

**Citrus Community College District  
Steering Committee  
Monday, May 6, 2024  
2:45 – 4:00 p.m.  
This meeting will be held in CI - 159**

---

**I. CALL TO ORDER, CHAIR:** Dr. Greg Schulz, Superintendent/President

**II. APPROVAL OF MINUTES:** April 22, 2024

**III. OLD BUSINESS:** Action Items

1. Student Services Committee – Revised Board Policy and Administrative Procedures (Second Read) – Dr. Richard Rams
  - BP 5030 – Fees
  - AP 5030 – Fees
  - AP 5045 – Student Records – Challenging Content and Access Log

**IV. NEW BUSINESS:** Action & Information Items

1. Student Services Committee – Revised Board Policy and Administrative Procedures (First Read) – Dr. Richard Rams – Information
  - BP 3501 – Campus Security and Access
  - AP 3501 – Campus Security and Access

**V. REPORTS AND UPDATES**

- a. Educational Programs – Dr. Dana Hester
- b. Student Services – Dr. Richard F. Rams
- c. Physical Resources and Safety – Ms. Claudette Dain
- d. Financial Resources – Ms. Claudette Dain
- e. Human Resources – Ms. Simone Brown Thunder
- f. Information Technology – Dr. Eric Calderon
- g. Communications and External Relations – Mr. Doug Schultz
- h. Institutional Research & Institutional Effectiveness – Dr. Lan Hao
- i. Program Review – Mr. Dan Volonte
- j. Student Learning Outcomes Assessment Coordinator – Dr. Catie Besancon
- k. Diversity, Equity, Inclusion, and Accessibility + – Dr. Ty Thomas
- l. Professional Learning Committee – Dr. Ty Thomas
- m. Accreditation – Dr. Dana Hester & Dr. Catie Besancon
- n. Academic Senate President – Mr. Jeremy Clark
- o. ASCC Representatives – Ms. Sabrina Soriano & Mr. Riccardo Kessesshak
- p. Classified – Mr. David Colindres
- q. Supervisors/Confidential President – Ms. Rosario Garcia
- r. Superintendent/President – Dr. Greg Schulz

**VI. ADJOURNMENT:** Dr. Greg Schulz

## **2023-24 STEERING COMMITTEE MEMBERS**

**CHAIR** – Dr. Greg Schulz, Superintendent/President

### **STANDING COMMITTEE CHAIRS**

1. Dr. Dana Hester, Educational Programs Committee
2. Dr. Richard F. Rams, Student Services Committee
3. Ms. Claudette Dain, Financial and Physical Resources and Safety Committee
4. Dr. Lan Hao, Institutional Research and Planning/Institutional Effectiveness Committee
5. Dr. Eric Calderon, College Information Technology Committee
6. Mr. Doug Schultz, Communication and External Relations
7. \*Mr. Dan Volonte, Program Review Committee (Faculty)
8. Ms. Simone Brown Thunder, Human Resources Advisory/Staff Diversity Committee
9. \*Dr. Catie Besancon, Student Learning Outcomes Assessment Coordinator
10. Dr. Ty Thomas, Diversity, Equity, Inclusion, and Accessibility +
11. Dr. Ty Thomas, Professional Learning Committee

### **CLASSIFIED REPRESENTATION**

1. Mr. David Colindres
2. Ms. Cathy Day

### **SUPERVISORS/CONFIDENTIAL**

1. Ms. Rosario Garcia, President, Supervisors/Confidential Team

### **FACULTY REPRESENTATION**

1. Mr. Jeremy Clark
2. Ms. Dalvir Dhillon
3. Mr. Kenneth Edwards
4. Ms. Patty Glover
5. Mr. Michael Hillman
6. Dr. Dave Ryba
7. Ms. Cheri Swatek
8. Ms. Jihee Yoo
9. Dr. Senya Lubisich
10. Ms. Renee Liskey
11. Mr. Gino Munoz
12. Mr. Bill Zeman

### **STUDENT REPRESENTATION**

1. Sabrina Soriano
2. Riccardo Kessesshak

### **RECORDING SECRETARY**

1. Ms. Raquel Perez

\*This standing committee chair vote is made by a faculty member.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Steering Committee	Action	X
DATE:	May 6, 2024	Resolution	
SUBJECT:	Student Services Committee (SSC) – Revised Board Policy and Administrative Procedures – Second Read	Information	
		Enclosure(s)	X

**BACKGROUND**

The District’s current Board Policies and Administrative Procedures are regularly reviewed and updated to align with recommendations developed in conjunction with the Community College League of California (CCLC) and federal and state guidelines.

