REDWOODS COMMUNITY COLLEGE DISTRICT
College Council
3:00 p.m. – Board Room – Monday, October 22nd, 2012

AGENDA

1. Minutes Dated September 24th, 2012 (Page 3)

NEW BUSINESS:

1. BP/AP 5030 Fees (Page 7)
   a. Review policy and procedure recommendations

2. AP 5055 Enrolment Priorities (Page 15)
   a. Review policy recommendations

3. BP 7381 Staff Insurance Program (Page 17)
   a. Proposed deletion

4. AP 7382 Early Retirement (Page 18)
   a. Proposed deletion

5. AP 7383 Post-65 Health and Welfare Benefits (Page 21)
   a. Proposed deletion

OLD BUSINESS:

1. AP 3250 Institutional Planning (Page 23)
   a. Review policy and procedure revision recommendations

2. BP and AP 5570 Student Credit Card Solicitation (Page 25)
   a. Review policy and procedure revision recommendations

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<th>Policy and Procedure Tracking</th>
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<td><strong>Number</strong></td>
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<td>BP/AP 5570</td>
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Minutes of the College Council Meeting  
7351 Tompkins Hill Road, Eureka, CA, Board Room  
Monday, September 23rd, 2012

MEMBERS PRESENT
Bob Brown, Mike Richards, John Johnston, Michelle Blecher (phone),  
Chris Harper (phone), Steve Sandeen (phone), Debbie Williams, Marcia Williams (phone), Melody Pope (phone), Kathy Lehner, Keith Snow-Flamer, Utpal Goswami, Roxanne Metz

MEMBERS ABSENT
Lee Lindsey, Ahn Fielding, Melissa Ruiz

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

NEW BUSINESS

AP 2511 COLLEGE COUNCIL
College Council reviewed the current College Council procedure and attached exhibit and discussed possible revisions.  
Council member made the comment that the exhibit titled College Council Operating Procedures seemed more like a procedure and the actual AP entitled College Council read more like a policy.

Council member expressed concern with the language “College Council is the apex district-wide constituent based collegial consultation body that includes representatives from all of the District’s constituent groups.” Member stated that the roles of College Council and Expanded Cabinet need to be clarified because as this is written there is little difference.  
Council member also expressed concern with the first bullet of the Exhibit which states that “One meeting per month shall be dedicated to policy and procedure revision and one meeting per month shall be dedicated to general business and communication.” This is another example of where the roles of College Council and Expanded Cabinet need to be more clearly identified because as it is written there is little difference.

A College Council member expressed concern with the 6th bullet which states “College Council can accept proposed policy or procedure revision from constituent groups. If the group has no purview over the issue, College Council may direct a different and more appropriate constituency to draft the policy or procedure.” The member suggested that College Council should be willing to accept proposed policy and procedures from anyone.

A subcommittee was created to work on procedure revision for AP 2511 College Council. Subcommittee members are Kathy Lehner, Michelle Blecher, Keith Snow-Flamer, and Bob Brown. The subcommittee will discuss the role of College Council within participatory governance and how it differs from the role of Expanded cabinet, the procedure for policy and procedure proposals, as well as the overall operating procedures of the council.
Additionally, Council discussed the necessity of codifying the responsibilities of the various campus committees.

CLOSURE PLAN

College Council reviewed the current draft of the closure plan. If the College loses its accreditation there will be an opportunity to revise the report and add more detail.

Council member asked where one would go if they had concerns or revisions on the report. It was clarified that concerns or revisions could be sent to Jeff Cummings and/or Kathy Lehner.

Council member asked for clarification on what it would take to do a teach-out in the event of closure, and how the College will go about planning. It was clarified that in the event of closure the College would have from January to June to solidify a plan and one year to complete the teach-out for students that are 75% complete.

Council had a discussion about March 15th notices and what the process would be for their distribution. It was mentioned that at other colleges, in the event of a closure, all employees were given notices and the staff, faculty, and management that were deemed necessary for implementing the teach-out were re-hired.

