AGENDA

1. Minutes Dated September 17, 2012 (Page 3)

NEW BUSINESS:

1. BP 7111 Job Description (Page 8)
   a. Review policy recommendations

2. BP 7113 Definition of Accredited Institution (Page 9)
   a. Review policy recommendations

3. BP 7130 Compensation (Page 10)
   a. Review policy recommendations

4. BP 7140 Collective Bargaining (Page 12)
   a. Review policy recommendations

5. BP 7210 Academic Employees (Page 13)
   a. Review policy recommendations

6. BP 7350 Resignation of Employees (Page 14)
   a. Review policy recommendations

7. BP 7370 Political Activity (Page 15)
   a. Review policy recommendations

8. BP 7218 Faculty Tenure (Page 16)
   a. Review policy recommendations

OLD BUSINESS:

1. BP and AP 5300 Student Equity Plan (Page 17)
   a. Review policy and procedure revision recommendations

2. BP and AP 3570 Smoking and Tobacco Use (Page 19)
   a. Review policy and procedure revision recommendations

3. BP and AP 5501 Locker Search (Page 23)
   a. Review policy and procedure recommendations
4. BP and AP 3431 Bullying (Page 26)
   a. End of constituent review

5. BP and AP 5013 Students in the Military (Page 29)
   a. End of constituent review

6. BP and AP 5570 Student Credit Card Solicitation (Page 33)
   a. End of constituent review

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP/AP 5570</td>
<td>Student Credit Card Solicitation</td>
<td>Sent out for constituent review. To return 10/8/2012</td>
</tr>
<tr>
<td>BP/AP 5013</td>
<td>Students in the Military</td>
<td>Sent out for constituent review. To return 10/8/2012</td>
</tr>
<tr>
<td>BP/AP 3431</td>
<td>Bullying</td>
<td>Sent out for constituent review. To return 10/8/2012</td>
</tr>
<tr>
<td>AP 3250</td>
<td>Institutional Planning</td>
<td>Sent out for constituent review. To return 10/22/2012</td>
</tr>
<tr>
<td>BP/AP 6331</td>
<td>Employee Microcomputer Purchase Program</td>
<td>Sent out for constituent review. To return 11/19/2012</td>
</tr>
<tr>
<td>BP/AP 5800</td>
<td>Prevention of Identity Theft in Student</td>
<td>Sent out for constituent review. To return in January</td>
</tr>
<tr>
<td>BP 2361</td>
<td>District Publications and Releases</td>
<td>Postponed. Council requests more information.</td>
</tr>
<tr>
<td>AP 4102</td>
<td>Occupational/Vocational Technical Programs</td>
<td>Postponed. Requires additional language</td>
</tr>
<tr>
<td>AP 2512</td>
<td>Budget Planning Committee</td>
<td>Sent back to BPC for review</td>
</tr>
<tr>
<td>AP 3435</td>
<td>Discrimination and Harassment Investigations</td>
<td>Ahn to forward to College Council draft following Chancellor's office guidelines</td>
</tr>
<tr>
<td>BP/AP 3430</td>
<td>Prohibition of Harassment</td>
<td>Will be reconsidered by Council when AP 3435 is presented</td>
</tr>
<tr>
<td>AP 3410</td>
<td>Nondiscrimination</td>
<td>Council request review of best practices</td>
</tr>
<tr>
<td>Misc.</td>
<td>Grant Funded Faculty Conversion Process</td>
<td>Researching legal precedent</td>
</tr>
</tbody>
</table>
REDWOODS COMMUNITY COLLEGE DISTRICT

Minutes of the College Council Meeting
7351 Tompkins Hill Road, Eureka, CA, Board Room
Monday, September 17th, 2012

MEMBERS PRESENT
Bob Brown, Mike Richards, John Johnston, Michelle Blecher, Chris Harper (Phone), Steve Sandeen, Debbie Williams, Marica Williams, Kathy Lehner, Lee Lindsey, Keith Snow-Flamer, Ahn Fielding, Roxanne Metz, Jolene Gates (Phone)

MEMBERS ABSENT
Mark Renner, Utpal Goswami,

CALL TO ORDER
Kathy Lehner called the meeting to order at 3:05 p.m.

MINUTES 8/6/12
The minutes dated August 27th, 2012 were approved unanimously as presented

NEW BUSINESS

AP 3250 INSTITUTIONAL PLANNING
Council member gave background on AP 3250 Institutional Planning.
The procedure was originally adopted in June of 2011 and has been updated to reflect current procedures and a clean-up of the language used.