The following Board Policy and Administrative Procedures have been revised and approved by constituent groups on various dates.

- BP 5030      Fees
- AP 5030      Fees
- AP 5045      Student Records – Challenging Content and Access Log

This item was prepared by Christina Garcia, Administrative Assistant, Student Services.

**RECOMMENDATION**

Items submitted for approval.

Richard F. Rams, Ed.D.  
Recommended by

\_\_\_\_\_/\_\_\_\_\_  
Moved      Seconded

Aye \_\_ Nay \_\_ Abstained \_\_

Item No. \_\_\_\_\_

# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## BP 5030 FEES

References: Education Code Sections 66025.3, 66060, 66753, 70902, 73365, 76060.5, 76140 et seq., 76223, 76300 et seq., 78300, 79121 et seq., 81457, 81458, 81670, 81901, and 82035.6; Title 5 Sections 51012, 54801-54805, 55050, 55234, 55450 et seq., 58500-58510, 58620, 58629, and 59400 et seq.; California Community Colleges Chancellor's Office (CCCCO) Student Fee Handbook

The Superintendent/President shall establish procedures for the collection, deposit, waiver, refund, and accounting of fees as required by law. The procedures shall also assure that those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college class schedule or website. The Board of Trustees authorizes the fees included in this policy.

### Enrollment Fee

Education Code Section 76300

A per unit enrollment fee shall be charged to each student enrolled per term or session. Enrollment fees will be waived for low income students who demonstrate eligibility according to income standards established by the Board of Governors. Concurrent high school students are exempt from enrollment fees with certain limits.

### Health Fee

Education Code Section 76355

A mandatory health fee will be assessed for both full-time and part-time students. The District ~~shall~~may charge a fee not to exceed that which is authorized by the State Chancellor's Office and the fee ~~shall~~may increase by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services as published by the U.S. Department of Commerce. This fee will be reviewed annually. If an adjustment to increase or decrease is recommended, the Vice President of Student Services shall bring to the Board of Trustees for approval an action to recommend changes to the health fee before the subsequent fall term in which the change will take effect. The following students are exempted from payment of the fee:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Students who are attending a community college under an approved apprenticeship training program.
- ~~Students who are enrolled exclusively in online or off campus courses.~~

- Students who are enrolled exclusively in noncredit courses.

Low-income students who demonstrate eligibility according to income standards established by the Board of Governors and contained in Section 58620 of Title 5 of the California Code of Regulations will pay a reduced fee.

Students who wish to request an exemption from the health fee must complete and submit a petition each semester prior to paying for classes and completing the registration process. The waiver form is available at the Student Wellness Center, located on the first floor of the Student Services building.

### **Parking Fee**

Education Code Section 76360

A parking fee will be assessed per term or session to park on District property parking lots for automobiles and motorcycles as stipulated in Education Code Section 76360. The District ~~shall~~may charge a fee not to exceed that which is authorized by the State Chancellor's Office and the fee ~~shall~~may increase by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services as published by the U.S. Department of Commerce. This fee will be reviewed annually. If an adjustment to increase or decrease is recommended, the Vice President of Student Services shall bring to the Board of Trustees for approval an action to recommend changes to the parking fee before the subsequent fall term in which the change will take effect.

Students who receive financial assistance pursuant to any programs described in Education Code, Section 76300 (g) shall be exempt from parking fees that exceed the specified amount set by the Education Code Section 76360 per term or session. These programs include Temporary Assistance for Needy Families (TANF), Supplemental Security Income/State Supplementary Program (SSI/SSP), a general assistance program, or demonstration of financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid.