Council member asked if language needed to be added to the closure plan to include community and education programs that are not credit bearing instruction and are not a cost to the College. It was discussed that this is not necessarily something that needs to be in the closure report.

AP 2715 BOARD PROTOCOLS FOR EFFECTIVE TRUSTEESHIP

This is a new Administrative Procedure that the Board has been working on since May. This went to the Board in a semi-final fashion at the September meeting and one thing has been added to section three since then. 3.2 was added to state “do not schedule individual meetings or private conversations with College employees regarding College business, remind employees that Trustees have no authority as individuals only as a Board, direct employees to share their concerns and complaints regarding the College with their supervisor or the President/Superintendent.”

Council member expressed concern that this would limit employee access and rights to communicate with Board members. Council discussed that this is not the case and that employees and community members have equal access.

Council member expressed concern that this policy doesn’t state that employees and community members have the right to express concerns.
Council discussed that this right is covered by the open meetings law and by the Brown Act.

Council discussed that in the past Board members have contacted them privately before a Board meeting to seek input. Member asked if this was covered by 1.4 which states that the Board members would direct questions to employees through the President/Superintendent.

Council discussed proper protocol for speaking and answering questions at Board meetings. Discussed that it is the purpose of a Board meeting for the Board to meet and discuss the agenda items. If someone seated at the table has a comment or clarification they may raise their hand and it is common for the Board to call on that person to speak.

Council discussed the future of this AP in the adoption process. Council brought up the need for clarification on the process for Board procedure adoption.

BP 2710 CONFLICT OF INTEREST

First page of BP 2710 is new language. First 3 roman numerals are just an introduction. Policy should start at roman numeral 4.

Motion made, seconded, and passed unanimously to send out BP 2710 Conflict of Interest for a 30 day constituent review.

MEETING DATE CHANGE

The first meeting of October was changed to the 15th.

OLD BUSINESS

AP 5300 STUDENT EQUITY PLAN

A member of the committee which worked on drafting AP 5300 Student Equity Plan discussed this procedures background.

AP 5300 Student Equity Plan was being drafted at the same time as the Student Equity Plan itself and is currently not parallel with the approved plan.

Council discussed the importance of remembering that we make plans according to policy and not the other way around.

Council discussed changing the job titles in the list of committee members. Chancellor’s Office designations should be used instead when referring to job titles.
Council discussed the title “Student Equity Plan Oversight Committee” and concluded that the title should be “Student Equity Plan Committee” because oversight does not belong to the committee.

Council addressed the need for clarification on what is meant by “senate”. It should specify whether they are referring to the Academic Senate or the Student Senate. Council also discussed the need to revise the Student Equity Plan itself to clarify terminology.

Council agreed that AP 5300 Student Equity Plan should be sent back to the PPRS for a language clean up focusing on the last bullet which is actually two separate paragraphs. Council also suggested that a member from the committee that drafted the plan attend the meeting.

ADJOURN Kathy Lehner adjourned the meeting at 5:00PM
FEES

The Board authorizes the following fees. The President/Superintendent or his or her designee shall establish procedures for the collection, deposit, exemption, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly notified of applicable exemptions and/or waivers. Fee amounts shall be published in the college catalogs.

**Enrollment Fee (Education Code Section 76300):** Each student shall be charged a fee for enrolling in credit courses unless exempted from the enrollment fee in accordance with state law. The Board authorizes the President/Superintendent to develop a process allowing for the deferral of full payment of enrollment fees pursuant to state regulation so long as full payment of enrollment fees is made by not later than the end of the term for which deferral is granted.

**Auditing Fee (Education Code Section 76370):** Each student shall be charged a Board approved auditing fee. Students enrolled in classes to receive credit for ten or more semester units shall not be charged this fee to audit three or fewer units per semester.