ACTION
Motion made, seconded and passed unanimously to send AP 3250 Institutional Planning out for a 30 day constituent review.

OLD BUSINESS

BP 1201 PHILOSOPHY STATEMENT
This policy was changed after the Board meeting. Board liked the additional language but wanted it separated into two sections that reflect practices and intentions.

ACTION
Motion made, seconded, and passed unanimously to send BP 1201 Philosophy statement to the Board for approval

BP 1202 INSTITUTIONAL OBJECTIVES
The Board made no additional changes to this policy. Council member suggested changing “using” in section three to “to use” so that it is parallel with the other objectives.

ACTION
Motion made, seconded and passed unanimously to send BP 1202 Institutional Objectives to the Board for approval
BP 2200 BOARD DUTIES AND RESPONSIBILITIES

The Board didn’t make any additional changes to the policy. Classified staff provided positive feedback and asked about the stricken language on the bottom of the policy. Council clarified that the intent was not to remove the stricken language entirely, but replace it with the additional language in the beginning of the policy.

**ACTION** Motion made, seconded, and passed unanimously to send BP 2200 Board Duties and Responsibilities to the Board for approval

BP 2740 BOARD EDUCATION

The Board didn’t make any additional changes to the policy. Student representative asked if the policy should include an age requirement for the Student Trustee. Council felt that age requirements would be more procedural. Council member asked if there should be a specification on when the orientation would take place. Council discussed the possibility of drafting a procedure to accompany BP 2740 Board Education.

**ACTION** Motion made, seconded, and passed unanimously to send BP 2740 Board Education to the Board for approval

BP 2745 BOARD SELF-EVALUATION

The Board made some small changes at the September meeting. Council member asked how this Policy would be enforced. President Lehner explained that the timeframe for the Board self-evaluation is outlined on the Board calendar. President Lehner also stated that a Board self-evaluation is required by accreditation. Council discussed the need for an AP to accompany this policy as well.

**ACTION** Motion made, seconded, and passed unanimously to send BP 2745 Board Self-Evaluation to the Board for approval

BP 2340 AGENDAS

No suggested changes were made at the Board meeting. Council reviewed Policy and no changes were suggested.

**ACTION** Motion made, seconded, and passed unanimously to send BP 2340 Agendas to the Board for approval
BP 2361 DISTRICT PUBLICATIONS AND RELEASES

Change made to the language used in the last sentence. Dean of Administrative Services was changed to President/Superintendent or designee.

Council member raised question about the “accrediting commission” referred to in the second paragraph of the policy. Member suggested adding language that included other accrediting agencies that the college uses. The second paragraph was changed to say “The Board, through its policy role, provides its constituencies, the Accrediting Commission of Community and Junior Colleges, and other accrediting agencies with precise, accurate, and complete information.”

Member asked for clarification about whether or not people from the athletic department speaking with reporters after the game would be covered in this policy. Council clarified that this example would not be considered a publication “on behalf of the college.”

Council member asked for clarification about what the term “information” refers to. Is it just information related to Board actions or is it broader than that.

Council discussed the possibility of reworking this policy to be more inclusive and specific. The policy will come back for review at a later meeting.

BP 2410 POLICY AND ADMINISTRATIVE PROCEDURES

The last sentence in the third paragraph was added at the last Board meeting. The sentence states that “The President/Superintendent is authorized at any time to correct items that do not change the meaning of policies, such as their numbering, punctuation, cross-references, and dates regarding review and enactment, as well as to make consistent their format.”

ACTION Motion made, seconded, and passed unanimously to send BP 2410 Policy and Administrative Procedures to the Board for approval.

BP 2430 DELEGATION OF AUTHORITY TO PRESIDENT / SUPERINTENDENT

No changes were made to this Policy at the Board meeting and College Council had no suggested changes.

ACTION Motion made, seconded, and passed unanimously to send BP 2430 Delegation of Authority to the President/Superintendent to the Board for approval.
BP 2435 EVALUATION OF PRESIDENT / SUPERINTENDENT
No changes were made to this Policy at the Board meeting and College Council had no suggested changes.

ACTION Motion made, seconded, and passed unanimously to send BP 2435 Evaluation of the President/Superintendent to the Board for approval

BP 2510 PARTICIPATION IN LOCAL DECISION MAKING
No changes were made to this Policy at the Board meeting and College Council had no suggested changes.

