

**Citrus Community College District
Steering Committee**

REVISED AGENDA

**Monday, May 13, 2013
2:45 – 4:00 p.m.**

Louis E. Zellers Center for Innovation Community Room

I. CALL TO ORDER, CHAIR
Geraldine M. Perri, Ph.D.

II. APPROVAL OF MINUTES
April 22, 2013

III. OLD BUSINESS

IV. NEW BUSINESS
Action Items

1. Board Policy 2015 Student Trustee– Robert Sammis
2. Board Policy 2110 Vacancies on the Board – Robert Sammis
3. Board Policy 2315 Closed Session – Robert Sammis
4. Board Policy 2345 Public Participation at Board Meetings – Robert Sammis
5. Board Policy 2350 Speakers Addressing the Board – Robert Sammis
6. Board Policy 2365 Recording – Robert Sammis
7. Board Policy 2750 Board Technology Use and Support – Robert Sammis
8. Board Policy 3280 Grants – Irene Malmgren
9. Board Policy 4226 Multiple and Overlapping Enrollments – Irene Malmgren
10. Board Policy 4260 Prerequisites, Co-Requisites, and Advisories – Irene Malmgren

Informational

11. Administrative Procedure 2015 Student Trustee– Robert Sammis
12. Administrative Procedure 2110 Vacancies on the Board – Robert Sammis
13. Administrative Procedure 2345 Public Participation at Board Meetings – Robert Sammis
14. Administrative Procedure 2712 Conflict of Interest Code – Robert Sammis
15. Administrative Procedure 3280 Grants – Irene Malmgren
16. Administrative Procedure 4222 Remedial Coursework – Irene Malmgren
17. Administrative Procedure 4226 Multiple and Overlapping Enrollments – Irene Malmgren

18. Administrative Procedure 4260 Prerequisites, Co-Requisites, and Advisories – Irene Malmgren
19. College of Completion Literature Discussion: “*American Higher Education: First in the World*”. Kanter, M. (2011). – Patrick Borja

V. REPORTS/QUICK UPDATES

- a. Educational Programs – Dr. Irene Malmgren
- b. Student Services – Dr. Arvid Spor
- c. Physical/Financial Services – Ms. Carol Horton
- d. Human Resources – Dr. Robert Sammis
- e. Information Technology – Ms. Linda Welz
- f. Institutional Research – Dr. Lan Hao
- g. Institutional Effectiveness Committee – Dr. Lan Hao
- h. External Relations – Ms. Paula Green
- i. Academic Senate President – Mr. Jim Woolum
- j. ASCC Representatives – Mr. Andy Navarro
- k. Classified – Ms. Cathy Napoli
- l. Supervisors/Confidential President – Mr. Tedd Goldstein
- m. Student Learning Outcomes Assessment Coordinator – Mrs. Roberta Eisel
- n. Other reports
- o. Superintendent/President – Geraldine M. Perri, Ph.D.

If requested, the agenda shall be made available in appropriate alternate formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, for whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public hearing.

Requests should be submitted to Patricia Robidoux, Steering Committee Recording Secretary at (626) 914-8821 no later than 12 p.m. on the Friday prior to the Steering Committee meeting.

STEERING COMMITTEE MEMBERS

CHAIR – Dr. Geraldine M. Perri, Superintendent/President

STANDING COMMITTEE CHAIRS

1. Roberta Eisel, Interim Student Learning Outcomes Assessment Coordinator
2. Paula Green, External Relations
3. Lan Hao, Institutional Research and Institutional Effectiveness Committee
4. Carol Horton, Physical/Financial Resources
5. Irene Malmgren, Educational Programs
6. Robert Sammis, Human Resources Services
7. Arvid Spor, Student Services
8. Linda Welz, Information Technology

CLASSIFIED REPRESENTATION

1. Robert Coutts
2. Cathy Napoli

SUPERVISORS/CONFIDENTIAL

1. Tedd Goldstein

FACULTY REPRESENTATION

1. Patrick Borja
2. Jackie Boxley
3. Linda Chan
4. Roberta Eisel
5. John Fincher
6. Michael Hillman
7. Dennis Korn
8. Beverly Van Citters
9. Lisa Villa
10. Jim Woolum

STUDENT REPRESENTATION

1. Farihah Chowdhury
2. Andy Navarro

RECORDING SECRETARY

Patricia Robidoux

DRAFT
CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
April 22, 2013

Present:

| | |
|---|---|
| Patrick Borja, Faculty | Irene Malmgren, Academic Affairs |
| Linda Chan, Adjunct Faculty | Cathy Napoli, Classified |
| Fariyah Chowdhury, ASCC | Andres Navarro, ASCC |
| Robert Coutts, Classified | Geraldine Perri, Superintendent/President |
| Roberta Eisel, Faculty | Robert Sammis, Human Resources |
| Tedd Goldstein, Supervisor/Confidential | Arvid Spor, Student Services |
| Paula Green, External Relations | Linda Welz, Information Technology |
| Dennis Korn, Faculty | Jim Woolum, Academic Senate |
| Lan Hao, Institutional Research | Lisa Villa, Faculty |

Absent:

Jackie Boxley, Gunnar Eisel, John Fincher, Brandi Garcia, Mike Hillman, Carol Horton, Beverly Van Citters

Call to Order

Dr. Perri called the meeting to order at 2:46 p.m. in the Louis E. Zellers Center for Innovation Community Room.

Minutes

Linda Chan moved that the minutes of April 8, 2013 be approved as corrected. The motion was seconded by Lisa Villa. The motion was unanimously approved.

Old Business

None.

New Business – Action Items

Dr. Perri led group through review of policies:

1. Board Policy 6450 Wireless or Cellular Telephone Use
2. Board Policy 6700 Civic Center and Other Facilities Use

Jim Woolum moved approval of BP 6450 and BP 6700. The motion was seconded by Dr. Spor and was unanimously approved.

New Business – Informational Items

Dr. Perri led discussion and review of the following:

1. Administrative Procedure 6450 Wireless or Cellular Telephone Use
2. Administrative Procedure 6550 Disposal of District Property
3. Administrative Procedure 6700 Civic Center and Other Facilities Use

4. Administrative Procedure 3560 Alcoholic Beverages
Mrs. Eisel suggested the addition of an index to reference all other policies and procedures relating to alcohol on the campus. It was agreed upon to do so.
5. 2013-2014 Steering Committee Meeting Calendar – Dr. Geraldine Perri introduced the recommended calendar for the Steering Committee Meetings for 2013-2014. There were no changes made to the calendar.
6. ARCC 2013 Presentation – Dr. Lan Hao presented the new ARCC report, which was released on April 9th. She demonstrated how to access the report online and explained the methods used for the calculation of each category.

There was discussion as to whether the student information numbers presented for Citrus were representative of the five districts served by the college.

Dr. Hao touched on the some major changes and key points to the newest version of the ARCC report. One was the change of persistence calculation and the other was the separation of the 2006-07 cohort into two separate categories: prepared and unprepared students. Citrus scores were compared to statewide numbers and explanations for variances were discussed.

