

# DISTRICT ASSEMBLY AGENDA

September 1, 2015  
3:00pm  
District Board Room

**Present:**

**Absent:**

**Guests:**

TOPIC	DISCUSSION
Call to Order -Stanskas	
Chancellor's Report	
Approval of Minutes – 5/5/15 <b>p.3</b>	Once approved, minutes and materials will be posted on the District website: <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>
Welcome New Members <b>p.5</b> Review Membership, By Laws, and Constitution	
Old Business <ul style="list-style-type: none"> <li>• Revised Board Handbook Review <b>p.7</b></li> <li>• 6-Year Review Cycle <b>p.47</b></li> <li>• AP/BP Review Process and Logic</li> <li>• Professional Development/Flex Calendar Update</li> </ul>	
New Business <ul style="list-style-type: none"> <li>• AP/BP 2410 Boad Policies and Administrative Procedures <b>p.65</b></li> </ul>	
Information Items <ul style="list-style-type: none"> <li>• AP 5020 Non-Resident Tuition (VACA Act) sent to Board 6/11/15 <b>p.73</b></li> <li>• Budget <b>p.77</b></li> </ul>	
Reports: <ul style="list-style-type: none"> <li>• Academic Senates</li> <li>• Classified Senates</li> <li>• Student Senates</li> </ul> District Reports <ul style="list-style-type: none"> <li>• Police, Security, and Emergency Preparedness <b>p.80</b></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.

<p>Future Agenda Items</p> <ul style="list-style-type: none"><li>• Chapter 6 Business &amp; Fiscal Services (Future TBD)</li><li>• Chapter 4 Academic Affairs (Future TBD)</li><li>• Chapter 3 General Institution (Future TBD)</li><li>• Chapter 5 Student Services (Future TBD)</li><li>• Chapter 7 Human Resources (FUTURE TBD)</li></ul>	
<p>Next Meeting</p>	<p>October 6, 2015</p>
<p>Adjourn</p>	

# DISTRICT ASSEMBLY MINUTES

May 5, 2015  
3:00pm  
District Board Room

**Present:** Papas, Holbrook, Stanskas, Briggs, Oberhelman, Aycock, Feist, Gabriel, Levesque, Weiss (3:15), Marshall, Kinde (for Fisher) 3:32, Allen, Tinoco, Valdemar (for Cota), Nikac

**Absent:** Menchaca, Crow, Huston, Danley, Dusick, Curasi, Hallex, Beavor, Paddock, Chavira, Carter, Rowley, Sultzbaugh, Burgess, Robles, Jaramillo, Baron, Gilbert, Eaton, Lillard, Williams

**Guests:** None

TOPIC	DISCUSSION
Call to Order -Stanskas	Stanskas called the meeting to order at 3:08pm
Chancellor's Report	None
Approval of Minutes – 4/7/15	<p><u>Marshall motioned and Allen seconded to approve the minutes of 4/7/15.</u></p> <p><b>AYES:</b> Papas, Holbrook, Stanskas, Briggs, Oberhelman, Aycock, Feist, Gabriel, Levesque, Marshall, Allen, Tinoco, Valdemar (for Cota), Nikac  <b>NOS:</b> None  <b>ABSENT:</b> Menchaca, Crow, Huston, Danley, Dusick, Curasi, Hallex, Beavor, Paddock, Chavira, Carter, Rowley, Sultzbaugh, Burgess, Robles, Jaramillo, Baron, Gilbert, Eaton, Lillard, Williams  <b>ABSTENSIONS:</b> Weiss (3:15), Kinde (for Fisher 3:32)</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>• Board Handbook Review</li> <li>• Compressed Calendar</li> <li>• Policies &amp; Procedures               <ul style="list-style-type: none"> <li>▪ BP 1200 Mission Statement</li> <li>▪ AP 7150 Evaluations</li> <li>▪ AP 5030 Fees</li> </ul> </li> </ul>	<p>Last month District Assembly received a copy of the Board Handbook to review and comment. Comments were distributed at the meeting and clarified. Stacey will take the comments to the Board Handbook Review committee.</p> <p>John has final appointments for the calendar committee. Calendars have been approved for the next two years. The committee will approve direction for the creation next year. Doodle poll will be sent and meeting will be based on the availability of the majority.</p> <p><u>Aycock motioned and Marshall seconded to approve BP 1200, AP 7150, and AP 5030 as presented.</u></p> <p><b>AYES:</b> Papas, Stanskas, Briggs, Oberhelman, Aycock, Gabriel, Levesque, Marshall, Allen, Tinoco, Valdemar (for Cota), Weiss, Kinde (for Fisher), Nikac  <b>NOS:</b> Holbrook, Feist  <b>ABSENT:</b> Menchaca, Crow, Huston, Danley, Dusick, Curasi, Hallex, Beavor, Paddock, Chavira, Carter, Rowley, Sultzbaugh, Burgess, Robles, Jaramillo, Baron, Gilbert, Eaton, Lillard, Williams  <b>ABSTENSIONS:</b> None</p>

<p>New Business</p> <ul style="list-style-type: none"> <li>• Policies &amp; Procedures <ul style="list-style-type: none"> <li>• CCLC Legal Updates #26</li> </ul> </li> <li>• Annual Committee Evaluation Results</li> <li>• Election Results – Valdemar</li> <li>• Election of Officers – Stankas</li> </ul>	<p><u>Allen motioned and Levesque seconded to approve all legal references included in CCLC Legal Updates #26.</u></p> <p><b>AYES:</b> Papas, Stankas, Briggs, Oberhelman, Aycok, Gabriel, Levesque, Marshall, Allen, Tinoco, Valdemar (for Cota), Weiss, Kinde (for Fisher), Nikac  <b>NOS:</b> Holbrook, Feist  <b>ABSENT:</b> Menchaca, Crow, Huston, Danley, Dusick, Curasi, Hallex, Beavor, Paddock, Chavira, Carter, Rowley, Sultzbaugh, Burgess, Robles, Jaramillo, Baron, Gilbert, Eation, Lillard, Williams  <b>ABSTENSIONS:</b> None</p> <p>The Annual Committee Evaluation results were reviewed and no further action was taken.</p> <p>Mary Valdemar reported there were no contested positions. Management, Classified Senate, and Faculty of the colleges were asked to appoint the vacant positions.</p> <p>John Stankas accepted the nomination for President and Denise Allen accepted the nomination for Vice President of District Assembly for 2015-2016.</p>
<p>Reports:</p> <ul style="list-style-type: none"> <li>• Academic Senates</li> <li>• Classified Senates</li> <li>• Student Senates</li> </ul> <p>District Reports</p> <ul style="list-style-type: none"> <li>• Bond, Budget, DSP</li> <li>• Technology/DTSP</li> <li>• Safety</li> </ul>	<p>Denise Allen reported moving forward with retaining faculty in key positions. Revised honors terminology to be used for honors programs. Catalog policy is being reviewed by college council. New catalog rights begin with the fall term. Senators have been elected and officer elections are tomorrow.</p> <p>Michlele Tinoco reported they will present resolution at the next board meeting. Scholarship forms for classified staff will be sent out to be awarded at Classified Professionals Luncheon on June 11. Professionals Week June 8-11.</p> <p>District reports were presented in writing.</p>
<p>Public Comments</p>	<p>None</p>
<p>Future Agenda Items</p> <ul style="list-style-type: none"> <li>• Chapter 6 Business &amp; Fiscal Services (Future TBD)</li> <li>• Chapter 4 Academic Affairs (Future TBD)</li> <li>• Chapter 3 General Institution (Future TBD)</li> <li>• Chapter 5 Student Services (Future TBD)</li> <li>• Chapter 7 Human Resources (Future TBD)</li> </ul>	
<p>Adjourn</p>	<p>Meeting adjourned at 4:08pm</p>

**District Assembly Membership List  
Terms Ending 2016-2017**

**President: John Stanskas**  
**Vice President: Denise Allen**

There are 3 types of members in the District Assembly:

1. **General Members** are elected by their peers and represent the 3 identified constituencies at the 3 sites in the District. These 3 constituencies are Faculty, Classified Staff and Management Staff. Proportional representation from each of the 3 sites was agreed upon when the District Assembly Constitution was drafted. Crafton Hills College Faculty is represented by 4 members and San Bernardino Valley College Faculty is represented by 6 members. The Classified Staff at the Central Services site are represented by 1 member, at Crafton Hills College by 2 members and at San Bernardino Valley College by 3 members. The Management Staff are represented by the same ratio at the 3 sites; 1 from Central Services, 2 from Crafton Hills College and 3 from San Bernardino Valley College.

**FACULTY**

**Crafton Hills College (4)**

Dean Papas (16)  
Patricia Menchaca (16)  
Jim Holbrook (17)  
Kathy Crow (17)

**San Bernardino Valley College (6)**

John Stanskas (16)  
Celia Houston (16)  
Jay Danley (16)  
Stephanie Briggs (16)  
Yvonne Beebe (17)  
Romana Pires (17)

**CLASSIFIED STAFF**

**Central Services (1)**

Stacy Garcia (16)

**Crafton Hills College (2)**

Alicia Hallex (16)  
Ben Gamboa (17)

**San Bernardino Valley College (3)**

John Feist (16)  
Cassandra Thomas (17)  
Sarah Miller (17)

**MANAGEMENT STAFF**

**Central Services (1)**

Robert Levesque (16)

**Crafton Hills College (2)**

Ericka Paddock (16)  
Rejoice Chavira (17)

**San Bernardino Valley College (3)**

April Dale Carter (17)  
Kay Weiss (16)  
Kathleen Rowley (16)

**STUDENTS**

**Crafton Hills College (2)**

Aaron Burgess (16)  
Jonathan Grau (alternate)

**San Bernardino Valley College (2)**

Linda Subero (16)  
Gabriel Jaramillo (Alternate)

2. **Ex Officio Members** are those individuals whose position in the collegiate structure of the District makes their presence in the District Assembly essential to the successful completion of the goals of the Assembly. They are members of the Assembly by virtue of the office they hold. The following officers of the District are members of the Assembly:

- |    |   |                  |
|----|---|------------------|
| 1. | Chancellor of the District                          | Bruce Baron      |
| 2. | President of Crafton Hills College                  | Cheryl Marshall  |
| 3. | President of San Bernardino Valley College          | Gloria Fisher    |
| 4. | President of the CHC Academic Senate (16)           | Denise Allen     |
| 5. | President of the SBVC Academic Senate (16)          | Jeremiah Gilbert |
| 6. | President of the CHC Classified Senate (16)         | Michelle Tinoco  |
| 7. | President of the SBVC Classified Senate (16)        | Aaron Beavor     |
| 8. | President of the CHC Student Body Association (16)  | Aaron Burgess II |
| 9. | President of the SBVC Student Body Association (16) | Linda Subero     |

3. **Vested Members** make up the third category of members in the District Assembly. These consist of the Presidents of each of the recognized collective bargaining agencies and the elected representatives from each of the identified advocacy groups.

The recognized college bargaining agencies are:

CSEA for the Classified Employees

Grayling Eation

CTA for the Faculty

Sheri Lillard

The identified advocacy groups are:

Black Faculty and Staff Association

Clyde Williams

Latino Faculty and Staff Association

Marco Cota  
(designee Mary Valdemar)

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**San Bernardino  
Community College District**

**Board Handbook**

**DRAFT 5/22/14**

Revised 7/15/14; 8/7/14, 3/19/15, 4/13/15, 5/7/15

45 The Board of Trustee Handbook has been developed with the input of the Board of  
46 Trustees, Chancellor, and constituents from throughout the District. The handbook  
47 represents the most current information regarding local policies, procedures, and  
48 information trustees must be kept abreast of to perform their governing roles  
49 effectively. The handbook is updated at least once per year and compliments the  
50 trustee training provided by the CCLC.

51  
52 It is the responsibility of the Chancellor to ensure that the Board of Trustee Handbook  
53 is updated regularly and the responsibility of the President of the Board to ensure that  
54 all Board members and student trustees receive training annually. Each year, each  
55 Trustee, President of the Board, and Chancellor must sign off on a form documenting  
56 that they have received this training.

57  
58 The Board of Trustees of the San Bernardino Community College District consists of  
59 seven members, one from each of the seven trustee areas in the District. Qualified  
60 voters in each of the seven areas (which include Big Bear, Calimesa, Colton, Fontana,  
61 Grand Terrace, Highland, Loma Linda, Redlands, Rialto, San Bernardino, and Yucaipa)  
62 elect a trustee for a four-year term. The Chancellor of the District serves as Secretary  
63 to the Board.

64  
65 The Board is the policy-forming body of the District, deriving power from, and subject  
66 to, the U.S. Constitution, statutes of the State of California, and directives from the  
67 Board of Governors of the California Community Colleges.

68  
69 The powers and duties of the Board include approval of college policy, community  
70 services of the college interpreting the college needs to the public, adoption of an  
71 annual budget for the district, approval of expenditure of all District funds, acquisition of  
72 property for District purposes, and approval of employment of academic and classified  
73 personnel. The Board typically meets on the 2nd Thursdays of the month. You may  
74 direct questions or comments to the individual Board members via e-mail or to the  
75 Secretary to the Board.

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249 **1.0 Mission Statements**

250

251 1.1 San Bernardino Community College District

252 ~~The mission of the San Bernardino Community College District is to transform lives~~  
253 ~~through the education of our students for the benefit of our diverse communities. The~~  
254 ~~mission of the San Bernardino Community College District (SBCCD) is to promote the~~  
255 ~~discovery and application of knowledge, the acquisition of skills, and the development of~~  
256 ~~intellect and character in a manner that prepares students to contribute effectively and~~  
257 ~~ethically as citizens of a rapidly changing and increasingly technological world.~~

258

259 This mission is achieved through the District's two colleges, San Bernardino Valley  
260 College (SBVC) and Crafton Hills College (CHC); the Economic Development and  
261 Corporate Training Center (EDCT); and public broadcast system (KVCR TV-FM) by  
262 providing to the students and communities we serve; high quality, effective and  
263 accountable instructional programs and services.

264 1.2 San Bernardino Valley College

265

266 San Bernardino Valley College provides quality education and services that support a  
267 diverse community of learners.

268

269 1.3 Crafton Hills College

270

271 The mission of Crafton Hills College is to advance the educational, career, and personal  
272 success of our diverse campus community through engagement and learning.

273

274 1.4 Economic Development & Corporate Training

275

276 The mission of the Economic Development and Corporate Training division of San  
277 Bernardino Community College District (EDCT) is to stimulate the economic prosperity of  
278 the Inland Empire through workforce development. This mission will be achieved by:

279

- 280 a. Offering customized training solutions that meets the human capital  
281 development needs of regional employers;
- 282 b. Providing innovative job training to the workforce in emerging technologies  
283 and high growth areas to foster economic prosperity in the region;
- 284 c. Building and nurturing partnerships to obtain local/state/federal funds  
285 necessary for
- 286 d. Preparing a highly skilled workforce through short-term training.

287

288 1.5 KVCR

289

290 KVCR's mission is to be the cultural, educational, informational and communication  
291 center of the Inland Empire. KVCR additionally will focus its mission on students. KVCR

292 will become a training ground for students who want to train and work in the media  
293 world. This will include:

- 294 • TV, Radio, Broadband, internet, social media and any form of the media world.