**Health Fee (Education Code Section 76355):** The President/Superintendent shall present to the board for approval, periodically as required, a fee to be charged to each student for student health services. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization and students who are attending under an approved apprenticeship training program are exempt from the payment of any health services fee.

**Parking Fee (Education Code Section 76360):** The District shall charge a fee to students who use District parking services. The fee shall be equal to the maximum amount allowable under state law. Low income students shall pay the allowable reduced amount. The President/Superintendent shall establish administrative procedures establishing allowable rates, including a reduced parking fee for students to encourage ridesharing and carpooling.

Persons who are not students or employees may also be charged a fee for using parking services. The President/Superintendent shall establish administrative procedures that establish a reasonable daily rate for such parking.

**Instructional Materials Fee (Education Code Section 76365; Title 5, Sections 59400, et seq.):** Students may be required to pay a fee as allowed by law for instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.
The Board authorizes charging instructional and other material fees in accordance with applicable legal requirements for such fees.

The President/Superintendent or his/her designee shall ensure that instructional materials fees are reviewed at appropriate intervals and shall maintain a complete listing of instructional materials and instructional materials fees.

Non-District Physical Education Facilities Fee (Education Code Section 76395): Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student’s calculated share of the additional expenses incurred by the District.

Transcript Fee (Education Code Section 76223): The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The President/Superintendent is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record. An additional fee may be charged to students who request copies of their records on an expedited schedule or who request special documentation to verify attendance.

International Students Application Processing Fee (Education Code Section 76142): The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. This processing fee and regulations for determining economic hardship shall be established by the President/Superintendent. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars ($100), which shall be deducted from the tuition fee at the time of enrollment. No student who is exempt from the payment of nonresident tuition or who can demonstrate economic hardship shall be charged this fee.

Athletic Insurance: Student Athletes may be required to pay a fee to cover the cost of insurance for participation in an athletic program.

Testing Services Fee: Students and members of the public will be charged reasonable fees to cover the costs of administering certain types of tests done under the auspices of the Academic Support Center. Only fees that are expressly required or authorized by law or that represent charges for optional services may be charged. No fees may be charged for tests that are required for enrollment in a class or for tests or services paid for with state funds.

Returned Check Fee: Students who pass a check that is returned to the District (or any District operation) will be charged the maximum service charges or other payments allowed by law.

Subpoena Processing Fee: A fee will be charged to the requesting party to cover the reasonable cost of retrieving, processing and/or reproducing student and/or other records required to respond
to subpoenas or related court and legal documents. The President/Superintendent or his or her designee shall establish the reasonable costs.

**Lab and Learning Resource Center Copying Fees:** The District will provide students with a number of free photocopies each term that shall be determined by the President or his or her designee. After that, students wishing to make additional photocopies in the college’s labs and in its Learning Resource Centers will be charged a per copy fee.

**Dormitory Fee (Education Code Section 81670):** The District shall charge a reasonable fee to students wishing to live in the residence halls. The President/Superintendent is authorized to establish this fee.

**Child Care Fee [Education Code Section 79121(c)]:** Education Code Sections 79020 et seq and 66060 authorize the operation of child development programs. Education code Sections 79121(c) and 8263(g) and (h) require fees for student families. The District will also charge student parents a fee for childcare services for their children when they voluntarily place them in programs that are not specifically established as child development programs under Sections 66060 and 79120 et seq. The President/Superintendent is authorized to establish those fees.

**Enrollment Fee, Community Service Course (Education Code Section 78300):** An enrollment fee may be charged to each student enrolling in a community service course. The President/Superintendent is authorized to establish these fees, which are not to exceed the cost of maintaining such instruction.

**Capital Outlay Fee (Education Code Section 76141):** The District may charge nonresident students a capital outlay fee which shall be the maximum amount authorized by law. The fee shall not exceed the amount expended for capital outlay in the previous fiscal year divided by the total full-time equivalent students for the same period. The fee shall not exceed 50 percent of the nonresident tuition fee established by the District.