Dr. Hao reviewed the three momentum measures. Two new milestone measures were included in this version of the ARCC report. The first was persistence, or the measurement of the over 2,000 students who started as freshman in 2006-07 and enrolled in three consecutive semesters. At 68.6%, Citrus was higher than the statewide of 65.8%.

The other major addition was the inclusion of performance indicators by level of the first English or math class those in the cohort attempted. Students attempting college level English or math were labeled as prepared, others were labeled as unprepared. Statewide scores showed that unprepared students were more persistent than prepared students. Citrus scores followed this trend.

In the category tracking the earning of any 30 units or more, Citrus' unprepared population was very close to the state average. The prepared group lagged further behind the state average. It was unknown what percentage of students were classified as full-time vs. part-time, prompting the discussion of the relevancy of student status to completing 30 units in the measured period.

Due to the removal of transfer-directed students from the Completion category in the new study, every college experienced a drop in this particular score. Despite this, Dr. Hao stated that this measure demonstrated that Citrus was serving its basic skills students well.

The remedial category tracked students who progressed from basic skills to college level. There was discussion as to whether the changes in the Citrus English and math curriculum and the change in sequencing impacted these scores.

In the area of Career Technical Education, Citrus scored 13% higher than state average.

Other factors discussed included how differing sample sizes at each campus make campus to campus comparisons difficult; the Scorecard was broken out demographically, which is new for this ARCC Report; and that economic data was not a factor in selecting college peer groupings.

7. College of Completion Literature Discussion: “*Access, Success, and Completion: A Primer for Community College Faculty, Administrators, Staff, and Trustees*”. O’Banion (2013). Dr. Lan Hao presented an executive summary of the above monograph, stating it was very comprehensive and philosophical. In it, Dr. O’Banion introduced two major concepts: The student success pathway; and guidelines for institutional success and student success. Dr. Hao led the group through a review of each set of guidelines and facilitated discussion points.

Reports and Quick Updates

Educational Programs

Dr. Malmgren reported that EPC had not met, but that VETA funds had been received and reflected a minimal reduction.

Student Services

No report.

Physical/Financial Services

No report.

Information Technology

No report.

Institutional Research and Planning

No report

Institutional Effectiveness

Dr. Hao stated that the IEC had met and reviewed draft surveys for both institutional support and instructional support programs. The surveys were scheduled to go out shortly.

External Relations

Ms. Green announced that Citrus College was presented with the CCPRO (Community College Public Relations Organization) Award for two Citrus promotional videos. The college received a 1st Place award for the Convocation Video; and 2nd Place for the Veterans Program Video. She stated that the videos were available to view on our website.

Academic Senate

Mr. Woolum reported that he, Ms. Villa, and Ms. Chan had attended the 3-day Academic Senate Spring Plenary in San Francisco. Areas discussed during Plenary included a request for the Chancellor’s Office to review its legal opinion regarding cheating. The Senate is in favor of reinstating the ability to issue a failing grade for the class in instances of aggravated cheating. Currently, students receive the loss of a grade for the one event.

Mr. Woolum stated that another discussion centered on the Disciplines List. It was decided to include a new discipline in Kinesiology. However, the request to add Teacher Preparation was defeated following debate.

He also reported that June 2014 is the deadline to align all transfer degree course identifiers through C-ID.

A link to the complete list of resolutions considered during Plenary will be placed on the Academic Senate webpage.

ASCC

Mr. Navarro reported that ASCC is busy planning the upcoming spring fest, which will be a music and art festival. He also reminded everyone that representatives from ASCC would be traveling to northern California this week to participate in the Student Senate of California Community Colleges General Assembly.

Classified

Mrs. Napoli stated that CSEA was busy reviewing the five scholarship applications received. She reported that it was expected that each applicant would receive \$300 from the funds raised during the holiday dessert event.

Supervisor/Confidential

No report.

Student Learning Outcomes

No report.

Human Resources

No report.

Superintendent/President

Dr. Perri announced that Dr. Solheim was the recipient of this year's Distinguished Faculty Award and that both he and Claudia Pohl would be presenting their sabbaticals at a forum next Monday. She invited everyone to attend. She also reported that she had the opportunity to attend the Glendora Citizen of the Year event honoring Thom Hill, who has a long history at Citrus College.

Adjournment

There being no further business before the committee, the meeting was adjourned at 4:03 p.m.

CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee

| | | | |
|-----------------|-----------------------------------|--------------|---|
| TO: | Steering Committee | Action | X |
| DATE | May 13, 2103 | Resolution | |
| SUBJECT: | BP/AP 2015 Student Trustee | Information | |
| | | Enclosure(s) | X |

BACKGROUND

The District's Board policies and procedures are regularly reviewed and updated to align with the recommendations developed in conjunction with the Community College League of California (CCLC).

BP/AP 2015 Student Trustee was revised to align the number of semester units required to be eligible to serve as a student trustee as required by the provisions of the Education Code 72023.5. The Board reviewed the revisions at a work session on April 2, 2013.

This item was prepared by Patricia Robidoux, Administrative Assistant, Superintendent/President's Office.

RECOMMENDATION

Authorization is requested to approve BP 2015 Student Trustee

Robert Sammis
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Item No. _____

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2015 STUDENT TRUSTEE

Reference: Education Code Section 72023.5

The Board shall include one non-voting student member. The term of office shall be one year commencing May 15.

~~The student member shall be a resident of California at the time of nomination and during the term of service.~~ The student member shall be enrolled in seven ~~five~~ or more semester units of study and maintain a 2.5 grade point average (GPA) in the District at the time of nomination and throughout the term of service per the requirements set forth by the Associated Students of Citrus College. The student member is not required to give up employment with the District. The student member shall be a member of the Associated Students in good standing.

The student member shall be seated with the Board of Trustees and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session).

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|----------------|----------|
| Board Approved | 11/18/08 |
| Amended | 02/19/09 |
| Board Approved | 04/07/09 |
| Desk Review | 01/18/12 |
| Amended | |

NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by **shading**.

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

AP 2015 STUDENT TRUSTEE/STUDENT TRUSTEE ELECT

Reference: Education Code Section 72023.5
 Associated Students of Citrus College Constitution and By-laws

The Student Trustee shall have the following responsibilities:

- Be a member of the Citrus Community College District Board of Trustees and attend all regularly scheduled meetings
- Fulfill all responsibilities of a Board of Trustees member according to the California Education Code
- Represent the interests of the entire community with a particular emphasis on the perspectives of present and future students of Citrus College
- In the absence of a Student Trustee Elect, attend all ASCC Executive Board Meetings and report on the action of the Board of Trustees
- Maintain ~~seven~~ **five** or more units of study with a grade point average of 2.5 per the constitution and by-laws of the Associated Students of Citrus College.

The Student Trustee Elect must:

- Attend all Citrus Community College District Board of Trustees Meetings
- Attend all ASCC Executive Board Meetings
- Report at the Board of Trustees and Associated Students Executive Board Meetings in the absence of the Student Trustee, and succeed to that office upon the resignation or disqualification of the Student Trustee
- Maintain ~~seven~~ **five** or more units of study with a grade point average of 2.5 per the constitution and by-laws of the Associated Students of Citrus College.