## 295 2.0 Organizational Charts

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### 297 2.1 San Bernardino Community College District (as of 3/31/15)

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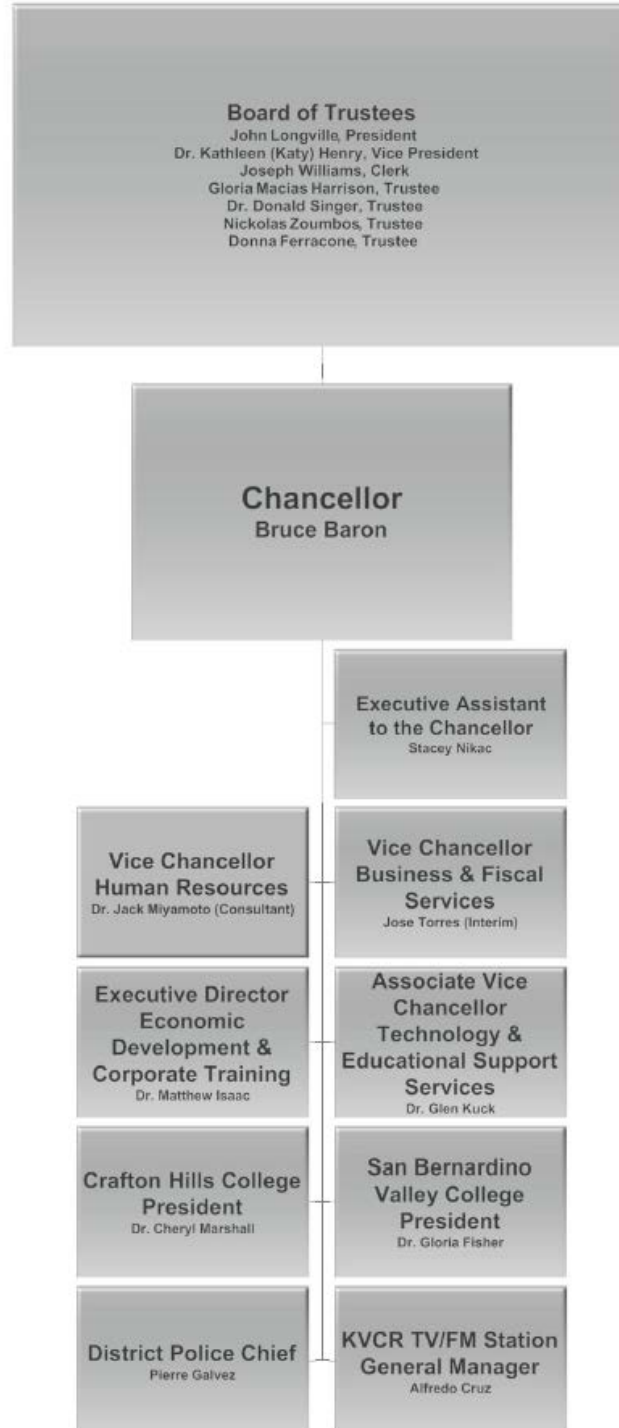
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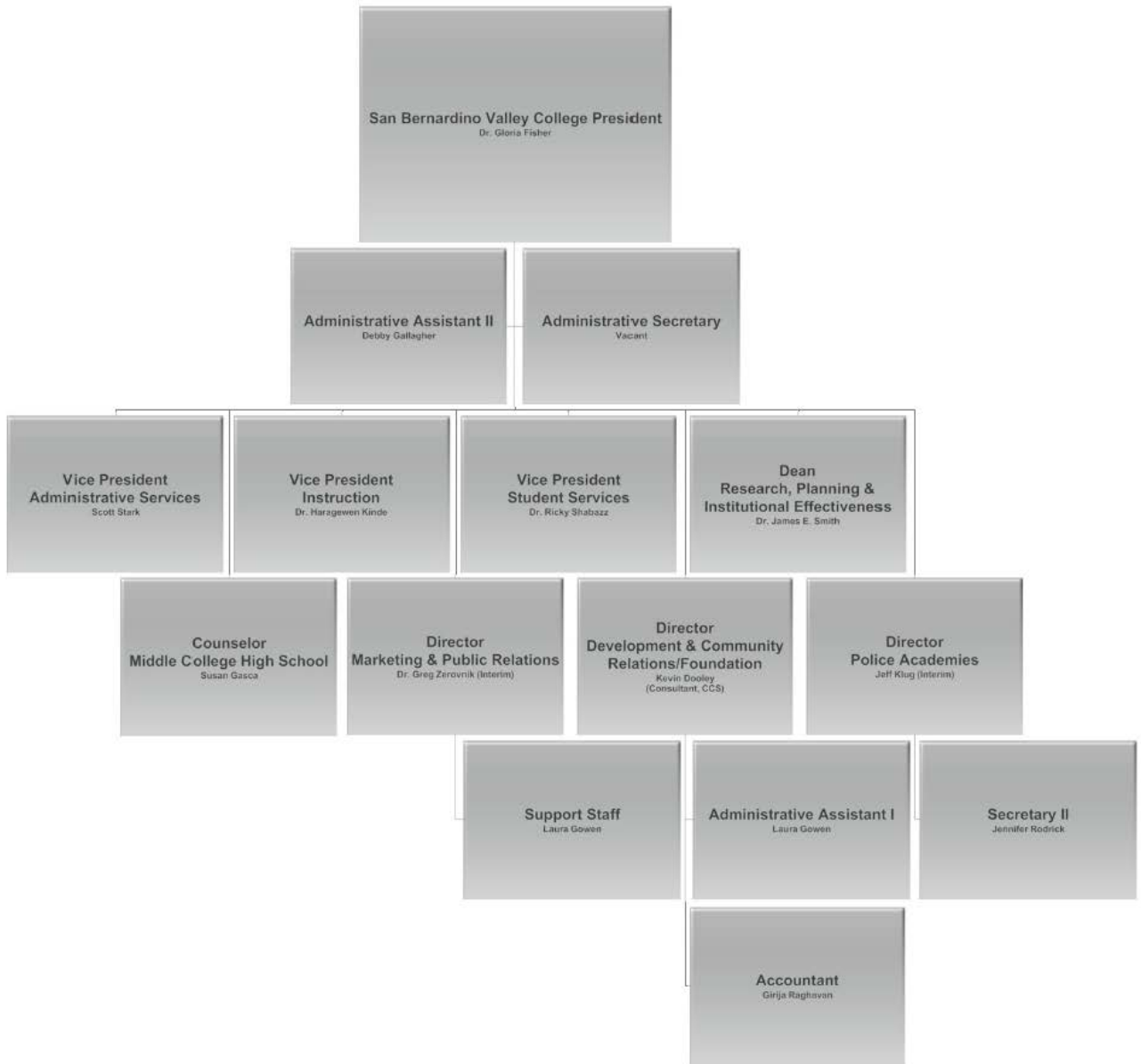
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**2.2 San Bernardino Valley College (as of 3/31/15)**

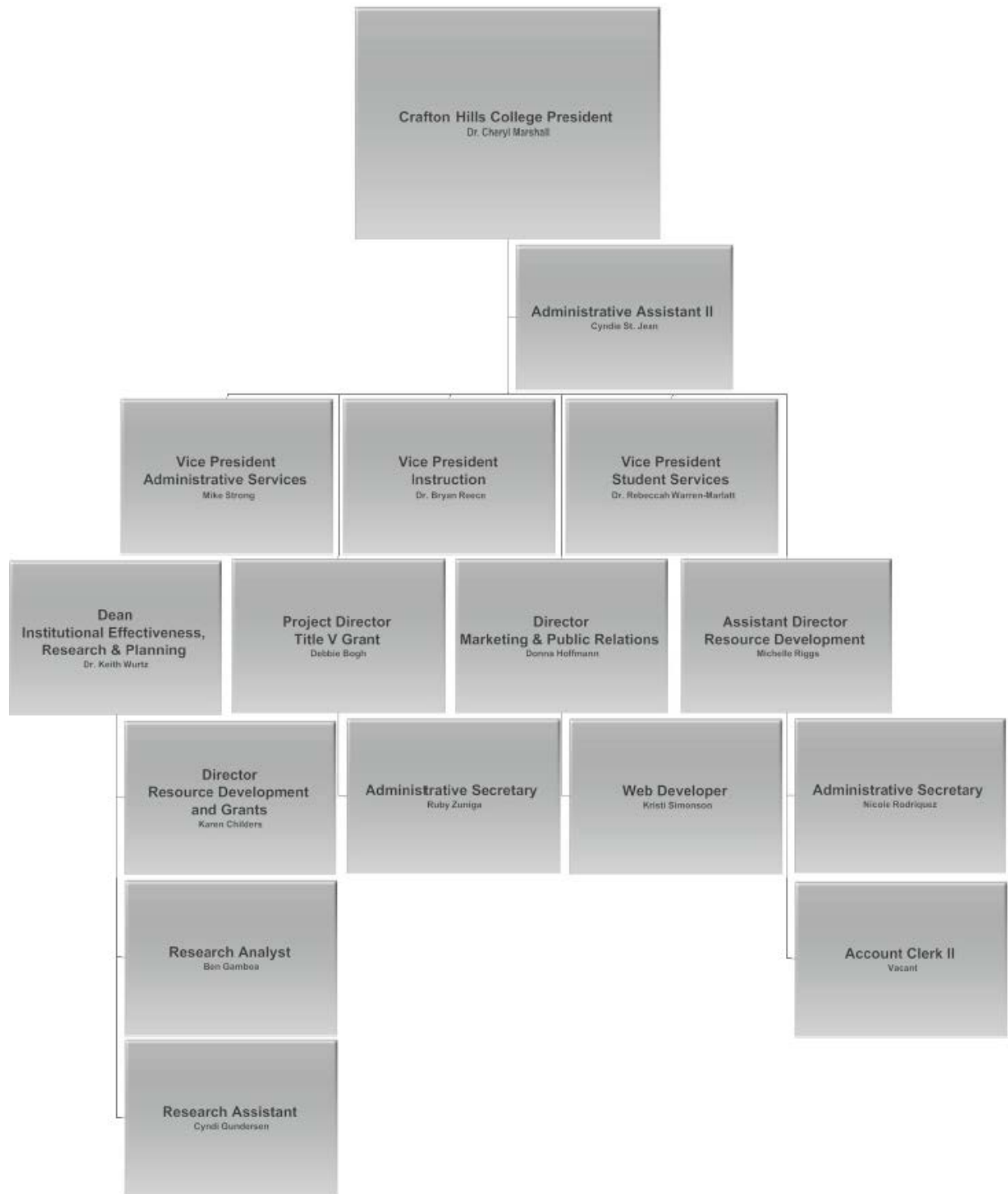


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2.3 Crafton Hills College (as of 3/31/15)



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355 **3.0 Board Imperatives & Goals**

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357 3.1 Board Imperatives

358

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

363

364 3.2 Board Goals

365

- 366 I. Institutional Effectiveness
  - 367 a. Ensure that leadership positions currently held by interims are filled
  - 368 with permanent hires.
  - 369 b. Implement a District-wide emphasis on leadership development.
  - 370
- 371 II. Learning Centered Institution for Student Access, Retention and Success
  - 372 a. Develop collaborative partnerships with other educational
  - 373 institutions, especially Pre-12.
  - 374 b. Strengthen the Board’s capacity to use metrics to monitor
  - 375 improvement in student access and success.
  - 376 c. Monitor student success initiatives and outcomes.
  - 377 d. Monitor all District programs that provide workforce training and
  - 378 experience for students.
  - 379
- 380 III. Resource Management for Efficiency, Effectiveness and Excellence
  - 381 a. Continue to ensure the district’s sound fiscal condition. Reports
  - 382 should reflect long-term analysis.
  - 383
- 384 IV. Enhanced and Informed Governance and Leadership
  - 385 a. Strengthen the effectiveness of the Board of Trustees.
  - 386 b. Ensure new trustees are fully integrated into the Board/CEO team.
  - 387

388 **4.0 About the Board of Trustees**

389

390 4.1 Board Duties and Responsibilities (Reference: BP 2200)

391

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

394 The Board is committed to fulfilling its responsibilities to:

395

- 396 • Represent the public interest

- 397 • Establish policies that define the institutional mission and set prudent,  
398 ethical and legal standards for college operations
- 399 • Select, hire, and evaluate the Chancellor
- 400 • Delegate power and authority to the Chancellor to effectively lead the  
401 District
- 402 • Assure fiscal health and stability
- 403 • Monitor institutional performance and educational quality
- 404 • Advocate and protect the District

405  
406 4.2 Board Membership (Reference: BP 2010)

407  
408 The Board of Trustees shall consist of seven members elected by the qualified voters of  
409 the District. The Board shall be elected by geographical area for terms of four years as  
410 defined in BP 2100 titled Board Elections.

411  
412 Any person who meets the criteria contained in law is eligible to be elected or appointed  
413 a member of the Board.

414  
415 An employee of the District may not be sworn into office as an elected or appointed  
416 member of the Board unless he/she resigns as an employee.

417  
418 No member of the Board shall, during the term for which he/she is elected, hold an  
419 incompatible office.

420  
421 4.3 Student Trustees (Reference: BP 2015)

422  
423 The Board of Trustees shall include two (2) non-voting student members (one  
424 representing each college in the District). The term of office shall be one year  
425 commencing at the first Board meeting in June and terminating on the last Board  
426 meeting in May of each academic year.

427  
428 The student member shall, during the term of service, be enrolled in and maintain a  
429 minimum of ~~five-nine~~ (59) semester units in the District at the time of nomination and  
430 throughout the term of service. The student member is not required to give up  
431 employment with the District. The student shall maintain a 2.05 grade point average  
432 (GPA) during the term of office.

433  
434 The student member shall be seated with the Board and shall be recognized as a full  
435 member of the Board at meetings. The student member is entitled to participate in  
436 discussion of issues and receive all materials presented to members of the Board  
437 (except for closed session). The student member shall be entitled to any mileage  
438 allowance necessary to attend Board meetings to the same extent as publicly elected  
439 trustees.

440  
441 The student trustees have the responsibility to be contributing and ethical members of  
442 the board.

443  
444 The primary duties of the Student Trustees are to attend and participate in all open  
445 board meetings, other duties may include:

- 446 • Represent the District at community events
- 447 • Advocate for the colleges and students to the legislatures
- 448 • Attend ASO/ Associated Student Government meetings
- 449 • Meet regularly with senior administrators

450  
451 On or before May 15 of each year, the Board of Trustees shall consider whether to  
452 afford the student trustees any of the following privileges:

- 453  
454 • The privilege to receive compensation for meeting attendance ~~at a level of \$200~~  
455 ~~per month~~per Board Policy 2725. In the event a student trustee has an  
456 unexcused absence to a required meeting, the compensation shall be prorated  
457 for the pay period.
- 458 • The privilege to make and second motions.
- 459 • The privilege to attend closed sessions, other than closed sessions on personnel  
460 or collective bargaining matters, at the discretion of the Board of Trustees.
- 461 • The privilege to vote in an advisory vote, although the vote shall not be included  
462 in determining the vote required to carry any measure before the Board.
- 463 • The privilege to serve a term commencing on May 15.

464  
465 4.4 Election of Student Trustees (Reference: BP 2105)

466  
467 Each college will elect a student trustee for a one-year term. An election will be held in  
468 the Spring semester so that the office is filled by June 1.

469  
470 An election will be conducted at each college in accordance with administrative  
471 procedures. The successful candidate must receive a simple majority of all votes cast.  
472 Candidates for the position may nominate themselves or be nominated by others by the  
473 filing of an application certifying that the candidate is eligible for service under the  
474 criteria set forth in California law and these policies. The election will be conducted in  
475 accordance with administrative procedures.