ACTION Motion made, seconded and passed unanimously to send BP 2510 Participation in Local Decision Making to the Board for approval

BP 2715 CODE OF ETHICS / STANDARDS OF PRACTICE
No substantive changes were made to this policy since the last review.
No suggested changes were made by College Council.

ACTION Motion made, seconded, and passed unanimously to send BP 2715 Code of Ethics/Standards of Practice to the Board for approval

BP AND AP 6331 EMPLOYEE MICROCOMPUTER PURCHASE PROGRAM
Council proposed deleting BP and AP 6331 due to the fact that this program started many years ago and doesn’t hold a lot of relevance anymore.
Council member suggested checking with CSEA to make sure it’s not required in the contract.
Council member suggested drafting an explanation of why the policy and procedure were being recommended for deletion and distributing that along with the policy and procedure for constituent review.

ACTION Motion made, seconded and passed to send Policy and Procedure out for a 45 day constituent review contingent upon receipt of sunset recommendation description.

BP AND AP 5800 PREVENTION OF IDENTITY THEFT IN STUDENT FINANCIAL TRANSACTIONS
Proposed policy is a new league policy that we do not yet have in place.
ACTION Motion made, seconded, and passed unanimously to send out BP and AP 5800 for a 90 day constituent review

BP AND AP 5300 STUDENT EQUITY PLAN

Member of Student Equity Plan Committee came forward and discussed concerns with discrepancies between the AP and the Student Equity Plan itself. Council member stated that there was a one week extension to the constituent review for BP and AP 5300 and it should be brought to the next Council meeting. At this meeting all feedback will be taken into consideration.

AP 4102 OCCUPATIONAL/VOCATIONAL TECHNICAL PROGRAMS

Council member suggested changing the title to Career and Technical Education. Council member expressed concern with requiring written assessment. Council member suggested striking the paragraph that states the requirement of written assessment. Council member suggested moving the paragraph to the beginning of the policy if it is decided that the language is needed.

ACTION Motion made, to accept AP 4102 and send it to the Board for review contingent upon the removal of the paragraph requiring written assessment and the title changed to Career and Technical Education Program Advisory Committees.

ADJOURN Kathy Lehner adjourned the meeting at 4:50 PM
JOB DESCRIPTIONS

The Board delegates responsibility for the preparation and revision of job descriptions to the Superintendent/President. The Superintendent/President may consult with appropriate staff in the preparation of alterations of such descriptions. Job descriptions shall be related to the College mission and goals, shall include the essential job functions, and shall be in effect and binding upon the employees concerned when issued by the Superintendent/President or his/her designee. Job duties may be changed or altered, or reassigned to other positions, and additional duties may be added to a position.

Duties include, but are not limited to, those outlined in the job description. Job descriptions shall be reviewed by the supervisor and the employee as a regular part of the employee evaluation process.

It is further intended that the preparation/revision of job descriptions be a self-renewing process in which each employee working under a specific job title shall work cooperatively with the supervisor, and through him or her, the Superintendent/President and staff to keep job descriptions current.

Reference: Education Code, section 70902.

Adopted by Board of Trustees: August 15, 1977
Amended: 1/8/90, 4/7/97
DEFINITION OF ACCREDITED INSTITUTION

For purposes of employment, salary placement, and any other accrued benefits or recognition, all degrees and/or college units shall be measured against the following definition of "accredited institution" established by the Board of Governors of the California Community Colleges for purposes of satisfying minimum qualifications.

An accredited institution shall be any institution of higher education which is accredited by one of the six nationally recognized, regional accrediting associations: Middle States Association of Colleges and Secondary School; New England Association of Schools and Colleges; North Central Association of Colleges and Secondary Schools; Northwest association of Schools and Colleges; Southern Association of Colleges and Schools; Western Association of Schools and Colleges.

Foreign degrees shall be subject to determination of equivalency by the Office of Instruction.

Reference: Education Code, section 70902 and Title 5 of the California Code of Regulations, section 53406.

Adopted by Board of Trustees: March 6, 1978
COMPENSATION

Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and for each employee serving pursuant to an employment agreement shall be established by the Board.

A salary schedule adopted by the Board is in effect only for the year(s) for which it was adopted. The adoption of a salary schedule repeals all former policies and administrative procedures that conflict with the provisions of the newly adopted schedule.

Reference: Education Code, sections 70902(b)(4); 87801; 88160 and Government Code, section 53200.