Board Approved 03/17/09
Desk Review 01/18/12
Amended

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CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee

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|-----------------|--|--------------|--|
| TO: | Steering Committee | Action | <u> X </u> |
| DATE | May 13, 2103 | Resolution | <u> </u> |
| SUBJECT: | BP/AP 2110 Vacancies on the Board | Information | <u> </u> |
| | | Enclosure(s) | <u> X </u> |

BACKGROUND

The District's Board policies and procedures are regularly reviewed and updated to align with the recommendations developed in conjunction with the Community College League of California (CCLC).

BP/AP Vacancies on the Board was revised to outline the procedures for provisional appointments to the Board of Trustees. The Board reviewed the revisions at a work session on April 2, 2013.

This item was prepared by Patricia Robidoux, Administrative Assistant, Superintendent/President's Office.

RECOMMENDATION

Authorization is requested to approve BP 2110 Vacancies on the Board

Robert Sammis
Recommended by

 /
Moved Seconded

Aye__Nay__Abstained__

Item No._____

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2110 VACANCIES ON THE BOARD

References: Education Code Sections 5090 et seq.;
 Government Code Section 1770

Vacancies on the Board of Trustees may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board of Trustees shall be governed by Education Code Section 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Board of Trustees shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for Board of Trustee members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority vote of the Board members at a public meeting.

~~The Superintendent/President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board of Trustees will determine the schedule and appointment process, which may include interviews at a public meeting.~~

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|--------------------------|----------|
| Board approved | 11/18/08 |
| Desk Review – No Changes | 06/16/11 |

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CITRUS COMMUNITY COLLEGE DISTRICT BOARD

AP 2110 VACANCIES ON THE BOARD

References: Education Code Sections 5090 et seq.;
Government Code Sections 1770 and 6061

In response to a vacancy on the Board of Trustees caused by any event specified in Board Policy 2110, the Board of Trustees shall either order an election or make a provisional appointment to fill the vacancy.

Provisional Appointments

In the event the Board of Trustees determines to proceed with a provisional appointment to fill a vacancy on the Board of Trustees, the Trustees may proceed by: 1) Determining the provisional appointee by a majority vote of the members of the Board of Trustees at a public meeting; or, 2) Determine to follow the procedure in Sections (A), (B) and (C) below. Under either option, the Board of Trustees, upon the selection of a provisional appointment, shall follow Section (D) below.

A) Posting the Vacancy

When the Board of Trustees determines to fill the vacancy by appointment, the College Superintendent/President shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the District and at least once in a newspaper publication of general circulation. The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidate. Persons applying must meet the qualifications required by law for members of the Board of Trustees.

B) Applying for an Appointment

Persons applying for appointment to the Board of Trustees shall receive a letter from the College Superintendent/President containing information about the College and the Board of Trustees, including a candidate information sheet to be completed and returned by a specific date.

NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by **shading**.

C) Candidate Interviews

The Board of Trustees may request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose. Each member of the Board of Trustees will review all candidate information sheets, with final selection made by a majority vote of the members of the Board of Trustees at a public meeting called for that purpose.

D) Public Notice

Whenever a provisional appointment is made, the Board of Trustees shall, within ten days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the District. It shall also publish a notice at least once in a newspaper of general circulation.

The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the Board of Trustees, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the Office of the Los Angeles County Superintendent of Schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

A provisional appointment confers all powers and duties of a Board member upon the appointee immediately following his or her appointment.

E) Terms of Office

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for Board members.

Board Approved 03/17/09
Desk Review 01/18/12
Amended

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CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee

| | | | |
|--|--------------------|--------------|-----------------------------|
| TO: | Steering Committee | Action | <u>X</u> |
| DATE | May 13, 2103 | Resolution | <u> </u> |
| SUBJECT: BP 2315 Closed Session | | Information | <u> </u> |
| | | Enclosure(s) | <u>X</u> |

BACKGROUND

The District's Board policies and procedures are regularly reviewed and updated to align with the recommendations developed in conjunction with the Community College League of California (CCLC).

BP 2315 Closed Session revision adds an additional instance for which discussion may be included in a closed session. The Board reviewed the revisions at a work session on April 2, 2013.

This item was prepared by Patricia Robidoux, Administrative Assistant, Superintendent/President's Office.

RECOMMENDATION

Authorization is requested to approve BP 2315 Closed Session.

Robert Sammis
Recommended by

 /
Moved Seconded

Aye__Nay__Abstained__

Item No. _____

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2315 CLOSED SESSIONS

References: Education Code Section 72122;
 Government Code Sections 54956.8, 54956.9, 54957, 54957.6,
 and 11125.4

Closed sessions of the Board of Trustees shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code, and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least 24 hours written notice of the closed session;
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- provide direction to the District's designated representative regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its unrepresented employees.
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous; and/or
- consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board of Trustees shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records, or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board of Trustees or by law.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Superintendent/President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board of Trustees. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

Also see ~~BP 2715 titled Code of Ethics/Standards of Practice~~

Board Approval 04/07/09
Desk Review 01/18/12
Amended

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CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee

| | | | |
|-----------------|--|--------------|-------|
| TO: | Steering Committee | Action | X |
| DATE | May 13, 2103 | Resolution | _____ |
| SUBJECT: | BP/AP 2345 Public Participation at Board Meetings | Information | _____ |
| | | Enclosure(s) | X |

BACKGROUND

The District's Board policies and procedures are regularly reviewed and updated to align with the recommendations developed in conjunction with the Community College League of California (CCLC).

BP/AP 2345 Public Participation at Board Meetings revisions incorporate the intent of BP/AP 2350 Speakers Addressing the Board; clarify the procedures by which members of the public can address the Board; and to ensure compliance with legal standards. The Board reviewed the revisions at a work session on April 2, 2013.

This item was prepared by Patricia Robidoux, Administrative Assistant, Superintendent/President's Office.

RECOMMENDATION

Authorization is requested to approve BP 2345 Public Participation at Board Meetings.

Robert Sammis
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Item No. _____

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS

References: Education Code Section 72121.5;
Government Code Sections 54954.3 and 54957.5

The Board shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of ~~two~~ **three** ways:

1. There will be a time at each regularly scheduled ~~Board~~ **Board** meeting for the general public to discuss items not on the agenda.

Members wishing to present such items shall submit a written request at the beginning of the meeting to the ~~Superintendent/President~~ **recording secretary** that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken by the Board on such items.

2. Members of the public may place items on the prepared agenda in accordance with Board Policy 2340 titled Agendas.

A written summary of the item must be submitted to the **Office of the Superintendent/President** at least ~~72 hours~~ **five working days** prior to the Board meeting to assure compliance with the Brown Act. The summary must be signed by the initiator and ~~contain state~~ his or her ~~residence or business address and~~ organizational affiliation, if any.

3. Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the Board meeting. Written communication regarding items on the Board's agenda should reach the Office of the Superintendent/President no later than seven working days prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain ~~the residence or business address of the author and~~ the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.

Claims for damages are not considered communications to the Board of Trustees under this rule, but shall be submitted to the District.

Board Approved 11/18/08

Desk Review 06/16/11

(Replaces BP 2350 Speakers Addressing the Board)

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CITRUS COMMUNITY COLLEGE DISTRICT BOARD

AP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS

References: Education Code Section 72121.5:
Government Code Section 54954.2

All meetings of the Citrus College Board of Trustees are **limited public forum** meetings not to be construed as public forums. The conduct of all those attending the meeting or addressing the Board shall be conducted in an orderly manner. These procedures establish a protocol in addressing the Board.

Procedure for Addressing the Board of Trustees:

Persons may address the Board of Trustees either on an agenda item or on matters of interest to the public that are within the subject matter jurisdiction of the Board of Trustees.

General Public Comments:

Persons wishing to speak to matters not on the agenda shall do so at the time designated on the agenda for public comment.

To address the Board of Trustees under the Public Comment section of the agenda, individuals shall complete the *Request to Address Board of Trustees* card and submit the card to the recording secretary prior to the Board of Trustees reaching the public comment section of the agenda.

Comments Relating to a Specific Agenda Item:

Persons wishing to speak to a specific agenda item may do so at the time the specific item is under consideration by the Board of Trustees. Any such public comment will be heard before a vote is called on the item.

To address the Board of Trustees as to a specific agenda item, individuals shall complete the *Request to Address Board of Trustees* card and submit the card to the recording secretary prior to the Board of Trustees reaching the particular agenda item.

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Time Limit for Speakers

- Those wishing to address the Board will be given five minutes **per topic or agenda item** unless the time limit is waived by the Board President and may be shorter when there are a large number of speakers to be heard. The total amount of time allocated for public speakers to address matters during the public comment section of the agenda or for any specific agenda item is a maximum of thirty minutes.
- Those addressing the Board will be seated at a table with microphone after acknowledgement by the Board President.
- The speaker will give his/her name, ~~address~~, and affiliation, **if any**.

Conduct of Speakers

- Undue interruption or other interference with the orderly conduct of the Board meeting will not be tolerated. ~~Speakers may only address the Board during the public presentation period.~~
- Defamatory remarks or profanity will not be allowed. The Board President may terminate a speaker's privilege of address if he/she persists in improper conduct or remarks.
- ~~Remarks by any person addressing the Board which reflect adversely upon the political, religious, or economic views, character, or motives of any person are out of order in a public meeting.~~
- Board members may interrupt a speaker at any time to ask questions or make comments as necessary to clarify the discussion.
- The Board President may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board of Trustees under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
- No member of the public may speak without being recognized by the Board President.
- Each speaker coming before the Board of Trustees is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.

NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.

Complaints Concerning College Personnel

~~Citrus College places trust in its employees in their efforts to carry out their jobs and desires to support their actions in such a manner that employees are free from unfounded or unsubstantiated charges which might reflect upon the employee's loyalty, morals, professional ethics, professional conduct, and/or competency.~~

~~No person will present, verbally or discuss at any meeting of the Board, charges or complaints against individual employees of the District. All such charges or complaints shall be presented to the Board through the Superintendent/President's office in writing. Such complaints must be signed, and the signature verified by valid identification (i.e. driver's license, student identification card).~~

- ~~• All such charges, if presented to the Board directly, shall be referred to the Superintendent/President for investigation and report.~~

The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts or omissions (Government Code section 54954.3). The Board may not prohibit public criticism of District employees.

Whenever a member of the public makes specific complaints or charges against an employee while addressing the Board, the Board President shall inform the speaker that it is the preference of the Board to receive such complaints in writing, or to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code section 54957. The Board President may also encourage the speaker, if he or she is the complaining party, to file a complaint using the appropriate district complaint procedure. However, the presentation of such complaints or charges to the Board by a recognized speaker shall not alone be grounds for declaring the speaker out of order.

Board Approved 03/17/09
Desk Review 01/18/12
Amended

NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by **shading**.

CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee

| | | | |
|----------|---------------------------------------|--------------|-----------------------------|
| TO: | Steering Committee | Action | <u>X</u> |
| DATE | May 13, 2103 | Resolution | <u> </u> |
| SUBJECT: | BP 2350 Speakers Addressing the Board | Information | <u> </u> |
| | | Enclosure(s) | <u>X</u> |

BACKGROUND

The District's Board policies and procedures are regularly reviewed and updated to align with the recommendations developed in conjunction with the Community College League of California (CCLC).

BP 2350 Speakers Addressing the Board provisions have been consolidated into BP/AP 2345 Public Participation at Board Meetings. The Board reviewed the revisions at a work session on April 2, 2013.

This item was prepared by Patricia Robidoux, Administrative Assistant, Superintendent/President's Office.

RECOMMENDATION

Authorization is requested to approve the removal of BP 2350 Speakers Addressing the Board.

Robert Sammis
Recommended by

 /
Moved Seconded

Aye __ Nay __ Abstained __

Item No. _____

~~CITRUS COMMUNITY COLLEGE DISTRICT BOARD~~

~~BP 2350~~ ~~SPEAKERS ADDRESSING THE BOARD~~

~~References:~~ ~~Education Code Section 72121.5;~~
~~Government Code Sections 54950 et seq.~~

~~Persons may speak to the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.~~

~~Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.~~

~~Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.~~

~~Those wishing to speak to the Board of Trustees are subject to the following:~~

- ~~• The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.~~
- ~~• Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.~~
- ~~• Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board of Trustees under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.~~
- ~~• Each speaker shall complete a written request to address the Board of Trustees at the beginning of the meeting at which they wish to speak. The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.~~
- ~~• No member of the public may speak without being recognized by the President of the Board.~~
- ~~• Each speaker will be allowed a maximum of five minutes per topic. Thirty minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board meeting. With a majority vote of the Board of Trustees, additional time to hear speakers may be scheduled at the end of the meeting.~~

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- ~~Each speaker coming before the Board of Trustees is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.~~

~~Board Approved~~ ~~11/18/08~~

~~Desk Review~~ ~~01/18/12~~

NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.

CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee

| | | | |
|-----------------------------------|--------------------|--------------|-----------------------------|
| TO: | Steering Committee | Action | <u>X</u> |
| DATE | May 13, 2103 | Resolution | <u> </u> |
| SUBJECT: BP 2365 Recording | | Information | <u> </u> |
| | | Enclosure(s) | <u>X</u> |

BACKGROUND

The District's Board policies and procedures are regularly reviewed and updated to align with the recommendations developed in conjunction with the Community College League of California (CCLC).

BP 2365 Recording revisions expand the term recordings to include both audio and video recordings. The Board reviewed the revisions at a work session on April 2, 2013.

This item was prepared by Patricia Robidoux, Administrative Assistant, Superintendent/President's Office.

RECOMMENDATION

Authorization is requested to approve BP 2365 Recording.