No student who can demonstrate economic hardship or that he/she is a victim of persecution or discrimination in the country in which the student is a citizen and resident shall be charged this fee. The President/Superintendent or his or her designee shall define “economic hardship” for purposes of this fee.

**Associated Student Fees (Education Code Sections 70902, 76060.5 and 76062):**

- **Student Representation Fee (Education Code Section 76060.5; Title 5, California Code of Regulations, Sections 54801 et seq.):** The Associated Students organization is authorized to hold an election for the purpose of establishing a student representation fee in the amount of $1 per semester to be charged of all students. Any election shall meet the requirements of state law. Students shall be advised that they may refuse to pay this fee for religious, political, financial, or moral reasons and shall submit such refusals in writing.
- **Student Activity Fee (Education Code Sections 70902 and 76062):** The Associated Students organization may charge a voluntary student activities fee. The fee shall be an optional fee for those students who wish to pay such a fee for the services or activities represented by such fee. The optional nature of the fee shall be clearly communicated to students.

**Credit by Examination (Education Code Section 76300):** Students taking examinations offered pursuant to Title 5, Section 55050, will pay the fee established by this education code section.

**Refund Processing Fee (Title 5 section 58508):** The District will retain a processing fee for refunded enrollment fees in accordance with state law.

**Delinquent Collection Fee (Government Code 16583.1):** The District may impose a reasonable fee, not to exceed the actual costs, to recover the collection costs on a past due account.

Reference: Education Code Sections 76300 et seq; 70902 (a) and (b)(9); Title 5, Section 51012; Government Code 16583.1

Adopted by Board of Trustees: 12/06/2011
Former Board Policy No. 529 “Student Fees,” Adopted: April 5, 1984
Amended: July 18, 1984; August 20, 1984; September 12, 1994; February 5, 1996; June 7, 1999; March 5, 2002; October 1, 2002; June 3, 2003
FEES

Required fees include:
Enrollment (Education Code Section 76300; Title 5 Sections 58500 and 58509)
Nonresident tuition with permissive exemptions (Education Code Sections 76140 and 76140.5)

Fees authorized by law include:
Non-District physical education facilities (Education Code Section 76395)
Noncredit courses (Education Code Section 76385)
Community service courses (Education Code Section 78300)
Auditing of courses (Education Code Section 76370)
Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
Athletic insurance (Education Code Section 70902(b)(9))
Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
Health (Education Code Section 76355)
Parking (Education Code Section 76360)
Transportation (Education Code Sections 76361, 82305.6)
Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)
Student Center (Education Code Section 76375; Title 5 Section 58510)
Copies of student records (Education Code Section 76223)
Dormitory (Education Code Section 81670)
Child care (Education Code Sections 79121 et seq. and 66060)
Nonresident capital outlay (Education Code Section 76141)
Nonresident application processing (Education Code Section 76142)
Credit by Examination (Education Code Section 76300; Title 5 Section 55050)
Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
Refund processing (Title 5 Section 58508)
Telephone registration (Education Code Section 70902(a))
Physical fitness test (Education Code Section 70902(b)(9))
Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
Credit Card Use (Education Code Section 70902(b)(9))

Delinquent Collection (Government Code 16583.1)
International Student Medical Insurance (Education Code Section 70902(b)(9)

**Prohibited fees include:**
- Late application (CCCGO Student Fee Handbook)
- Add/drop (CCCGO Student Fee Handbook)
- Mandatory student activities (CCCGO Student Fee Handbook)
- Student Identification Cards (CCCGO Student Fee Handbook)
- Student Body Organization (CCCGO Student Fee Handbook)
- Nonresident application (CCCGO Student Fee Handbook)
- Field trip (Title 5 Sections 55450 and 55451)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCGO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- Required or funded services (CCCGO Student Fee Handbook)
- Refundable deposits (CCCGO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCGO Student Fee Handbook)
- Mandatory mailings (CCCGO Student Fee Handbook)
- Rental of practice rooms (CCCGO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCGO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCGO Student Fee Handbook)
- Breakage (CCCGO Student Fee Handbook)
- Test proctoring (CCCGO Student Fee Handbook)

