

SCJCD/SRJC BOARD POLICY AND
ADMINISTRATIVE PROCEDURE UPDATE
PROJECT

INFORMATION SESSION – MAY 10, 2021



WELCOME AND OVERVIEW

- Julie Thompson, Academic Senate President and Chair of College Council
- Dr. Jane Saldaña-Talley, Vice President Academic Affairs/Assistant Superintendent and Secretary to College Council
- Sarah Hopkins, Vice President Human Resources (Interim)
- Additional Members of College Council: Dr. Pedro Avila, Kate Jolley, Sean Martin, Carlos Valencia, Anne Donegan, Sandy Sigala, Debbie Weatherly, Evelyn Navarro, Anetra McCartney

SPECIAL THANKS TO:

- Zehra Sonkaynar, Executive Assistant to the Superintendent/President and the Board
- Karolina Nazario, Executive Assistant to the Vice President Academic Affairs/Assistant Superintendent
- Stephanie Jarrett, Manager of Human Resources Training and Compliance

COLLEGE COUNCIL'S ROLE

REGARDING BOARD POLICIES/ADMINISTRATIVE PROCEDURES

- Facilitates creation and revision of Board Policies and Administrative Procedures
- Facilitates timelines and cycle for revision, to comply with law and accreditation requirements
- Along with the President's Executive Cabinet ("chapter leads" for Board Policy Manual), are apprised of new legal and accreditation requirements
- Holds and represents constituent group interests in policy development
- In the future, a more streamlined role regarding Board Policies and Administrative Procedures

SCJCD/SRJC POLICIES AND PROCEDURES

SCJCD SECTIONS	TITLE	POLICY	PROCEDURE
Section 0	By-Laws of the Board of Trustees	37	1
Section 1	Philosophy, Mission and Goals	1	0
Section 2	District Governance	21	12
Section 3	Academic Program	43	24
Section 4	Human Resources	50	15
Section 5	Finance	39	17
Section 6	Facilities Planning	50	9
Section 7	Community Relations	25	6
Section 8	Student Services	50	19
TOTAL = 419		316	103

BOARD POLICIES (BPs)

- Defines general goals and acceptable practices
- Establish the “what”
- Represent the voice of the Board
- Responsibility of the Board
- Require official Board adoption
- Implements federal and state statutes and regulations
- Best expressed in broad statements
- Legally binds the district
- Should be clear, succinct, and current

ADMINISTRATIVE PROCEDURES (APs)

- Define a plan of action to implement board policy, statutes, and regulations
- Establish the “how”
- Include prescriptive details of policy implementation, responsibility, accountability and standards of practice
- Responsibility of the Superintendent/President
- Developed and implemented by the Superintendent/President, administration, faculty, and staff members
- Not intended to require board action

■ BPs AND APs

- The District is legally obligated to follow and comply with the language in both its board policies and administrative procedures
- Failure to do so could create a significant risk of exposure to liability and invite legal action against the District to require it to comply with its own policies and procedures
- Also serves as a reminder of why it is critically important for districts to officially rescind conflicting and outdated board policy and administrative procedure language

WHY THE CCLC TEMPLATE SERVICE?

- The Community College League of California (<https://ccleague.org>) Policy and Procedure Subscription Service provides template language for over 400 board policies (BPs) and administrative procedures (APs) for California community colleges.
- Biannual (April and October) legal updates alert districts to changes in the statutes, regulations, legal opinions, questions from subscribers, or practice which will inform SRJC's process and ensure the college has up-to-date and useful policies and procedures.
- The service helps educate trustees and other district leaders and facilitates the institution's policy and procedure review processes.
- The fees for the service are less expensive than what it could cost for a single district to dedicate employee and legal counsel time to researching the need for updates and drafting the information.

