

March 9, 2017, 3:00 p.m.
Academic Center, Room 303, KTD

Present: David Wain Coon, Eric Sitzenstatter, Darlene Baten, Jonathan Eldridge, Lindsay Bacigalupi, Maridel Barr, Christina Leimer, Becky Brown, Greg Nelson, Patricia Seery, Kathy Joyner

Absent: Kelley Gaffney, Meg Pasquel, Amy Diaz, Mercedes Sosa Cordero, Paul Wilson, Monica Rudolph

Guests: None

1. **Agenda** - The agenda was approved by consensus.
2. **Minutes** - The minutes of the February 16, 2017 meeting were approved by consensus.

3. **President's Report**

Accreditation Update - Dr. Coon reported on the accreditation exit interview and noted that overall we should be very happy with the outcome. He will compile a general summary based on notes taken at the exit interview and provide it to the college community next week. The College will be receiving a draft report from the visiting team which will be checked for any errors in fact and the Commission will review the report in June.

IVC Vision Plan - Dr. Coon reviewed details of the vision plan which brings together the initiatives that have been developing over the past 2 - 3 years for IVC. He requested that the document be reviewed and shared with constituent groups and asked for feedback and input at the next meeting.

4. **Board Policies and Procedures –**

The following BP/APs were approved to move forward to the Board of Trustees:

BP/AP 3550 Drug & Alcohol Free Environment Program

BP/AP 4050 Articulation (10 + 1)

BP 5500 Standards of Student Conduct (10 + 1)

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students was approved at the last college council meeting as review, but was presented for input by the Classified and Student Senates.

BP/AP 5140 Disabled Students Programs and Services (Student Accessibility Services) was approved by the Academic Senate with some changes as recommended by Stormy Miller.

5. **Board of Trustees Meeting –** Dr. Coon reviewed the agenda for the March 14, 2017 Board meeting which will be held at IVC. During the study session Trustees will see a presentation on Open Gov a new transparency tool, discuss the Measure B program management/construction management processes, discuss PSAs, review design concepts for Measure B projects scheduled to start in the summer, discuss the IVC vision report and review the 17/18 budget assumptions. The CEO report will cover accreditation, the COM Foundation Audit if ready, an update on Marin Transit and a presentation on Workforce Development and the Adult Education Block Grant.

6. **Constituent Reports**

Student Senate – Darlene commented that the free tax preparation services event held on February 25 was very successful, drawing approximately 30 students. The inter-club council had their first meeting last week and a Club Day is scheduled next Wednesday from 11 a.m. to – 1:30 p.m. ASCOM enjoyed their second visit and discussion with alumnus Louis Bershad. UMOJA and ASCOM are sponsoring a Women’s History event on March 23 in the cafeteria from 12 – 1:30 and all are encouraged to attend.

ESCOM – Eric handed out an update on Community Education, Lifelong Learning and International Education which is attached to the minutes.

Classified Senate – Lindsay reported that they received great feedback on the 2/24 classified professional development day. The IVC Welcome Back event will happen on March 22 at Community Education from 9:30 – 10:30 now that the weather has settle down. She commented that the mock interviews done with the classified senate were very different from the actual visit. They learned a lot from the process and came away with some good ideas from the team about approaching shared governance as a combined decision making process where all collaborate together.

Academic Senate – Patricia also reported on the Academic Senate visit during accreditation, and that they too had good discussions about adequate budget, relationships with administration, working with the union, inviting other senates to meetings and having students present to observe. They also passed the BP/APs noted this afternoon with some additional changes to the language in BP/AP 5140 which will be send to Kathy shortly.

Dr. Coon noted that the College was hosting a Town Forum with Congressman Jared Huffman on Saturday, March 18 at 10:00 a.m. in the gymnasium and encouraged attending.. He encouraged attendance.

7. Meeting Wrap-Up Items for follow-up or next agenda:

Next Meeting:

Input for IVC Visioning Report
BP/AP 5140 if not received in time today
Training Topics
Summer Work Plan

8. Next Meeting – The next meeting is scheduled for April 13, 2017, 3:00 p.m.
9. Adjourn Meeting – Meeting was adjourned.

Community Education, Lifelong Learning and International Education Update March 8, 2017

Community Education Endowment

Thanks to generous contributions of private funds, the College of Marin Board of Trustees approved a proposal for a Community Education Endowment at their February meeting. This endowment will provide tremendous support to offset necessary Community Education course fee increases and to promote departmental innovation and financial sustainability.

Author Series

On February 10th we laughed and learned about Jewish humor and what it all means at the first Friday Afternoon Author Series event with KQED Forum's Michael Krasny. This event was extraordinarily well-attended by COM credit and non-credit students and campus community members and also drew a sizeable number of local residents new to our campus. Please join us for two additional Author Series events this spring. These events are free to the public, with free campus parking.

- Friday, March 24, 1-2:30pm, Joel Selvin, *Altamont: The Rolling Stones, the Hell's Angels, and the Inside Story of Rock's Darkest Day*, College of Marin Library, Kentfield Campus.
- Friday, April 28, 1-2:30pm, Phil Cousineau, *The Art of Pilgrimage: The Seeker's Guide to Making Travel Sacred*, College of Marin Library, Kentfield Campus.

(The Author Series is proudly presented by ESCOM, Book Passage, the College of Marin Library, and Community Education.)

Expanded Community Education Offerings at IVC

Community Education is debuting new courses at Indian Valley Campus (IVC) this Spring, including The Journal as Source of Prose, Poetry and Performance; Regional Wines Series; Beginning Conversational Spanish; and Italian Cinema. Community Education looks forward to expanding offerings in Novato and providing more opportunities for community members to share their interests regarding future programming.

International Student Recruitment

On February 21st International Education hosted 15 agents from China as part of a partnership with University Bridge and a larger effort to increase international student enrollment. Thank you to all departments who made this a successful visit.

ESCOM

Good morning Eric, please thank Dr. Coon for his continued support of ESCOM and Community Ed.

I'm working on a grant from Osher Foundation. I've done the research and have written a draft answering the questions needed. I will meet with Carol on Thursday to share what I have done and take the next steps needed. It's a long shot, but there is a shot!

Best, Marian

Inclusion, Diversity, Equity, and Action (IDEA) Committee

Charge

The IDEA Committee is advisory to the Superintendent/President and is charged with making recommendations, educating, and informing the campus community about best practices and innovative methods to cultivate a safe, equitable, and inclusive environment at College of Marin (COM) for students and employees. This Committee will focus on initiatives rooted in social justice frameworks to build awareness, knowledge, and skills about issues of power, privilege, and oppression that affect the multiple identities at COM. These identities include, but are not limited to: race, national origin, religion, culture, socioeconomic status, disability, gender identity, sexual orientation, political beliefs, and/or ethnic background. It is also the responsibility of the IDEA Committee to consider significant College decisions and policies through the lens of inclusion and equity.

Responsibilities

1. Review College plans through an equity and inclusion lens and research best practices and innovative methods for cultivating a safe, equitable and inclusive campus environment.
2. Review and recommend equity, diversity, and inclusion-related policies for the District.
3. Make recommendations to the Superintendent/President on equity, diversity, and inclusion throughout the district with regard to ongoing activities and future direction.
4. Educate and inform the college community on equity, diversity, and inclusion issues.
5. Establish appropriate timelines to complete tasks and make recommendations.

