1. Minutes Dated August 27th, 2012 (Page 3)

NEW BUSINESS:
1. AP 3250 Institutional Planning (Page 8)
   a. Review Procedure recommendations

OLD BUSINESS:
1. BP 1201 Philosophy Statement (Page 11)
   a. Review Policy revision recommendations
2. BP 1202 Institutional Objectives (Page 13)
   a. Review Policy revision recommendations
3. BP 2200 Board Duties and Responsibilities (Page 15)
   a. Review Policy revision recommendations
4. BP 2740 Board Education (Page 16)
   a. Review Policy revision recommendations
5. BP 2745 Board Self-Evaluation (Page 17)
   a. Review Policy revision recommendations
6. BP 2340 Agendas (Page 18)
   a. Review Policy revision recommendations
7. BP 2361 District Publications and Releases (Page 20)
   a. Review Policy revision Recommendations
8. BP 2410 Policy and Administrative Procedures (Page 21)
   a. Review Policy revision recommendations
9. BP 2430 Delegation of Authority to President/Superintendent (Page 22)
   a. Review Policy revision recommendations
10. BP 2435 Evaluation of President/Superintendent (Page 24)
a. Review Policy revision recommendations

11. BP 2510 Participation in Local Decision Making (Page 25)
   a. Review Policy revision recommendations

13. BP 2715 Code of Ethics/Standards of Practice (Page 27)
   a. Review Policy revision recommendations

14. BP/AP 6331 Employee Microcomputer Purchase Program (Page 29)
   a. Review policy and procedure revision recommendations

15. BP/AP 5800 Prevention of Identity theft in Student Financial Transactions (Page 31)
   a. Review Policy and Procedure revision recommendations

16. BP/AP 5300 Student Equity Plan (Page 36)
   a. Review Policy and Procedure revision recommendations

17. AP 4102 Occupational/Vocational Technical Programs (Page 41)
   a. Review Procedure recommendations from 4-23-12 meeting

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<td>Tabled pending BOT revision of process</td>
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MEMBERS PRESENT
Bob Brown, Mike Richards, John Johnston, Michelle Blecher (ASCR),
Chris Hopper (ASCR), Debbie Williams, Kathy Lehner, Lee Lindsey, Ahn
Fielding, Melissa Ruiz, Keith Snow-Flamer, Utpal Goswami, Roxanne Metz

MEMBERS ABSENT
Steve Sandeen, Marcia Williams, Mark Renner,

CALL TO ORDER
Kathy Lehner called the meeting to order at 3:05 p.m.

MINUTES 8/6/12
The minutes dated August 6th, 2012 were approved as presented.

MINUTES 8/13/12
The minutes dated August 13th, 2012 were approved as presented.

NEW BUSINESS

SPECIAL MEETING BACKGROUND
Special Trustee Tom Henry gave the Council some background on the
Policies on the agenda. Policies in sections 1000 and 2000 that are
directly related to recommendations made by the accrediting commission
were identified and divided between three ad-hoc committees of the Board.
Special Trustee Henry made suggested revisions to each of the policies to
ensure that the language used in the Policies was consistent with the
language of the Commission. The policies were then sent to the assigned
committee for review. Board members’ questions, comments, and
revisions were taken into consideration before the policies were forwarded
to the College Council.

Special Trustee Henry emphasized the importance of showing the
Commission that the recommendations from the team report are being
taken into consideration when Policies are being revised.

Council discussed different options for moving policies through the process
in a timely manner. Council discussed that the suggested changes were
not operational, but contained the language necessary for accreditation.
Council decided that the members of College Council would speak on
behalf of their constituent groups and upon approval from the Council the
Policies would then be sent to the Board for a first read as well as
Constituent groups for a 28 day review. Policies will return to College
Council at the September 17th meeting where constituent feedback will be
discussed.
BP 1201
PHILOSOPHY STATEMENT

Council member discussed concerns with the suggested addition to BP 1201. The language used was more procedural and not as broad as Policies generally are. Member suggested replacing suggested language and replace it with the following:

- to identify student learning outcomes for courses, programs, certificates, and degrees; assessing student achievement of those outcomes; and using those assessment results to provide quality instruction and to maintain effectiveness;

- to promote a culture of assessment;

- to engage in data informed decision making;

- to embrace best practices as defined by the ACCJC and other professional organizations;

- and commit to continuous quality improvement;

ACTION

A motion was made, seconded, and passed to send out BP 1201 Philosophy Statement for a 28 day constituent review to be discussed further at a following meeting and that the Policy be submitted to the Board for first read at the September Board meeting contingent upon the aforementioned changes.

BP 1202
INSTITUTIONAL OBJECTIVES

Council member suggested changing the phrase “using” to “to use” in bullet no. 3.

3. Identifying student learning outcomes for courses, programs certificates, and degrees; assessing student achievement of those outcomes; and using to use those assessment results to provide quality instruction to maintain effectiveness.