SALARY

The governing board shall, not later than the date prescribed by law for approval of the publication budget of every year, fix the annual salaries for the ensuing school year for all persons employed by the district in positions not requiring certification qualifications. (E.C. 88162)

If the governing board of a school district can not comply with the provisions of subdivision (a) of Section 88462 because it is engaged in a study, which was commenced prior to the commencement of the school year, the board may take the following alternate action:

A. Adopt an interim salary which shall be the same schedule as for the preceding year and when such salary study is complete salaries and wages fixed as a result of the study shall be payable for the entire year to include the period of time during which the study was conducted.

B. Provide that the salaries and wages fixed as a result of the study shall be effective only for that portion of the school year, as determined by the board at the time it takes action after the study has been completed. (E.C. 88163)

Salary Schedule Placement—Increments
Employees whose employment commences before April 1 of any year will receive the next incremental step on July 1 of the same year. Employees whose employment commences April 1 or after will receive the next incremental step on July 1 of the next year.

**Pay period**

Pay periods will be by the calendar month for regularly employed classified employees, with warrants issued on the last day of the month, payable on the first day of the succeeding month. (E.C. 88165)

The pay period for any employee on an hourly pay scale ends on the 12th of each calendar month with warrants issued on the last day of that month, payable on the first day of the succeeding month. Time cards turned in after the 12th of each month will be paid in the next pay period.

**Payroll Deductions**

1. Federal Income Tax
2. Retirement Funds
   
   a. All classified employees will be covered under Social Security OASDI (Old Age, Survivors and Disability Insurance).
   
   b. All employees become members of the Public Employees' Retirement System (PERS) on the first day of the month following the month of employment.
   
   c. Deductions will be made from salary at rates determined by the various systems.

Former Board of Trustees Policy No. 407, number change only on August 7, 2012
Adopted by Board of Trustees: September 19, 1977
If eligible employees of the District select an employee organization as their exclusive representative, and if after recognition by the District or after a properly conducted election, an exclusive representative is certified as the representative of an appropriate unit of employees under the provisions of the Educational Employment Relations Act, Government Code section 3540 et seq., the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by law.

Reference: Government Code, sections 3540 et seq.
ACADEMIC EMPLOYEES

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been established by the Board of Governors for the California Community Colleges, including faculty members as defined by law.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPS, and EOPS.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. The Board reserves the right to determine whether a faculty member shall be granted tenure.

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full time or part time. The Board delegates authority to the President/Superintendent or designee to determine the extent of the District’s needs for temporary faculty.

Notwithstanding this policy, the District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

Reference: Education Code Sections 87001, 87003, 87400 et seq; 87419.1; 87600 et seq; 87482.8; Title 5, Section 51025

Adopted by Board of Trustees:
Former Policy: New
RESIGNATION OF EMPLOYEES

The Superintendent/President or the Director of Human Resources designee is hereby authorized by the Board of Trustees to officially accept on behalf of the Board the resignation of any employee, certificated academic or classified. In the absence of the President/Superintendent and the Director of Human Resources a designee will be appointed. The acceptance of the resignation shall be deemed accepted by the Board effective at the time of the receipt of the resignation by the Superintendent/President or designee (Education Code 88201). Once accepted by the Superintendent/President or Director of Human Resources, the resignation is final and cannot be rescinded. The Superintendent/President shall report all resignations to the Board of Trustees.

Reference: Education Code, sections 87730 and 88201.

Former Board of Trustees Policy No. 335/419, number change only on August 7, 2012
Adopted by Board of Trustees: December 1, 1980
POLITICAL ACTIVITY

Employees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board Board of Trustees. This policy prohibits political activity during an employee’s working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

Reference: Education Code Sections 7054, 7056; Government Code Section 8314
See Administrative Procedure #AP 7370.

Adopted by Board of Trustees: 4/5/05
FACULTY TENURE

College of the Redwoods is dedicated to appointing faculty who exhibit knowledge, ability, enthusiasm and commitment to education and students. The faculty evaluation system was established to preserve and ensure this dedication to quality. A rigorous and demanding tenure review process is another method of assuring the continued excellence of instruction and learning at College of the Redwoods.

The Board of Trustees shall make tenure decisions based primarily on the recommendations made by the Academic Senate and the President. Recommendations of the Academic Senate's Tenure Review Committee will be made available to the Board at their request.

A. For a faculty member serving under the first academic year of his or her employment by contract, the Board of Trustees shall elect one of the following alternatives:
   1. Not enter into a contract for the following academic year.
   2. Enter into a contract for the following academic year.