476  
477 If the seat of a student member becomes vacant for any reason during his/her term, the  
478 Board of Trustees may authorize the officers of the student body association(s) to  
479 appoint a student to serve the remainder of the term in accordance with administrative  
480 procedures.

481

482 A student trustee may be recalled by the student body at their respective college in a  
483 special election held for that purpose in accordance with administrative procedures.

484  
485 4.5 Board Elections (Reference: BP 2100)

486  
487 Elections shall be held every two years, in even numbered years, for four-year  
488 overlapping terms. Terms of trustees are staggered so that, as nearly as practical, one  
489 half of the trustees shall be elected at each trustee election. Each person elected at a  
490 regular biennial governing board member election shall hold office for a term of four  
491 years commencing on the first Friday in December next succeeding his/her election.

492  
493 The Board of Trustees has provided for the election of trustees by trustee areas.  
494 Effective January 16, 2014, the trustee areas include:

- 495
- 496 • Areas 1, 3, 5, and 7 from which governing board members will be elected in  
497 November 2016 and every four years thereafter.
  - 498 • Areas 2, 4, and 6 from which governing board members will be elected in  
499 November 2014<sup>8</sup> and every four years thereafter.
- 500

501 The election of a Board member residing in and registered to vote in the trustee area  
502 he/she seeks to represent shall be only by the registered voters of the same trustee  
503 area(s).

504  
505 4.6 Vacancies on the Board (Reference: BP 2110)

506 Vacancies on the Board may be caused by any of the events specified in Government  
507 Code Section 1770 or any applicable provision in the Elections Code, or by a failure to  
508 elect. Resignations from the Board shall be governed by Education Code Section 5090.

509  
510 Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either  
511 order an election or make a provisional appointment to fill the vacancy.

512  
513 If an election is ordered, it shall be held on the next regular election date not less than  
514 130 days after the occurrence of the vacancy.

515  
516 If a provisional appointment is made, it shall be subject to the conditions in Education  
517 Code Section 5091. The person appointed to the position shall hold office only until the  
518 next regularly scheduled election for district governing board members, when the  
519 election shall be held to fill the vacancy for the remainder of the unexpired term.

520  
521 The provisional appointment will be made by a majority public vote of the Board  
522 members at a public meeting.

523

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

528  
529 Any vacancy on the Board shall be filled by special election or provisional appointment  
530 in accordance with the provisions of the Education Code. Vacancies are caused by any  
531 of the events specified in the Government Code or by failure to elect. Any resignation  
532 must be filed in writing with the County Superintendent of Schools.

533  
534 Vacancies for the student board member(s) are addressed BP 2105 titled Election of  
535 Student Trustees. A vacancy exists in the student Board position when the student  
536 Board member resigns from the Board. A vacancy may occur if the student Board  
537 member misses three (3) consecutive Board meetings without authorization, is enrolled  
538 for fewer than nine (9) units, or does not maintain a cumulative grade point average of  
539 2.5. The unit load and the GPA are to be maintained during the entire term of office.

540  
541 4.7 Term Limits (Reference: BP 2130)

542 The District does not currently limit the number of terms a member of the Board of  
543 Trustees may serve on the Board.

544  
545 The Board may adopt or the residents of the District may propose, by initiative, a  
546 proposal to limit the number of terms a member of the Board of Trustees may serve on  
547 the Board. Any proposal to limit the number of terms a member of the Board may serve  
548 shall not become operative unless it is submitted to the electors of the District at a  
549 regularly scheduled election and a majority of the votes cast on the question favor  
550 adoption of the proposal. Any such proposal shall be subject to requirements set forth  
551 in Elections Code Sections 9500 et seq.

552  
553 4.8 Officers of the Board (Reference: BP 2210)

554 At the annual organizational meeting (See BP 2305 titled Annual Organizational  
555 Meeting), the Board of Trustees shall elect officers from among its members. The terms  
556 of officers shall be for one year.

557  
558 **Duties of the President of the Board:**

- 559
- 560 1. Preside over all meetings of the Board;
  - 561 2. Call emergency and special meetings of the Board as required by law;
  - 562 3. Consult with the Chancellor on the Board meeting agendas;
  - 563 4. Communicate with individual Board members about their responsibilities;
  - 564 5. ~~Participate—Ultimately responsible in—~~ for the orientation process for new Board  
565 members and Student Trustees;
  - 566 6. Assure Board compliance with policies on Board education, Board self-  
567 evaluation, and evaluation of the Chancellor;

- 568 7. Represent the Board at official events or ensure Board representation.  
569 8. The Board President may contact District legal counsel regarding business of the  
570 District as he/she deems necessary and the Board President will provide a report  
571 to the Board and Chancellor regarding the topic of the call and the associated  
572 costs.  
573 ~~8~~.9. The President has the right to vote on all issues and to participate in the  
574 discussions. (Note: This is an exception to Robert's Rules of Order.)  
575 ~~9~~.10. The Board President shall establish ad hoc committees to comply with  
576 Board Policies and deadlines.  
577

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

- 579  
580 1. To perform in the absence of the President, all the duties of the President;  
581 2. To attest the signature of the President or other members of the Board on  
582 contracts, agreements, deeds, leases, and other legal documents not delegated  
583 to the Chancellor or other officers of the District;  
584 3. To attest to the signature of the President or other members of the Board on all  
585 other documents of the District when the attestation is a legal requirement.  
586

587 **Duties of the Clerk of the Board:**

- 588  
589 1. To perform in the absence of the President, or the Vice President all the duties of  
590 the President;  
591 2. To attest the signature of the President or other members of the Board on  
592 contracts, agreements, deeds, leases, and other legal documents not delegated  
593 to the Chancellor or other officers of the District;  
594 3. To attest to the signature of the President or other members of the Board on all  
595 other documents of the District when the attestation is a legal requirement;  
596 4. To certify copies of records of the District as required.  
597

598 **Board Secretary**

599  
600 The Chancellor of the District shall serve as the Secretary to the Board.  
601

602 **Duties of the Secretary to the Board:**

- 603  
604 1. Notify members of the Board of regular, special, emergency, and adjourned  
605 meetings;  
606 2. Prepare and post the Board meeting agendas;  
607 3. Have prepared for adoption minutes of the Board meetings;  
608 4. Attend all Board meetings and closed sessions unless excused, and in such  
609 cases to assign a designee;  
610 5. Conduct the official correspondence of the Board;  
611 6. Certify as legally required all Board actions;



612 7. Sign, when authorized by law or by Board action, any documents that would  
613 otherwise require the signature of the Secretary or the Clerk of the Board.  
614

615 The Board does not have an official system of rotation or officers; it elects the officers  
616 each year from among all its members.  
617

#### 618 4.9 Committees of the Board (Reference: BP 2220) 619

620 The Board may, by action, establish committees that it determines are necessary to  
621 assist the Board in its responsibilities. Any committee established by Board action shall  
622 comply with the requirements of the California Public Meetings Act (Brown Act) and with  
623 these policies regarding open meetings.  
624

625 Board committees that are composed solely of less than a quorum of members of the  
626 Board that are advisory are not required to comply with the Brown Act, or with these  
627 policies regarding open meetings, unless they are standing committees.  
628

629 Board committees that are only advisory have no authority or power to act on behalf of  
630 the Board. Findings or recommendations shall be reported to the Board for  
631 consideration.  
632

#### 633 4.10 Personal Use of Public Resources (Reference: BP 2717) 634

635 No member of the Board of Trustees shall use or permit others to use public resources,  
636 except that which is incidental and minimal, for personal purposes or any other purpose  
637 not authorized by law.  
638

#### 639 ~~4.11 Communications Among Board Members (Reference: BP 2720)~~ 640

641 ~~Members of the Board shall not communicate among themselves by the use of any form~~  
642 ~~of communication (e.g., personal intermediaries, e-mail, or other technological device) in~~  
643 ~~order to reach a collective concurrence regarding any item that is within the subject~~  
644 ~~matter jurisdiction of the Board. In addition, no other person shall make serial~~  
645 ~~communications of any kind, directly or through intermediaries, to discuss, deliberate, or~~  
646 ~~take action on any item of business that is within the subject matter jurisdiction of the~~  
647 ~~Board of Trustees.~~  
648

#### 649 4.121 Board Member Compensation (Reference: BP 2725) 650

651 Members of the Board of Trustees ~~and Student Trustees~~ who attend all Board meetings  
652 shall receive ~~\$400 per month and the student trustee(s), \$200 per month~~ compensation  
653 ~~per Board Policy 2725.~~ A member of the Board who does not attend all meetings held  
654 by the Board in any month shall receive, as compensation, an amount not greater than  
655 the pro rata share of the number of meetings actually attended.

656  
657 A member of the Board may be paid for a meeting when absent if the Board, by  
658 resolution, finds that at the time of the meeting the member is performing services  
659 outside the meeting for the community college district, is ill, on jury duty, or the absence  
660 is due to a hardship deemed acceptable by the Board.

661  
662 4.132 Board Member Health Benefits (Reference: BP 2730)

663  
664 Members of the Board of Trustees shall be permitted to participate in the District's  
665 health benefit programs. The benefits of members of the Board through the District's  
666 health benefits programs shall not be greater than the most generous schedule of  
667 benefits being received by any category of non-safety employee of the District. Board  
668 members are afforded the opportunity to opt out of receiving health benefits from the  
669 District and be reimbursed under the same terms and conditions as other employees of  
670 the District.

671  
672 Former members of the Board may continue to participate in the District's health  
673 benefits programs upon leaving the Board if the following criteria are met: the member  
674 must have begun service on the Board after January 1, 1981; the member must have  
675 been first elected to the Board before January 1, 1995; and the member must have  
676 served at least 12 years. All other former Board members may continue to participate in  
677 the District's health benefits programs on a self-pay basis.

678  
679 4.143 Board Member Travel (Reference: BP 2735)

680  
681 Members of the Board of Trustees shall have travel expenses paid whenever they travel  
682 as representatives of and perform services directed by the Board. Board member travel  
683 requests shall be made in accordance with the District's travel request and approval  
684 processes.

685  
686 Also see BP/AP 7400 titled Travel

687  
688 4.154 Board Education (Reference: BP 2740)

689  
690 The Board of Trustees is committed to its ongoing development as a Board and to a  
691 trustee education program that includes new trustee orientation.

692  
693 To that end, the Board will engage in study sessions, provide access to reading  
694 materials, and support conference attendance and other activities that foster trustee  
695 education.

696  
697 Orientation sessions shall be scheduled for new Board of Trustee appointees. A  
698 Special Meeting of the Board for the purpose of the orientation shall be called within 30  
699 days of the appointment of a new trustee. Planning and implementation of appropriate

700 information items for the orientation shall be the joint responsibility of the Chancellor  
701 and current members of the Board of Trustees.

702  
703 The Chancellor and the Board shall assist each new member-elect to understand the  
704 Board's functions, policies, and procedures before he/she assumes office. Such  
705 assistance shall include, but shall not be limited to, providing of written materials and  
706 invitations to attend Board meetings and conferences with the Chancellor. New Board  
707 members shall be encouraged to attend meetings on a regional basis held as  
708 training/information sessions by other organizations.

709  
710 4.165 Political Activity (Reference: BP 2716)

711  
712 Members of the Board of Trustees shall not use District funds, services, supplies, or  
713 equipment to urge the passage or defeat of any ballot measure or candidate, including,  
714 but not limited to, any candidate for election to the Board.

715  
716 Initiative or referendum measures may be drafted on an area of legitimate interest to the  
717 District. The Board may by resolution express the Board's position on ballot measures.  
718 Public resources may be used only for informational efforts regarding the possible  
719 effects of District bond issues or other ballot measures.

720  
721 4.176 Conflict of Interest (Reference: BP 2710)

722  
723 Pursuant to Government Code Section 1090, the District is prohibited from entering into  
724 any contracts where a Board member or employee may have a financial interest.

725  
726 Board members shall not be financially interested in any contract made by the Board of  
727 Trustees or in any contract they make in their capacity as Board members.

728  
729 A Board member shall not be considered to be financially interested in a contract if  
730 his/her interest is limited to those interests defined as remote under Government Code  
731 Section 1091 or is limited to interests defined by Government Code Section 1091.5.

732  
733 A Board member who has a remote interest in any contract considered by the Board  
734 shall disclose his/her interest during a Board meeting and have the disclosure noted in  
735 the official Board minutes. The Board member shall not vote or debate on the matter or  
736 attempt to influence any other Board member to enter into the contract.

737  
738 A Board member shall not engage in any employment or activity that is inconsistent  
739 with, incompatible with, in conflict with or inimical to his/her duties as an officer of the  
740 District.

741  
742 In compliance with law and regulation, the Chancellor shall establish administrative  
743 procedures to provide for disclosure of assets of income of Board members who may be

744 affected by their official actions, and prevent members from making or participating in  
745 the making of Board decisions which may foreseeably have a material effect on their  
746 financial interest.

747  
748 Board members shall file statements of economic interest with the filing officer identified  
749 by the administrative procedures.

750  
751 Board members are encouraged to seek counsel from the District's legal advisor in  
752 every case where any question arises.

753  
754 4.187 Code of Ethics / Standards of Practice (Reference: BP 2715)

755  
756 The Board maintains high standards of ethical conduct for its members. Members of  
757 the Board are responsible to:

- 758
- 759 • Act only in the best interests of the entire community.
  - 760 • Ensure public input into Board deliberations; adhering to the law and spirit of the  
761 open meeting laws and regulations.
  - 762 • Prevent conflicts of interest and the perception of conflicts of interest.
  - 763 • Exercise authority only as a Board.
  - 764 • Use appropriate channels of communication.
  - 765 • Respect others; acting with civility.
  - 766 • Be informed about the District, educational issues, and responsibilities of  
767 trusteeship.
  - 768 • Devote adequate time to Board work.
  - 769 • Maintain confidentiality of closed sessions.

770  
771 The Board of Trustees will promptly address any violation by a Board member or Board  
772 members of the Code of Ethics in the following manner:

773  
774 Charges by any person that a member of the Board of Trustees has violated laws and  
775 regulations of the Board's Code of Ethics shall be directed to the President of the Board  
776 or the Board itself. The President of the Board may establish an ad hoc committee to  
777 examine the charges and recommend further courses of action to the Board. The  
778 Board member subject to the charge of misconduct shall not be precluded from  
779 presenting information to the committee. Possible courses of action include:

- 780
- 781 • If alleged behavior violates laws, legal counsel may be sought, at the discretion  
782 of the Board of Trustees, and the violations referred to the District Attorney or  
783 Attorney General as provided for in law.
  - 784 • If the alleged behavior violates this Board Policy on ethical conduct, the  
785 President of the Board shall alert the Board member in question regarding the

786 violation of policy, the Board of Trustees may discuss the violation at an open  
787 Board Meeting and affirm its policy expectation, and/or the Board may move to  
788 censure the trustee.