**Collection and Refund of Fees**

**Enrollment Fee Refunds**
Enrollment fees will only be refunded if the student drops the full-semester-length class in question by the end of the 2nd week of the spring or fall semester. Refund deadlines for Summer classes vary by class length. Refunds will automatically be provided to eligible students. If a class is cancelled by the college, all enrollment fees will be refunded to the students who had registered and paid for it. If applicable, a refund processing fee will be subtracted before the refund is issued.
Students who receive federal financial aid are subject to federal refund calculation formulas.

**Non-Resident Tuition Refunds**
Refunds shall be made according to this schedule only after an official drop or withdrawal has been processed by the Admissions and Records Office.

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<th>Time of Official Withdrawal or Reduction in Load</th>
<th>Percent of Original Fee Refunded</th>
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<tr>
<td>Through the end of the of second week of the term</td>
<td>100% of original fee</td>
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<tr>
<td>During third week of instruction</td>
<td>50% of original fee</td>
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<tr>
<td>During fourth week of instruction</td>
<td>25% of original fee</td>
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For courses less than 16 weeks in duration the refund will be pro-rated accordingly.

**Parking Fee Refunds**
Parking permit refunds will be issued prior to the established deadline of the term in which the permit was issued, provided the permit is presented to the Business Office at the time the request is made. Requests for refunds after the deadline must be based upon extenuating circumstances only.

**Refund Recipient**
Refunds are made only to the person who originally paid the fees.

**Consequences of Non-payment of Fines or Other Funds Due to the College**
As a means of encouraging the payment of obligations to College of the Redwoods, it’s Foundation, and any offices thereof, the following blocks will be put in place until all debts are paid *(Title 5, Section 59410):*

- Grades will not be issued.
- Transcripts will not be issued.
- Registration will not be processed.
- Degrees or certificates will not be awarded.
- Any account balances older than 120 days may be subject to a collections process.

Upon presentation of valid receipt for the unpaid monies due to the College or any of its agencies, the restrictions shall be removed.

**Account Collections Process**
Each student or account holder is responsible for paying all fees, charges, and amounts owed to the College of the Redwoods. Nearly all students and accounts holders pay their debts in a timely manner and therefore do not become subject to the account collections process. However, a few accounts incur debts over 120 days past due, which is considered delinquent. Delinquent accounts become subject to the account collections process. The College of the Redwoods may take additional actions to collect monies owed on delinquent accounts, including:

1. **The delinquent account may be listed on consumer credit bureaus.**
2. **The delinquent account may be charged a $25 delinquent collection fee (California Government Code 16583.1).**

3. **The delinquent account may be sent to a private collection agency for collection, and the actual fee charged by the collection agency will be added to the balance owed (California Government Code 16583.1).**

4. **The delinquent account may be sent to the Chancellor’s Office Tax Offset Program (COTOP)/Franchise Tax Board (FTB) for collection, and the actual fee charged by COTOP/FTB will be added to the balance owed (California Government Code 16583.1).**

5. **All other legally available remedies may be pursued.**

The College of the Redwoods Catalog and Schedule of Classes contain the most current information regarding fees. These documents are updated regularly.

References: Education Code Sections 70902(b)(9), 76300, and 66025.3; Title 5, section 51012; California Community College Chancellor’s Office (CCCCO) Student Fee Handbook; **Title 5, Section 59410; Government Code 16583.1**

Approved: 11/01/2011
Former Administrative Regulation No. 529.01 “Regulations Governing Student Fees,” Approved: June 3, 2003 Amended: 8/5/03, 11/4/03, 9/13/04, 3/1/05, 3/7/06, 11/7/06, 5/6/08 (AP 5013)
ENROLLMENT PRIORITIES

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites.

