

CHAPTER 1

The District

Policies:

BP 1100 The Feather River Community College District
BP 1200 Mission

BP 1100 THE FEATHER RIVER COMMUNITY COLLEGE DISTRICT

Reference:

Education Code Section 7200(b)

The District has been named the Feather River Community College District.

The name is the property of the District. No person shall, without the permission of the Board, use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate, or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following college and education center(s):

Feather River College 570 Golden Eagle Avenue, Quincy, California

Administrative Procedure: N/A

Cabinet Approved: April 23, 2003, February 4, 2010

Board Approved: May 22, 2003, February 18, 2010

BP 1200 Mission

Reference:

Accreditation Standard IA

Statement of Mission

Feather River College provides high-quality, comprehensive student education as well as opportunities for learning, workforce preparation, and achievement in a small college environment. The College provides general education, associate and bachelor's degrees, certificates, transfer programs, and life-long learning for a diverse student population by serving local, regional, national and international students through traditional face-to-face instruction as well as distance education. The College also serves as a cultural and economic leader for all communities that lie within the District and embraces the opportunities afforded by its natural setting.

Review of Mission

The mission statement shall be reviewed every third year or as necessary.

Reference: AP #1200

Approvals:

Academic Senate: November 11, 2015

Classified Senate: September 21, 2015

Cabinet: December 3, 2015

Board of Trustees: January 21, 2016

CHAPTER 2

Board of Trustees

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BP 2010 Board Membership

Reference:

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

The Board shall consist of five (5) members elected by the qualified voters of the District. Members shall be elected to represent a trustee area as defined in Board Policy 2100. While trustees must reside in the area they represent, they are elected at large by the voters of the entire district.

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

An employee of the District may not be sworn into office as an elected or appointed member of the governing board unless he or she resigns as an employee. A Board member who is an individual who is usually employed in an occupation other than teaching may teach no more than one course per semester or quarter in the subject matter of that individual's occupation.

No member of the Governing Board 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.

All members of the Board will be expected to attend at least 75% of the regularly scheduled meetings (nine of twelve monthly meetings).

Administrative Procedures: NA

Approvals:

Academic Senate: September 2, 2016

Classified Senate: September 2, 2016

Cabinet: September 2, 2016

Board of Trustees: October 20, 2016

BP 2015 Student Member

Reference:

Education Code Section 72023.5

The Board shall include one (1) non-voting student member. The term shall be one year commencing June 1.

The student member shall be a resident of California at the time of nomination, and during the term of service, and shall be enrolled in and maintain a minimum of six (6) semester units in the District at the time of nomination and throughout the term of service. The student shall maintain a 2.0 grade point average or above.

The student member shall be elected according to the same procedures as used for Associated Students officers per BP/AP 5410.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees.

On or before May 15 of each year, the Board shall consider whether to afford the incoming student member any of the following privileges:

- The privilege to make and second motions;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting attendance at a level of \$50 per meeting. *[Note: Payment is limited to one paid meeting per month even though special meetings may be called within the same month.]*
- The privilege to serve a term commencing on June 1.
- The privilege to cast an advisory vote at Board meetings. An advisory vote so cast shall not be included in determining the vote required for any measure before the Board.

Once adopted by annual Board action the stipulated privileges shall be effective until May 15th of the following year.

Reference: AP #2015, #5410; BP #5410

Approvals:

Cabinet: May 5, 2017

Board: May 18, 2017

BP 2100 BOARD ELECTIONS

Reference:

Education Code Sections 5000 et seq.

The term of office of each trustee shall be four years, commencing on the first Board meeting in December following the general election in November, except as otherwise determined by law.

Elections shall be held every two years in even 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.

The Board of Trustees has provided for the representation of trustee areas. Trustees will reside in certain specified trustee areas, but be elected at large by the voters.

The trustee areas are:

- Area 1 Portola
- Area 2 Quincy
- Area 3 Quincy
- Area 4 Greenville
- Area 5 Chester

The election of a board member residing in and registered to vote in the trustee areas he or she seeks to represent shall be by the registered voters of the entire community college district.