ACTION

A motion was made, seconded, and passed to send out BP 1202 Institutional Objectives for a 28 day constituent review to be discussed further at a following meeting and that the Policy be submitted to the Board for first read at the September Board meeting contingent upon the aforementioned changes.

BP 2200 BOARD DUTIES AND RESPONSIBILITIES

Council member suggested that the term “officer” be added to the fourth paragraph of the Policy so that it would read:

“No officer, member, or subcommittee of the Board acts on behalf of the Board except by formal delegation of authority by the Governing Board as a whole.”

This statement would then include all members of the Board of Trustees
including the Board President.

Council member asked for clarification on why the last three bullets had been stricken. Special Trustee Tom Henry said that he felt the bullets were redundant considering the additional language at the beginning of the Policy. The Board cannot guarantee fiscal stability, it can only be held responsible.

**ACTION** A motion was made, seconded, and passed to send out BP 2200 Board Duties and Responsibilities for a 28 day constituent review to be discussed further at a following meeting and that the Policy be submitted to the Board for first read at the September Board meeting contingent upon the addition of the term “officer” in the fourth paragraph.

**BP 2361 DISTRICT PUBLICATIONS AND RELEASES**

Council member asked if this Policy also relates to members of the athletic department or ASCR. In the past members of those groups did not go through the Vice President before speaking with the media.

Council member suggested adding the following language to the last sentence of the Policy.

“All other publications, releases, and photographs on behalf of the College depicting the accomplishments of the students and staff of the College shall be approved by the Dean, President/Superintendent or designee.”

**ACTION** A motion was made, seconded, and passed to send out BP 2361 District Publications and releases for a 28 day constituent review to be discussed further at a following meeting and that the Policy be submitted to the Board for first read at the September Board meeting contingent upon the aforementioned changes.

**BP 2740 BOARD EDUCATION**

**ACTION** A motion was made, seconded, and passed to send out BP 2740 Board Education for a 28 day constituent review to be discussed further at a following meeting and that the Policy be submitted to the Board for first read at the September Board meeting.

**BP 2745 BOARD SELF-EVALUATION**

**ACTION** A motion was made, seconded, and passed to send out BP 2745 Board Self-Evaluation for a 28 day constituent review to be discussed further at a
following meeting and that the Policy be submitted to the Board for first read at the September Board meeting.

BP 2340 AGENDAS

ACTION A motion was made, seconded, and passed to send out BP 2430 Agendas for a 28 day constituent review to be discussed further at a following meeting and that the Policy be submitted to the Board for first read at the September Board meeting.

BP 2410 POLICY AND ADMINISTRATIVE PROCEDURES

ACTION A motion was made, seconded, and passed to send out BP 2410 Policy and Administrative Procedures for a 28 day constituent review to be discussed further at a following meeting and that the Policy be submitted to the Board for first read at the September Board meeting.

BP 2430 DELEGATION OF AUTHORITY TO PRESIDENT / SUPERINTENDENT

ACTION A motion was made, seconded, and passed to send out BP 2430 Delegation of Authority to President/Superintendent for a 28 day constituent review to be discussed further at a following meeting and that the Policy be submitted to the Board for first read at the September Board meeting.

BP 2435 EVALUATION OF PRESIDENT / SUPERINTENDENT

Council member asked for clarification on why there is an AP that corresponds to this policy when the Policy itself states that the Procedure for the Evaluation of the President/Superintendent is jointly agreed to by the Board and the President/Superintendent. Special Trustee Tom Henry stated that the AP shows sustainability by giving a timeline for the evaluation process.

Council discussed whether or not the Board should be approving the AP’s in sections 1000 and 2000 since they directly relate to Board operations. Member stated that if the Board is not directly involved in the creation and approval of AP’s in these sections then the BP should be more detailed.

Council decided to continue this discussion at a later meeting where more
substantial changes could be suggested.

**ACTION** A motion was made, seconded, and passed to send out BP 2435 Evaluation of the President/Superintendent for a 28 day constituent review to be discussed further at a following meeting and that the Policy be submitted to the Board for first read at the September Board meeting.

**ACTION** Motion was made, seconded, and passed to extend the meeting 15 minutes.

**BP 2510 PARTICIPATION IN LOCAL DECISION MAKING**

**ACTION** A motion was made, seconded, and passed to send out BP 2510 Participation in Local Decision Making for a 28 day constituent review to be discussed further at a following meeting and that the Policy be submitted to the Board for first read at the September Board meeting.

**BP 2715 CODE OF ETHICS / STANDARDS OF PRACTICE**

Council member suggested the following revision to the last sentence of the first paragraph:

“Trustees shall comply with the letter and spirit of all applicable laws and shall strive to **adhere to the following code of ethics and standards of practice:**”

Council discussed the last sentence of the Policy which states, “If the President of the Board is perceived to have violated the code, the Vice President of the Board is authorized to pursue resolution.” Council member asked what the procedure would be if both the President and the Vice President were perceived to have violated the code of ethics. Council member suggested adding a sentence at the end of the policy that states **"If both the President and the Vice president of the Board are perceived to have violated the code, any member of the Board is authorized to pursue resolution."** Special Trustee Tom Henry also mentioned that there is a fiduciary responsibility for some administrators and/or organizations to alert the appropriate agency if the code of ethics is violated.

