NEW BUSINESS:

1. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies (Page 3)
   a. Review procedure revision recommendations

2. AP 6450 Cellular Phone Program (Page 10)
   a. Review procedure revision recommendations

3. AP 6451 Use of Cellular Phone While Driving (Page 12)
   a. Sunset Proposal

4. College Council Spring schedule (Page 13)

OLD BUSINESS:

1. BP and AP 5030 Fees (Page 14)
   a. Review constituent feedback

2. AP 5505 Enrollment Priorities (Page 22)
   a. Review constituent feedback (see attached)

3. BP 7130 Compensation (Page 25)
   a. Review constituent feedback

4. BP 7140 Collective Bargaining (Page 27)
   a. Review constituent feedback

5. BP 7350 Resignation of Employees (Page 28)
   a. Review constituent feedback

6. BP 7218 Faculty Tenure (Page 29)
   a. Review constituent feedback on sunset proposal

7. AP 6345 Bids and Contracts (Page 30)
   a. Review legal feedback (see attached)
8. BP 7111 Job Description (Page 35)
   a. Review legal feedback (see attached)

9. BP 7113 Definition of Accredited Institution (Page 37)
   a. Review legal feedback (see attached)

10. AP 2715 Board Protocols for Effective Trusteeship (Page 39)
    a. Review

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REDWOODS COMMUNITY COLLEGE DISTRICT
Administrative Procedure

FACULTY SERVICE AREAS, MINIMUM QUALIFICATIONS, AND EQUIVALENCIES

References:
   Education Code Section 87001, 87003, 87359, and 87743.2
   Title 5 Sections 53400 et seq.

Faculty Service Areas
Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

Minimum Qualifications
All faculty shall meet minimum qualifications established by the Board of Governors and published in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* (Minimum Qualifications Handbook), or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

Equivalencies
The Academic Senate’s Faculty Qualifications Committee is responsible for fulfilling the requirement of Education Code Section 87359, which states that the equivalency process “shall include reasonable procedures to ensure that the Board of Trustees relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualification…” In order to ensure that the Board of Trustees relies primarily on the advice and judgment of the Academic Senate, the Academic Senate Faculty Qualifications Committee shall:
   - Be available as a resource regarding equivalency determinations.
   - Recommend all equivalency determinations.
   - Further clarify the criteria to be used for determining equivalency.
   - Ensure that careful records are kept of all equivalency determinations.
   - Periodically review this procedure and recommend necessary changes to the Academic Senate and Board of Trustees.
   - In general, ensure that the equivalency process works well and meets the requirements of the law.
Determination of Equivalencies – The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the Minimum Qualifications Handbook that establishes the minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those required by the Board of Governors. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

Supporting documentation might include but not be limited to:
- A transcript showing that appropriate courses in general education and in the discipline were successfully completed at a regionally accredited college or through an appropriate foreign institution; and
- A review of the application and recommendation by the subject matter expert.
- Other evidence of sufficient mastery and currency of the discipline, such as publications, portfolios, and appropriate professional experience; or
- Eminence in the field. (Refer to the Minimum Qualifications Handbook)

All faculty position announcements will state the required qualifications as specified in the Minimum Qualifications Handbook, including the possibility of meeting the equivalent of the required degree or experience. District applications for faculty positions will ask applicants to state whether they meet the minimum qualifications for the discipline or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

Human Resources will initially screen all full-time faculty applications. Those applicants who require an equivalency determination will be forwarded to the Academic Senate’s Faculty Qualifications Committee. The Academic Senate Faculty Qualifications Committee shall submit its recommendation and evaluation concerning equivalency and non-equivalency to Human Resources. Only applicants who are found to meet equivalency may be selected for an interview.

Human Resources will screen all associate faculty applications. Those applicants who require an equivalency determination will be forwarded to the Academic Senate’s Faculty Qualifications Committee. The Academic Senate Faculty Qualifications Committee shall submit its recommendation and evaluation concerning equivalency the Academic Senate and to the Board of Trustees. Only applicants who are found to meet equivalency may be considered for an associate faculty appointment.

Process for Granting Associate Faculty an Emergency Equivalency
All departments, divisions, and campus administrators are expected to initiate the equivalency process in an expeditious manner prior to the end of each term. In those emergency circumstances (for instance during summer and winter break when members of the Faculty Qualifications Committee may not be available) the determination of equivalency can be made on a temporary basis by the Chief Instructional Officer in consultation with the respective discipline’s dean or director.
The Academic Senate Faculty Qualifications Committee shall employ the following procedures in emergencies or special circumstances. For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:

- Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full equivalency process to take place.
- Additional sections of a class added shortly before the beginning of a session or after the session begins.