Robert Sammis
Recommended by

 /
Moved Seconded

Aye__Nay__Abstained__

Item No. _____

**CITRUS COMMUNITY COLLEGE DISTRICT
BOARD**

BP 2365 RECORDING

References: Education Code Section 72121(a);
 Government Code Sections 54953.5 and 54953.6

~~If a Board meeting is recorded, the recording~~ Any audio or video recording of an open and public Board meeting made by or at the direction of the Board of Trustees, shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. The Superintendent/ President is directed to enact administrative procedures to ensure that any such recordings are maintained for at least 30 days following the taping or recording.

Persons attending an open and public meeting of the Board of Trustees may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board of Trustees finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

Board Approved 11/18/08
Desk Review – No Changes 06/16/11
Amended

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CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee

| | | | |
|-----------------|--|--------------|---|
| TO: | Steering Committee | Action | X |
| DATE | May 13, 2103 | Resolution | |
| SUBJECT: | AP 2712 Conflict of Interest Code | Information | |
| | | Enclosure(s) | X |

BACKGROUND

The District’s Board policies and procedures are regularly reviewed and updated to align with the recommendations developed in conjunction with the Community College League of California (CCLC).

AP 2712 Conflict of Interest Code revisions change the terms “agency” to “District”; “code” to “Administrative Procedure”; and “executive officer” to “Superintendent/President”. The Board reviewed the revisions at a work session on April 2, 2013.

This item was prepared by Patricia Robidoux, Administrative Assistant, Superintendent/President’s Office.

RECOMMENDATION

Informational only – no action required.

Robert Sammis
Recommended by

_____/_____
Moved Seconded

Aye__Nay__Abstained__

Item No. _____

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

AP 2712 CONFLICT OF INTEREST CODE

References: ~~Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503; Title 2 Sections 18730 et seq.~~

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code (hereinafter "Administrative Procedure") of the District. ~~this agency by reference.~~ This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code Administrative Procedure of this agency District.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the Superintendent/President ~~agency head~~; or his or her designee. The agency District shall make and retain a copy of all statements filed by its ~~Board Members, Governing Board Members, Alternate Board Members,~~ as appropriate, and its ~~agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director),~~ Superintendent/President and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency District shall retain the originals of statements for all other Designated Positions named in this Administrative Procedure. ~~the agency's conflict of interest code~~ All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code Administrative Procedure within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code Administrative Procedure already in effect. ~~A code~~ An Administrative Procedure so amended or adopted and promulgated requires the reporting of

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reportable items in a manner substantially equivalent to the requirements of article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 81000 et seq.

The requirements of a conflict of interest ~~code~~ Administrative Procedure are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

Section 1 – Definitions

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 California Code of Regulations Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest ~~code~~ Administrative Procedure.

Section 2 -- Designated Employees

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

Section 3 -- Disclosure Categories

This ~~code~~ Administrative Procedure does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this ~~code~~ Administrative Procedure in that same capacity or if the geographical jurisdiction of ~~this agency~~ the District is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq. In addition, this ~~code~~ Administrative Procedure does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest ~~code~~ Administrative Procedure for another ~~agency~~ District, if all of the following apply:

- A. The geographical jurisdiction of ~~this agency~~ this District is the same as or is wholly included within the jurisdiction of the other ~~agency~~ District;
- B. The disclosure assigned in the ~~code~~ Administrative Procedure of the other ~~agency~~ District is the same as that required under Article 2 of Chapter 7 of the Political Reform Act, Government Code Section 87200; and
- C. The filing officer is the same for both agencies. Such persons are covered by this ~~code~~ Administrative Procedure for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

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¹ Designated employees who are required to file statements of economic interests under any other agency's District's conflict of interest code Administrative Procedure, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code, Section 81004.

Section 4 -- Statements of Economic Interests

Place of Filing

The ~~code reviewing body~~ Office of the Superintendent/President, or other designated office, shall instruct all designated employees ~~within its code~~ as set forth in this Administrative Procedure to file statements of economic interests.² ~~with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²~~

Section 5 -- Statements of Economic Interests

Time of Filing

- (A) Initial Statements: All designated employees employed by the ~~agency~~ District on the effective date of this ~~code~~ Administrative Procedure, as originally adopted, promulgated and ~~adopted~~ approved by the ~~code reviewing body~~, shall file statements within 30 days after the effective date of this Administrative Procedure ~~code~~. Thereafter, each person already in a position when it is designated by an amendment to this ~~code~~ Administrative Procedure shall file an initial statement within 30 days after the effective date of the amendment.
- (B) Assuming Office Statements: All persons assuming designated positions after the effective date of this ~~code~~ Administrative Procedure shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.
- (C) Annual Statements: All designated employees shall file statements no later than April 1.
- (D) Leaving Office Statements: All persons who leave designated positions shall file statements within 30 days after ~~leaving office~~ leaving employment with the District.

Section 5.5 -- Statements for Persons Who Resign Prior to Assuming Office

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

- (1) File a written resignation with the appointing power; and
- (2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

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² See Government Code Section 81010 and 2 Cal. Code of Regs. Section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

Section 6 -- Contents of and Period Covered by Statements of Economic Interests

- (A) Contents of Initial Statements: Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of ~~the code~~ this Administrative Procedure and income received during the 12 months prior to the effective date of this Administrative Procedure ~~the code~~.
- (B) Contents of Assuming Office Statements: Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.
- (C) Contents of Annual Statements: Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of ~~the code~~ this Administrative Procedure or the date of assuming office whichever is later.
- (D) Contents of Leaving Office Statements: Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 7 -- Manner of Reporting

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the ~~agency~~ District, and shall contain the following information:

- (A) Investments and Real Property Disclosure: When an investment or an interest in real property³ is required to be reported⁴ the statement shall contain the following:
 - 1. A statement of the nature of the investment or interest;
 - 2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
 - 3. The address or other precise location of the real property; and
 - 4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any

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business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

- (B) Personal Income Disclosure: When personal income is required to be reported⁵ the statement shall contain:
1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
 2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
 3. A description of the consideration, if any, for which the income was received;
 4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received; and
 5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.
- (C) Business Entity Income Disclosure: When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:
1. The name, address, and a general description of the business activity of the business entity and
 2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).
- (D) Business Position Disclosure: When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.
- (E) Acquisition or Disposal during Reporting Period: In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

⁵ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

⁶ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

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Section 8 -- Prohibition on Receipt of Honoraria

- (A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the Governing Board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.
- (B) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

Section 8.1 -- Prohibition on Receipt of Gifts in Excess of \$420

- (A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$420 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the Governing Board of any public institution of higher education, unless the member is also an elected official.
- (B) Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

Section 8.2 -- Loans to Public Officials

- (A) No elected officer of a local or state government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.
- (B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.
- (D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any

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indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

- (E) This section shall not apply to the following:
1. Loans made to the campaign committee of an elected officer or candidate for elective office.
 2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
 3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
 4. Loans made, or offered in writing, before January 1, 1998.