Composition – Appointed by the Superintendent/President

- 2 faculty
- 2 classified staff
- 2 students
- 2 administrators
- Staff resource/advisors: Human Resources, District Police, Student Activities and Advocacy, Student Accessibility Services, Library
- The chair or co-chairs will be elected from the group.

Activities

1. Review institutional plans with regard to equity, diversity, and inclusion, such as:
 - a. *The College of Marin Equity Plan*
 - b. *The College of Marin Equal Employment Opportunity Plan*
 - c. *The FLIT Report*
2. Collaborate with other COM committees and offices to support institutional plans with regard to equity, diversity, and inclusion
3. Collaborate with Bay Area organizations and partners where feasible within appropriated budget and where partnerships are agreed to by the Superintendent/President.

4. Coordinate education, awareness, and offer support to departments on issues of equity, diversity, and inclusion
 - a. Plan Events
 - i. Think Thursdays: Film & Discussion Series
 - ii. Speakers
 - iii. Workshops and periodic forums
 - iv. Presentations for
 1. Flex Week
 2. Classified Professional Development Day
 3. College Hour
 4. Department meetings
 5. New Faculty Orientation
 6. Classes
 - b. Establish conversation partners – support systems to process and explore on-going learning related to building equity-based practices in the classroom, in office settings, in the library, etc.
5. Coordinate campus safe space trainings concerning various identities and needs (ex. Undocumented student ally training) where not already the responsibility of an existing department.
 - a. Whether through creating in-house or by bringing in outside train-the-trainer type models, the IDEA committee would be able to coordinate a campus model for diversity, equity, inclusion, and dialogue that would be rolled out to the campus at-large.
 - b. Providing an overall model for diversity, equity, inclusion, and dialogue to benefit the campus by establishing common ground through which dialogues concerning power, privilege, and oppression would be housed within a shared vocabulary and a baseline understanding of complex ideas.
 - c. Examples of third-party train-the-trainers models employed by other campuses include VISIONS, Inc. or World of Difference (by the Anti-Defamation League).
 - d. Develop recommendations for on-going learning and practices in regard to diversity, equity, and inclusion.
6. Serve as collaborative and advisory resource to Human Resources, as requested, in promoting hiring practices & processes with regard to equity, diversity, and inclusion.
 - a. Evaluation and Promotion Approach
 - b. Multiple interviews with different platforms
 - i. Campus Tour by student ambassadors
 - ii. Lunch with COM employees not on the hiring committee
 - c. Advertisement Policies
 - d. Candidate Surveys
7. Advise on creating and facilitating campus safe and supportive spaces in times of stress or trauma, ensuring that appropriately trained professionals are consulted as needed
 - a. During periods of national or local trauma, students, staff, and faculty often need spaces of healing and dialogue to reestablish safety and support with

community. It is in the spirit of these spaces that COM offers opportunities for community members to gather.

- b. Currently, these support spaces are ad hoc creations that happen through the dictates of either the President, Vice President, or Dean of Student Success and with the coordination of COM faculty and staff members. There is currently no mechanism in place to create them, other than relying on personal expertise of faculty and staff, and no mechanism in place to embed them in the fabric of the College of Marin's culture.
 - c. The IDEA committee would be consulted and engaged when such support spaces are needed. It will research best practices for such spaces and responses and develop a volunteer list of staff and faculty with appropriate expertise who can be called upon for related needs.
8. Review and advise on campus messaging concerning drafted statements when local, national, and international news occurs that affects the COM community
- a. In times of local, national, and international crises, it is critically important for our campus to rally behind a shared message of affirmation and support. These messages traditionally come from the Office of the President but are in actually drafted through the consultation of campus stakeholders.
 - b. The IDEA committee would be able to provide immediate feedback to the Office of the President concerning campus attitudes, with particular attention toward administration, faculty, staff, and student representatives.
9. Discuss and respond to data with regard to equity, diversity, and inclusion.
- a. Review College plans for alignment with data provided by Planning, Research, and Institutional Effectiveness (PRIE).
 - b. Collaborate with PRIE to determine research needed to understand and evaluate the environment of the campus with regard to equity, diversity, and inclusion.

General Institution
Admin Review 1/29/2016

BP 3050 INSTITUTIONAL CODE OF ETHICS

Reference:

ACCJC Accreditation Standard [III.A.13 \(formerly III.A.1.d\)](#)

The District shall establish an Institutional Code of Professional Ethics.

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

Date Adopted: April 20, 2010

General Institution

Classified Senate Edit 4/5/2017

CCLC Update 25 (Nov 2014) to reflect revised Accreditation Standards

AP 3050 INSTITUTIONAL CODE OF ETHICS

Reference:

ACCJC Accreditation Standard III.A.13 (formerly III.A.1.d);
ACCCA Statement of Ethics

Definition of Ethics

Ethical behavior is often defined as “right” or “good” behavior as measured against commonly accepted rules of conduct for a society or for a profession. The ethical person is often described in absolute terms as one who is fair, honest, straightforward, trustworthy, dispassionate, and unprejudiced. If, however, one is inconsistently fair or honest, one loses credibility and is perceived to be unethical. The ethical person must be conspicuously consistent in the exercise of integrity to sustain the credibility that is an expectation of office.

Importance of Ethics

The credibility of the District’s employees depends upon whether they are perceived as honest individuals ~~men and women~~. If integrity contributes to credibility, then ethical behavior is a singular prerequisite to successful performance. When people are convinced that public institutions employ honest individuals, questions of credibility and demands for public accountability rarely arise.

Statements of ethical standards do not necessarily ensure ethical behavior. Yet public statements of intent surely create an expectation that public officials will indeed act with integrity in the public interest.

Expectations for Ethical Behavior

Employees of the District shall be committed to the principles of honesty and equity. They shall not seek to abridge for any purpose the freedoms of other employees or students. At the same time, they shall not willingly permit the right and privileges of any members of the college community to override the best interests of the public served by the District.

Employees shall exercise judgments that are fair, consistent, and equitable. They shall exhibit openness and reliability in what they say and do as educational leaders. They shall confront issues and people without prejudice. They shall do everything they can to demonstrate a commitment to excellence in education and without compromise to the principles of ethical behavior.

Similarly, students are expected to abide by ethical behavior and decision-making in their treatment of District employees, other students, and members of the public.

Employee Responsibilities

The following statements are intended as guidelines:

1. With respect to students:
 - a. Remain continuously informed of characteristics, preferences, and educational needs of the local community.
 - b. Provide and protect student access to educational resources of the District.
 - c. Protect human dignity and individual freedom, and assure that students are respected as individuals, as learners, and as independent decision-makers.
 - d. Invite students to contribute to the District decisions and directions.
 - e. Protect students from disparagement, embarrassment, or capricious judgment.
 - f. Keep foremost in mind at all times that the District exists to serve students.
2. With respect to colleagues and staff:
 - a. Develop a climate of trust and mutual support through the governance process characterized by participation of the people affected; focus on objectives rather than personalities; respect for reason, freedom of expression, and right to dissent.
 - b. Foster openness by encouraging and maintaining two-way communication.
 - c. Encourage, support, and abide by written policies and procedures and to communicate clearly to new staff members the conditions of employment, work expectations, and evaluation procedures.
 - d. Provide opportunities for professional growth.
 - e. Provide due process with opportunity for appeal and review of employee evaluation.
3. With respect to the Board of Trustees:
 - a. Keep the Board of Trustees informed so it can act in the best interests of the District and the public.
 - b. Act in the best interest of the District even when that action conflicts with an interest of an administrator or individual colleagues.
 - c. Be guided by the principles and policies established by the Board of Trustees.

