AGENDA

1. Minutes Dated 2/28/2013 (Page 3)

NEW BUSINESS

1. BP and AP 6150 Designation of Authorized Signatures (Page 8)
   - Review policy and proposed changes to procedure

2. BP and AP 6320 Investments (Page 10)
   - Review proposed policy and procedure changes

3. AP 2411 Interim Administrative Procedures
   - Review Policy

4. AP 4021 Program Revitalization, Suspension, and/or Discontinuation Administrative Procedure
   - Review revised procedure

OLD BUSINESS:

1. Policies and Procedures related to Contracts
   a. BP and AP 6340 Contracts (Page 12)
      - Review constituent feedback
   b. AP 6345 Bids and Contracts UPCAA (Page 16)
      - Review constituent feedback
   c. AP 6350 Contracts – Construction (Page 19)
      - Review constituent feedback
   d. AP 6360 Contracts – Electronic Systems and Materials (Page 20)
      - Review constituent feedback
   e. AP 6365 Accessibility of Information Technology (Page 21)
      - Review constituent feedback
   f. AP 6370 Contracts – Personal Service (Page 22)
      - Review constituent feedback

2. BP 2520 Responsibilities of the Academic Senate (Page 24)
   a. Review constituent feedback

Policy and Procedure Tracking
<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP 7130</td>
<td>Compensation</td>
<td>Council requested language clarification</td>
</tr>
<tr>
<td>BP 7140</td>
<td>Collective Bargaining</td>
<td>Council requested clarification from Legal regarding intent of the policy</td>
</tr>
<tr>
<td>BP 7350</td>
<td>Resignation of Employees</td>
<td>Human Resources seeking consideration and input from CRFO</td>
</tr>
<tr>
<td>BP 7111</td>
<td>Job Description</td>
<td>Postponed to bring back as a packet</td>
</tr>
<tr>
<td>BP 7113</td>
<td>Definition of Accredited Institution</td>
<td>Human Resources reviewing comparable policies at other colleges.</td>
</tr>
<tr>
<td>BP 2361</td>
<td>District Publications and Releases</td>
<td>Postponed. Council requests more information.</td>
</tr>
<tr>
<td>AP 4102</td>
<td>Occupational/Vocational Technical Programs</td>
<td>Postponed. Requires additional language</td>
</tr>
<tr>
<td>AP 2512</td>
<td>Budget Planning Committee</td>
<td>Subcommittee to bring back as part of packet</td>
</tr>
<tr>
<td>AP 3435</td>
<td>Discrimination and Harassment Investigations</td>
<td>Ahn to forward to College Council draft following Chancellor's office guidelines</td>
</tr>
<tr>
<td>BP/AP 3430</td>
<td>Prohibition of Harassment</td>
<td>Will be reconsidered by Council when AP 3435 is presented</td>
</tr>
<tr>
<td>AP 3410</td>
<td>Nondiscrimination</td>
<td>Council request review of best practices</td>
</tr>
<tr>
<td>AP 2715</td>
<td>Board Protocols for Effective Trusteeship</td>
<td>Procedure for adoption of Board Procedures needs to be established</td>
</tr>
</tbody>
</table>
REDWOODS COMMUNITY COLLEGE DISTRICT

Minutes of the College Council Meeting
7351 Tompkins Hill Road, Eureka, CA, Board Room
Thursday, February 28, 2013

MEMBERS PRESENT
Bob Brown, Mike Richards, John Johnston, Michelle Blecher (phone),
Kavy Vang (phone), Steve Sandeen, Mark Renner (phone), Kathy Smith,
Lee Lindsey, Keith Snow-Flamer, Ahn Fielding, Cheryl Tucker

MEMBERS ABSENT
Richard Ries, Jose Ramirez, Utpal Goswami, Melissa Ruiz

CALL TO ORDER
Kathy Smith called the meeting to order at 2:35 p.m.

MINUTES DATED 12/3/2012
A motion was made by Mike Richards and seconded by John Johnson to approve the minutes as corrected. A vote was taken and council unanimously approved the minutes as corrected.

MINUTES DATED 1/7/2013
Mark Renner suggested the following correction:
Mark Renner was in attendance at the 12/3/2012 meeting.
A motion was made by Bob Brown and seconded by John Johnson to approve the minutes as corrected. A vote was taken and council unanimously approved the minutes as corrected.

NEW BUSINESS

POLICY AND PROCEDURE TRACKING LIST
Council members reviewed the revised policy and procedure tracking table that now contains a column which indicates whether or not a policy or procedure is legally required.

Council reviewed the policies highlighted in red and identified them as a priority. Kimberly will create a list of red policies and procedures and distribute it out to Council members.

POLICIES AND PROCEDURES RELATED TO CONTRACTS
BP 6340 and all related AP’s were reviewed and revised and are now being reviewed by College Council.

BP/AP 6340 CONTRACTS

AP 6345 BIDS AND CONTRACTS UPCCAA
The draft of AP 6345 Bids and Contracts UPCCAA is a new policy.

If a policy or procedure is being reviewed and no revisions are necessary we need to add a “reviewed” date to the bottom of the policy or
President Smith suggested adding the following language to AP 6350 Contracts – Construction: “Upon completion, the working drawings, specifications, and revised cost estimates, if any, will be submitted for approval to the State Chancellor’s Office and the State Department of General Services Division of State Architect.” President Smith also suggested adding that language to the third paragraph as well.

The sentence at the bottom of BP 6370 Contracts – Personal Services needs to be changed to: “Professional Experts, Independent Contractors and Consultants are responsible for the satisfactory completion of a job or they may be legally obligated to compensate the District for failure to complete.”