789  
790 **4.198 Board Representatives**

791  
792 At the annual organizational meeting the Board appoints representatives to the  
793 various organizations and bodies requiring representation. Currently, the Board  
794 appoints the following representatives:

- 795
- 796 • Representative and Alternate to the Nominating Committee for the County
- 797 Committee on School District Organization
- 798 • Committee Assignment for KVCR Foundation
- 799 • Committee Assignment for San Bernardino Regional Emergency Training
- 800 Center Joint Powers Authority)
- 801 • Committee Assignment for EDCT Foundation
- 802

803 **5.0 Board of Trustee Meetings**

804

805 **5.1 Meetings of the Board (Reference BP 2310) In review with work group**

806

807 All regular and special meetings of the Board [of Trustees](#) are open to the public, be  
808 accessible to persons with disabilities, and comply with the Brown Act provisions,  
809 except as otherwise required or permitted by law.

810

811 A notice identifying the location, date, and time of each regular meeting of the Board  
812 shall be posted ten days prior to the meeting and shall remain posted until the day and  
813 time of the meeting.

814

815 Regular meetings of the Board shall be held on the second Thursday of each month.  
816 Meetings will be held in the District Assembly Room, 114 S. Del Rosa Avenue, San  
817 Bernardino, California, 92408, or as otherwise specified by previous Board action.  
818 Meetings will begin at 4:00 p.m. or as otherwise specified by previous Board action.  
819 Individuals who may wish to place a matter on the agenda or speak on an agenda item  
820 may do so by following the procedures outlined in [AP 2340 titled Agendas and AP 2345](#)  
821 [titled Public Participation at Board Meetings](#)

822

823 **5.2 The Brown Act (Open Meeting Law)**

824

825 The Board is subject to the Brown Act, also known as the Open Meeting Law. The  
826 Brown Act requires that public boards conduct their business in the open. This means  
827 that all meetings are open to the public except for a limited number of circumstances,  
828 as permitted by the Brown Act. Examples of these limited circumstances include

829 agenda items concerning personnel actions, labor negotiations, and the negotiation of  
830 real property. ~~(See Closed Session below for detail.)~~

831  
832 References: For more information regarding the Brown Act, refer to  
833 <http://ag.ca.gov/publications/brownAct2003.pdf>

834

### 835 5.3 Meeting Protocol

836

837 Board behavior can have both a positive or negative ripple effect throughout the  
838 District community. Often a simple comment can take on a life of its own with the  
839 original intended meaning misunderstood. The following recommendations may help  
840 to keep individual Board members from being misunderstood:

841

- 842 • Keep the Board discussion at the policy level versus getting into how  
843 something will be accomplished.
- 844 • Ask questions of staff as necessary to make an informed decision, but  
845 try to avoid questions that may imply the Board is trying to  
846 micromanage the District.
- 847 • Be cautious about making statements that might be interpreted as  
848 belittling the staff.
- 849 • Praise in public and discipline in private.
- 850 • Be professional and courteous to fellow Board members.

851

### 852 5.4 Quorum and Voting (Reference: BP 2330) In review with work group

853

854 Four Board members, other than the Student Trustees, shall constitute a quorum for the  
855 transaction of business. The Board [of Trustees](#) shall act by majority vote of all voting  
856 members of the Board. **In the event of a minimum quorum, all four Board members  
857 must vote in favor of motions to pass motions.**

858

859 No action shall be taken by secret ballot. The Board will publicly report any action  
860 taken in open session and the vote or abstention of each individual member present.

861

862 The following actions require a **two-third majority** of all members of the Board:

863

- 864 A. Resolution of intention to sell or lease real property (except where a  
865 unanimous vote is required);
- 866 B. Resolution of intention to dedicate or convey an easement;
- 867 C. Resolution authorizing and directing the execution and delivery of a  
868 deed;
- 869 D. Action to declare the District exempt from the approval requirements of a  
870 planning commission or other local land use body;
- 871 E. Resolution providing for the transfer from the reserve for contingencies  
872 to any expenditure classification;
- 872 F. Resolution to condemn real property.

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The following actions require a **unanimous vote** of all members of the Board:

- A. Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- B. Resolution authorizing lease of District property under a lease for the production of gas.
- C. Any authorization to change an existing construction contract.

#### 5.5 Special and Emergency Meetings (Reference: BP 2320)

**Special meetings** may from time to time be called by the President of the Board of Trustees or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted or discussed.

**Emergency meetings** may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

#### 5.6 Closed Session (Reference: BP 2315)

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

- The appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- Charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session.
- Advice of counsel on pending litigation, as defined by law;



- 916 • Consideration of tort liability claims as part of the District's membership in any
- 917 joint powers agency formed for purposes of insurance pooling;
- 918
- 919 • Real property transactions;
- 920
- 921 • Threats to public security;
- 922
- 923 • Review of the District's position regarding labor negotiations and giving
- 924 instructions to the District's designated negotiator;
- 925
- 926 • Discussion of student disciplinary action, with final action taken in public;
- 927
- 928 • Conferring of honorary degrees;
- 929
- 930 • Consideration of gifts from a donor who wishes to remain anonymous.
- 931
- 932 • To consider its response to a confidential final draft audit report from the Bureau
- 933 of State Audits.
- 934

935 The agenda for each regular or special meeting shall contain information regarding

936 whether a closed session will be held and shall identify the topics to be discussed in any

937 closed session in the manner required by law.

938

939 After any closed session, the Board shall reconvene in open session before adjourning

940 and shall announce any actions taken in closed session and the vote or abstention of

941 every member present.

942

943 All matters discussed or disclosed during a lawfully held closed session and all notes,

944 minutes, records or recordings made of such a closed session are confidential and shall

945 remain confidential unless and until required to be disclosed by action of the Board or

946 by law.

947

948 Pursuant to Government Code Section 54957, if any person requests an opportunity to

949 present complaints to the Board about a specific employee, such complaints shall first

950 be presented to the Chancellor. Notice shall be given to the employee against whom

951 the charges or complaints are directed. If the complaint is not first resolved at the

952 administrative level, the matter shall be scheduled for a closed session of the Board.

953 The employee against whom the charges or complaints are directed shall be given at

954 least 24 hours written notice of the closed session, and shall be given the opportunity to

955 request that the complaints be heard in an open meeting of the Board of Trustees.

956

957 5.7 How the Board Takes Action

958



959 Official Board action can be taken only at Board meetings and by affirmative action of  
960 at least four of the seven voting Board members. No one Board member or  
961 administrator makes official commitments for the Board, except as directed by Board  
962 action. The Board has final control over District matters and policies, subject to  
963 limitations imposed by California and federal law, and all employees and administrators  
964 of the District are bound to abide by such policies.

965

#### 966 5.8 Consent Agenda

967

968 Items that are calendared as requiring little or no discussion by the Board or the public  
969 are listed on the agenda as "Consent" items. The Board may act on these items in  
970 one motion without discussion. Any Board member or individual attending the Board  
971 meeting can request at the time of the meeting that an item listed on the consent  
972 agenda be considered separately ("pulled from the consent agenda") as part of the  
973 regular agenda, thus allowing discussion of the item. The Board reserves the right to  
974 consider if an item on the Consent Agenda is pulled.

975

#### 976 5.9 Preparing for Meetings

977

978 One week prior to the Board meeting, the Chancellor meets with the Board President to  
979 review the agenda prior to the board book going to print.

980

981 On the Friday preceding the Thursday Board meeting, the Chancellor's Office will  
982 deliver Board packets with an agenda and supporting materials. This information is  
983 also posted to the District Website. This timeline gives the Board members six days to  
984 review the materials prior to the meeting. When possible, Board members should  
985 submit their questions to the Chancellor prior to the Board meeting so that the staff can  
986 provide a thorough response, prior to or, at the time of the meeting. Also, any Board  
987 member can call the Chancellor prior to the Board meeting for clarification regarding  
988 any agenda item rather than waiting until the Board meeting. It is always best not to  
989 surprise the Chancellor or staff at the Board meeting. Response to information is  
990 supplied to all Board members.

991

992 The week of the Board meeting the Chancellor meets with each member of the  
993 Board to review the agenda to address any questions.

994

#### 995 5.10 Recording (Reference: BP 2365)

996

997 Any audio or video recording of an open and public Board of Trustees Meeting made by  
998 or at the direction of the Board shall be subject to inspection by members of the public  
999 in accordance with the California Public Records Act, Government Code Sections 6250  
1000 et seq. The Chancellor is directed to enact administrative procedures to ensure that  
1001 any such recordings are maintained for at least thirty days following the recording.

1002

1003 Persons attending an open and public meeting of the Board may, at their own expense,  
1004 record the proceedings with an audio or video recording device or a still or motion  
1005 picture camera or may broadcast the proceedings. However, if the Board finds by a  
1006 majority vote that the recording or broadcast cannot continue without noise, illumination,  
1007 or obstruction of view that constitutes or would constitute a persistent disruption of the  
1008 proceedings, any such person shall be directed by the President of the Board to stop.

1009

1010 5.11 Speakers (Reference: BP 2350)

1011  
1012 Persons may speak to the Board of Trustees either on an agenda item or on other  
1013 matters of interest to the public that are within the subject matter jurisdiction of the  
1014 Board.

1015  
1016 Oral presentations relating to a matter on the agenda, including those on the consent  
1017 agenda, shall be heard before a vote is called.

1018  
1019 Persons wishing to speak to matters not on the agenda shall do so at the time  
1020 designated at the meeting for public comment.

1021  
1022 Those wishing to speak to the Board are subject to the following:

- 1023 • The President of the Board may rule members of the public out of order if their  
1024 remarks do not pertain to matters that are within the subject matter jurisdiction of  
1025 the Board or if their remarks are unduly repetitive.
- 1026 • Non-scheduled substitutes may not speak in place of scheduled speakers unless  
1027 alternates have been submitted on the original request.
- 1028 • Employees who are members of a bargaining unit represented by an exclusive  
1029 bargaining agent may address the Board under this policy, but may not attempt to  
1030 negotiate terms and conditions of their employment. This policy does not prohibit  
1031 any employee from addressing a collective bargaining proposal pursuant to the  
1032 public notice requirements of Government Code Section 3547 and the policies of  
1033 this Board implementing that section.

1034  
1035 Any member of the public who wishes to address the Board on any matter on the  
1036 agenda of a regular Board meeting or on the notice for a special Board meeting is  
1037 limited to five minutes per person and 20 minutes per agenda topic unless the time limit  
1038 is extended by a majority vote of the Board.

1039  
1040 The Board acknowledges that the Brown Act, Government Code Section 54954.3,  
1041 requires that every agenda for regular meetings, but not every notice for special  
1042 meetings, shall provide an opportunity for members of the public to directly address the  
1043 Board on items of interest to the public that are not on the agenda.

1044  
1045 A member of the public who wishes to address the Board on an item not on the agenda,

1046 but related to the business of the District, is limited to five minutes unless a majority of  
1047 the Board votes to extend the time limit. The total time for members of the public to  
1048 speak on the same or a substantially similar subject shall be limited to twenty minutes  
1049 unless a majority of the Board votes to extend the time limit. Each speaker coming  
1050 before the Board is limited to one presentation per specific agenda item before the  
1051 Board and to one presentation per meeting on non-agenda matters.

1052  
1053 Members of the public desiring to address the Board shall complete and submit a Public  
1054 Comment card.

1055  
1056 As a matter of law, members of the Board may not discuss or respond to public  
1057 comments unless the matters are properly noticed for discussion or action in Open  
1058 Session.

1059

## 1060 **6.0 Communication Protocol**

1061

### 1062 6.1 Communication with the Chancellor

1063  
1064 Except for discussion in or about closed session, any communication with the  
1065 Chancellor, written or verbal, should be considered public.

1066

### 1067 6.2 Communication with District Personnel

1068  
1069 Board members should keep in mind that anything that a Board member says can be  
1070 taken out of context and misinterpreted. If there is a question related to the District, it is  
1071 best to go through the Chancellor's Office. It is inappropriate to call a staff member  
1072 directly without the permission of the Chancellor. Remember, the Chancellor works for  
1073 the Board. All other employees of the District work for the Chancellor.

1074

### 1075 6.3 Communications Among Board Members (Reference: BP 2720)

1076  
1077 Members of the Board shall not communicate among themselves by the use of any form  
1078 of communication (e.g., personal intermediaries, e-mail, or other technological device)  
1079 in order to reach a collective concurrence regarding any item that is within the subject  
1080 matter jurisdiction of the Board. In addition, no other person shall make serial  
1081 communications of any kind, directly or through intermediaries, to discuss, deliberate, or  
1082 take action on any item of business that is within the subject matter jurisdiction of the  
1083 Board of Trustees.

1084

1085 **Under California's Public Records Act, "any writing containing information relating to the**  
1086 **conduct of the public's business prepared, owned, used, or retained by any state or**  
1087 **local agency regardless of physical form or characteristics" is a public record and must**  
1088 **be disclosed to the public upon request unless a provision of the PRA exempts it from**  
1089 **disclosure. Gov't Code Section 6252-6253. (see 5.2 Brown Act)**

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#### 6.4 Media

Any Board member is allowed to speak with the media. However, Board members should keep in mind the following:

- When speaking to the press, remind the interviewer that you do not represent the views of the Board, but speak as an individual.
- When contacted by the press, defer to the Chancellor or Board Chair for official Board positions.
- When speaking to the media, be an advocate for the District.
- Never speak about personnel matters or other closed session topics to the press.

#### 6.5 E-mail

Board members should keep in mind that electronic communications can facilitate a Brown Act violation. **Emails are subject to disclosure laws per BP and AP 3310.**

#### **6.6 Trustee Websites**

**Refer to new BP and AP to develop language here**

#### **7.0 Campus Visits**

Board members are always welcome to visit the District campuses; however, there are protocols that Board members should follow in order to avoid possible miscommunication or an unintended misunderstanding. Following are a few points:

- As a matter of professional courtesy, Board members should always inform the Chancellor when they visit a District campus.
- As a matter of protocol, Board members should always inform the Chancellor's/President's Office of invitations they receive by District groups to visit a District campus.
- If Board members desire to visit a facility that will be discussed as part of an agenda item, the Board members need to contact the Chancellor in order to arrange for an escorted site visit with a staff member.
- When on a District campus, Board members should be aware that their comments can be taken out of context.

#### **8.0 Board Planning and Evaluation**

1133 8.1 Annual Retreat

1134

1135 Each summer the Board holds an annual retreat with the Board and the Chancellor.  
1136 This retreat is the opportunity for the Board to conduct its annual self-evaluation and  
1137 set goals for the upcoming year.

1138

1139 8.2 Board Self-Evaluation (Reference: BP 2745)

1140

1141 The Board of Trustees is committed to assessing its own performance as a Board in  
1142 order to identify its strengths and areas in which it may improve its functioning.

1143

1144 To this end the Board has established the following processes for evaluation:

1145

1146 An ad hoc committee of the Board shall be appointed in April to determine the  
1147 instrument or process to be used in Board self-evaluation. Any evaluation instrument  
1148 shall incorporate criteria contained in these Board policies regarding Board operations,  
1149 as well as criteria defining Board effectiveness promulgated by recognized practitioners  
1150 in the field.

1151

1152 The process for evaluation shall be recommended to and approved by the Board.

1153

1154 If an instrument is used, all Board members will be asked to complete the evaluation  
1155 instrument and submit them to Board President.

1156

1157 A summary of the evaluations will be presented and discussed at an annual Board  
1158 retreat scheduled for that purpose. The results will be used to identify accomplishments  
1159 in the past year and goals for the following year.