Office of Primary Responsibility: President's Office

Date Approved: March 16, 2010

General Institution
Review 3/21/2017

BP 3100 ORGANIZATIONAL STRUCTURE

Reference:

Education Code Section 72400

The Superintendent/President shall establish:

- organizational charts that delineate the lines of responsibility and
- general duties of employees within the District.

Date Adopted: June 23, 2009

General Institution
Admin Review 3/21/2017

AP 3100 ORGANIZATIONAL STRUCTURE

References:

Education Code Section 72400;
Title 5 Section 53200

The District's organizational structure shall be available on the District's website. The organizational structure will be updated on an as-needed basis.

Office of Primary Responsibility: Office of Human Resources Organizational Development and Planning

Date Approved: May 12, 2009

General Institution
For Review 12-19-2016 – No CCLC Updates
Matches CCLC Template
Reviewed by VP SL&SS and Fiscal

BP 3280 GRANTS

Reference:

Title 5 Section 55450

The Board of Trustees will be informed about all grant applications made 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 purposes of the District.

Also see BP/AP 3820 titled Gifts

Date Adopted: July 19, 2011
(Replaces College of Marin Policy 7.0031)

General Institution

Review 12/19/2016 – No CCLC Updates – Suggested Good Practice
Reviewed by VP SL&SS and Fiscal

AP 3280 GRANTS

Reference:

Education Code Section 70902

Employees or programs seeking external grant funding shall prepare and submit an executive summary of their proposal to the Superintendent/President for approval prior to submitting the full grant proposal to the funding agency.

The executive summary shall include:

- 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
- how the proposed project supports the District's mission and/or strategic plan goals
- the time period of the project
- partners, if any, in the grant application
- the amount being requested and the funding source
- required match, if any, and the proposed source
- amount of indirect costs that would be provided to the District
- amount of staff time, including reassigned time, required in the grant proposal
- any space and/or other facilities requirements in the proposal
- an evaluation and approval from College Operations
- the anticipated impact on all other college offices, such as Research and Planning, Information Technology, Facilities, etc.
- plans, if required and/or desired, for institutionalization

If the proposal is approved by the funding agency and requires a formal written contract, it is the Project or Grant Manager's responsibility to submit it to College Operations for operational and legal review as necessary. Following this review, the Project or Grant Manager shall prepare a Board of Trustees agenda item requesting acceptance of the funding.

The Project or Grant Manager is solely responsible for complying with all requirements, including mandatory reports, of the funding agency.

Also see BP/AP 3820 titled Gifts

Office(s) of Primary Responsibility: Office of Student Learning

Date Approved: November 13, 2012

(Replaces College of Marin Procedure 7.0031 DP.1)

General Institution

Admin Review 12/15/2016

Advancement/Fiscal Review 3/17/2017

CCLC Update 26 (April 2015) changed BP classification from legally required to legally advised.
CCLC Update 27 (October 2015) to add military or veteran status to list of grounds on which potential donor may not discriminate.
CCLC Update 30 (April 2017) to correct a typographical error in legal citations – 4/3/2017

BP 3820 GIFTS

References:

Education Code Sections ~~72122 and~~ 72205

The Board of Trustees shall consider all gifts, donations, and bequests made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete the resources of the District.

The District shall assume no responsibility for appraising the value of gifts made to the District.

Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.

In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity. (See BP/AP 3410 titled Nondiscrimination)

Also see [AP 3820 Gifts](#), BP/AP 2800 titled Naming of Facilities and BP/AP 2710 titled Conflict of Interest

Date Adopted: September 18, 2012

(Replaces College of Marin Policy 7.0038)

General Institution

New Procedure

Reviewed w/Advancement & Fiscal Services

AP 3820 GIFTS**Reference:**Education Code Section 72122

The Advancement Office is responsible for the receipt and coordination of gifts and pledges including cash, securities, trusts, insurance policies, real estate and in-kind donations. In accordance with BP 3820 Gifts, the Board of Trustees shall consider all gifts, donations and bequests made to the District. The Advancement Office is responsible for presenting all gifts, donations and bequests to the Board of Trustees for consideration.

Restricted Gifts

Acceptance of restricted gifts imposes a legal obligation to comply with the terms established by the donor. The Advancement Office will review the terms of each restricted gift to ensure that the nature and extent of this obligation be clearly understood and that the gift retains its original usefulness and beneficial qualities. If a gift is deemed unacceptable because of the restrictions the donor has placed on its use, the donor will be counseled by the Advancement Office to remove or modify the restrictions.

Gifts-in-Kind

The Advancement Office will ensure that gifts-in-kind (e.g., property, equipment, securities, real estate, artworks) are reviewed to ensure that the gift will be of benefit to the District and that acceptance of the gift will not involve financial commitments or other obligations to the District that are disproportionate to the gift. Employees interested in soliciting equipment or other gifts-in-kind shall check with the Advancement Office prior to approaching the contributor to ensure District policy is followed. Gifts-in-kind to the District must be approved as designated on the **Memo of Intent to Accept Non-Cash Gift** form and only after a determination has been made that there is a need or desire for the item or items and that the item(s) will not involve financial commitments or other obligations to the District that are disproportionate to the gift.

It will be the responsibility of the donor to assign a monetary value to the item(s) donated. Gifts-in-Kind (non-cash) with a value of \$5,000 or more require an appraisal form from the donor as well as an itemized list of item(s) donated, and the name and address of the donor sent to the Advancement Office.

It shall be the responsibility of the Advancement Office to record and acknowledge receipt of gifts made to the District, including cash, pledges, securities, real estate and gifts-in-kind.

1. All donations and pledges shall be received, processed and acknowledged first by the Advancement Office. The COM Contribution Form is on the Advancement Office webpage.

Deposits of private funds of any kind and for any purpose in a private bank account in the name of the department program, faculty or staff is prohibited.

2. All private funds contributed to any department or program of the District must be forwarded to the Advancement Office with copies of all documentation for review and approval no later than ten (10) days after receipt of monies or at the conclusion of the event or activity.
3. The Advancement Office will then forward all contributed funds and documentation to Fiscal Services for processing.

Refused or Returned Gifts

Gifts will be refused or returned by the Advancement Office or staff if solicited by staff, under the following circumstances:

- The purpose of the gift is inappropriate or not conducive to the best interests of the District.
- The gift obligates the District to undertake responsibilities, financial or otherwise, which it may not be capable of meeting for the period required by the terms of the gift.

See also: BP 3820 Gifts, BP/AP 3280 Grants, and the Advancement Office Fundraising Guidelines and Procedures

Office of Primary Responsibility: Advancement

New Administrative Procedure

Date Approved:

General Institution

Reviewed by Advc/Student Activities/Fiscal 3/27/2017

New Board Policy

BP 3840 FUNDRAISING

References:

No references

The Superintendent/President designates the Advancement Office to develop processes for District fundraising activities and the Office of Student Activities and Advocacy for student organization fundraising activities.

The District will permit coordinated fundraising through the Advancement Office from individuals, businesses, foundations, or business/corporate sources to assist in supporting College of Marin's goals and objectives.

