

REDWOODS COMMUNITY COLLEGE DISTRICT
College Council
September 18, 2017 3:00 p.m. – President’s Conference Room

A G E N D A

1. APPROVE MINUTES DATED 6/12/2017

2. NEW BUSINESS: *Next step, constituent review*

BP 1100 The Redwoods Community College District
Change in language based on Board Ad Hoc Committee Review

BP 2105 Election of a Student Trustee
Addition of language to allow appointment

BP 2100 Board Elections
Change in language based on Board Ad Hoc Committee Review

BP 2410 Board Policies and Administrative Procedures *Change in language based on Board Ad Hoc Committee Review*

AP 2410 Board Policies and Administrative Procedures *Change in language based on Board Ad Hoc Committee Review*

AP 2745 Board Evaluation Process
Change in language based on Board Ad Hoc Committee Review

Interim AP 7120-2

Interim AP 3501

3. OLD BUSINESS: *Next step, Board of Trustees*

BP 4235
New BP, already approved by the Academic Senate

AP 5530 Student Rights & Grievances
Needed additional constituent review time

4. 4 YEAR COMPREHENSIVE REVIEW CYCLE

5. REVIEW BP/AP TRACKING SHEET

6. NEXT MEETING

October 16, 2017

REDWOODS COMMUNITY COLLEGE DISTRICT

Minutes of the College Council Meeting
7351 Tompkins Hill Road, Eureka, CA, Board Room
Monday, June 12, 2017 2:00pm

MEMBERS PRESENT

Keith Snow-Flamer, Lee Lindsey, Angelina Hill, Michelle Haggerty, Debbie Topping, Rory Johnson (phone), Joe Hash, Johanna Helzer

CALL TO ORDER

President Snow-Flamer called the meeting to order at 2:04 p.m.

APPROVE MINUTES

5/1/2017 Minutes approved as presented.

NEW BUSINESS

BP 4235 AP 4235 Credit by Exam
New BP, already approved by the Academic Senate

A motion was made and seconded (Lindsey/Haggerty) and carried unanimously to send the BP 4235 AP 4235 Credit by Exam out for a 90 day constituent review.

OLD BUSINESS

AP 3501 Access & Visitors
AP 4226 Multiple and Overlapping Enrollments
AP 4227 Repeatable Courses
AP 4228 Significant Lapse in Time
AP 4229 Course Repetition- Variable Units
AP 4235 Credit by Exam
AP 7217 Faculty Prioritization Process

A motion was made and seconded (Hill/Lindsey) and carried unanimously to send the aforementioned BP & AP's to the Board of Trustees for first review.

AP 5530 Student Rights & Grievances

Discussion regarding AP 5530 and that it only covers grade changes. Joe Hash and Dr. Hill discussed that the revised version needs to include situations like last minutes cancellations, curriculum content and prerequisite challenges.

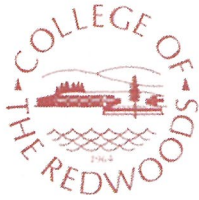
An interim version will be created and submitted for College Council review by the August meeting.

NEXT MEETINGS

Next meeting will be held Monday August 21, 2017 @ 3pm

ADJOURNMENT

President Snow-Flamer adjourned the meeting at 2:21 p.m.



THE REDWOODS COMMUNITY COLLEGE DISTRICT

The District has been named the Redwoods Community College District.

The name is the property of the District. No person shall, without the permission of the Board, use this name or the names of any colleges or other facilities of the District, or any abbreviation of them, to imply, indicate, or otherwise suggest that an organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following college and education centers:

1. College of the Redwoods, Eureka Campus (Eureka)
2. College of the Redwoods, Del Norte Education Center (Crescent City)
- ~~3. College of the Redwoods, Mendocino Coast Education Center (Fort Bragg)~~

The District also offers programs and courses at additional instructional sites throughout the District to best address the needs of District students, and these sites include, but are not limited to:

1. College of the Redwoods, Bianchi Farm (Shively)
2. College of the Redwoods, Community Education (Downtown Eureka)
- ~~3. College of the Redwoods, Fine Woodworking Program (Fort Bragg)~~
4. College of the Redwoods, Garberville Instructional Site (Garberville)
5. College of the Redwoods, Klamath-Trinity Instructional Site (Hoopa)

Reference: Education Code Section 72000(b); Elections Code Section 18304; Standard IV.A.4; BP 2100 'Board Elections'

Adopted June 1, 2004
Amended: October 1, 2013
~~Amended: 2017~~



ELECTION OF STUDENT TRUSTEE

The student member of the Board of Trustees shall be elected by all the students of the student body in a general election held for that purpose. Normally an election will be held in the Spring semester so that the office is filled by May 15. The student trustee may be recalled by all of the students of the student body in an election held for that purpose in accordance with administrative procedures established by the President/Superintendent.

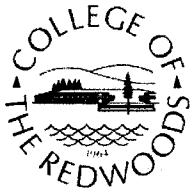
If the office becomes vacant by reason of the resignation or disqualification of an elected student trustee, or by any other reason, a special election may be held, or a student trustee may be appointed pursuant to Administrative Procedure 2105. Special elections may be held within thirty (30) days after notice of the vacancy comes to the attention of the President/Superintendent.

Candidates for the position may nominate themselves or be nominated by others by the filing of an application certifying that the candidate is eligible for service under the criteria set forth in California law and these policies. The election will be conducted in accordance with administrative procedures established by the President/Superintendent.

Reference: Education Code Sections 72023.5, 72103

Adopted by Board of Trustees: 9/11/05

Amended: July 7, 2015



BOARD ELECTIONS

The term of office of each trustee shall be four years, commencing on the first Friday in December following the election. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election.

The Board of Trustees has provided for the election of trustees by the following trustee areas:

Trustee Area 1

All of the territory presently included in the Ferndale Unified School District and southern portions of Eureka City Schools District of Humboldt County including the communities of Bayview, Pine Hill, Kings Salmon, Fields Landing, Loleta, and Ferndale.

Trustee Area 2

Portions of the territory presently included within the Fortuna Union High School District and Southern Humboldt Unified School District of Humboldt County including the communities of Fernbridge, Fortuna, Rohnerville, Hydesville, Carlotta, Rio Dell, Scotia, Redcrest, Petrolia and Honeydew.

Trustee Area 3

Coastal portions of the territory presently included in the Del Norte County Unified School District including the communities of Crescent City, Fort Dick and Smith River.

Trustee Area 4

Portions of the territory presently included within the Eureka City Unified School District of Humboldt County including the communities of Eureka, Cutten and Brainard.

Trustee Area 5

Portions of the territory presently included in the following communities of Humboldt County: Korbek, Alliance, Arcata, Sunny Brae, Bayside, Freshwater, Garfield, and Ridgewood Heights.

Trustee Area 6

Portions of the territory presently included in the Northern Humboldt Union High School District of Humboldt County including the communities of Orick, Big Lagoon, Trinidad, Fieldbrook, Essex, McKinleyville, Manila, and Samoa.

Trustee Area 7

All of the territory presently included in the Klamath-Trinity Joint Unified School District of Humboldt and Trinity Counties; in eastern and southern portions of Del Norte County Unified School District including the communities of Gasquet, Requa & Klamath Glen; and southeastern portions of Humboldt County including the communities of Bridgeville, Weott, Miranda, Redway, Garberville, Whitethorn, and Shelter Cove.

Trustee Area 8

All of the territory presently included in the Fort Bragg Unified School District, Mendocino Unified School District, and Leggett Valley Unified School District of Mendocino County.

The election of a board member residing in and registered to vote in the trustee area he or she seeks to represent shall be only by the registered voters of the same trustee areas.

A tie in an election will be determined by lot. After an election for which the Board must resolve a tie, the Board shall immediately notify the candidates who received the tie votes of the time and place where the name will be drawn to determine the winner. The candidates' names will be placed in a hat and a name will be drawn by the President/Superintendent.

The President/Superintendent shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The President/Superintendent shall submit the recommendation in time for the Board to act as required by law.

See Exhibit A for map of trustee areas.

