1. Minutes Dated April 9, 2012

OLD BUSINESS:
2. BP/AP 7310 ‘Nepotism’
   a. End of Constituent Review

NEW BUSINESS:
3. AP 4102 ‘Occupational/Vocational Technical Programs’
   a. First read
4. Re-Numbering of Remaining Three Digit Policy and Procedure in Sections 600 and 800
   a. Review recommendations

<table>
<thead>
<tr>
<th>TRACKING ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP/AP 5300 STUDENT EQUITY</td>
</tr>
<tr>
<td>BP/AP 7310 NEPOTISM</td>
</tr>
<tr>
<td>MISC SECTION 508: ACCESS TO INFO AND DATA</td>
</tr>
<tr>
<td>AP 3410 NONDISCRIMINATION</td>
</tr>
<tr>
<td>MISC GRANT FUNDED FACULTY CONVERSION PROCESS</td>
</tr>
<tr>
<td>AP 2435 EVALUATION OF PRESIDENT SUPERINTENDENT</td>
</tr>
<tr>
<td>AP 3435 DISCRIMINATION AND HARASSMENT INVESTIGATIONS</td>
</tr>
<tr>
<td>BP 3430 PROHIBITION OF HARASSMENT</td>
</tr>
<tr>
<td>AP 3430 PROHIBITION OF HARASSMENT</td>
</tr>
</tbody>
</table>
REDWOODS COMMUNITY COLLEGE DISTRICT
Minutes of the College Council Meeting
7351 Tompkins Hill Road, Eureka, CA, Board Room
Monday, April 9, 2012

MEMBERS PRESENT
Mark Winter, Mike Richards, John Johnston, Kasey Merton, Mark Renner, Marcia Williams, Keith Snow-Flamer, Utpal Goswami, Lee Lindsey, Melissa Ruiz

MEMBERS ABSENT Isaac Cameron (ASCR), CSEA second rep, Jose Ramirez, Ahn Fielding, Roxanne Metz

CALL TO ORDER Utpal Goswami called the meeting to order at 3:05p.m.

MINUTES The minutes dated February 27, 2012 were approved as presented.
The minutes dated March 19, 2012 were approved as presented.
The minutes of the March 29, 2012 special meeting were approved as presented.

UNFINISHED BUSINESS

BP/AP 5300 STUDENT EQUITY
Utpal Goswami noted that BP and AP 5300 were at College Council for their first review.
The Council discussed the intended meaning of the term “addresses” in the third sentence of AP 5300.
Student representatives agreed that the term was ambiguous and also asked for clarification on how the needs of students outlined in AP 5300 were met.
Member of council asked how this Student Equity plan fits with the Integrated Planning Process.

ACTION A motion was made, seconded, and passed unanimously to send BP and AP 5300 to the Student Equity Plan Committee for revision and clarification regarding:
1. Clarification of term “addresses” in sentence three
2. Revision of titles
3. Clarification regarding how meeting the outlined needs would look in practice
4. how the plan fits in with the Integrated Planning Process

AP 5075 CREDIT COURSE ADDS AND DROPS
Utpal Goswami noted that the constituent review period for AP 5075 ended on 04/09/2012.
Member of council expressed confusion about lines 1 and 3. AP 5075 states that students may add classes through the registration period, and that after the registration period concludes, classes may only be added by obtaining permission from the class instructor. Does not discuss that a
student may have registration privileges withheld.

The Council discussed and concluded that that either a signed paper drop card or an electronic drop card would be sufficient to drop a student before the end of the tenth week of classes.

Members of Council suggested that professors must be clear in their syllabi regarding how many classes justify ‘excessive absence.’

A Council member suggested that all syllabi should state that the instructor reserves the right to make changes to the document.

**ACTION** A motion was made, seconded, and passed unanimously to approve AP 5057 ‘Credit Course Adds and Drops.’

### NEW BUSINESS

#### RE-NUMBERING OF REMAINING THREE DIGIT POLICY AND PROCEDURE IN SECTIONS 100 AND 200

Support staff explained the process of switching from the existing three digit policy and procedure organizational system to the four digit organizational system. Support staff noted that sometimes an existing three digit policy or procedure matched nicely with a suggested policy or procedure in the League templates, and sometimes the League had no suggested policy or procedure for topics covered by exiting CR three digit policy and procedure. Support staff noted that when the League had no template for content covered by an existing CR policy or procedure, then support staff assigned a four digit number that fit within the League’s classification format.

