

College Council: Policy and Procedure Review

4-11-2024

AP 2610 Presentation of Initial Collective Bargaining Proposals – Due for review as part of the regular cycle of review. Compared to model CCLC procedure that is legally required and without any edits. Minor, non-substantive formatting updates.

AP 3516 Registered Sex Offender Information – Due for review as part of the regular review cycle. Compared to model CCLC procedure (no legal updates since 2007). Revisions as noted.

AP 4103 Work Experience – CCLC 43 updated this procedure to revise the title and content to align with changes in the Title 5 regulations. Edits as shown. This is a 10+1.

For current Board Policies and Administrative Procedures that are posted online please see [Policies & Procedures](#).

Status Update – Policies and Procedures Currently Under Review

Administrative Procedures and Board Policies – Under Review

AP 2015 Student Trustee
AP 2110 Vacancies on the Board
AP 2320 Special and Emergency Meetings
AP 2340 Agendas
AP 2360 Minutes
AP 2712 Conflict of Interest Code
AP 2714 Distribution of Tickets or Passes
AP 3255 Memberships
AP 3435 Discrimination and Harassment Investigations
AP 3500 Campus Safety
AP 3715 Intellectual Property
AP 3820 Gifts
AP 6200 Budget Preparation
AP 6550 Disposal of Personal Property
AP 6700 Civic Center and Other Facilities Use
BP 2431 Supt-Pres Selection
BP 3570 Smoke-Free Learning Working Environment
BP 3600 Auxiliary Organizations
BP 3820 Gifts
BP 3840 Fund Raising
BP 3900 Speech-Time Place Manner
BP 6100 Delegation of Authority
BP 6307 Debt Issuance and Management
BP 6320 Investments
BP 6400 Financial Audits
BP 6450 Wireless or Cellular Phone Use
BP 6500 Property Management
BP 6900 Bookstore

Academic Senate – Under Review

AP 4021 Program Discontinuance

AP 4022 Program Revitalization

AP 4240 Academic Renewal

AP 4250 Probation

AP 4255 Dismissal

BP 4021 Program Revitalization and Discontinuance

BP 4240 Academic Renewal

BP 4250 Academic Probation Dismissal Readmission

Board of Trustees

Reviewed as part of the regular cycle of review. Compared to model CCLC procedure and this is legally required. No edits. Minor, non-substantive formatting updates. Mici 2-23-2024
Approved without changes. Mia R/SLS/GC 4-3-2024

AP 2610 PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS

Reference:

Government Code Section 3547

Whenever an initial collective bargaining proposal is received from an exclusive representative of District employees, or whenever the District's own negotiator presents an initial proposal, the following actions must be taken at public meetings of the Board:

- The exclusive representative or the District must present the initial collective bargaining proposal orally or in writing to the Board of Trustees at a public meeting.
- The public shall have an opportunity to respond to the exclusive representative's or District's initial proposal at a subsequent public Board meeting. The opportunity for public response shall appear on the Board's regular agenda. Public response shall be taken in accordance with the Board's Policies regarding speakers.
- After the public has an opportunity to respond to an initial proposal presented by the District, the Board of Trustees shall, at the same meeting or a subsequent meeting, adopt the District's initial proposal. The adoption shall be indicated as a separate action item on the Board agenda. There shall be no amendment of the District's initial proposal unless the public is again afforded a reasonable opportunity to respond to the proposed amendment at a public meeting.
- If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District in the same public place as it posts its agendas within twenty-four (24) hours after their presentation in negotiations.
- When a request to reopen a collective bargaining agreement, as required by the agreement, is received from an exclusive representative or is made by the District, the public notice procedure outlined in this procedure shall be followed.
- When the District and the exclusive representative agree to amend an executed collective bargaining agreement in accordance with the agreement, the following procedure shall be followed:
 - The amendment shall appear on the agenda as a notice item, for action at a subsequent Board meeting.
 - The public shall have an opportunity to respond to the amendment at a subsequent Board meeting. The public response shall be indicated on the agenda.