**ACTION** A motion was made, seconded, and passed to send out BP 2715 Code of Ethics/Standards of Practice for a 28 day constituent review to be discussed further at a following meeting and that the Policy be submitted to the Board for first read at the September Board meeting.

**ADJOURN** Kathy Lehner adjourned the meeting at 4:45 PM
INSTITUTIONAL PLANNING

Established committees, with representation from faculty, administration, classified staff, and students, will review and recommend planning decisions related to human, facilities, technology, and budget resources.

Applying the criteria of accreditation standards, the planning process will be guided by adopted vision, mission and core values statements and will facilitate development of specific goals, objectives and strategies, which will have measurable outcomes and specific accountability.

Action plans will be reviewed and revised annually and approved by the respective planning bodies.

Academic Senate will be the representative body for faculty in all academic and professional matters, as defined by Title 5, Section 53200.

Institutional effectiveness research, program reviews and individual unit plans are utilized in the planning process, which is intended to complement and inform the resource allocation and decision making processes.

The Board may assist in developing the general institutional mission and goals for the comprehensive plans through various means, including, but not limited to, the President’s evaluation process, the Board retreat, and any time the Board reviews curriculum items.

Planning documents will be submitted to the California Community College (CCC) System Office in a timely manner when required.

The initial recommendation for integrating institutional planning rests with the Institutional Effectiveness Committee (IEC).

Processes for developing, reviewing, updating, approving, and implementing plans include:

A. Mission
   1. Reviewed and updated at least every five years by Expanded Cabinet and the College Council. The updated Mission will be approved by appropriate governance council(s) as a recommendation to the Board of Trustees.

B. Strategic Plan
   1. Reviewed annually and updated at least every five years by the Institutional Effectiveness Committee. The updated Strategic Plan will be approved by
Expanded Cabinet College Council as a recommendation to the President/Superintendent.

C. CR District’s Educational Master Plan (EMP), the Facilities Master Plan, and the Technology Master Plan

1. Reviewed annually and updated at least every five years by the Institutional Effectiveness Committee. The updated EMP will be approved by appropriate governance council(s) as a recommendation to the superintendent/president.

1. The program review process and the budget development process, as well as planning and budgeting within each division of the college, shall be implemented on an annual basis.

C. Strategic Plan

1. Reviewed annually and updated at least every four years by the Institutional Effectiveness Committee. The updated Strategic Plan will be approved by College Council as a recommendation to the President/Superintendent.

D. Program Review Process

1. Reviewed and updated annually by the Institutional Effectiveness Committee and recommended to the President/Superintendent. College Council

2. Implemented annually by all programs and services.

E. Program Review/Budget Development Linkage Process

1. Reviewed annually and updated as needed by the Institutional Effectiveness Committee and Budget Planning Committee and recommended to the President/Superintendent. College Council.

2. Implemented annually by all programs and services and supervised by the Budget Planning Committee.

F. Integrated Planning Process

1. Reviewed annually and updated as needed by the Institutional Effectiveness Committee and Integrated Planning Committees and recommended to the President/Superintendent College Council.

G. Budget Planning Calendar

1. Reviewed and implemented on an annual cycle and updated and approved as needed by the Budget Planning Committee.

Reference: Accreditation Standard I.B; Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, 56270 et seq.
PHILOSOPHY STATEMENT

College of the Redwoods is a comprehensive community college located in the rich, natural environment of the Northern California coast. As an institution of higher education, it offers diverse Associate Degree and Certificate curricula and excellent learning opportunities in a supportive, academic atmosphere.

Philosophy

The primary objective of the College is the success of each student. We consider education to be a process of intellectual and physical exploration that rests upon the mutual responsibility of the college and the student.

We recognize the dignity and intrinsic worth of the individual and acknowledge that individual needs, interests and capacities vary.

In fulfilling these objectives and principles, we affirm our intention to provide the highest possible level of learning opportunities and counseling to help students realize their personal goals;

- to promote a culture of assessment;
- to engage in data-informed decision making;
- to embrace best practices as defined by the ACCJC and other professional organizations;
- to commit to continuous quality improvement;
- to provide opportunities for development of moral values and ethical behavior;
- to enhance self-esteem and a sense of individual responsibility; and
- to instill an appreciation of the values and contributions of other cultures and increase global understanding among all students.

To fulfill these objectives and principles, we affirm our intention:

- To promote a culture of assessment
- To engage in data-informed decision making
• To embrace best practices as defined by the ACCJC and other professional organizations

• To commit to continuous quality improvement

Our consistent adherence to these institutional practices enables us:

• To provide the highest possible level of learning opportunities and counseling to help students realize their personal goals

• To provide students opportunities for development of moral values and ethical behavior

• To enhance students’ self-esteem and sense of individual responsibility

• To instill an appreciation of the values and contributions of other cultures and increase global understanding among all students

We will continuously seek and support a dedicated, highly qualified staff, diverse in terms of cultural background, ethnicity, gender, intellectual perspective, and committed to fostering a climate of academic freedom and collegiality. We will encourage and reward professional development for all staff and will all share in the responsibility for student outcomes.