CCLC TEMPLATES

CCLC CHAPTER	TITLE	BPs	APs
Chapter 1	The District	2	0
Chapter 2	Board of Trustees	38	18
Chapter 3	General Institution	34	40
Chapter 4	Academic Affairs	22	39
Chapter 5	Student Services	27	38
Chapter 6	Business and Fiscal Affairs	23	39
Chapter 7	Human Resources	26	55
TOTAL = 401		172	229

CCLC CHAPTERS AND SCJCD/SRJC SECTIONS

CCLC CHAPTERS	BPs	APs	CABINET ADMINISTRATOR	SCJCD SECTIONS	PB	PROC
Chapter 1: The District	2	0	Superintendent/President	1: Philosophy, Mission and Goals	1	0
Chapter 2: Board of Trustees	38	18	Superintendent/President	0: By-Laws of the Board of Trustees	37	1
Chapter 3: General Institution	34	40	Superintendent/President	2: District Governance	21	12
				6: Facilities Planning	50	9
				7: Community Relations	25	6
Chapter 4: Academic Affairs	22	39	Vice President, Academic Affairs	3: Academic Program	43	24
Chapter 5: Student Services	27	38	Vice President, Student Services	8: Student Services	50	19
Chapter 6: Business and Fiscal Affairs	23	39	Vice President, Finance and Administrative Services	5: Finance	39	17
Chapter 7: Human Resources	26	55	Vice President, Human Resources	4: Human Resources	50	15
TOTAL = 401	172	229		TOTAL = 419	316	103

POLICY/PROCEDURE BREAKDOWN PER ACCREDITATION STANDARDS

# OF POLICY/PROCEDURE	SCJCD SECTIONS
5	0 - By-Laws of the Board of Trustees
1	1 - Philosophy, Mission and Goals
6	2 - District Governance
11	3 - Academic Program
7	4 - Human Resources
10	5 – Finance
1	6 – Facilities Planning
13	8 - Student Services
26	No Current SCJCD Policy/Procedure
80	TOTAL

ACCREDITATION STANDARDS RELATED POLICIES/PROCEDURES TO BE CREATED

# OF POLICIES	CCLC CHAPTER
2	2 - Board of Trustees
4	3 – General Institution
1	4 - Academic Affairs
1	6 – Business and Fiscal Affairs
1	7 - Human Resources
9	TOTAL

# OF PROCEDURES	CCLC CHAPTER
6	3 – General Institution
3	4 - Academic Affairs
3	5 - Student Services
3	6 – Business and Fiscal Affairs
2	7 - Human Resources
17	TOTAL

WHAT DOES A CCLC TEMPLATE LOOK LIKE?

Example 1 – Board Policy

BP 4040 Library and Learning Support Services

References:

Education Code Section 78100;
Civil Code Section 1798.90;
ACCJC Accreditation Standard II

NOTE:

This policy is legally required.

The District shall have library and learning support services that are an integral part of the institution's educational program and will comply with the requirements of the Reader Privacy Act.

Revised 3/12, 11/14

WHAT DOES A CCLC TEMPLATE LOOK LIKE?

Example 2 – Administrative Procedure

AP 4021 Program Discontinuance

References:

Education Code Section 78016;
Title 5 Sections 51022 and 55130;
ACCJC Accreditation Standard II.A.15

NOTE:

*A procedure for discontinuance of career and technical programs is **legally required**.*

*Procedures for discontinuance of other programs are **suggested as good practice**. Insert local practice.*

The procedure for discontinuance of career and technical programs should include a process for:

Reviewing such programs every two years to ensure they meet legal standards.

Terminating programs by the Governing Board if legal and other District standards are not met.

New 8/04, Revised 4/15

CLASSIFICATION LEVELS

- **Legally required** by law or regulation
 - Required to have a policy or procedure
 - Required to do the action/fulfill the condition
 - Compliance with **Accreditation** standards
- **Legally advised**
 - Protects district from liability
 - Strengthens district's position in litigation
- Suggested as **Good Practice**/Optional
- **District-specific** policies/procedures

POLICIES AND PROCEDURES THROUGH A DIVERSITY, EQUITY, INCLUSION LENS CCLC OVERVIEW AND APPROACH

- Every area of institutional operations covered by the BPs/APs affects student, community, and employee access to districts' programs and services
- This means all these areas have the ability to (and do) impact equity and inclusion – either positively or negatively
- Policies/procedures are tools for orienting each institutional area in the right direction by:
 - Drawing the connection between that area's institutional function and DEI issues
 - Creating expectations and accountability
 - Offering procedures to execute broad policies grounded in DEI concepts

POLICIES AND PROCEDURES THROUGH A DIVERSITY, EQUITY, INCLUSION LENS CCLC OVERVIEW AND APPROACH

- The approach:
 - Identify the particular linkage between the institutional area and DEI
 - Express this in policy
 - Develop procedures that implement the policies
 - CCLC Legal Update #38 (April 2021) provided DEI revisions to 21 BPs/19 APs – Optional language
- Chapter 1 (The District) – 1/0
- Chapter 2 (Board of Trustees) – 4/1
- Chapter 3 (General Institution) – 3/5
- Chapter 4 (Academic Affairs) – 3/3
- Chapter 5 (Student Services) – 1/2
- Chapter 6 (Business and Facilities) – 2/2
- Chapter 7 (Human Resources) – 7/6

NEXT STEPS

- Identify CCLC templates that relate to SRJC policies/procedures - **Completed**
- Review current process and revise 2.1 (BP 2410) – **Board of Trustees (May 11/June 8, 2021)**
- Revise 2.1/P (AP 2410)
- Prioritize review of policies/procedures – **start with accreditation related policy/procedure**
- Determine process to review CCLC templates and incorporate revisions into existing policies/procedures
- Create and review new policies/procedures using CCLC templates where SRJC does not have existing policies/procedures
- Develop regular cycle for reviewing a specific percentage of policies/procedures each year

IMPLEMENTATION PLAN

VS

SHORT TERM

- Accreditation standards-related policy/procedure **URGENT**
- All remaining policy/procedure **PRESSING**

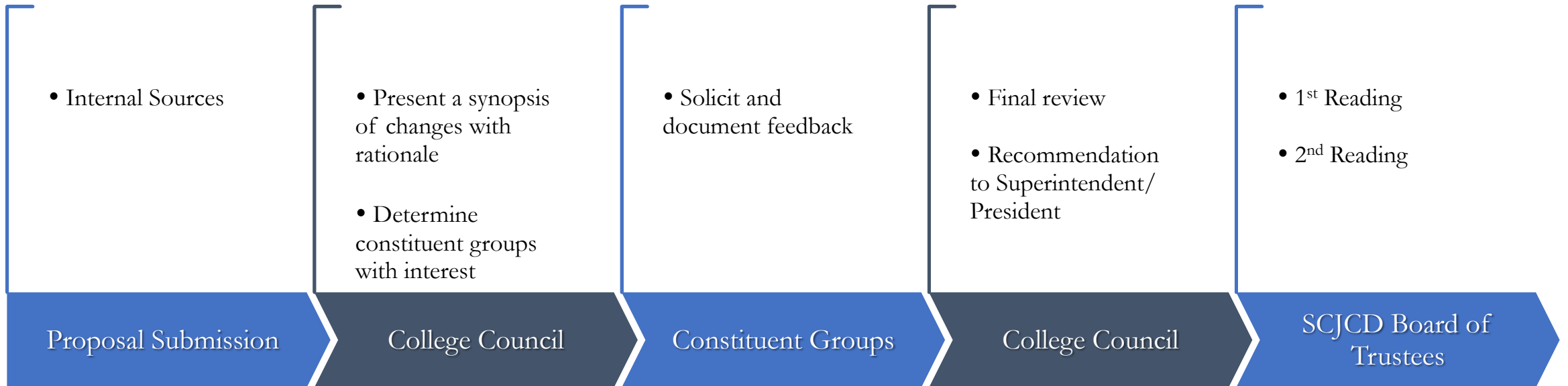
LONG TERM

- Annual review of policy/procedure **MAINTENANCE**
- Comprehensive 6-year review of policy/procedure **MAINTENANCE**

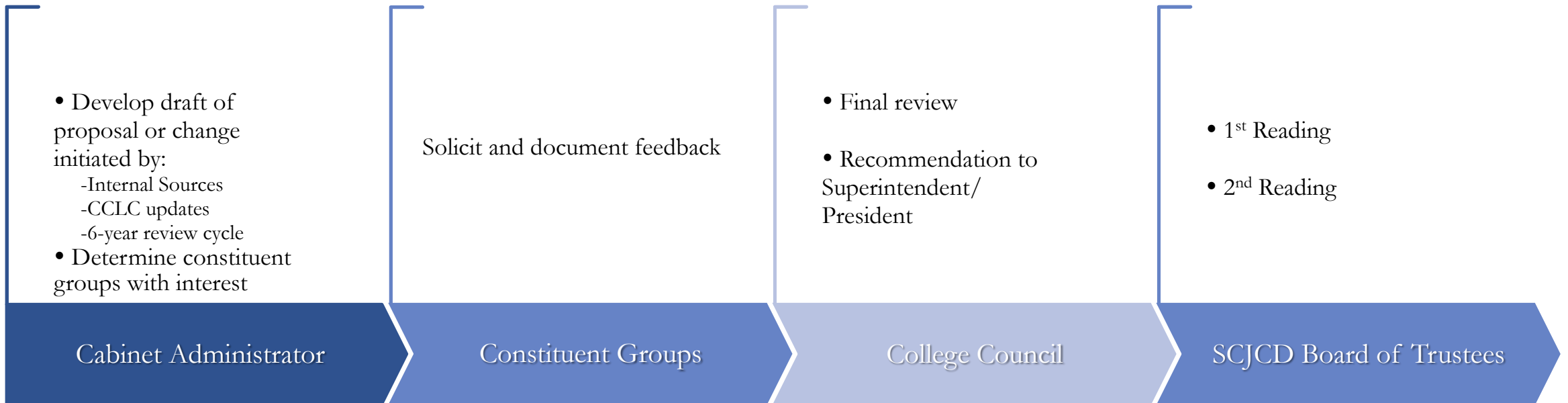
PRIORITIZE REVIEW OF POLICIES/PROCEDURES

- Within each chapter:
 - Accreditation Standards
 - Legally Required and Legally Advised
 - Missing BP/AP
 - DEI-Related or Other Current Issues
 - District Specific
 - Remaining