Also see BP 7140 ~~titled~~ Collective Bargaining

Office of Primary Responsibility: President

Date Approved: November 17, 2009; June 20, 2017

Date Reviewed:

General Institution

Due for review as part of the regular review cycle. Compared to model CCLC procedure (no legal updates since 2007). Mici 1-31-2024

Approved. SAS / Sadika 2-28-2024

Revisions as noted. Final version approved. Campus Safety / Dustin 2-28-2024

Copy to SLS Mia 2-23-2024

AP 3516 REGISTERED SEX OFFENDER INFORMATION

References:

Education Code Section 87405;
Penal Code Sections 290, 290.01, and 290.95;
34 Code of Federal Regulations Section 668;
42 U.S. Code Section 14071j;
20 U.S. Code Section 1092(f)(1)(I); and 20 U.S. Code Section 1232g(b)(7)(A) (Campus Sex Crimes Prevention Act)
~~20 U.S. Code Section 1232g(b)(7)(A)~~

The District shall include in its Annual Security Report a statement advising the campus community where information pertaining to registered sex offenders may be obtained.

Sex offenders are required to register with the police in the jurisdiction in which they reside and at institutions of higher learning if they are students there or if they work there as employees, contractors, or volunteers. A sex offender who is an employee or volunteer in the District must disclose ~~his or her~~ their status as a registrant upon ~~his or her~~ their application or acceptance of the position if ~~his or her~~ they 1) would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or have supervision or disciplinary power over minor children or 2) would be working directly and in an accompanied setting with minor children and ~~his or her~~ their work would require touching minor children on more than an incidental basis.

A sex offender who must register for committing a crime against a minor victim under the age of 16 is prohibited from serving as an employer, employee, contractor, or volunteer in any capacity in which the sex offender would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or involving having supervision or disciplinary power over minor children.

Sex offenders who may be required to register should do so at the District Police Department located at ~~835-700~~ College Avenue, Police Department Village Square, Kentfield, CA 94904. Any student sex offender who only takes online classes, shall complete and mail the 8040C form to the attention of the College of Marin Police Department, 700 College Avenue, Kentfield, CA 94904.

Any student sex offender taking classes in-person, shall complete the 8102S form, at the Campus Police Department, before registering for classes. At that time the Police Department may take their photo, fingerprint, and then update their CSAR (California Sex and Arson Registration) file.

Information concerning registered sex offenders can be obtained from the District Police Department located at 835-700 College Avenue, Police Department, Kentfield, CA 94904.

The District's Police Department shall not release information regarding a sex offender, unless the person seeking the information has signed a statement, on a form provided by the Department of Justice, stating that ~~his or her~~ they are is not a registered sex offender, that ~~his or her~~ they understands the purpose of the release of information is to allow members of the campus community to protect themselves and their children from sex offenders, and that ~~his or her~~ they understands it is unlawful to use the information received to commit a crime against any registered sex offender or to engage in illegal discrimination or harassment of a registered sex offender. The department will maintain the signed statement in its records for a period of five years.

The District's Police Department will release the following information regarding a registered sex offender:

1. full name
2. known aliases
3. gender
4. race
5. physical description
6. photograph
7. date of birth
8. crimes resulting in registration and
9. The date of last registration or re-registration

Office of Primary Responsibility: ~~College Operations~~ Administrative Services, Student Services, and Campus Police

Date Approved: February 17, 2009

Date Revised: December 5, 2017

Date Reviewed/Revised:

Academic Affairs

CCLC 43 updated this procedure to revise the title and content to align with changes in the Title 5 regulations. This is a 10+1. Mici B. 2-6-24
 Edits as shown. Alexander Jones/Instruction 3-11-24
 Changes approved. Cari 3-11-24
 Copy to Mia/SLS 3-11-24
 Approved without changes. Academic Senate 3-28-24

AP 4103 WORK EXPERIENCE EDUCATION**References:**

Title 5 Sections 55250 et seq.