An emergency equivalency is valid for one appointment contract. The Faculty Qualifications Committee’s first agenda item at each meeting is to review emergency equivalencies granted since the Committee’s previous meeting. Once the Academic Senate has approved or denied the Faculty Qualifications Committee’s recommendation on equivalency for a faculty member, an emergency equivalency for the same faculty member for the same discipline cannot be granted.

**Graduate Students as Faculty Interns**

In the case of graduate students as faculty interns, refer to the Minimum Qualifications Handbook.

Approved: July 9, 1990
Revised: April 6, 1992; June 3, 1996; January 9, 2007
[Academic Standards and Policies Committee draft proposal to Academic Senate November 2, 2012]
Academic Senate Approved November 16, 2012

[Current Policy 305.02; renumbered 7211]

**BOARD OF TRUSTEES POLICY NO. 305**

**Administrative Regulation No. 305.02**

**COLLEGE OF THE REDWOODS**

**FACULTY QUALIFICATIONS**

For the purpose of this regulation the term “faculty,” unless otherwise indicated, includes full-time faculty and associate faculty.

Minimum qualifications for faculty in the Redwoods Community College District are established in accordance with the regulations on minimum qualifications adopted by the Board of Governors of the California Community Colleges. Every faculty member hired by the Redwoods Community College District after July 1, 1990, must meet the requirements for the discipline or disciplines in which he or she is assigned. Upon meeting the requirements, the person is eligible to teach only those courses or perform those functions that fall within the disciplines for which he or she is qualified.
Faculty who do not meet the applicable minimum qualifications may be employed by the Redwoods Community College District if the Academic Senate has determined that the candidate possesses qualifications that are at least equivalent to the locally established minimum qualifications.

For establishing the local discipline minimum qualifications, the Redwoods Community College District will be guided by the following principles:

1. The minimum qualifications will equal or exceed minimum qualifications established by the Board of Governors of the California Community Colleges.

2. The minimum qualifications will be the same for all pre-tenured, tenured and temporary faculty.

3. The establishment, review and modification of faculty qualifications is the responsibility of the Academic Senate.

4. The establishment, review, and modification of the process by which equivalency is determined is the responsibility of the Academic Senate through the Faculty Qualifications Committee.

5. Every credit course taught in the District must fall under a locally recognized discipline.

EQUIVALENCY TO THE MINIMUM QUALIFICATIONS

The equivalency process shall be applied to determine the qualification for appointment of faculty who state that they possess education, training, and/or experience which is at least equivalent to the District’s minimum qualifications established by the Academic Senate for each specific discipline. The procedure is intended to insure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

In keeping with sections 87356, 87357, 87358, and 87359 of the Education Code, the goal of the Faculty Qualifications Committee is to rule on discipline-wide equivalency.

SUBJECT MATTER EXPERTS

The role of the subject matter expert is to make a recommendation to the Faculty Qualifications Committee on the qualifications of an individual to teach in a specific discipline. Each discipline shall select a full-time, tenured faculty member from that discipline as a subject matter expert. If a tenured faculty member is not available, a pre-tenured faculty member may be selected. In disciplines that do not have full-time faculty members, subject matter experts may be chosen from a closely related discipline. In the situation where no full-time faculty are available in the discipline or a closely related discipline, the division chair or lead faculty member shall act as the subject matter expert. The individual selected, in consultation with other faculty in the discipline, will review all applications for equivalency for that particular discipline.
The Faculty Qualifications Committee is responsible for providing an orientation and training to all subject matter experts before the subject matter expert may evaluate an application for equivalency. Subject matter expert training and orientation should consist of information regarding the faculty qualification process and the role of subject matter experts in that process.

PROCESS FOR EVALUATING FACULTY QUALIFICATIONS

Process for Evaluating Full-Time Faculty Candidates Qualifications

The process for determining a faculty candidate’s qualifications is described in AR 305.01, “Faculty Appointment Procedures.”

Process for Evaluating Existing Full-Time Faculty Qualifications to Teach in an Additional Discipline

The process begins when an individual is considered for a faculty assignment in a discipline for which they have not been previously qualified.

1. The Vice President of Academic Affairs, or designee, determines if the faculty member meets the District’s minimum qualifications for the assignment.

2. If the faculty member does NOT meet the District’s standard, the individual with the intent to assign submits an application for equivalency, with supporting documentation, to the Faculty Qualifications Committee.

   Supporting documentation might include but not be limited to:

   - A transcript showing that appropriate courses in general education and the discipline were successfully completed at a regionally accredited college or through an appropriate foreign institution; or
   - Other evidence of sufficient mastery and currency of the discipline, such as publications, portfolios, and appropriate professional experience; or
   - Eminence in the field.

3. The subject matter expert reviews the application and forwards a recommendation to the Faculty Qualifications Committee.

4. The Faculty Qualifications Committee will review the application and supporting evidence to determine a faculty member’s equivalency. If more documentation is needed, the application packet is returned to the Vice President of Academic Affairs, or designee, (step 1) at which point the process begins again.

5. The Faculty Qualifications Committee forwards its recommendation to grant/deny equivalency to the Academic Senate for approval.

6. Once the Academic Senate grants or denies an equivalency, the action is reported to the Vice President of Academic Affairs, Dean of Faculty, and all division chairs, directors, and campus vice presidents. The Vice President of Academic
Affairs shall notify the originator of each application for equivalency and the respective candidates of the Senate’s action.

**Process for Evaluating Associate Faculty Qualifications**

The process begins when an individual is considered for a faculty assignment.

1. The Vice President of Academic Affairs, or designee, determines if the candidate meets the District’s minimum qualification for appointment.

2. If the candidate does NOT meet the District’s standard, the individual with the intent to assign submits an application for equivalency with supporting documentation to the Faculty Qualifications Committee.

   Supporting documentation might include but not be limited to:

   - A transcript showing that appropriate courses in general education and the discipline were successfully completed at a regionally accredited college or through an appropriate foreign institution; or
   - Other evidence of sufficient mastery and currency of the discipline, such as publications, portfolios, and appropriate professional experience; or
   - Eminence in the field.

3. The subject matter expert reviews the application and forwards a recommendation to the Faculty Qualifications Committee.

4. The Faculty Qualifications Committee will review the application and supporting evidence to determine a candidate’s equivalency. If more documentation is needed, the application packet is returned to the Vice President of Academic Affairs, or designee, (step 1) at which point the process begins again.

5. The Faculty Qualifications Committee forwards its recommendation to grant/deny equivalency to the Academic Senate for approval.

6. Once the Academic Senate grants or denies an equivalency, the action is reported to the Vice President of Academic Affairs, Dean of Faculty and all division chairs, directors, and campus vice presidents. The Vice President of Academic Affairs shall notify the originator of each application for equivalency and the respective candidates of the Senate’s action.

**Process for Granting Associate Faculty an Emergency Equivalency**

For associate faculty, all departments, divisions, and campus administrators are expected to initiate the equivalency process in an expeditious manner prior to the end of each term. In those emergency circumstances (for instance during summer and winter break when members of the Faculty Qualifications Committee may not be available) the determination of equivalency can be made on a temporary basis by the Vice President for Academic Affairs in consultation with the respective discipline’s division chair or director.
An emergency equivalency is valid for one appointment contract. The Faculty Qualifications Committee’s first agenda item at each meeting is to review emergency equivalencies granted since the Committee’s previous meeting. Once the Academic Senate has approved or denied the Faculty Qualifications Committee’s recommendation on equivalency for a faculty member, an emergency equivalency for the same faculty member for the same discipline or course cannot be granted.

GRADUATE STUDENTS AS FACULTY INTERNS

Faculty interns may be employed as associate faculty under the terms and minimum qualifications describe in the Title 5 regulation Regulations on Faculty Interns (subchapter 5, sections 53500, 53501 and 53502). Note this regulation covers only “faculty interns” and does not include “interns,” which are described in Title 5, subchapter 5, section 53500 as “... any person, no matter how designated, who only assists in a class taught by a regularly qualified faculty member, and who has no independent responsibility for instruction or supervision of students.”

Approved: July 9, 1990
Revised: April 6, 1992; June 3, 1996; January 9, 2007
The President/Superintendent or designee shall determine if it is in the best interests of the District to provide a cellular or wireless telephone at District expense.

Cellular telephones provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee’s gross income.

The value of a cellular telephone provided by the District primarily for non-compensatory business purposes is excludable from an employee’s income. Employees will generally not be required to keep notes of business and personal use of District-issued cellular telephones when the telephones are issued for non-compensatory business reasons.

These rules do not apply to wireless or cellular telephones owned by employees. Any reimbursements to employees for use of their own wireless or cellular telephones may be excluded from wages if the employee accounts for the expense pursuant to the Internal Revenue Service accountable plan.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device. Drivers may use a wireless or cellular telephone to contact a law enforcement agency or public safety entity for emergency purposes. Drivers of motor trucks or truck-tractors, farm vehicles, tow trucks, a listed or described implement of husbandry, or a commercial vehicle, used in commercial agricultural operations may use a digital two-way radio service that utilizes a wireless or cellular telephone.

There is no expectation of privacy in the use of a District-issued cellular telephone.

The Redwoods Community College District's cellular phone program is administered by the Office of Human Resources. All staff participating in the program must adhere to the following:

Business Use Program

1. Participants must be employed in a permanent District position.

2. The Office of Human Resources is responsible for authorizing all Business Use cellular phones.

3. Business Use cellular phones are the property of the college and are issued based on the need of the District only. The phones will be returned to the college if the employee discontinues employment with the college. Final paychecks may be withheld pending return of cellular phones.

4. The college will replace lost, damaged, or stolen phones. The employee is responsible for notifying Human Resources immediately to prevent unauthorized use of the phone.
5. Employees may request to purchase cellular phone accessories from college funds as long as such accessories enhance the functionality of the phone. Purely cosmetic or similar accessories are the responsibility of the employee.

6. Employees issued a phone under the Business Use Program may elect to pay the college a personal use fee that would allow the employee to make and receive personal calls using the business cellular phone. Annual payment of the personal use fee will be by payroll deduction in September of each year. The employee shall pay all personal long-distance calls beyond the 11 Western states "Roam Like Home" service option provided. Application forms and detailed information regarding the personal use option shall be updated and maintained in the Office of Human Resources.

7. The Office of Human Resources will determine the annual personal use fee. This fee will be calculated based on employee cell phone usage/cost analysis of the prior fiscal year.

Former Administrative Regulation No. 824.02, number change only on June 5, 2012
Approved by the Board of Trustees: February 5, 2002
PROPOSE TO SUNSET

REDWOOD COMMUNITY COLLEGE DISTRICT AP 6451
Administrative Procedure
Number Update only from Administrative Regulation No. 824.03
USE OF CELLULAR PHONES WHILE DRIVING
College of the Redwoods requires the safe use of cellular phones by employees who use such phones to conduct business for the college.

**Proper Use of Hand-Held Phones:** Employees who use hand-held cellular phones while on company business should refrain from making or receiving business calls while driving. If an employee needs to make or receive a business phone call while driving, the employee should make sure the vehicle is stopped and that he or she is parked in a proper parking area.

**Proper Use of Hands-Free Phones:** Employees who use hands-free phones must keep business conversations brief while driving, and must stop the vehicle and park in a proper parking area if the conversation becomes involved, traffic is heavy, or road conditions are poor.

**Special Situations:** Employees who are faced with an emergency, such as a traffic accident or car trouble, may find it necessary to make a phone call while driving. Any such use must be reported to the employee's supervisor upon return to campus or within 24 hours.

**Discipline:** Employees who are found to have violated this policy may be subject to disciplinary action up to and including termination from employment.

Former Administrative Regulation No. 824.03, number change only on June 5, 2012
Approved by the Board of Trustees: February 5, 2002
College Council meeting schedule

Spring 2013

Meetings will be held at 3:00 in the new Boardroom on the following dates:

January 7, 2013
January 14, 2013
February 4, 2013
February 25, 2013
March 18, 2013
April 1, 2013
April 15, 2013
April 29, 2013
May 13, 2013
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.

<table>
<thead>
<tr>
<th>Time of Official Withdrawal or Reduction in Load</th>
<th>Percent of Original Fee Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through the end of the of second week of the term</td>
<td>100% of original fee</td>
</tr>
<tr>
<td>During third week of instruction</td>
<td>50% of original fee</td>
</tr>
<tr>
<td>During fourth week of instruction</td>
<td>25% of original fee</td>
</tr>
</tbody>
</table>

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**):
   a. Grades will not be issued.
   b. Transcripts will not be issued.
   c. Registration will not be processed.
   d. Degrees or certificates will not be awarded.
   e. 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
**AP 5055 Enrollment Priorities**

As per the request from the last college council meeting to send the questions raised at our last Academic Senate meeting regarding AP 5055 – Enrollment priorities I will attempt to provide a bulleted summary:

- Under the new bolded language regarding a developed student education plan is what asked how that was defined and does it need to be explained.

- Should all numbered priorities be listed (effective, Fall 2014) as in #3. What are we doing for 2013?

- Include student education plan language in #5.

- Should there be a separate number that encompasses all other continuing students before concurrently enrolled high school students. Ex. Returning student from previous years.

- Under #3 there had been a earlier recommendation to remove ASCR student government, continuing student athletes and honors program students. What was the reason to keep them on the list?

Here are my notes on the EMC questions and corrections regarding AP 5055 on Enrollment Priorities:

1. Minor language corrections:
   (a) In item 3, there are two misplaced commas. Replace "...good academic standing, (effective, Fall 2014) and:" with "...good academic standing (effective Fall 2014) and:".
   (b) In item 4, replace "math" with "mathematics".

2. Problem with consistency: The "(effective Fall 2014)" phrase needs to be added to the corresponding places in items 1, 2, and 4.