AP 6360 Contracts – Electronic Systems and AP 6365 Accessibility of Information Technology need to go with this packet with a “reviewed” date added to the bottom of the policy.

Discussion ensued regarding the quality of work.

Motion made by Lee Lindsey and seconded by Keith Snow-Flamer to send this packet of policies and procedures related to contracts out for a 30 day constituent review contingent upon the aforementioned changes.

A vote was taken and Council voted unanimously to send this packet of policies and procedures related to contracts out for a 30 day constituent review contingent upon the aforementioned changes.

This Policy is one of the policies that Tom Henry revised. Old policy had 10+1 in addition to other responsibilities not specified in Education Code. The new draft of the policy more accurately reflects 10+1.

This version of the policy has already been reviewed and approved by members of the Academic Senate.

Motion made by Mike Richards and seconded by John Johnston to send BP 2520 Responsibilities of the Academic Senate out for a 30 day constituent review.

A vote was taken and council voted unanimously to send BP 2520 Responsibilities of the Academic Senate out for a 30 day constituent review.
BP/AP 5800 PREVENTION OF IDENTITY THEFT IN STUDENT FINANCIAL TRANSACTIONS

Motion made by Ahn Fielding and seconded by Mike Richards to send BP and AP 5800 Prevention of Identity Theft in Student Financial Transactions to the Board for a first read.

ACTION A vote was taken and council voted unanimously to send BP and AP 5800 Prevention of Identity Theft in Student Financial Transactions to the Board for a first read.

BP 7210 ACADEMIC EMPLOYEES

John Johnston suggested adding the following language to the end of the second paragraph: “The Board reserves the right to determine whether a faculty member shall be granted tenure pursuant to its obligations under the education code and the evaluation process and criteria set forth in the CRFO-RCCD Collective Bargaining Agreement.”

A motion was made by Mike Richards and seconded by John Johnston to send BP 7210 Academic Employees to the Board for a first read contingent upon the addition of the aforementioned language.

ACTION A vote was taken and council voted unanimously to send BP 7210 Academic Employees to the Board for a first read contingent upon the addition of the aforementioned changes.

BP/AP 6518 PLANNING, DEVELOPMENT, USE, AND MAINTENANCE OF GROUNDS – LANDSCAPE MASTER PLAN

BP/AP 6518 Planning, Development, Use, and Maintenance of Grounds – Landscape Master Plan is outdated and therefore needs to be sunset.

A motion was made by Steve Sandeen and seconded by Bob Brown to send a sunset proposal of BP and AP 6518 Planning, Development, Use, and maintenance of Grounds – Landscape Master Plan to the Board of Trustees.

ACTION A vote was taken and council voted unanimously to send a sunset proposal of BP and AP 6518 Planning, Development, Use, and maintenance of Grounds – Landscape Master Plan to the Board of Trustees.

BP/AP 6300 FISCAL MANAGEMENT

BP and AP 6300 Fiscal Management are carbon copies of the League templates.

Discussion ensued to clarify what is meant by fiscal responsibilities and staff accountability in BP and AP 6300 Fiscal Management. Council
member said it is to ensure that there isn’t a situation where multiple people are working out of the same cash register or something along those lines.

Motion made by Ahn Fielding and seconded by Keith Snow-Flamer to send BP/AP 6300 Fiscal Management to the Board for first read.

**ACTIONS**

A vote was taken and council voted unanimously to send BP and AP 6300 Fiscal Management to the Board for a first read.

**BP/AP 6250 BUDGET MANAGEMENT**

Council member suggested taking the Principles of Sound Financial Management out of BP and AP 6250 Budget Management.

BP and AP 6250 Budget Management is very similar to the League Template.

Discussion ensued regarding how the fund balance is determined.

Council member suggested changing “Principles of Sound Fiscal Management” to “Principles of Sound Financial Management.”

Discussion ensued regarding the dates on the bottom of policies and procedures and whether or not we need to keep dates other than the most recent revision.

Motion made by Steve Sandeen and seconded by Mike Richards to send BP and AP 6250 Budget Management to the Board for first read.

**ACTIONS**

A vote was taken and Council voted unanimously to send BP and AP 6250 Budget Management to the Board for first read contingent upon the removal of the Principles of Sound Financial Management.

**BP/AP 6200 BUDGET PREPARATION**

Council member suggested changing the language in the first bullet of the BP to: “as described in the Districts Institutional Plans” instead of listing each plan.

Council member suggested changing the language in the second sentence of the AP to read: “In support of the District’s integrated planning process and within the scope of the charge of the committee, the BPC shall recommend to the President/Superintendent an annual budget and multiyear budget that at least maintains the required minimum unrestricted cash balance reserve.

Council member suggested that wherever the cash balance is discussed it should say “fund balance and cash balance.”
Council asked that BP and AP 6200 be sent back to the originator for revisions.

**AP 5505 ENROLLMENT PRIORITIES**

Different versions of this policy have come to College Council for review. Most recently College Council sent AP 5505 Enrollment Priorities back to the Enrollment Management Committee with special consideration given to item 3.a.

Discussion ensued regarding item 3.a. and why certain student groups were no longer receiving priority registration. AP 5505 Enrollment Priorities reflects state mandated priorities and not institutional priorities.

A motion was made by Keith Snow-Flamer and seconded by John Johnson to send AP 5505 Enrollment Priorities to the Board for first reading.

