsibilities;
5. Participate in the orientation process for new Board members **as outlined in the Board Orientation Handbook; The President is ultimately responsible for the orientation process of new board members and student trustees.**
6. Assure Board compliance with policies on Board education, Board self-evaluation, and evaluation of the Chancellor;
7. Represent the Board at official events or ensure Board representation.  
  
~~—The Board President may contact District legal counsel regarding business of the District as he/she deems necessary and the Board President will provide a report to the Board and Chancellor regarding the topic of the call and the associated costs.~~
8. The President has the right to vote on all issues and to participate in the discussions. (Note: This is an exception to Robert's Rules of Order.)

44 9. The Board President shall establish ad hoc committees to comply with Board  
45 Policies and deadlines.

46  
47 10. When applicable, the Board President will orient the incoming Board President in  
48 duties and responsibilities.

49  
50 9-11. The Board President will attend a New Board Chair Workshop in  
51 January.

52  
53  
54

55 **Duties of the Vice President of the Board:**

- 56  
57 1. To perform in the absence of the President, all the duties of the President;  
58  
59 2. To attest the signature of the President or other members of the Board on  
60 contracts, agreements, deeds, leases, and other legal documents not delegated  
61 to the Chancellor or other officers of the District;  
62  
63 3. To attest to the signature of the President or other members of the Board on all  
64 other documents of the District when the attestation is a legal requirement.

65  
66 **Duties of the Clerk of the Board:**

- 67  
68 1. To perform in the absence of the President, or the Vice President all the duties of  
69 the President;  
70  
71 2. To attest the signature of the President or other members of the Board on  
72 contracts, agreements, deeds, leases, and other legal documents not delegated  
73 to the Chancellor or other officers of the District;  
74  
75 3. To attest to the signature of the President or other members of the Board on all  
76 other documents of the District when the attestation is a legal requirement;  
77  
78 4. To certify copies of records of the District as required.

79 4-5. Monitor calendar deadlines pertinent to the Board and report them to the  
80 Board President and the Board.

81  
82 **Board Secretary**

83  
84 The Chancellor of the District shall serve as the Secretary to the Board.

85  
86 **Duties of the Secretary to the Board:**

- 87  
88 1. Notify members of the Board of regular, special, emergency, and adjourned  
89 meetings;

- 90  
91 2. Prepare and post the Board meeting agendas;  
92  
93 3. Have prepared for adoption minutes of the Board meetings;  
94  
95 4. Attend all Board meetings and closed sessions unless excused, and in such  
96 cases to assign a designee;  
97  
98 5. Conduct the official correspondence of the Board;  
99  
100 6. Certify as legally required all Board actions;  
101  
102 7. Sign, when authorized by law or by Board action, any documents that would  
103 otherwise require the signature of the Secretary or the Clerk of the Board.  
104

105 The Board does not have an official system of rotation or officers; it elects the officers  
106 each year from among all its members.  
107

108 **Reference:** Education Code Section 72000  
109

---

**Adopted: 6/11/09**

**Revised: 4/9/15**

110

111

112

### COMMENTS

113

BP or AP #	Representative group	COMMENT	RESPONSE
BP 2210 Officers of the Board	Board Handbook committee – 5/7/15	<p>Line 26 – change to: Ultimately responsible for the orientation process of new board members and student trustees.</p> <p>Line 36 – make this sentence #9 The President has the right to vote on all issues and to participate in the discussions.</p>	<p>8/14/15 – Board Policy Work Group Agreed.</p> <p>8/14/15 – Board Policy Work Group Agreed.</p> <p>8/14/15 – Board Policy Work Group added to line 14 “beginning the following January 1 through December 31”</p> <p>Added to line 27-29 as outlined in the Board Orientation Handbook and “The President is ultimately responsible for the orientation process of new board members and student trustees.”</p> <p>Strike 36-39 “<del>The Board President may contact District legal counsel regarding business of the District as he/she deems necessary and the Board President will provide a report to the Board and Chancellor regarding the topic of the call and the associated costs.</del>”</p> <p>Added 47-51 “When applicable, the Board President will orient the incoming Board President in duties and responsibilities.</p> <p>The Board President will attend a New Board Chair Workshop in January.”</p> <p>Add line 79-80 #5 Monitor calendar deadlines pertinent to the Board and report them to the Board President and the Board.</p>

114

115

---

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

---

**BP 2220 COMMITTEES OF THE BOARD**

*(Replaces current SBCCD BP 2220)*

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

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

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

**Reference:** Government Code Section 54952

---

**Adopted: 1/11/01**

**Revised: 4/8/04, 4/9/15**

**Reviewed: 8/14/15**

29

## COMMENTS

30

BP or AP #	Representative group	COMMENT	RESPONSE
BP 2220 Committees of the Board	Board Policy Work Group – 8/14/15	List standing committees of the Board as determined by the Board at the Retreat.	

31

32



---

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

---

**BP 2305 ANNUAL ORGANIZATIONAL MEETING**

*(Replaces current SBCCD BP 2100)*

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

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

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

---

**Adopted: 6/11/09**

**Revised: 4/9/15**

**Reviewed: 8/14/15**

23

## COMMENTS

24

BP or AP #	Representative group	COMMENT	RESPONSE
BP 2305 Annual Organizational Meeting	Board Policy Work Group – 8/14/15	No change	

25

26

---

San Bernardino Community College District  
Administrative Procedure  
Chapter 7 – Human Resources

---

## AP 7250 EDUCATIONAL ADMINISTRATORS

(Replaces current SBCCD AP 7250)

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

~~❖ From current SBCCD AP 7250 titled Management Employees~~

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

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

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

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

### **HIRING QUALIFICATIONS**

The ~~San Bernardino Community College~~ District has established the following hiring qualifications for all ~~classified management educational administrator~~ positions:

- 43 A. Demonstrated sensitivity to, understanding of, and respect for the diverse  
44 academic, socio-economic, cultural, disability, religious, sexual orientation, and  
45 ethnic backgrounds of community college students.
- 46
- 47 B. Meet the minimum qualifications as stated in the job description.
- 48
- 49 C. Commitment to participate in the collegiate consultation process of the College  
50 and the District.
- 51 G.D. See BP/AP 3410 Nondiscrimination to ensure the most up-to-date  
52 protected classes are addressed.
- 53

## 54 GENERAL HIRING PROVISIONS

### 55 A. Approval to Fill a Position

56 Requests to fill new or vacant positions must be processed through the  
57 appropriate administrator, College President, Fiscal Services and the Office of  
58 Human Resources, and must receive the approval of the Vice Chancellor of  
59 Human Resources & Employee Relations or Designee. All management  
60 positions shall be approved by Chancellor's Cabinet prior to being announced.  
61  
62

### 63 B. Online Employment Application Process

64 The Office of Human Resources implemented this system in order to automate  
65 and streamline many of the paper-driven aspects of the employment application  
66 process. All requested positions must be submitted through the Online  
67 Application System. After the requested information for the vacant position is  
68 filled out and submitted, the request will then be approved by the appropriate  
69 administrators. The receipt of the Personnel Requisition Form by the Office of  
70 Human Resources and budget authorization by Fiscal Services indicates  
71 approval to begin the recruitment process.  
72  
73

### 74 C. Recruitment

75 The District shall maintain a program of verifiable Equal Employment Opportunity  
76 recruitment of qualified members of historically underrepresented groups in all  
77 job categories and classifications, including but not limited to faculty, classified  
78 and confidential employees; categorically funded positions; and all other  
79 executive, administrative and managerial positions.  
80  
81