3. Problems with high school students:
   (a) The language in items 3 and 5 leaves some continuing students out, and therefore puts their priority below item 6, which appears to violate the intent of state law. As near as I can tell, the language in state law regarding high school students is somewhat ambiguous, but the intent appears to be that they be given low priority. Therefore, to correct that, EMC suggests changing the language of item 5 to "All other continuing students except concurrently enrolled high school students."
   (b) Likewise, the language in item 4 leaves out some new and returning students. Again, these students should be included above concurrently enrolled high school students.

4. Questions about special categories: Item 3(a) gives very special consideration to ASCR officers and board members, student athletes, and honor students. Last year, the EMC recommended that these categories should not get any special consideration, and the committee now reaffirms that recommendation to delete the language regarding those three categories of students.

5. Question regarding the Fall 2014 date: The implementation of the policy as written may be rather confusing before Fall 2014. Will there be anyone in category 5, for example?
COMPENSATION

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

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

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

SALARY

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

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

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

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

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

Pay period

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

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

Payroll Deductions

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

Former Board of Trustees Policy No. 407, number change only on August 7, 2012
Adopted by Board of Trustees: September 19, 1977
COLLECTIVE BARGAINING

If eligible employees of the District select an employee organization as their exclusive representative, and if after recognition by the District or after a properly conducted election, an exclusive representative is certified as the representative of an appropriate unit of employees under the provisions of the Educational Employment Relations Act, Government Code section 3540 et seq., the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by law.

Reference: Government Code, sections 3540 et seq.
RESIGNATION OF EMPLOYEES

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

Reference: Education Code, sections 87730 and 88201.

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

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

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

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

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

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

Former Board of Trustees Policy No. 325, number change only on August 7, 2012
Adopted by Board of Trustees: August 15, 1977
Amended: August 5, 1985; June 6, 1988; July 9, 1990; June 3, 1991; September 12, 1994; March 6, 1995
Informal and Formal Bidding Procedures under the Uniform Public Construction Cost Accounting Act (UPCCAA), adopted by resolution by the Board of Trustees

Public Projects are defined in Public Contract Code (PCC) Section 22002(c) as construction, reconstruction, erection, alteration, renovation, improvement, demolition, repair work, or painting or repainting of or involving any publicly owned, leased or operated facility. Public projects estimated to cost up to $175,000\(^1\) shall be let to contract by procedures described below.

It is unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the this Procedure requiring work to be done by contract after competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions must contain all documents necessary to assure compliance with these Labor Code sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

\(^1\) The California Uniform Construction Cost Accounting Commission (Commission) may recommend that the State Controller amend these amounts. Public Contract Code section 22032 authorizes public projects of $45,000 or less to be performed by District employees by force account, by negotiated contract, or by purchase order. Public projects up to $175,000 may be let to contract by informal procedures. Public projects in excess of $175,000, with limited exceptions, shall be let to contract by formal bidding procedure. PCC 22032.
Public Projects funded by the Kindergarten-University Public Education Bond Acts of 2002 and 2004 and any future State Bond funds require that the District initiate and enforce a labor compliance program pursuant to Labor Code Section 1771.5.

Procedures Not Covered by this AP -
When this procedure does not establish a process for bidding Public Projects, the procedures described in AP 6430 6340 titled Bids and Contracts shall govern.

Contractors List
- Lists of contractors shall be developed and maintained.

Award to Low Bidder; No Bids -
All contracts must be awarded to the lowest responsible bidders. If two or more bids are the same and lowest, the District may accept the one it chooses. When no bids are received, the District may perform Public Projects with District employees or through a negotiated contract without further complying with this procedure.

Notice Inviting Informal Bids -
When a Public Project anticipated to cost less than $175,000 is to be performed, the District shall prepare a notice of the opportunity to bid. The notice must describe the project in general terms, state the time and place for the submission of bids and describe how to obtain more detailed information about the Project. The District shall mail the notice to all contractors for the category of work to be bid, as shown on the Contractors List. The District may also mail the notice to all construction trade journals. Other contractors and/or construction trade journals may also be notified at the discretion of the department soliciting bids. Mailing shall be completed at least ten days before bids are due.

Award of Informally-Bid Contracts -
The Vice Presidents of Chief Business Services Officer for the respective campuses, and the Associate Vice Chancellor of Facilities, Planning, Design and Construction for the District, are authorized to award informal contracts (defined as contracts for less than $175,000.00), except those contracts described below.

Bids Exceed Informal Bidding Limit -
If all informal bids received exceed $175,000, and the District determines that the cost estimate was reasonable, the District may award the contract at up to $187,500 to the lowest responsible bidder. The contract must be approved by Resolution receiving a four-fifths (4/5) vote of the Board of Trustees.
Bid Documents for Formal Bids

The CEO or designee will see that plans, specifications and working details for all Public Projects estimated to cost more than $175,000 are adopted.