The Council reviewed the renumbering recommendation table for sections 100 and 200 of the existing three digit CR policy and procedure. Support staff reiterated that the content of all of the referenced policy and procedure would not change, and that the revision included numbering classification only.

**ACTION** Member raised question about whether or not this would be the appropriate time to review the content of policies and procedures and make changes. Utpal noted that that the purpose of this process is to efficiently change from the three digit system to the four digit system, and that after all the policies and procedures were renumbered, the most important would be prioritized for revision.

Council decided that the changes should be sent to the Board as and F.Y.I.

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

#### REVIEW OF ACCREDITATION

Utpal Goswami noted that as College Council we should have an understanding of what the standards are and if the governance standard
STANDARY IV
(INFORMATION ONLY)

isn’t reviewed regularly it has a tendency to slip.

The Council discussed how constituent groups need to be better informed about how the decision making process works, and that websites need to remain current.

A suggestion was made that committees should be provided training and should use a consistent format to publish information onto the C.R. website, and that over the next few months anything that seems unclear should be clarified.

An additional suggestion was made that each committee should revisit their own roles and responsibilities, clarify where each committee fits into the planning process and put that clarification into practice.

CONVERSATION ABOUT TWO YEAR RULE

Tom Henry had a conversation with Barbara Beno about the two year rule.

Utpal summarized that just because we are off sanctions for six months does not mean that the two year rule has stopped if the defined problems are still present. If a new problem is brought up the two year rule starts from that point but if a problem reoccurs the two year rule counts from the original visit.

Concerns were expressed about whether or not this was an official legal evaluation of the rule – members of the council stated desire to have formal evaluation.

Utpal noted that a possibility of extension for good cause existed if the state intervenes for accountability purposes, but that in CR’s case an intervention should not be counted on.

ADJOURN

Utpal Goswami adjourned the meeting at 4:35p.m.
NEPOTISM

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 by Board of Trustees: xx/xx/xxx
New policy
REDWOODS COMMUNITY COLLEGE DISTRICT
Administrative Procedure

NEPOTISM

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 partners.

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.

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

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)

Approved: xx/xx/xxxx
OCCUPATIONAL/VOCATIONAL TECHNICAL PROGRAMS

The Board of Trustees of Redwoods Community College District, in order to ensure the relevance of Career and Technical Education (CTE) programs to local workforce and community needs and to promote effective communications with the community, authorizes the Superintendent/President, as its agent, to appoint citizens of the community to serve as members of CTE Program Advisory Committees.

To maintain program relevance and vitality, and to meet state and federal CTE program requirements, all CTE programs offering a degree and / or certificate, or those CTE programs that are required by the district to participate in the program review process, will have an active program advisory committee.

1. Advisory Committees shall fulfill the following roles:

   • Review the goals and objectives of the program while focusing on the College Mission, Vision, and Values.

   • Provide input to ensure that the program meets the present and future needs of the business/industry sector they represent in the community.

   • Review Student Learning Outcomes (SLO) and Program Learning Outcomes (PLO) for relevance of education and training needed by the business/industry sector they represent in the community.

   • Provide faculty and administration with appropriate information about trends and changes in the business/industry sector they represent in the community.

   • Enhance public relations by developing community understanding and support for the program.

2. Advisory Committee Member Appointment/Approval Process:

Prior to the end of the spring semester:

   • Advisory Committee members for the next academic year are nominated by program faculty, department chairs, or members of the community.

   • Nominations are discussed between faculty and the division dean.

   • Committee member recommendations are then forwarded to the president for appointment to the committee.
3. Committee Chair:
   - The committee chair shall be an industry representative.
   - In the case of large advisory committees, members may elect one or two chairpersons.
   - In the case of a co-chairperson, a faculty member shall serve as co-chair.
   - Program faculty are resource persons for the committee and shall not serve as voting members.

4. The program lead faculty member is responsible for calling meetings and working with the committee chair to prepare meeting agendas and ensuring that meeting minutes are taken.

5. Advisory Committee members are appointed for three year terms. Member re-appointment must be supported by the dean, and must follow the approval process described above.

6. New members are appointed on a staggered schedule to ensure continuity as well as a change in membership.

7. Committee membership will include any requirements of outside funders.

8. The President/Superintendent of the College of the Redwoods shall serve as ex-officio member of all Advisory Committees.

9. Each division will submit an annual report of committee activities to the president and Academic Senate. The Academic Senate will submit a summary of the various Advisory Committee reports, including all serving Advisory Committee members, to the Board of Trustees.