### 82 D. Job Announcements

83 Job announcements shall clearly state job specifications setting forth the  
84 knowledge, skills, and abilities necessary for job performance. All job  
85 specifications which the District wishes to utilize shall be reviewed by the  
86 appropriate administrator and the Office of Human Resources before the position  
87  
88

89 is announced to ensure conformity with the requirements of Title 5 and both  
90 State and Federal non-discriminatory laws. The content of the job  
91 announcement is the responsibility of the appropriate administrator and the  
92 Office of Human Resources and must be approved by the Vice Chancellor of  
93 Human Resources & Employee Relations or Designee.  
94

95 The position announcement must include the following:  
96

- 97 1. A description of the duties and responsibilities;
- 98 2. Minimum qualifications;
- 99 3. Additional desirable qualifications that are job related and support the  
100 responsibilities of the position;
- 101 4. Provision for presentation of qualifications that are equivalent to the  
102 minimum qualifications;
- 103 5. Notification of testing if required; and
- 104 6. Legal qualifiers, established by the Office of Human Resources to  
105 comply with Federal, State, and District regulations (e.g. Title 5, Title VII,  
106 EEO and ADA).  
107  
108

#### 109 E. Pre-Screening Process 110 111

112 The Office of Human Resources will pre-screen the applications to ensure that  
113 applicants meet minimum qualifications and requirements as set forth in the  
114 position announcement and, on that basis, will certify the “qualified” pool of  
115 applicants.  
116  
117

#### 118 F. The Screening Committee 119

- 120 1. The appropriate administrator in consultation with the Office of Human  
121 Resources will designate the composition of the Screening Committee to  
122 ensure appropriate representation from the affected department.  
123
- 124 2. The Screening Committee for management positions shall have no less  
125 than three (3) and no more than nine (9) members who have been trained  
126 by the Office of Human Resources.  
127
- 128 3. All Screening Committee members must receive training on equal  
129 opportunity, diversity, and the employment process for each Screening  
130 Committee on which they serve. Such training will be provided by the  
131 Office of Human Resources.  
132  
133

- 135 4. The majority of the members shall be those with applicable knowledge  
136 in the job category or classification with at least one member being directly  
137 from the affected department.  
138
- 139 5. Every Screening Committee shall have at least one management  
140 member and one California Schools Employee Association (CSEA)  
141 appointee and when appropriate, an appointee from the Academic  
142 Senate.  
143
- 144 6. The administrator of the vacant position will appoint the remaining  
145 members of the Screening Committee. Each Screening Committee will  
146 also include an Equal Employment Opportunity representative designated  
147 by the Office of Human Resources.  
148
- 149 7. The Equal Employment Opportunity representative's role and  
150 responsibility is to maintain confidentiality and ensure the hiring process  
151 remains fair and equitable.  
152
- 153 8. Every effort must be made to incorporate broad representation on every  
154 Screening Committee to bring a variety of perspectives to the screening  
155 process.  
156
- 157 9. The appropriate administrator of the vacant position submits the  
158 membership of the Screening Committee to the Office of Human  
159 Resources for approval.  
160

161 G. Interview Process  
162

- 163 1. In cases where fewer than three (3) candidates are invited for interview,  
164 the Screening Committee Chair shall provide written justification to the  
165 Office of Human Resources.  
166
- 167 2. The screening Committee develops job related interview questions. All  
168 questions will be reviewed by the Vice Chancellor of Human Resources &  
169 Employee Relations or designee. All Interview questions are confidential.  
170
- 171 3. The Screening Committee will determine the candidates, date, and time  
172 to interview.  
173
- 174 4. The Office of Human Resources will contact the candidates to be  
175 interviewed. The appropriate administrator will coordinate with the Office  
176 of Human Resources the arrangements for the time and place of the  
177 interview.  
178

179 5. The interview will be conducted by the members of the Screening  
180 Committee. Each candidate will be asked the same questions, in the  
181 same way, for a fair and consistent basis in assessing all the interviewees.  
182

183 6. All Screening Committee members must sign a confidentiality statement  
184 prior to the interviews and are required to fill out an evaluation form and  
185 rank all interviewees.  
186

187 7. If a Screening Committee member is absent from any part of the  
188 interview process, that member is disqualified from any future participation  
189 unless otherwise determined by the Vice Chancellor of Human Resources  
190 & Employee Relations.  
191

192 8. After the 1st level interviews are concluded, each member of the  
193 Screening Committee will evaluate the qualifications of the interviewees.  
194 The EEO representative will be responsible for all documentation of the  
195 interview and recommendation. The Screening Committee will identify  
196 strengths and concerns  
197 of all candidates advancing to 2nd level interviews.  
198

199 9. The supervisor may participate on the 1st level interviews on  
200 recommendation of the appropriate administrator. In unique situations  
201 where the only representative of the affected department is the supervisor,  
202 the Office of Human Resources will assess the particular circumstance.  
203

204 10. The Screening Committee will recommend at least three (3)  
205 candidates to the appropriate administrator for 2nd level interviews. The  
206 Screening Committee shall recommend no less than three (3), unless  
207 fewer were interviewed or unless the Screening Committee Chair presents  
208 written justification for submitting fewer than three (3) for 2nd level  
209 interview.  
210

211 11. Second level interviews will be convened for all finalists by the  
212 appropriate administrator or designee.  
213

214 12. The Office of Human Resources will contact the finalists to be  
215 interviewed at 2nd level and communicate the arrangements for the time  
216 and place for the interview, as determined by the appropriate administrator  
217 or designee.  
218

219 H. Selection Process  
220

221 The appropriate administrator and designee shall select one of the finalists, who  
222 is best qualified to fill the position and shall recommend such person to the  
223 Chancellor.  
224

225 The appropriate administrator will submit an online notification to the Office of  
226 Human Resources to forward the screening to the Board of Trustees for  
227 approval.

228  
229 I. Reference Check

230  
231 Upon receipt of the selected candidate, the Office of Human Resources or the  
232 College President will conduct reference check in accordance with the policies  
233 and principles of Equal Employment Opportunity.

234  
235 The Office of Human Resources will contact the successful candidate to make a  
236 provisional offer of employment, contingent upon passing the Department of  
237 Justice clearance, pre-employment physical, and Board of Trustee approval.

238  
239 Once the successful candidate has accepted the offer, the Office of Human  
240 Resources will notify the unsuccessful candidates in writing of non-selection.

241  
242 **EMPLOYMENT REQUIREMENTS**

243  
244 All **management** employees will be required to comply with all federal, state, and local  
245 requirements for employment.

246  
247 A. Fingerprints (**NOTE:** ~~This is addressed in new~~ See AP 7337 titled  
248 *Fingerprinting*)

249  
250 1. All managers shall be required to provide fingerprint cards at the time of  
251 hire. The cost of the fingerprinting shall be borne by the employee.

252  
253 2. Substitute and temporary employees employed for less than a school  
254 year are exempted from the provisions of this policy.

255  
256 B. Examination for Tuberculosis (**NOTE:** ~~This is addressed in new~~ See AP 7336  
257 titled *Certification of Freedom from Tuberculosis*)

258  
259 1. New Employees:

260  
261 All management employees of the ~~San Bernardino Community College~~  
262 District must file with the District a certificate of evidence showing the  
263 employee was examined and found free from active tuberculosis. This  
264 evidence must be filed prior to the date of the original employment. An  
265 intradermal tuberculin test is provided free of charge at each college  
266 Health Services Office. Any charge for an exam by an outside agency will  
267 be borne by the employee.