Enrollment may be limited due to the following:

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

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

1. Documented member or former member of the Armed Forces of the United States within four years of leaving active duty and foster youth, or former foster youth who have completed orientation, assessment, and developed student education plans and are in good academic standing. "Foster youth" means a person who is currently in foster care, and "former foster youth" means a person who is an emancipated foster youth, and who is up to 24 years of age.

2. Documented eligible students actively participating in Disabled Student Programs and Services (DSPS) or in Extended Opportunity Programs and Services (EOPS) who have completed orientation, assessment, and developed student education plans and are in good academic standing.

3. In descending order, continuing students who have completed orientation, assessment, and developed student education plans and are in good academic standing, (effective, Fall 2014) and:
   a. have completed 45 or more but less than 100 units at College of the Redwoods; or is an ASCR Student Government Officers or ASCR Senate Board Member, a continuing student athlete, or an Honors Program student;
   b. have completed between 30 and 44.5 units at College of the Redwoods;
   c. have completed between 15 and 29.5 units at College of the Redwoods;
   d. attempting or completed between 0.5 and 14.5 units at College of the Redwoods;

New students who have completed college orientation, assessment and developed education plans as well as continuing students in good academic standing who have not exceeded 100 units (not including units in basic skills English, math or English as a Second Language) will have priority over student who do not meet these criteria.
4. New (includes transfer students) and returning students **who have completed College of the Redwoods’ orientation, assessment, and developed student education plans, as well as continuing students in good academic standing who have not exceeded 100 units (not including units in basic English, math or English as a Second Language);**

5. All other continuing students without a declared academic program, certificate or transfer or educational goal and/or less than a 2.00 cumulative grade point average, **who accumulated units in excess of the number needed to transfer or earn a certificate or degree;**

6. Concurrently enrolled high school students.

References: Title 5 Sections 56232, 56026, 58106, 58108; Education Code Sections 66025.8, 66025.9, 76001
Approved: 8/7/07
Amended: 1/15/08; 04/06/10; 01/03/2012
Former Policy #500, “Priority Registration,” Adopted by the Board of Trustees: 6/3/91
Amended: 6/5/95; 8/7/07
STAFF INSURANCE PROGRAM

The Board of Trustees, Redwoods Community College District agrees to maintain a staff insurance program and this program shall include:

1. Major Medical Health Insurance
2. Dental Insurance
3. Salary Continuation Insurance

The maximum District contribution per employee shall be limited to the amount approved by the Board of Trustees.

Any costs beyond the approved amounts shall be borne by the employee.

Employees eligible for benefits shall constitute all full-time employees and Board of Trustee members. Retired employees and former Board of Trustee members shall be eligible as group members at individual expense.

Former Board of Trustees Policy No. 425, number change only on August 7, 2012
Adopted by Board of Trustees: September 19, 1977
EARLY RETIREMENT

PROCEDURES:

1. Any certificated, administrative, classified management or confidential employees of the College of the Redwoods wishing to avail themselves of early retirement benefits shall, prior to January 31, write a letter of request to the President. This letter shall outline the facts relative to having met the minimum requirements of the program.

2. The President shall validate the candidate's claims regarding minimum qualifications within 10 days.

3. If the employee has been found qualified for participation in the early retirement program, the benefits shall commence on the first day of retirement.

BENEFITS:

1. The District will continue to provide medical and dental benefits to the retired employee and dependents until the employee reaches the age of 65 at no cost to the employee.

2. The professional medical, major medical, dental and vision benefits shall be consistent with those being received by current employees in the unit and their dependents including any expansion of benefits under the basic benefits program which is in existence at the time the employee retires.

   The retired employee and dependents will not be eligible to receive new fringe benefit programs or plans with may accrue to them current employees who are on active employment status with the District at the time the new benefit goes into effect which were not an expansion of the basic benefit program in effect at the time of retirement.