See also: AP 3840 Fundraising, BP/AP Gifts

Date Approved:

Reviewed by P Isozki, L Frank, S Suilaman Hara, C Hildebrand

General Institution
Review w/Advancement & Fiscal

NEW ADMINISTRATIVE PROCEDURE

AP 3840 FUNDRAISING

References:

Education Code Section 76062

The Superintendent/President designates the Advancement Office the primary responsibility for coordination of fundraising programs, solicitation of private support or grants from individuals, foundations, businesses, corporations and organizations for funds or in-kind items for the purpose of scholarships, recognition programs, events or departmental initiatives for the benefit of the District on behalf of all staff, faculty, administrators or other District affiliated personnel. All fundraising appeals and solicitations made on behalf of the District will be coordinated through the Advancement Office.

Any faculty or staff member who seeks to establish any type of fundraising program in the name of the District from individuals, business, industry, foundations or community organizations shall follow the guidelines outlined in this document prior to any solicitation taking place.

1. Before pursuing formal discussions with any potential donor there will be review with the appropriate supervisor, dean, department head, or vice president. Additional review outlining broad goals and objectives of the prospect solicitation will then be conducted with the Advancement Office.
2. All formal requests to undertake fundraising initiatives or to solicit contributions shall be in writing and submitted at least 45 days prior to the actual event. Requests shall be submitted on the **College of Marin Fundraiser Request Form** available on the Advancement webpage.
3. Upon review and approval from the Advancement Office and prior to submission of formal written request to potential donor(s) or sponsors, all supporting materials including mailing list, letter of request and other related documents shall be reviewed by the Advancement Office. The Advancement Office will assist with the development and coordination of fundraising/solicitation strategies, plans and related activities where necessary.

Capital campaigns involving the planning, construction or expansion of a building to be funded by private sector gifts shall be managed and conducted through the Advancement Office.

Any student organization or non-student group, including Emeritus Students College of Marin (ESCOM), who seeks to establish any type of fundraising program in the name of their organization or external organization shall meet with the Office of Student Activities and Advocacy to submit a formal request for the fundraiser and follow appropriate guidelines to submit funds raised by any and all fundraising activities, pursuant to California Education Code Section 76062 and Associated Student Body Accounting Manual, Fraud Prevention Guide.

See also: Reference Other BP 3840 Fundraising

Office of Primary Responsibility: Advancement Office; Office of Student Activities and Advocacy as identified in the procedure.

New Administrative Procedure

Date Approved:

Developed by Advancement Office. Reviewed by Fiscal, C Hildebrand, S Sulaiman Hara 3/27/2017

Academic Affairs
For Review 3-21-2017

BP 4675 PROGRAMS FOR OLDER ADULT STUDENTS ~~(EMERITUS COLLEGE)~~

Reference:

No reference

ESCOM (Emeritus Students College of Marin) is a unique program that offers Community Service and/or Noncredit classes designed to address the needs of the county's older adult population. Courses offered through ESCOM Emeritus College seek to support the principles of quality of life, lifelong learning, cultural enrichment, and personal growth.

Also see BP 5450 titled ESCOM (Emeritus Students College of Marin)

Date Adopted: May 17, 2011

(This replaces College of Marin Policy 3.0030)

Student Services

No CCLC Updates

Admin Review 3/27/2017

BP 5400 ASSOCIATED STUDENTS ORGANIZATION

Reference:

Education Code Section 76060

The students of the District are authorized to organize a student body association. The Board of Trustees hereby recognizes that association as the Associated Students of the Marin Community College District.

The Associated Students Organization is recognized as the official voice for the students in District decision-making processes. It may conduct other activities as approved by the Superintendent/President. The Associated Students Organization activities shall not conflict with the authority or responsibility of the Board of Trustees or its officers or employees.

The Associated Students Organization shall conduct itself in accordance with state laws and regulations and administrative procedures established by the Superintendent/President.

The Associated Students Organization shall be granted the use of District premises subject to such administrative procedures as may be established by the Superintendent/President. Such use shall not be construed as transferring ownership or control of the premises.

[See Administrative Procedure 5400 Associated Student Organization](#)

Date Adopted: April 20, 2010

(Replaces College of Marin Policy 4.0028)

Reviewed by Sadika 3/27/2017

Student Services

No CCLC updates

Admin Review 3-27-2017

AP 5400 ASSOCIATED STUDENTS ORGANIZATION

Reference:

Education Code Section 76060

The District has an Associated Students Organization that encourages representation from all registered day and evening students.

A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations, and policies established.

A simple majority of the elected voting members of the Associated Students Organization governing body shall constitute a quorum.

Also see BP 4675 titled Programs for Older Adult Students (Emeritus College)

Office of Primary Responsibility: Student ~~Affairs~~ **Activities and Advocacy**

Date Approved: March 16, 2010

Reviewed by Sadika 3/27/2017 – No recommended changes

Student Services

No CCLC Updates

Admin Review 3/27/2017

BP 5410 ASSOCIATED STUDENTS ORGANIZATION ELECTIONS

References:

Education Code Section 76061;
College of Marin Associated Students' Election Code

The Associated Students Organization shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the District.

Any student elected as an officer in the Associated Students Organization shall meet both of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his/her term of office, with a minimum of five semester units or the equivalent.
- The student shall meet and maintain the minimum standards of scholarship (see BP 4220 titled Standards of Scholarship and related administrative procedures).

Date Adopted: April 20, 2010

Sadika – No recommended changes 3/27/2017

Student Services
No CCLC Updates
Admin Review 3-27-2017

AP 5410 ASSOCIATED STUDENTS ORGANIZATION ELECTIONS

References:

Education Code Section 76061;
College of Marin Associated Students' Election Code

The Associated Students Organization shall conduct annual elections to elect officers.

Any student elected as an officer in the Associated Students Organization shall meet the requirements in Board Policy.

The Associated Students Organization elections shall be conducted in accordance with the Associated Students' Election Code as approved by the District.

Office of Primary Responsibility: Student ~~Activities and Advocacy~~ **Affairs**

Date Approved: March 16, 2010

Sadika review – No recommended changes 3/27/2017

Student Services

No CCLC Updates

Admin Review 3-27-2017

BP 5420 ASSOCIATED STUDENTS ORGANIZATION FINANCE

References:

Education Code Sections 76063–76065

The funds of the Associated Students Organization shall be deposited with and disbursed by the District.

The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.

The student body funds of the District are independent funds administered by student organizations. They are not part of District funds; however, the student body funds shall be administered in accordance with District accounting procedures and shall be subject to annual audit.

A financial report of the condition of each general organization shall be submitted to the Board of Trustees annually.

Student body budget and financial reports are to be approved by the Board of Trustees.

Also see BP/AP 6150 titled Designation of Authorized Signatures

Date Adopted: April 20, 2010

(Replaces College of Marin Policy 6.0014)

Reviewed w/C Hildebrand, S Sulaiman Hara w/no recommended changes 3/27/2017

Student Services
No CCLC Updates
Admin Review 3-27-2017

AP 5420 ASSOCIATED STUDENTS ORGANIZATION FINANCE**References:**

Education Code Sections 76063-76065 and cites below

Associated Students Organization Funds are maintained in accordance with the following procedures:

- Associated Students Organization Fund books, financial records, and procedures are subject to annual audit.
- Reports of the annual audit of Associated Students Organization funds are submitted to the Board of Trustees.
- Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students Organization by the Office of College Operations.
- Associated Students Organization funds shall be deposited with and disbursed by the District.

The funds shall be deposited, loaned, or invested in:

- Deposits in trust accounts of the centralized State Treasury System pursuant to Sections 16305 to 16305.7, inclusive, of the Government Code or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
- Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
- Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
- Investment certificates or withdrawable shares in state or federal credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.
- Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All funds shall be expended according to procedures established by the Associated Students Organization, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be authorized for expenditure:

- the Superintendent/President or designee;
- the employee who is the designated adviser of the particular student body organization; and
- a representative of the student body organization.

Also see BP/AP 6150 titled Designation of Authorized Signatures

Date Approved: March 16, 2010

Reviewed by C Hildebrand/S Sulaiman Hara 3/27/2017

Student Services
For review 3-21-2017

BP 5450 ESCOM (EMERITUS STUDENTS COLLEGE OF MARIN) ~~(ESCOM)~~**Reference:**

No reference

ESCOM ~~The~~ (Emeritus Students College of Marin) ~~(ESCOM)~~ supports the Emeritus ~~College~~ program and its students. ESCOM members participate on the ESCOM Curriculum Committee and provide feedback and suggestions regarding Emeritus ~~College~~ courses.

ESCOM sponsors forums, concerts, lectures, and other activities of interest to older adult students. Members participate in the college governance system and on other college committees and taskforces, as appropriate.

Also see BP 4675 titled Programs for Older Adults Students ~~(Emeritus College)~~ and BP/AP 5400 titled Associated Students Organization

Date Adopted: May 17, 2011

(This replaces parts of College of Marin Policy 3.0030.)

Reviewed C Hildebrand/B Hampson

Human Resources

Reviewed by HR 3/15/2017

CCLC Update 29) October 2016 – to include Ed Code Section 87458 which addresses conditions under which an administrator may become a first-year probationary member.

BP 7120 EMPLOYMENT RECRUITMENT

References:

Education Code Sections 70901.2, 70902(b)(7) & (d), 87100 et seq., 87360, ~~and~~ 87400; and 87458
Title 5 Sections 53000 et seq. and 51023.5;
ACCJC Accreditation Standard III.~~1~~.A.1.

The Superintendent/President shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity plan shall be implemented according to Title 5 and BP 3420 titled Equal Employment Opportunity.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors of the California Community College System.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board Policies and Administrative Procedures and in accordance with the Academic Senate's role in local decision making.

Date Adopted: June 22, 2010

(Replaces College of Marin Policies 5.0003, 5.0005, and 5.0006.1)

Human Resources

HR Edits March 2016/March 2017

Admin Edits 12/15/2016

Classified Senate Edits 4/5/2017

CCLC Update 25 (November 2014) to reflect revised Accreditation Standard in legal references.

AP 7120 EMPLOYMENT RECRUITMENT**References:**

Education Code Sections 87100 et seq., 87360, 87400, 87408-87408.6, 88003, and 88021;
Title 5 Code Sections 53021-53024;
ACCJC Accreditation Standard III.A.1. (formerly III.A.)

I. General Provisions

- A. Equal Employment Opportunity (EEO) – Commitment to Diversity:** In all phases of recruitment and hiring, equal opportunity is afforded to all employees and qualified applicants for employment without discrimination on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, genetic information, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Equal employment opportunity issues are addressed in BP/AP 3420 titled Equal Employment Opportunity and the District's EEO Plan.

B. ~~A.~~ Permanent Academic, Management, and Classified Employees

~~The~~ Human Resources ~~Office~~ will have primary responsibility for implementing Administrative Procedures for the employment of permanent academic and classified employees. Such procedures for employment include provisions for assuring adequate candidate screening by a screening committee, including faculty, administration, and staff participation as appropriate; equal employment opportunity review; and necessary forms and guidelines.

II. Recruitment Methods for Management and Classified Positions**A. Position Authorization**

Recommendations for the creation and/or filling of positions may be made in accordance with District governance or administrative processes. Approval for the filling of an authorized position that is vacant will be made by the Superintendent/President.

B. Search/Screening Committee Structure

1. The Superintendent/President or designee may appoint the chairperson for the committee and committee members. Classified employees will be appointed by the

~~Classified Professional Liaison Committee (CPLC) official classified staff appointing body.~~
Academic employees will be appointed by the Academic Senate.

2. Training: All members of the screening committee shall be trained in the relevant State and Federal provisions for equal employment opportunity, and the search/screening process.
3. The committee will have District-wide representation for the purpose of screening, interviewing, and recommending candidates to the Superintendent/President or designee (See Human Resources Screening Committee Composition Guidelines).
4. The Superintendent/President or designee may appoint other than District employees to participate in the recruitment process.
5. Members of the ~~screening/~~Interviewing committee are acting as agents for the District and are participating in a confidential process. Committee members are prohibited from releasing any information which relates to the recruitment process. Committee members may be held personally responsible for any unauthorized disclosure of information.

C. Position Announcement

1. The position announcement will describe the duties and responsibilities of the position based upon the approved job description. The announcement shall be reviewed by the appropriate administrator.
2. The recruiting efforts will include, as appropriate, local-regional and national advertising as well as outreach efforts in accordance with the District's EEO Plan.

D. Applications

Applications for positions will be submitted using the District's website. Applicable materials shall be submitted with all completed applications. Human Resources will conduct the initial review of the applications to ensure minimum qualifications for the position are met.

~~1. Initial Qualifications Review of Applications~~

~~Human Resources will review the applications to ensure minimum qualifications for the position are met. If the applicant has applied for a minimum qualification equivalency, the application materials will be sent to the Academic Senate's designee(s).~~

E. Screening Process

1. Screening Criteria: Criteria may be formulated by the committee for the purpose of reducing the applicant pool to those best qualified ~~number of candidates to a manageable number.~~ Human Resources will provide the screening search committee with access to view the application and applicable materials for all candidates who meet the minimum qualifications for the position. The ~~search/~~screening committee will then select candidates to be interviewed.
2. Every effort should be made to interview at least three (3) candidates for each position.
3. Pre-selection Activities, Assessments, Demonstrations and Presentations: The District at its discretion may require pre-screening activities and/or assessments, as well as demonstrations or presentations of the candidate's effectiveness ~~testing~~ as appropriate to the position.
4. Applicant Screening: Members of the screening committee shall individually review each qualified applicant's application materials using the previously agreed upon screening criteria. Following the screening, the committee shall develop consensus regarding the pool of applicants to be invited to interview. Human Resources or the hiring

administrator/designee will schedule the selected candidates' interview and make necessary arrangements.

5. Interview Process: Interviews will be conducted using the previously agreed upon interview questions, and screening committee members shall individually evaluate each candidate based on his/her responses to the questions, the demonstration/presentation, and/or other type of performance indicator exercise(s), if applicable. Following the last interview, the screening committee will deliberate the candidates' strengths and areas for growth to determine a finalist(s) and will prepare written documentation of these conclusions to Human Resources. If the committee cannot identify a finalist(s), the position may be reposted and the screening process restarted. At the conclusion of the interview process, all application and interview materials used and completed by screening committee shall be returned and retained by Human Resources.
6. Notification of Candidates: Human Resources will notify applicants not moved forward to interview or as finalists of their status
7. 4Recommendations and Finalization of Selection
 - a. Management Positions and Full Time Academic Positions
 - i. ~~When possible, two or more~~ Finalists will be recommended to the Superintendent/President or designee. The committee may send comments or a statement of reservation about the candidates along with their recommendation.
 - ii. At the discretion of the Superintendent/President or designee, the finalists will be invited for an interview with the Superintendent/President and/or designees.
 - iii. If the Superintendent/President or designee does not agree with the committee's recommendations, he/she will request that the search be extended or suspended.
 - iv. The finalist(s) name(s) will be forwarded to the appropriate administrator or Human Resources for reference checking.
 - v. ~~iv.~~ The Superintendent/President or designee will extend an offer of employment.
 - vi. ~~v.~~ Upon acceptance of the offer of employment, the finalist's candidate's name will be submitted to the Board of Trustees for approval.
 - vii. Notification of Candidates: The Superintendent/President or designee or Human Resources The Superintendent/President or designee will notify the finalists not selected for the position of their status.
 - b. Classified Positions
 - i. The screening committee, in conjunction with the committee chairperson (e.g. hiring manager), will recommend a finalist(s) provide the appropriate supervisor or manager with a list of finalists. Second interviews are appropriate in the event the supervisor or manager is unable to participate in the initial interview.
 - ii. The finalist(s)' successful candidate(s') name(s) will be forwarded to the appropriate administrator or Human Resources for reference checking ~~and extension of an offer of employment.~~
 - iii. The appropriate administrator or Human Resources will extend an offer of employment.
 - iv. ~~ii~~ If there is not an acceptable candidate, the supervisor or manager will request the search be extended or suspended.
 - v. ~~iii~~ Upon acceptance of the offer of employment, the finalist's candidate's name will be submitted to the Board of Trustees for approval.

8. ~~5.~~ The action of the Board of Trustees will be communicated to the candidates. If for any reason the person approved refuses the offer, the matter may be referred back to the screening search committee.

III. Recruitment Methods for Full-Time Faculty Positions

A. **Vacancy:** Recruitment for a permanent faculty position will be conducted whenever the District determines that a permanent faculty position will meet the need of the District or the mandates of the State Chancellor's Office, or to comply with the MCCC-UPM/AFT Collective Bargaining Agreement.

B. **Search/Screening Committees Structure:** A screening committee will be formed.

1. ~~Composition: See Human Resources Screening Committee Composition Guidelines. The Superintendent/President or designee may appoint the chairperson for the committee and committee members. Classified employees will be appointed by the official classified staff appointing body. Academic employees will be appointed by the Academic Senate.~~
2. Training: All members of the screening committee shall be trained in the relevant State and Federal provisions for equal employment opportunity, and the search/screening process.
3. The committee will have District-wide representation for the purpose of screening, interviewing, and recommending candidates to the Superintendent/President (see Human Resources Screening Committee Composition Guidelines).
4. The Superintendent/President or designee may appoint other than District employees to participate in the recruitment process.
5. ~~3.~~ Members of the screening/Interviewing committee are acting as agents for the District and are participating in a confidential process. Committee members are prohibited from releasing any information which relates, to the recruitment process. Committee members may be held personally responsible for any unauthorized disclosure of information.

C. **Position Announcement:** ~~The job announcement and advertisement will be developed by the Human Resources Office and shall include the following:~~

1. In collaboration with the appropriate administrator and department chair, Human Resources will develop the position announcement to include:
 - a. ~~1.~~a description of the teaching/counseling/librarian/nursing, or other non-teaching responsibilities;
 - b. ~~2.~~representative courses to be taught, if applicable;
 - c. ~~3.~~minimum qualifications ~~that; equivalency, desirable knowledge, abilities and skills;~~
 - i. conform to the California Community College Chancellor's Office's Minimum Qualifications for Faculty and Administrators in California Community Colleges;
 - ii. include "Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds and learning styles of community college students and staff;
 - III include desirable "Knowledge, Skills and Abilities" which shall serve as the basis for the screening criteria, in conjunction with other required application materials.
2. The recruiting efforts will include, as appropriate, regional and national advertising, as well as outreach efforts in accordance with the District's EEO Plan.
 1. ~~screening methods to be used in the assessment;~~

- ~~2. other terms and conditions of employment as required by contract, District policy, or State law;~~
- ~~3. an address, url and/or telephone number for obtaining further information.~~
- ~~4. the following statement: "Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds and learning styles of community college students and staff."~~

~~The appropriate Deans, Directors, and Coordinators or Department Chairs will be asked to assist with developing "Desirable Knowledge, Abilities and Skills," which will be the basis for the screening criteria, in addition to the minimum qualifications or equivalency. The announcement shall be reviewed by the appropriate Dean and Department Chair or Coordinator.~~

- D. Minimum Qualifications:** Human Resources will conduct the initial interview of the applications to ensure minimum qualifications for the position are met. If the applicant has applied for a minimum qualification equivalency, the application materials will be sent to the Academic Senate's designee(s). (see AP 7211 titled Faculty Service Areas, Minimum Qualifications, and Equivalencies)

E. Screening Evaluation and Recommendation Process:

1. Screening Criteria: Criteria may be formulated by the committee for the purpose of reducing the applicant pool to those best qualified. Human Resources will provide the screening committee with access to view the application and applicable materials for all candidates who meet the minimum qualifications for the position. The screening committee will then select candidates to be interviewed.
2. Pre-selection Activities, Assessments, Teaching Demonstrations and Presentations; The District at its discretion may require pre-screening activities and/or assessments, as well as demonstrations or presentations of the candidate's effectiveness as appropriate to the position.
3. Applicant Screening: Members of the screening committee shall individually review each qualified applicant's application, transcript(s), resume or curricula vitae, and other materials which the applicant submitted, and using the standardized rating scale and previously agreed upon screening criteria, shall evaluate, score, and rank each applicant. Following the screening, the committee shall develop consensus regarding the pool of applicants to be invited to interview. Each committee member shall keep a standardized record of his/her evaluation. The point totals shall be summed for each applicant and an aggregate candidate list compiled. The committee shall agree upon size of the pool and the number of applicants to be invited to interview. The Human Resources Office or the hiring administrator/designee will schedule the selected candidates' interviews and make all necessary arrangements. For temp pools see AP 7212 titled Temporary Faculty — NOTE: moved to end of AP.
4. Interviews Process: Interviews will be conducted using the previously agreed upon interview questions, and screening committee members of the committee shall individually evaluate and score each candidate based on his/her responses to the questions, the using the standardized rating scale, and teaching demonstration, presentation, and/or other type of performance indicator exercise(s), if applicable. Each

~~committee member shall keep a standardized record of his/her evaluations. Following the last interview, the screening committee will deliberate the candidates' strengths and areas for growth to determine a finalist(s) and will prepare written documentation to Human Resources. If the committee cannot identify a finalist(s), the position may be reposted and the screening process restarted. At the conclusion of the interview process, all application and interview materials used and completed by the screening committee shall be returned to and retained by Human Resources. members shall discuss their evaluation scores for each candidate. The committee members shall agree on two or three candidates whose names shall be submitted to the Chief Instructional Officer and Superintendent/President.~~

~~The recommended candidates may be ranked and a statement outlining strengths and areas for growth will be prepared by the committee for the Chief Instructional Officer and the Superintendent/President. All applications, supporting documents, and screening committee documents will be returned to the Human Resources Office.~~