268  
269 2. Renewals:

270



- 271 a. Thereafter, all employees shall be required to undergo an X-ray  
272 of the lungs or an approved intradermal tuberculin test that, if  
273 positive, shall be followed by an X-ray of the lungs every four years.  
274 Intradermal tests are available as described above.  
275  
276 b. Notice of renewal requirements shall be the responsibility of the  
277 District Personnel Office and will be mailed to the home 45 days  
278 prior to the expiration date.  
279  
280 c. Adequate release time from the employee's workstation will be  
281 allowed to comply with this requirement.  
282  
283 d. Failure to comply may result in immediate suspension without  
284 pay until such time as the employee undergoes such an  
285 examination and presents evidence thereof to school officials.  
286  
287 e. Requests for exemptions for religion or other reasons will not be  
288 approved.  
289

### 290 C. Loyalty Oath

291  
292 All management personnel will be required to sign the legally prescribed oath of  
293 allegiance upon employment with the District.  
294

### 295 D. Employment Eligibility Verification I-9 (**NOTE:** ~~This is addressed in new~~See 296 AP 7125 titled *Verification of Eligibility for Employment*) 297

298 All new employees are required to satisfy the requirements of the Employment  
299 Eligibility Verification Form I-9.  
300

### 301 E. Scheduling of Interviews

302  
303 Applicants who are invited for an initial interview and who live more than 200  
304 miles away will be scheduled for an interview with the college president or  
305 chancellor, if possible, in addition to the committee interview on the same day as  
306 the initial interview.  
307

308 Finalists who are invited for a second interview and live more than 200 miles  
309 away will be reimbursed for actual travel and meal expenses incurred as set forth  
310 in the Employee Travel Policy.  
311

## 312 HOURS OF EMPLOYMENT

313  
314 A. The workweek for all management personnel shall be a minimum of forty (40)  
315 hours.  
316

317 B. No overtime or compensatory time off will be granted for overtime necessary  
318 in the performance of management duties.

319  
320 **PROFESSIONAL GROWTH** (*NOTE: ~~This is addressed in new~~See BP/AP 7160 titled*  
321 *Professional Development*)

322  
323 A. Management personnel on the management salary schedule shall be eligible  
324 for tuition cost reimbursement from an accredited institution.

325  
326 B. Reimbursement will only be given for courses completed with a grade of "C" or  
327 better, "credit", or equivalent grade, which pertains to their management position.

328  
329 C. Such reimbursement shall not exceed costs of 18 semester units of course  
330 work per year.

331  
332 D. Reimbursement shall not be allowed for courses carrying zero units.

333  
334 E. No tuition cost paid by the District is to exceed 80% of a per unit basis cost of  
335 similar course work at the University of California.

336  
337 F. All courses/programs for which a manager seeks tuition reimbursement must  
338 have prior approval of the Chancellor and the Board.

339  
340 ~~**MANAGEMENT EVALUATION** (*NOTE: This is addressed in new BP/AP 7150 titled*~~  
341 ~~*Evaluation*)~~

342  
343 ~~All management employees shall be evaluated in accordance with these procedures~~  
344 ~~and Board Policy 7251-7150.~~

345  
346 ~~A. Frequency of Evaluation~~

347  
348 ~~Each manager will be evaluated once per year for the first two years of~~  
349 ~~employment, and every three years thereafter. Evaluations may be held on a~~  
350 ~~more frequent basis when significant deficiencies are noted.~~

351  
352 ~~B. Goals/Objectives~~

353  
354 ~~Each manager will meet with his/her supervisor at the beginning of each~~  
355 ~~academic year to review the goals and objectives set for the prior year and to~~  
356 ~~discuss the extent to which the goals and objectives were met. They will review~~  
357 ~~the job description and, by mutual agreement, revise, update, or set new short-~~  
358 ~~and long-range goals and objectives.~~

359  
360 ~~C. Evaluation Committee~~

361

362 ~~By September 1 of each year of required evaluation, the supervisor and~~  
363 ~~employee will meet and mutually agree upon the formation of an evaluation~~  
364 ~~committee.~~

365  
366 ~~In the case of campus-level managers, the committee shall include the~~  
367 ~~immediate supervisor as chairperson, one manager appointed by the President,~~  
368 ~~one faculty member appointed by the Academic Senate, and one classified~~  
369 ~~employee appointed by CSEA as appropriate to the job assignment. In each~~  
370 ~~case, the manager will nominate three individuals from each category,~~  
371 ~~(management, faculty and classified), from which the appointments shall be~~  
372 ~~made.~~

373  
374 ~~In the case of the College Presidents, the committee shall include the immediate~~  
375 ~~supervisor as chairperson, one manager appointed by the Chancellor, two faculty~~  
376 ~~members appointed by the Academic Senate, and one classified employee~~  
377 ~~appointed by CSEA as appropriate to the campus. In each case, the President~~  
378 ~~will nominate three individuals from each category, (management, faculty and~~  
379 ~~classified), from which the appointments shall be made.~~

380  
381 ~~In the case of the district-level managers, the committee shall include the~~  
382 ~~immediate supervisor as chairperson, one manager appointed by the Chancellor,~~  
383 ~~one faculty member~~  
384 ~~appointed by the Academic Senate at San Bernardino Valley College, one~~  
385 ~~faculty member appointed by the Academic Senate at Crafton Hills College, and~~  
386 ~~one classified employee appointed by CSEA as appropriate to the job~~  
387 ~~assignment. In each case, the manager will nominate three individuals from~~  
388 ~~each category, (management, faculty and classified), from which the~~  
389 ~~appointments shall be made.~~

390  
391 ~~D. Campus/District Survey~~

392  
393 ~~As appropriate to the assignment, the committee shall seek written feedback~~  
394 ~~from the campus and/or district community. In obtaining this feedback, the~~  
395 ~~committee shall use an evaluation form approved by the Board of Trustees.~~  
396 ~~Using the approved form, the committee shall seek input from applicable~~  
397 ~~managers, faculty, classified staff and any others who are in a position to know~~  
398 ~~how effectively the manager is performing assigned responsibilities. To assist in~~  
399 ~~this task, the manager will provide the committee with a preliminary list of those~~  
400 ~~with whom he/she interacts with on a regular basis. Responses on the approved~~  
401 ~~form shall be signed, and the committee shall prepare a consolidated summary~~  
402 ~~of the ratings and comments. Original survey documents will be destroyed once~~  
403 ~~the consolidated summary is prepared. A copy of the consolidated summary will~~  
404 ~~be made available to the manager at the conclusion of the evaluation procedure.~~

405  
406 ~~E. Evaluation Committee Meeting~~

407

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

413  
414 ~~The supervisor and the evaluation committee will meet to consider the self-~~  
415 ~~evaluation, the campus/district survey, and any additional material submitted by~~  
416 ~~the manager. The committee may consider any other documents or information~~  
417 ~~sources which they agree are appropriate.~~

#### 418 ~~F. Evaluation Report~~

420  
421 ~~The committee will produce a written evaluation no later than November 15. The~~  
422 ~~report shall include:~~

- 423  
424 ~~1. A summary of duties from the job description, which shall serve as a~~  
425 ~~basis for the evaluation.~~
- 426  
427 ~~2. A summary list of the goals and objectives from the prior year that have~~  
428 ~~been mutually agreed upon by the manager and his/her supervisor.~~
- 429  
430 ~~3. An assessment of the extent to which the manager meets his/her stated~~  
431 ~~goals and objectives.~~
- 432  
433 ~~4. An assessment of the management strengths of the manager.~~
- 434  
435 ~~5. The identification of any areas in which the manager can improve~~  
436 ~~his/her performance or management skills.~~

437  
438 ~~The written report shall specify one of the following:~~

- 439  
440 ~~1. Commendation for superior performance;~~
- 441  
442 ~~2. Confirmation of satisfactory performance;~~
- 443  
444 ~~3. Recommendation for improvement and/or further evaluation as~~  
445 ~~indicated by unsatisfactory performance.~~

446  
447 ~~The evaluation record shall be read and signed by the manager,~~  
448 ~~the immediate supervisor, and the responsible evaluators before~~  
449 ~~being placed in his/her file. The manager shall receive a copy of the~~  
450 ~~evaluation report, and will have an opportunity to attach a written~~  
451 ~~response within fifteen working days. The response may offer~~  
452 ~~clarification, additional information, or a rebuttal, as the person~~  
453 ~~being evaluated may wish. An official file of evaluation reports shall~~

454 ~~be maintained in the District Personnel Office. Evaluation reports~~  
455 ~~shall not be retained in the file beyond a four-year period if the~~  
456 ~~manager requests that they be expunged.~~

457  
458 ~~There will be only three copies of a completed evaluation. One~~  
459 ~~copy will remain in the possession of the manager being evaluated,~~  
460 ~~one copy will remain with the immediate supervisor, and the original~~  
461 ~~will become a part of the official file in the Personnel Office.~~

462  
463 ~~G. Procedures in the Case of Unsatisfactory Performance of Responsibilities~~  
464

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

472  
473 ~~In order to ascertain the extent to which corrective measures have succeeded,~~  
474 ~~the re-evaluation of the manager shall be undertaken as soon as deemed~~  
475 ~~appropriate by the supervisor, but in no case later than six months after the initial~~  
476 ~~findings of the evaluation committee. The re-evaluation process shall include the~~  
477 ~~submission of new goals and objectives to the immediate supervisor, the~~  
478 ~~formation of a new evaluation committee, the collection of new survey data, and~~  
479 ~~the preparation of an updated evaluation report that assesses the progress (or~~  
480 ~~lack of progress) made since the last evaluation.~~

481  
482 ~~H. Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration~~  
483

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

487  
488 **VACATIONS** *(See BP/AP 7340 titled Leaves)*  
489

490  
491 A. Management employees earn vacation at the rate of 1.91 days per month for  
492 each complete month of service. In determining vacation accrued at the end of  
493 any calendar month, the product of 1.91 X months worked shall be rounded to  
494 the nearest whole number.

495  
496 B. All vacation computation is based on a fiscal year of July 1 to June 30.  
497

498 C. New employees with an employment date other than the first working day of  
499 the month shall not start accruing vacation until the first working day of the  
500 following month of employment.

501  
502 D. Each July all management employees shall be notified by the Payroll  
503 Department of their June 30 accrued vacation credits. Management employees  
504 can accrue vacation credits up to 46 days. Once vacation credits reach the  
505 maximum accrual level no more vacation credits will be earned.

506  
507 E. Vacations will be set at the convenience of both the employee and the District,  
508 and are subject to the approval of the manager to whom he/she is responsible,  
509 and the Campus President or Chancellor, as appropriate.

510  
511 F. Upon leaving the employment of the District, a management employee shall  
512 be entitled to lump sum compensation for earned and unused vacation at his/her  
513 current salary. Payment shall be made up to the accrued number of vacation  
514 days not to exceed forty-six (46) days.

515  
516 **LEAVES OF ABSENCE** (See BP/AP 7340 titled Leaves)~~(NOTE: The information in the~~  
517 ~~following section could be addressed in new AP 7340)~~

518  
519 A. Professional Growth - A leave of absence for professional growth and study  
520 shall be provided for managers. Such leave shall be for a period of two months  
521 at full pay.

522  
523 1. Managers must have completed six years of service with the District,  
524 two of which must have been in a management position.

525  
526 2. Such leave will be at the convenience of the District and is subject to  
527 approval by the Board upon recommendation by the Chancellor.

528  
529 3. Application

530  
531 a. An application for professional growth leave shall be submitted  
532 for approval by February 1st of the year proceeding the fiscal year  
533 in which the leave is to be taken. Approval or denial shall be made  
534 prior to June 1st of the same year.

535  
536 b. Employees who meet the eligibility requirements will make  
537 application to the Chancellor after having secured the endorsement  
538 of their immediate supervisor and the college president when  
539 applicable.

540  
541 c. Applications will be evaluated on the following factors:

542  
543 (1) Purpose of the leave

544  
545  
546  
547  
548  
549  
550  
551  
552  
553  
554  
555  
556  
557  
558  
559  
560  
561  
562  
563  
564  
565  
566  
567  
568  
569  
570  
571  
572  
573  
574  
575  
576  
577  
578  
579  
580  
581  
582  
583  
584  
585  
586  
587  
588

(2) Value to the District

(3) Convenience to the District

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

(1) Length of service with the District

(2) Length of time since last leave

4. Conditions

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

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

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

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

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

(1) Central Services

(2) College--Instruction, Student Services

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

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

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

(3) Groups with over seven managers--3

589 g. The president of either campus shall not be on professional  
590 growth leave at the same time as the manager responsible for  
591 instructional administration.

592  
593 h. Duties of the manager(s) on leave are to be assumed and  
594 performed by other members of management for the period of the  
595 leave at no additional cost to the District when possible.

596  
597 **B. Sick Leave**

598  
599 1. Every full-time, 12-month management employee employed 5 days a  
600 week shall be entitled to 12 days leave of absence for illness and injury  
601 per year.

602  
603 2. A management employee, employed 5 days a week, who is employed  
604 for less than a full fiscal year, is entitled to that proportion of 12 days leave  
605 of absence for illness or injury as the number of months he/she is  
606 employed bears to 12.

607  
608 3. A management employee, employed less than 5 days per week, shall  
609 be entitled for a fiscal year of service to that proportion of 12 days leave of  
610 absence for illness or injury as the number of days he/she is employed per  
611 week bears to 5. When such person is employed for less than a full fiscal  
612 year of service, this and the preceding paragraph shall determine that  
613 proportion of leave of absence for illness or injury to which he/she is  
614 entitled.

615  
616 4. Pay for any days of such absence shall be the same as the pay that  
617 would have been received had the employee served during the day.

618  
619 5. Credit for leave of absence need not be accrued prior to taking such  
620 leave by the employee and such leave of absence may be taken at any  
621 time during the year.

622  
623 6. If an employee does not take the full amount of leave allowed in any  
624 year under this policy, the amount not taken shall be accumulated from  
625 year to year.

626  
627 7. The Board may require proof of illness or injury for the purposes of this  
628 policy.

629  
630 **C. Maternity Leave**

631  
632 1. A manager may use sick leave for absences necessitated by  
633 pregnancy, miscarriage, childbirth, and recovery therefrom. The length of  
634 absence, including the date on which the leave shall commence and the



635 date on which the employee shall resume duties, shall be determined by  
636 the employee and the employee's physician.

637  
638 2. Disabilities caused or contributed to by pregnancy, miscarriage,  
639 childbirth, and recovery therefrom are, for all job-related purposes,  
640 temporary disabilities, and shall be treated as such under any health or  
641 temporary disability insurance or sick leave.

642  
643 3. This provision shall be construed as requiring the District to grant leave  
644 with pay only when it is necessary to do so in order that leaves of absence  
645 for disabilities caused or contributed to by pregnancy, miscarriage, or  
646 childbirth be treated the same as leaves for illness, injury, or disability.