The Superintendent/President shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The Superintendent/President shall submit the recommendation in time for the Board to act as required by law.

Administrative Procedure: N/A

Approvals:

Cabinet: April 5, 2012

Board: April 19, 2012

BP 2105 ELECTION OF STUDENT TRUSTEE

Reference:

Education Code Sections 72023.5, 72103

The student member shall be elected by all the students of the student body in a general election held for that purpose. Normally an election will be held in the spring semester so that the office is filled by May 15 and the student member can assume official duties on the following June 1.

Special elections shall be held if the office becomes vacant by reason of the resignation or disqualification of an elected student member, or by any other reasons. Special elections shall be held within (30) days after notice of the vacancy comes to the attention of the Superintendent/President.

Candidates for the position may nominate themselves or be nominated by others by the filing of an application certifying that the candidate is eligible for service under the criteria set forth in California law and these policies. The election will be conducted in accordance with administrative procedures established by the Superintendent/President.

Reference: AP #2105

Approvals:

Cabinet: February 26, 2003, May 5, 2011

Board of Trustees: April 17, 2003, May 10, 2011

BP 2110 VACANCIES ON THE BOARD

Reference:

Education Code Sections 5090, et seq, Government Code 1770

Vacancies on the Board 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 shall be governed by Education Code 5090.

Within sixty (60) days of the vacancy or filing of a deferred resignation, the Board 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 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for governing board 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.

Administrative Procedure: # 2110
Cabinet Approved: February 26, 2003
Board Approved: April 17, 2003

BP 2130 TERM LIMITS

Reference:

Education Code Section 7210c

There is no limit on the number of terms that a trustee may serve in the Feather River Community College District.

Administrative Procedure: N/A
Cabinet Approved: February 26, 2003
Board Approved: April 17, 2003

BP 2210 OFFICERS

Reference:

Education Code Section 72000

At the annual organizational meeting, the Board shall elect from among its members a President and Vice President of the Board.

The terms of officers shall be for one year. The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.

The District Superintendent/President shall serve as Secretary to the Board. The duties of the Secretary are as follows:

- Provide notification of and materials to the Board for regular, special, and emergency meetings;
- Oversee preparation and posting of Board meeting agendas;
- Have prepared for adoption the minutes of Board meetings;
- Attend all Board meetings and closed sessions, unless excused;
- Conduct the official correspondence of the Board;
- Certify as legally required all Board actions;
- Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

Administrative Procedure: N/A

Cabinet Approved: February 26, 2003

Board Approved: April 17, 2003

BP 2220 COMMITTEES OF THE BOARD

Reference:

Government Code Section 54952

The Board may by action establish committees that it determines are necessary to assist its members in their responsibilities. Any committee established by Board action shall comply with the requirements of the Brown Act and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board and do not have authority that may lawfully be exercised only by the Board itself, are not required to comply with the Brown Act, or with these policies regarding open meetings.

Board committees have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

The Feather River Community College Board has no standing committees, but establishes ad hoc committees from time to time to study and/or address particular matters of interest.

Administrative Procedure: N/A
Cabinet Approved: February 26, 2003
Board Approved: April 17, 2003

BP 2305 ANNUAL ORGANIZATIONAL MEETING

Reference:

Education Code Section 72000c(2)(A)

The annual organizational meeting of the Board will be held in December of each year. The purpose of the annual organizational meeting is to elect a president and vice-president, and to re-appoint the Superintendent/President as Secretary to the Board. Officers elected in December shall take office the first day of the following July. The annual meeting may also include any other business as required by law or determined by the Board.

Administrative Procedure: N/A
Cabinet Approved: February 26, 2003
Board Approved: April 17, 2003

BP 2310 REGULAR MEETINGS OF THE BOARD

Reference:

Education Code Section 72000(d); Government Code 54952.2, 54953 et seq.; 54961

Regular meetings of the Board shall be held on the third Thursday of each month unless otherwise scheduled by the Board in open session. Regular meetings of the Board shall normally be held in Quincy, California. When feasible, one meeting each year will be held in Chester, Greenville, or Portola. The Board delegates to the Superintendent/President the determination of feasibility and the location of meetings.