Notice Inviting Formal Bids

When a Public Project, which is anticipated to cost in excess of $175,000 is to be performed, the District shall publish a notice inviting formal bids in a newspaper of general circulation. The notice shall be published at least 14 calendar days before the date of bid opening. The notice shall also be sent electronically, if available, by facsimile or electronic mail and mailed to all construction trade journals. The notice to construction trade journals shall be sent at least 15 calendar days before the date of bid opening. Other contractors and/or construction trade journals may also be notified, at the discretion of the department soliciting bids. Mailing shall be completed at least 30 days before the date of bid opening.

When Contractors List Has Not Been Prepared: Proprietary Product or Service

Notwithstanding the above:

- If the District has not prepared a list of contractors for the particular category of work to be performed, the notice inviting bids shall be sent to each of the construction trade journals.

- If the product or service is proprietary in nature, such that it can be legally obtained only from a certain contractor(s) pursuant to Public Contract Code Section 3400, the notice inviting informal bids may be sent exclusively to such contractors.

Contracts for Maintenance Work

Contracts for Maintenance Work may be bid pursuant to the Informal Bidding Procedures described above. Maintenance Work is routine, recurring work done for the preservation or protection of a public facility; minor repainting; landscape maintenance including mowing, watering, trimming, pruning, planting or replacement of plants, and servicing of irrigation systems; work performed to keep, operate, or maintain publicly owned water, power, or waste disposal systems.

Rejection of Bids; Re-solicitation; Use of District Employees

If the District intends to reject all bids, it must mail the apparent low bidder a written notice of the District’s intent to reject the bid at least two business days prior to the hearing at which the bids will be considered.

After rejecting all bids, the District may:
• abandon the project;
• re-advertise the project; or
• perform the work with District employees, after passing a resolution by a four-fifths (4/5) majority of the Board of Trustees declaring that the project can be performed more economically by District employees.

Emergency Procedures -
When an emergency necessitates repair or replacement, contracts shall be awarded pursuant to the procedures described in AP 6340 titled Bids and Contracts.

References:
   Education Code Sections 81641 et seq.;
   Labor Code Sections 1770 et seq.;
   Public Contract Code Sections 20110 et seq., 20650 et seq., 22000 et seq. (Uniform Public Construction Cost Accounting Act (Act))

New 2/10, Revised 2/11, 3/12
**AP 6345 Bids and Contracts**

**Question:**

“Attached is an administrative procedure that our College Council is reviewing. A question arose about what we can include in this procedure to help protect the college from unscrupulous bidders for work. For example, the procedure notes “All contracts must be awarded to the lowest responsible bidders.” Is there language that might be included here to help ensure that the college is only considering bids from reputable contractors and vendors?”

**Answer:**

There are different options that might help, but they do not necessarily need to be codified in a policy.

For example, in the appropriate case, you can use "pre-qualification," which might screen out some marginal contractors--but I would not use pre-qualification in every case. You can require specific licensing for a given project that might screen out unqualified contractors; or you can insert certain experience requirements into the bid provisions to screen out inexperienced contractors.

However, these all need to be considered on a case by case basis, so I do not recommend making your policy too specific on this point. One problem about too much specificity is that when the law changes, you need to go back and change your policies.

One addition to the policy that might help is:

"**Alternative Procurement Processes**

*Subject to Board approval, the District may award contracts by way of alternative processes authorized by law including, without limitation, Government Code section 4217.10 (energy conservation contracts) and Education Code section 81335 (lease leaseback).*

Both of the above two processes do not require competitive bidding. Adding this provision would give you the flexibility to not use competitive bidding if there is another effective way to construct the project. Nonetheless, competitive bidding is the only true way to determine the lowest price.
JOB DESCRIPTIONS

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

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

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

Reference: Education Code, section 70902.

Adopted by Board of Trustees: August 15, 1977
Amended: 1/8/90, 4/7/97
**BP 7111 Job Description**

I recommended the addition of the final sentence to paragraph 1 to ensure that there is maximum flexibility to adjust jobs to reflect the needs of the District. Job descriptions should not be static, because the needs of the District are fluid. The overall context of the policy verifies that job descriptions may need adjustments. Accordingly, this added sentence underscores the ability of the administration to adjust the job duties in a variety of ways. For example, even if an administrator has a specific job description, the District is not precluded from assigning that administrator additional duties.

I don’t understand the phrase "direct dealing between administrators and faculty." The terms and conditions of employment of members of a collective bargaining unit, including faculty who are part of CRFO, are subject to collective bargaining obligations, and the additional language does not change that obligation.