3. If the employee predeceases the spouse and other dependents as identified below, the spouse or other dependents shall continue to receive these benefits until the spouse reaches the age of 65, but not longer than 10 years after the employee would have attained the age of 65.

4. Dependents other than the spouse shall have no rights of their own for benefits under this program but only as the employee and/or spouse qualify for such benefits.
5. District payment for participation in this program for the employee and/or spouse shall be terminated at the time that the employee reaches 65 or, if the employee is deceased, at the age or date as set forth for the spouse in paragraph 3 above. Upon the District discontinuance of premium payments, the employee and/or spouse may elect to continue participation at their own expense provided there has been no break in coverage.

6. This plan or equal coverage when this plan is combined with other coverage for which the employee is qualified shall be effective until age 65. Such other coverage shall be, but is not limited to, Medicare A-B and coverage obtained or obtainable through other employment. If an option is available to an employee and/or spouse and the coverage is equal, the employee shall cooperate with the District to exercise the option provided such exercise does provide equal coverage.

7. For purposes of this program, the immediate family covered by this plan means only natural children, legally adopted children and spouse.

MINIMUM REQUIREMENTS:

1. Must be a certificated, administrative, classified management or confidential employee of the District.

2. Must have been a full-time employee for the 10 years immediately prior to such retirement.

3. Sabbatical leave or teacher exchange will count as eligible time within the 10-year period if accepted and used within the first 5 years of the 10-year period.

4. Leave without pay does not count toward part of the 10-year service requirement but does not constitute a break in the continuity of the 10-year requirement.

5. Paid sick leave counts toward the satisfaction of the 10-year requirement.

6. Extended sick leave (beyond the paid sick leave time) does not count toward a part of the 10-year service requirement but does not constitute a break in the continuity of the 10-year requirement.

7. Employees eligible for disability retirement are not eligible to participate in this plan.

8. The employee must have attained the minimum age of 55 by the first day of retirement under this plan.

9. Employee acceptance of this plan is irrevocable. Further, it is understood and agreed by the parties that this program is for the benefit of the employees in the unit who wish to retire from active employment with the District, and therefore the employee is responsible to ascertain the provisions and coverages of the various retirement plans without assistance from the District. It is also understood and agreed by the parties that
the District shall have no responsibility other than as set forth herein, particularly with regard to ascertaining specifics of the various retirement plans available to employees in the unit who are retiring and with to take advantage of this program.

Former Administrative Regulation No. 425.01, Number change only on August 7, 2012
Adopted by Board of Trustees: March 3, 1980
Revised: March 1, 1981; August 5, 1985, November 1, 1987; June 4, 1990
POST-65 HEALTH AND WELFARE BENEFITS

Medical, dental vision insurance for retirees post age 65 to age 70:

The District will cover 50% of the cost of medical, dental, and vision insurance, up to a maximum of $11,000 total for each eligible retired certificated, administrative, classified management or confidential employee during the five year period from age 65 to age 70.

Requirements:

1. The program begins with those certificated employees retiring in 1989, and those administrative, classified management or confidential employees retiring in 1990, and who qualify for service or disability retirement under the State Teachers Retirement System (STRS) or Public Employees Retirement System (PERS) and are drawing retirement pay therefrom.

2. Must have been a full time employee for the ten years immediately preceding retirement.

3. Sabbatical leave or teacher exchange will count as eligible time within the ten year period if accepted and used within the first five years of the ten year period.

4. Leave without pay does not count toward part of the ten year service requirement but does not constitute a break in the continuity of the ten year requirement.

5. Paid sick leave counts toward the satisfaction of the ten year requirement.

6. Extended sick leave (beyond the paid sick leave time) does not count toward a part of the ten year service requirement but does not constitute a break in the continuity of the 10 year requirement.