All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District, or is complying with a court order, or judicial or administrative proceeding to which the District is a party; or is inspecting real or personal property that cannot be conveniently brought within the boundaries of the District; or is exercising the provisions of Gov. Code Section 54954 (c); and is complying with the applicable requirements of Gov. Code Section 54954 (b).

In circumstances due to inclement weather or other extenuating circumstances a Board member may use teleconferencing to attend a meeting provided the District is complying with the provisions of Gov. Code Section 54953 (b), including posting of notices and public participation, and other applicable provisions of law. To achieve a quorum during a teleconferenced meeting, trustees who count as part of the quorum shall participate in the teleconference from locations within the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions and other provisions of applicable law.

Administrative Procedure: N/A

Cabinet Approved: February 26, 2003, May 5, 2011

Board Approved: June 16, 2011

BP 2315 CLOSED SESSIONS

Reference:

**Government Code Sections 54956.8, 54956.9, 54957, 54957.6;
11125.4; Education Code Section 72122**

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

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

The agenda for regular or special meetings shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law. After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held in closed session, and all notes, minutes, records, or recordings made during closed sessions are

confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

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

Administrative Procedure: N/A
Cabinet Approved: February 26, 2003
Board Approved: April 17, 2003

BP 2320 SPECIAL AND EMERGENCY MEETINGS

Reference:

Government Code Sections 54956, 54956.5; 54957; Education Code Section 72129

Special meetings may from time to time be called by the President [or Acting President] of the Board, or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted.

Closed sessions are permissible in Special meetings.

Emergency meetings may be called by the President [or Acting President] of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed sessions shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Superintendent/President shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

Administrative Procedure: #2320
Cabinet Approved: February 26, 2003
Board Approved: April 17, 2003

BP 2330 QUORUM AND VOTES

Reference:

Education Code Section 72000(d)(3)

A quorum of the Board shall consist of three (3) members. The Board shall act by majority vote of all of the membership of the Board, except as noted below.

No action shall be taken by secret ballot.

The following actions require a two-thirds majority of all members of the Board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriate of funds from an undistributed reserve;
- Resolution to condemn real property.

The following actions require a unanimous vote of all members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

Administrative Procedure: N/A

Cabinet Approved: February 26, 2003

Board Approved: April 17, 2003

BP 2340 AGENDAS

Reference:

Government Code Sections 54954 et seq., 6250 et seq.; Education Code Sections 72121, 72121.5

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on which is not on the agenda, except when one or more of the following apply:

- A majority decides there is an “emergency situation” as defined for emergency meetings;
- Two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- An item appeared on the agenda of a previous meeting and was continued from a meeting held not more than five weekdays earlier.

The order of business may be changed by consent of the Board.

The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Superintendent/President. The written summary must be legibly signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Administrative Procedure: #2340
Cabinet Approved: February 26, 2003
Board Approved: April 17, 2003

BP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS

Reference:

Government Code Section 54954.3; 54957.5; Education Code 72121.5

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

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

1. There will be a time at each regularly scheduled Board meeting for the general public to discuss items not on the agenda. Members wishing to present such items shall submit a written request at the beginning of the meeting to the Board President, the Superintendent/President [or her administrative assistant] that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken by the Board of such items.
2. Members of the public may place items on the prepared agenda in accordance with Board Policy 2340. A written summary of the item must be submitted to the Superintendent/President at least one week (five working days) prior to the meeting of the Board. The summary must be legibly signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any.

Members of the public may also submit written communications to the Board on items on the agenda and/or speak to agenda items at the board meeting. Written communication regarding items on the Board's agenda needs to be submitted to the Superintendent/President not later than five working days prior to the scheduled meeting at which the matter concerned is to be brought before the Board. All such written communications shall be dated and legibly signed by the author, and shall contain the residence or business address of the author, and the author's organizational affiliation, if any.