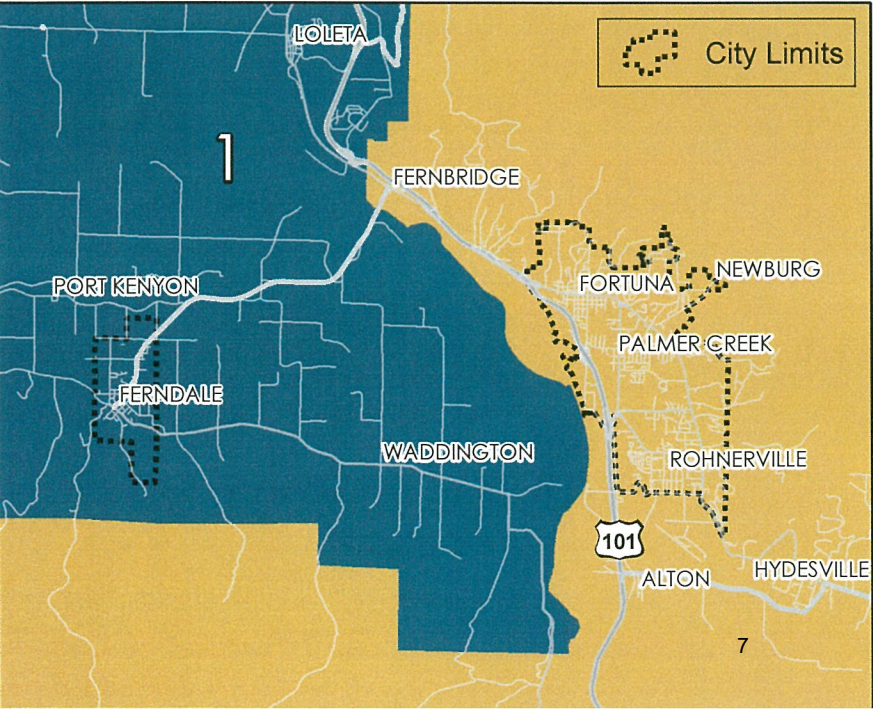
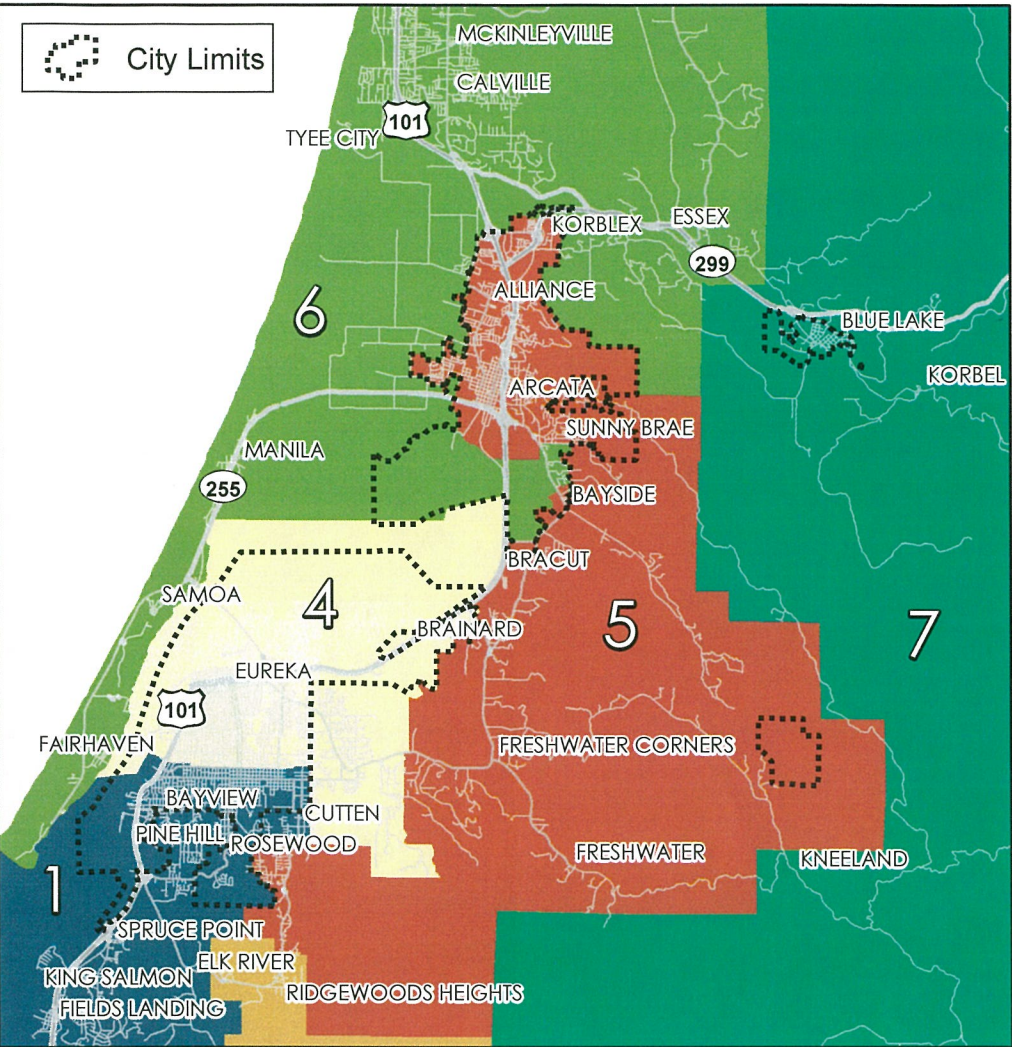
Reference:

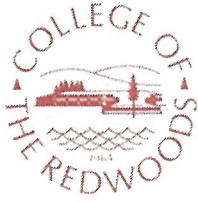
Education Code Sections 5000 et seq., and 72036

Adopted by Board of Trustees: September 11, 2005

Revised: January 13, 2015

College of the Redwoods Trustee Districts





BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

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 distributed through College Council so that all represented groups are given the opportunity to provide input.

Administrative procedures related to Board authority and governance (sections 1000 and 2000) are to be issued by the Board of Trustees as statements of method to be used with implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures related to Board authority and governance may be revised as deemed necessary by the Board.

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 mission.

~~Other~~ Administrative procedures for Board Policies sections 3000-7000 are to be issued by the President/Superintendent 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 President/Superintendent and shall be presented to the Board as information at its next regularly scheduled meeting. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the President/Superintendent's office or the District website.

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

Adopted by Board of Trustees: 9/11/05
Amended: 10/2/2012
Amended: June 7, 2016

BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

The Board ~~be~~ **is** responsible for all policies and procedures related to board authority and governance (sections 1000 and 2000). The review and revision process for sections 1000 and 2000 may include the following steps:

- The President's office will conduct initial research and prepare a policy/procedure review packet as necessary.
- An ad-hoc committee of the Board along with the President/Superintendent, will draft revisions to the policy/procedure.
- When necessary, the President/Superintendent will seek legal counsel and/or consult with Cabinet.
- As determined by the Board ad-hoc committee, the policy/procedure draft may be distributed to Board members at a board meeting for feedback.
- Feedback will be compiled by President's Office staff and distributed to the appropriate Board ad-hoc committee for review and revision.
- The revised draft of the policy/procedure will be sent to College Council for review and distribution to constituent groups.
- After constituent review period, the policy/procedure will return to College Council where constituent feedback will be heard and forwarded to the appropriate ad-hoc committee of the Board.
- The Board ad-hoc committee will review feedback and revise the policy/procedure as deemed necessary.
- The policy/procedure will then be sent to the Board for it's first read.
- At a subsequent Board meeting, the Board will conduct a second reading and vote. If approved, the policy/procedure is then posted on the web and filed in the office of the President/Superintendent.

Changes to other policies and administrative procedures (sections 3000-7000) may be recommended by the Academic Senate, classified staff, administration, The Policy and Procedure Review Subcommittee, or Associated Students of College of the Redwoods. The review and revision process for sections 3000-7000 may include the following steps:

- **The recommended revisions are forwarded to the College Council to review.**
- The President's office will conduct initial research and ensure that the Community College League of California (CCLC) drafts ~~were~~ **are** considered, if available.
- When necessary, the President/Superintendent may seek legal counsel and/or consult with Cabinet.
- **If deemed appropriate, College Council sends the revised policy or procedure to college constituents for feedback.** ~~Council may choose to send the policy or procedure back to the author for revisions before it is sent out for constituent review.~~
- After the constituent review period has ended, the policy will return to College Council where constituent feedback will be heard.

- If there are substantive changes, the policy or procedure may be sent out for a second constituent review.
- If there are no substantive changes, the policy will be sent to the Board for a first read as written.
- At a subsequent Board meeting, the Board will conduct a second reading of the policy and vote. If approved, the policy/procedure is then posted on the web and filed in the office of the President/Superintendent.

Interim Administrative Procedures:

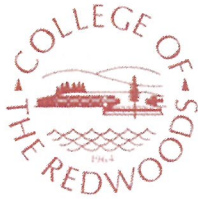
The President/Superintendent may modify or adopt administrative procedure on an interim basis for compelling legal, fiscal, or operational reasons without College Council approval. Interim administrative procedures will be identified in Board policies and administrative procedures as such (e.g. Interim Administrative Procedure on Utility Trenching).

The President/Superintendent will notify the membership of College Council when an interim administrative procedure is adopted and will distribute the interim administrative procedure for constituent review. Within six months College Council will ratify, revise, or reject the interim administrative procedure.

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

Approved: September 11th, 2005

Revised: 9/10/2013



BOARD EVALUATION PROCESS

The Board evaluation shall be completed annually and will include evaluations by all trustees and may include others as determined by the Ad-Hoc Committee on Board Evaluation.