1160

1161 8.3 Setting the Board's Goals

1162

1163 The Board uses the results of the self-evaluation to set internal goals for the  
1164 upcoming year.

1165

1166 8.4 Annual Organizational Meeting (Reference: BP 2305)

1167

1168 The Board shall hold an annual organizational meeting on a day within fifteen calendar  
1169 days of the last Friday in November

1170

1171 The purpose of the annual organizational meeting is to elect a president, vice president,  
1172 and a clerk, and conduct any other business as required by law or determined by the  
1173 Board.

1174

1175 8.5 Chancellor - Hiring and Contract

1176

1177 Without doubt, the most important role of the Board is to appoint the Chancellor. It is  
1178 exclusively the Board's role, although the process itself generally includes District  
1179 personnel who will participate in the interviewing and screening process. A District  
1180 committee may assist in screening the applications and narrowing the pool of  
1181 candidates to a manageable group that will be invited for confidential screening  
1182 interviews. From the confidential interviews, the committee selects a small group of 3-  
1183 5 finalists to recommend to the Board for interviews and on-campus forums. After the  
1184 finalists accept the invitation to interview as a finalist, the names of the finalists  
1185 become public information and usually there will be a press release involved.

1186  
1187 From the finalists, the Board selects their top candidate to make an offer. It is not  
1188 guaranteed that the first choice will accept the offer since it is common for candidates  
1189 to be finalists in more than one college presidential search at the same time.  
1190 Therefore, it is important that this part of the process remains confidential until an offer  
1191 and an acceptance of offer has been reached. During this part of the process the  
1192 Board must negotiate with the candidate the terms of the contract, which includes  
1193 salary, starting date, and benefits. The process can easily take from six months to a  
1194 year.

1195  
1196 8.6 Evaluation of the Chancellor (Reference: BP 2435)

1197  
1198 The Board of Trustees shall conduct an evaluation of the Chancellor at least annually.  
1199 Such evaluation shall comply with any requirements set forth in the contract of  
1200 employment with the Chancellor as well as this policy.

1201  
1202 The criteria for evaluation shall be based on Board policy, the Chancellor job  
1203 description, and performance goals and objectives developed in accordance with AP  
1204 2435 titled Evaluation of the Chancellor.

1205  
1206 8.7 Setting the Chancellor's Salary

1207  
1208 After the initial starting salary negotiated with the Chancellor at the time of  
1209 employment, the Board will need to consider the salary of their one employee on an  
1210 annual basis. This process is usually done in conjunction with the Chancellor's  
1211 annual evaluation. Although the discussion of the Chancellor's performance and  
1212 determination of any salary adjustment is a closed session item, the actual setting of  
1213 the salary adjustment is an open session agenda item.

1214  
1215 **9.0 Accreditation**

1216  
1217 9.1 Standard IV

1218 Accreditation Standard IVB1 describes the Board's role and responsibilities. Key  
1219 points include the following:

1220

- 1221 • The Board is designated as having the responsibility to set policies for the
- 1222 District and to act in a manner consistent with those policies.
- 1223 • Through such policies the Board has ultimate responsibility for the
- 1224 educational quality, legal matters, and financial integrity of the institution.
- 1225 • The Board establishes policies consistent with the mission statement.
- 1226 • The Board regularly evaluates its policies and practices and revises them
- 1227 as necessary.
- 1228 • The Board advocates for and defends the institution and protects it from
- 1229 undue influence or pressure.
- 1230 • The Board is responsible for selecting and evaluating the Chancellor and
- 1231 for delegating full responsibility and authority to him/her to implement and
- 1232 administer board policies without board interference and holds him/her
- 1233 accountable for the operation of the district.
- 1234 • Once the Board reaches a decision, it acts as a whole.
- 1235 • The Board is responsible for Board development, self-evaluation, and
- 1236 improvement.
- 1237 • The Board has a code of ethics which is enforced by the Board.
- 1238 • The Board is informed about and involved in the accreditation process.
- 1239

1240 9.2 Board's Role in Accreditation

1241

1242 The Board must be fully informed of all accreditation actions, reports, visits and

1243 progress on accreditation recommendations as they pertain to the Colleges. All

1244 reports created in response to Commission actions must be approved or ratified by the

1245 Board.

1246

1247 **10.0 Foundations**

1248

1249 10.1 Economic Development and Corporate Training Foundation (EDCT)

1250

1251 This board-approved auxiliary foundation will become eligible to apply for grants from

1252 private foundations and some state and federal agencies, earmarked for tax-exempt

1253 and non-profit organizations. The Foundation will support EDCT to develop resources

1254 and philanthropic support to advance its economic and workforce development mission

1255 of bringing **not-for-credit**, skills-based training programs to the community. The

1256 foundation was established as a non-profit organization, and its oversight remains the

1257 district's responsibility. The foundation will have its own board which consists of nine

1258 members, three of which are members of the Board of Trustees.

1259

1260 10.2 KVCR Foundation

1261

1262 The Auxiliary's function is to raise and/or receive gifts, property, and funds to be used

1263 for the benefit of the District's television and radio stations (KVCR-TV/FM). In turn,

1264 KVCR-TV/FM shall use the gifts, property and funds raised and/or received by the

1265 Auxiliary for supportive services and specialized programs for the benefit of the District  
1266 stations, including the following:

- 1267
- 1268 1. To extend and improve the District's contact with the members of the  
1269 communities of San Bernardino and Riverside;
  - 1270 2. To improve services to the communities served by the District such as  
1271 local television and radio programming and national television  
1272 programming with a cultural and/or educational character;
  - 1273 3. To provide media-related educational opportunities to the District's  
1274 students, such as internships with KVCR-TV/FM.
- 1275

1276 10.3 Crafton Hills College Foundation

1277

1278 In an effort to extend educational opportunities to CHC students, Crafton Hills College  
1279 (CHC) established the CHC Foundation. The Foundation is a nonprofit corporation  
1280 devoted exclusively to raising funds for scholarships, grants, and other types of  
1281 assistance for CHC students and faculty.

1282

1283 Gifts to the college can be allocated for the college's greatest need or designated  
1284 specifically. Gifts may be designated to an academic area, to scholarships, to any of the  
1285 various cultural or community programs of the college, or to current capital projects. You  
1286 can also remember a loved one by donating a memorial or honorarium in their name.

1287

1288 10.4 San Bernardino Valley College Foundation

1289

1290 We believe everyone should have an opportunity to go to college. Through its work, the  
1291 San Bernardino Valley College Foundation supports SBVC in providing quality  
1292 education and services that support a diverse community of learners. The Foundation is  
1293 a non-profit 501(c)(3) organization; therefore, contributions to the Foundation are tax-  
1294 deductible.

1295

1296 **11.0 Collegial Consultation (Reference BP 2510)**

1297

1298 The Board embraces the concept of collegial consultation and to establish procedures  
1299 to ensure faculty, management, classified staff, and students the right to participate  
1300 effectively in collegial consultation in particular areas where they have their  
1301 responsibility and expertise as specified in Title 5 regulations, while retaining its own  
1302 right and responsibilities in all areas defined by state laws and regulations.

1303 The Board is the ultimate decision-maker in those areas assigned to it by state and  
1304 federal laws and regulations. In executing that responsibility, the Board is committed to  
1305 its obligation to ensure that appropriate members of the District participate in developing  
1306 recommended policies for Board action and administrative procedures for Chancellor  
1307 action under which the District is governed and administered.

1308



1309 **12.0 Groups on Campus**

1310

1311 There are many groups and committees that are a part of the District. There are a  
1312 few groups that the Board regularly has contact with at Board meetings.

1313

1314 12.1 Academic Senate

1315

1316 The Board or its designees will consult collegially with the Academic Senate, as duly  
1317 constituted with respect to academic and professional matters, as defined by law.  
1318 Procedures to implement this section are developed collegially with the Academic  
1319 Senate.

1320

1321 The Board of Trustees recognizes the definition of “academic and professional matters”  
1322 as stated in the Title 5 regulations:

1323

- 1324 1. Curriculum including establishing prerequisites and placing courses within  
1325 disciplines;  
1326 2. degree and certificate requirements;  
1327 3. grading policies;  
1328 4. education program development;  
1329 5. standards or policies regarding student preparation and success;  
1330 6. District and college consultation structures, as related to faculty roles;  
1331 7. faculty roles and involvement in accreditation processes, including self-study and  
1332 annual reports;  
1333 8. policies for faculty professional development activities;  
1334 9. processes for program review;  
1335 10. process for institutional planning and budget development; and  
1336 11. other academic and professional matters as mutually agreed upon between the  
1337 Governing Board and the Academic Senate.

1338

1339 The Board also recognizes its obligation, under Title 5 Regulations, to “consult  
1340 collegially” with the Academic Senate on these “academic and professional matters.”  
1341 Additional academic and professional matters may be added as specified in #11 only  
1342 through formal resolution of the Board.

1343

1344 The Board further recognizes that, under Title 5, it may choose to “consult collegially”  
1345 through the option of “mutual agreement” on policy issues, or the option of “relying  
1346 primarily on the advice and judgment of the senate” when adopting policies and  
1347 procedures on “academic and professional matters.”

1348

1349 The Board of Trustees shall have the final responsibility for developing all policies  
1350 governing the community college district, including academic and professional matters.  
1351 For purposes of academic and professional matters, the Board shall rely primarily on  
1352 the advice of the Academic Senate. If the Board has a compelling reason for not

1353 accepting the advice of the Academic Senate, it shall provide that reason in writing upon  
1354 request of the Academic Senate. The decision of the Board on all policy shall be final.  
1355

1356 12.2 Classified Senate

1357  
1358 Staff shall be provided with opportunities to participate in the formulation and  
1359 development of District policies and procedures that have a significant effect on staff.  
1360 The opinions and recommendations of the classified staff will be given every reasonable  
1361 consideration.  
1362

1363 12.3 Associated Students

1364  
1365 The Associated Students shall be given an opportunity to participate effectively in the  
1366 formulation and development of Board policies and administrative procedures that have  
1367 a significant effect on students, as defined by law. The recommendations and positions  
1368 of the Associated Students will be given every reasonable consideration. The selection  
1369 of student representatives to serve on District committees or task forces shall be made  
1370 after consultation with the Associated Students.  
1371

1372 12.4 California School Employees Association (CSEA)

1373  
1374 The California School Employees Association (CSEA) is the bargaining unit for the  
1375 classified employees.  
1376

1377 12.5 California Teachers Association (CTA)

1378  
1379 The California Teachers Association (CTA) is the bargaining unit for the teachers.  
1380

1381 **13.0 Graduation**

1382  
1383 Graduation is the highlight of both colleges each year. Graduation and graduation  
1384 activities and times vary from year to year (refer to Master Calendar). Board members  
1385 participate as part of the processional and the ceremony. The Board President accepts  
1386 the graduating class and board members wear a graduation robe with the colors of the  
1387 discipline appropriate for their degree.  
1388

1389 **14.0 Board Policies**

1390  
1391 The references to the board policies above represent a snapshot/summary of the policy  
1392 and may not include the entire policy. For complete policies and procedures, please visit  
1393 the District website [www.sbccd.org](http://www.sbccd.org) or click the link here [Board Policies & Procedures](#).  
1394

1395 **15.0 Board Member Orientation**

1396

1397 Per Board Policy 2740, orientation sessions shall be scheduled for new Board of  
1398 Trustee appointees. A Special Meeting of the Board for the purpose of the orientation  
1399 shall be called within 30 days of the appointment of a new trustee. Planning and  
1400 implementation of appropriate information items for the orientation shall be the joint  
1401 responsibility of the Chancellor and current members of the Board of Trustees.

1402  
1403 The Chancellor and the Board shall assist each new member-elect to understand the  
1404 Board's functions, policies, and procedures before he/she assumes office. Such  
1405 assistance shall include, but shall not be limited to, providing of written materials and  
1406 invitations to attend Board meetings and conferences with the Chancellor. New Board  
1407 members shall be encouraged to attend meetings on a regional basis held as  
1408 training/information sessions by other organizations.

- 1409  
1410 Orientation to the institution includes:
- 1411 • Walking tours of the district, campuses, and off-site locations
  - 1412 • Institutional data review
  - 1413 • College history and development, and college catalogs
  - 1414 • Lists and contact information for trustees, college personnel, and student leaders
  - 1415 • Structure and operations of board of trustees
  - 1416 • Structure of higher education at the state level
  - 1417 • Briefings on organization, programs, budget, and facilities of the colleges and  
1418 sites
  - 1419 • ~~Shared governance~~ **Collegial Consultation, inclusive of 10+1**
  - 1420 • Board handbook, meeting agendas, and minutes
  - 1421 • Affirmative action plans
  - 1422 • Printed college materials
  - 1423 • Opportunities to meet informally with campus leaders and faculty, staff, students,  
1424 administrators, and fellow trustees
  - 1425 • **Email records disclosure responsibilities**

- 1426  
1427 Orientation to trusteeship includes:
- 1428 • Roles of board and of individual trustees
  - 1429 • Attendance at local, state and national meetings, including the League's New  
1430 Trustee Orientation Workshop and Legislative Conference
  - 1431 • Review of pertinent laws and board policy
  - 1432 • **Board Budget**

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**CHECKLIST**

- Missions
  - San Bernardino Community College District
  - San Bernardino Valley College
  - Crafton Hills College
  - Economic Development & Corporate Training
  - KVCR
- Organizational Charts
  - San Bernardino Community College District
  - San Bernardino Valley College
  - Crafton Hills College
- Board Imperatives & Goals
- Board Imperatives
- Board Goals
- About the Board of Trustees
  - Board Duties and Responsibilities
- Board Membership
  - Student Trustees
- Election of Student Trustees
  - Board Elections
  - Vacancies on the Board
  - Term Limits
  - Officers of the Board
  - Committees of the Board
  - Personal Use of Public Resources
  - Board Member Compensation
  - Board Member Health Benefits
  - Board Member Travel
  - Board Education
  - Political Activity
  - Conflict of Interest
  - Code of Ethics / Standards of Practice
  - Board Representatives
- Board of Trustee Meetings
  - Meetings of the Board
  - The Brown Act
  - Meeting Protocol
  - Quorum and Voting
  - Special and Emergency Meetings

1484	Closed Session
1485	How the Board Takes Action
1486	Consent Agenda
1487	Preparing for Meetings
1488	Recording
1489	Speakers
1490	Communication Protocol
1491	Communication with the President
1492	Communication from District Personnel
1493	Communication Among Board Members
1494	Media
1495	E-mail
1496	Campus Visits
1497	Board Planning and Evaluation
1498	Annual Retreat
1499	Board Self-Evaluation
1500	Setting the Board's Goals
1501	Annual Organizational Meeting
1502	Chancellor - Hiring and Contract
1503	Evaluation of the Chancellor
1504	Setting the Chancellor's Salary
1505	Accreditation
1506	Standard IV
1507	Board's Role in Accreditation
1508	Foundations
1509	Economic Development and Corporate Training Foundation
1510	KVCR Foundation
1511	Crafton Hills College Foundation
1512	San Bernardino Valley College Foundation
1513	Collegial Consultation
1514	Groups on Campus
1515	Academic Senate
1516	Classified Senate
1517	Associated Students
1518	CSEA
1519	CTA
1520	Graduation
1521	Board Policies & Procedures
1522	Walking tours of the district, campuses, and off-site locations
1523	Institutional data review
1524	College history and development, and college catalogs
1525	Lists and contact information for trustees, college personnel, and student leaders
1526	Structure and operations of board of trustees
1527	Structure of higher education at the state level