647  
648 D. Bereavement Leave

649  
650 1. Every person employed in a management position is entitled to a paid  
651 leave of absence, not to exceed 3 days, or 5 days if travel out-of-state or a  
652 round trip of over 500 miles is required, on account of the death of any  
653 member of his/her immediate family.

654  
655 2. Member of the immediate family means the mother, father, grandparent  
656 or a grandchild of the employee or the spouse of the employee, and the  
657 spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law  
658 or sister, sister-in-law of the employee, or any relative living in the  
659 immediate household of the employee.

660  
661 E. Personal Necessity Leave

662  
663 1. Any days of leave of absence for illness or injury allowed pursuant to  
664 the District sick leave policy may be used by the employee at his/her  
665 election in cases of personal necessity.

666  
667 2. Request for such personal necessity leave shall be submitted to the  
668 Chancellor or designee prior to the absence, explaining the specific nature  
669 of the personal emergency.

670  
671 3. The employee shall not be required to secure advance permission for  
672 leave taken for any of the following reasons:

673  
674 a. Death or serious illness of a member of his/her immediate family.

675  
676 b. Accident, involving his/her person or property, or the person or  
677 property of a member of his/her immediate family.

678  
679 F. Industrial Accident and Illness Leave

680

- 681 1. Employees must have served in the District a minimum of 9 months.  
682  
683 2. Industrial accident or illness leave of absence shall not exceed 60 days  
684 in any one fiscal year for the same accident or illness.  
685  
686 3. Allowable leave shall not accumulate from year to year.  
687  
688 4. Industrial accident or illness leave shall commence on the first day of  
689 absence.  
690  
691 5. During any paid leave of absence, the employee shall endorse to the  
692 District the temporary disability indemnity checks received on account of  
693 his/her industrial accident or illness.  
694  
695 6. When an accident or illness overlaps in the next fiscal year, the  
696 employee is entitled only to the balance of the 60 days not used.  
697  
698 7. At such time that the employee has used his/her full entitlement of 60  
699 days industrial leave, he/she may use his/her accumulated sick leave.  
700 Sick leave will be used at a rate equal to the pay received from the District  
701 less any contribution from Worker's Compensation.  
702  
703 8. Evidence must support the fact that the illness or accident arose out of  
704 employment. The Board of Trustees may require a physician's report on  
705 probable cause.  
706  
707 9. Management employees shall submit information regarding the nature  
708 and causes of all absences in order that adequate personnel records may  
709 be maintained.

710  
711 G. Military Leave

712  
713 Permanent employees or probationary employees whose combined District  
714 service and military service total one full year shall be entitled to full pay for the  
715 first 30 calendar days of absence for reserve training in any one fiscal year. Such  
716 leave must be verified by a copy of the military orders requiring military pay.  
717

718 H. Jury Duty Leave

719  
720 When a management employee is absent because of a mandatory court  
721 appearance as a juror, said employee shall suffer no monetary loss by reason of  
722 said service. Such employee shall receive his/ her regular salary (upon receipt  
723 by the District of a valid jury duty verification), but shall reimburse to the District  
724 jury duty payment received from the court, excluding reimbursement for mileage.  
725

726 I. Unpaid Leave

727  
728  
729  
730  
731  
732  
733  
734  
735  
736  
737  
738  
739  
740  
741  
742  
743  
744  
745  
746  
747  
748  
749  
750  
751  
752  
753  
754  
755  
756  
757  
758  
759  
760  
761  
762  
763  
764  
765  
766  
767  
768  
769  
770  
771  
772

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

1. A request for leave that clearly articulates the terms and conditions requested must be submitted to the immediate supervisor. The supervisor will act upon the request and, in the case of a favorable response, will forward the request through the appropriate channels. If the immediate supervisor opposes the leave, he/she shall notify the applicant within 15 working days of the date of submission. Applicants who are denied leave have the right to appeal through the usual organizational channels.
2. No more than one full-year of unpaid leave will be granted to an employee, and such leave shall not extend beyond one year.
3. No unpaid leave will be granted to an employee who takes a position with another organization which by its nature is considered to be permanent and continuing.
4. An individual on unpaid leave retains the right to District employment at the end of the leave but does not retain the right to return to the specific position vacated.
5. A notice of intent to return must be filed in writing with the District Personnel Office three months prior to the anticipated date of return.
6. An unpaid leave will be treated as a "break" in service. An individual on unpaid leave will not receive advancement credit on any salary schedule, will not be credited with sick days or vacation days, and will not receive retirement credit while on leave.
7. An individual on unpaid leave may purchase continued coverage under District health, dental, and life insurance plans.

#### J. Family Care Leave

1. An employee with more than one year of continuous service with the District who is eligible for other leave benefits shall be granted upon request an unpaid family care leave up to a total of four months in any twenty-four month period pursuant to the requirements of this policy.
  - a. For purposes of this policy, the term "family care leave" means either:
    - (1) Leave for reason of the birth of a child of the employee, the placement of a child with an employee in connection with

773  
774  
775  
776  
777  
778  
779  
780  
781  
782  
783  
784  
785  
786  
787  
788  
789  
790  
791  
792  
793  
794  
795  
796  
797  
798  
799  
800  
801  
802  
803  
804  
805  
806  
807  
808  
809  
810  
811  
812  
813  
814  
815  
816  
817  
818

the adoption of the child by the employee, or the serious illness of a child of the employee; or

(2) Leave to care for a parent or spouse who has a serious health condition.

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

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

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

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

- a. The date on which the serious health condition commenced;
- b. The probable duration of the condition;
- c. An estimate of the amount of time the health care provider believes the employee needs to care for the individual requiring care; and
- d. A statement that the serious health condition warrants the participation of a family member to provide care during a period the treatment or supervision of the individual requiring care.
- e. If additional leave is requested by the employee upon expiration of the time estimated by the health care provider, the employee must request such additional leave again supported by a written

819 recertification consistent with the requirements for an initial  
820 certification.

821  
822 6. Definitions - for purposes of this policy and consistent with current law:

823  
824 a. The term "child" means a biological, adopted, or foster child, a  
825 step-child, a legal ward, or a child of an employee standing in loco  
826 parentis who is either under eighteen years of age or an adult  
827 dependent child.

828  
829 b. The term "parent" means biological, foster, or adoptive parent,  
830 step-parent, or a legal guardian.

831  
832 c. The term "serious health condition" means an illness, injury,  
833 impairment, or physical or mental condition which warrants the  
834 participation of a family member to provide care during a period of  
835 the treatment or supervision, and involves either of the following:

836  
837 (1) Inpatient care in a hospital, hospice, or residential health  
838 care facility; or

839  
840 (2) Continuing treatment or continuing supervision by a  
841 health care provider.

842  
843 d. The term "health care provider" means an individual holding  
844 either a physician's and surgeon's certificate issued pursuant to  
845 applicable law, or an osteopathic physician's and surgeon's  
846 certificate issued pursuant to applicable law.

847  
848 7. The District within its discretion may allow an employee upon written  
849 request to utilize accumulated illness and accident leave for the purpose  
850 of family care leave.

851  
852 8. An employee taking unpaid family care leave pursuant to this policy  
853 shall continue to be entitled to participate in health plans and other  
854 benefits to the same extent and under the same conditions as apply to  
855 other unpaid leaves of absence.