B. For a faculty member serving under his or her second consecutive contract, the Board of Trustees shall elect one of the following:
   1. Not enter into a contract for the following academic year.
   2. Enter into a contract for the following two academic years.

C. For a faculty member employed under his or her third consecutive contract, the Board of Trustees shall elect one of the following alternatives:
   1. Employ the probationary employee as a tenured employee for all subsequent academic years.
   2. Not employ the probationary employee as a tenured employee.

Former Board of Trustees Policy No. 325, number change only on August 7, 2012
Adopted by Board of Trustees: August 15, 1977
Amended: August 5, 1985; June 6, 1988; July 9, 1990; June 3, 1991; September 12, 1994; March 6, 1995
STUDENT EQUITY

The Student Equity Plan is registered as required at the Chancellor’s Office for the California Community Colleges, following approval by the Board. The District’s Student Equity Plan will include:

- recommended formats for active involvement of constituent groups on campus;
- activities to involve appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups;
- campus-based research on student equity indicators based upon operational definitions provided by the Chancellor’s office and additional indicators operationally defined by the SEP;
- identification of institutional barriers to equity;
- specific data based goals for access, retention, degree and certificate completion, course success, English as a Second Language (ESL) and basic skills completion, campus climate and transfer for each historically underrepresented group;
- a framework for implementation of the Student Equity Plan;
- data regarding campus climate with attendant goals based on results;
- research based activities proven effective to attain data determined goals;
- suggested funding sources for the activities in the plan;
- responsible parties for engaging activities;
- a schedule and process for evaluation of progress towards the goals;
- an executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the District will undertake to achieve the goals, the resources budgeted for that purpose, and;
- the District officer or employee who can be contacted for further information.

The President/Superintendent is responsible for the implementation of the Plan and shares joint responsibility with the Senate for the collective promotion of the plan and its activities through the Student Equity Plan Oversight Committee. The Board will be ultimately responsible for the oversight and implementation of the SEP. Oversight continues throughout the year under the supervision of the Chief Student Services Officer. The Student Equity Plan will be updated every three years. The Student Equity Committee will provide direction to the program, will identify internal and external funding sources, prioritize activities, and assess progress towards achieving specified goals and implementing activities. The Student Equity Plan Oversight Committee reports on the progress of the SEP annually to the Board of Trustees, the Academic Senate and College Council.

The Student Equity Plan Committee Chair shall be appointed by the President / Superintendent from the membership as stipulated in the Plan:

- The President/Superintendent;
- College Council Representative;
- Senior Vice President, Chief Instructional Officer;
• Vice President, Chief Student Services Officer;
• One Senator of the Academic Senate;
• One Multicultural and Diversity Committee Representative;
• One representative from the Institutional Research Office;
• One Dean of Instruction;
• One ASCR representative

Reference: Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title 5, Section 54220

Approved: XX/XX/XXXX
New Administrative Procedure
SMOKING AND TOBACCO USAGE

The Board of Trustees urges students not to smoke on campus and would like to eventually see College of the Redwoods as a smoke free campus.

Smoking and all other tobacco use is not allowed except in designated smoking areas and campus parking lots which are at least twenty-five feet from buildings. Smoking, and other uses of tobacco, is also prohibited in an outdoor area within 25 feet of a main exit, entrance, or operable window of said areas in order to protect students and staff who choose not to smoke from an unhealthy environment.

These designated areas will be clearly marked as “Smoking Areas” and are will be noted on campus maps. All other smoking and tobacco use in and on College of the Redwoods property is expressly prohibited. Furthermore,

Smoking is not allowed in college owned or leased vehicles.

All employees and students are encouraged and expected to observe this policy.

Violators may be subject to appropriate disciplinary action.

Tobacco and related products will not be sold or promoted on any campus of the District excluding smoking sedation products.

Further, the Board authorizes the President/Superintendent or designee, following Shared Governance guidelines, may to adopt administrative procedures that are more restrictive than this District-wide policy.

See Administrative Procedure 3570.

Adopted by Board of Trustees: December 19, 1977
Amended: June 1, 1987; May 2, 1994; October 9, 1995, June 1, 2004; June 14, 2012

Reference: Education Code Sections 76033(e)
SMOKING

For the purposes of this policy, smoking shall mean all uses of tobacco, including but not limited to cigar smoking, cigarette smoking, pipe smoking, and chewing tobacco.

In order to protect students and staff who choose not to smoke from an unhealthy environment, the Board prohibits smoking within buildings or facilities owned or leased by the District. Smoking is not allowed except in designated smoking areas and campus parking lots which are at least twenty-five feet from buildings.