- 1528 Briefings on organization, programs, budget, and facilities of the colleges and sites
- 1529 Collegial Consultation, inclusive of 10+1
- 1530 Board handbook, meeting agendas, and minutes
- 1531 Affirmative action plans
- 1532 Printed college materials
- 1533 Opportunities to meet informally with campus leaders and faculty, staff, students,
- 1534 administrators, and fellow trustees
- 1535 Email records disclosure responsibilities
- 1536 Attendance at local, state and national meetings, including the League's New Trustee
- 1537 Orientation Workshop and Legislative Conference
- 1538 Review of pertinent laws and board policy
- 1539 Board Budget

1540

1541

1542

1543 I, \_\_\_\_\_, acknowledge review and training of  
1544 the above listed items on \_\_\_\_\_.

1545

1546

1547 Signature of Trustee \_\_\_\_\_

1548

1549 Signature of Chancellor \_\_\_\_\_

1550

1551 Signature of President \_\_\_\_\_

1552

1553 •

Number	Title	CURRENTLY IN QUEUE PENDING CHANGES	Review Year 2015-16	Review Year 2016-17	Review Year 2017-18	Review Year 2018-19	Review Year 2019-20	Review Year 2020-21	Were Changes Made	Were Update Per Legal Mandate?	Rational e for Change s
BP 1100	The San Bernardino Community College District					X					
BP 1200	District Mission Statement					X					
BP 2010	Board Membership					X					
BP 2015	Student Trustees	x						X			
BP 2100	Board Elections	x		X							
AP 2105	Election of Student Trustees							X			
BP 2105	Election of Student Trustees							X			
AP 2110	Vacancies on the Board							X			
BP 2110	Vacancies on the Board							X			
BP 2130	Term Limits						X				
BP 2200	Board Duties and Responsibilities		X								
BP2210	Officers	x	X								
BP 2220	Committees of the Board		X								
BP 2305	Annual Organizational Meeting		X								
BP 2310	Regular Meetings of the Board					X					
BP 2315	Closed Sessions					X					
AP 2320	Special and Emergency Meetings					X					
BP 2320	Special and Emergency Meetings					X					
AP 2330	Quorum and Voting							X			
BP 2330	Quorum and Voting							X			
AP 2340	Agendas		X								
BP 2340	Agendas		X								
BP 2345	Public Participation at Board Meetings							X			
BP 2350	Speakers							X			
BP 2355	Decorum						X				
BP 2360	Minutes						X				
AP 2365	Recording				X						
BP 2365	Recording				X						

Number	Title	CURRENTLY IN QUEUE PENDING CHANGES	Review Year 2015-16	Review Year 2016-17	Review Year 2017-18	Review Year 2018-19	Review Year 2019-20	Review Year 2020-21	Were Changes Made	Were Update Per Legal Mandate?	Rational e for Change s
AP 2410	Board Policies & Administrative Procedures	x	X								
BP 2410	Board Policies and Administrative Procedures	x	X								
BP 2430	Delegation of Authority to the Chancellor			X							
AP 2431	Chancellor Selection			X							
BP 2431	Chancellor Selection			X							
BP 2432	Chancellor Succession			X							
AP 2435	Evaluation of the Chancellor			X							
BP 2435	Evaluation of the Chancellor			X							
AP 2510	Collegial Consultation	x	X								
BP 2510	Collegial Consultation	x	X								
AP 2610	Presentation of Initial Collective Bargaining Proposals				X						
BP 2610	Presentation of Initial Collective Bargaining Proposals				X						
AP 2710	Conflict of Interest					X					
BP 2710	Conflict of Interest					X					
AP 2712	Conflict of Interest Code					X					
AP 2714	Distribution of Tickets or Passes	CHANGES	X								
BP 2714	Distribution of Tickets or Passes	CHANGES	X								
BP 2715	Code of Ethics/Standards of Practice	x		X							
BP 2716	Political Activity		X								
BP 2717	Personal Use of Public Resources		X								
BP 2720	Communications Among Board Members				X						
BP 2725	Board Member Compensation						X				
AP 2730	Board Member Health Benefits					X					
BP 2730	Board Member Health Benefits					X					
AP 2735	Board Member Travel				X						
BP 2735	Board Member Travel				X						



Number	Title	CURRENTLY IN QUEUE PENDING CHANGES	Review Year 2015-16	Review Year 2016-17	Review Year 2017-18	Review Year 2018-19	Review Year 2019-20	Review Year 2020-21	Were Changes Made	Were Update Per Legal Mandate?	Rational e for Change s
BP 2740	Board Education						X				
BP 2745	Board Self-Evaluation						X				
BP 2750	Board Member Absence from the State						X				
AP 2761	Trustee Website	NEW	X								
BP 2761	Trustee Website	NEW	X								
AP 3050	Institutional Code of Ethics							X			
BP 3050	Institutional Code of Ethics							X			
AP 3100	Organizational Structure							X			
BP 3100	Organizational Structure							X			
AP 3200	Accreditation							X			
BP 3200	Accreditation							X			
BP 3225	Awards	X	X								
BP 3225	Institutional Effectiveness	X	X								
AP 3225	Institutional Effectiveness	X	X								
AP 3250	Institutional Planning							X			
BP 3250	Institutional Planning							X			
AP 3280	Grants	X	X								
BP 3280	Grants	X	X								
AP 3300	Public Records							X			
BP 3300	Public Records							X			
AP 3310	Records Retention and Destruction	X	X								
BP 3310	Records Retention and Destruction	X	X								
AP 3410	Nondiscrimination							X			
BP 3410	Nondiscrimination							X			
AP 3420	Equal Employment Opportunity							X			
BP 3420	Equal Employment Opportunity							X			
AP 3430	Prohibition of Harassment			X							
BP 3430	Prohibition of Harassment			X							

Number	Title	CURRENTLY IN QUEUE PENDING CHANGES	Review Year 2015-16	Review Year 2016-17	Review Year 2017-18	Review Year 2018-19	Review Year 2019-20	Review Year 2020-21	Were Changes Made	Were Update Per Legal Mandate?	Rational e for Change s
AP 3435	Discrimination and Harassment Investigations						x				
AP 3440	Service Animals						x				
BP 3440	Service Animals						x				
AP 3500	Campus Safety	x	x								
BP 3500	Campus Safety	x	x								
AP 3501	Campus Security and Access (3740)	x	x								
BP 3501	Campus Security and Access (3740)	x	x								
AP 3503	Missing Student Notification						x				
AP 3505	Emergency Response Plan	x	x								
BP 3505	Emergency Response Plan	x	x								
AP 3510	Workplace Violence Plan						x				
BP 3510	Workplace Violence Plan						x				
AP 3515	Reporting of Crimes	x	x	x							
BP 3515	Reporting of Crimes	x	x	x							
AP 3516	Registered Sex Offender Information	x	x	x							
AP 3518	Child Abuse Reporting	x	x	x							
BP 3518	Child Abuse Reporting	x	x	x							
AP 3520	Local Law Enforcement	x	x	x							
BP 3520	Local Law Enforcement						x				
AP 3530	Weapons on Campus						x				
BP 3530	Weapons on Campus						x				
AP 3540	Sexual and Other Assaults on Campus	x		x							
BP 3540	Sexual and Other Assaults on Campus	x		x							
AP 3550	Drug Free Environment and Drug Prevention Program	x		x							
BP 3550	Drug Free Environment and Drug Prevention Program	x		x							
AP 3560	Alcoholic Beverages	x		x							
BP 3560	Alcoholic Beverages	x		x							
AP 3570	Smoking on Campus						x				

Number	Title	CURRENTLY IN QUEUE PENDING CHANGES	Review Year 2015-16	Review Year 2016-17	Review Year 2017-18	Review Year 2018-19	Review Year 2019-20	Review Year 2020-21	Were Changes Made	Were Update Per Legal Mandate?	Rational e for Change s
BP 3570	Smoking on Campus						x				
AP 3580	Sustainability						x				
BP 3580	Sustainability						x				
AP 3590	Energy Conservation					x					
BP 3590	Energy Conservation					x					
AP 3600	Auxiliary Organizations					x					
BP 3600	Auxiliary Organizations					x					
AP 3710	Securing of Copyright	x			x						
BP 3710	Securing of Copyright	x			x						
AP 3715	Intellectual Property	x			x						
BP 3715	Intellectual Property	x			x						
AP 3720	Computer and Network Use	x			x						
BP 3720	Computer and Network Use	x			x						
AP 3750	Use of Copyrighted Material	x			x	x					
AP 3810	Claims Against the District	x			x						
BP 3810	Claims Against the District	x			x						
AP 3820	Gifts	x			x						
BP 3820	Gifts	x			x						
AP 3900	Speech: Time, Place, and Manner					x					
BP 3900	Speech: Time, Place, and Manner					x					
AP 3915	Printing					x					
BP 3915	Printing					x					
AP 3920	Electronic Mail					x					
BP 3920	Electronic Mail					x					
BP 4000	Instructional Programs				x						
AP 4010	Academic Calendar				x						
BP 4010	Academic Calendar										

Number	Title	CURRENTLY IN QUEUE PENDING CHANGES	Review Year 2015-16	Review Year 2016-17	Review Year 2017-18	Review Year 2018-19	Review Year 2019-20	Review Year 2020-21	Were Changes Made	Were Update Per Legal Mandate?	Rational e for Change s
AP 4020	Program, Curriculum, and Course Development							X			
BP 4020	Program, Curriculum, and Course Development							X			
AP 4021	Program Discontinuance	x						X			
AP 4022	Course Approval	x						X			
AP 4025	Philosophy and Criteria for Associate Degree and General Education							X			
BP 4025	Philosophy and Criteria for Associate Degree and General Education							X			
AP 4026	Philosophy and Criteria for International Education	x									
BP 4026	Philosophy and Criteria for International Ed	x	X								
BP 4030	Academic Freedom							X			
AP 4040	Library & Other Instructional Support Services							X			
BP 4040	Library & Other Instructional Support Services							X			
AP 4050	Articulation							X			
BP 4050	Articulation							X			
AP 4060	Delineation of Functions Agreements	x									
BP 4060	Delineation of Functions Agreements	x									
AP 4070	Auditing and Auditing Fees	x						X			
BP 4070	Auditing and Auditing Fees	x						X			
AP 4100	Graduation Requirements for Degrees and Certificates					X					
BP 4100	Graduation Requirements for Degrees and Certificates					X					
AP 4101	Independent Study				X						

Number	Title	CURRENTLY IN QUEUE PENDING CHANGES	Review Year 2015-16	Review Year 2016-17	Review Year 2017-18	Review Year 2018-19	Review Year 2019-20	Review Year 2020-21	Were Changes Made	Were Update Per Legal Mandate?	Rational e for Change s
BP 4101	Independent Study				X						
AP 4102	Career and Technical Programs				X						
BP 4102	Career and Technical Programs				X						
AP 4103	Work Experience				X						
BP 4103	Work Experience				X						
AP 4104	Contract Education			X							
AP 4105	Distance Education					X					
BP 4105	Distance Education					X					
AP 4106	Nursing Programs						X				
BP 4106	Nursing Programs						X				
AP 4110	Honorary Degrees										
BP 4110	Honorary Degrees										
AP 4220	Standards of Scholarship										
BP 4220	Standards of Scholarship			X							
AP 4222	Remedial Coursework				X						
BP 4222	Remedial Coursework				X						
AP 4225	Course Repetition	x				X					
BP 4225	Course Repetition	x				X					
AP 4226	Multiple and Overlapping Enrollments					X					
BP 4226	Multiple and Overlapping Enrollments					X					

Number	Title	CURRENTLY IN QUEUE PENDING CHANGES	Review Year 2015-16	Review Year 2016-17	Review Year 2017-18	Review Year 2018-19	Review Year 2019-20	Review Year 2020-21	Were Changes Made	Were Update Per Legal Mandate?	Rational e for Change s
AP 4227	Repeatable Courses						X				
AP 4228	Course Repetition – Significant Lapse of Time						X				
AP 4229	Course Repetition – Variable Units						X				
AP 4230	Grading and Academic Record Symbols							X			
BP 4230	Grading and Academic Record Symbols							X			
AP 4231	Grade Changes	x				X					
BP 4231	Grade Changes	x				X					
AP 4232	Pass/No Pass					X					
BP 4232	Pass/No Pass					X					
AP 4235	Credit by Examination		X								
BP 4235	Credit by Examination		X								
AP 4240	Academic Renewal				X						
BP 4240	Academic Renewal				X						
AP 4250	Probation, Disqualification, and Readmission				X						
BP 4250	Probation, Disqualification, and Readmission				X						
AP 4255	Disqualification and Dismissal										
AP 4260	Prerequisites and Co-requisites						X				
BP 4260	Prerequisites and Co-requisites						X				
AP 4300	Field Trips and Excursions	x			X						
BP 4300	Field Trips and Excursions	x			X						

Number	Title	CURRENTLY IN QUEUE PENDING CHANGES	Review Year 2015-16	Review Year 2016-17	Review Year 2017-18	Review Year 2018-19	Review Year 2019-20	Review Year 2020-21	Were Changes Made	Were Update Per Legal Mandate?	Rational e for Change s
AP 4320	Off-Campus Speakers		X								
BP 4320	Off-Campus Speakers		X								
AP 4400	Community Services Programs		X								
BP 4400	Community Services Programs		X								
AP 4500	News Media		X								
BP 4500	Student News Media		X								
AP 4610	Instructional Service Agreements						X				
AP 4800	Human Remains				X						
BP 4800	Human Remains				X						
AP 5010	Admissions	x		X							
BP 5010	Admissions	x		X							
AP 5011	Admission and Concurrent Enrollment of High School and Other Young Students						X				
AP 5012	International Students						X				
AP 5013	Students in the Military							X			
AP 5015	Residence Determination	x	X								
BP 5015	Residence Determination	x	X								
AP 5020	Nonresident Tuition	x			X						
BP 5020	Nonresident Tuition	x			X						
AP 5030	Fees	x						X			
BP 5030	Fees	x						X			
AP 5031	Instructional Materials Fees			X							
BP 5031	Instructional Materials Fees			X							
AP 5035	Withholding of Student Records	x			X						
BP 5035	Withholding of Student Records	x			X						

Number	Title	CURRENTLY IN QUEUE PENDING CHANGES	Review Year 2015-16	Review Year 2016-17	Review Year 2017-18	Review Year 2018-19	Review Year 2019-20	Review Year 2020-21	Were Changes Made	Were Update Per Legal Mandate?	Rational e for Change s
AP 5040	Student Records, Directory Information, and Privacy	x			X						
BP 5040	Student Records, Directory Information, and Privacy	x			X						
AP 5045	Student Records - Challenging Content and Access Log						X				
AP 5050	Student Success and Support Program				X						
BP 5050	Student Success and Support Program				X						
AP 5052	Open Enrollment							X			
BP 5052	Open Enrollment							X			
AP 5055	Enrollment Priorities				X						
BP 5055	Enrollment Priorities				X						
AP 5070	Attendance Accounting										
BP 5070	Attendance Accounting			X							
AP 5075	Course Adds, Drops, and Withdrawals							X			
BP 5075	Course Adds, Drops, and Withdrawals							X			
AP 5110	Counseling	x		X							
BP 5110	Counseling	x									
AP 5120	Transfer Center										
BP 5120	Transfer Center			X							