The College of the Redwoods affirms its responsibility to address the diverse civic needs of the many communities we serve and to provide leadership in the cultural and economic development of the North Coast region.

Adopted by Board of Trustees: 8/2/05
Former Policy #101: “Philosophy,” Adopted by Board of Trustees: 3/6/78
Amended: 5/1/89, 12/7/92, 12/2/96
INSTITUTIONAL OBJECTIVES

Redwoods Community College District implements its institutional philosophy and mission with the following objectives; College of the Redwoods deems it necessary:

1. To offer experience which will stimulate a desire for lifelong learning.

2. To provide instructional programs which will facilitate transfer to four year institutions, completion of an A.A. or A.S. Degree or preparation for vocational fields.

3. **Identifying student learning outcomes for courses, programs certificates, and degrees; assessing student achievement of those outcomes; and using those assessment results to provide quality instruction to maintain effectiveness.**

4. To have the underrepresented groups within the District represented in all aspects of student life in proportion to representation in the total District population, and to encourage student awareness of their role as responsible global citizens.

5. To encourage students to integrate learning with their lives as individuals and as community members and to establish high moral and ethical values.

6. To provide service and to create an environment which will help faculty teach effectively.

7. To provide a total range of services which will assist students attain maximum value from the instructional programs and assist them in meeting their educational goals.

8. To create and implement staff development programs and procedures which will ensure a staff of the highest quality.

9. To provide a physical campus environment conducive to maximum use by students, staff, and the community.

10. To initiate and maintain a systematic and effective program of public relations and public information.

11. To actively encourage innovation and constructive participation in college life by all segments of the college community.

12. To establish and maintain dialogue with the community in matters of mutual concern and interest.
13. To maintain a sound financial base for college operations.

Adopted by Board of Trustees: 8/2/05
Former Policy #103: “Institutional Objectives” Adopted by Board of Trustees: 8/15/77
Amended: 7/18/83, 4/7/86, 11/7/94
BOARD DUTIES AND RESPONSIBILITIES

The Board of Trustees governs on behalf of the citizens of the Redwoods Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board has ultimate responsibility for educational quality, legal matters, and financial integrity.

The Board shall concern itself primarily with questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the President/Superintendent and staff, who shall be held accountable for the effective administration and supervision of the District’s programs and services.

No officer, member or subcommittee of the Board acts on behalf of the Board except by formal delegation of authority by the Board as a whole.

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations
- Appoint and evaluate the President/Superintendent
- Delegate power and authority to the President/Superintendent to effectively lead the district
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the district

Reference: Accreditation Standard IVB.1.d

Adopted by Board of Trustees: 10/3/06
BOARD EDUCATION

The Board is committed to its ongoing development as a board and to a trustee education program that includes new trustee orientation.

To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

Additionally the President/Superintendent shall develop and conduct an orientation for each new Trustee, including the student Trustee. Orientation sessions may include the other members of the college staff who have expertise for a given topic.

Reference: Accreditation Standard IV.B.1.f

Adopted by Board of Trustees: 9/11/05
BOARD SELF-EVALUATION

The Board is committed to assessing its own performance as a board in order to identify its strengths and weaknesses for purposes of identifying specific functions working well and those needing improvement.

To that end, the Board has established the following processes:

A committee of the Board shall be appointed in June to determine the instrument or process to be used in board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these board policies regarding board operations, as well as criteria defining board effectiveness promulgated by recognized practitioners in the field.

The process for evaluation shall be recommended to and approved by the Board. If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to board secretary.

A summary of the evaluations will be presented and discussed at a board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

Reference: Accreditation Standard IV.B.1.e & g

Adopted by Board of Trustees: 9/11/05
AGENDAS

The President/Superintendent, as secretary to the Board of Trustees and in cooperation with the Board President, shall prepare an agenda for each meeting of the Board. An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. The agenda for a special meeting shall be posted at least 24 hours prior to the meeting time. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an “emergency situation” as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The President/Superintendent shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the President/Superintendent. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the President/Superintendent in consultation with the Board President.

Agenda items submitted by members of the public must be received by the office of the President/Superintendent at least fourteen (14) calendar days prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the Board’s agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the
expiration of a 90 day period following the initial submission.

See Administrative Procedure AP 2340
Reference: Government Code Sections 54954 et seq., 6250 et seq.; Education Code Sections 72121, 72121.5

Adopted by Board of Trustees: 9/11/05
Former Bylaw #006: “Meetings,” Adopted by Board of Trustees: 11/6/78
Amended: 10/17/84, 2/2/87, 1/11/93, 12/7/99, 12/9/03
DISTRICT PUBLICATIONS AND RELEASES

The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding district policies, finances, programs, personnel and operations. It is the purpose of this policy to provide the ways and means to accomplish this purpose.