Section 8.3 -- Loan Terms

- (A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.
- (B) This section shall not apply to the following types of loans:
1. Loans made to the campaign committee of the elected officer.
 2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
 3. Loans made, or offered in writing, before January 1, 1998.
- (C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

Section 8.4 -- Personal Loans

- (A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:
1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
 2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

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- (B) This section shall not apply to the following types of loans:
1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
 2. A loan that would otherwise not be a gift as defined in this title.
 3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
 4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
 5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.
- (C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 9 -- Disqualification

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

- (A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;
- (B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;
- (C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
- (D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$420 or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 9.3 -- Legally Required Participation

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

Section 9.5 -- Disqualification of State Officers and Employees

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official

NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by **shading**.

knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

- (A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or
- (B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

Section 10 -- Disclosure of Disqualifying Interest

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11 -- Assistance of the Commission and Counsel

Any designated employee who is unsure of his or her duties under this ~~code~~ **Administrative Procedure** may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for ~~the District his or her agency~~, provided that nothing in this section requires the attorney for ~~the agency~~ **District** to issue any formal or informal opinion.

Section 12 -- Violations

This ~~code~~ **Administrative Procedure** has the force and effect of law. Designated employees violating any provision of this ~~code~~ **Administrative Procedure** are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 - 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this ~~code~~ **Administrative Procedure** or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

Note: The following designated positions are intended to be representative only. The job titles of the individual institution should be used.

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the ~~District agency~~.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

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CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and /or supplies of a type utilized by the ~~agency~~ **District** and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position. In addition, individuals who, under contract, participate in decisions which affect financial interest by providing information advice, recommendation or counsel to the ~~agency~~ **District** which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the **Superintendent/President**. ~~the executive officer (or head) of the agency.~~

EXHIBIT "B"

CITRUS COMMUNITY COLLEGE DISTRICT

| Designated Positions | Disclosure Category |
|---|---------------------|
| Members of the Board of Trustees | 1, 2, 3 |
| Superintendent/President | 1, 2, 3 |
| Vice President of Finance & Administrative Services | 1, 2, 3 |
| Vice President of Instruction | 4 |
| Vice President Student Services | 4 |
| Chief Information Services Officer | 4 |
| Director of Facilities and Construction | 4 |
| Director of Purchasing and Warehouse | 4 |
| Dean of Students | 4 |
| Consultant | 5 |

(Replaces Citrus College Policy P-2510)

Board Approved 05/19/09

Revised 04/03/12

Amended

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NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.

CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee

| | | | |
|-----------------|---|--------------|-----------------------------|
| TO: | Steering Committee | Action | <u>X</u> |
| DATE | May 13, 2103 | Resolution | <u> </u> |
| SUBJECT: | BP 2750 Board Technology Use and Support | Information | <u> </u> |
| | | Enclosure(s) | <u>X</u> |

BACKGROUND

The District's Board policies and procedures are regularly reviewed and updated to align with the recommendations developed in conjunction with the Community College League of California (CCLC).

BP 2750 Board Technology Use and Support defines the type of support Board Trustees shall receive from the Technology and Computer Services Department. The Board reviewed the revisions at a work session on April 2, 2013.

This item was prepared by Patricia Robidoux, Administrative Assistant, Superintendent/President's Office.

RECOMMENDATION

Authorization is requested to approve BP 2750 Board Technology Use and Support.

Robert Sammis
Recommended by

 /
Moved Seconded

Aye__Nay__Abstained__

Item No. _____

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2750 **BOARD TECHNOLOGY USE AND SUPPORT**

References: Education Code Section 70902; 17 U.S.C. Section 101 et seq.;
Penal Code Section 502, Cal. Const., Art. 1 Section 1;
Government Code Section 3543.1(b)

The Board of Trustees is committed to the responsible use of District technology in support of their duties as Trustees.

Members of the Board of Trustees shall be entitled to district technology support on an annual basis to provide upgrades and maintenance for district supplied equipment. This support shall include software upgrades, operating system upgrades and security review to check for viruses and malware.

To receive district supplied technology support, ~~Board members~~ Trustees will complete and submit a request for support to the Superintendent/President's Office. The Superintendent/President or their designee will submit a work order to the Technology and Computer Services Department requesting the service for the ~~Board member~~ Trustee. The Technology and Computer Services Department will schedule the service for the ~~Board member~~.

Board Approved:

NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~striketrough~~, and subsequent changes to language are indicated by **shading**.

CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee

| | | | |
|----------|--|--------------|---|
| TO: | Steering Committee | Action | X |
| DATE | May 13, 2013 | Resolution | |
| SUBJECT: | Board Policy Desk Review and Revisions | Information | |
| | | Enclosure(s) | X |

BACKGROUND

As a result of the 2013 Desk Review of board policies, the Office of Academic Affairs and the Educational Program Committee revised the following BPs and APs.

| | | |
|---------|---------|---|
| BP 3280 | AP 3280 | Grants |
| | AP 4222 | Remedial Coursework |
| BP 4226 | AP 4226 | Multiple and Overlapping Enrollments |
| BP 4260 | | Prerequisites, Co-Requisites, Advisories (<i>desk review, no change</i>) |
| | AP 4260 | Prerequisites, Co-Requisites, Advisories |

They were distributed to constituent groups, and EPC approved the changes on May 6, 2013.

RECOMMENDATION

Approval of the revisions to BP/AP 3280
AP 4222
BP/AP 4226
AP 4260

Irene Malmgren
Recommended by

Moved / Seconded

Aye__Nay__Abstained__

Item No. _____

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

DRAFT 3/11/13

BP 3280 GRANTS

Reference: Education Code Section 70902

The Board of Trustees ~~will~~ shall be informed about all grant applications ~~made submitted~~ and grants received by the District.

The Superintendent/President shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the Mission ~~purposes~~ of the District.

Board Approved 12/07/10

| | | |
|--------------------|-------------------------------------|----------------|
| Approved by | ASCC | 4/23/13 |
| | CSEA | 4/22/13 |
| | Management Team | 4/3/13 |
| | Senate | 4/24/13 |
| | Supervisor/Confidential Team | 4/12/13 |
| | EPC | 5/6/13 |

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**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

DRAFT 4/17/13

AP 3280 GRANTS

Reference: Education Code Section 70902

Prior to applying for a grant, the Division, Department, Program, faculty, or staff member will, where possible:

1. Prepare a Grant Launch Proposal ~~concept paper~~ describing:
 - The opportunity, problem or need that the grant proposes to address;
 - A brief description of the project;
 - A brief summary of the objectives and activities of the project;
 - The funding source;
 - The amount being requested;
 - Required match, if any, and the proposed source for said match;
 - The time period of the project;
 - Partners or other outside personnel, if any, who will participate in the grant application process;
 - Amount of indirect costs that will be provided to the District; and
 - Any space and/or other facilities requirements in the proposal.
2. Submit the concept paper to, and obtain approval to proceed from, the appropriate Vice President.

If ~~a concept paper~~ the Grant Launch Proposal cannot be prepared due to lack of time, the interested person shall, prior to applying for a grant, meet with the appropriate Vice President, make a verbal presentation regarding the grant, and receive verbal approval to proceed from said Vice President.

Upon approval of the final Grant Launch Proposal, the Board of Trustees shall be notified.

Upon notification of grant award, the Board of Trustees shall be notified.

Board Approved 12/07/10

| | | |
|-------------|--------------------------|---------|
| Approved by | ASCC | 4/23/13 |
| | CSEA | 4/22/13 |
| | Management Team | 4/3/13 |
| | Senate | 4/24/13 |
| | Supervisors/Confidential | 4/12/13 |
| | EPC | 5/6/13 |
| | Steering | |

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**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

DRAFT 3/11/13

AP 4222 REMEDIAL COURSEWORK

Reference: Title 5 Section 55035

Remedial coursework consists of pre-collegiate basic skills courses.

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

No student shall receive more than 30 semester units for remedial coursework. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services.

~~A student who successfully completes remedial coursework or who demonstrates skill levels which assure success in college-level courses may request reinstatement to proceed with college-level coursework.~~

Students enrolled in one or more courses of English as a Second Language and students identified as having a learning disability are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this procedure.

District catalogs shall include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

Board Approved 02/02/10

| | | |
|--------------------|-------------------------------------|----------------|
| Approved by | ASCC | 4/23/13 |
| | CSEA | 4/22/13 |
| | Management Team | 4/3/13 |
| | Senate | 4/24/13 |
| | Supervisor/Confidential Team | 4/12/13 |
| | EPC | 5/6/13 |
| | Steering | |

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**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

DRAFT 3-28-13

BP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS

Reference: Title 5 Section 55007

The Superintendent/President shall establish procedures to ensure that students may only not enroll in two or more sections of the same credit course during the same term in accordance to Title 5 Section 55007. ~~if the length of the course provides that the student is not enrolled in more than one section at any given time.~~

The Superintendent/President shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

Board Approved 05/18/10

| | | |
|--------------------|-------------------------------------|----------------|
| Approved by | ASCC | 4/23/13 |
| | CSEA | 4/22/13 |
| | Management Team | 4/3/13 |
| | Senate | 4/24/13 |
| | Supervisor/Confidential Team | 4/12/13 |
| | EPC | 5/6/13 |
| | Steering | |

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**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

DRAFT 3/28/13

AP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS

Reference: Title 5 Sections 55007

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course ~~provides that the student is not is such that a student may enroll in two or more sections of the same course during the same term without being~~ enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting times for the courses overlap, unless:

- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- The student obtains approval from the instructor(s)/faculty involved.
- The Vice President of Academic Affairs or designee approves the schedule.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.

Board Approved 05/18/10

| | | |
|--------------------|-------------------------------------|----------------|
| Approved by | ASCC | 4/23/13 |
| | CSEA | 4/22/13 |
| | Management Team | 4/3/13 |
| | Senate | 4/24/13 |
| | Supervisor/Confidential Team | 4/12/13 |
| | EPC | 5/6/13 |
| | Steering | |

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**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

BP 4260 PREREQUISITES, CO-REQUISITES AND ADVISORIES

References: Title 5 Sections 55000 and 55003

The Superintendent/President in consultation with the faculty is authorized to establish prerequisites, co-requisites and advisories on recommended preparation for courses in the curriculum. All such prerequisites, co-requisites and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a process in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites and advisories shall be identified in District publications available to students.

Prerequisites, co-requisites, and advisories shall be identified in the Citrus District/College publications available to students.

Office of Primary Responsibility: Academic Affairs

Board Approved 02/02/10
Desk Review – no change

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

DRAFT as of 3/1/13

AP 4260 PREREQUISITES, CO-REQUISITES, AND ADVISORIES

References: Title 5 Sections 55000 et seq.

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code provides that prerequisites, co-requisites, advisories, and limitations may be established based either on content review with statistical validation or on content review alone.

College Policies and Procedures

1. Information in the Catalog and Schedule of Classes

The college shall provide the following explanations both in the college catalog and in the schedule of classes:

- A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisite and limitations on enrollment which have been established.
- B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
- C. **Define Definitions of** advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
- D. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree-applicable basic skills course, prerequisite and satisfactory grade.

2. Challenge Process

- A. **The college shall establish a process by which a** Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a

limitation on enrollment but who provides satisfactory evidence may seek entry into the class as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the district shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the district fails to resolve the challenge within the five (5) working day period, the student shall be allowed to enroll in the course.
 2. If space is available in the waitlist for a course when a student files a challenge to the prerequisite or co-requisite, the district shall reserve a spot on the waitlist for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the district fails to resolve the challenge within the five (5) working day period, the student shall be allowed to remain on the waitlist and, if the student is given the opportunity to enroll from the waitlist in the normal operation of the waitlist process, enroll in the course.
 3. If no space is available in the course or on the waitlist when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term. ⁱⁱ.
- B. Grounds for challenge shall include the following:
1. Those grounds for challenge specified in Section 55201(f) of Title 5.
 2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed ⁱⁱⁱ by a semester or more in attaining the degree or certificate specified in his or her Student Educational Plan.
 3. The student seeks to enroll in a course which has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others ^{iv}.
- ~~3. The college shall formally establish a challenge process including:~~
- ~~a. Who makes the determination of whether the challenge is valid: For challenges concerning academic qualifications, the initial determination should be made by someone who is knowledgeable about the discipline, preferably someone qualified to teach in the discipline, but not the person who is the instructor of the section in which the student wishes to enroll.~~
 - ~~b. What possibility of appeal exists: If the validity of the challenge is determined by one person and not a committee, there must be an opportunity to appeal.~~

4. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information^v.

3. Curriculum Review Process

The curriculum review process at the college shall at a minimum be in accordance with all of the following:

- A. Establish a Curriculum Committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
- B. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon recommendation of the academic senate except that the Academic Senate may delegate this task to the Curriculum Committee without forfeiting its rights or responsibilities under Title 5 Section 53200-53204 and within the limits set forth in Title 5 Section 5503. Certain limitations on enrollment must be established in the same manner. See H.C. below.
- C. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:
 1. The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:
 - a. Approve the course^{vi}; and,
 - b. As a separate action, approve any prerequisite or co-requisite, only if the ~~(a)~~ prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
 - (1) involvement of faculty with appropriate expertise;
 - (2) consideration of course objectives set by relevant department(s) (the curriculum review process should be done in a manner that is in accordance with accreditation standards);
 - (3) be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
 - (4) specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
 - (5) identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv (4).
 - (6) matching of the knowledge and skills in the targeted course (identified under iv (4).) and those developed or measured by the

prerequisite or co-requisite (i.e., the course or assessment identified under v (5).) and

(7) maintain documentation that the above steps were taken.

- c. Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.
- d. Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively ^{vii}.

(1) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the **C curriculum C committee**.

(2) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively ^{viii}.

(3) A course which should have a prerequisite or co-requisite as provided in (a) or (b) but for which one or more of the requirements for establishing a prerequisite have not been met may only ^{ix}.

(a) Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; (Section 55002) or

(b) Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites ^x.