*ACTION* A vote was taken and council voted unanimously to send AP 5505 Enrollment Priorities to the Board for first reading.

**BP 7211 FACULTY SERVICE AREAS, MINIMUM QUALIFICATIONS, AND EQUIVALENCIES**

Council member mentioned that there were minor changes made at the December 3rd meeting that are not reflected in this policy.

Council member mentioned that the format on the top of the policy needs to be updated to reflect current practices.

Motion made by Ahn Fielding and seconded by Keith Snow-Flamer to send BP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies to the Board for first read.

*ACTION* A vote was taken and council voted unanimously to send BP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies to the Board for first read.

**AP 6450 CELLULAR PHONE PROGRAM**

Motion was made by John Johnston and seconded by Bob Brown to send AP 6450 Cellular Phone Program to the Board as information.

*ACTION* A vote was taken and council voted unanimously to send AP 6450 Cellular Phone Program to the Board as information.

**ADJOURN**

President Kathy Smith adjourned the meeting at 4:35 pm
DESIGNATION OF AUTHORIZED SIGNATURES

Authority to sign orders and other transactions on behalf of the Board is delegated to the President/Superintendent and other officers appointed by the President/Superintendent.

See Administrative Procedure #AP 6150
Reference: Education Code Section 85232, 85233

Adopted by Board of Trustees: 10/3/06
Former Policy #602: “Fiscal Services,” Adopted by Board of Trustees: 8/15/77
Amended: 7/83, 11/4/91
DESIGNATION OF AUTHORIZED SIGNATURES

The President/Superintendent, the Senior Vice President, Vice President, Chief Instructional Officer, the Vice President, Chief Business Officer, the Vice President, Vice President, Chief Instructional Officer, Vice President, Chief Student Services Development Officer; and the Director, Fiscal Services Controller are authorized to sign on behalf of the District on all District financial accounts up to the limits listed below. Special purpose financial accounts may also carry additional signatories of departmental personnel.

<table>
<thead>
<tr>
<th>% of State Bid Limit</th>
<th>No Limit</th>
<th>400%</th>
<th>50%</th>
<th>10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>President/Superintendent</td>
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<tr>
<td>Chief Business Officer</td>
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<tr>
<td>Other Senior Administrative Staff</td>
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<td></td>
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<tr>
<td>Cost Center Managers</td>
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</tbody>
</table>

Contracts totaling more than the state bid limit are to be presented to the Board for approval by the Vice President, Chief Business Officer or ratification.

Purchase orders, when supported with requisitions approved by the appropriate Cost Center Managers (see above authority limits), may be signed by either the Vice President, Vice President, Chief Business Officer, the Director of Fiscal Services Controller, Accounting Manager or the Purchasing Specialist.

Pursuant to Public Contract Code Section 20651, the Bid Threshold Limit is adjusted annually by the State Board of Governors. Current State bid limit amounts are available from the Vice President, Vice President, Chief Business Officer’s office.

The Vice President, Vice President, Chief Business Officer, will withhold approval of District checks when:

- Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
- Established procedures have not been followed to permit verification of authenticity of the expenditure.

Reference: Education Code Section 85232, 85233

Approved: 10/3/06
Former Administrative Regulation #602.01: “Contract Approval and Signature Authority,” Approved 2/5/90; Revised 10/3/94, 10/2/01
INVESTMENTS

The President/Superintendent is responsible for ensuring that the funds of the District are invested that are not required for the immediate needs of the District. Investments shall be in accordance with law, including California Government Code Sections 53600, et seq. Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- **The secondary objective shall be to meet the liquidity needs of the District.**
- **The third objective shall be to achieve a return on the funds under District control.**
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

See Administrative Procedure #AP 6320.

Reference: Government Code Section 53600 et seq.

Adopted by Board of Trustees: 10/3/06
Revised:
INTERIM ADMINISTRATIVE PROCEDURES

Administrative procedures are adopted after approval by College Council following constituent input (AP 2410). The President/Superintendent may modify or adopt an operational policy or administrative procedure on an interim basis for compelling legal, fiscal or operational reasons without College Council approval. Interim operational policies or administrative procedures will be identified in operational policies or administrative procedures as such (e.g. Interim Administrative Procedure on Utility Trenching).

The President/Superintendent will notify the membership of College Council when an interim operational policy or administrative procedure is adopted and will distribute the interim operational policy or administrative procedure for constituent review. Within six months College Council will ratify, revise or reject the interim operational policy or administrative procedure.

Approved: 02/07/2012
Philosophy and Purpose

The College of the Redwoods District is committed to the vitality and integrity of its educational programs as validated by processes of regular and ongoing evaluation. Following a transparent process and using appropriate data, this procedure will provide a framework for the effective consideration of program vitality that utilizes regular and rigorous institutional evaluation, and in those instances where consideration of discontinuance is appropriate, to provide a framework and a process of effective engagement within which to consider the relevant issues and to come to an appropriate and timely institutional resolution.

This procedure will be used to review the revitalization, suspension, or discontinuance of instructional programs. An instructional program is defined as a discipline and as an organized sequence or grouping of courses leading to a defined objective such as a major (area of emphasis), degree, or certificate.

The following conditions may cause a program to be recommended to the President/Superintendent for evaluation (based on quantitative and qualitative data):

- a. Program preview and analysis trends
- b. Degree and certificate completion
- c. Alignment to the Chancellor’s Office priorities, the college’s mission, and accreditation;
- d. Alignment with state and federal law;
- e. Changes in requirements from transfer institutions
- f. Availability of fulltime and associate faculty
- g. Budget concerns and lack of sufficient funding
- h. Changes in demand in the workforce
- i. Lack of adequate facilities

The Program Review process, unit plans, and other strategic, educational and annual planning activities should be referenced and considered among sources of data and direction in this process, but it is important to emphasize that their primary purpose and use is not to target programs for discontinuance. It is also important to note that program revitalization, suspension, or discontinuance should occur only after serious deliberation.