856  
857 9. The District may refuse to grant an employee's request for unpaid family  
858 care leave under this policy even though all requirements of this policy  
859 have been satisfied if:

860  
861 a. The refusal is necessary to prevent undue hardship to the  
862 operations of the District;

863

864 b. The employee and the other parent would receive unpaid family  
865 care leave exceeding four months in any twenty-four hour period; or  
866

867 c. The other parent is also taking family care leave at the same time  
868 or is unemployed.  
869

870 10. Any employee returning from an unpaid family care leave shall be  
871 assigned to the same or comparable position. For purposes of this policy  
872 and consistent with current law, the term "same or comparable position"  
873 means a position that has the same or similar duties and pay which can  
874 be performed at the same or similar geographic location as the position  
875 held prior to the leave.  
876

877 11. This policy shall not be construed to entitle the employee to receive  
878 disability benefits as provided in the Labor Code.  
879

880 **HEALTH AND WELFARE BENEFITS** (*See AP 7381 titled Health and Welfare Benefits*)  
881

882 A. A program of health and welfare benefits shall be provided to all management  
883 employees.  
884

885 B. Hospitalization/Medical - The insurance premium for the Board approved  
886 hospitalization/medical plan is paid for the employee, spouse and dependents by  
887 the District.  
888

889 C. Dental - The insurance premium for the Board approved dental plan is paid for  
890 the employee, spouse and dependents by the District.  
891

892 D. Life - The insurance premium for the Board approved life insurance plan is  
893 paid for the employee by the District.  
894

895 E. Health Insurance Continuation After Retirement - Any management employee  
896 who opts for early retirement or disability retirement will continue to receive  
897 hospitalization/medical plan benefits available to certificated employees of the  
898 District, until age 65, subject to all of the following conditions:  
899

900 1. Has attained the age of 55 before terminating employment with the  
901 District or earlier under disability retirement.  
902

903 2. Has completed a minimum of five years service with the District  
904 (disability retirement); has completed a minimum of ten years service with  
905 the District (service retirement).  
906

907 3. Must have been an employee of the District immediately preceding  
908 retirement status.  
909

910 4. Must be on retirement with the State Teachers Retirement System or  
911 Public Employees Retirement System.

912  
913 **OPTIONAL PRE-RETIREMENT REDUCED WORKLOAD PROGRAM** (See AP 7381  
914 *titled Health and Welfare Benefits*)

915  
916 A. The employee:

917  
918 1. Must be 55 years of age prior to the reduction of workload under this  
919 program. The employee must be 55 years of age before the beginning of  
920 the college year or semester in which the reduction in workload starts.

921  
922 2. Must have been employed full-time in an academic position for at least  
923 ten (10) years of which the preceding five (5) years were full-time  
924 employment. Sabbaticals and other approved leaves do not constitute a  
925 break in service. Such leave, however, is not used to compute the five (5)  
926 years full-time service requirement prior to entering the program.

927  
928 3. Must request that the option be exercised. The plan can only be  
929 terminated by mutual consent of employee and employer.

930  
931 4. Must make contributions to the STRS or PERS Retirement System  
932 equal to the amount required for a full-time (100%) employee. Payment of  
933 this contribution shall be made in the manner in which contributions are  
934 made by regular employees.

935  
936 B. The employer (SBCCD):

937  
938 1. At its discretion, may approve or disapprove the employee's request.  
939 The District shall provide the employee with written rationale for its  
940 disapproval.

941  
942 2. Except for the reduction in salary corresponding to the reduced  
943 workload, will provide the employee the same benefits (including all  
944 health, medical, insurance plans, etc.) provided a regular full-time (100%)  
945 employee.

946  
947 3. Must agree to make contributions to the STRS or PERS Retirement  
948 System in accordance with the law.

949  
950 C. The Plan (Pre-Retirement Option):

951  
952 1. The option may be exercised for a period not to exceed five (5) years or  
953 age 65, whichever comes first.

954

955 2. The minimum part-time employment under the plan shall be the  
956 equivalent of one-half of the number of days of service required by the  
957 employee's contract of employment during the final year of service in a  
958 full-time (100%) position.

959  
960 3. By mutual agreement of the employer and the employee, an Optional  
961 Pre-Retirement Reduced Workload Program may be increased or  
962 decreased within the code limitations.

963  
964 4. If an employee works less than a 100% assignment, the amount of sick  
965 leave earned varies directly to the percent of full-time (100%) employment.  
966 For example, 50% employment would yield 50% of 10 days or 5 days of  
967 full-time sick leave, or 10 days of 50% sick leave.

968  
969 5. An employee on less than full-time (100%) employment who must use  
970 sick leave will reduce earned sick leave on the same basis as  
971 employment.

972  
973 6. To allow for sufficient time in planning, scheduling and budget  
974 preparation, the following deadlines shall apply:

975  
976 a. January 15 - The employee shall notify the employer not later  
977 than January 15 of intention to exercise the Pre-Retirement Option  
978 for the ensuing school year.

979  
980 b. March 15 - Agreement between employer and employee must be  
981 finalized by March 15 for the ensuing school year.

982  
983 **EARLY RETIREMENT PLAN** (*See AP 7381 titled Health and Welfare Benefits*)

984  
985 A. The employee must have been employed in the District on a full-time basis for  
986 a minimum of ten (10) years.

987  
988 B. The minimum age for eligibility under this program will be 55.

989  
990 C. The District may agree to award a consulting contract and the employee must  
991 retire from the District in accordance with all applicable statutes, rules and  
992 regulations of the STRS or PERS Retirement System. The District may  
993 disapprove any application as long as any disapproval is not arbitrary or  
994 capricious.

995  
996 D. An employee accepted under this plan can never return as a full-time  
997 employee. He/she will be employed as a part-time employee in retired status in  
998 accordance with rules and regulations of the STRS or PERS Retirement System.  
999 At the termination of this plan, the employee may be employed as a part-time  
1000 employee on the non-contract hourly rate.



1001  
1002 E. The employee may continue certain fringe benefit coverages by assuming  
1003 responsibility for premiums if accepted by the insurer.

1004  
1005 F. Compensation shall be at the appropriate hourly rate, not to exceed the  
1006 maximum prescribed by law in any one fiscal year.

1007  
1008 G. There shall be no maximum or minimum number of applicants accepted under  
1009 this plan. The applicant can only be certain of eligibility for acceptance after  
1010 he/she has met with the Chancellor, or someone designated by the Chancellor,  
1011 to determine whether or not the District will have a need for his/her services. In  
1012 the event that there are more eligible applicants than the District will be able to  
1013 use effectively, the principle of seniority will be used as the deciding criterion to  
1014 determine who will be accepted under this plan.

1015  
1016 H. Employees on disability retirement do not qualify for the plan.

1017  
1018 I. Deadline for application is March 15.

1019  
1020 **CELLULAR TELEPHONE USAGE** (See BP/AP 6450 titled *Wireless or Cellular Phone*  
1021 *Use*) (~~NOTE: The information in the following section could be addressed in new AP~~  
1022 ~~6450~~)

1023  
1024 A. Authorization  
1025 Each college president and each vice chancellor may designate managers to  
1026 receive partial reimbursement for the use of a cellular telephone in conducting  
1027 District business.

1028  
1029 B. Application  
1030 Managers shall make application through the appropriate channel. Approved  
1031 applications shall be forwarded from the campus to the Vice Chancellor Fiscal  
1032 Affairs for implementation.

1033  
1034 C. Reimbursement  
1035 Reimbursement shall be at a rate not to exceed \$50 per month, which shall  
1036 include purchase of the telephone, activation, monthly service charges, and air  
1037 use time—including long distance calls. While monthly application for  
1038 reimbursement is not required, periodic verification of telephone usage may be  
1039 requested.

1040  
1041 D. Review  
1042 This policy shall receive periodic review to assess the appropriateness of the  
1043 reimbursement rate.