2. The **C curriculum C committee** also reviews the course and prerequisite in a manner that meets each of the requirements specified in **1.C.3.a.(1)-(4) 3.C.1.a-d**.

3. If the District chooses to use content review as defined in Title 5 of the Code of California Regulations section 55000(c) to define prerequisites and co-requisites in reading, written expression, or mathematics for courses that are degree applicable and are not in a sequence, it must adopt a plan consistent with Title 5 of the Code of California Regulations section 55003(c).

4. Program Review

As a regular part of the Program Review process or at least every six years,

except that the prerequisites and co-requisites for vocational courses or programs shall be reviewed every two years, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the Curriculum Committee and is still in compliance with all other provisions of this policy and with the law. Prerequisites or co-requisites established between July 6, 1990, and October 31, 1993, shall be reviewed by July 1, 1996. Any prerequisite or co-requisite that is still supported which is successfully challenged under subsections (1), (2) or (3) of Section 55201(f) shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.

5. Implementing Prerequisites, Co-requisites, and Limitations on Enrollment

Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in some consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the class through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition ^{xi}.

6. Instructor's Formal Agreement to Teach the Course as Described

The college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

Review of Individual Courses

If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or co-requisite but rather an advisory on recommended preparation and must be identified as such in the Schedule and Catalog. Establishing advisories does not require all the following steps.

1. Advisories on Recommended Preparation

The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the Curriculum Committee as provided in I.C. above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.

2. Limitations on Enrollment

The types of limitation on enrollment specified below^{xiii} may only be established through the curriculum review process by the discipline or department faculty and the **C curriculum C committee** specified above including the requirement to review them again at least every six years, for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.

A. Performance Courses

The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:

1. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
2. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.
3. Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically underrepresented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact^{xiii}

If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect. (See also Sections 55502(e) and 55512.)

B. Honors Courses^{xiv}

A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the **C curriculum C committee** as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

C. Blocks of Courses or Sections^{xv}

Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the **C curriculum C**

committee as provided above, there is another section or another course or courses which satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

Footnotes

i. Colleges should also publish this information in the student handbook, if the college publishes one, or in whatever other documents that are published to assist students in understanding college rules and procedures.

ii. The college has an obligation to resolve challenges in a “timely manner.” [See Section 55201(e).] However, the student should not wait until the last minute to file the challenge. If the college could not meet the one-week timeline, it could reserve a seat for the student or make provision in its policies on maximum class size to exceed the set size for such a student.

iii. If other courses are available which meet the same requirement, the student is not being delayed. There is no obligation to honor a student’s preference. The point is that this type of limitation on enrollment should not even be established unless alternative choices exist to meet any graduation requirement satisfied by taking the performance course.

iv. The Federal Government’s Americans with Disabilities Act of 1990 requires further that if a student with a disability seeks admission to a course which has a prerequisite designed to protect health and safety, then the burden is on the college to establish that there is no accommodation available that would protect health and safety and permit the student to enroll without undue costs to the district.

v. For example, if a student challenges on the basis of claiming that a prerequisite was not established properly, that the student must show some legitimate reason for believing that the prerequisite was not established properly. However, if the student makes a prima facie case, the college must then produce the relevant information from its own files and not expect the student to request the files and search out the information.

vi. The main point here is that the faculty, and the curriculum committee as well, must approve the prerequisite as a separate action from any approval of the course. However, it is not required that the faculty in the department in fact approve the course, although there are obvious reasons why that is recommended good practice. Title 5 requires only approval of the course by a curriculum committee that is a committee of the Academic Senate or established in a manner agreeable to the Senate and the campus administration (Section 55002). Title 5 further requires that prerequisites and all academic and professional matters be matters for the board to rely primarily on the Senate or reach joint agreement with it. (Sections 53200 et seq.)

vii. Individual courses will need to be reviewed first to determine whether, if appropriate academic standards are upheld, the students would need to have met a prerequisite or enroll in a co-requisite: “When the college and/or district curriculum committee determines, based on a review of the course outline of record, that a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course, then the course shall require prerequisites or co-requisites which are established, reviewed, and applied in accordance with the

requirements of Article 2 (commencing with Section 55200),” and “If Success in the course is dependent upon communication or computation skills, then the course shall require. . . as pre- or co-requisites eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively.” [Section 55002(a)(2)(E), emphasis added] Secondly, the texts and other grading criteria for the course would need to be examined to see whether in actual fact the students do need to have the indicated skills or knowledge.

If a course should require a prerequisite as determined by the first review, but does not meet the criteria required for establishing the prerequisite, then it must be revised so it does meet that standard, or it may not be offered as a degree applicable credit course.

viii. See II.A.1.c.(3) for the treatment of a course which would be required to have a prerequisite or co-requisite in order to be a degree applicable course but for which data is normally required before such a prerequisite or co-requisite could be established.

ix. It is possible to have degree applicable courses which have no prerequisites at all. For example, although reading would be assigned in an art history class, it might be possible to learn enough through visual and auditory means to get a satisfactory grade even though the student had difficulty with the reading and, yet, the level of instruction be collegiate.

x. For example, the committee receives a proposal for a physics course that is described as requiring calculus. The curriculum committee would first determine whether a calculus prerequisite seemed necessary to the course being taught at the indicated level. Since this course would appear to need a calculus prerequisite, the second step is to see whether all the requirements have been met for establishing such a prerequisite.

If they have not, then the committee could not approve the course unless either (a) the further work was done to meet all the requirements for a prerequisite; or (b) the course was approved only for non-degree applicable credit, non-credit, or community service.

xi. For example, this further information might require waiting for a final grade from the previous semester to be submitted or an assessment test to be scored. If a college is not able to put information into its data base from the transcripts of all students transferring into the college, it could simply inform the student that, according to their data, he or she has not met the prerequisite. If the student believes a course taken at another institution should satisfy the prerequisite, the student could then file a challenge and be enrolled in the course pending the resolution of the challenge. A college may also routinely ask students at the time of registration if they have met the prerequisite for the course in question and permit the student to enroll if the student says he or she has met the prerequisite. The college must then routinely check to confirm that the student has indeed met the prerequisite and, if not, the student's enrollment be canceled even if instruction has already begun.

xii. These limitations on enrollment are academic matters and need to be established through the curriculum process. Other limitations on enrollment may also be determine to be academic and professional matters as provided in Section 53200 et seq., or be included in collective bargaining agreements or be imposed by outside agencies such as fire departments. This document should not be interpreted to require or encourage any particular method for establishing other limitations on enrollment.

xiii. The determination of disproportionate impact should normally be done by comparing students enrolled in the course to the general student population.

xiv. ~~If the honors section is a separate course, and an articulation agreement exists that treats the course differently upon transfer or if there are other extrinsic, concrete benefits to taking the honors course, then restriction on enrollment should be established as provided for prerequisites rather than as provided here for limitations on enrollment.~~

xv. The Puente Program is perhaps the most well known example of such a program.

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| | Steering | |

*Note: New language is indicated by underline, deleted language is indicated by ~~striketrough~~, and subsequent changes to language are indicated in **shading**.*