~~The Cooperative Work Experience Education Plan includes:~~

- ~~• Cooperative Work Experience Education Program offers students the opportunity to earn college credit for skills and training related to employment.~~
 - ~~• District, employer, and other cooperating agencies:

 - ~~○ Offer students in paid or unpaid positions, assistance in setting goals to be accomplished during the school term.~~
 - ~~○ Goals will be set in cooperation with the Work Experience Education instructor and job site supervisor.~~
 - ~~○ Work Experience Education Instructor offers students guidance services for success in college and on the job.~~
 - ~~○ Work Experience Education is coordinated by the Work Experience Course Instructor of Record.~~~~
 - ~~• Processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described;

 - ~~○ Work Experience Education provides students with skills-based learning opportunities, including, but not limited to, participating on projects, attending group and/or individual meetings with the coordinator, and experiencing career workshops.~~
 - ~~○ Work Experience Education students are provided with a rubric, which serves as the basis for awarding grades.~~~~
- ~~Adequate clerical and instructional services are provided; and~~

The Work Experience Education Program offers students the opportunity to earn college credit for skills and training related to employment.

Work Experience Education is supported by Counseling, Workforce Development and Career Education.

The respective responsibilities of the college, faculty, the student, the employer, and any other cooperating individuals or agencies involved in providing work experience education:

- The Work Experience Education Program offers students in paid or unpaid positions, assistance in setting goals to be accomplished during the school term.

- Goals will be set in cooperation with the Work Experience Education instructor and job site supervisor.
- Work Experience Education Instructor offers students guidance services for success in college and on the job.
- Work Experience Education is coordinated by the Work Experience Education Course Instructor of Record.

The type of work experience education offered by the District

- College of Marin will offer Work Experience Education courses

How the District The Work Experience Education Course Instructor of Record will:

- Provide guidance services for students during enrollment in work experience education;
- Assign sufficient instructional or other personnel to direct the program and provide other required District services;
- Assess student progress in work experience education through written, measurable learning objectives and outcomes;
- Ensure planned opportunities for students to discuss their educational growth with the appropriate college and employer representatives at regular intervals within each term;
- Assign grades or other evaluative symbols to mark student achievement in work experience education courses, and award units of credit, when applicable;
- Analyze disaggregated work experience enrollment, persistence, and course success data related to certificate, degree and transfer attainment (disaggregations including, but not limited to, student race/ethnicity, income status, gender, and accessibility status for credit & noncredit work experience);
- Ensure adequate clerical and instructional services are available to facilitate the program; and
- Ensure equitable access to work experience opportunities for underrepresented and socioeconomically disadvantaged students.
- ~~Maintenance of records that include the type and units of work experience in which a student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and that a work permit was issued.~~
 - ~~The Work Experience Education Instructor is responsible for maintaining all records for enrolled students, which is the basis for final grades.~~
 - ~~The Work Experience Education Instructor is responsible for maintaining contact with the job site supervisor.~~
- Ensure the retention as of student records the following documents for each work experience education student:
 - learning agreements establishing hours that will be worked
 - statements verifying hours worked
 - records of consultation with the employer
 - records of faculty consultation
 - evaluation of student achievement of learning objectives by instructor
 - the work permit for minor students; and records of the final grade.

Work Experience Education Instructor must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.

There are limits to the total number of units a student may earn while attending California community colleges. ~~General Work Experience Education is limited to 6 semester units per term and Occupational Work Experience Education is limited to 16 semester units. A combination of General and Occupational Work Experience Education is limited to 16 semester units total.~~

Office of Primary Responsibility: Student Learning and Success

Date Approved: April 19, 2011 (*Replaced College of Marin Policy 2.0002*)

Date Reviewed/Revised: September 19, 2023

Date Revised: