A G E N D A

1. Minutes Dated February 6, 2012

OLD BUSINESS:

2. BP/AP 3280 Grants
   a. Review Revisions based on Council Feedback

3. BP/AP 7310 Nepotism
   a. Review Revisions based on Council Feedback

NEW BUSINESS:

4. Review of Remaining Three Digit Policy and Procedure
   a. Identify Obsolete Policy and Procedure
   b. Identify Appropriate Chapter for Four Digit Re-classification

Table Identifying Number of Three Digit Policies and Procedures Yet to Be Updated

<table>
<thead>
<tr>
<th>Section</th>
<th>Subject Matter</th>
<th># of Policies Remaining</th>
<th># of Procedures Remaining</th>
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</thead>
<tbody>
<tr>
<td>000-099</td>
<td>College Bylaws</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>100-199</td>
<td>Instruction</td>
<td>11</td>
<td>7</td>
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<tr>
<td>200-299</td>
<td>Organization</td>
<td>2</td>
<td>0</td>
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<tr>
<td>300-399</td>
<td>Certificated and Administrative Personnel</td>
<td>26</td>
<td>13</td>
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<td>400-499</td>
<td>Classified Service</td>
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<td>9</td>
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<tr>
<td>500-599</td>
<td>Students</td>
<td>22</td>
<td>11</td>
</tr>
<tr>
<td>600-699</td>
<td>Finances</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>700-799</td>
<td>Property</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>800-899</td>
<td>Operations</td>
<td>20</td>
<td>18</td>
</tr>
<tr>
<td>900-999</td>
<td>Relations</td>
<td>4</td>
<td>0</td>
</tr>
</tbody>
</table>

Total number of three digit policies/procedures remaining: 120 65

POLICIES AND PROCEDURES CURRENTLY OUT FOR CONSTITUENT REVIEW

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Constituent Review Ends:</th>
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<tbody>
<tr>
<td>AP 5075</td>
<td>CREDIT COURSE ADDS AND DROPS</td>
<td>03/19/2012</td>
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TRACKING ITEMS

- BP/AP 3280 GRANTS
  - Mark Winter addressing substantive change

- BP 4030 ACADEMIC FREEDOM
  - First BOT review 03/14/2012

- BP/AP 7310 NEPOTISM
  - PPRS working with CRFO on revision

- MISC SECTION 508: ACCESS TO INFO AND DATA
  - Mark W. to investigate and report to Council

- AP 3410 NONDISCRIMINATION
  - Council requests review of best practices

- MISC GRANT FUNDED FACULTY CONVERSION PROCESS
  - Roxanne seeking legal precedent

- AP 2435 EVALUATION OF PRESIDENT SUPERINTENDENT
  - Tables pending BOT discussion

- AP 3435 DISCRIMINATION AND HARASSMENT INVESTIGATIONS
  - Council will consider Chancellor’s Office model

- BP 3430 PROHIBITION OF HARASSMENT
  - To be redistributed with AP 3435

- AP 3430 PROHIBITION OF HARASSMENT
  - To be redistributed with AP 3435
MINUTES

UNFINISHED BUSINESS

BP/AP 3280 GRANTS

Roxanne Metz reported that the constituent review period for BP/AP 3280 concluded February 6, 2012.

Mark Winter suggested the following revisions:

1. Under “Roles and Responsibilities” sentence one: add ‘before submission’ so the sentence reads “Grant writers are required to consult with stakeholders and other impacted areas before submission.”

The Council discussed whether an individual other than CR faculty or staff could generate ideas for grant proposals. The Council concluded that third parties wishing to submit a grant application on behalf of CR must collaborate with a CR faculty or staff member to complete a ‘Grant Proposal Form’ and to submit a grant application.

The Council discussed whether grant applications directly affecting curriculum, disciplines or programs should require faculty (area coordinator or Academic Senate) consent. Utpal suggested that administration and Academic Senate should first agree regarding what constitutes a substantial impact on curriculum, and then possibly revise the proposed administrative procedure to include language regarding VPI and senate co-chairs consent on grant applications when a substantial impact on curriculum is likely. John Johnston suggested that appropriate controls be included in the administrative procedure to help prevent potential problems upon grant implementation.

A motion was made, seconded and passed unanimously to table BP and AP 3280 pending revisions referenced above.

BP 4030 ACADEMIC FREEDOM

A motion was made to approve BP 4030.

The Council discussed the last sentence of paragraph four…”With academic freedom comes academic responsibility which implies the faithful performance of professional duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make it clear that when one is speaking
on matters of public interest, one is not speaking for the institution;” specifically the phrase ‘speaking for the institution.’ The Council concluded that since speaking on behalf of the institution was not part of most employees’ job description, the language in the last sentence of the AP was appropriate as written.

The motion to approve BP 4030 was passed unanimously.

REVIEW OF PENDING ITEMS

Support staff summarized the status of topics listed as ‘Tracking Items’ on the Council agenda:

- **BP/AP 7310 Nepotism**: As directed by Council, PPRS revised the BP and AP and forwarded the draft to CRFO for consideration. The revised BP and AP will be reviewed by Council upon CRFOs approval.

- **SECTION 508 Access to Info and Data**: When Council approved BP and AP 5140 ‘DSPS,’ the topic of Section 508 was discussed. At that time Mark Winter suggested he could review the implications of Section 508 and how Section 508 may affect CR district wide policies. The Council concluded on 02-06-12 that Section 508 was a relevant topic for further consideration by Council.

- **AP 2435 Evaluation of President/Superintendent**: Revision of AP 2435 depends upon BOT vision for the process and associated participants.

- **BP/AP 3430 Prohibition of Harassment**: Ahn to re-submit to Council with AP 3435.

- **AP 3435 Discrimination and Harassment Investigations**: Ahn to present to Council Chancellor’s Office derived investigation procedure.

REVISION OF THREE DIGIT POLICY AND PROCEDURE

Utpal suggested that Council consider assigning four digit policy and procedure numbers to the remaining policy and procedure in the three digit format. Moving all policy and procedure to the four digit format would eliminate the need to research two sets of policies and procedures to determine existing policy and procedure regarding any topic. Utpal suggested that the Council review remaining three digit policy and procedure at the next Council meeting and determine if each ought to be given a four digit number or be retired.

ADJOURN

Utpal Goswami adjourned the meeting at 3:40 p.m.
GRANTS

The Board will be informed about all grant applications made and grants received by the District. The President/Superintendent shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

See Administration Procedure 3280.

Reference: Education Code Section 70902

Adopted: xx/xx/xxxx
New Board Policy
GRANTS

Purpose:
The pursuit of private and public grants is encouraged to secure funding for efforts that advance the mission of the college.

Grant activity will be prioritized to ensure the scope and scale of funding is commensurate with institutional efforts required to accomplish grant activities.

Roles and Responsibilities:
Grant writers are required to consult with stakeholders and other impacted areas before submission. Grants significantly affecting curriculum require review by the Curriculum Committee prior to acceptance and implementation. Permission to submit a grant application is granted by the President’s Cabinet. On the rare occasion that sufficient time for responding to a grant application does not afford Cabinet review, the Superintendent/President or designee may approve submission of a grant proposal. Permission is required for all grant proposals, including renewals of current grants, regardless of whether the college is the lead agency or a sub-recipient.

Process:
Ideas for grants can be generated by any staff or faculty member. Any member of the district who intends to submit a grant application on behalf of the district must complete a grant proposal form provided by the Grants Director or administrative designee for grants. This process applies for submission of letters of support and/or partnership.

After review by the area vice president and the Grants Director or administrator responsible for grants, grant proposal forms will be submitted to the President’s Cabinet for review and approval. Preliminary and final grant budgets will be reviewed and approved by the Chief Business Officer or designee and the Grants Director or designee.

In the event that a grant proposal is not reviewed by Cabinet prior to submission, it will be subsequently submitted to Cabinet as an informational item.

Grant proposals must be available for review and signature by the appropriate individuals prior to submission to the granting agency. The Grants Director or other administrative designee must review all proposal documents prior to submission, including the budget, narrative, and letter of support from the college. The Grants Director and the Chief Business Officer will notify the Board of Trustees of all grant applications made and grants received by the District.

Unless otherwise directed, grant writers and project directors shall ensure the Grants Director and any other administrative designee receive copies of all grant proposals, budgets, and letters of support, award letters, contracts, and grant reports. Final contracts and budgets will be maintained in the business office.
Reference: Education Code Section 70902
Approved: xx/xx/xxxx (new AP)
GRANT PROPOSAL FORM

Background/Overview: All grant applications (including minor donation requests as well as partnership letters for other agencies) will follow the same general process as outlined.

Preparation of Grant Proposals: The decision to apply for a grant is made by the area Vice President after consultation with Cabinet. Approval to submit a completed grant application is given by the President/Superintendent.

Funding Agency: RFA/NOFA/RFP number or other reference to official notification (may be a web link): __________________________________________

Will CR be the lead agency or a subrecipient/contractor? __________________________________________

What partners are required? __________________________________________

Are other partners anticipated? __________________________________________

How does this grant proposal link to planning (departmental, functional, strategic, ed master plan, etc.)? __________________________________________

Proposed approach/project (not extensive, a few sentences may suffice): ______________________

______________________________________________________________________________

______________________________________________________________________________

What Outcomes/Objectives are anticipated?: ________________________________________

______________________________________________________________________________

______________________________________________________________________________

Grant Writer/Responsible Parties for Grant Submission: ____________________________

What assistance is required (e.g. IR support, Grants.gov submission)? ____________________________

Who is “authorized” to sign the grant proposal? Is a cover letter from the President required?

______________________________________________________________________________

Project Manager/Director and Proposed Project Team: ____________________________

What staff will be required to accomplish this grant? (Be specific about full- and part-time faculty and staff, whether they will be new hires or existing employees, etc. Note: Full-time hiring requests must comply with the policy on grant-funded faculty positions):

______________________________________________________________________________
Stakeholders/Impacted Areas (Be Specific – include names and initials): ___________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Who has been consulted/notified? _________________________________________________
______________________________________________________________________________
What are the sustainability requirements (or expectations)? _____________________________
______________________________________________________________________________
Match requirements (specific dollar amount)? ________________________________________
Where will the match come from? _________________________________________________
What grant guidelines must be followed (e.g. EDGAR, DoL/ETA, CFR number, OMB number):
______________________________________________________________________________
______________________________________________________________________________
What other requirements need to be considered? ______________________________________
______________________________________________________________________________
______________________________________________________________________________
What is the proposed indirect cost rate? (NOTE: CR’s indirect cost rate is 20% -- a lower indirect cost rate must be approved by the Grants Director: _____________________________
What is the anticipated total requested budget? ______________________________________
Submission Deadline: _________________  Anticipated Award Date: ____________________
Grant Period Start Date: ________________ Grant Period End Date: ________________
Approval to develop grant proposal (upon review by Cabinet) (includes any authorization to expend resources prior to grant submission):
Grants Director: ____________________________ Date: ____________________
Vice President: ____________________________ Date: ____________________
Grants Checklist:
☐ Partner Letters  ☐ Consult with appropriate parties  ☐ Final Budget and Proposal to Grants Director (including match documentation)
Final Approval to Submit Grant Proposal:
Chief Business Officer: ____________________________ Date: ____________________
President: ____________________________ Date: ____________________
Exhibit Approved: xx/xx/xxxx
The Redwoods Community College District policy is to hire, promote, and transfer employees on the basis of the employment needs of the District, on individual merit, to promote diversity and excellence, and to avoid favoritism or discrimination in making such decisions. Spouses or other relatives may be employed within the same department or District facility. However, under these specific circumstances, the District may find it necessary to transfer, re-assign, or release persons employed in the same department as relatives, spouses, or domestic partners:

1) where the an immediate family member is in a position to recommend or influence personnel decisions; and
2) where such placement creates an adverse impact on supervision, safety, security, or involves other potential conflicts of interest.

The District does not prohibit the employment of relatives [or domestic partners as defined by Family Code Section 297 et seq.] in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division, or site that has an immediate family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative [or domestic partners as defined by Family Code Section 297 et seq.].

The term “immediate family” as used in this policy means spouse; father, mother, grandfather, and grandmother of the employee or the employee’s spouse; son; son-in-law; brother; brother-in-law; daughter; daughter-in-law; sister; sister-in-law; grandchild; aunt, uncle; niece, nephew; step-relative in any of the above categories; or any other relative living in the employee’s home. “Spouse” includes the domestic partner of an employee as defined by section 297 of the California Family Code, and “relatives” refers to parent, child, brother or sister, or any other person related by blood or marriage.

Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place spouses in the same department, division, or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

It is recognized that current assignments may exist in conflict with this policy. Where such may occur, the President or designee will be responsible for determining the appropriateness of the assignment. The District retains the right to reassign or transfer employees where such
assignments have the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

Should it be determined a reassignment is necessary to comply with the intent of this policy, the President or designee may make such reassignment without financial penalty to those involved. The appropriate collective bargaining organization will be notified in writing of any recommended reassignment of a unit member under this policy. The collective bargaining organization will be allowed fifteen (15) working days to respond in writing to the Vice Chancellor of Human Resources or designee and the Board of Trustees, and to meet with the Vice Chancellor of Human Resources or designee, before the Chancellor takes action on the reassignment.

References: Government Code Sections 1090 et seq. and 12920 et seq.

Adopted: xx/xx/xxx
New policy
NEPOTISM

From Redwoods CCD Policy 332/424 titled Employment of Relatives

The Redwoods Community College District policy is to hire, promote, and transfer employees on the basis of individual merit and to avoid favoritism or discrimination in making such decisions. The District does not prohibit the employment of relatives or domestic partners in the same department or division, with two exceptions:

1) No person shall be assigned to a regular position within the same department, division, or site as an immediate family member who is in a position to recommend or influence personnel decisions. Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative or domestic partner.

2) The District retains the right to reassign or transfer any employee, providing for fair treatment and due process for all persons, and subject to the terms of any bargaining agreement or labor contract if and only if it has been proven necessary to do so in order to eliminate adverse impact on supervision, safety, security, or other conflicts of interest.

It is recognized that current assignments may exist in conflict with this policy. Where such may occur, the President or designee will be responsible for determining the appropriateness of the assignment.

Any such reassignment must not impose a financial penalty on those involved. Financial reimbursement may be negotiated through the collective bargaining organization.

The appropriate collective bargaining organization will be notified in writing of any recommended reassignment of a unit member under this policy. The collective bargaining organization will be allowed fifteen (15) working days to respond in writing to the Chief Human Resources Officer, or designee, and the Board of Trustees, and no action shall be taken on the reassignment of any persons unless and until the District, the employees, and the collective bargaining organization mutually agree on implementation.

Spouses or other relatives may be employed within the same department or District facility. However, the District may prohibit the assignment of, or may reassign spouses or relatives if, in its discretion, it finds that such employment of relatives has created, or would create, a situation in which Title 2, Sec. 7292.5 Calif. Code of Regulations...
1. An employee serves as the immediate supervisor for, or is supervised by, a spouse or relative. Employees shall neither initiate nor participate in making institutional recommendations or decisions which would directly affect the employment status of their spouses or relatives. These recommendations/decisions include, but are not limited to, selection, appointment, retention, tenure, work assignments, promotion, demotion or salary, or employment safety, morale, security or supervision are adversely affected.

Marriage While Employed

If two persons should marry while both are employed by the District, they may continue their employment provided that they may not work in any position that would require one to act as the direct supervisor of the other. In this event, the District shall make reasonable efforts to assign/reassign job duties as soon as possible so as to minimize problems of safety, supervision, security, or morale.

Absent an overriding necessity, the decision as to which spouse will change jobs or departments, if necessary, is a decision that the couple shall make within 6 weeks of the marriage. The actual transfer or termination may, when in the best interest of the District, be deferred until the end of the school semester. If the couple does not make this decision within 6 weeks, the District shall decide which employee shall be transferred or terminated. This decision shall be based upon the following factors: (1) the necessity of operating the college in an efficient manner, and (2) each employee's length of service with the District. Termination will only be invoked if there is no other work unit to which one of the two employees can reasonably be transferred. The actual transfer or termination may, when in the best interest of the District, be deferred until the end of the school semester.

Exceptions

The President/Superintendent may authorize an exception to this policy if it is found that

1. The position to be filled requires a person with specialized training and experience not generally available in the employment market.

2. There is a vital District need to fill the position.

3. Substantial bona fide efforts have been made to locate and/or employ a person who is not a relative or spouse of any employee, or to find an alternate department or location for one of the two employees who marry,

4. The relationship between the relative or spouse and the applicant or employee is unlikely to materially affect their employment by the District, or

5. Refusal of the assignment would adversely affect the Affirmative Action goals of the District.
Any such exception authorized by the President/Superintendent must be approved by the Board of Trustees.

At the time of adoption of this policy, if a marital relationship already exists between co-employees, one of whom serves in a direct supervisory capacity over the other, the employees may remain in their current positions only if the District is unable to effect a reasonable transfer, and only for so long as their continued employment in a supervisory-subordinate relationship does not create problems of safety, supervision, morale, or security.

The term "immediate family" as used in this policy means spouse, father, mother, grandfather, or grandmother of the employee or the employee's spouse, or the son, son-in-law, brother, brother-in-law, daughter, daughter-in-law, sister, sister-in-law, grandchild, aunt, uncle, niece, nephew, or step-relative in any of the above categories, or any other relative living in the employee's home. "Spouse" includes the domestic partner of an employee as defined by section 297 of the California Family Code; and "relatives" refers to parent, child, brother or sister, or any other person related by blood or marriage.

References

Government Code Sections 1090 et seq. and 12920 et seq.

(Title 2, Sec. 7292.5 Calif. Code of Regulations)

Adopted: xx/xx/xxxx
Former Redwoods CCD Policy #332/424: “Employment of Relatives,” Adopted by Board of Trustees: August 15, 1977;
Amended: February 6, 1989