The process and suggested timeline shall be as follows:

- January** The President of the Board appoints three trustees to the Ad Hoc Committee on Board Evaluation. The chair of the Ad Hoc Committee on Board Evaluation, selected at the first Ad Hoc Committee meeting per AP 2220, meets with the previous year's chair to ensure a smooth transition.
- March** The Ad Hoc Committee on Board Evaluation meets to define the evaluation process in detail including any survey instruments that will be used to conduct the annual evaluation of the Board. Evaluation methods may include, but are not limited to, surveying college employees and community members, using standardized evaluation instruments, and contracting or consulting with professional groups to administer surveys and feedback.
- April** ~~The Chair~~ A member of the Ad Hoc Committee on Board Evaluation and the Secretary of the Board conduct the evaluation, coordinating the distribution and return of survey instruments, and ensuring a confidential and fair process.
- May** The Secretary of the Board tabulates the returned responses and presents all responses with the tabulated results to the Ad-Hoc Committee on Board Evaluation.
- June** At the June meeting of the Board, the Chair of the Ad-Hoc Committee on Board Evaluation will present and discuss with the Board the results and summary of written response comments from the survey instrument.
- After the Board meeting, the Ad-Hoc Committee on Board Evaluation will prepare a draft of Board goals and objectives for the next academic year.
- July** The draft Board goals and objectives will be presented at the July Board meeting.
- August** At the August Board workshop, the Board will finalize its goals and objectives.

Adopted by the Board of Trustees: August 12, 2014

Revised: 2017



REDWOODS COMMUNITY COLLEGE DISTRICT Interim AP 7120-2
Administrative Procedure

RECRUITMENT & HIRING OF MANAGEMENT AND ADMINISTRATORS

1. Application: This procedure shall apply to the selection of managers and administrators for regular management positions within the Redwoods Community College District. This procedure shall not apply to the selection of temporary special project managers and administrators.
2. Allocation of Management and Administrative Positions: The need for manager and administrator hiring and administrative staff allocations shall be determined by the President/Superintendent (President/Superintendent), in consultation with established governance structures of the District, taking into consideration local staffing recommendations developed in accordance with established planning processes, District-wide planning needs and budgetary considerations.
3. Screening Committee Composition
 - a. Chief Instructional Officer (CIO), Chief Student Services Officer (CSSO), Chief Business Officer (CBO) and Chief Human Resources Officer(CHRO): The screening committee for the position of CIO, CSSO, CBO and CHRO shall be comprised of the following:
 - i. One (1) management representative selected by the Management Council.
 - ii. Two (2) faculty representatives selected by the Academic Senate Co-President(s).
 - iii. Two (2) classified representatives selected by California School Employees Association (CSEA).
 - iv. One (1) student representative selected by each Associated Student College of the Redwoods (ASCR).
 - v. Three (3) management or administrative representatives selected by the President/Superintendent, broadly reflective of the District community.
 - ~~vi.~~ One to two Board members at the discretion of the President/Superintendent.
 - ~~vii.~~ A non-voting Equal Opportunity/Diversity representative selected by the President/Superintendent.
 - b. Educational Administrator: The screening committee for the position of an educational administrator shall be comprised of the following:

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- i. One (1) management representative selected by the Management Council.
- ii. One (1) classified representatives selected by CSEA.
- iii. Two (2) faculty representatives selected by the Academic Senate Co-President(s);
- iv. One (1) management or administrative representative selected by the President/Superintendent, broadly reflective of the campus community.
- v. One (1) student representative selected by the ASCR (college) or the Academic Senate Co-President(s) (SCE).
- vi. A non-voting Equal Opportunity/Diversity representative selected by the President/Superintendent.

c. Other Management & Administrator Positions

- i. One (1) management representative selected by the Management Council.
- ii. One (1) classified representatives selected by CSEA.
- iii. One (1) faculty representatives selected by the Academic Senate Co-President(s);
- iv. One (1) management or administrative representative selected by the President/Superintendent, broadly reflective of the campus community.
- v. A non-voting Equal Opportunity/Diversity representative selected by the President/Superintendent.

4. Responsibilities of Screening Committee Members

Responsibilities of All Committee Members

- a. Committee members shall participate in all aspects of the process, including, but not limited to, the following:
 - i. Training in the hiring procedure and equal opportunity employment objectives of the District.
 - ii. Discuss rating criteria and interview questions.
 - iii. Establishment of timelines for screening and interviewing.
 - iv. Development of protocol for performance tests (if applicable).
 - v. Evaluation and rating of candidates.
 - vi. Interviewing of candidates.
 - vii. Recommendation of finalists.
- b. Committee members shall maintain strict confidentiality throughout the entire hiring process and after the process is completed.

- c. A committee member who fails to participate in the paper screening or all interviews shall be removed from the committee.

Responsibilities of Committee Chair

- a. The committee chair shall be responsible for the following:
 - i. Ensuring compliance with District policies and procedures in conjunction with the hiring process.
 - ii. Convening and conducting committee meetings, according reasonable consideration to the schedules of committee members.
 - iii. Coordination of candidate interviews, ie. in-person, phone and/or virtual.
 - iv. Performing other duties determined by agreement with the committee.
- b. The hiring site will be responsible for providing clerical assistance to the chair.
- c. The chair may be removed for nonperformance of duties specified in this section, by mutual agreement of the President/Superintendent and a majority of the members of the screening committee.

5. Responsibilities of the Equal Opportunity/Diversity Representative

- a. The Equal Opportunity/Diversity Representative shall ensure that no candidate is discriminated against on the basis of race, color, gender, sexual orientation, religion, national origin, age, disability, veteran, or marital status and shall serve as the committee liaison to the CHRO, with responsibility for reporting noncompliance.
- b. Any allegation of noncompliance shall be investigated by the CHRO and reported to the President/Superintendent, who shall take appropriate corrective action, if warranted.
- c. The Equal Opportunity/Diversity Representative will be a nonvoting member of the committee and will observe but not participate in paper screening or deliberations regarding the selection of candidates.

6. Development and Distribution of Job Announcement

Development of Job Announcement

- a. The job announcement for the position shall be developed by the District Office of Human Resources in collaboration with the appropriate administrator or manager, and shall include the following information:
 - i. The position.
 - ii. The major duties of the position as specified in the approved District job description, which shall also include the following statement: "Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic background of students."

- iii. The qualifications for the position, which shall include the minimum qualifications for service as required by law, and/or such other qualifications as established by the District.
 - iv. The desirable qualifications for the position, which would clearly render the applicant better able to perform the job, but which are not required for satisfactory performance. Desirable qualifications must be bona fide occupational qualifications, which are specific and directly reflective of the screening criteria to be utilized in the selection process.
- b. The job announcement shall be reviewed by the appropriate administrator or manager for final approval.
- c. The District Office of Human Resources shall review the job description for accuracy, clarity, and consistency with legal requirements and District policy, and shall prepare and publish a final job announcement, which shall include complete information regarding the application procedure and requirements.

Distribution of Job Announcement

- a. Internal Transfer Opportunity announcement will be posted for minimum of six (6) working days which can be done concurrently and/or consecutively with the public job announcement.
- b. The District Office of Human Resources, in consultation with the screening committee chair, shall determine the closing date for the position such that the job announcement will be distributed at least three weeks prior to the closing date.
- c. The District Office of Human Resources will advertise and distribute position announcements, as practicable and appropriate.

7. Application Requirements

- a. Applications shall be submitted electronically to the District Office of Human Resources.
- b. A complete application packet must include the following:
 - i. Completed District application, signed by the applicant.
 - ii. Letter of application, which provides examples from background and experience to demonstrate how the candidate's knowledge and expertise apply to the position.
 - iii. Resume of education and professional experience.
 - iv. Academic transcripts of undergraduate and graduate course work (unofficial transcripts may be submitted with application; candidates selected for employment will be required to provide official transcripts and verification of experience prior to the first day of service).
 - v. Documentation of required licenses/certificates (unofficial documentation may be submitted with application; candidates selected for employment

will be required to provide official documentation prior to the first day of service).

- vi. Additional requirements as may be established by the screening committee, including, but not limited to, the following:

- 1. Current letters of recommendation.
- 2. Current job description.

- c. Except for letters of reference, required application materials must be submitted with the District application, as a complete packet. Applicants shall bear the sole responsibility for ensuring that application packets are complete when submitted. Facsimile applications, applications/materials received after the closing date, and loose materials submitted independently of the application packet (with the exception of letters of reference), will not be accepted. Examination of application packets for completeness will be the responsibility of the screening committee.
- d. Applicants who apply for more than one position must submit a separate and complete application packet for each position.

8. Screening Committee Operating Procedures

- a. The initial meeting of the screening committee shall be convened by the appropriate administrator, manager or designee, who shall act as chair and provide each member of the committee with a copy of the hiring procedure. The chair shall establish the decision-making process and the level of agreement required to act, particularly with respect to the selection of final candidates.
- b. The screening committee shall develop the following for use in evaluating candidates against the advertised job announcement, which shall be approved by the District Office of Human Resources prior to consideration of applicant materials by the screening committee:
 - i. Paper screening criteria
 - ii. Required interview questions – Mission, Diversity, and Student Success
 - iii. Parameters for conducting interviews and administration of performance tests.