### **Student Representation Fee**

Education Code Section 76060.5

~~A one (\$1.00) fee per semester shall be collected at the time of registration and used solely by the Associated Students of Citrus College (ASCC) to advocate and lobby city, county, state and/or federal government in support of issues of interest to the student body at large. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.~~

Students will be charged a \$2 fee per semester to be used to advocate for issues of interest to the student~~subject~~ body at large. Students who wish to request an exemption must complete the Student Representation Fee Waiver Form available on the Fees and

Tuition webpage each semester prior to paying for classes and completing the registration process. This fee is non-refundable.

### **Instructional Materials Fees**

Education Code Section 76365; Title 5 Sections 59400 et seq.

Students may be required to have instructional and other required materials for a credit or noncredit course, provided such materials are of continuing value to the student outside the classroom setting and provided that such materials are not solely or exclusively available from the District. Required material may include but is not limited to, textbooks, tools, equipment, and clothing.

### **Non-District Physical Education Facilities Fees**

Education Code Section 76395

Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

### **Student Service Fee:**

Education Code, Section 76062

The student service fee is a voluntary fee enacted by the ASCC and is used to support a wide range of co-curricular and extra-curricular campus programs as well as financing campus and instructional improvements and the consultation efforts of the student body. Students who are enrolled exclusively in online or off-campus courses, students who are enrolled exclusively in noncredit courses, and concurrent high school students are exempt from the student service fee.

### **Transcript Fees**

Education Code Section 76223

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Superintendent/President is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

### **Nonresident Tuition Fee**

Out-of-state and international students are required to pay tuition in full at the time they register. Nonresident tuition exemption criteria may be found in Administrative Procedure 5020 Nonresident Tuition. The amount of tuition is subject to annual review and change. Tuition will be charged for the maximum number of possible units registered for by the

student.

### **International Students Application Processing Fee**

Education Code Section 76142

The District shall charge students who are both citizens and residents of a foreign country a fee to process ~~his or her~~their application for admission. This processing fee and regulations for determining economic hardship may be established by the Superintendent/President. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which may be deducted from the tuition fee at the time of enrollment.

### **~~International Students/Resident~~ Capital Outlay Fee**

Education Code, Section 76141

~~The District may charge nonresident students~~ Nonresident and international students are required to pay a capital outlay fee. The amount of the fee may not exceed the amount that was expended for capital outlay in the preceding fiscal year divided by the total full-time equivalent students in the preceding fiscal year. Additionally, the fee cannot be more than 50 percent of the nonresident tuition fee. Capital outlay fee exemption criteria may be found in Administrative Procedure 5020 Nonresident Tuition.

### **Library Fees**

Fees shall be assessed for damaged or lost library materials and the monies collected shall be deposited to the appropriate library account.

### **Athletic Insurance**

Student athletes may be required to pay a fee to cover the cost of insurance for participation in an athletic program.

### **Refunds**

~~Refunds of the enrollment fee and nonresident tuition fee shall be processed automatically for each class the student withdraws from by the posted refund deadline date for that class. The health fee and/or student service fee will be refunded automatically if the student withdraws from all of his/her classes by the posted refund deadline date for each class. The parking fee shall be refunded if the student withdraws from all of his/her classes by the posted refund deadline date for each class, brings proof of said withdrawal to the Department of Campus Safety (Campus Safety), and returns the parking permit to Campus Safety. In the case of a member of an active or reserve military service who receives orders compelling a withdrawal from courses, a full refund shall be made upon verification of such orders unless academic credit is awarded.~~

If a student withdraws from a class by the posted refund deadline date, the enrollment fee and nonresident tuition fee will be refunded automatically. Additionally, if a student withdraws from all of their classes by the posted refund deadline date for each class, the health fee and/or student service fee will also be refunded automatically.

In order to receive a refund of the parking fee, the student must withdraw from all of their classes by the posted refund deadline date for each class and provide proof of withdrawal to the Department of Campus Safety (Campus Safety) by the refund deadline. However, a \$10 processing fee will be charged for all parking permit refunds.

In the case of an active or reserve military service member who is compelled to withdraw from their courses due to orders (military withdrawal), a full refund will be issued upon verification of such orders, except where academic credit has already been awarded.

See Administrative Procedure 5030 Fees.

Board Approved	07/21/09
Revised	01/15/13
Revised	07/19/16
Revised	12/03/19
Desk Review	09/16/21
<u>Revised</u>	

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**.

