REDWOODS COMMUNITY COLLEGE DISTRICT
College Council
3:00 p.m. – Board Room – Monday, August 6, 2012

AGENDA

1. Minutes Dated July 9, 2012 (Page 3)

OLD BUSINESS:

1. BP and AP 3560 Alcoholic Beverages (Page 6)
   a. Review Changes

NEW BUSINESS:

1. BP and AP 3431 Bullying (Page 9)
   a. Review Policy and Procedure Recommendations

2. BP and AP 3570 Smoking and Tobacco Usage (Page 12)
   a. Review Policy and procedure Recommendations

3. BP and AP 5013 Students in the Military (Page 14)
   a. Review Policy and Procedure Recommendations

4. BP and AP 5145 Locker Search (Page 17)
   a. Review Policy and Procedure Recommendations

5. BP and AP 5570 Student Credit Card Solicitation (Page 20)
   a. Review Policy and Procedure Recommendations

6. BP and AP 5300 Student Equity Plan (Page 22)
   a. Review Policy and Procedure Recommendations

7. AP 2435 Evaluation of President/Superintendent (Page 26)
   a. Review Procedure Recommendations

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Status</th>
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<tbody>
<tr>
<td>AP 2512</td>
<td>Budget Planning Committee</td>
<td>Sent back to BPC for review</td>
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<tr>
<td>BP/AP 5300</td>
<td>Student Equity</td>
<td>Sent back to SEP and/or MDC for revision</td>
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<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>Misc.</td>
<td>Section 508 : Access to Info and Data</td>
<td>Mark Winter to investigate issue and report to Council</td>
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<tr>
<td>AP3410</td>
<td>Nondiscrimination</td>
<td>Council request review of best practices</td>
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<tr>
<td>Misc.</td>
<td>Grant Funded Faculty Conversion Process</td>
<td>Roxanne researching legal precedent</td>
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<tr>
<td>AP2435</td>
<td>Evaluation of PZ/Superintendent</td>
<td>Tabled pending BOT revision of process</td>
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<tr>
<td>AP 2411</td>
<td>Interim Administrative Procedures</td>
<td>BOT would like Board Policy Committee (BRPC) to consider BP/AP 2410 'Policy and Administrative Procedures' and AP 2411 before final approval and implementation</td>
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</tbody>
</table>
MINUTES

The minutes dated June 4, 2012 were approved as presented.

OLD BUSINESS

POLICY AND PROCEDURE DATES

Council reviewed the table and discussed five year review process. Old policies and policies related to accreditation will be prioritized for review and the rest of the policies will be divided evenly among the five years. Some policies and procedures will be reviewed more frequently than every five years – depending on the individual policy.

Kathy and Kimberly will work on inserting some review dates for the policies and procedures that are seen as a priority.

Council also discussed that Policies and Procedures need to include dates that the policy is reviewed and/or revised in the footer.

NEW BUSINESS

AP 2512 BUDGET PLANNING COMMITTEE

Council reviewed proposed AP 2512 Budget Planning Committee. The Vice President of Administrative Services title needs to be used consistently throughout policy.

Council member brought up number of annual meetings and stated that in the past meetings were held monthly. The first sentence for the second paragraph states:

“The BPC shall meet on a regular basis, but not less than four (4) times each year.”

Council discussed bullet no. 3 which states:

“At a minimum, the annual budget calendar shall include: … 3. Review integrated planning budget recommendations”
Committee member suggested that the 8 procedures developed this past year be written out in the AP.

Committee discussed the need for specifying how information is communicated to constituents. The integrated planning model was referenced during the discussion as well as the Procedure for Participatory Governance. Council member suggested that if information is clearly stated in one of these documents it is not necessary for the information to be restated in AP 2512 Budget Planning Committee.

Council decided that AP 2512 Budget Planning Committee will be sent to the BPC for review before it returns to College Council.

BP 608 AND AR 608.01 EMPLOYEE MICROCOMPUTER PURCHASE PROGRAM

Tabled for August Meeting

BP AND AP 3560 ALCOHOLIC BEVERAGES

Reviewed updated Policy and Procedure.

Council member pointed out that the wording “Superintendent/President” needs to be replaced by “President/Superintendent”.

PPRS member discussed the history of the Policy/Procedure and the reasons behind its revision.

Council suggested an addition to the first bullet point of the AP stating that:

“Alcoholic beverages on campus are permitted if: The alcoholic beverage is for use during a fundraiser held to benefit the College of the Redwoods Foundation or other nonprofit corporation that has obtained a license under the Business and Professions code and approval of the President/Superintendent. The non-profit may do so provided that no alcoholic beverage can be acquired, processed or used at a football game or other athletic contest sponsored by the district.”

Council member brought up that licenses are obtained from California Department of Alcoholic Beverage Control and not from the Business and Professions code. Council decided that this was a matter to be looked into before approval.

Council member stated that Use of District Facilities and Alcoholic Beverages need to go to the Board of Trustees together.
College Council will review updated BP/AP 3560 at the August meeting.

**BP AND AP 5800 PREVENTION OF IDENTITY THEFT**

PPRS member discussed procedure for the creation of BP and AP 5800.

Council feels that a representative from the Business department should be present to provide feedback.

BP and AP 5800 will be brought back to College Council in August for review.

**OLD POLICY AND PROCEDURE OVERLAP 333 AND 426 PLUS CORRESPONDING ARS**

Council reviewed the policies and procedures that overlapped and came to the conclusion that one of the duplicates is to be thrown out and the policies and procedures should be given the same four digit number.

426.02 is preferred to 333.02 by the council. The council didn’t have an opinion on which of the remaining policies and procedures was carried over to the four digit system since they were so similar.

**RE-NUMBERING REMAINING THREE DIGIT POLICY AND PROCEDURE IN SECTIONS 300 AND 400**

Council reviewed the re-numbering table for chapters 300 and 400.

A motion was made, seconded, and passed unanimously to approve the numerical classifications of the policy and procedure noted in the table.

**TABLE ON THE BOTTOM OF THE AGENDA**

Council reviewed the table of items that are in progress.

**ADJOURN**

Kathy Lehner adjourned the meeting at 4:23 p.m.
ALCOHOLIC BEVERAGES

The Superintendent/President is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

See Administrative Procedure 3560

References: Business and Professions Code Sections 24045.4, 24045.6, 25608, 25658(a)(b), 34 Code of Federal Regulations Part 668.46 b

Adopted by Board of Trustees: xx/xx/xx
Former Policy #511, “Alcohol and Illegal Drugs,” Adopted by the Board of Trustees: 8/15/77; Amended on 1/9/01

ALCOHOL AND ILLEGAL DRUGS

It is the policy of the Board of Trustees to prohibit the possession or the drinking of intoxicating liquor in any form by any person on the College grounds, except as provided in Business & Professions Code § 25608, or the coming on the grounds of any person who has been drinking intoxicating liquor.

Any official gathering, whether on or off campus, is considered as being on the College grounds, in the interpretation of this policy.

The penalty of dismissal is provided for students who violate this policy. The same policy applies to the use or possession of illegal drugs.

Business & Professions Code § 25608
Health & Safety Code § 11006.5, et seq.
Education Code § 76034

Adopted by the Board of Trustees: August 15, 1977
Amended: January 9, 2001
ALCOHOLIC BEVERAGES

The possession, sale, or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption, or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on campus is the primary responsibility of the Campus Security Department. The campus has been designated “Drug Free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Campus Safety Department. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private areas of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted if:

- The alcoholic beverage is for use during a fundraiser held to benefit the College of the Redwoods Foundation or other nonprofit corporation that has obtained a license under the Business and Professions Code and obtained approval by the President/Superintendent to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the district.

- The alcoholic beverage is for use in connection with a course of instruction, and the instructor has been authorized to use it by the President/Superintendent or designee.

- The alcoholic beverage is possessed, consumed or sold during a special event, which is sponsored by the College of the Redwoods Foundation and authorized by the President/Superintendent or designee, where the principal attendees are members of the general public or invited guests and not students.