Initial Screening of Applications

- a. The Office of Human Resources will examine each applicant's materials for completeness and evidence of compliance with the required qualifications as advertised in the job announcement.
- b. Materially incomplete applications will not be considered.
- c. After completion of the initial screening, the candidates remaining in the applicant pool shall be independently assessed by each member of the screening committee, using the rating criteria developed by the committee.
- d. Committee members shall avoid any discussion of ratings, rankings, or

recommendations of candidates until independent evaluations of all candidates have been completed by each committee member.

- e. The committee will then discuss the ratings and evaluate the merits of the candidates to determine if there is an adequate pool of professionally qualified candidates with which to continue the selection process.
- f. If the pool is deemed adequate by the committee, the committee shall proceed with the selection of candidates for interview.
- g. If the pool is not deemed adequate by the committee, the committee shall discuss the matter with the President/Superintendent, CIO, CSSO, CBO and CHRO, whichever is appropriate, who shall determine the action to be taken after consultation with the committee.

Selection of Candidates for Interview

- a. The screening committee shall determine an initial pool of potential candidates for interview. Prior to scheduling of interviews, the committee chair and/or other representative(s) of the screening committee, as the committee prefers, shall consult with the CHRO or designee, to ensure that all candidates possess the required qualifications for the position.
- b. After determination of the candidates cleared for interview the committee chair shall:
 - i. Notify the screening committee regarding the candidates cleared for interview.
 - ii. Establish an interview schedule and notify the candidates to be interviewed.
 - iii. Email to each interview candidate a confirmation letter detailing the interview appointment and place, a map and parking permit, and other appropriate materials.
- c. The District Office of Human Resources will notify the candidates not selected for interview.

Interview and Performance Tests

- a. The circumstances of each interview and performance test, if conducted, shall be as similar as is practicable.
- b. Each committee member shall independently assess each candidate using the rating criteria developed by the committee.
- c. Committee members shall avoid any discussion of ratings, rankings, or recommendations of the candidates until all interviews and performance tests have been completed and independent evaluations have been completed by each committee member.

Selection of Finalists

- a. Following the interviews, the committee chair shall lead discussion, which shall focus on the strengths and weaknesses of the candidates to determine the candidates to be recommended as finalists to the President/Superintendent.

- b. The committee chair shall appoint committee members for conducting reference checks of each of the recommended finalists, which shall include investigation of professional experience and personal qualities relevant to performance of the position.
- c. Following the results of the reference checks a discussion via email may be held.
- d. The committee chair shall consult with the CHRO or designee, to ensure that all candidates selected as finalists possess the required qualifications for the position.
- e. After discussion with the committee, the CHRO will present the list of the finalist to the President/Superintendent for selection. If the President/Superintendent has questions about the list of finalist, they may discuss with CHRO and/or committee chair. Once selected the District Office of Human Resources shall notify the successful candidate(s) and confirm the candidate's acceptance.
- f. In the event the successful candidate does not accept the offer of employment, the District Office of Human Resources in consultation with the committee chair, shall determine the next action to be taken.
- g. After the finalist has been selected and accepted the position, the District Office of Human Resources will notify the unsuccessful candidates via phone.
- h. The District Office of Human Resources will keep the screening committee appraise of the outcome of the search.

Reference:

Education Code Sections 87100, et seq., 87400 and 88003;
WASC/ACCJC Accreditation Standard III.A.1

Adopted: Board of Trustees June 7, 2016



CAMPUS SECURITY AND ACCESS

During business hours, the District, excluding residence halls, will be open to students, parents, employees, contractors, guests, visitors and invitees. If a student, parent, employee, contractor, guest, visitor or invitee enters a campus facility of the District and is committing an act which interferes with the peaceful conduct of the activities of the campus or facility or has entered the campus or facility for the purpose of committing such an act, the President/Superintendent or designee shall direct the person to leave such campus or facility. If the person fails to do so, or if the person willfully and knowingly reenters the campus or facility within 72 hours after being directed to leave, he/she is guilty of a misdemeanor. *Reference Penal Code sections 626.6, 626.7, 626.8*

ACCESS:

Most campus buildings are open from 7:00 a.m. until 10:00 p.m. during periods that classes are in session. Individual rooms may be locked due to sensitive contents such as computers, medical equipment, etc., until the arrival of the specific instructor. Campus buildings are normally locked from 5:30 p.m. Friday until 7:00 a.m. Monday. College Public Safety Officers will unlock doors for weekend classes and other events as published in the Facilities Use Schedules which are prepared by Maintenance and Operations. Some facilities may have individual hours, which may vary at different times of the year.

Individuals who need to be in campus buildings or areas other than during regularly scheduled work hours should notify their director, dean, or supervisor as well as the campus Public Safety Officer on duty so that they can be checked on for their safety. Several campus rooms are protected by intrusion alarms. Before entering such areas, individuals should call the Public Safety Department.

Keys are provided to individual staff members and students on a need-to-enter basis as determined by the appropriate supervisor. Keys are issued by Maintenance and Operations. Lost keys should be immediately reported to the employee's supervisor, Maintenance and Operations, and the Public Safety Department. Keys should never be loaned to other staff members or students. Public Safety Officers will confiscate any keys which have not been specifically issued to a particular individual. Duplication of District keys is a misdemeanor.

It is the responsibility of those who use rooms, offices and areas to lock access doors, turn off lights, and close windows when the room is not in use.

Residence halls are secured 24 hours a day. Residents may invite non-resident guests to the residence halls under the terms set forth in the Residence Hall Community Guidelines.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have regular periodic security surveys. The Manager or Director of Public Safety, the Vice President, Instruction and Student Development, and other administrators as appropriate will review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Such security considerations will be used in the maintenance of campus facilities. Additionally, during the academic year, the Manager or Director of Public Safety, the Facilities and IT

Director, Maintenance and Operations Director and the Director of Residential Life shall meet to discuss campus security and access issues of pressing concern.

CHILDREN AND ADULT VISITORS IN THE CLASSROOM AND WORK AREAS:

College of the Redwoods wishes to foster a positive relationship with children and adult visitors to the campus, especially on those occasions when special events and programs are planned and supervised for them.

This procedure addresses occasional visitors only. In courses that allow auditing, anyone attending a class regularly without having enrolled must pay a fee to audit the course.

Visitors to all District facilities and events are subject to all relevant District policies, the Education Code, and law.

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3. Children visiting classrooms and other work areas must not detract from the educational environment of the classroom, the efficiency of the work environment, and the safety of all.
4. Children shall not be brought to classrooms or work areas if they are ill.
5. Under no circumstances are children to be admitted to activity or lab areas where dangerous substances or equipment are stored or in use unless the children are enrolled or participating in a supervised class or program in that area.
6. Should children accompany an adult to a work area or District site for a brief visit, they must remain under the continuous supervision of the adult responsible for them. Children may at no time be left unattended or unsupervised. It is not appropriate to request that District employees supervise the children of students or co-workers.
7. Children may not accompany parents or other guardians/adults on field trips unless they are enrolled in the class.

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3. Visitors may not accompany enrolled students or faculty on field trips unless they are serving as registered volunteers needed for extracurricular assistance (exceptions can be agreed upon between the faculty and the Vice President of Academic Affairs).
4. A supervisor may request that any visitor leave the work area should it be deemed necessary or appropriate by the supervisor.

Scheduling Events and Invited Speakers

Those scheduling events (e.g., speakers, symposia, colloquia, performances, etc.) will be required to submit an event reservation request at least three weeks prior to the event date.

Students, faculty, and staff seeking to make room reservations for events will be asked on the submission form whether the proposed event presents any special considerations or security concerns. Student groups scheduling events will be required to confirm that they have consulted with their group's faculty or staff advisor.

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In the event of a credible likelihood that an event is likely to be the target of threats or violence, Public Safety/Security will conduct a risk assessment of the event, consulting with local law enforcement as needed, in order to advise the administration.

Representatives from Public Safety/ Security will review the risk assessment and determine resources or measures that might be necessary to ensure that the event can proceed without undue risk to the speaker and/or members of the community. This review will include a consideration of College of the Redwoods Emergency Preparedness Plan and Emergency protocols.

In those exceptional cases where this review indicates significant risk to the community, the president and senior administration will work with event sponsors to determine measures to maximize safety and mitigate risk. Only in cases of imminent and credible threat to the community that cannot be mitigated by revisions to the event plan would the president and senior administration consider canceling the event.

Reference: 34 CFR § 668.46(b)(3)

Approved: January 13, 2015
Amended June 7, 2016
Approved: July 11, 2017



CREDIT BY EXAMINATION

Credit may be earned by students who satisfactorily pass authorized examinations. The President/Superintendent shall ensure that administrative procedures are established to implement this policy.