7. The health and welfare benefits shall be consistent with those being received at the time the employee retires.

The retired employee and spouse will not be eligible to receive new fringe benefit programs or plans which may accrue to then current employees who are on active employment status with the District at the time the new benefit goes into effect which were not an expansion of the basic benefit program in effect at the time of retirement.
8. If the retired employee predeceases the spouse, the spouse shall continue to receive these benefits until the time when the employee would have attained the age of 70 up to the $11,000 maximum the employee would have received.

9. Dependents other than the spouse shall have no rights of their own for benefits under this program.

10. District payment of participation in this program for the employee and/or spouse shall be terminated at the time that the employee reaches 70 or, if the employee is deceased, at the date the employee would have reached 70 up the $11,000 maximum. Upon the District discontinuance of premium payments, the employee and/or spouse may elect to continue participation at their own expense provided there has been no break in coverage.

11. This plan or equal coverage when this plan is combined with other coverage for which the employee is qualified shall be effective until age 70. Such other coverage shall be, but is not limited to Medicare A-B and coverage obtained or obtainable through other employment. If an option is available to an employee and/or spouse and the coverage is equal, the employee shall cooperate with the District to exercise the option provided such exercise does provide equal coverage.

Former Administrative Regulation No. 425.02, number change only on August 7, 2012
Adopted by Board of Trustees: June 4, 1990
Established committees, with representation from faculty, administration, classified staff, and students, will review and recommend planning decisions related to human, facilities, technology, and budget resources.

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

Action plans will be reviewed and revised annually and approved by the respective planning bodies.

Academic Senate will be the representative body for faculty in all academic and professional matters, as defined by Title 5, Section 53200.

Institutional effectiveness research, program reviews and individual unit plans are utilized in the planning process, which is intended to complement and inform the resource allocation and decision making processes.

The Board may assist in developing the general institutional mission and goals for the comprehensive plans through various means, including, but not limited to, the President’s evaluation process, the Board retreat, and any time the Board reviews curriculum items.

Planning documents will be submitted to the California Community College (CCC) System Office in a timely manner when required.

The initial recommendation for integrating institutional planning rests with the Institutional Effectiveness Committee (IEC).

Processes for developing, reviewing, updating, approving, and implementing plans include:

A. Mission
   1. Reviewed and updated at least every five years by Expanded Cabinet and the College Council. The updated Mission will be approved by appropriate governance council(s) as a recommendation to the Board of Trustees.

B. Strategic Plan
   1. Reviewed annually and updated at least every four years by the Institutional Effectiveness Committee. The updated Strategic Plan will be approved by
Expanded Cabinet College Council as a recommendation to the President/Superintendent.

C. CR District’s Educational Master Plan (EMP), the Facilities Master Plan, and the Technology Master Plan

1. Reviewed annually and updated at least every five years by the Institutional Effectiveness Committee. The updated EMP will be approved by appropriate governance council(s) as a recommendation to the superintendent/president.

1. The program review process and the budget development process, as well as planning and budgeting within each division of the college, shall be implemented on an annual basis.

C. Strategic Plan

1. Reviewed annually and updated at least every four years by the Institutional Effectiveness Committee. The updated Strategic Plan will be approved by College Council as a recommendation to the President/Superintendent.

D. Program Review Process

1. Reviewed and updated annually by the Institutional Effectiveness Committee and recommended to the President/Superintendent. College Council.

2. Implemented annually by all programs and services.

E. Program Review/Budget Development Linkage Process

1. Reviewed annually and updated as needed by the Institutional Effectiveness Committee and Budget Planning Committee and recommended to the President/Superintendent. College Council.

2. Implemented annually by all programs and services and supervised by the Budget Planning Committee.

F. Integrated Planning Process

1. Reviewed annually and updated as needed by the Institutional Effectiveness Committee and Integrated Planning Committees and recommended to the President/Superintendent College Council.

G. Budget Planning Calendar

1. Reviewed and implemented on an annual cycle and updated and approved as needed by the Budget Planning Committee. Reference: Accreditation Standard I.B; Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, 56270 et seq.

Approved: 06/07/2011
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