10. Notices, recommendations, and minutes of meetings will be maintained in the dean’s office for public review.

11. Advisory committees will have a minimum of 10 members, at least half of which are industry representatives. The composition and size of membership shall be determined by the dean based on program need.

12. Committee membership should include 7-12 grade instructors identified in program pathways and articulation.

13. CTE Program Advisory Committees shall convene at least once annually and usually twice annually, once during the fall semester and once during the spring semester.

14. College of Redwoods employees or their relatives may not serve as voting Advisory Committee members.
References: Title 5, Sections 55600 et seq.

Approved: XX/XX/XX
Former BP 903 “Educational Program Advisory Committees”
Adopted by the Board of Trustees: August 15, 1977
Amended: June 3, 1996

COLLEGE OF THE REDWOODS—

Board of Trustees Policy No. 903

EDUCATIONAL PROGRAM ADVISORY COMMITTEES

In order to ensure the relevance of educational programs to local markets and to promote effective communications with members of the community, College of the Redwoods may establish advisory committees for any program which the Board thinks would profit from such support. The role of advisory committees is to provide advice to the program faculty on the skills and knowledge required in the workplace and on new directions and developments in the field. Advisory committees also function to support programs through assistance in fund-raising, scholarships, job placements and internships.

Advisory committees shall fulfill the following roles:

1. Determine community needs.
   Advisory committee members shall advise the program as to its effectiveness in preparing students for successful entrance into that vocation. The input of the committee will assist the faculty in modifying programs to more effectively serve the present and future needs of the community.

2. Review the content of courses and programs.
   Advisory committees review the curriculum and provide advice to the program faculty. The committee will make general recommendations for keeping instruction current and focused on the future needs of the business or industry.

3. Review standards of student achievement and help to place students.
   Advisory committees provide input on setting standards for the training of students. When students have successfully completed a program, advisory committees help to obtain employment for students.

4. Provide guidance and technical support for faculty.
   Advisory committees provide technical assistance to the faculty. The committees provide up-to-date information regarding changing technology and may provide important assistance to new faculty.
5. Enhance public relations. An advisory committee is the College of the Redwoods way of ensuring that the program meets the present and future needs of the community. It emphasizes the natural and historic link between the college and the community. The establishment of advisory committees also recognizes that the greatest asset any educational system can have is an enthusiastic and well-served public.

Advisory committees shall operate under the following guidelines:

1. Any program may have an advisory committee. Programs may establish an advisory committee on the recommendation of the Academic Senate and approval by the Board of Trustees.

2. Advisory committee members shall be:
   a. nominated by program faculty, department chairs, or members of the community from the appropriate field;
   b. appointed by the dean or associate vice president;
   c. approved by the President.

3. Committee members will be appointed for two year terms. Member reappointment must be supported by a letter from the dean or associate vice president, and must follow the approval process described in #2 above.

4. Committee members may elect one or two chairpersons. In the case of a co-chairperson committee, a faculty member shall serve as one of the chairs. Faculty are resource persons for the committee and shall not serve as voting members.

5. The President/Superintendent of the College of the Redwoods shall serve as ex-officio member of all advisory committees.

6. Each advisory committee will submit an annual report of committee activities to the Division Dean or Associate Vice President and Academic Senate. The Academic Senate will submit a summary of the various advisory committee reports to the Board of Trustees.

7. The Academic Senate shall serve as liaison between the Board and all advisory committees. Notices and minutes of meetings will be submitted to the Vice President of Academic Affairs, and maintained in the Dean or Associate Vice President’s office for public review.

Adopted by the Board of Trustees: August 15, 1977
Amended: June 3, 1996
AP 4102  Occupational/Vocational Technical Programs

Reference:

Title 5, Sections 55600 et seq.

Note: This procedure is required. Local practice may be inserted here, which must address:

• Establishment of and appointment process for related advisory committees; and

• Provisions for documenting the competence of students completing vocational and occupational programs.
<table>
<thead>
<tr>
<th>Old Number</th>
<th>Title</th>
<th>CCLC Template</th>
<th>Recommended Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
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<td>No</td>
<td>Re-Number to BP 6518 Planning, Development, use and Maintenance of Grounds</td>
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<td>Landscape Master Plan</td>
<td>No</td>
<td>Re-Number to AP 6518 Landscape Master Plan</td>
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<tr>
<td>BP 709</td>
<td>Advertising Signs in Athletic Facilities</td>
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<td>BP 710</td>
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