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

Cabinet Approved: February 26, 2003

Board Approved: April 17, 2003

BP 2350 SPEAKERS

Reference:

Government Code Sections 54950, et seq.; Education Code Section 72121.5

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

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item. A place on the agenda shall be provided so that the Board can hear public comments.

Persons wishing to speak to the Board are subject to the following:

Persons wishing to speak to the Board shall complete a written request to address the Board at the beginning of the meeting at which they wish to speak. The request shall include the person's name, and the name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.

No member of the public may speak without being recognized by the President (or Acting President) of the Board.

Each speaker will be allowed a maximum of three (3) minutes per topic. No more than twenty (20) minutes will be allowed for public speakers on any one subject, regardless of the number of speakers at any one board meeting. Only at the discretion of a majority of the Board may these time limits be extended.

Each speaker coming before the Board is limited to one (1) presentation per specific agenda item before the Board.

The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.

Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.

Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

Administrative Procedure: N/A

Cabinet Approved: February 26, 2003

Board Approved: April 17, 2003

BP 2355 DECORUM

Reference:

Education Code Section 72121.5; Government Code Section 54954.3(b)

The following will be ruled out of order by the Board President or presiding officer:

- Remarks or discussion in public meetings on charges or complaints which the Board has scheduled to consider in closed session.
- Profanity, obscenity, and other offensive language.
- Physical violence and/or threats of physical violence directed toward any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Board or presiding officer. If the behavior continues, the person(s) may be removed by a vote of the Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal, or if the disruptive person(s) refuse to remove themselves, the Board may order the meeting room cleared and may continue in session. The Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

Administrative Procedure: N/A
Cabinet Approved: February 26, 2003
Board Approved: April 17, 2003

BP 2360 MINUTES

Reference:

Education Code Section 72121(a); Government Code Section 54957.5

The Superintendent/President shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board. The minutes of open sessions shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Administrative Procedure: #2360
Cabinet Approved: February 26, 2003
Board Approved: April 17, 2003

BP 2365 RECORDING

Reference:

**Government Code Sections 54953.5, 54953.6; Education Code
Section 72121(a)**

If the Board causes any taped recording of a meeting to be made, the recording shall be subject to inspection by members of the public after meeting minutes have been transcribed by the administrative assistant to the Secretary to the Board and approved by the Board, in accordance with the California Records Acts, Government Code Sections 6250 et seq. The Superintendent/President is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty (30) days following the taped recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings of the meeting. However, if the Board finds by a majority vote that such recording is a source of disruption of any kind to the meeting, any such person shall be directed by the President of the Board or the presiding officer to stop.

Administrative Procedure: #2365
Cabinet Approved: February 26, 2003
Board Approved: April 17, 2003

BP 2410 POLICY AND ADMINISTRATIVE PROCEDURES

Reference:

Education Code Section 70902, Accreditation Standard IV.B.1.b&e

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote. When possible, proposed changes or additions shall be introduced not less than one regular or special (open) meeting prior to the meeting at which action is recommended.

Administrative procedures are to be issued by the Superintendent/President as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Superintendent/President.

The Superintendent/President shall, on a biennial basis, provide each member of the Board of copies of the administrative procedures and/or any revisions since the last time they were provided, at the discretion of the Board. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative procedures shall be available to District employees through the Office of the Superintendent/President.

Cabinet Approved: February 26, 2003

Board Approved: April 17, 2003; rev. June 26, 2006

BP 2430 DELEGATION OF AUTHORITY - POLICY

Reference:

Education Code Section 70902; Accreditation Standard IV.B.1.j; IV.B.2

The Board delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Superintendent/President may delegate any powers and duties entrusted to him or her by the Board, but will specifically be responsible to the Board for the execution of such delegated powers and duties.

The Superintendent/President is empowered to reasonably interpret Board policy and shall act as the professional advisor to the Board in policy formation. In situations where there is no Board policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written Board policy, if required.