It is necessary to keep in mind that during times of budget reductions or comparable reasons which necessitate the reduction in (cutting) class sections and reduction in faculty positions, it is possible that a college may not have sufficient course offerings to maintain a program or a major at the college. In such instances, as best as possible, consideration should be given to
satisfying the mission of the college, accreditation standards, meeting student need, and addressing fiscal realities.

**Consideration of Collective Bargaining Rights**

Nothing contained in this Administrative Procedure is intended to infringe upon, diminish, or supersede any collective bargaining rights established for employees of the District. It is the intention of the District that consideration of issues appropriately under the scope of bargaining be addressed through the regular processes established for such consideration by the District and its collective bargaining units.

**Program Revitalization, Suspension and/or Discontinuance Evaluation Process**

*Step One: Program Analysis Request*

Program revitalization, suspension, or discontinuance discussions can be initiated by the administration, discipline faculty, Program Review Committee, Academic Senate, or the Institutional Researcher by submitting a Program Analysis Request (Appendix A) to the President/Superintendent.

*Step Two: Appointment of the Task Force*

If a Program Analysis Request is approved by the President/Superintendent, he or she will, with consultation with Expanded Cabinet, appoint a Task Force. The Task Force shall be composed of the following:

- Dean/Director of the program (Co-Chair, with one of the faculty members described below).
- 1 faculty member who teaches in the program appointed by the Academic Senate (or designee appointed by the President if a faculty member is not available).
- Academic Senate Co-President or designee.
- 1 faculty member who is not a member of the program or division appointed by the Academic Senate (or designee appointed by the President if a faculty member is not available).
- 1 representative appointed by the President/Superintendent.

The Task Force will be co-chaired by a faculty member to be selected from and by the membership of the Task Force. The responsibilities of the co-chairs of the Task Force include, but are not be limited to, the following:

- Consultation with the Office of Institutional Research and other resources to validate information being used in determining recommendations.
- Maintenance of objectivity and integrity during the entire process.
- Meeting summary recorded for each meeting.

*Step Three: Program Analysis*
The program’s Dean/Director and the Office of Institutional Research will complete the Program Analysis Form (Appendix B) within two weeks of the President/Superintendent’s approval of the Program Analysis Request and submit this to the co-chairs of the Task Force, who will then begin work analyzing the data provided.

This program analysis will report on current and past quantitative and qualitative data on the program that must be researched and reported so that the Task Force can make an informed recommendation to the President/Superintendent and Expanded Cabinet regarding the program’s, revitalization, suspension, or discontinuance.

Stage Four: Task Force Program Recommendation Report

Subsequent to review of all of the relevant information, the Task Force, working with the Office of Institutional Research, will present its findings, including recommendation on a timeframe for resolution and a course of action to the President/Superintendent (no more than 60 days after formation of the Task Force). The three possible recommendations provided by the Task Force include:

1. Program Revitalization: A program may be recommended to continue with qualifications. These may include, but are not limited to, specific interventions designed to improve the viability and responsiveness of the program. Examples of Program Revitalization may include a plan of action to enhance the performance and effectiveness of an existing program, discipline or department, which could include establishing training/professional development for faculty and or curriculum changes/updates; a recommendation to restructure an existing program, discipline or department for greater effectiveness; or a recommendation to develop a new program from the existing program.

   The Task Force Recommendation Report for Program Revitalization shall include a timeline during which these interventions will occur and expected outcomes will be outlined. All interventions and timelines will also be communicated in writing to the appropriate academic administrator. After the specified revitalization period is completed, the program will be reviewed again on a regular program review cycle.

2. Program Suspension: A program may be recommended for a one or more years suspension. Any recommendation for program suspension must include the criteria used to arrive at the recommendation. Examples or reasoning for the temporary suspension may include but are not limited to:
   - safety issues,
   - lack of required equipment or facilities,
   - lack of available fulltime or associate faculty,
   - regulatory suspension,
   - lack of funding resources,
   - misalignment with state, Chancellor’s Office priorities, the college’s mission, accreditation, federal law/mandates, and/or
   - budget concerns and lack of sufficient funding.
The Task Force Recommendation Report for Program Suspension shall consider and/or include: a detailed plan and recommended timeline for the suspension of the program with the least impact on students, faculty, staff, and the community; an impact report explaining how phasing out the program for suspension will affect students, faculty, staff, and the community based on the Program Analysis data; the amount of cost savings achieved by virtue of the program’s discontinuance; recommendations for how currently enrolled students may continue their program of study or a plan for students to meet their educational objectives through alternative means while the program is under suspension; and the requirements of collective bargaining for faculty and staff, including application of policies for reduction in force and opportunities for retraining of faculty and staff, if necessary, while the program is under suspension.