- The alcoholic beverages are for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.

- Every person who sells, furnishes, gives, or causes to be sold, furnished, or given away, any alcoholic beverage must be at a minimum, 21 years of age.

- Every person who consumes any alcoholic beverage must be at a minimum, 21 years of age.
References:
Business and Professions Code Sections 24045.4, 24045.6, 25608, 25658 (a)(b), 34 Code of Federal Regulations Part 668.46 b
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; Assembly Bill 9, Assembly Bill 620, Assembly Bill 746, Assembly Bill 1156; http://www.pacer.org/bullying/; www.ed.gov

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 procedures
- 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

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; Assembly Bill 9, Assembly Bill 620, Assembly Bill 746, Assembly Bill 1156; http://www.pacer.org/bullying/; www.ed.gov

Adopted by Board of Trustees:
SMOKING AND TOBACCO USAGE

Smoking 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 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 other campus of the District.

Further, the Board authorizes the President/Superintendent or designee, following Shared Governance guidelines, may 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); Health and Safety Code Sections 11885-118915; Assembly Bill 846 Sections 7596, 7597
SMOKING AND TOBACCO USAGE

Use of any form of tobacco or non-tobacco product in non-designated smoking areas is prohibited. Smoking in all vehicles owned or leased by this college. It is likewise prohibited on or in any space, building, or classroom leased or rented by the college.

This policy and these procedures apply to 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.
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
STUDENTS IN THE MILITARY

The District shall provide services for Military Personnel and their dependents for the purpose of furthering their education and academic success. The purpose of this policy is to serve as an agreement between the student and the district regarding the student’s educational goal using the district’s established programs, policies, procedures, and requirements. 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

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)
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.

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
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.

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.

See Administrative Procedure AP 5145, BP/AP 3560.

Adopted by the Board of Trustees
August 15, 1977
Date of Last Revision: June 11, 2012

References:
EDUCATION CODE
32280-32289 School safety plan
35160 Authority of governing boards
35160.1 Broad authority of school districts
48900-48927 Suspension and expulsion
49050-49051 Searches by school employees
49330-49334 Injurious objects

COURT DECISIONS
Redding v. Safford Unified School District, (9th Cir. 2008) 531 F.3d 1071
B.C. v. Plumas, (9th Cir. 1999) 192 F.3d 1260
Jennings v. Joshua Independent School District, (5th Cir. 1989) 877 F.2d 313
Horton v. Goose Creek Independent School District, (5th Cir. 1982) 690 F.2d 470
LOCKER USAGE AND SEARCH

CR lockers are available on a first-come, first-served basis and ONLY in the Applied Technology Building or the Physical Education (PE) Department.

PE lockers may be used ONLY DURING PE class and must be locked while in use. Once PE class is over, the locker must be emptied.

Academy of the Redwoods students are required to register the locker of their choice and the combination of the lock in the AR office.

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.

Students are responsible to keep their lockers clean and report any damage/break-ins to the lockers in Applied Technology to AR 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.

See Board of Trustee Policy 5145

References: EDUCATION CODE

32280-32289 School safety plan
35160 Authority of governing boards
35160.1 Broad authority of school districts
48900-48927 Suspension and expulsion
49050-49051 Searches by school employees
49330-49334 Injurious objects

PENAL CODE
626.9 Firearms
626.10 Dirks, daggers, knives or razor

CALIFORNIA CONSTITUTION
Article I, Section 28(c) Right to Safe Schools

COURT DECISIONS
Redding v. Safford Unified School District, (9th Cir. 2008) 531 F.3d 1071
B.C. v. Plumas, (9th Cir. 1999) 192 F.3d 1260
Jennings v. Joshua Independent School District, (5th Cir. 1989) 877 F.2d 313
Horton v. Goose Creek Independent School District, (5th Cir. 1982) 690 F.2d 470
Zamora v. Pomeroy, (10th Cir. 1981) 639 F.2d 662

ATTORNEY GENERAL OPINIONS

Management Resources:
NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS
The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999

WEB SITES
CSBA: http://www.csba.org
California Attorney General's Office: http://caag.state.ca.us
California Department of Education, Safe Schools: http://www.cde.ca.gov/ls/ss
National Institute of Justice: http://www.ojp.usdoj.gov/nij
STUDENT CREDIT CARD SOLICITATION

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 establish procedures that regulate the solicitation process on campus.