As to the third paragraph, I initially thought that the word "preparation" was unnecessary because the paragraph appears to address the revision of job descriptions over time, as opposed to the initial preparation of a new job description. Thus, the paragraph mentions persons who are currently working in specific jobs assisting in keeping the job descriptions current. However, I retained the word "preparation" because it could conceivably have a broader definition than initial preparation. I think the context of the paragraph is that job descriptions are to be revised (as opposed to prepared) to maintain currency - and that's why I added the word "revision."
DEFINITION OF ACCREDITED INSTITUTION

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

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

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

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

Adopted by Board of Trustees: March 6, 1978
BP 7113 Definition of Accredited Institution

Title 5, section 53406 requires each California community college district to use a particular definition of "accredited institution" in determining whether to accept degrees and units used to satisfy minimum qualifications of academic employees. Section 53406 provides in pertinent part: "For purposes of this Subchapter, accredited institution' shall mean a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution 'approved' by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education. Determination of equivalency of foreign degrees shall be according to district rule."

The District does not have the option of using a definition that differs from Title 5 requirements when it is assessing minimum qualifications. Can the District verify that the 6 associations listed in the current language are the exact list of accrediting agencies recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation as required by section 53406? Even if they are the same, the listing of specific agencies could change over time and that would require the District to monitor its list and revise the policy. For example, I believe the Northwest agency is the Northwest Commission on Colleges and Universities rather than the Northwest Association of Schools and Colleges - but someone should double-check that. However, if the name has changed, it underscores that using a list will require monitoring to ensure the names remain accurate. By using a reference to the definition established by the Board of Governors, the District's policy will stay current even if the accrediting association names or configurations change.

So, the District has no choice but to use the definition established by the Board of Governors when it assesses minimum qualifications.

I believe it would be acceptable for the District to use a different definition of "accredited institution" for aspects of employment that do not involve the determination of minimum qualifications. However, I think the District would be better served by having only one definition that it will use - for 2 reasons. First, personnel functions will be more complicated if the District is required to apply different definitions to different functions. Second, unless the District can cite to some specific authority for the current definition (assuming it is not identical in scope to the Title 5 definition), the application of that "locally-established" definition might be challenged. If the District uses a definition that is specifically recognized in state law, I think it would minimize potential challenges
BOARD PROTOCOLS FOR EFFECTIVE TRUSTEESHIP

Board protocols can provide guidance to trustees to ensure appropriate involvement of trustees in College operations and community interactions.

Board protocols can also provide guidance to trustees to ensure efficient and effective Board meetings. The goal is for meetings to be orderly and to be a good use of time for everyone participating.

All meetings are held in accordance with the Brown Act. These protocols recognize that Trustees have authority only as a Board that makes decisions in an open, public meeting. The meeting of the Board of Trustees is a meeting of the Board in public, not a meeting of the Board to have discussions with the public. Discussion should remain among board members.

Many of these protocols elaborate on and emphasize the standards listed in BP 2715.

It is the duty of the President of the Board to make sure charges or perceptions of violations of Board protocols are investigated and, if necessary, remedied. Charges or perceptions of violations of these protocols can be addressed by trustees to the President of the Board as a point of order in a meeting if the protocol relates to rules of order. Other charges or perceived violations should be addressed to the President of the Board in a confidential setting. The process used in BP 2715 regarding the investigation of charges and perceived violations and any resulting remedies can be used if the President of the Board thinks it is necessary.

These protocols will be revised as necessary and reviewed, along with BP 2715, at the Board's annual organizational meeting.

1. GENERAL PROTOCOLS (That Are Applicable in Many Situations)

1.1 Communicate to constituents that trustees have no authority as individuals, only as a Board.

1.2 Avoid surprises by informing the President/Superintendent about college-related discussions that occur between public Board meeting dates.

1.3 As soon as possible after a community or employee contact, apprise the President/Superintendent of significant issues or concerns that might impact or involve college staff or operations.

1.4 Ensure that questions or requests for information that may impact college staff have sufficient importance to merit the staff time necessary. Request the
information from the President/Superintendent, not directly from the staff. If you are not satisfied with the response, inform the President/Superintendent that you wish to use the regular Board meeting agenda item that allows trustees to make a motion to request a report from the President//Superintendent.

2. Protocols for Interactions with Community Members

2.1 Be accessible; listen respectfully and impartially.

2.2 Answer questions from community members by sharing information and discussions from public Board meetings and by relaying other general public information about the college. (Do not disclose items discussed in closed session or learned in confidential discussions with the President/Superintendent.)

2.3 Direct constituents’ concerns/complaints regarding the college to the President/Superintendent.

2.4 Inform the President/Superintendent ahead of time of planned community presentations or community events, such as service club meetings, where you know the college will be discussed.