**Reviewed by:**

Student Services	10/12/23
Academic Senate	03/27/24
ASCC	03/22/24
CSEA	03/29/24
Management Team	04/02/24
Super/Conf Team	03/21/24
Steering	



## CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

### AP 5030      FEES

**References:** Education Code Sections 66025.3, 66060, 66753, 68120, 70902, 73365, 76060.5, 76140 et seq., 76223, 76300 et seq., 78300, 79121 et seq., 81457, 81458, 81670, 81901, and 82035.6; Title 5 Sections 51012, 54801-54805, 55050, 55234, 55450 et seq., 58500-58510, 58620, 58629, and 59400 et seq.; California Community Colleges Chancellor's Office (CCCCO) Student Fee Handbook

Fee amounts shall be published in the college class schedule and/or college website. For a complete list of fee amounts, please refer to the ~~current class schedule~~ college's fee webpage.

#### **Required fees include:**

##### **Enrollment Fee** (Education Code Section 76300; Title 5 Sections 58500-58509)

A state mandated fee for enrolling in classes will be charged as determined by enrollment status.

##### **Health Fee**

The health fee is mandatory for both full-time and part-time students. The following students are exempted from payment of the fee:

- a. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization. Students who wish to request an exemption from the health fee must complete and submit a petition each semester prior to paying for classes and completing the registration process. The waiver form is available at the Student Wellness Center, located on the first floor of the Student Services building.
- b. Students who are attending a community college under an approved apprenticeship training program.
- c. ~~Students who are enrolled exclusively in online courses.~~
- d. c. Students who are enrolled exclusively in noncredit courses.

Low-income students who demonstrate eligibility according to income standards established by the Board of Governors and contained in Section 58620 of Title 5 of the California Code of Regulations will pay a reduced fee.

##### **Student Representation Fee** (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)

- a. Students who wish to request an exemption must complete the Student

Representation Fee Waiver Form available on the Fees and Tuition webpage each semester prior to paying for classes and completing the registration process. This fee is non-refundable.

### **Nonresident Tuition Fee**

Exemption criteria may be found in Administrative Procedure 5020 Nonresident Tuition.

### **Other student assessments include:**

- Career assessment testing
- ~~Credit by examination~~ Credit for Prior Learning where the College administers the examination excluding High School Articulated Courses and designated Noncredit introductory courses (Education Code Section 76300; Title 5 Section 55050)
- Duplicate diploma/certificate
- Lost book library charge
- Parking
- Service charge for returned checks
- Student representation fee
- Student service fee
- Subpoena
- Transcript
- Verification

### **Fees authorized by law include:**

- Enrollment Fee (Education Code Section 76300)
- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400-59408)
- Athletic insurance (Education Code Section 70902(b)(9))
- Cross-enrollment with CSU or UC (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student representation (Education Code Section 76060.5; Title 5 Sections 54801-54805)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- ~~Copies of student records~~ Student Records Fee (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 66060 and 79121 et seq.)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)

- ~~Credit by examination for Prior Learning~~ (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
- Refund processing (Title 5 Section 58508)
- ~~Technology fee (CCCCO Student Fee Handbook)~~
- Telephone registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(b)(9))
- Instructional tape lease/deposit (Education Code Section 70902(b)(9))
- Credit card use (Education Code Section 70902(b)(9))
- International student medical insurance (Education Code Section 70902(b)(9))

**Prohibited fees include:**

- Late application (California Community College Chancellor's Office (CCCCO) Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student identification cards (CCCCO Student Fee Handbook)
- Student body organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- Field trip (Title 5 Sections 55450 and 55451)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001 terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

**Refunds:**

~~Refunds of the enrollment fee and nonresident tuition fee shall be processed automatically for each class the student withdraws from by the posted refund deadline date for that class. The health fee and/or student service fee will be refunded automatically if the student withdraws from all of his/her classes by the posted refund~~

~~deadline date for each class. The parking fee shall be refunded if the student withdraws from all of his/her classes by the posted refund deadline date for each class, brings proof of said withdrawal to the Department of Campus Safety (Campus Safety), and returns the parking permit to Campus Safety. In the case of a member of an active or reserve military service who receives orders compelling a withdrawal from courses, a full refund shall be made upon verification of such orders unless academic credit is awarded.~~

If a student withdraws from a class by the posted refund deadline date, the enrollment fee and nonresident tuition fee will be refunded automatically. Additionally, if a student withdraws from all of their classes by the posted refund deadline date for each class, the health fee and/or student service fee will also be refunded automatically.