- ~~5. Notification of Candidates: Human Resources or designee or designee will notify all applicants of their status.~~
- ~~6. Recommendations and Finalization of Selection:~~
 - ~~a. Finalists will be recommended to the Superintendent/President of designee. The committee may send comments or a statement of reservation about the candidates along with their recommendation.~~
 - ~~b. At the discretion of the Superintendent/President or designee, the finalists will be invited for an interview with the Superintendent/President or designees.~~
 - ~~c. If the Superintendent/President or designee does not agree with the committee's recommendations, he/she will request that the search be extended or suspended.~~
 - ~~d. The successful candidate(s) name(s) will be forwarded to the appropriate administrator or Human Resources for reference checking.~~
 - ~~e. The Superintendent/President or designee will extend an offer of employment.~~
 - ~~f. Upon acceptance of the offer of employment the candidates name will be submitted to the Board of Trustees for official approval.~~
 - ~~g. Notification of Candidates: The Superintendent/President or designee or Human Resources or designee The Superintendent/President or designee will notify the finalists not selected for the position of their status.~~

~~If the committee cannot find at least two candidates worthy of recommendation, the position shall be re-advertised and the screening process re-started.~~

~~Pre-Selection Activities & Testing (as appropriate)~~

~~As part of the screening evaluation process, each candidate must give a demonstration of his/her effectiveness as determined by the screening committee.~~

~~Notification of Candidates:~~

~~The Human Resources Office will notify all applicants of their selection or non-selection.~~

For Temp Pools [recruitment methods](#) see AP 7212 titled Temporary Faculty

Also see AP 7126 titled Applicant Background Checks and AP 7210 titled Academic Employees and AP 7230 titled Classified Employees

Date Approved: June 28, 2011

(Replaces College of Marin Policy 5.0013 and Procedures 5.0005 DP.1 and 5.0006.1 DP.2)

Student Services

Admin Edits - Comparison with CCLC template

Review w/Jon E & Derek L 12-12-2016

AS revisions and deletions 03-09-2017

CCLC Update 28 (April 2016) updated language to reflect new and amended Title 5 Sections 56000

CCLC Legal Update 29 (Oct 2016) to correct typographical errors

BP 5140 **STUDENT ACCESSIBILITY SERVICES (SAS)**
(Formerly DISABLED STUDENT PROGRAMS AND SERVICES)**References:**

Education Code Sections 67310 and 84850;
Title 5 Sections 56000 et seq.
Section 508 of the Rehabilitation Act (29 U.S.C. 794d)

~~Students with disabilities shall be assisted to participate whenever possible in the regular educational programs in the District.~~ Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

Student Accessibility Services (SAS) ~~The Disabled Students Programs and Services (DSPS) Program~~ shall be the primary provider for **reasonable accommodations, such as, academic adjustments, auxiliary aids, services, or instruction support programs and services** that facilitate equal educational opportunities for **disabled** students **with disabilities** who can profit from instruction as required by state and federal laws.

SAS ~~DSPS services~~ shall be available to students with verified disabilities. The **services** **reasonable accommodations** to be provided include, but are not limited to, **reasonable accommodations**, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.

No student with disabilities is required to participate in the SAS ~~DSPS~~ Program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President shall establish a procedure to implement this policy, which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Superintendent/President shall ~~ensure~~assure that the SAS ~~DSPS~~ Program conforms to all requirements established by the relevant law and regulations

Date Adopted: July 27, 2010

JE/DL – Agree with template edits/minor edit 12/12/2016

Student Services

Admin Edits – Comparison with CCLC Template

Review w Jon E/Derek L

AS revisions and deletions 03-09-2017

CCLC Update 28 (April 2016) updated to reflect language changes in Title 5.

AP 5140 **STUDENT ACCESSIBILITY SERVICES (SAS)**
(Formerly Disabled Students Programs and Services)

References:

Title 5 Section 56000 et seq.

The District maintains a plan for the provision of programs and services to ~~disabled~~ students **with disabilities** designed to ~~ensure~~ **assure** that they have equality of access to District classes and programs.

At a minimum, the procedures, plan, or description of the program and services will address:

- procedure for timely response to accommodation requests involving academic adjustments which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee;
- long-range goals and short term **measurable** objectives for the program;_
- definitions of disabilities and students eligible for the program;_
- support services and instruction that is provided;_
- technology accessibility;
- verification of disability;_
- student rights and responsibilities;_
- ~~student educational contract or academic accommodation~~ plan that is developed by a designated person in consultation with the student;_
- academic ~~accommodations adjustments, auxiliary aids and services, and/or instruction;~~
- provisions for course substitution and waivers;_
- staffing; and
- advisory committee
- **a procedure for faculty consultation when an accommodation might result in fundamental alteration to course curriculum.**

Office of Primary Responsibility: Office of Student Learning

Date Approved: June 22, 2010

JE/DL agree with changes and one edit 12/12/2016

Board of Trustees

No CCLC Updates (22 – 28)

Reviewed Board Policy Committee 3/24/2017

BP 2000 BOARD TITLE AND AUTHORITY

References:

Education Code Sections 35160 and 70902

The governing board of the District shall be known officially as the "Board of Trustees of the Marin Community College District."

The Board shall be a body corporate and derives its authority from the California Education Code.

Pursuant to Education Code Section 35160, nothing in these Bylaws shall be considered to constrain the Board from exercising its authority should the occasion warrant such action.

Date Adopted: April 21, 2009

(Replaces College of Marin Policies 1.1020 and 1.1030)

No Recommended Changes

Board of Trustees
Board Policy Committee Review 3/24/2017

CCLC Update 26 (April 2014) to reflect revised Accreditation Standards

CCLC Update 28 (April 2016) to include restriction in Ed code 72104 precluding board members from serving on high school district boards with coterminous boundaries with the district.

BP 2010 BOARD MEMBERSHIP

References:

Education Code Sections 72023, 72103, and 72104;
ACCJC Accreditation Standard IV.C.6.

The Board shall consist of seven members elected at large from the District and a ~~non-voting~~ student member.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board of Trustees.

An employee of the District may not be sworn into office as an elected or appointed member of the Board of Trustees unless he or she resigns as an employee.

No member of the Board of Trustees shall, during the term for which he or she is elected, hold an incompatible office.

No member of the Governing Board shall, during the term for which he or she was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.

Note for discussion:

The language in the last paragraph is added in accordance with EC 72104 as noted and references only high school, not K-8. Per 4th paragraph in the policy, no member of the Board of Trustees shall, during the term for which he/she is elected, hold an incompatible office.

Government Code Sections 1090 and 87100 and common law principles of conflict of interest prohibit such office-holding, and inclusion of this exception is not recommended.

The College can consider adding language prohibiting serving on K-8 boards with advice of legal counsel.

Date Adopted: April 21, 2009
(Replaces College of Marin Policy 1.2010)

Board of Trustees

No CCLC Updates (22 – 28)

Board Policy Committee Review 3/24/2017

BP 2015 STUDENT TRUSTEE

Reference:

Education Code Section 72023.5

The Board of Trustees shall include a ~~non-voting~~ student member in addition to the publicly-elected Board members.