Number	Title	CURRENTLY IN QUEUE PENDING CHANGES	Review Year 2015-16	Review Year 2016-17	Review Year 2017-18	Review Year 2018-19	Review Year 2019-20	Review Year 2020-21	Were Changes Made	Were Update Per Legal Mandate?	Rational e for Change s
AP 5130	Financial Aid	x									
BP 5130	Financial Aid	x		X							
AP 5140	Disabled Student Programs and Services	x	X								
BP 5140	Disabled Student Programs and Services	x	X								
AP 5150	Extended Opportunity Programs and Services			X							
BP 5150	Extended Opportunity Programs and Services			X							
AP 5200	Student Health Services	x		X							
BP 5200	Student Health Services	x		X							
BP 5205	Student Accident Insurance			X							
AP 5210	Communicable Disease				X						
BP 5210	Communicable Disease				X						
AP 5300	Student Equity		X								
BP 5300	Student Equity		X								
AP 5400	Associated Students Organization										
BP 5400	Associated Students Organization			X							
AP 5410	Associated Students Elections										
BP 5410	Associated Students Elections						X				
AP 5420	Associated Students Finance										
BP 5420	Associated Students Finance			X							
AP 5500	Standards of Student Conduct & Discipline	x						X			

Number	Title	CURRENTLY IN QUEUE PENDING CHANGES	Review Year 2015-16	Review Year 2016-17	Review Year 2017-18	Review Year 2018-19	Review Year 2019-20	Review Year 2020-21	Were Changes Made	Were Update Per Legal Mandate?	Rational e for Change s
BP 5500	Standards of Student Conduct & Discipline	x						X			
AP 5510	Off-Campus Student Organizations										
BP 5510	Off-Campus Student Organizations										
AP 5520	Student Discipline Procedures						X				
AP 5530	Student Rights and Grievances	x					X				
BP 5530	Student Rights and Grievances	x			X						
AP 5570	Student Credit Card Solicitation										
BP 5570	Student Credit Card Solicitation										
AP 5610	Voter Registration										
AP 5700	Intercollegiate Athletics	x		X							
BP 5700	Intercollegiate Athletics	x		X							
AP 5800	Prevention of Id. Theft in Student Financial Transactions										
BP 5800	Prevention of Id. Theft in Student Financial Trans.										
AP 6100	Delegation of Authority, Fiscal				X						
BP 6100	Delegation of Authority, Fiscal				X						
AP 6150	Designation of Authorized Signatures		X	X	X	X	X	X			
BP 6150	Designation of Authorized Signatures		X	X	X	X	X	X			
AP 6200	Budget Preparation	x	X								
BP 6200	Budget Preparation	x	X								
AP 6250	Budget Management	x	X								
BP 6250	Budget Management	x	X								
AP 6300	Fiscal Management		X								
BP 6300	Fiscal Management		X								
AP 6305	Reserves	x	X								
AP 6310	Accounting			X							
AP 6315	Warrants	x		X							
AP 6320	Investments	x	X	X	X	X	X	X			

Number	Title	CURRENTLY IN QUEUE PENDING CHANGES	Review Year 2015-16	Review Year 2016-17	Review Year 2017-18	Review Year 2018-19	Review Year 2019-20	Review Year 2020-21	Were Changes Made	Were Update Per Legal Mandate?	Rational e for Change s
BP 6320	Investments	x	x	x	x	x	x	x			
AP 6325	Payroll	x		x							
BP 6325	Payroll	x		x							
AP 6330	Purchasing				x						
BP 6330	Purchasing				x						
AP 6340	Bids and Contracts	x		x							
BP 6340	Bids and Contracts	x		x							
AP 6345	Bids and Contracts (UPCCAA Option)	x			x						
AP 6365	Contracts - Accessibility of Information Technology	x	x		x						
AP 6400	Audits						x				
BP 6400	Audits						x				
AP 6450	Wireless or Cellular Phone Use						x				
BP 6450	Wireless or Cellular Phone Use						x				
AP 6500	Property Management					x					
BP 6500	Property Management					x					
AP 6520	Security for District Property					x					
BP 6520	Security for District Property					x					
AP 6530	District Vehicles	x						x			
BP 6530	District Vehicles	x						x			
AP 6535	Use of District Equipment					x					
BP 6535	Use of District Equipment					x					
AP 6540	Insurance	x				x					
BP 6540	Insurance	x				x					
AP 6550	Disposal of Property	x				x					
BP 6550	Disposal of Property	x				x					
AP 6600	Capital Construction							x			
BP 6600	Capital Construction							x			
BP 6610	Local Hire							x			
AP 6620	Naming of Buildings & Other Properties	x			x						
BP 6620	Naming of Buildings & Other Properties	x			x						
AP 6700	Civic Center and Other Facilities Use	x			x						

Number	Title	CURRENTLY IN QUEUE PENDING CHANGES	Review Year 2015-16	Review Year 2016-17	Review Year 2017-18	Review Year 2018-19	Review Year 2019-20	Review Year 2020-21	Were Changes Made	Were Update Per Legal Mandate?	Rational e for Change s
BP 6700	Civic Center and Other Facilities Use	x			x						
AP 6740	Citizens' Oversight Committee							x			
BP 6740	Citizens' Oversight Committee							x			
AP 6750	Parking	x						x			
BP 6750	Parking	x						x			
AP 6800	Occupational Safety	x		x							
BP 6800	Occupational Safety	x		x							
AP 6850	Hazardous Materials	x		x							
AP 6900	Bookstore(s)	x	x								
BP 6900	Bookstore(s)	x	x								
AP 6925	Refreshments or Meals Served at Mtgs & Dist. Events							x			
BP 6925	Refreshments or Meals Served at Mtgs & Dist. Events							x			
AP 6930	Vending Machines							x			
BP 6930	Vending Machines							x			
AP 6950	Drug and Alcohol Testing (U.S. Dept .of Transportation)	x		x							
AP 7100	Commitment to Diversity										
BP 7100	Commitment to Diversity										
AP 7110	Delegation of Authority, Human Resources										
BP 7110	Delegation of Authority, Human Resources										
AP 7120	Recruitment and Hiring										
BP 7120	Recruitment and Hiring										
AP 7125	Verification of Eligibility for Employment										
BP 7125	Verification of Eligibility for Employment										
AP 7126	Applicant Background Checks										
AP 7130	Compensation	x	x								
BP 7130	Compensation	x	x								

Number	Title	CURRENTLY IN QUEUE PENDING CHANGES	Review Year 2015-16	Review Year 2016-17	Review Year 2017-18	Review Year 2018-19	Review Year 2019-20	Review Year 2020-21	Were Changes Made	Were Update Per Legal Mandate?	Rational e for Change s
AP 7140	Collective Bargaining										
BP 7140	Collective Bargaining										
AP 7145	Personnel Files										
AP 7150	Evaluation										
BP 7150	Evaluation										
AP 7160	Professional Development	x	x								
BP 7160	Professional Development	x	x								
AP 7210	Academic Employees										
BP 7210	Academic Employees										
AP 7211	Faculty Service Areas, Minimum Qualifications, and Equivalencies										
AP 7212	Temporary Faculty										
AP 7213	Part Time Faculty: Benefits										
AP 7214	Part Time Faculty: Office Hours										
AP 7215	Academic Employees: Probationary Contract Faculty										
AP 7216	Academic Employees: Grievance Procedure for Contract Decisions										
AP 7230	Classified Employees		X								
BP 7230	Classified Employees		X								
AP 7231	Seniority										
AP 7232	Classification Review										
AP 7233	Claims for Work out of Classification										
AP 7234	Overtime										
AP 7235	Probationary Period: Classified Employees										
AP 7236	Substitute and Short Term Employees										
BP 7236	Substitute and Short Term Employees										
AP 7237	Layoffs										
AP 7240	Confidential Employees	x	x								

Number	Title	CURRENTLY IN QUEUE PENDING CHANGES	Review Year 2015-16	Review Year 2016-17	Review Year 2017-18	Review Year 2018-19	Review Year 2019-20	Review Year 2020-21	Were Changes Made	Were Update Per Legal Mandate?	Rational e for Change s
BP 7240	Confidential Employees	x	x								
AP 7250	Educational Administrators	x	x								
BP 7250	Educational Administrators	x	x								
AP 7260	Classified Supervisors and Managers										
BP 7260	Classified Supervisors and Managers										
AP 7265	Management Internship										
BP 7265	Management Internship										
AP 7270	Student Workers										
BP 7270	Student Workers										
AP 7310	Nepotism										
BP 7310	Nepotism										
AP 7330	Communicable Disease										
BP 7330	Communicable Disease										
AP 7335	Health Examinations										
BP 7335	Health Examinations										
AP 7336	Certification of Freedom from Tuberculosis										
AP 7337	Fingerprinting										
AP 7240	Leaves										
BP 7340	Leaves										
AP 7341	Sabbaticals										
AP 7342	Holidays										
AP 7343	Industrial Accident and Illness Leave										
AP 7344	Notifying District of Illness										
AP 7345	Catastrophic Leave Program										
BP 7345	Catastrophic Leave Program										
AP 7346	Employees Called to Military Duty										
AP 7347	Paid Family Leave										
AP 7350	Resignations										
BP 7350	Resignations										

Number	Title	CURRENTLY IN QUEUE PENDING CHANGES	Review Year 2015-16	Review Year 2016-17	Review Year 2017-18	Review Year 2018-19	Review Year 2019-20	Review Year 2020-21	Were Changes Made	Were Update Per Legal Mandate?	Rational e for Change s
AP 7360	Discipline and Dismissal - Academic Employees										
BP 7360	Discipline and Dismissal - Academic Employees										
AP 7365	Discipline and Dismissal - Classified Employees										
BP 7365	Discipline and Dismissal - Classified Employees										
AP 7366	Reinstatement										
AP 7370	Political Activity										
BP 7370	Political Activity										
AP 7371	Personal Use of Public Resources										
AP 7380	Retiree Health Benefits: Academic Employees										
BP 7380	Retiree Health Benefits: Academic Employees										
AP 7381	Health and Welfare Benefits										
AP 7385	Salary Deductions	x	x								
BP 7385	Salary Deductions	x	x								
AP 7400	Travel	x	x								
BP 7400	Travel	x	x								
AP 7420	Authorized Drivers										
BP 7420	Authorized Drivers										
AP 7450	Mileage Reimbursement										
BP 7450	Mileage Reimbursement										
AP 7500	Volunteers	x	x								
BP 7510	Domestic Partners										
AP 7600	College Police										
BP 7600	College Police										
AP 7700	Whistleblower Protection	x	x								
BP 7700	Whistleblower Protection	x	x								

Number	Title	CURRENTLY IN QUEUE PENDING CHANGES	Review Year 2015-16	Review Year 2016-17	Review Year 2017-18	Review Year 2018-19	Review Year 2019-20	Review Year 2020-21	Were Changes Made	Were Update Per Legal Mandate?	Rational e for Change s
7701	Student-Staff Relationships	NEW									
7702	Vacation Payouts	NEW									



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

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**BP 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**

*(Replaces SBCCD BP 2045)*

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

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

Policies of the Board may be adopted, revised, added to or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative procedures are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor through regular consultation processes and/or as required by revisions to laws and regulations. **Administrative procedures are forwarded to the Board of Trustees as information items only and do not require a Board vote.**

~~At the July Regular Board of Trustees Meeting, the Chancellor shall present each member of the Board with copies of any revisions of administrative procedures since the last time they were provided.~~

**Board policies and administrative procedures are to be reviewed on a six-year cycle per the schedule specified in AP 2410.**

Board policies and administrative procedures shall be readily available on the District's website.

**Reference:** Education Code Section 70902;

44 ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5 (formerly  
45 IV.B.1.b & e)

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**Adopted: 10/14/10**

**Revised: 7/10/14; 12/11/14**

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## COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
BP2410	District Assembly/ ACCJC Task Force Sub-Committees - 6/4/15	End of line 30. ADD: Administrative procedures are forwarded to the Board of Trustees as information items only and do not require a Board vote.	Board Policy Work Group 8/14/15 – agreed with changes
		Delete lines 32 through 34	
		Add new paragraph after paragraph ending on line 30. ADD: Board policies and administrative procedures are to be review on a six year cycle per the schedule specified in AP2410	

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

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**AP 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**

*(Replaces SBCCD AP 2045)*

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

The Chancellor, through the Collegial Consultation process, has the authority to develop new Board Policies and Administrative Procedures.

The process for developing or changing [board policies and/or](#) administrative procedures is outlined below:

1. A proposal for a new Board Policy or a change in a current Policy or Administrative Procedure will be submitted [by a constituency group](#), in writing, to the Chancellor's Cabinet.
2. ~~If approved for consideration~~ [Following review](#) by the Chancellor's Cabinet, the proposal will be shared with District Assembly and given to the Academic Senate presidents to determine whether either believes the proposal is an "academic and professional matter."
3. If the proposal is deemed to be an academic and professional matter:
  - a. The proposal will be submitted to the Academic Senates on both campuses, which will have up to 3 months to review and suggest appropriate changes to the proposal, in accordance with Title 5 and relevant state regulations. [It is incumbent on the Academic Senate to engage the campus community as appropriate.](#)
  - b. After the Senates have completed their review, a Joint Senate Conference Committee, with representatives from each Academic Senate, will confer to iron out any differences.
  - c. The proposal will then be submitted to the [Chancellor and the](#) District Assembly as an [information item](#).

45 ~~—information item.~~  
46 d. ~~The Chancellor will submit the Academic Senates' proposal for Board~~  
47 ~~Policy to the Board for a first reading and/or approval. The Chancellor will~~  
48 ~~submit the Academic Senates' changes to Administrative Procedures to~~  
49 ~~the Board for information only.~~The Chancellor will review the  
50 recommendation from the academic senate and, ~~if feasible,~~ will forward to  
51 the Board for approval.  
52

- 53 4. If the proposal is deemed **not** to be an academic and professional matter:
- 54 a. The proposal will be submitted to the District Assembly for review and  
55 recommendation. The proposal will simultaneously be submitted to the  
56 Academic and Classified Senates as an information item. (See 4.d below.)
  - 57 b. If the Academic Senate at either campus deems the proposal an  
58 academic and professional matter, the proposal will be removed from  
59 District Assembly consideration and submitted to the Academic Senates,  
60 as per Step 3 above.
  - 61 c. The District Assembly may, when appropriate, assign a subcommittee  
62 which will review and respond to the proposal.
  - 63 d. After the subcommittee has completed its review, their response will be  
64 submitted to the District Assembly within two months.
  - 65 e. The recommendation will be submitted to the Chancellor. If the proposal  
66 concerns a Board Policy, the Chancellor will submit it to the Board for a  
67 first reading and/or approval. The Chancellor will submit changes in  
68 Administrative Procedures to the Board for information only.