These designated areas will be clearly marked as “Smoking Areas” and are noted on campus maps. All other smoking and tobacco use in and on College of the Redwoods is expressly prohibited. Furthermore, smoking is not allowed in college owned or leased vehicles.

Violators will be subject to appropriate disciplinary action.

Tobacco and related products will not be sold or promoted on any other campus of the District.

Former Board of Trustees Policy No. 804/510, number change only on June 5, 2012
Adopted by Board of Trustees: December 19, 1977
Amended: June 1, 1987; May 2, 1994; October 9, 1995; June 1, 2004
SMOKING AND TOBACCO USAGE

The Board of Trustees urges students not to smoke on campus and would like to eventually see College of the Redwoods as a smoke free campus.

Use of any form of tobacco products or non-tobacco product in non-designated smoking areas is prohibited. It is likewise prohibited on or in any space, building, vehicle, or classroom leased or rented by the college. This policy and these procedures apply to all College of the Redwoods employees, students, visitors, and other persons who enter any College of the Redwoods facility or vehicle that is owned, leased or rented by the college.

Enforcement Steps:

Any employee, student, visitor, or other person found to be in noncompliance with this policy shall be subject to the above and any of the following:

a. A verbal warning that clearly states the policy
b. Administrative action including but not limited to a verbal warning, an explanation of the policy, and possibly Student Conduct Code and Disciplinary Procedures as outlined in the Student Conduct Code.
c. Revocation of facility use for noncompliant groups.

It shall be the primary responsibility of College of the Redwoods College Council to keep these procedures current and to publicize them to employees, students, visitors, and others who enter the District. Recommendations may be made directly to the CRCC for consideration.

All employees and students are expected to encouraged and expected to observe this policy.

See Board of Trustee Policy 3570.

Reference: Education Code Sections 76033(e); Health and Safety Code Sections 118875-118915; Assembly Bill 846, Government Code Sections 7596, 7597; CA Penal Code 308 (a)

Revised: May 2, 1994, June 1, 2004; June 14, 2012
SMOKING ON CAMPUS

The Board prohibits smoking and other tobacco use by individuals except in designated areas. Smoking is permitted in designated smoking areas and in campus parking lots.

Faculty enforcements of the “No Smoking” regulation in classrooms is required.

Former Administrative Regulation No. 804.01/510.01, number change only on June 5, 2012
Approved by Board of Trustees June 1, 1987
Revised: May 2, 1994, June 1, 2004
LOCKER SEARCH

All lockers are and shall remain the property of the District. Students are encouraged to keep their assigned lockers closed and locked against incursion by other students. No student may use his/her locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health and safety and welfare of the occupants of the school building.

See Administrative Procedure AP 5145, BP/AP 3560.

Adopted by the Board of Trustees: August 15, 1977
Revised: June 11, 2012
References: Education Code 32280-32289; 35160; 35160.1; 48900-48927; 49050-49051; 49330-49334

REDWOODS COMMUNITY COLLEGE DISTRICT

Board Policy

Number Update only from Board of Trustees Policy No. 516

LOCKER SEARCH

The Board acknowledges the need of students for safe, in-school storage of books, clothing, school materials and other personal property and provides lockers to be used for such storage.

All lockers are and shall remain the property of the Board. Students are encouraged to keep their assigned lockers closed and locked against incursion by other students. No student may use his/her locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health and safety and welfare of the occupants of the school building.

The Board reserves the right to authorize its employees to inspect a student's locker when such employee has reason to believe that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the College.

Former Board of Trustees Policy No. 516, number change only on July 10, 2012
Adopted by the Board of Trustees
August 15, 1977
LOCKER USAGE AND SEARCH

The District reserves the right to authorize its employees and Academy of the Redwoods staff to inspect a student's locker when such employee has reason to believe that the locker is improperly used for the storage of contraband, illegal substances or objects, or any material which poses a hazard to the safety of the College.

Lockers that are not registered may be opened by College of the Redwoods staff by cutting off the lock if there is suspicion of rotting food or illegal items within the locker at any time. Any illegal items or contraband will be turned over to the Humboldt County Sherriff. Students are responsible to keep their lockers clean and report any damage/break-ins to the lockers in Applied Technology to Academy of the Redwoods Principal’s Secretary or Security immediately. Damage/Break-ins to PE lockers should be reported to the Physical Education Secretary or Security immediately.