- a) In accordance with Education Code Section 72023.5, the ~~non-voting~~ student member shall:
- 1) have the right to attend and participate fully in discussions of issues at all meetings of the Board of Trustees except, the student shall not have the right, or be afforded the opportunity to attend closed sessions of the Board of Trustees;
 - 2) not be held liable for any acts of the Board of Trustees;
 - 3) be selected by an election held prior to May 15, run by the student government of the College, and shall be recalled only by a vote of the students enrolled in the College in accordance with procedures prescribed by the Board of Trustees;
 - 4) enrolled in the College for at least five semester units and shall meet and maintain the minimum standards of scholarship for community college students (2.0 GPA) throughout his/her entire term;
 - 5) serve a one-year term commencing on June 1 of each year; and
 - 6) be entitled to a mileage allowance to the same extent as publicly-elected Board members, but is not entitled to any other compensation except by discretion of the Board of Trustees.
- b) By discretion of the Board of Trustees, the ~~non-voting~~ student member may:
- 1) make and second motions; cast an “advisory vote” on any item, excluding personnel and legal matters; *(NOTE for discussion: Remember to request votes as appropriate)*
 - 2) receive compensation at the rate of 50% of the maximum amount of compensation authorized by Education Code Section 72425 as it now exists or may hereafter be amended;
 - 3) receive no other benefits or compensation from the District except as appears in section (a)(6) or (b)(2); and
 - 4) participate in all phases of Board of Trustees evaluation procedures
 - 5) contribute input to the evaluation of the Superintendent/President, but may not participate in any closed session meeting involving the Board’s evaluation of the Superintendent/President. *(NOTE for discussion: Remember to include student trustee in discussions as appropriate)*

Date Adopted: December 8, 2009
(Replaces College of Marin Policy 1.2011)

Date Revised: March 19, 2013

Board of Trustees

No CCLC Updates (22 – 28)

Board Policy Committee Review/Revise 3/24/2017

BP 2100 BOARD ELECTIONS

References:

Education Code Sections 5000 et seq. and 72036

The term of office of each trustee shall be four years, expiring the first Friday in December following the general election in November. Elections shall be held every two years, in even ~~odd~~ numbered years. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election.

Newly-elected members of the Board shall be qualified by taking the following oath of office complying with the California Constitution and Government Code:

"I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."

Date Adopted: April 20, 2010

(Replaces College of Marin Policies 1.2020 and 1.2030)

Date Revised: March 19, 2013

Board of Trustees

No CCLC Updates (22 – 28)

Reviewed Board Policy Committee 3/24/2017

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 public 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.

Date Adopted: July 21, 2009

(Replaces current College of Marin Policy 1.2040)

Board of Trustees

No CCLC Updates (22 – 28)

Board Policy Committee Review/Revise 3/24/2017

AP 2110 VACANCIES ON THE BOARD**References:**

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

When the Board of Trustees determines to fill the vacancy by appointment, the 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 publication in a newspaper of general circulation.

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board of Trustees.

Persons applying for appointment to the Board of Trustees shall receive Marin Community College District Board of Trustees Vacancy Application Form to be completed and returned by a specific date. In addition, District documents (e.g. Board Policies, catalog, schedule of classes, etc.) shall be made available to applicants,

The Board of Trustees shall request personal interviews with all qualified candidates. Interviews will be conducted in a public hearing scheduled for that purpose.

Each Board member will review all Marin Community College District Board of Trustees Vacancy Application Forms, with final selection made by a majority vote of the Board members at a public meeting called for that purpose.

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 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 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.

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for Board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

***NOTE for discussion:** Include language that an appointed individual running for the vacant position, would designate himself/herself as appointed incumbent?*

Date Approved: December 8, 2009

Board of Trustees

Board Policy Committee Review/Revise 3/24/2017

CCLC Update 25 (November 2014) to reflect revised Accreditation Standards

BP 2200 BOARD DUTIES AND RESPONSIBILITIES

References:

Education Code Section 70902;
ACCJC Accreditation Standard IV (formerly IV.B.1.d);

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

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest;
- Establish policies that define the institutional mission;
- ~~and~~ Set prudent, ethical, and legal standards for District operations;
- Hire and evaluate the Superintendent/President;
- Delegate power and authority to the Superintendent/President to effectively lead the District;
- Assure fiscal health and stability;
- Monitor institutional performance and institutional quality; and
- Advocate for and protect the District.

Date Adopted: July 21, 2009

(Replaces current College of Marin Policy 1.2080)

Board of Trustees

Added reference to AP 2305

No CCLC Updates (22 – 28)

Reviewed/Revised Board Policy Committee 3/24/2017

BP 2210 OFFICERS**Reference:**

Education Code Section 72000

The President of the Board as a regular member shall participate in the discussion of issues during the meeting as well as in voting. In addition, the President's duties shall include:

- a) To preside at all meetings and decide questions of order.
- b) To appoint Trustees to and designate chairpersons of all committees, Board Committees, and make all other appropriate trustee assignments.
- c) To execute all contracts and official documents approved by the Board and requiring the President's signature.
- d) To represent the Board at official functions when necessary; to serve as spokesperson for the Board regarding a Board action taken; to keep the Board promptly informed of these occasions.
- e) To set the Board meeting agenda with the Superintendent/President and Board officers.
- f) To call special meetings of the Board as required.
- g) To serve as an ex officio member of the Board of Directors of the College of Marin Foundation until further notice.
- h) To perform other duties formally assigned by the Board, or by statute.

The Vice President's duties shall include:

- a) To perform all duties of the President of the Board in the absence or disability of the President.
- b) To discharge such other functions as the President of the Board may from time to time request.

The Clerk's duties shall include:

- a) To perform all duties of the President of the Board in the absence or disability of the President and Vice President of the Board.
- b) Signatures as required.
- c) To perform any other duty assigned by the President of the Board, or required by law.

The District Superintendent shall serve as Secretary to the Board and, as such, shall have the following obligations:

- a) To be responsible for such public notices as may be required by statutes, Bylaws, resolutions and policies of the Board.
- b) To be responsible for recording, preparing, and maintaining the approved Official Minutes of all regular and special meetings of the Board, and properly transmitting them to the Board.
- c) To retain and properly file all official records and documents of the Board.
- d) To conduct the official correspondence on behalf of the Board as requested and issue all Board orders.
- e) To be responsible for providing members promptly with copies of correspondence prepared in the name of the Board or Board President, as well as copies of all reports, communications, etc., developed and transmitted to members of the community.
- f) To perform such other duties as may be required by law or delegated from time to time by the Board.

Also see BP/AP 2305 titled Annual Organizational Meeting and BP 2430 titled Delegation of Authority to the Superintendent/President

Date Adopted: April 21, 2009

(Replaces College of Marin Policies 1.3031, 1.3032, 1.3033, and 1.3035)

Board of Trustees

No CCLC Updates (22 – 28)

BOT request for Board Policy Committee Review 3/14/2017

BOT Policy Committee review 3/24/2017

BP 2725 BOARD MEMBER COMPENSATION**Reference:**

Education Code Section 72024

Members of the Board who attend all Board meetings shall receive compensation in accordance with Education Code Section 72024. The Student Trustee will receive compensation at the discretion of the Board of Trustees (see BP 2015 titled Student Trustee). A member of the Board of Trustees who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board of Trustees may be paid for a meeting when absent if the Board, by resolution (*general vote?*), finds that at the time of the meeting the member is performing services outside the meeting for the District, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board. (*Discuss – should Board be the judge of this?*)

Compensation will not be awarded for absence during the Budget Meeting at which the Annual Budget is approved.

(Note: Language related to increasing compensation on an annual basis is contained in the referenced Ed Code Section 72024)

Date Adopted: March 16, 2010*(Replaces current College of Marin Policy 1.2060)***Revised:** CCLC Update 22 June 2013/BOT11/18/2014