3. Program Discontinuance: A recommendation to discontinue a program, discipline or department will occur when, after a full evaluation study, it is concluded that it is no longer in the best interest of the college, its students, and the larger community for the program to continue. Any recommendation for program discontinuance must include the criteria used to arrive at the recommendation. The Task Force Recommendation Report for Program Discontinuance shall consider and/or include the following: a detailed plan and recommended timeline for phasing out the program for discontinuance to reduce the impact on students, faculty, staff, and the community; an impact report explaining how phasing out the program for discontinuance will affect students, faculty, staff, and the community based on the Program Analysis data; the amount of cost savings achieved by virtue of the program’s discontinuance; recommendations for how currently enrolled students in the program may continue their program of study or a plan for students to meet their educational objectives through alternative means; and the requirements of collective bargaining for faculty and staff, including application of policies for reduction in force and opportunities for retraining of faculty and staff.

The Task Force’s written report will consist of 1) a summary of the data, 2) an analysis of the data, 3) the recommendation, 4) the factors used to make the recommendation, and 5) a detailed assessment of the recommendations’ impact on the college’s overall educational program and budget, as well as its impact on all students, faculty, and staff involved.

Stage Five: Decision

The President/Superintendent has full responsibility and authority to implement the decision as designee of the Board of Trustees. If the President/Superintendent decides to implement the recommendation for revitalization, suspension, or discontinuance, the President/Superintendent will task the appropriate administrators to work with faculty and staff to develop the program revitalization, suspension or discontinuance timeline, taking into consideration the following:

- Faculty reassignment by FSA or termination.
- Staff reassignment or termination.
- Alternatives for students to complete program degree(s) and/or certificates.
- Redistribution/discontinuance of equipment, supplies, facilities, and budget.
If the President/Superintendent decides not to implement the recommendation for revitalization, suspension, or discontinuance, then he or she shall communicate the reasons in writing to the Expanded Cabinet. If the final decision is to suspend or discontinue the program, then the Chief Instructional Officer or the Chief Student Services Officer, Academic Senate, CFRO, CSEA, and appropriate dean(s)/director(s) will participate in the following steps:

- Consult with affected faculty and staff member(s) regarding their employment rights.
- Consult with students regarding their options for program completion or transfer.
Appendix A
PROGRAM ANALYSIS REQUEST FORM

Program Name:

This Program Analysis Request must be supported by the program review or other appropriate data and shall be submitted to the President/Superintendent and the President/Superintendent will determine if a Task Force should be convened to evaluate the program for revitalization, suspension or discontinuance.

Please check the indicators that triggered the initiation of the program revitalization, suspension or discontinuance process. Please attach the program’s most recent Program Review to this proposal request.

MULTIPLE INDICATORS (please check multiple indicators below)

<table>
<thead>
<tr>
<th>✓</th>
<th>Multiple Indicators (please check the indicators below)</th>
</tr>
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<tbody>
<tr>
<td>✓</td>
<td>Weak enrollment trend</td>
</tr>
<tr>
<td></td>
<td>Insufficient availability of courses for students to complete the program within its stated duration</td>
</tr>
<tr>
<td>✓</td>
<td>Poor retention</td>
</tr>
<tr>
<td></td>
<td>Poor term-to-term persistence for those students in courses in the major</td>
</tr>
<tr>
<td></td>
<td>Poor degree and/or certificate completion</td>
</tr>
<tr>
<td>✓</td>
<td>Nonaligned with state, the Chancellor’s Office priorities or College mission</td>
</tr>
<tr>
<td></td>
<td>Nonaligned with federal and state law</td>
</tr>
<tr>
<td>✓</td>
<td>Lack of available program personnel (faculty/staff)</td>
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<td></td>
<td>Inadequate equipment and/or facilities</td>
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<td>Changes in the job market</td>
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<td>Changes in community/student needs or interests</td>
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<td>Change in transfer requirements</td>
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<td>Diminished outside funding resources</td>
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<td>Program creates financial hardship for the institution</td>
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<td>Budget concerns and lack of sufficient funding</td>
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<td>Outdated curriculum</td>
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<td></td>
<td>Other:</td>
</tr>
</tbody>
</table>

Name of Requestor          Date

Approved    Denied

President/Superintendent  Date
Appendix B

If the Program Analysis Request is approved by the President/Superintendent, the program’s Dean/Director and the Director of Institutional Research will complete the Program Analysis Form within a two-week period and submit to the co-chairs of the Task Force. The form will address all applicable criteria below for the most recent 6 terms (compared to the current district average) unless information is unavailable or not applicable.

**PROGRAM REVITALIZATION, SUSPENSION AND/OR DISCONTINUANCE**

**PROGRAM ANALYSIS FORM– QUANTITATIVE DATA**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>District Average</th>
<th>Fall 2010</th>
<th>Spring 2011</th>
<th>Fall 2011</th>
<th>Spring 2012</th>
<th>Fall 2012</th>
<th>Spring 2013</th>
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<tbody>
<tr>
<td>1. Total student enrollment</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2. Number of class sections offered</td>
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<td>3. Fill rates/caps</td>
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<td>4. FTES</td>
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<td>5. FTES/FTEF</td>
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<tr>
<td>6. Term-to term persistence of students in the program</td>
<td></td>
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<tr>
<td>7. Retention</td>
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<tr>
<td>8. Student Success (C or better)</td>
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<td>9. Number of graduated/certified students from the program</td>
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<tr>
<td>10. Expense or annual cost/FTES trends</td>
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<tr>
<td>11. Labor market demand: vocational and avocational</td>
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</tbody>
</table>
### PROGRAM ANALYSIS FORM – QUALITATIVE DATA

This report will address all applicable criteria below unless information is unavailable or not applicable.