1044  
1045 **HOURLY TEACHING**  
1046 Management personnel may teach one class per semester at the current hourly pay

1047 rate, subject to approval of the immediate supervisor and campus president. Any class  
1048 taught for hourly pay shall be outside the manager's normal working hours.

1049  
1050 **ADMINISTRATOR RETREAT RIGHTS**

1051  
1052 A. An administrator hired after June 30, 1990, who does not have tenure in the  
1053 District at the time of hire may be reassigned only to a first-year probationary  
1054 faculty position and to such a position only if he or she meets the following  
1055 criteria:

1056  
1057 1. He/she holds an administrative position that is not part of the classified  
1058 service, or if he/she holds an administrative position that is part of the  
1059 classified service, he/she was certified by the Academic Senate as  
1060 possessing qualifications in a specified discipline or disciplines similar to  
1061 those expected of a newly hired faculty member in that discipline(s).

1062  
1063 2. He/she has served in this district a total of at least two years as a  
1064 faculty member or administrator. This service must have been satisfactory  
1065 according to documentation.

1066  
1067 3. He/she is being reassigned for reasons other than for cause, as defined  
1068 in the Education Code.

1069  
1070 4. Reassignment shall not result in the lay-off or forced change in the  
1071 contract assignment for any contract faculty member.

1072  
1073 B. To determine the discipline to which an administrator shall be assigned, the  
1074 following shall apply:

1075  
1076 1. The administrator can be assigned only to a discipline in which he/she  
1077 meets the minimum qualifications as specified by the Education Code and  
1078 Title 5. The Academic Senate shall certify to the Governing Board that the  
1079 administrator meets at least minimum qualifications and/or equivalencies  
1080 for the discipline(s) in question and shall recommend the discipline(s) to  
1081 which the administrator should be assigned. The Governing Board shall  
1082 provide the Academic Senate with an opportunity to present its views to  
1083 the Board before the Board makes a determination. A written record of  
1084 the Board's decision, including the view of the Academic Senate, shall be  
1085 available for review pursuant to Education Code.

1086  
1087 2. The administrator shall be assigned to a discipline in which he or she  
1088 has not only the minimum qualifications but also where all of the following  
1089 apply:

1090

1091 a. There are sufficient assignments in the discipline or service area  
1092 currently held by temporary or hourly faculty or contract overload to  
1093 make a full-time assignment for an additional faculty member.

1094  
1095 b. The administrator has an interest as indicated by a statement of  
1096 the administrator's own preference for assignment.

1097  
1098 C. Unless otherwise specified in a personal contract, an administrator reassigned  
1099 to a faculty position shall be compensated based on placement on the faculty  
1100 salary schedule according to his/her education and experience. Placement on  
1101 the faculty salary schedule will include years served as an administrator.

1102  
1103 D. These procedures will be reviewed by the joint Academic Senate Executive  
1104 Committee and the Vice President of Instruction, SBVC, and the Vice President  
1105 of Instruction CHC, no later than April 15 of each year. Changes can be  
1106 proposed by joint agreement and forwarded to the Board for approval.

1107  
1108 Also see BP/AP 7120 titled Recruitment and Hiring

1109  
1110 References: Education Code Sections 72411 et seq., 87002(b), and 87457-87460;  
1111 Government Code Section 3540.1(g) and (m)

1112  
1113  
1114 

---

**NOTE:** The *red ink* signifies language that is **suggested as good practice** and recommended by the  
1115 Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black**  
1116 **ink** is from current SBCCD AP 7250 titled Management Employees approved on 5/9/13. The language in  
1117 *blue ink* is included for consideration.

1118  

---

**Approved: 5/9/13**

**Revised:**

1119  
1120

1121  
1122

## COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
AP 7250 Educational Administrators	Human Resources – 10/5/15	<p style="color: red;">Strike lines 13-36</p> <p style="color: red;">Lines 40-41 to read: -The District has established the following hiring qualifications for all educational administrator positions:</p> <p style="color: red;">Line 49 becomes C.</p> <p style="color: red;">Add line 51-52: D. See BP/AP 3410 Nondiscrimination to ensure the most up-to-date protected classes are addressed.</p> <p style="color: red;">Line 244: strike – “management”</p> <p style="color: red;">Line 247: strike – “This is addressed in new” and add “See”</p> <p style="color: red;">Line 256: strike – “This is addressed in new” and add “See”</p> <p style="color: red;">Line 261: strike – “San Bernardino Community College”</p> <p style="color: red;">Line 295: strike – “This is addressed in new” and add “See”</p> <p style="color: red;">Line 320: strike – “This is addressed in new” and add “See”</p> <p style="color: red;">Strike lines 340-486 Evaluations are a separate AP/BP</p> <p style="color: red;">Line 288 – add (See BP/AP</p>	

BP or AP #	Representative group	COMMENT	RESPONSE
		<p>7340 titled Leaves)</p> <p>Line 516 replace note with (See BP/AP 7340 titled Leaves)</p> <p>Line 880: add (See AP 7381 titled Health and Welfare Benefits)</p> <p>Line 913 add (See AP 7381 titled Health and Welfare Benefits)</p> <p>Line 983 add (See AP 7381 titled Health and Welfare Benefits)</p> <p>Line 1020 replace note with (See BP/AP 6450 titled Wireless or Cellular Phone Use)</p> <p>Strike line 1108</p>	

1123

1124

---

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

---

**BP 7150 EVALUATION**

*(Replaces current SBCCD BP 7251)*

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

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

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

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

---

**Adopted: 5/9/13**

**Revised: 3/12/15**

27

## COMMENTS

28

BP or AP #	Representative group	COMMENT	RESPONSE
BP 7150 Evaluation	Human Resources – 10/5/15	Reviewed. No changes.	

29

30

---

**San Bernardino Community College District**  
**Administrative Procedure**  
Chapter 7 – Human Resources

---

**AP 7150 EVALUATION**

*(Replaces current SBCCD AP 7251)*

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

**Frequency of Evaluation**

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

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

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

**EVALUATION TIMELINE:**

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

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

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

**Goals/Objectives**

Each manager will meet with his/her supervisor at the beginning of each academic year to review the goals and objectives set for the prior year and to discuss the extent to which the goals and objectives were met. They will review the job description and, by



45 mutual agreement, revise, update, or set new short- and long-range goals and  
46 objectives.

47  
48 In an effort to ensure that employee evaluations are completed in a timely manner, the  
49 following process will be followed by Human Resources:

- 50
- 51 1. The immediate supervisor of the employee who is to be evaluated will receive an  
52 email directly from HR notifying the supervisor that an evaluation is due.
  - 53 2. The evaluating supervisor's manager will also receive the email and will be  
54 responsible for ensuring the evaluation is completed and forwarded to HR within  
55 the required timeframe.
  - 56 3. The President of the College and the appropriate Vice President will be copied  
57 on the email.

58  
59

### 60 **Evaluation Committee**

61 ~~By the first day of the 3<sup>rd</sup> month of assignment, the supervisor and employee will meet~~  
62 ~~to initiate the evaluation process.~~

63  
64  
65  
66 In the case of campus-level managers, the committee shall include the immediate  
67 supervisor as chairperson, one manager appointed by the President, one faculty  
68 member appointed by the Academic Senate, and one classified employee appointed by  
69 CSEA. In each case, the manager will nominate three individuals from each category,  
70 (management, faculty and classified), from which the appointments shall be made.