69  
70 Each year, the Chancellor will notify the appropriate parties of the chapters of specific  
71 BPs or APs to be reviewed.  
72

73 Responsibility for the review process is as follows:  
74

75 Chapter 1: Chancellor and Board of Trustees

76 Chapter 2: Chancellor and Board of Trustees

77 Chapter 3: Chancellor and Chancellor's Cabinet

78 Chapter 4: Vice Presidents of Instruction, Student Services, and Academic Senate  
79 Presidents

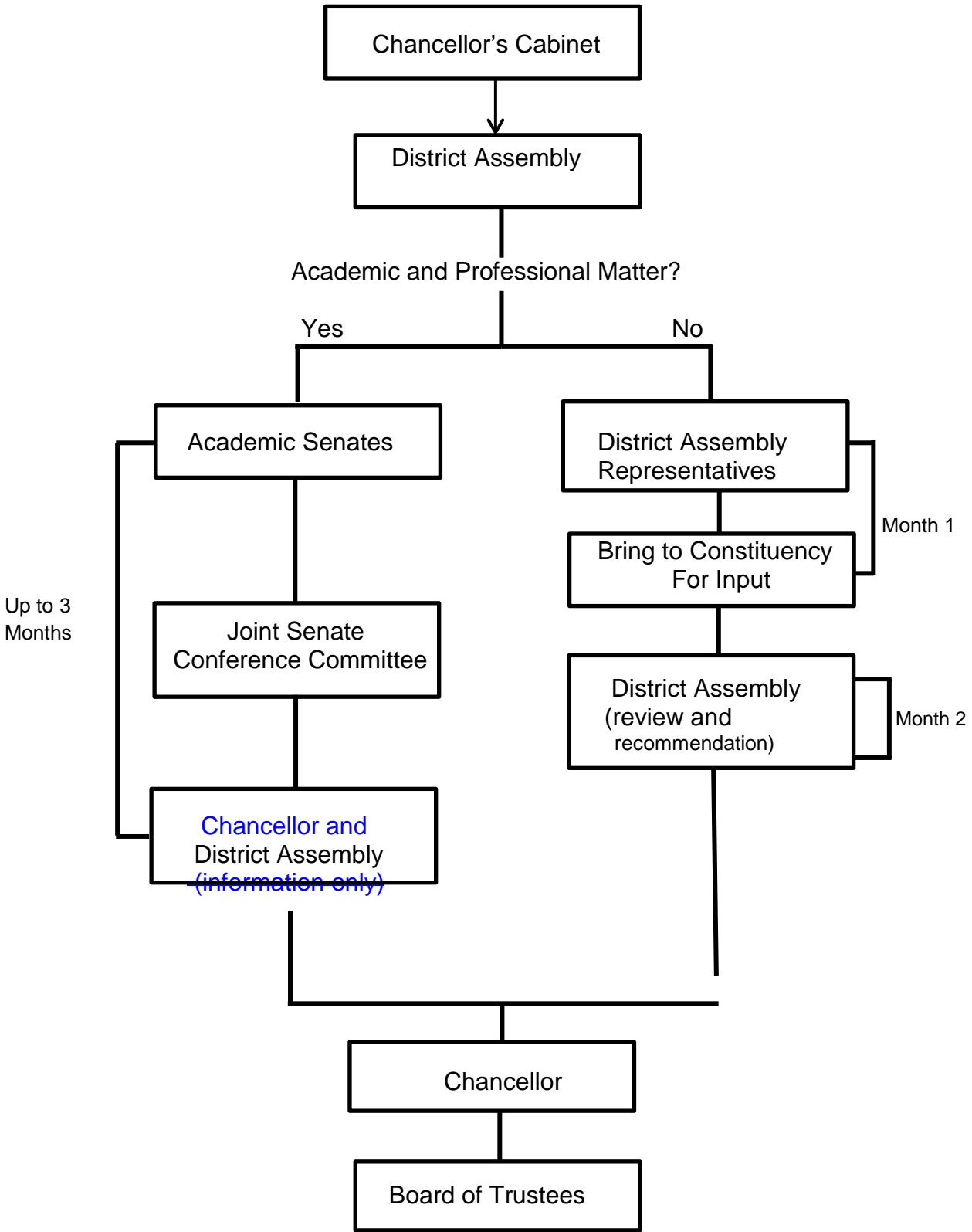
80 Chapter 5: Vice Presidents of Instruction, Student Services, and Academic Senate  
81 Presidents

82 Chapter 6: Vice Chancellor of Business & Fiscal Services and Vice Presidents of  
83 Administrative Services

84 Chapter 7: Vice Chancellor of Human Resources  
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### Flow Chart for Changes to Board Policies or Administrative Procedures



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**References:** Education Code Section 70902;  
ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4 (formerly  
IV.B.1.b & e)

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**Approved: 10/20/11**  
**Revised: 7/10/14, 12/11/14**

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## COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE
AP2410	District Assembly/ ACCJC Task Force Sub-Committees – 6/4/15	Line 21: after the word “changing” ADD: Board Policies and/or	
		Line 24: INSERT: “by a constituency group” after the word “submitted”	
		Line 26: REPLACE: “If approved for consideration” with “Following review”	
		Line 32: ADD: “a” and indent	
		Line 34: ADD: “It is incumbent on the Academic Senate to engage the campus community as appropriate.”	
		Line 38: INSERT: ‘Chancellor and the’ after “to the”	
		Line 40: The Chancellor will review the recommendation from the academic senate and, if feasible, will forward to the Board for approval.	
		Line 96: DELETE: “(information only)” and REPLACE with “Chancellor and District Assembly”	
		<p>Line 61: INSERT: “Each year the Chancellor will notify the appropriate parties of the chapters or specific BPs or APs to be reviewed.</p> <p>Responsibility for the review process is as follows:</p> <p>Chapter 1: Chancellor and Board of Trustees Chapter 2: Chancellor and Board of Trustees Chapter 3: Chancellor and Chancellor’s Cabinet Chapter 4: Vice-Presidents of Instruction, Student Services, and Academic Senate Presidents Chapter 5: Vice-Presidents of Instruction, Student Services, and Academic Senate Presidents Chapter 6: Vice-Chancellor of Fiscal Services and Vice-Presidents of Administrative Services Chapter 7: Vice-Chancellor of Human Resources</p>	

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**San Bernardino Community College District**  
**Administrative Procedure**  
Chapter 5 – Student Services

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**AP 5020 NONRESIDENT TUITION**

*(Replaces current SBCCD AP 5020)*

**A. Status Defined**

Students who do not establish residence in this State for more than one year immediately preceding the residence determination date prescribed below are classified as "nonresident students." "International students" are students who are citizens and residents of a foreign country.

**B. Authority to Determine Residence**

The College President or designee shall make the determination of residence status. The Office of County Counsel shall act as the reviewing authority if differences arise.

**C. Resident Determination Date**

The "resident determination date" is the day preceding the first day of instruction of the semester or term during which the student proposes to enroll.

**D. Residency Reclassification –**

In order to establish residency, it is necessary that there be a union of act and intent. To establish residency, a person capable of establishing residence in California must couple his or her physical presence in California with objective evidence that the physical presence is with the intent to make California the home for other than a temporary purpose.

1. A student seeking reclassification as a resident, who was classified as a non-resident in the preceding term, shall be determined financially independent or dependent in accordance with Ed Code 68044.
2. One-Year Waiting Period – The one year residence period which a student must meet to be classified as a resident does not begin until the student is

44 both present in California and has manifested a clear intent to become a  
45 California resident.

- 46
- 47 3. Reestablished Residence – If a student or the parents of a minor student  
48 relinquish California residence after moving from the state, one full year of  
49 physical presence, coupled with one full year of demonstrated intent to be a  
50 California resident, is required to reestablish residence for tuition purposes,  
51 except as provide in Ed Code section 68070.
- 52
- 53 4. Physical Presence – A person capable of establishing residence in California  
54 must be physically present in California for one year prior to the residence  
55 determination date to be classified as a resident student. Physical presence  
56 within the state solely for educational purposes does not constitute  
57 establishing California residence regardless of the length of that presence.
- 58
- 59 5. Intent – Intent to make California the home for other than a temporary  
60 purpose may be manifested in many ways. No one factor is controlling.  
61 Objective manifestations of intent to establish California residence include but  
62 are not limited to (1) ownership of residential property or continuous  
63 occupancy of rented Property in California, (2) registering to vote and voting  
64 in California, (3) licensing from California for professional practice, (4) active  
65 membership in service or social clubs, ( 5) presence of spouse, children or  
66 other close relative in the state, (6) showing California as home address on  
67 federal income tax form, (7) payment of California state income tax as  
68 resident, (8) possessing California motor vehicle license plates, (9)  
69 possessing a California driver’s license, (10) maintaining permanent military  
70 address or home of record in California while in armed forces.

71

72 **E. Tuition**

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74 The Board shall determine the nonresident tuition fee prior to February 1 each  
75 year. Fees are due and payable prior to completion of registration.

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77 **F. Admission Errors**

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79 Nonresident students subject to payment of nonresident fees, who have been  
80 admitted to a class in error without payment of tuition, shall be excluded from  
81 attendance until fees have been paid.

82

83 **G. Falsification of Residence**

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85 Nonresident students, who have been admitted to a class without the payment of  
86 the nonresident fees based on the submission of incomplete or falsified  
87 information either by or for them, are subject to immediate exclusion.

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89 **H. Exemptions**

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1. Students who are concurrently enrolled in K-12 classes are exempt from nonresident tuition.
2. Students who are members of the military services are exempt from nonresident tuition for one year after their date of assignment in California. After that period, they must take steps to establish residency or pay the nonresident tuition.
3. “Covered individuals” who meet the eligibility criteria as defined in VACA are exempt from nonresident tuition.

**Veterans Access, Choice, and Accountability Act (VACA H.R. 3230)**

In August 2014, President Obama signed the Veterans Access, Choice, and Accountability Act of 2014 (“VACA Act”), into law (Public Law No.: 113-146). Section 702 of the VACA Act (38 U.S.C. 3679(c)) requires the U.S. Department of Veterans Affairs (VA) to disapprove programs of education under the Montgomery GI Bill-Active Duty (MGIB-AD) and Post-9/11 GI Bill education benefit programs (Chapters 30 or 33, respectively, of Title 38, U.S. Code) at institutions of higher learning if the school charges qualifying veterans and dependents (“covered individuals”) tuition and fees in excess of the in-state rate for resident students for terms beginning after July 1, 2015. A “covered individual” is defined in the VACA Act as:

- a. A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- b. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor’s discharge from a period of active duty service of 90 days or more.
- c. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member’s death in the line of duty following a period of active duty service of 90 days or more.

134 d. After expiration of the three year period following discharge or death as  
135 described in 38 U.S.C. 3679(c), a student who initially qualifies under the  
136 applicable requirements above will maintain “covered individual” status as  
137 long as he or she remains continuously enrolled (other than during  
138 regularly scheduled breaks between courses, semesters or terms) at the  
139 institution, even if they enroll in multiple programs and shall continue to be  
140 exempt from paying nonresident tuition and other fees as described in the  
141 updated fee policy described below.

142  
143 **I. Refunds**

144 Refunds are subject to conditions set forth in the Refund Policy.

145  
146 **References:** Education Code Sections 68130.5 and 76140 et seq.;  
147 Title 5 Section 54045.5  
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**Approved: 8/05**  
**Revised: 6/11/15**

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# New Multi-Year Resource Allocation Model

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- Chancellor developed a task force to work on FTES distribution by college, keeping in mind the January 2014 College Brain Trust Resource Allocation and Utilization Report recommendations
- The task force developed an FTES distribution plan by college and submitted it to the District Budget Committee for consideration
- District Budget Committee accepted the recommendation and recommended a new Resource Allocation Model to the Chancellor's Cabinet
- Chancellor's Cabinet accepted the recommendation
- Summary of new Resource Allocation Model:
  - Provides clear multi-year goals and expectations for both colleges
  - Allows Valley College to continue growing
  - Valley is fully funded
  - Shifts the risk of unfunded FTES to Crafton Hills
  - Provides funding from the District to Crafton Hills for unfunded FTES for two years
  - Places the District in a position to capture additional FTES that other districts cannot
  - Provides a clear timeline of two years for the District to address the issues identified by the College Brain Trust report
- The District's state credit FTES allocation revenue shall be divided between the two colleges as follows for FY 2015-2016:

**San Bernardino Valley College**

- I. Valley College growth goal is 3.5%
- II. Projected actual FTES is 10,454 (10,100 + 3.5% growth)
- III. Projected funded FTES is 10,454
- IV. San Bernardino Valley College will carry any excess over 10,454 as unfunded FTES
- V. District office assessments are based on actual FTES of 10,454

**Crafton Hills College**

- I. Crafton Hills growth goal is 6.0%
- II. Projected actual FTES is 4,864 (4,589 + 6.0% growth)
- III. Projected funded FTES is 4,791
- IV. All District unfunded FTES will be carried by Crafton (projected to be 73 FTES)
- V. District to fund unfunded FTES from fund balance for two years
- VI. District office assessments are based on actual FTES of 4,864

# Revised Growth Funding Formula

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SB860 directed the State Chancellor's Office to develop a revised growth formula and specified primary factors be included as follows:

1. Number of people within a district's boundaries that do not have a college degree.
2. Number of people within a district's boundaries that are unemployed, have limited English skills, are in poverty, or exhibit other signs of being disadvantaged, as determined by the State Chancellor.

Based on preliminary results from this new Growth Funding Model, the State Chancellor's Office determined that SBCCD should be serving 2.12% of the State's entire community college population. Currently, however, we only receive funding to serve 1.28%. Based on this gap, SBCCD is expecting a one-time significant adjustment – approximately 7.44%.

This is expected to be a one-time adjustment to align the allocation of FTES among all districts based on the needs calculation. Beginning in 2016-17, it is anticipated that growth will be equally distributed among all districts.

# State Budget Update

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- COLA
  - Increase of 1.02%
  - This increases the rate we earn by Credit FTES to \$4,777.46
- Growth
  - Based on the new Growth Funding Formula
  - Constrained rate of 7.44%
- Basic Funding for Colleges
  - Increase of 4.65%
  - Valley's rate will be \$4,196,381
  - Crafton's rate will be \$3,595,898
- Full-Time Faculty Funding
  - \$810,438
  - This is an increase to our FON requirement by 10.13 positions
- Block Grant - \$1,934,283
  - This helps alleviate the Unrestricted General Fund as well as provide some funding for the very needed scheduled maintenance
- Prop 39 - \$427,006
  - Lighting projects
- SSSP
  - Reduced required match to 1.3 to 1
- Student Equity
  - No match required
- Other Categorical
  - 1.02% COLA increase for EOPS, CARE, DSPS & CALWORKS
- One-Time funding
  - Payoff all prior year mandates
  - Allocated by credit FTES
  - Funding will be distributed around April, 2016

# Police Department

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## OPERATIONS

Following a lengthy recruitment, the department has recently filled the Administrative Secretary position and hopefully a vacant security position soon. The recruitment for a vacant police officer position is underway and looks promising. Recently Security Officer Gina Gonzalez was elevated to the rank of Police officer and is currently in training.

The staff is presently working on the 2015 Annual Security Report "Clery" which will be published by October 1, 2015. This report is mandated by State and Federal law and captures crime statistics for the preceding year. The report also contains valuable information for current and prospective students and staff. This report is online as well as various office locations throughout District.

In May on this year the Commission on Peace Officers Standards and Training (POST) accepted our application to participate in their Public Safety Dispatcher Program. This requires our department to adhere to their standards and permits us to receive Commission authorized services and benefits to support our dispatching operations.

During the past few months all police officers were trained in the following areas; Dealing with the Mentally Disabled, Non-lethal Shotgun Training, all Keenan training and Use of force training (Firearms, legal updates and POST training on-line) The new security officers received their State mandated Campus Security Course training.

The department has also presented training to the campuses in the following area: Violence Against Women Act, Active Shooter Prevention, Sexual Assault Awareness, and Non-Violent Sexuality.

The department has also entered into an official letter of agreement with the San Bernardino County Sexual Assault Services for the District.

And lastly, the Department donated six bicycles to the local Children's Fund for those students without transportation to school.

-Submitted by: Pierre Galvez – Police Chief  
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