In order to receive a refund of the parking fee, the student must withdraw from all of their classes by the posted refund deadline date for each class and provide proof of withdrawal to the Department of Campus Safety (Campus Safety) by the refund deadline. However, a \$10 processing fee will be charged for all parking permit refunds.

In the case of an active or reserve military service member who is compelled to withdraw from their courses due to orders (military withdrawal), a full refund will be issued upon verification of such orders, except where academic credit has already been awarded.

**Waiver of Fees:**

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a California College Promise Grant (CCPG) to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

Board Approved	03/02/10
Revised	01/15/13
Revised	07/19/16
Revised	11/19/19
Desk Review	09/16/21
<u>Revised</u>	

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**.

**Reviewed by:**

Student Services	10/12/23
Academic Senate	04/10/24
ASCC	03/22/24
CSEA	03/29/24

Management Team	04/02/24
Super/Conf Team	03/21/24
Steering	

## CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

### **AP 5045     STUDENT RECORDS – CHALLENGING CONTENT AND ACCESS LOG**

References:    Education Code Sections 76222 and 76232; Title 5 Section 54630

#### **Challenging Content**

Any student may file a written request with the Dean of Enrollment Services to correct or remove information recorded in his/her/their student records that the student alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 days of receipt of the request, the Dean of Enrollment Services shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. The Dean of Enrollment Services shall then sustain or deny the allegations.

If the Dean of Enrollment Services sustains any or all of the allegations, he/she/they shall order the correction or removal and destruction of the information. If the Dean of Enrollment Services denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing to the Vice President of Student Services.

Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the Board of Trustees sustains any or all of the allegations, it shall order the Superintendent/President or his/her/their designee, to immediately correct or remove and destroy the information. The decision of the Board of Trustees shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her/their objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is included in any student record information concerning any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

### **Access to Educational Records**

Students, as defined above, shall have the right to review and inspect their educational record maintained by the District. A student desiring to exercise this right must put their request in writing and shall be granted access to the records in a reasonable period of time but in no case more than fifteen working days from date of receipt of the request. The Dean of Enrollment Services, or designee, shall be present when the student inspects the educational record in order to maintain adequate safeguards to insure the integrity of the records and to provide any necessary interpretation and explanation of entries.

Whenever there is included in the educational record information concerning any disciplinary action taken by District personnel in connection with the student, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

The Dean of Enrollment Services shall have the authority to make changes in the educational record so long as such changes do not constitute a compromise of the integrity of professional entries.

The student may inspect and review the records for a reasonable length of time and has the right to request copies of documents contained in the educational record to keep in his possession.

### **Access Log**

A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their own records;
- Parties to whom directory information is released;
- Parties for whom written consent has been executed by the student; or
- Officials or employees having a legitimate educational interest.

The log or record shall be open to inspection only by the student and the Dean of Enrollment Services, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

Desk Review	11/06/14
Desk Review	05/12/16
Revised	11/19/19
<u>Revised</u>	

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**.

**Reviewed by:**

Student Services	04/11/24
Academic Senate	03/27/24
ASCC	03/22/24
CSEA	03/29/24
Management Team	04/02/24
Super/Conf Team	03/21/24
Steering	



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Steering Committee	Action	_____
DATE:	May 6, 2024	Resolution	_____
SUBJECT:	Student Services Committee (SSC) – Revised Board Policy and Administrative Procedure – First Reading	Information	X
		Enclosure(s)	X

**BACKGROUND**

The District’s current Board Policies and Administrative Procedures are regularly reviewed and updated to align with recommendations developed in conjunction with the Community College League of California (CCLC) and federal and state guidelines.

The following Board Policy and Administrative Procedure have been revised and approved by constituent groups on various dates.

- BP 3501      Campus Security and Access
- AP 3501      Campus Security and Access

This item was prepared by Christina Garcia, Administrative Assistant, Student Services.