3. Protocols for Interactions with District Employees and Groups

3.1 As a matter of courtesy, inform the President/Superintendent when you plan to visit college staff and facilities for some reason other than regular Board meetings, scheduled college events, and public functions.

3.2 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/complaints regarding the College with their supervisor or the President/Superintendent.

3.3 Do not use space at district facilities to have a personal mailbox or to store items. Do not use district facilities to drop off or pick up items that are not directly related to the duties of a trustee. Ask the President/Superintendent if you are unsure of how to apply this protocol in a particular situation.
4. Responding to Concerns Expressed During a Crisis

4.1 Be respectful; listen respectfully and impartially.

4.2 Do not make any promises to the individual or group.

4.3 Do not attempt to solve the problem.

4.4 Inform the President/Superintendent and receive clarification.

4.5 The President/Superintendent will alert the Board President and together they will decide how to handle the issue and inform the Board.

4.6 Any written communication with the individual or group expressing the concern, or with the media, will be made by the President/Superintendent. However, when the concern is sent directly to a trustee, the trustee can respond by stating the concern has been received and forwarded to the President/Superintendent.

4.7 The Board may request a more formal investigation of the concerns or a report.

5. Prior to Meetings

5.1 Put all formal, substantive trustee reports in writing and submit in time to be included in agenda packet. For example, do this if you have attended a conference or workshop as a trustee. (Also see 6.3.)

5.2 Prepare for meetings by thoroughly reading Board agendas.

5.3 Inform the President/Superintendent or questions regarding agenda items prior to the meeting.

5.4 In keeping with the “No Surprises” rule, apprise the President/Superintendent of agenda items you may want to remove from the consent calendar and other items with which you have concerns.

6. During the Meeting

6.1 Prior to speaking, request permission from the Board President by raising your hand or, if no one is speaking, asking the Board President directly.

6.2 Actively participate in meetings, listen to others, add appropriate input.

6.3 Limit discussion to items on the agenda and restrict comments and questions to topics relating to the District.
6.4 Discuss action items only after they have been moved and seconded. The President/Superintendent or designee may give a report before the motion. Questions regarding the report should be asked after the motion and during subsequent board discussion.

6.5 Respect others views; consider issues, not personalities.

6.6 Be objective. Consider what is best for the district as a whole, not what will benefit a particular campus, center, site, department, program, or individual.

6.7 Advocate for positions based upon thorough study and objective reflection

6.8 Table or postpone an item if information is insufficient.

6.9 Help the Board President to conclude debate when all sides have been fully explored.

6.10 Do not repeat points that have already been made.

6.11 Questions should be asked of the President/Superintendent who will call on staff as needed.

6.12 Board members are required by law to vote “yes” or “no” and abstain only for financial conflicts. (What is the source if this is a legal requirement?)

6.13 The student member shall be seated with the Board, shall be recognized as a full member of the Board at meetings.

- The Student Representative has authority to make and second motions and may cast an advisory vote that shall be recorded in the minutes. The advisory vote shall not be included in determining the vote required to carry any measure before the Board.

- Normally, the Student Representative cannot attend closed sessions because of Brown Act limitations. However, the Student Representative has the right to attend all open sessions of the Board, including workshops.

- The Student Representative shall serve on the committees of the Board at the pleasure of the Board President.

Before May 15 of each year, the Board shall decide whether to renew this protocol along with additional privileges in BP 2015.

7. Responding to Needs or Complaints Expressed In Board Meetings During Public Comment on Non-Agenda Items
7.1 The Board President thanks the speaker(s) and acknowledges that the need or complaint has been heard by the Board.

7.2 As appropriate, the Board President may ask the President/Superintendent if there is any comment from the Administration. Note: The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda, but Trustees may make a brief comment or ask the President/Superintendent a clarifying question in response to public comments.

7.3 Toward the end of a regular open session Board meeting, at the appropriate agenda item dealing with future agenda items and reports, any trustee may request action by the Board that the President/Superintendent look into the issue and report back to the Board. The President/Superintendent will determine what form the report will take (e-mail, formal written report, etc.).

7.4 After receiving the report from the administration, the Board President or, at a regular meeting, trustees may act to place the issue on a future Board agenda.

8. Closed Sessions

8.1 Do not discuss closed session matters outside of the meeting room.

8.2 Return personal and confidential material to the President/Superintendent at the conclusion of the closed session.

8.3 Ensure the safekeeping of notes related to closed session matters.

8.4 Only the President/Superintendent or, in her/his absence and with her/his knowledge, the Board President may update an absent trustee about closed session discussions.

8.5 Refer any suspected breach of Closed Session confidentiality to the Board President immediately in accordance with BP 2715, "CODE OF ETHICS/STANDARDS OF PRACTICE."

9. Following the Meeting

9.1 Publicly support the decisions of the Board.