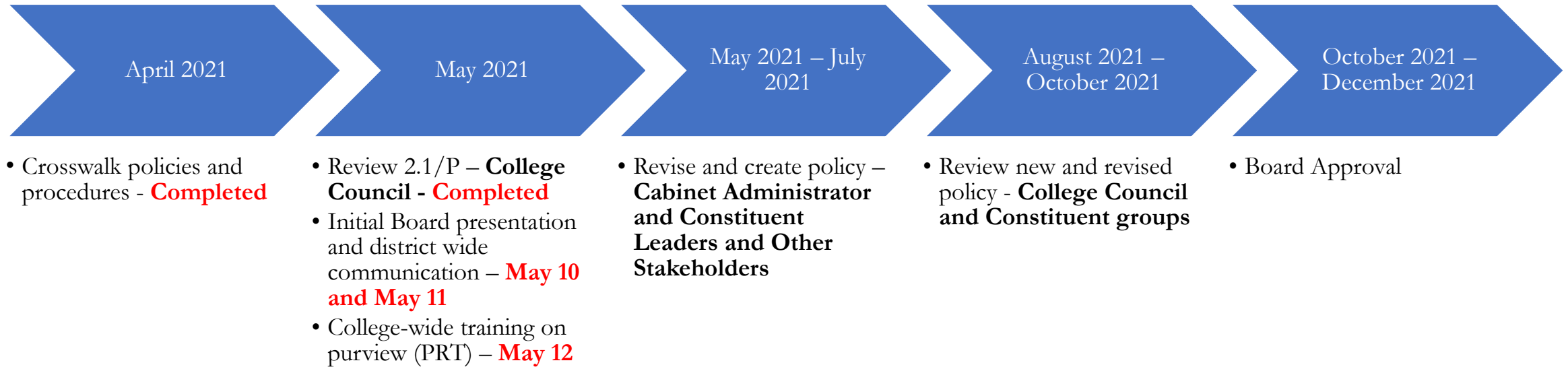
CURRENT REVIEW PROCESS



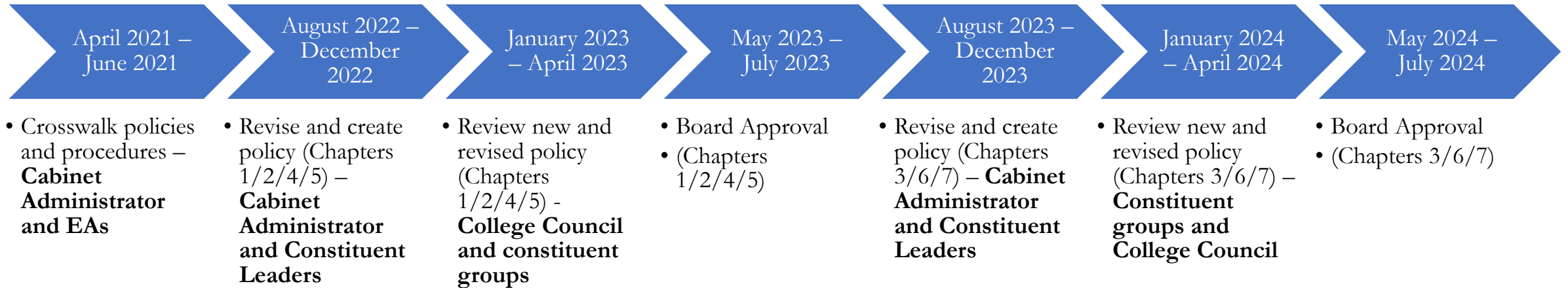
RECOMMENDED ONGOING REVIEW PROCESS



ACCREDITATION RELATED REVIEW - BY DECEMBER 2021



CCLC TRANSITION – BY FALL 2024



ANNUAL REVIEW

	Aug	Sept	Oct - Fall CCLC Update	Nov	Dec	Jan	Feb	Mar	Apr - Spring CCLC Update	May	June	July
Annual Review	Step 1. Spring Update: Cabinet Administrator			Step 2. Spring Update: Constituent Groups and College Council			Step 3. Spring Update: Board Approval					
				Step 1. Fall Update: Cabinet Administrator			Step 2. Fall Update: Constituent groups and College Council			Step 3. Fall Update: Board Approval		

COMPREHENSIVE REVIEW

Comprehensive Review (6-year cycle)	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
	Step 1. Comprehensive Review: Cabinet Administrator					Step 2. Comprehensive Review: Constituent Groups and College Council			Step 3. Comprehensive Review: Board Approval			

COMPREHENSIVE 6-YEAR CYCLE

	Cabinet Administrators and Constituent Leaders (subject matter areas)	College Council & Constituent Group Review	Board Consideration
Chapter 1: The District Chapter 2: Board of Trustees Chapter 3: General Institution	Fall 2024	Spring 2025	Summer 2025
Chapter 4: Academic Affairs	Fall 2025	Spring 2026 (Midterm report)	Summer 2026
Chapter 5: Student Services	Fall 2026	Spring 2027	Summer 2027
Chapter 6: Business & Fiscal Affairs	Fall 2027	Spring 2028	Summer 2028
Chapter 7: Human Resources	Fall 2028	Spring 2029 (Team visit)	Summer 2029



QUESTIONS?

THANK YOU FOR
PARTICIPATING!