<table>
<thead>
<tr>
<th>1. The impact the action will have on the general education curriculum or the curriculum of other programs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. The ability of students to complete their degree or certificate or to transfer. This includes maintaining the catalog rights of students.</td>
</tr>
<tr>
<td>3. The college’s ability or inability to provide the resources to maintain the program.</td>
</tr>
<tr>
<td>4. Balance of college curriculum (for example, ensuring the non-elimination of all of one type of programs, such as foreign languages)</td>
</tr>
<tr>
<td>5. Replication of programs in the surrounding area and their efficacy.</td>
</tr>
<tr>
<td>6. The potential impact on diversity at CR.</td>
</tr>
<tr>
<td>7. Alignment with CCCCO priorities, college mission, accreditation, and state and federal law.</td>
</tr>
<tr>
<td>8. Effects on local business and industries- i.e., declining market/industry demand (local, regional).</td>
</tr>
<tr>
<td>9. Availability of the program at other community colleges.</td>
</tr>
<tr>
<td>10. If this is a grant-funded program, what was the agreed institutional commitment for the campus to continue this program?</td>
</tr>
<tr>
<td>11. List specific financial resources required to sustain the program:</td>
</tr>
<tr>
<td>o Faculty compensation FT/PT</td>
</tr>
<tr>
<td>o Support Staff compensation</td>
</tr>
<tr>
<td>o Facilities costs annualized</td>
</tr>
<tr>
<td>o Equipment costs annualized</td>
</tr>
<tr>
<td>o Supplies cost annualized</td>
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</tbody>
</table>
INVESTMENTS

The President/Superintendent is responsible for investing the funds of the District that are not required for the immediate needs of the District. Funds so invested shall follow the investment policy approved by the governing Board in accordance with the Government Code, including but not limited to those Sections cited below and the following:

- Funds that are not required for the immediate needs of the District shall be prudently invested in order to earn a return on such investment.

- The preservation of principal is of primary importance. Each transaction shall seek to ensure that capital losses are avoided, whether from securities or erosion of market value.

- The investment program should remain sufficiently flexible to enable the District to meet all operating requirements that may be reasonably anticipated in any fund. After preservation of principal, liquidity is the objective.

- In managing District investments, District officials should avoid any transactions that might impair public confidence.

- Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived. (See Government Code Section 53600.6 regarding solvency and creditworthiness.)

District funds maintained by the County Treasurer that are not required for the immediate needs of the District may be invested as follows:

- County Treasurer's Investment Pool: Investment of District funds may be delegated to the County Treasurer. In accordance with county procedures, District funds may be pooled with other local agencies and invested by the County Treasurer in accordance with the investment guidelines specified by Government Code 53635 and investment policies adopted by the County Board of Supervisors.

- State's Local Agency Investment Fund (Government Code Sections 16429.1-16429.3): District funds not required for immediate needs of the District may be remitted to the State Local Agency Investment Fund (LAIF) for the purpose of investment (Government Code 16429.1). District funds deposited with the LAIF shall be invested by the State Treasurer in securities prescribed by Government Code 16430, or the Surplus Money Investment Fund and as determined by the Local Investment Advisory Board (Government Code 16429.2).

Reference: Government Code Section 53600 et seq.
CONTRACTS

The Board delegates to the President/Superintendent the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment, or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the best interests of the District will be served by a contract, lease, requisition, or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the President/Superintendent is authorized to proceed with a contract.


 Adopted by Board of Trustees: 10/3/06
 Revised:
BIDS AND CONTRACTS

Limits
Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods or services up to the limits set out in the Public Contracts Code Section 20651 (d) will require documented quotes.
- Purchase of goods or services in excess of the limits set out in the Public Contracts Code Section 20651 (d) will require formal advertised bids.

Contracts involving expenditures that require competitive bidding require approval by the Board of Trustees prior to award.

Bid Specifications
Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified.

Notice Calling for Formal Advertised Bids
Upon approval of the Board, the District shall publish at least once a week for two weeks in a newspaper of general circulation circulated within the District, or if there is no such paper, then in some newspaper of general circulation, circulated in the county, and may post on the District’s web site or through an electronic portal, a notice calling for bids or proposals, stating the materials or supplies to be furnished and the time and place when bids will be opened.

The District may accept a bid that was submitted either electronically or on paper. Bid and contract forms shall be prepared and maintained by the Chief Business Officer. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

The Chief Business Officer shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding. All bid notices for work to be done shall contain an affirmative statement requiring compliance with California Labor Code Sections 1775 and 1776 governing payment of prevailing wages and California Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of the District, any certified or cashier's check received shall be returned to the
respective bidder.

The Chief Business Officer shall make available to the prospective bidders bidforms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and material personnel may examine the specifications and drawings. A deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

**Awarding of Bids and Contracts**

The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by the District for good and sufficient reason.
- All bids shall be opened publicly and bidders shall be given the opportunity to make record of the bids received.
- Bid and contract award recommendations to the Board shall show a tabulation of the bids received in reasonable detail.
- Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. The District reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.

**Purchase without Advertising for Bids**

The Chief Business Officer is authorized to make purchases from firms holding county contracts without calling for bids where it appears advantageous to do so. The Chief Business Officer may, without advertising for bids within the District, purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

The Chief Business Officer may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

**Duration of Continuing Contracts for Services and Supplies**

Continuing contracts for work or services furnished to the District are not to exceed five years. Contracts for materials and supplies are not to exceed three years.

**Emergency Repair Contracts without Bid**

When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the Chief Business Officer may make a contract in behalf of the District for labor, materials, and supplies without advertising for or inviting bids, subject to ratification by the board.

**Unlawful to Split Bids**

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

Reference:
Education Code Section 81641 et seq.; Public Contracts Code Sections 20112, 20650 et seq., 22000 et seq.