See Administrative Procedure AP 5570.

References: Title 5, Section 54400; Civil Code Section 1747.02(m); Education Code Section 99030
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
Title of Policy/Procedure: **BP and AP 5300  Student Equity**

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<th>Author: Name and contact info</th>
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<td>BP/AP numbers</td>
<td>BP / AP 5300 Student Equity</td>
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<tr>
<td>Former BP/AP numbers</td>
<td>BP 537 (no AP) November 7, 1994</td>
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<td>Authors:</td>
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<td>• List pertinent codes researched (Ed Code/Title 5, etc.)</td>
<td>Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title 5, Section 54220</td>
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**Date submitted to PPRS**

Comments: Reviewed by MultiCultural and Diversity Committee Nov 4, 2011. Reviewed by Policy and Procedure Review Subcommittee (PPRS) 01/11/2012. Reviewed by Student Equity Plan Committee 06/01/12. No Changes

**This section to be completed by Policy and Procedure Review Subcommittee (PPRS)**

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**College Council Tracking**

| First Review | |
| Back to PPRS | |
| 30/90 day Review | |
| Second Review | |
| Date sent to Board of Trustees | |
| Date approved by Board of Trustees | |
STUDENT EQUITY

The Board is committed to assuring student equity in educational programs and college services. The President shall implement the Student Equity Plan (that meets the Title 5 standards for such a plan) guided by the recommendations of the Student Equity Committee and it will be maintained and updated under the direction of both the VP of Instruction and the VP of Student Development.

See Administrative Procedure AP 5300

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

Adopted by Board of Trustees: xx/xx/xxxx
Former BP# 537 “Student Equity” Adopted by Board of Trustees November 7, 1994
STUDENT EQUITY

The District shall have a student equity plan. The plan shall be filed as required with the Chancellor’s Office for the California Community Colleges, following approval by the Board of Trustees. The District’s Student Equity Plan will address:

- the active involvement of constituent groups on campus.
- involvement by appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups.
- campus-based research as to the extent of student equity.
- institutional barriers to equity.
- goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group.
- activities most likely to be effective to attain the goals, including coordination of existing student equity related programs.
- sources of funds for the activities in the plan.
- 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 Committee. General oversight continues throughout the year under the supervision of the Vice President of Student Development. The Student Equity Plan Committee updates the Plan, after at least one annual cycle, and promotes the Plan and reports its progress 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
- Co-President of the Academic Senate
- College Council Representative
- Two additional members appointed by the College Council
- Vice President of Instruction, Chief Instructional Officer
- Vice President of Student Services, Chief Student Services Officer
- One Senator of the Academic Senate
- One individual from the administrative team of the College
- Two members of the Associated Students of College of the Redwoods (ASCR)

Reference: Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title 5, Section 54220
Approved: XX/XX/XXXX
New Administrative Procedure
EVALUATION OF PRESIDENT/SUPERINTENDENT

The Goals of the Evaluation Process

- Hold the President/Superintendent accountable for the successful operation of the District with regular and constructive consideration of her/his strengths and weaknesses.
- Ensure that District policies, procedures, and all applicable laws and regulations—as well as all Accreditation Standards—are upheld and acted upon in a timely and proficient manner through regular reports to the Board of Trustees and the college.
- Reaffirm the respective and distinctive roles and responsibilities of the President/Superintendent and the Board.
- Ensure that the District’s vision and mission are at the core of District-wide integrated planning and initiatives.
- Establish a basis for fair and responsible consideration of the President/Superintendent’s continued employment with the District.