71  
72 In the case of the College Presidents, the committee shall include the immediate  
73 supervisor as chairperson, one manager appointed by the Chancellor, two faculty  
74 members appointed by the Academic Senate, and one classified employee appointed  
75 by CSEA as appropriate to the campus. In each case, the President will nominate three  
76 individuals from each category, (management, faculty and classified), from which the  
77 appointments shall be made.

78  
79 In the case of the district-level managers, the committee shall include the immediate  
80 supervisor as chairperson, one manager appointed by the Chancellor, one faculty  
81 member appointed by the Academic Senate at San Bernardino Valley College, one  
82 faculty member appointed by the Academic Senate at Crafton Hills College, and one  
83 classified employee appointed by CSEA. In each case, the manager will nominate three  
84 individuals from each category, (management, faculty and classified), from which the  
85 appointments shall be made.

86  
87 In the event a committee member is unable to participate, an alternate can be appointed  
88 if selected prior to the evaluation committee meeting.

89

90 **Campus/District Survey**

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

103  
104 **Evaluation Committee Meeting**

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

110  
111 The supervisor and the evaluation committee will meet to consider the self-evaluation,  
112 the campus/district survey, and any additional material submitted by the manager. The  
113 committee may consider any other documents or information sources which they agree  
114 are appropriate.

115  
116 **Evaluation Report**

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

- 119  
120 1. A summary of duties from the job description, which shall serve as a basis for the  
121 evaluation.  
122 2. A summary list of the goals and objectives from the prior year that have been  
123 mutually agreed upon by the manager and his/her supervisor.  
124  
125 3. An assessment of the extent to which the manager meets his/her stated goals  
126 and objectives.  
127  
128 4. An assessment of the management and leadership strengths of the manager.  
129  
130 5. The identification of any areas in which the manager can improve his/her  
131 performance or management skills.  
132

133 The written report shall specify one of the following:

- 134  
135 1. Commendation for superior performance;

- 136  
137 2. Confirmation of satisfactory performance;  
138  
139 3. Recommendation for improvement and/or further evaluation as indicated by  
140 unsatisfactory performance.  
141

142 The evaluation record shall be read and signed by the manager, the immediate  
143 supervisor, and the responsible evaluators before being placed in his/her file. The  
144 manager shall receive a copy of the evaluation report, and will have an opportunity to  
145 attach a written response within fifteen working days. The response may offer  
146 clarification, additional information, or a rebuttal, as the person being evaluated may  
147 wish.  
148

149 An official file of evaluation reports shall be maintained in the District Human Resources  
150 Office. Evaluation reports shall not be retained in the file beyond a four-year period if  
151 the manager requests that they be expunged.  
152

153 There will be only two copies of a completed evaluation. One copy will remain in the  
154 possession of the manager being evaluated and the original will become a part of the  
155 official file in the Human Resources Office.  
156

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

158 When a manager's performance is judged unsatisfactory, corrective measures will be  
159 initiated. The manager shall develop a work plan with measurable goals, objectives and  
160 a timetable to correct the areas judged unsatisfactory. This work plan shall be reviewed  
161 and approved by the immediate supervisor (or Board of Trustees, in the case of the  
162 Chancellor) who shall be responsible for monitoring and assisting the manager with the  
163 corrective measures. If desired, the immediate supervisor will work with the manager to  
164 identify a mentor to provide guidance and advice.  
165

166 In order to ascertain the extent to which corrective measures have succeeded, the re-  
167 evaluation of the manager shall be undertaken as soon as deemed appropriate by the  
168 supervisor, but in no case later than six months after the initial findings of the evaluation  
169 committee. The re-evaluation process shall include the submission of new goals and  
170 objectives to the immediate supervisor, the formation of a new evaluation committee,  
171 the collection of new survey data, and the preparation of an updated evaluation report  
172 that assesses the progress (or lack of progress) made since the last evaluation.  
173

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

175 In the case of unsatisfactory progress following re-evaluation, managers shall be  
176 notified of contract nonrenewal, dismissal, or penalty of limited duration by action of the  
177 Board of Trustees in accordance with the Education Code.  
178

179 Classified employee evaluations will be conducted in accordance with the Agreement  
180 between the District and the Chapter of the California School Employees' Association.  
181

182 Confidential employee evaluations will be conducted every three months for the first  
183 nine months of service, then every two years thereafter.

184  
185 Faculty, full and part-time, evaluations will be conducted in accordance with the  
186 Agreement between the District and Chapter of CCA/CTA/NEA.

187  
188 Additional documents related to evaluation can be reviewed on the Human Resources  
189 webpage.

190  
191 Also see BP/AP 2435 titled Evaluation of the Chancellor

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

193

---

**Approved: 5/9/13**

**Revised: 2/19/15, 5/14/15**

194

195  
196

## COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
AP 7150 Evaluation	Human Resources – 10/5/15	Add lines 20-23 and 29-39  Strike lines 61-62  Add lines 86-88	

197  
198

---

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

---

**BP 7250 EDUCATIONAL ADMINISTRATORS**

*(Replaces current SBCCD BP 7250)*

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

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

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

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

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developing jointly by the Chancellor and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
- The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor. Educational Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Chancellor.

42 Educational administrators shall be entitled to vacation leave, sick leave, and other  
43 leaves as provided by law, these policies, and administrative procedures adopted by the  
44 Chancellor.

45  
46 **NOTE: To be used if the Board offers contracts for educational administrators.**

47  
48 Every educational administrator shall be employed by an appointment or contract of **[up**  
49 **to four years in duration]**.

50  
51 The Board may, with the consent of the administrator concerned, terminate, effective on  
52 the next succeeding first day of July, the terms of employment and any contract of  
53 employment with the administrator, and reemploy the administrator on any terms and  
54 conditions as may be mutually agreed upon by the Board and the administrator, for a  
55 new term to commence on the effective date of the termination of the existing term of  
56 employment.

57  
58 If the Board determines that the administrator is not to be reemployed when his/her  
59 appointment or contract expires, notice to an administrator shall be in accordance with  
60 the terms of the existing contract. If the contract is silent, notice shall be in accordance  
61 with Education Code Section 72411.

62  
63 **NOTE: The language highlighted in gray shading is unique to SBCCD.**

64  
65 **❖ From current SBCCD BP 7250 titled Management Employees**

66  
67 The following positions are designated management positions:

68  
69 Management employees are those employees of the District who are designated as  
70 "Management" by the Board. The management positions designated by the Board are  
71 those positions set forth on the Management Salary Schedule.

72  
73 Academic management employees (educational administrators) are those management  
74 employees who are employed in an academic position designated by the Board as  
75 having direct responsibility for supervising the operation of or formulating policy  
76 regarding the instructional or student services programs of the colleges.

77  
78 Classified management employees are those management employees who are not  
79 employed as academic management (educational administrators).

80  
81 The following management positions are designated by the Board as the Executive  
82 Officers of the District: Chancellor, Vice Chancellors, College Presidents.

83  
84 The Board shall fix and prescribe the duties of the management employees.

85

86 The Chancellor is responsible for establishing procedures to assure that the  
87 requirements of state laws and regulations regarding the management employees are  
88 met.

89  
90 [Also see BP/AP 7120 titled Recruitment and Hiring](#)

91  
92 References: Education Code Sections 72411 et seq., 87002(b), and 87457-87460;  
93 Government Code Section 3540.1(g) and (m)

94  
95  
96 **NOTE:** The language in **red ink** is **legally required** and recommended by the Policy and Procedure  
97 Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current  
98 SBCCD BP 7250 titled Management Employees adopted on 7/8/10. The language in **blue ink** is included  
99 for consideration.

100

---

**Adopted: 7/8/10**

**Revised:**

101

102