The Superintendent/President is expected to perform the duties contained in his or her job description and fulfill other responsibilities as may be determined in an annual goal-setting session. The job description, annual goals and performance objectives shall be developed by the Board in consultation with the Superintendent/President.

The Superintendent/President shall make available any information or give any report requested by the Board as a whole. Reasonable requests from individual trustees will be met by the Superintendent/President, who shall make the same information available to the rest of the Board as well. These individual trustee requests for information shall be met if, in the opinion of the Superintendent/President, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be available to all trustees.

Administrative Procedure: #2430

Cabinet Approved: April 5, 2012

Board Approved: April 19, 2012

BP 2431 CEO SELECTION

Reference:

Accreditation Standard IV.B.1; Title 5, Sections 53000 et seq.

In the case of a vacancy for the position of Superintendent/President, the Board shall establish a search process to fill the vacancy. The process shall be fair and open, and comply with relevant regulations.

Administrative Procedure: N/A
Cabinet Approved: February 26, 2003
Board Approved: April 17, 2003

BP 2432 Administrator in Charge

Reference:

Education Code Sections 70903(b,4); 70902(d); 72400; Title 5 Section 53021(b)

The Board delegates authority to the Superintendent/President to appoint an active Administrator in Charge (AIC) to serve in his or her absence for short periods of time, not to exceed 14 calendar days at a time.

In the absence of the Superintendent/President, and when an Administrator in Charge (AIC) has not been named, administrative responsibility shall reside with (in order):

Chief Instructional Officer
Chief Student Services Officer
Chief Business Officer

For periods exceeding 14 calendar days, the Board shall appoint an Administrator in Charge.

Any person serving as Administrator in Charge shall be guided by applicable laws and regulations, and shall have no authority not granted to the Superintendent/President by applicable law or regulation. Unless necessary by a declared state of emergency or required by law, the Administrator in Charge must consult with appropriate representatives (where appropriate), receive approval from the Superintendent/President (if possible), and receive authorization from the Board President before:

- taking personnel actions affecting permanent employees
- authorizing permanent changes to facilities or equipment
- making changes to policies/procedures
- authorizing purchases over \$15,000

Administrative Procedure: N/A

Approvals:

Academic Senate: February 11, 2015

Classified Senate: October 20, 2014

Cabinet: March 5, 2015

Board of Trustees: March 19, 2015

BP 2435 Evaluation of the Superintendent/President

Reference:

ACCJC Accreditation Standard IV.C.3 (formerly IV.B.1)

The Board shall conduct an evaluation of the Superintendent/President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Superintendent/President as well as this policy.

The Board shall evaluate the Superintendent/President using an evaluation process developed and jointly agreed to by the Board and Superintendent/President and as described in the contract of employment.

The criteria for evaluation shall be based on Board policy, the Superintendent/President's job description and performance goals and objectives developed in accordance with BP 2430 titled Delegation of Authority to the Superintendent/President.

Approvals:

Academic Senate: December 14, 2016

Classified Senate: December 19, 2016

Cabinet: January 6, 2017

Board of Trustees: January 19, 2017

BP 2510 Participation in Local Decision Making

Reference:

Education Code Section 70901, 70902(b)(7); Title 5, Sections 53200 et seq., (Academic Senate), 51023.5 (staff), 51023.7 (students); Accreditation Standard IV.A

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action.

Each of the following shall participate as required by law in the decision-making processes of the District:

A. Academic Senate(s) (Title 5, Sections 53200-53206.)

The Board or its designees shall consult collegially with the Academic Senate on academic and professional matters, as defined by law. Procedures to implement Section A of BP 2510 shall be developed collegially with the Academic Senate.

The Board shall rely primarily on the recommendations of the Academic Senate in the areas of curriculum, degree and certificate requirements and grading policies, and recognizes the existing primary role of the faculty in the hiring of faculty (through the ranking of candidates) [53200(c) 1,2,3 &11]. These areas fall under the rule of 53200(d) 1, which calls for the Board of Trustees to “rely primarily upon the advice and judgment of the Academic Senate.”