The President/Superintendent Evaluation Process

The President/Superintendent’s annual evaluation will include evaluations by all trustees and may include one or more members of each college constituent group and the community, as agreed upon by the President/Superintendent and the Board Ad Hoc Committee on the Evaluation of the President/Superintendent.

During the President/Superintendent’s first year, the President/Superintendent and the Board will agree on a timetable for regular closed session evaluations (no less than one evaluation every three months) until the evaluation process begins to follow this administrative procedure’s calendar, as follows:

**January**  
The president of the Board appoints three trustees to the Board Ad Hoc Committee on the Evaluation of the President/Superintendent. The chair of the Ad Hoc Committee on the Evaluation of the President/Superintendent meets with the previous year’s chair to ensure a smooth transition.

**March**  
The Board Ad Hoc Committee on Evaluation of the President/Superintendent meets with the President/Superintendent to define the evaluation process in greater detail, as necessary, including any survey instruments that will be used to conduct the annual evaluation of the President/Superintendent. Evaluation methods may include, but are not limited to, surveying college employees and community members, using standardized evaluation instruments, and contracting or consulting with professional groups to administer surveys and feedback.
The evaluation shall address, but is not limited to, these criteria:

a. Performance of duties as outlined in the job description and the contract of the President/Superintendent, as well as progress toward the goals and objectives agreed upon by the Board and the President/Superintendent

b. Leadership on campus and in the community

c. Communication with the Board, college employees, students, and the communities served by the District

**April**
The chair of the Ad Hoc Committee, or a designee, conducts the evaluation in accordance with the process mutually agreed upon between the Ad Hoc Committee and the President/Superintendent, coordinating the distribution and return of survey instruments and ensuring a confidential and fair process.

**May**
The chair of the Ad Hoc Committee, or a designee, tabulates the returned responses and presents all responses with the tabulated results to the Board as a whole at the closed session of the May Board meeting. The Board may elect to seek the clarification of a response.

The President/Superintendent will not have access to names of respondents, and all responses will be destroyed after the Board President and the President/Superintendent sign the confidential evaluation summary.

**June**
One week prior to the June meeting, the President/Superintendent submits to the Board a written self-evaluation that includes, but is not limited to, the above evaluation criteria. In addition, this self-evaluation shall contain a “state of the college” report on the key indicators, such as employee morale, enrollment, accreditation, overall functioning and stability of the institution, status of integrated planning, status of strategic plans, etc. The President/Superintendent shall determine the format of the written self-evaluation.

In closed session, the Board and President/Superintendent review the tabulated responses to the survey instrument and written self-evaluation. The President/Superintendent and the Board discuss accomplishments as well as items needing further attention by the President/Superintendent and the Board, separately or jointly. The President/Superintendent and Board initiate discussions regarding goals, expectations, and objectives for the next evaluation period.

**July**
One week prior to the July meeting, the President/Superintendent submits to the Board a draft of goals and objectives for the next evaluation period. In closed session, the President/Superintendent and the Board agree on the goals and objectives for her/himself and the District and possible timeframes for meeting them. Because all evaluation details except actual changes to the President/Superintendent’s contract are confidential, the Board and President/Superintendent shall agree on what, if any, statement is released publicly regarding the President/Superintendent’s evaluation.

**August**
At the August Board meeting in closed session, the President/Superintendent presents to the Board a report containing the finalized goals and objectives in a format chosen by the President/Superintendent. The Board President presents to the Board a written summary of the Board’s evaluation results of the
President/Superintendent. Barring objection from the Board and the President/Superintendent, the Board President and the President/Superintendent sign these two documents and place them in the President/Superintendent’s file. Any objections should be resolved mutually.

All materials not destroyed and pertaining to the evaluation and the President/Superintendent’s file are retained in an “Access Only by Action of Board” file located securely in the office of the President/Superintendent.

**October**

The President/Superintendent and the Board Ad Hoc Committee review this administrative procedure (AP 2435) for the evaluation of President/Superintendent and make recommendations for the next evaluation period.

Reference: Accreditation Standard IV.A and IV. B

Approved: 9/11/05
Revised: 2/6/06, 8/4/09, 09/14/10, 07/10/12