The school is not responsible for lost or stolen books or personal property from student lockers. Lockers must be emptied at the end of each semester for maintenance and cleaning. Locks left on after a semester ends will be cut off by College of the Redwoods staff. Any materials left in lockers will be disposed of properly. Any item with perceived value will be given to the campus security department for the student to claim.

See Board of Trustee Policy 5145

References: Education Code Section 32280-32289; 35160; 35160.1; 48900-48927; 49050-49051; 49330-49334

Approved: XX/XX/XXXX
Revised: XX/XX/XXXX
BULLYING

The Board of Trustees of the College of the Redwoods District is committed to protecting its students and employees from bullying, harassment or discrimination for any reason and of any type. All students and employees are entitled to a safe, equitable and harassment-free educational and work-place environment.

Bullying is the inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted purposeful written, verbal, nonverbal, physical behavior, or any severe or pervasive physical or verbal act, including communications made in writing or by means of an (cyber) electronic act including but not limited to any threatening, insulting or dehumanizing gesture, by an employee or student, that has the potential to create an intimidating, hostile, or offensive educational/work-place environment or cause long term damage, discomfort or humiliation; or unreasonably interfere with the individual’s academic or work performance or participation, is carried out repeatedly and is characterized by an imbalance of power.

No form of bullying, harassment or discrimination will be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws and the collective bargaining agreements.

See Administrative Procedure AP 3431.

Reference: Education Code Section 32260-32262; 32265; 32270; 35294.10-35294.15; 48900-48927;
Adopted by Board of Trustees:
BULLYING

College of the Redwoods District is committed to protecting its students and employees from bullying, harassment or discrimination for any reason and of any type. All students and employees are entitled to a safe, equitable and harassment-free educational and work-place environment.

Bullying is the inflicting of physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted purposeful written, verbal, nonverbal, physical behavior, or any severe or pervasive physical or verbal act, including communications made in writing or by means of an (cyber) electronic act. Including but not limited to any threatening, insulting or dehumanizing gesture, by an employee or student, that has the potential to create an intimidating, hostile, or offensive educational/work-place environment or cause long term damage, discomfort or humiliation; or unreasonably interfere with the individual’s academic or work performance or participation, is carried out repeatedly and is characterized by an imbalance of power.

DEFINITIONS:

“Harassment, hazing, or bullying” is any gesture or written, verbal, graphic, psychological, or physical act (including electronically transmitted acts – i.e. internet, cell phone) that meets one of the definitions below.

“Harassment” is intentional conduct that adversely affects the ability of another person to participate in or benefit from educational programs or activities because the conduct, as reasonably perceived by the person, is so severe, pervasive, and objectively offensive as to have this effect.

“Hazing” is any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person’s consent or lack of consent.

“Bullying” is any action and/or threatening behavior that adversely affects the ability of a person to participate in or benefit from the educational programs or activities by placing the person in reasonable fear of physical harm, loss of property, injury to friends or family, or by causing emotional distress.

“Electronic act” means the transmission of a communication via a text, sound or image, or a post on a social network by means of an electronic device including a telephone, computer or pager, according to the new law.
RESPONSIBILITIES

Administrators and Managers

- Ensure that all employees are aware of the anti-bullying policy and procedure
- Ensure that any incident of bullying is dealt with regardless of whether a complaint of bullying has been received
- Provide leadership and role-modeling in appropriate professional behavior
- Respond promptly, sensitively and confidentially to all situations where bullying behavior is observed or alleged to have occurred
- If you are a witness to bullying, report incidents to the Vice-President of Student Development, or Human Resources Director as appropriate

Employees

- Be familiar with and behave according to this policy
- If you are a witness to bullying, report incidents to your supervisor, Vice-President of Student Development, or Human Resources Director as appropriate
- Where appropriate, speak to the alleged bully(ies) to object to the behavior

College of the Redwoods Centers

- Be familiar with and behave according to this policy
- If you are a witness to bullying, report incidents to your Center Dean who will then follow up with the Vice President of Student Development, or Human Resource Director as appropriate.

No form of bullying, harassment or discrimination will be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws and the collective bargaining agreements.

See Board of Trustee Policy 3431.

References: Education Code Section 32260-32262; 32265; 32270; 35294.10-35294.15; 48900-48927; Adopted by Board of Trustees:
STUDENTS IN THE MILITARY

The President/Superintendent or designee shall establish procedures defining enrollment, limitations, and processes for Military personnel and their dependents.