The Board shall consult collegially with the Academic Senate in all other academic and professional matters, including:

- Educational program development;
- Standards or policies regarding student preparation and success;
- District and college governance structures, as related to faculty roles;
- Faculty roles and involvement in accreditation process, including self-study and annual reports;
- Policies for professional development activities;
- Processes for program review;
- Processes for institutional planning and budget development;
- Equivalence determination (Ed Code 87359);
- Administrator retreat rights (Ed Code 87458);
- Faculty tenure (Ed Code 87610.6) [placed into contract language]; and
- Faculty service areas (Ed Code 87743.2) [placed into contract language]

Revision to Section A of BP 2510 will require mutual agreement of the Board of Trustees or their designee and the Academic Senate by written resolution. At Feather River College, the Superintendent/ President is the designee of the Board of Trustees, and the Academic Senate President is the representative of the Academic Senate.

B. Staff (Title 5, Section 51023.5.)

Staff shall participate in the formulation and development of District policies and procedures. Education Code Section 70901 establishes minimum standards for governing procedures. These standards allow for Classified Staff to participate on college committees, task forces and other shared governance groups. CSEA MOU 2001/2002-4 states that "S.B. 235 requires that a college's or district's exclusive representative for classified bargaining unit members be solely responsible for appointing Classified Staff representatives to serve on any college or district task force. The bill also makes provisions for cases in which a fully participatory Classified Senate has been in operation, allowing for the exclusive representative to sign an M.O.U. with the district, delegating to the Classified Senate the responsibility of appointing classified Staff representatives to any college or district task force." The opinions and recommendations of the Classified Senate will be given every reasonable consideration.

College policies based on the principle of mutual agreement include:

- The role of staff in the evaluation of administrators
- Board Policies that are outside the areas of faculty primacy as stated in AB 1725
- Budget development implementation (Title 5, Section 53200)

Revision to Section B of BP 2510 will require mutual agreement of the Board of Trustees or their designee and the Classified Staff by written resolution. At Feather River College, the Superintendent/ President is the designee of the Board of Trustees, and the Classified Senate President is the representative of the Classified Senate.

C. Students (Title 5, Section 51023.7.)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

Administrative Procedure: 2510

Cabinet Approved: November 14, 2006

Board Approved: December 14, 2006

BP 2511 Internal Communication of Participation in Local Decision Making

Reference:

[BP/AP 2510] Education Code Section 70902(b)(7); Title 5, Sections 53200 et seq; 51023.5; 51023.7; Accreditation Standard IV. A.2, IV.A.5; Govt. Code Section 54950-54960.5 (The Brown Act)

District Commitment

Pertaining to BP/AP 2510, the Feather River Community College District Board of Trustees is committed to shared internal governance. Participation in decision-making at the college is achieved through a variety of constituencies.

The following Administrative and Academic Senate committees will post appropriate information in the College's document storage management systems to demonstrate transparency and accountability.

Shared Governance Committees: Academic Calendar; Academic Senate; Accreditation; Basic Skills; Budget; Cabinet; Classified Senate; Communications; Diversity; Facilities; EEO Advisory; President's Staff; Professional Development; Safety; Strategic Enrollment Management; Strategic Planning; Strategic Technology; Student Intervention; Student Learning Outcomes Assessment Cycle; Student Services Council; Sustainability Action Team

Academic Senate Committees: Academic Policies; Council on Instruction; Curriculum; Equivalency; Faculty Flex; Standards and Practices.

Ad Hoc and Subcommittees of the above committees will be encouraged collegially to post information in the College's document storage management systems to demonstrate transparency and accountability.

Reference: AP #2511

Cabinet Approved: December 1, 2011

Board Approved: December 8, 2011

BP 2512/BPM 1.05.03 EFFECTIVE DATES OF POLICIES

Reference:

BPM Article 5

All policies established by the Board become effective immediately upon their adoption unless an effective date is specified at the time of passage.