Approved: 10/3/06
Revised:
BIDS AND CONTRACTS - UPCCAA

The President is responsible for implementing the Informal and Formal Bidding Procedures under the Uniform Public Construction Cost Accounting Act (UPCAA) as 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 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.

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 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 bidder. 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 Chief Business Officer is authorized to award informal contracts (defined as contracts for less than $175,000.00), except those contracts described below.

Bids Exceeding 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 Chief Business Officer 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))

Approved: February 2010
Revised February, 2011; x/xx/xxxx
CONTRACTS – CONSTRUCTION

The Vice President, Chief Business Officer shall be responsible for the planning and programming of new construction, alterations and repairs of existing plants, and leasing of facilities that require state approval. This includes the planning and programming of college District initiated new construction, additions to existing plants, and major alterations and repairs of buildings and grounds.

The Vice President, Chief Business Officer shall be responsible for preparation of drawings and specifications for new buildings, leased facilities, additions, major alterations and improvements of buildings and grounds together with estimates of costs.

The preliminary drawings, which shall cover all proposed facilities together with construction cost estimates, may be submitted to the Board for approval and authorization to proceed with the working drawings and specifications. Upon completion, the working drawings, specifications and revised cost estimates, if any, will be submitted for approval to the State Chancellor's Office and the State Department of General Services as required by statute in the name of the Board of Trustees.

The final working drawings and specifications, approved by the State Department of General Services and the State Chancellor's Office, together with revised estimates, if any, may then be submitted to the Board of Trustees for adoption.

The letting of contracts for construction shall comply with procedures of the District regarding contracts that exceed the statutory minimums for competitive bidding.

Reference: Education Code Section 81800; Public Contracts Code Sections 20650 et seq., 22000 et seq.

Approved: 10/3/06
Revised: X/XX/XXXX
CONTRACTS – ELECTRONIC SYSTEMS AND MATERIALS

The District may contract with any vendor who has submitted one of the three lowest responsible competitive proposals or competitive bids for the purchase or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related material, goods, and services.

Except as otherwise stated here, bids shall be solicited and contracts shall be awarded in accordance with Administrative Procedure #AP 6340.

Criteria to determine what constitutes a responsive bid shall be established by Vice President, Chief Business Officer.

Supplemental instructional software packages may be purchased without taking estimates or advertising for bids.

Sale and leaseback of data-processing equipment or another major item of equipment is permissible if the purchaser agrees to lease the item back to the District for use by the District following the sale. The governing board shall first adopt a resolution finding that the sale or leaseback is the most economical means for providing electronic data-processing equipment or other major items of equipment to the District.

References: Education Code Sections 81641 et seq., 81651; Public Contracts Code Section 20651 et seq.

Approved: 10/3/06
Reviewed:
ACCESSIBILITY OF INFORMATION TECHNOLOGY

Whenever the district enters into a contract for the purchase, development, procurement, maintenance, or use of any electronic or information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self contained closed products such as copiers, and desktop and portable computers.

Each contract with such a vendor shall contain the following provision:

"The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the Redwoods Community College District from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement."

Reference: Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794d); 36 CFR 1194.1 et seq.; Government Code Section 11135; Title 5 Section 59300 et seq.

Approved: 10/3/06
Reviewed:
CONTRACTS – PERSONAL SERVICES

The District may enter into personal services contracts to achieve cost savings when each of the following conditions are met:

- It can be clearly demonstrated that the proposed contract will result in actual overall cost savings to the District;
- The contractor’s wages are at the industry's level and do not undercut District pay rates;
- The contract does not cause the displacement of district employees;
- The savings are large enough to ensure that employees will not be eliminated by private sector and District cost fluctuations that could normally be expected during the contracting period;
- The amount of savings clearly justifies the size and duration of the contracting agreement;
- The contract is awarded through a publicized, competitive bidding process;
- The contract includes specific provisions pertaining to the qualifications of the staff that will perform the work under the contract, as well as assurance that the contractor's hiring practices meet applicable nondiscrimination standards;
- The potential for future economic risk to the District from potential contractor rate increases is minimal;
- The contract is with a firm; and
- The potential economic advantage of contracting is not outweighed by the public's interest in having a particular function performed directly by the District.

Personal service contracts are also permissible when any one of the following conditions is met:

- The contract is for new functions mandated or authorized by Legislature to be performed by independent contractors;
- The services are not available within the District or cannot be satisfactorily performed by district employees;
- The services are incidental to a purchase or lease contract;
- The policy, administrative, or legal goals and purposes of the District cannot be accomplished through the regular or ordinary hiring process;
- The work meets the criteria for emergency appointment;
- The equipment, materials, facilities, or support services could not feasibly be provided by the District; or
- The services are of an urgent, temporary, or occasional nature.

Expert Professional Contractors

Contracts for the services of persons who qualify as professional experts may be let without competitive bidding. Professional experts are persons specially qualified to provide services and advise in financial, economic, accounting, engineering, legal or administrative matters. They
must be specially trained, experienced and competent to perform the services required. Compensation for special services and advice from professional experts may be paid from available funds in the amounts deemed proper for the services rendered.

**Independent Contractors**
The existence of an independent contractor relationship depends on the degree of independence. Common law factors published by the IRS from time to time provide guidance and will be consulted for making a determination. Where an independent contractor relationship exits, a signed written agreement will be prepared and retained when the dollar amount exceeds the IRS reporting threshold.