See Administrative Procedure AP 5013

References: Education Code Sections 68074, 68075, 68075.5; Title 5 Sections 55023, 55024, 54041, 54042, 54050, 58620
STUDENTS IN THE MILITARY

The District provides services for Military Personnel and their dependents for the purpose of furthering their education and academic success. Policies include priority registration, withdrawal policies, and residence determination.

Priority Registration

Priority Registration days and times for any semester will be assigned as follows:

- Priority registration will be given to documented members or former members of the Armed Forces of the United States within four years of leaving active duty.

Withdrawal Policies for Members of the Military

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A military withdrawal symbol (MW) may be assigned. Military withdrawal shall not be counted in progress probation or dismissal calculations. In no case may a military withdrawal result in a student being assigned an “F” or “W” grade.

See Board of Trustee Policy 5013.

Residence Determinations for Military Personnel and Dependents

- A student who is a member of the Armed Forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state supported institution of higher education, is entitled to resident classification.

- An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the Armed Forces of the United States stationed in California on active duty shall be entitled to resident classification.

- A student who was a member of the Armed Forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the Armed Forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident.
• A parent who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

• A student claiming the residence classifications provided for in this procedure must provide a statement from the student’s commanding officer or personnel officer providing evidence of the date of the assignment to California and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person’s commanding officer or personnel officer that the military person’s duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

Reference(s): Education Code Sections 68074, 68075, 68075.5; Title 5 Sections 55023, 55024, 54041, 54042, 54050, 58620

Adopted by Board of Trustees: 5/6/08
Former Administrative Regulation #503.01: “Grading Regulations and Procedures,” Approved 8/15/77
Revised: 6/6/94, 3/7/00, 4/2/02
Former Administrative Regulation #529.01: “Regulations Governing Student Fees,” Approved 6/3/03
Revised: 8/5/03, 11/4/03, 9/13/04/3/1/05, 3/7/06, 11/7/06, 6/11/12

REDWOODS COMMUNITY COLLEGE DISTRICT AP 5013
Administrative Procedure

STUDENTS IN THE MILITARY

Residence Determinations for Military Personnel and Dependents
A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification.
An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification.
A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident.

A parent who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student’s commanding officer or personnel officer providing evidence of the date of the assignment to California and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person’s commanding officer or personnel officer that the military person’s duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

Withdrawal Policies for Members of the Military

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A military withdrawal symbol (MW) may be assigned. Military withdrawal shall not be counted in progress probation or dismissal calculations. In no case may a military withdrawal result in a student being assigned an “F” or “W” grade.

References: Education Code Sections 68074, 68075, 68075.5; Title 5 Sections 55023, 55024, 54041, 54042, 54050, 58620

Adopted by Board of Trustees: 5/6/08
Former Administrative Regulation #503.01: “Grading Regulations and Procedures,” Approved 8/15/77
Revised: 6/6/94, 3/7/00, 4/2/02
Former Administrative Regulation #529.01: “Regulations Governing Student Fees,” Approved 6/3/03
Revised: 8/5/03, 11/4/03, 9/13/04/3/1/05, 3/7/06, 11/7/06
STUDENT CREDIT CARD SOLICITATION

College of the Redwoods District is aware that students are becoming increasingly in debt through loans and credit cards to finance their education. This policy has been established to decrease the indebtedness of College of the Redwood students.

Credit card solicitation will not be allowed on College of the Redwoods campuses.

References: Title 5, Section 54400; Civil Code Section 1747.02(m); Education Code Section 99030

Adopted: XX/XX/XXXX
Amended: XX/XX/XXXX
STUDENT CREDIT CARD SOLICITATION

College of the Redwoods District is aware that students are becoming increasingly in debt through student loans and credit cards to finance their education. In accordance to Ed Code Section 99030, this policy has been established to decrease the indebtedness of College of the Redwood students. Credit card solicitation will not be allowed on College of the Redwoods campuses.

Students shall not be solicited on school premises for purchases, subscriptions, or contributions to any organization, or solicited for membership in, or to work for, any organization not directly under the control of the Board, without written authorization from the Administration.

The President/Superintendent or designee shall be responsible for procedures and oversight that regulate the solicitation process on campus.

Authorization will only be granted if the organization is a non-partisan charitable organization organized for the purposes by an act of congress or under the laws of the state of California.

Only specifically designated areas on campus will be available for organizations to use and must be arranged through the Office of the President.

One-on-one solicitation is prohibited on campus premises.

See Board of Trustee Policy BP 5570.

Reference(s): Title 5, Section 54400; Civil Code Section 1747.02(m); Education Code Section 99030