Administrative Procedure: N/A
Board Approved: BPM 1.05.03

BP 2513/BPM 1.05.07 POLICY PROVISIONS REQUIRED BY LAW

Reference:

BPM Article 5

Should a statute or code section of the State of California or the government of the United States be added, repealed or amended, or should a court decision or an opinion by the Attorney General of the State of California or other applicable court or official make changes in any of the policies of the Board, or in the administrative procedures of the District, the policies and procedures shall be considered to be automatically amended to comply.

Administrative Procedure: N/A
Board Approved: BPM 1.05.07

BP 2514/BPM Article 6 BOARD ACTION ON ISSUES NOT DIRECTLY AFFECTING THE COLLEGE

Reference:

BPM Article 6

Except in those cases resulting from specific action by the Board to consider a matter, positions shall only be taken on matters directly affecting the operation of the college. The procedure for such a determination is as follows: For any matter presented to the Board including a request that it take a position, and where there is any question from any Board member concerning its direct affect upon the college, the Board shall determine whether it shall consider the matter by vote. A simple majority of the total members of the Board will cause the matter to be discussed and considered. Following such considerations, a 4/5 vote of the Board is required for the establishment of a position for or against such a matter.

Administrative Procedure: N/A
Board Approved: BPM Article 6

BP 2515 Authorized Signatures

Reference:

Education Code 87482.5

The President and Vice-President of the Board of Trustees and the Superintendent/President and Chief Business Officer are authorized to sign contracts, documents and reports on behalf of the Board subject to approval of such items by the Board.

The Superintendent/President and Dean of Instruction are authorized to sign notices of employment for certificated persons employed less than 67% of a full load.

Administrative Procedure: N/A

Approvals:

Academic Senate: January 9, 2015

Classified Senate: September 15, 2014

Cabinet: February 5, 2015

Board: February 19, 2015

**BP 2516/BPM 1.05.04 RESPONSIBILITIES OF CERTIFICATED
EMPLOYEES AND MEMBERS OF THE CLASSIFIED SERVICE**

Reference:

BPM Article 5

The policies and procedures adopted by the Board for the District have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District's activities. All certificated employees and members of the classified service will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities.

Administrative Procedure: N/A
Board Approved: BPM 1.05.04

**BP 2517/BPM 1.08.01 DELEGATION OF AUTHORITY - MAINTENANCE
OF RECORDS**

Reference:

BPM Article 8

The Superintendent/President is delegated the authority and directed to maintain accurate and complete records required by state law, federal and state agencies or departments, or the Office of the County Superintendent of Schools, including the proper accounting of any and all funds that come under the control of the Governing Board and the proper accounting of student attendance.

Administrative Procedure: N/A

Board Approved: BPM Article 1.05.01

BP 2518/BPM 1.08.02 ACTION IN EMERGENCY

Reference:

BPM Article 8

The Superintendent/President is delegated the authority to act on behalf of the Board in an emergency for the protection of life, health, and safety of individuals and the protection of property.

Administrative Procedure: N/A
Board Approved: BPM 1.08.02

BP 2519 Power to Contract

Reference:

Education Code Section 81655; 81656

The Superintendent/President, or such persons as the Superintendent/President may designate, is delegated the power to enter into contracts for and on behalf of the District wherever the power to so contract is invested in the Board of Trustees by the Education Code. Such contracts include, but are not limited to, purchase of supplies and equipment, personal service contracts, leases and rentals, banking agreements, vendor service agreements, and personnel matters when such contracts do not exceed the dollar or time limits established in the Education Code or other laws pertaining to the taking of competitive bids.

The Superintendent/President, or such persons as the Superintendent/President may designate, is further delegated the power to amend the terms and conditions of any contractual arrangement provided that the total expenditure of funds and period of the contract do not exceed the limitation set forth in the Education Code. No contract made pursuant to any delegation of power to contract shall be valid or constitute an enforceable obligation against the District unless and until such contract has been approved and ratified by the Board, said approval or ratification to be evidenced by a motion of the Board duly passed and adopted. All transactions herein authorized involving an expenditure by the District for the purchase of supplies, materials, apparatus and equipment shall be reviewed by the Board every 60 days.