Adopted by Board of Trustees: 8/7/2012
Former Board of Trustees Policy No. 526 Credit by Examination
Adopted by Board of Trustees: August 15, 1977
Amended: May 6, 1996
Amended: June 7, 2016
Reviewed: April 14, 2017
Approved by Academic Senate: May 5, 2017

**~~STUDENT COMPLAINTS OTHER THAN ACADEMIC COMPLAINTS OR UNLAWFUL
DISCRIMINATION~~**

STUDENT RIGHTS AND GRIEVANCES

~~If a student wishes to lodge a complaint other than academic complaints or unlawful discrimination, he or she may seek redress through the following procedures. Student complaints adjudicated under this regulation are those complaints brought against a decision made or action taken by the College that is alleged to adversely affect a student's status or privileges. These complaints may include matters such as: complaints about college staff, a challenge to a student's academic record, or complaints about a service or program. Student complaints within the purview of this regulation must be filed with the Chief Student Services Officer (CSSO) within thirty (30) days of the decision, action, or incident that is the source of the complaint.~~

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. This procedure is available to any student who reasonably believes a decision or action has adversely affected his or her status, rights, or privileges as a student.

Grievances related to:

- Course grades are addressed in Board Policy 4231, Grade Changes, and Administrative Procedure 4231.
- Sexual harassment, sexual assault, or illegal discrimination (i.e. age, ancestry, citizenship status, color, disability, ethnic group identification, gender, marital status, medical condition, national origin, parental status, race, religion, sexual orientation, or veteran status), are addressed in Administrative Procedure 3435 Discrimination and Harassment Complaints and Investigations. Students should contact the Director of Human Resources and/or Director of Public Safety.
- Financial aid;
- The exercise of rights of free expression, protected by state and federal constitutions and Education Code Section 76120, are addressed in Board Policy 3900 Free Expression by Students and Administrative Procedure 3900.

This procedure does not apply to the following:

- A. Student Conduct, which is covered under Board Policy 5500 and Administrative Procedure 5500.
- B. Police traffic tickets. Those complaints must be made to the local courts.
- C. Parking tickets. Those complaints must be made at the Public Safety Office.

A. Informal Resolution Process

~~Many complaints are simply the result of misunderstanding or miscommunication. The parties involved are recommended to first seek to resolve any complaints informally and amicably. For most complaints, a direct discussion with the immediate supervisor of the employee, program, service, or~~

~~area of responsibility relevant to the complaint, may be adequate to resolve the matter to the satisfaction of both parties.~~

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

The District Superintendent/President shall appoint an employee who shall serve as the Grievance Officer. The Grievance Officer shall serve to assist all parties to facilitate a full, fair and efficient resolution of the grievance, shall coordinate all scheduling of hearings, and shall avoid an adversarial role.

Failure of the District to meet any of the deadlines specified in this Administrative Procedure shall not be construed against the District nor result in a finding in favor of the student.

Informal Grievance Process

A student who believes that his/her rights have been violated must make a reasonable, good faith attempt to resolve the matter through the informal grievance process before the formal process can be requested. At any point during the informal grievance process level, a student may also informally and orally present the complaint to the Grievance Officer.

- **First Step.** The student should discuss the problem directly with the person involved or see the grievance officer for assistance in problem resolution within sixty (60) instructional days from the date the student became aware of the problem/or the alleged act. Failure of the student to act within the above specified sixty (60) day period shall constitute a waiver of the right to pursue the matter further.
- **Second Step.** If the problem cannot be resolved at the first step, the student shall discuss the problem with the immediate supervisor of the person against whom the complaint is directed. The immediate supervisor shall make every effort to resolve the problem with the student and the person being grieved.
- **Third Step.** If the problem cannot be resolved at the second step, the student shall discuss the grievance with the next-level administrator within ten (10) working days from receiving a decision from the immediate supervisor.

Formal Grievance Process

If the complaint cannot be satisfactorily resolved at the informal level, then the Formal Grievance Process shall be followed:

1. Student Files a Request for Hearing

The student must complete and deliver to the CSSO ~~(or Campus Dean at the Education Centers)~~ or designee the "Request for Hearing" form within ten (10) business days of receiving the written decision rendered by the area supervisor as described above.

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

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

If the grievance does not meet each of the requirements, the Hearing Committee chair shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within 5 days of the date the decision is made by the Grievance Hearing Committee.

If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer shall schedule a grievance hearing. The hearing will begin within 10 days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than 5 days notice of the date, time and place of the hearing.

2. CSSO or Designee Convenes the College Hearing Committee

The CSSO (~~or Campus Dean at the Education Centers~~) or designee shall then convene the College Hearing Committee within a period of fifteen (15) business days following receipt of the Request for Hearing to consider the complaint. The CSSO or designee shall consider the preferences of the accused student, the nature of the complaint, and the availability of the committee members when assigning the case for a hearing. The College Hearing Committee shall be composed of the following:

- Two students appointed by the ASCR President
- Two faculty members appointed by the Academic Senate Co-Presidents
- One classified member appointed by the CSEA President
- One administrator, who shall chair the committee, appointed by the College President or designee

All committee members shall be selected from among persons with little or no connection to the source of the complaint and that had no involvement in the decision, action, or incident. The CSSO or ~~Campus Dean~~ designee shall also confirm that all prospective members are not related in any way to the complainant.

3. Hearing Procedures

The Chair of the College Hearing Committee will establish a hearing format consistent with this administrative procedure. Formal hearings will be conducted by the committee according to the following guidelines:

- 1) In complaints involving more than one student complainant, the Chair of the College Hearing Committee will determine if hearings concerning each student will be conducted jointly or separately. The decision of the Chair shall be final on all matters

- relating to the process of the hearing unless there is a vote by other members of the panel to the contrary.
- 2) The student(s) will be notified by certified mail of the hearing at least five business days in advance of the hearing. The letter will inform the student of the time, location and place of the hearing and include a copy of this administrative procedure.
 - 3) All parties shall be present at the hearing. In the willful absence of the complainant and/or a representative of his/her choice, the complaint will be dismissed.
 - 4) Hearings shall be closed and confidential unless the one of the parties requests that it be open to the public. Any such request must be made no less than five days prior to the date of the hearing. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the Chair agree to the contrary.
 - 5) Quorum for a hearing requires that four (4) of the six College Hearing Committee members are present for the hearing. If the case is to be heard at the ~~Mendocino~~ or Del Norte ~~site~~ Education Center, a quorum will be three (3) members of the Committee.
 - 6) The parties may be accompanied by an advisor if so desired. The advisor may attend the hearing with the student to counsel him/her and suggest questions. The parties may be present during the entire time of the hearing, except during the deliberations of the Committee. In no event may the advisor participate directly by speaking for either party or questioning witnesses. Admission of any other person to the hearing will be at the discretion of the Chair.
 - 7) The student may represent him or herself, and may also have the right to be represented by a person of his or her choice, with the exception that the student shall not be represented by an attorney unless agreed to in advance of the hearing by the Chair. The student must note on the Request for a Hearing form if the student wishes to be represented by an attorney. If the student is permitted to be represented by an attorney, the Committee may also request legal assistance. Any legal advisor provided to the Committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
 - 8) The parties may present evidence, including witnesses and written statements. The Chair will determine the format of the hearing, and the admissibility of witnesses or written statements, and may elect not to hear such statements if deemed redundant or irrelevant.
 - 9) The Chair retains authority to question witnesses and parties to the alleged violations and will determine the appropriateness of questions posed by the parties. Other committee members should request and receive the permission of the Chair before asking questions of the witnesses. Employees against whom complaints have been filed will be advised of their right to remain silent, and may choose not to respond to any questions.
 - 10) Pertinent and relevant information may be reviewed without regard to the legal rules of evidence.
 - 11) The person making the complaint shall assume the burden of proof.
 - 12) There will be a single verbatim recording, digital or taped, of all hearings before the Committee. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Recordings shall remain in the custody of the College at all times, unless released to a professional transcribing service. Access is limited to reviewing the verbatim record only on College premises and in the presence of the CSSO or designee. The verbatim record will be the property of the

College.

- 13) The College Hearing Committee may accommodate concerns for the personal safety, well-being, or fears of confrontation of the complainant, staff or other witnesses during the hearing by providing separate facilities, by using a visual screen, or permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, as determined in the sole judgment of the Chair to be appropriate and in the best interests of the parties.
- 14) Following testimony of witnesses, the Committee shall consider the complaint and determine if the complaint is valid. Determination of validity shall be made based on the preponderance of evidence.
- 15) The Committee shall then decide, by majority vote, if any remedy, action, or decision is required or necessary. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original accusation, the written response, if any, of the student and staff, and the oral and written evidence produced at the hearing. The Committee need not limit its recommendations to the remedy requested by the student.
- 16) The Committee shall submit in writing its findings of validity and recommend action to the President. The President may accept or modify part or all of the Committee's recommendation and shall submit the decision, with stated reasons, to all concerned within the shortest reasonable time after the decision has been rendered, but not to exceed ten (10) business days after the hearing.
- 17) The decision shall include whether the complaint is valid or invalid, and may include specific recommendations for further action.
- 18) The student shall have the right to submit a written statement of response to the decision of the President. This statement shall be included with all other compiled records of the complaint.
- 19) The decision of the President shall be final.
- 20) The President shall refer all records to the CSSO or designee for retention.

References: Title IX, Education Amendments of 1972; Education Code Section

76224(a)

Approved: 02/07/2012 Former Administrative Regulation #528.02, "Regulation Re: Student Complaints other than Unlawful Discrimination," Approved: 3/16/82 Revised 6/6/94, 10/9/95



CAMPUS SECURITY AND ACCESS

During business hours, the District, excluding residence halls, will be open to students, parents, employees, contractors, guests, visitors and invitees. If a student, parent, employee, contractor, guest, visitor or invitee enters a campus facility of the District and is committing an act which interferes with the peaceful conduct of the activities of the campus or facility or has entered the campus or facility for the purpose of committing such an act, the President/Superintendent or designee shall direct the person to leave such campus or facility. If the person fails to do so, or if the person willfully and knowingly reenters the campus or facility within 72 hours after being directed to leave, he/she is guilty of a misdemeanor. *Reference Penal Code sections 626.6, 626.7, 626.8*

ACCESS:

Most campus buildings are open from 7:00 a.m. until 10:00 p.m. during periods that classes are in session. Individual rooms may be locked due to sensitive contents such as computers, medical equipment, etc., until the arrival of the specific instructor. Campus buildings are normally locked from 5:30 p.m. Friday until 7:00 a.m. Monday. College Public Safety Officers will unlock doors for weekend classes and other events as published in the Facilities Use Schedules which are prepared by Maintenance and Operations. Some facilities may have individual hours, which may vary at different times of the year.

Individuals who need to be in campus buildings or areas other than during regularly scheduled work hours should notify their director, dean, or supervisor as well as the campus Public Safety Officer on duty so that they can be checked on for their safety. Several campus rooms are protected by intrusion alarms. Before entering such areas, individuals should call the Public Safety Department.

Keys are provided to individual staff members and students on a need-to-enter basis as determined by the appropriate supervisor. Keys are issued by Maintenance and Operations. Lost keys should be immediately reported to the employee's supervisor, Maintenance and Operations, and the Public Safety Department. Keys should never be loaned to other staff members or students. Public Safety Officers will confiscate any keys which have not been specifically issued to a particular individual. Duplication of District keys is a misdemeanor.

It is the responsibility of those who use rooms, offices and areas to lock access doors, turn off lights, and close windows when the room is not in use.

Residence halls are secured 24 hours a day. Residents may invite non-resident guests to the residence halls under the terms set forth in the Residence Hall Community Guidelines.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have regular periodic security surveys. The Manager or Director of Public Safety, the Vice President, Instruction and Student Development, and other administrators as appropriate will review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Such security considerations will be used in the maintenance of campus facilities. Additionally, during the academic year, the Manager or Director of Public Safety, the Facilities and IT

Director, Maintenance and Operations Director and the Director of Residential Life shall meet to discuss campus security and access issues of pressing concern.

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Approved: January 13, 2015

Amended June 7, 2016

Approved: July 11, 2017

4 year cycle of Comprehensive Chapter Review

	Leadership Review (Subject Matter Areas)	College Council Review & Constituent Review	Board Consideration & Review
Chapter 1: The District	Summer 2018	Fall 2018	Spring 2019
Chapter 2: Board of Trustees	Summer 2018	Fall 2018	Spring 2019
Chapter 3: General Institution	Summer 2019	Fall 2019	Spring 2020
Chapter 4: Academic Affairs	Summer 2017	Fall 2017	Spring 2018
Chapter 5: Student Services	Summer 2017	Fall 2017	Spring 2018
Chapter 6: Business & Fiscal Affairs	Summer 2019	Fall 2019	Spring 2020
Chapter 7: Human Resources	Summer 2018	Fall 2018	Spring 2019

Subject Matter Area Leaders:

Chapter 1: The District	President
Chapter 2: Board of Trustees	President
Chapter 3: General Institution	President
Chapter 4: Academic Affairs	VP of Instruction and Student Development
Chapter 5: Student Services	VP of Instruction and Student Development
Chapter 6: Business & Fiscal Affairs	VP of Administrative Services
Chapter 7: Human Resources	Director of Human Resources

			League	
	Latest	Expiration	Template	
BP or AP	Update	Date	Y/N	Status
District				
BP1100	10/1/2013	10/1/2018	Y	
BP1200	6/7/2016	6/7/2021	Y	
BP1201	6/7/2016	6/7/2021	N	
Board of Trustees				
BP2010	1/13/2015	1/13/2020	Y	
BP2015	7/7/2015	7/7/2020	Y	
BP2100	1/13/2015	1/13/2020	Y	
BP2105	7/7/2015	7/7/2020	Y	
AP2105	7/7/2015	7/7/2020	y	
BP2110	11/5/2013	11/5/2018	Y	
AP2110	11/5/2013	11/5/2018	y	
BP2200	6/7/2016	6/7/2021	Y	
BP2210	1/13/2015	1/13/2020	Y	
BP2220	5/6/2014	5/6/2019	Y	
AP2220	5/6/2014	5/6/2019	N	
BP2305	5/6/2014	5/6/2019	Y	
AP2305	5/6/2014	5/6/2019	N	
BP2310	6/7/2016	6/7/2021	Y	
BP2315	6/7/2016	6/7/2021	Y	
BP2320	6/7/2016	6/7/2021	Y	
AP2320	7/5/2016	7/5/2021	Y	
BP2325	4/7/2015	4/7/2020	N	
AP2325	4/7/2015	4/7/2020	N	
BP2330	7/11/2017	7/11/2022	Y	
BP2340	7/5/2016	7/5/2021	Y	
AP2340	7/5/2016	7/5/2021	Y	
BP2345	7/5/2016	7/5/2021	Y	
AP2345	7/5/2016	7/5/2021	Y	
BP2355	7/5/2016	7/5/2021	Y	
BP2360	7/5/2016	7/5/2021	Y	
BP2365	7/5/2016	7/5/2021	Y	
BP2410	6/7/2016	6/7/2021	Y	
AP2410	9/10/2013	9/10/2018	Y	
BP2430	6/7/2016	6/7/2021	Y	
BP2431	7/5/2016	7/5/2021	Y	
BP2432	6/7/2016	6/7/2021	Y	
BP2435	6/3/2014	6/3/2019	Y	
AP2435	6/3/2014	6/3/2019	Y	
BP2510	11/1/2016	11/1/2021	Y	
AP2510	10/4/2016	10/4/2021	Y	
BP2520	6/4/2013	6/4/2018	N	
BP2610	6/7/2016	6/7/2021	Y	
AP2610	5/3/2016	5/3/2021	Y	
BP2710	12/9/2014	12/9/2019	Y	
AP2710	12/9/2014	12/9/2019	Y	
AP2712	12/9/2014	12/9/2019	Y	
BP2714	6/7/2016	6/7/2021	N	
AP2714	5/3/2016	5/3/2021	Y	
BP2715	6/7/2016	6/7/2021	Y	
AP2715	8/2/2016	8/2/2021	N	
BP2716	2/3/2015	2/3/2020	Y	
BP2717	2/3/2015	2/3/2020	Y	
BP2720	2/3/2015	2/3/2020	Y	
BP2725	12/10/2013	12/10/2018	Y	
BP2730	4/1/2014	4/1/2019	Y	
BP2735	6/7/2016	6/7/2021	Y	
BP2740	1/13/2015	1/13/2020	Y	
AP2740	1/13/2015	1/13/2020	N	
BP2745	8/12/2014	8/12/2019	Y	
AP2745	8/12/2014	8/12/2019	N	
General Institution				
BP3050	5/3/2016	5/3/2021	N	
AP3050	6/7/2016	6/7/2021	Y	

BP or AP	Latest Update	Expiration Date	League Template	
			Y/N	Status
BP3051	5/3/2016	5/3/2021	N	
AP3051	6/7/2016	6/7/2021	N	
BP3100	7/5/2016	7/5/2021	Y	
BP3200	5/3/2016	5/3/2021	Y	
AP3200	4/5/2016	4/5/2021	Y	
BP3225	6/7/2016	6/7/2021	Y	
AP3225	3/2/2017	3/2/2022	Y	
BP3250	5/3/2016	5/3/2021	Y	
AP3250	3/7/2017	3/7/2022	Y	
BP3280	4/1/2014	4/1/2019	Y	
AP3280	4/1/2014	4/1/2019	Y	
BP3281	5/3/2016	5/3/2021	N	
BP3300	6/2/2015	6/2/2020	Y	
AP3300	6/2/2015	6/2/2020	Y	
BP3310	6/2/2015	6/2/2020	Y	
AP3310	6/7/2016	6/7/2021	Y	
BP3410	5/5/2015	5/5/2020	Y	
AP3410	5/5/2015	5/5/2020	Y	
BP3420	8/6/2013	8/6/2018	Y	
AP3420	4/7/2015	4/7/2020	Y	
BP3430	6/4/2016	6/4/2021	Y	
AP3430	4/7/2015	4/7/2020	Y	
BP3431	11/7/2013	11/7/2018	N	
AP3431	4/5/2016	4/5/2021	N	
AP3435	6/7/2016	6/7/2021	Y	
BP3440	2/4/2014	2/4/2019	Y	
AP3440	2/2/2016	2/2/2021	Y	
BP3500	6/2/2015	6/2/2020	Y	
AP3500	5/3/2016	5/3/2021	Y	
BP3501	2/3/2015	2/3/2020	Y	
AP3501	7/11/2017	7/11/2022	Y	
BP3504	2/3/2015	2/3/2020	N	
AP3504	1/13/2015	1/13/2020	N	
BP3505	12/10/2013	12/10/2018	Y	
AP3505	12/10/2013	12/10/2018	Y	
BP3506	2/3/2015	2/3/2020	N	
AP3506	1/13/2015	1/13/2020	N	
BP3507	2/3/2015	2/3/2020	N	
AP3507	4/7/2015	4/7/2020	N	
BP3510	6/7/2016	6/7/2021	Y	
AP3510	5/3/2016	5/3/2021	Y	
BP3515	2/3/2015	2/3/2020	Y	
AP3515	1/13/2015	1/13/2020	Y	
BP3516	2/3/2015	2/3/2020	N	
AP3516	1/13/2015	1/13/2020	Y	
BP3518	7/5/2016	7/5/2021	Y	
AP3518	6/7/2016	6/7/2021	Y	
BP3520	2/3/2015	2/3/2020	Y	
AP3520	4/7/2015	4/7/2020	Y	
BP3530	6/2/2015	6/2/2020	Y	
AP3530	2/2/2016	2/2/2021	Y	
BP3540	2/3/2015	2/3/2020	Y	
AP3540	4/7/2015	4/7/2020	Y	
BP3550	2/3/2015	2/3/2020	Y	
AP3550	12/10/2013	12/10/2018	Y	
BP3560	5/5/2015	5/5/2020	Y	
AP3560	4/7/2015	4/7/2020	Y	
BP3570	1/10/2017	1/10/2022	Y	
AP3570	1/10/2017	1/10/2022	Y	
BP3600	8/2/2016	8/2/2021	Y	
AP3600	7/5/2016	7/5/2021	Y	
BP3601	5/5/2015	5/5/2020	N	
AP3710	10/4/2016	10/4/2021	Y	
BP3715	6/7/2016	6/7/2021	Y	

BP or AP	Latest Update	Expiration Date	League Template	
			Y/N	Status
AP3715	10/4/2016	10/4/2021	Y	
BP3720	5/3/2016	5/3/2021	Y	
AP3720	4/5/2016	4/5/2021	Y	
BP3750	6/7/2016	6/7/2021	N	
AP3750	6/2/2015	6/2/2020	Y	
BP3810	5/3/2016	5/3/2021	Y	
BP3820	6/2/2015	6/2/2020	Y	
BP3830	10/7/2014	10/7/2019	N	
AP3830	10/7/2014	10/7/2019	N	
AP3835	10/7/2014	10/7/2019	N	
BP3900	7/5/2016	7/5/2021	Y	
AP3900	6/7/2016	6/7/2021	Y	
Academic Affairs				
BP4010	7/5/2016	7/5/2021	Y	
AP4010	6/7/2016	6/7/2021	Y	
BP4020	12/8/2015	12/8/2020	Y	
AP4020	11/3/2015	11/3/2020	Y	
AP4021	11/3/2015	11/3/2020	Y	
AP4022	12/6/2016	12/6/2021	Y	
BP4025	6/2/2015	6/2/2020	Y	
AP4025	5/3/2016	5/3/2021	Y	
BP4030	6/2/2015	6/2/2020	Y	
BP4040	6/2/2015	6/2/2020	Y	
AP4040	6/2/2015	6/2/2020	Y	
BP4050	4/7/2015	4/7/2020	Y	
AP4050	4/7/2015	4/7/2020	Y	
BP4060	New	New	Y	In ASPC Que 01/17
AP4060	New	New	Y	In ASPC Que 01/17
BP4070	1/10/2017	1/10/2022	Y	
AP4070	12/6/2016	12/6/2021	Y	
BP4100	11/1/2016	11/1/2021	Y	
AP4100	10/4/2016	11/1/2021	Y	
AP4101	6/7/2016	12/6/2021	Y	
AP4102	6/4/2013	6/4/2018	Y	
AP4103	2/7/2017	2/7/2022	Y	
AP4104	New	New	Y	In ASPC Que 01/17
AP4105	6/3/2014	6/3/2019	Y	
BP4110	11/1/2016	11/1/2021	Y	
AP4110	10/4/2016	10/4/2021	Y	
BP4220	12/9/2014	12/9/2019	Y	
AP4222	6/7/2016	6/7/2021	Y	
BP4223	6/7/2016	6/7/2021	N	
BP4225	7/11/2017	7/11/2022	Y	
AP4225	6/6/2017	6/6/2022	Y	
BP4226	7/11/2017	7/11/2022	Y	
AP4226	7/11/2017	7/11/2022	Y	
AP4227	7/11/2017	7/11/2022	Y	
AP4228	7/11/2017	7/11/2022	Y	
AP4229	7/11/2017	7/11/2022	Y	
BP4230	8/2/2016	8/2/2021	Y	
AP4230	7/5/2016	7/5/2021	Y	
BP4231	6/7/2016	6/7/2021	Y	
AP4231	12/8/2015	12/8/2020	Y	
AP4232	12/6/2016	12/6/2021		
BP4235	6/7/2016	6/7/2021	Y	Constituent Review
AP4235	3/9/2015	3/9/2020	Y	1st read BOT 7/11/17
BP4240	3/7/2017	3/7/2022	Y	
AP4240	2/7/2017	2/7/2022	Y	
BP4250	6/2/2015	6/2/2020	Y	
AP4250	6/2/2015	6/2/2020	Y	
BP4260	9/10/2013	9/10/2018	Y	
AP4260	9/10/2013	9/10/2018	Y	
BP4300	1/10/2017	1/10/2022	Y	
AP4300	12/6/2016	12/6/2021	Y	

BP or AP	Latest Update	Expiration Date	League Template	
			Y/N	Status
BP4400	New	New	Y	In ASPC Que 01/17
AP4400	New	New	Y	In ASPC Que 01/17
AP4610	New	New	Y	In ASPC Que 01/17
Student Services				
BP5010	7/11/2017	7/11/2022	Y	
AP5010	6/6/2017	6/6/2022	Y	
AP5011	12/6/2016	12/6/2021	Y	
AP5012	8/2/2016	8/2/2021	Y	
BP5013	9/6/2016	9/6/2021	N	
AP5013	8/2/2016	8/2/2021	Y	
BP5015	11/3/2015	11/3/2020	Y	
AP5015	10/6/2015	10/6/2020	Y	
BP5020	6/2/2015	6/2/2020	Y	
AP5020	8/2/2016	8/2/2021	Y	
BP5030	8/6/2013	8/6/2018	Y	
AP5030	8/6/2013	8/6/2018	Y	
AP5031	8/2/2016	8/2/2021	Y	
BP5035	9/6/2016	9/6/2021	Y	
AP5035	8/2/2016	8/2/2021	Y	
BP5040	4/7/2015	4/7/2020	Y	
AP5040	4/7/2015	4/7/2020	Y	
AP5045	8/2/2016	8/2/2021	Y	
BP5050	10/7/2014	10/7/2019	Y	
AP5050	10/7/2014	10/7/2019	Y	
BP5052	9/6/2016	9/6/2021	Y	
AP5052	8/2/2016	8/2/2021	Y	
BP5055	12/10/2014	12/10/2019	Y	
AP5055	5/3/2016	5/3/2021	Y	
AP5070	8/2/2016	8/2/2021	Y	
AP5075	8/2/2016	8/2/2021	Y	
BP5110	11/1/2016	11/1/2021	Y	
AP5110	10/4/2016	10/4/2021	Y	
BP5120	12/9/2014	12/9/2019	Y	
AP5120	12/9/2014	12/9/2019	Y	
BP5130	2/3/2015	2/3/2020	Y	
BP5140	6/7/2016	6/7/2021	Y	
AP5140	8/2/2016	8/2/2021	Y	
BP5200	12/10/2013	12/10/2018	Y	
AP5200	11/5/2013	11/5/2018	Y	
BP5205	9/6/2016	9/6/2021	Y	
AP5205	8/2/2016	8/2/2021	N	
BP5210	8/2/2016	8/2/2021	Y	
AP5210	8/2/2016	8/2/2021	Y	
BP5300	4/7/2015	4/7/2020	Y	
AP5300	4/7/2015	4/7/2020	Y	
BP5400	9/6/2016	9/6/2021	Y	
AP5400	8/2/2016	8/2/2021	Y	
BP5410	7/11/2017	7/11/2022	Y	
AP5410	6/6/2017	6/6/2022	Y	
BP5420	9/6/2016	9/6/2021	Y	
AP5420	8/2/2016	8/2/2021	Y	
BP5500	2/3/2015	2/3/2020	Y	
AP5500	4/5/2016	4/5/2021	Y	
BP5501	6/2/2015	6/2/2020	N	
AP5501	6/2/2015	6/2/2020	N	
AP5502	4/7/2015	4/7/2020	N	
BP5530	4/7/2015	4/7/2020	N	
AP5530	2/7/2012	2/7/2017	Y	Pulled from 7/11/17 BOT Meeting
AP5570	6/2/2015	6/2/2020	Y	
AP5610	8/2/2016	8/2/2021	Y	
BP5700	9/6/2016	9/6/2021	Y	
AP5700	8/2/2016	8/2/2021	Y	
Business and Fiscal Affairs				
BP6100	7/5/2016	7/5/2021	Y	

BP or AP	Latest Update	Expiration Date	League Template	
			Y/N	Status
AP6100	6/7/2016	6/7/2021	Y	
BP6150	7/9/2013	7/9/2018	Y	
AP6150	7/9/2013	7/9/2018	N	
BP6200	1/14/2014	1/14/2019	Y	
AP6200	1/14/2014	1/14/2019	Y	
BP6250	5/7/2013	5/7/2018	Y	
AP6250	5/7/2013	5/7/2018	Y	
BP6300	5/7/2013	5/7/2018	Y	
AP6300	5/7/2013	5/7/2018	Y	
BP6320	7/9/2013	7/9/2018	Y	
AP6320	7/9/2013	7/9/2018	Y	
BP6330	9/6/2016	9/6/2021	Y	
BP6331	7/5/2016	7/5/2021	N	
AP6331	6/7/2016	6/7/2021	N	
BP6340	6/4/2013	6/4/2018	Y	
AP6340	6/4/2013	6/4/2018	Y	
AP6345	6/4/2013	6/4/2018	Y	
AP6350	6/4/2013	6/4/2018	Y	
AP6360	6/4/2013	6/4/2018	Y	
AP6365	6/4/2013	6/4/2018	Y	
AP6370	8/6/2013	8/6/2018	Y	
BP6400	7/5/2016	7/5/2021	Y	
AP6400	6/7/2016	6/7/2021	Y	
AP6450	6/7/2016	6/7/2021	Y	
BP6500	7/5/2016	7/5/2021	Y	
AP6500	6/7/2016	6/7/2021	Y	
BP6510	9/10/2013	9/10/2018	N	
BP6520	9/10/2013	9/10/2018	Y	
AP6520	9/10/2013	9/10/2018	Y	
AP6530	6/7/2016	6/7/2021	Y	
BP6540	3/4/2014	3/4/2019	Y	
AP6540	3/4/2014	3/4/2019	Y	
BP6550	9/6/2016	9/6/2021	Y	
AP6550	10/4/2016	10/4/2021	Y	
BP6600	7/5/2016	7/5/2021	Y	
AP6600	6/7/2016	6/7/2021	Y	
BP6620	1/10/2017	1/10/2022	Y	
AP6620	12/6/2016	12/6/2021	Y	
BP6700	2/3/2014	2/3/2019	Y	
AP6700	2/3/2014	2/3/2019	Y	
BP6710	11/1/2016	11/1/2021	N	
BP6740	3/4/2014	3/4/2019	Y	
AP6740	1/14/2014	1/14/2019	Y	
BP6750	11/10/2016	11/10/2021	Y	
AP6750	10/4/2016	10/4/2021	Y	
BP6800	11/1/2016	11/1/2021	Y	
AP6800	10/4/2016	10/4/2021	Y	
Human Resources				
BP7100	8/6/2013	8/6/2018	Y	
AP7100	8/6/2013	8/6/2018	Y	
BP7110	12/10/2013	12/10/2018	Y	
AP7110	11/5/2013	11/5/2018	Y	
BP7120	7/5/2016	7/5/2021	Y	
AP7120-1	6/7/2016	6/7/2021	Y	
AP7120-2	6/7/2016	6/7/2021		
AP7120-3	6/7/2016	6/7/2021		
AP7120-4	2/7/2017	2/7/2022		
AP7120-5	6/7/2016	6/7/2021		
AP7120-6	7/5/2016	7/5/2021		
AP7120-7	6/7/2016	6/7/2021		
AP7120-8	6/7/2016	6/7/2021		
AP7125	6/7/2016	6/7/2021	Y	
AP7126	6/7/2016	6/7/2021	Y	
BP7130	7/5/2016	7/5/2021	Y	

BP or AP	Latest Update	Expiration Date	League Template	
			Y/N	Status
AP7130	6/7/2016	6/7/2021	Y	
BP7140	7/5/2016	7/5/2021	Y	
AP7145	6/7/2016	6/7/2021	Y	
AP7150	6/7/2016	6/7/2021	Y	
BP7160	12/10/2013	12/10/2018	Y	
AP7160	4/7/2015	4/7/2020	Y	
BP7210	7/5/2016	7/5/2021	Y	
AP7211	2/7/2017	2/7/2022	Y	
AP7212	6/7/2016	6/7/2021	Y	
AP7217	10/6/2015	10/6/2020	N	1st read BOT 7/11/17
BP7219	7/5/2016	7/5/2021	N	
BP7230	12/10/2013	12/10/2018	Y	
BP7240	7/5/2016	7/5/2021	Y	
BP7250	3/7/2017	3/7/2021	Y	
BP7260	5/2/2017	5/2/2022	Y	
BP7262	5/5/2015	5/5/2020	N	
AP7262	4/7/2015	4/7/2020	Y	
BP7310	7/5/2016	7/5/2021	Y	
AP7310	6/7/2016	6/7/2021	Y	
BP7330	7/5/2016	7/5/2021	Y	
AP7330	6/7/2016	6/7/2021	Y	
BP7340	7/5/2016	7/5/2021	Y	
AP7340	6/7/2016	6/7/2021	Y	
BP7345	7/5/2016	7/5/2021	Y	
AP7345	6/7/2016	6/7/2021	Y	
BP7350	11/1/2016	11/1/2021	Y	
BP7351	11/1/2016	11/1/2021	N	
BP7360	7/5/2016	7/5/2021	Y	
BP7365	11/1/2016	11/1/2021	Y	
AP7365	10/4/2016	10/4/2021	Y	
AP7366	10/4/2016	10/4/2021		
BP7370	2/1/2013	2/1/2018	Y	
AP7370	10/6/2016	10/6/2021	Y	
AP7371	6/7/2016	6/7/2021	Y	
BP7381	11/1/2016	11/1/2021	N	
AP7381	11/1/2016	11/1/2021	Y	
BP7384	10/7/2014	10/7/2019	N	
AP7384	10/7/2014	10/7/2019	N	
BP7386	11/1/2016	11/1/2021	N	
BP7387	6/7/2016	6/7/2021	N	
AP7387-P	5/3/2016	5/3/2021	Y	
AP7387-S	5/3/2016	5/3/2021	Y	
BP7400	6/3/2014	6/3/2019	Y	
AP7400	4/5/2016	4/5/2021	Y	
BP7510	7/5/2016	7/5/2021	Y	
BP7600	10/6/2015	10/6/2020	Y	
AP7600	6/7/2016	6/7/2021	Y	
BP7700	11/1/2016	11/1/2021	Y	
AP7700	10/4/2016	10/4/2021	Y	

BP or AP	Date Sunsetting
District	
BP1202	
Board of Trustees	
BP2350	
BP2361	
AP2512	
General Institution	
BP3052	
BP3260	
AP3260	
BP3261	
BP3503	
AP3503	
BP3508	
AP3508	
BP3912	
Academic Affairs	
AP4023	
Student Services	
BP5001	
AP5001	
AP5014	
Business and Fiscal Affairs	
AP6322	
AP6330	12/6/2016
AP6451	
BP6515	
BP6516	
BP6801	
BP6850	
AP6850	
AP6851	
BP6950	
AP6950	
Human Resources	
BP7113	
BP7121	
BP7122	
BP7123	
AP7123	
BP7132	
BP7161	
AP7161	
BP7163	
BP7238	
BP7239	
AP7240	
BP7242	
BP7251	
BP7261	
BP7270	
BP7343	
BP7346	
BP7348	
BP7349	
BP7366	
BP7367	
AP7373	
AP7374	
AP7375	
AP7376	
AP7377	