The Board, through its policy role, provides its constituencies and the Accrediting Commission with precise, accurate, and complete information.

The Board alone shall authorize release to the media on a timely basis of those matters of importance which arise from its official actions. Other matters of importance as recorded in a meeting of the Board may be released by the President/Superintendent upon request of media representatives. All other publications, releases, and photographs on behalf of the college depicting the accomplishments of the students and staff of the College shall be approved by the Dean, Vice President/Superintendent of Administrative Services or designee.

Former Board of Trustees Policy No. 902, number change only on June 5, 2012
Adopted by Board of Trustees: August 15, 1977
Amended: June 1980
POLICY AND ADMINISTRATIVE PROCEDURES

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be distributed through College Council so that all represented groups are given the opportunity to provide input. The President/Superintendent is authorized at any time to correct items that do not change the meaning of policies, such as their numbering, punctuation, cross-references, and dates regarding review and enactment, as well as to make consistent their format.

Administrative procedures are to be issued by the President/Superintendent as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the President/Superintendent and shall be presented to the Board as information. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board’s judgment, be inconsistent with the Board’s own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the President/Superintendent’s Office or the District web site.

See Administrative Procedure AP 2410.

Reference: Education Code Section 70902; Accreditation Standard IV.B.1.b & e

Adopted by Board of Trustees: 9/11/05
Former Bylaw #003: “Functions,” Adopted by Board of Trustees: 8/15/77
Amended: 11/18/85, 10/2/89, 1/11/93, 3/7/94, 12/2/96, 12/7/99
DELEGATION OF AUTHORITY TO PRESIDENT/SUPERINTENDENT

The Board delegates to the President/Superintendent the executive full responsibility and authority for to implement and administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. This responsibility and authority is granted without Board interference. The Board speaks with one voice to provide direction to the President/Superintendent.

The President/Superintendent may delegate any powers and duties entrusted to him or her by the Board, including the administration of education centers and instructional sites, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The President/Superintendent is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the President/Superintendent shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the President/Superintendent to inform the Board of such action and to recommend written board policy if one is required.

The President/Superintendent is expected to perform the duties contained in the President/Superintendent’s job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the President/Superintendent.

The President/Superintendent shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion. The president shall act on behalf of the Board in an emergency for the protection of life, health, and the safety of individuals or the protection of property.

The President/Superintendent shall make available any information, give any report, or add any regular report to the agenda requested by an action of the Board. Individual trustee requests for information shall be made only to the President/Superintendent, and shall be met if, in the opinion of the President/Superintendent, they are not unduly burdensome or disruptive to District operations. Written information provided to any trustee shall be provided to all trustees. Regular reports added to the Board agenda shall require Board action.

The President/Superintendent shall act as the professional advisor to the Board in policy formation development and adoption.

Reference: Education Code Sections 70902(d), 72400; Accreditation Standard IV.B.1.j; IV.B.2
Adopted by Board of Trustees: 9/11/05
Former Bylaw #003: “Functions,” Adopted by Board of Trustees: 8/15/77
Amended: 11/18/85, 10/2/89, 1/11/93, 3/7/94, 12/2/96, 12/7/99
Former Policy #201: “Organization,” Adopted by Board of Trustees: 8/15/77
Amended: 1/8/90, 3/7/94
EVALUATION OF PRESIDENT/SUPERINTENDENT

The Board shall conduct an evaluation of President/Superintendent at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the President/Superintendent as well as this policy.

The Board shall evaluate the President/Superintendent using an evaluation process developed and jointly agreed to by the Board and the President/Superintendent. Input from the general college community may also be invited on a periodic basis.

The criteria for evaluation shall be based on board policy, the President/Superintendent’s job description, and performance goals and objectives developed in accordance with Board Policy BP 2430.

See Administrative Procedure AP 2435

Reference: Accreditation Standard IV.B.1

Adopted by Board of Trustees: 9/11/05
PARTICIPATION IN LOCAL DECISION MAKING

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for board action and administrative procedures for the President/Superintendent’s action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the district:

Academic Senate (Title 5, Sections 53200-53206), Education Code Section 70902 (7), (14).

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

Staff (Title 5, Section 51023.5), Education Code Section 70902 (7), (14).

Staff shall be provided with opportunities to participate in the formulation and development of district policies and procedures that have a significant effect on staff. The opinions and recommendations of the College Council, Administrative Team, and Combined Cabinet will be given every reasonable consideration.

Students (Title 5, Section 51023.7), Education Code Section 70902 (7), (14).

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on district committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

See Administrative Procedure AP 2510.
Reference: Education Code Section 70902(b)(7) (14); Title 5, Sections 53200 et seq., (Academic Senate), 51023.5 (staff), 51023.7 (students); Accreditation Standard IV.A

Adopted by Board of Trustees: 9/11/05
Former Bylaw #002: “Authority and Powers,” Adopted by Board of Trustees: 8/15/77
Amended: 1/11/93
Former Policy #202: “Governance and Decision Making,” Adopted by Board of Trustees: 8/15/77
Amended: 6/6/94, 11/7/94
CODE OF ETHICS/STANDARDS OF PRACTICE

The Board maintains high standards of ethical conduct for its members. The Board of Trustees adopts the following Trustee Code of Ethics as a guide to individual Trustees and as standards for use in periodic evaluation of its collective performance. Trustees shall comply with the letter and spirit of all applicable laws and shall strive to: Members of the Board are responsible to:

Code of Ethics:

A. Protect the interests of students in every decision and assure the opportunity for high-quality education for every student.
B. Use the powers of the office honestly and constructively, communicating and promoting the needs of the community to the College, and the needs of the College to the community.
C. Avoid situations which have or appear to have potential for personal gain, and to act honestly and openly at all times.
D. Recognize that the primary duty of the Board is to represent the entire college District with awareness at all times of special needs of each of the center/instructional sites.
E. Act only in the best interests of the entire community.
F. Maintain an atmosphere in which controversial issues can be debated openly and fairly, protecting the dignity of individuals.
G. Respect others; act with civility.
H. Base decisions upon all available facts in each situation, vote their honest conviction, and abide by the final majority decision of the Board.
I. Recognize that the information and deliberation of the Board in closed session must not be disclosed or discussed with anyone else without the prior approval of the Board.
J. Follow the Board’s policies and procedures and the orderly agenda of the District.

Standards of Practice:

A. Be informed about the District, educational issues, and responsibilities of trusteeship.
B. Devote adequate time to Board work.
C. Use appropriate channels of communication.
D. Prevent conflicts of interest and the perception of conflicts of interest.
E. Respect the letter and intent of the Ralph M. Brown Act, taking official actions in public sessions.
F. Ensure public input into Board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
G. Maintain the confidentiality of privileged and Closed Session information.
H. Exercise authority only as a Board.
I. Delegate authority to the President/Superintendent as the Board chief executive officer and confine Board action to policy determination, planning, performance evaluation, and maintaining the fiscal stability of the District.
J. Employ a competent, productive faculty, administration, and staff, giving them confidence and support; when that is not possible, accept the responsibility for changing personnel, and restoring confidence.
J. Shape the direction of the District through strategic planning, setting goals and priorities and annually evaluating the President/Superintendent’s performance in furthering the mission of the District.

K. Recognize the importance of understanding and evaluating the educational program of the District and of providing for long-term educational planning.

L. Refrain from interference in administrative areas.

The President of the Board is responsible to address charges or perceptions of violations, what steps will be taken to examine and address both legal and ethical violations, and possible consequences of violations.

The President/Superintendent and Board President are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of the Board’s Code of Ethics policy will be addressed by the President of the Board, who will first discuss the violation with the Trustee to reach a resolution. If resolution is not achieved and further action is deemed necessary, the President may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Board officers (or committee) and may include a recommendation to the Board to censure the Trustee. If the President of the Board is perceived to have violated the code, the Vice President of the Board is authorized to pursue resolution.

Reference: Accreditation Standard IV.B.1.a, e, & h

Adopted by Board of Trustees: 9/11/05
Amended: 4/3/06
Former Bylaw #003: “Functions,” Adopted by Board of Trustees: 8/15/77
Amended: 11/18/85, 10/2/89, 1/11/93, 3/7/94, 12/2/96, 12/7/99
EMPLOYEE MICROCOMPUTER PURCHASE PROGRAM

The District recognizes the benefits of computer technology in the curriculum and support-staff activities. It also recognizes the need to assist its faculty and staff to become more computer literate. To achieve that goal, the District will designate $50,000 of the General Fund balance to be used for "interest free" loans to faculty and staff for the purchase of microcomputer hardware, software, and related equipment.

The qualifications and procedures are to be specified in the succeeding Administrative Regulation.

Former Board of Trustees Policy No. 608, number change only on June 5, 2012
Adopted by Board of Trustees: November 6, 1995
EMPLOYEE MICROCOMPUTER PURCHASE PROGRAM

The Employee Microcomputer Purchase Program will be administered by the Vice President, Business Services. To participate in this program, the following qualifications and procedures must be met:

QUALIFICATIONS:
Participants must be permanent employees of the District.

Participants are only entitled to one outstanding loan at a time and may not amend an existing loan by adding additional equipment to the schedule.

PROCEDURES:
The District will allocate $50,000 as initial seed money for the program.

The loan is interest free and the term cannot exceed 24 months.

The total loan amount shall be a minimum of $1,000 and shall not exceed $3,500.

Participants must pay a down payment of 10% of the total estimated purchase price.

A one-time handling fee of $30 will be assessed for all approved applications.

Funds will be awarded on a "first-come first-serve" basis.

At the time of purchase participants are required to sign a promissory note.

The District will provide the participant a straight-line amortization schedule for the duration of the loan.

The borrower will authorize the District to automatically deduct the periodic payments from his/her monthly pay. The total amount borrowed will be divided by the number of checks the employee is scheduled to receive in a 24 month period.

Former Administrative Regulation No. 608.01, number change only on June 5, 2012
Approved: November 6, 1995
PREVENTION OF IDENTITY THEFT IN STUDENT FINANCIAL TRANSACTIONS

College of the Redwoods District has an Identity Theft Prevention Program (ITPP) and is committed to ensuring the security of financial transactions.

The purpose of the ITPP is to control reasonably foreseeable risks to students from identity theft, by providing for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft.

The President/Superintendent or designee shall assure that the security of financial transactions complies with the Fair and Accurate Credit Transactions Act.

See Administrative Procedure AP 5800.

Reference: Fair and Accurate Credit Transactions Act, (15 U.S.C. 1681m(e))

Date of Adoption:
I. The purpose of the Identity Theft Prevention Program is to provide information that will assist individuals in detecting, preventing, and mitigating identity theft in connection with the opening of a “covered account” or any existing “covered account” or who believe that a security incident has occurred, and to provide information for the reporting of a security incident.

II. Definitions:
- **Account**: Any relationship to obtain a product or service that a customer may have with the District.

- **Covered Account**: An account that involves multiple payments or transactions.

- **Creditor**: Government entities who defer payment for goods or services. Examples of activities that would indicate the District/college as a creditor would include: Participation in the Federal Perkins Loan Program; Offering institutional loans to students, faculty, or staff; Offering a plan for payment of tuition or fees throughout the semester, rather than requiring full payment at the beginning of the semester, and Emergency loans.

- **Personal Information**: Specific information that represents a legal or personal identity or that could result in public impersonation of identity or identity theft if such information were stolen or compromised. This would also consist of using information in combination with one or more data elements when either the name or elements are not encrypted or redacted. Sensitive personal information includes but may not be limited to the following:
  - Legal name (first, last, middle).
  - Full date of birth.
  - Social security number.
  - Driver’s license number.
  - Datatel ID.
  - Financial account number.
  - Password.
  - Home address.
  - Gender.
  - Race.
  - Medical information.
  - Payroll information.
Red Flag: A pattern, practice, or specific activity that indicates the existence of identity theft or possible attempted fraud via identity theft on covered accounts.

Security Incident: A collection of related activities or events, which provide evidence that personal information, could have been acquired by an unauthorized person.

III. Identification of Red Flags: In order to identify relevant red flags, the District considers the types of accounts that it offers and maintains, the methods provided to open accounts, the methods provided to access accounts, as well as previous experiences with identity theft.

The following categories are identified as red flags:

- Alerts, notifications or warnings from a consumer-reporting agency, including fraud alerts, credit freezes, or official notice of address discrepancies.

- The presentation of suspicious documents such as those appearing to be forged or altered, or where the photo ID does not resemble its owner, or an application that appears to have been cut up, reassembled, and photocopied.

- The presentation of suspicious personal identifying information such as a photograph or physical description on the identification that is not consistent with the appearance of the student presenting the identification; discrepancies in address, social security number, student ID, or other information on file; an address that is a mail-drop, a prison, or is invalid; a phone number that is likely to be a pager or answering service; and/or failure to provide all required information.

- Unusual use or suspicious account activity that would include material changes in payment patterns, notification that the account holder is not receiving mailed statement, or that the account has unauthorized charges.

- A request to mail something to an address that is not on file.

- Notice received from students, victims of identity theft, law enforcement, or other persons regarding possible identity theft in connection with covered accounts.
IV. Detection of Red Flags: The detection of red flags in connection with the opening of covered accounts and the processing of existing accounts can be made through internal controls such as:

- Obtaining and verifying the identity of a person opening and using an account.
- Authenticating the identity of students or staff.
- Monitoring transactions.
- Verifying the validity of change of address requests for existing covered accounts.

V. Response to Red Flags: The District’s Identity Theft Prevention Program shall provide for appropriate responses to detected red flags in order to prevent and mitigate identity theft. This would include:

- Monitoring covered accounts for evidence of identity theft.
- Denying access to a covered account until other information is available to eliminate the identified red flag or close the existing covered account.
- Notifying the customer.
- Changing any passwords, security codes, or other security devices that permit access to a covered account.
- Closing an existing account.
- Reopening a covered account with a new account number.
- Notifying law enforcement if suspected illegal activity.
- Determining if no response is warranted given the particular circumstances.

VI. Security Incident Reporting: An employee who believes that a security incident has occurred shall immediately notify their immediate management supervisor. After normal business hours, notification shall be made to the Campus Safety Office.

VII. Service Providers Oversight: The District remains responsible for compliance with the “red flag guidelines” when services are outsourced to a third party. The written agreement between the District and the third party service provider shall require the third party to have reasonable policies and procedures designed to detect relevant red flags that may arise in the performance of their service activities. The written agreement must also indicate whether the service provider is responsible for notifying the District of the detection of a red flag or if the service provider is responsible for implementing appropriate steps to prevent or mitigate identity theft.

VIII. Program Oversight: The President/Superintendent or designee shall be the program administrator. The administrator shall exercise appropriate and effective oversight over the Identity Theft Prevention Program and shall report regularly to the Board of Trustees on the program. The administrator is also responsible for developing,
implementing, and updating the Identity Theft Prevention Program, including the appropriate training of college and District employees regarding the program.

See Board of Trustee Policy BP 5800.

Reference: Fair and Accurate Credit Transactions Act, (15 U.S.C. 1681m(e))

Date of Adoption:
STUDENT EQUITY

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

See Administrative Procedure AP 5300

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

Adopted by Board of Trustees: xx/xx/xxxx
Former BP# 537 “Student Equity” Adopted by Board of Trustees November 7, 1994
The District shall have a student equity plan. The plan shall be filed as required with the Chancellor’s Office for the California Community Colleges, following approval by the Board of Trustees. The District’s Student Equity Plan will address:

- the active involvement of constituent groups on campus.
- involvement by appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups.
- campus-based research as to the extent of student equity.
- institutional barriers to equity.
- goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group.
- activities most likely to be effective to attain the goals, including coordination of existing student equity related programs.
- sources of funds for the activities in the plan.
- a schedule and process for evaluation of progress towards the goals.
- an executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the District will undertake to achieve the goals, the resources budgeted for that purpose, and
- the District officer or employee who can be contacted for further information.

The President/Superintendent is responsible for the implementation of the Plan and shares joint responsibility with the Senate for the collective promotion of the plan and its activities through the Student Equity Plan Committee. General oversight continues throughout the year under the supervision of the Chief Student Services Officer. The Student Equity Plan Committee updates the Plan, after at least one annual cycle, and promotes the Plan and reports its progress annually to the Board of Trustees, the Academic Senate and College Council. The Student Equity Plan Committee Chair shall be appointed by the President / Superintendent from the membership as stipulated in the Plan:

- The President/Superintendent
- Co-President of the Academic Senate
- College Council Representative
- Two additional members appointed by the College Council
- Vice President of Instruction, Chief Instructional Officer
- Vice President of Student Services, Chief Student Services Officer
- One Senator of the Academic Senate
- One individual from the administrative team of the College
- Two members of the Associated Students of College of the Redwoods (ASCR)

Reference: Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title 5, Section 54220
Approved: XX/XX/XXXX
New Administrative Procedure
OCCUPATIONAL/VOCATIONAL TECHNICAL PROGRAMS

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

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

1. Advisory Committees shall fulfill the following roles:

   - Review the goals and objectives of the program while focusing on the College Mission, Vision, and Values.
   - Provide input to ensure that the program meets the present and future needs of the business/industry sector they represent in the community.
   - Review Student Learning Outcomes (SLO) and Program Learning Outcomes (PLO) for relevance of education and training needed by the business/industry sector they represent in the community.
   - Provide faculty and administration with appropriate information about trends and changes in the business/industry sector they represent in the community.
   - Enhance public relations by developing community understanding and support for the program.

2. Advisory Committee Member Appointment/Approval Process:

   Prior to the end of the spring semester:

   - Advisory Committee members for the next academic year are nominated by program faculty, department chairs, or members of the community.
   - Nominations are discussed between faculty and the division dean.
   - Committee member recommendations are then forwarded to the president for appointment to the committee.
3. Committee Chair:
   - The committee chair shall be an industry representative.
   - In the case of large advisory committees, members may elect one or two chairpersons.
   - In the case of a co-chairperson, a faculty member shall serve as co-chair.
   - Program faculty are resource persons for the committee and shall not serve as voting members.

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

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

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

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

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

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

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

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

12. Committee membership should include middle school and high school instructors identified in program pathways and articulation.

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

14. College of Redwoods employees or relatives of program faculty and staff may not serve as voting Advisory Committee members.
College of the Redwoods requires that the competence of students completing vocational and occupational programs be documented through successful completion of rigorous written and hands-on assessment based on established course level and program level learning outcomes.

References: Title 5, Sections 55600 et seq.

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

COLLEGE OF THE REDWOODS

Board of Trustees Policy No. 903

EDUCATIONAL PROGRAM ADVISORY COMMITTEES

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

Advisory committees shall fulfill the following roles:

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

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

— 3. Review standards of student achievement and help to place students.
   — Advisory committees provide input on setting standards for the training of students. When students have successfully completed a program, advisory committees help to obtain employment for students.
4. Provide guidance and technical support for faculty. Advisory committees provide technical assistance to the faculty. The committees provide up-to-date information regarding changing technology and may provide important assistance to new faculty.

5. Enhance public relations. An advisory committee is the College of the Redwoods way of ensuring that the program meets the present and future needs of the community. It emphasizes the natural and historic link between the college and the community. The establishment of advisory committees also recognizes that the greatest asset any educational system can have is an enthusiastic and well-served public.

Advisory committees shall operate under the following guidelines:

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

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

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

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

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

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

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

Adopted by the Board of Trustees: August 15, 1977
Amended: June 3, 1996