**Consultants**
Consulting services contracts refer to all services that:
- Are of an advisory nature,
- Provide a recommended course of action or personal expertise,
- Have an end product which is basically a transmittal of information either written or verbal, and,
- Are obtained by awarding a procurement-type contract, a grant, or any other payment of funds for services of the above type.

The product may include anything from answers to specific questions to design of a system or plan, and includes workshops, seminars, retreats, and conferences for which paid expertise is retained by contract.

**Professional Experts, Independent Contractors, and consultants are responsible for the satisfactory completion of a job or they may be legally obligated to compensate the District for failure to complete.**

References: Government Code Section 53060, Education Code Section 88003.1

Approved: 10/3/06
Revised: X/XX/XXXX
RESPONSIBILITIES OF THE ACADEMIC SENATE

The Board of Trustees (Board) recognizes the College of the Redwoods Academic Senate as the organization formed in accordance with the California Code of Regulations Section 53200 to represent the faculty to the administration of the College and to the Board with respect to academic and professional matters. Recognition of the Academic Senate ensures that faculty have a formal and effective procedure for participating in the development and implementation of District policies on academic and professional matters.

The Board delegates to the President/Superintendent the authority to consult collegially with the Academic Senate on these matters prior to making a recommendation to the Board. The President/Superintendent will rely primarily upon the advice and judgment of the Academic Senate and/or reach mutual agreement with the Academic Senate for the designated academic and professional matters.

Primary Matters

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Standards or policies regarding student preparation and success
5. Policies for faculty professional development activities

In these areas, the recommendations of the Academic Senate will normally be accepted. Only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the Board or the President/Superintendent, upon request of the Academic Senate, will communicate its reasons in writing.

Mutual Agreement Matters

1. Educational program development
2. District and College governance structures, as related to faculty roles
3. Faculty roles and involvement in accreditation processes, including self-study and annual reports
4. Processes for program review
5. Processes for institutional planning and budget development
6. Other academic and professional matters as mutually agreed upon between the Board and the Academic Senate.

In these areas, when agreement cannot be reached between the President/Superintendent and the Academic Senate, existing policy shall remain in effect unless continuing with such policy exposes the district to legal liability or causes substantial fiscal hardship. In
cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy be changed, the Board and the President/Superintendent will act, only after a good faith effort to reach agreement.

In addition to the specific responsibilities noted above, the Academic Senate is responsible, after consultation with the President/Superintendent or his or her designee, for making faculty appointments to all committees, task forces, or other groups dealing with academic and professional matters.

Nothing in this policy is intended to preclude the Academic Senate from exercising its right to present its views on any issue it deems appropriate directly to the Board at a regularly scheduled meeting.

Former Board of Trustees Policy No. 203, number change only on May 1, 2012
Adopted by the Board of Trustees: June 6, 1994
Amended: x/xx/xxxx
Former Board of Trustees Policy No. 203
References:
   Education Code 70902 (14), 87357, 87359, 87360, 87458, 87663, 87743.1, 87743.2
   California Code of Regulations 53200, 53203, 51023.5, 51023.7

REDWOODS COMMUNITY COLLEGE DISTRICT
BP 2520
Board Policy

Number Update only from Board of Trustees Policy No. 203

RESPONSIBILITIES OF THE ACADEMIC SENATE

In order to ensure that the faculty have a formal and effective procedure for participating in the development and implementation of district policies on academic and professional matters, the Board of Trustees recognizes the College of the Redwoods Academic Senate. The Board will consult collegially with the Academic Senate when adopting policies and procedures on academic and professional matters and will rely on the knowledge and experience of the faculty as expressed through the Academic Senate. The Board will, in turn, expect the Academic Senate to communicate the Board's issues and concerns clearly and effectively to the faculty.

In the following areas the Board delegates authority and responsibility to the Academic Senate for making recommendations to the Board. In making decisions in these areas, the Board will rely primarily upon the advice and judgment of the Academic Senate:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Standards or policies regarding student preparation or success
5. Faculty qualifications, including equivalencies, internships, and the placement of courses in disciplines for the purpose of establishing minimum qualifications
6. Decisions to offer tenure.
7. Policies for faculty professional development activities

In these areas the recommendations of the Senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the Board or its representative, upon request of the Academic Senate, will communicate its reasons in writing.

In the following areas the Board or its representatives will reach mutual agreement with the Academic Senate, and such agreement will be expressed either by written resolution, administrative regulation, board policy, or other board action:

1. Educational program development, including both the initiation and elimination of programs
2. College governance structures, as related to faculty roles
3. Faculty roles and involvement in accreditation processes, including self-study and annual reports
4. Processes for program review
5. Processes for institutional planning and budget development
6. Other academic and professional matters as mutually agreed upon between the Board and the Academic Senate

In these areas, when agreement cannot be reached between the Board and the Academic Senate, existing policy shall remain in effect unless continuing with such policy exposes the district to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the Board will act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

In addition to the specific responsibilities noted above, the Academic Senate is responsible, after consultation with the President or his or her designee, for making faculty appointments to all committees, task forces, or other groups dealing with academic and professional matters. Notwithstanding this provision, the collective bargaining representative may also seek to appoint faculty members to such committees, task forces, or groups.

Nothing in this policy is intended to preclude the Academic Senate from exercising its right to present its views directly to the Board on any issue it deems appropriate. Nor is anything intended to impinge upon the due process rights of faculty or to detract from any negotiated agreements between the Board and the collective bargaining representative.

Former Board of Trustees Policy No. 203, number change only on May 1, 2012
Adopted by the Board of Trustees: June 6, 1994