**RECOMMENDATION**

Items submitted for approval.

Richard F. Rams, Ed.D.  
Recommended by

\_\_\_\_\_/\_\_\_\_\_  
Moved      Seconded

Aye \_\_ Nay \_\_ Abstained \_\_

Item No. \_\_\_\_\_

**CITRUS COMMUNITY COLLEGE  
STUDENT SERVICES**

**BP 3501    CAMPUS SECURITY AND ACCESS**

Reference: 34 Code of Federal Regulations Part 668.46(b)(3); Accrediting Commission for Community and Junior Colleges (ACCJC), Accreditation Standard ~~III.B.13~~:Infrastructure and Resources

The Superintendent/President shall establish procedures for security and access to District facilities.

See Administrative Procedure 3501 Campus Security and Access.

Board Approved    08/24/12  
Revised            07/21/15  
Revised            07/19/16  
Desk Review       02/13/20  
Revised

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 STUDENT SERVICES

### AP 3501    CAMPUS SECURITY AND ACCESS

Reference: 34 Code of Federal Regulations Section 668.46(b)(3); Accrediting Commission for Community and Junior Colleges (ACCJC), Accreditation Standard III-B-3: Infrastructure and Resources.

During business hours, the District campus will be open to students, faculty, staff, community members, guests, and invitees. During non-business hours, campus access including access to all District buildings and facilities is by District issued key/card/fob, or by admittance via Citrus College Department of Campus Safety ("Department of Campus Safety"). Entry to campus, buildings and facilities is monitored on a 24-hour basis. Only District employees are authorized to have keys to buildings and facilities; no student shall have access to campus buildings or facilities without employee supervision. ~~Should access be~~ Employees needing access to campus, buildings or facilities during non-business hours, must contact the Department of Campus Safety must be contacted prior to entering any building or facility owned or operated by Citrus College. The Department of Campus Safety can be reached at (626) 914-8611.

District employees should close and secure their respective work area or classroom before leaving the location. The Department of Campus Safety will secure any doors that are found open after non-business hours the campus closes. All buildings will be secured by the Department of Campus Safety between 11:00 p.m. and 6:30 a.m. Monday through Friday. Similarly, there is no overnight parking or parking beyond these hours when the campus is considered closed, unless prior arrangements have been made with the Department of Campus Safety; parking is for official college business (See AP 6750 Parking). ~~Certain~~ Some buildings may will be opened/closed earlier/later than the above stated hours, due to the specific building's operational hours. Weekend and holiday hours may vary and may be building specific. ~~Emergency circumstances~~ ies may necessitate changes or alterations to any schedules. At closing, building intrusion alarms will be activated by the Department of Campus Safety. If access to a District building is required after hours, on holidays, or on weekends, ~~monitored~~ admittance by the Department of Campus Safety is required, unless prior arrangements have been made with the Department of Campus Safety.

Parking lot ingress/egress access gates will remain open at all times, except in the rare event of an emergency or extended campus closure related to the safety and security of the campus community, as determined by the Superintendent/President or designee. If necessary during an emergency or extended campus closure, the Department of Campus Safety, or designee will open/close the parking lot access gates.

Alarm systems, communication devices, outdoor lighting, blue light emergency phones and elevator emergency phones ~~in elevators and campus emergency phones~~ are tested by the Department of Campus Ssafety and Facilities on a regular basis and any necessary maintenance issues are reported to the TeCS or Facilities Departments for repairs. Periodic lighting surveys are conducted and lighting improvements are routinely evaluated. Administrators from student services, campus safety, facilities, business services and other concerned areas review these results. Additionally, during the academic year, the director of facilities, director of campus safety, and maintenance staff meet to discuss campus security and access issues of pressing concern. Such items are also reviewed and discussed within the District's Physical Resources and Safety Committee.

Board Approved 08/24/12  
Revised 07/21/15  
Revised 07/19/16  
Revised 11/16/21  
Revised

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.

---

Approvals:  
Student Services 10/12/23  
Academic Senate 11/22/23  
ASCC 10/30/23  
CSEA 02/27/24  
Management Team 11/17/23  
Super/Conf Team 11/08/23  
Steering