Administrative Procedure: N/A

Approvals:

Academic Senate: May 14, 2014

Classified Senate: May 19, 2014

Cabinet: September 4, 2014

Board of Trustees: October 16, 2014

BP 2520/BPM 1.08.04 ACCEPTANCE OF RESIGNATIONS

Reference:

BPM Article 8

The Superintendent/President is delegated the authority to accept resignations in accordance with the collective bargaining agreement and the Education Code sections (87730) and (88201).

Administrative Procedure: N/A
Board Approved: BPM 1.08.04

BP 2610 Presentation of Initial Collective Bargaining Proposals

Reference:

Government Code Section 3547

The Superintendent/President is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of initial proposals for collective/collaborative bargaining.

Collective/collaborative bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration in accordance with the following timelines:

- PERB requires that initial collective bargaining proposals (“sunshine”) be presented 120 days prior to negotiations, and negotiations begin 120 days before the expiration of the contract. The parties may choose to “sunshine” earlier and begin negotiations earlier by mutual agreement. In addition, the parties may agree to extend the current contract, while changing a few provisions, by mutual agreements.

Administrative Procedure: #2610

Cross reference to: BP 7140

Cabinet Approved: April 11, 2005

Board Approved: April 28, 2005

BP 2710 Conflict of Interest

Reference:

Government Code Sections 1090, et seq.; 1126; 87200, et seq.;
Title 2, Sections 18730 et seq.

Board members and employees shall not be financially interested in any contract made by them in their official capacity, or in any body or board of which they are members.

A Board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5

A Board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with, or inimical to his or her duties as an officer of the District.

In compliance with law and regulation, the Superintendent/President shall establish administrative procedures to provide for necessary disclosures by Board members who may be affected by their official actions, and would reasonably serve the purpose of preventing members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

Reference: AP #2710, #2712

Approvals:

Cabinet: October 7, 2016

Board of Trustees: November 17, 2016

BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE
Board of Trustees

Reference:

Accreditation Standard IVC1.11 (formerly IV.B.1.a, e, & h)

The Board maintains high standards of ethical conduct for its members. The following standards of excellent performance, which have been adopted by the Board of Trustees, establish a norm for trustee performance. Excellence of Board of Trustee functioning is seen as an integral component of the striving for institutional excellence. These standards of excellence are supported by the mission and goals developed by the staff of the District, approved by the Board of Trustees, and published in the college catalogue. The adoption of the Standards of Excellence by the Board is our commitment to a set of values guiding our performance. As the Board strives for excellence and adherence to these values it serves as a model and leader in encouraging all members of the District community to pursue and achieve excellence.

Each member of the Board of Trustees will:

1. In all decisions, hold the educational welfare of the students of the District as his/her primary concern. Communicate the Board's interest in and respect for student accomplishments by attending student ceremonies and events.
2. Ensure the District maintains equality of opportunity for all students regardless of race, creed, sex, religion, age, physical ability or national origin.
3. As an agent of the public--entrusted with public funds--protect, advance and promote the interest of all citizens. Maintain independent judgment unbiased by private interest, partisan political groups, or in any other way.
4. Through establishment of policies and appointment of administrative personnel, uphold, implement, and enforce all laws and codes applying to the District.
5. Act as an instigator and promoter of change through legal and ethical procedures.
6. Recognize and actively communicate that authority rests only with the Board in a legally-constituted meeting, not with individual members.
7. Attend and participate in all meetings insofar as possible, having prepared for discussion and decision by studying all agenda materials.

8. Conduct all District business in open public meetings, unless, in the judgment of the Board and only for those purposes permitted by law, it is more appropriate to hold a closed session.
9. Maintain confidentiality of all Board discussions held in closed session.
10. Avoid any situation that may constitute a conflict of interest. Inform the entire Board or the Board President when a matter under consideration might involve or appear to involve such a conflict.
11. Enhance his/her ability to function effectively as a trustee through devotion of time to study of contemporary educational issues, as well as attendance at professional workshops and conferences on the duties and responsibilities of trustees.
12. Promote and maintain good relations with fellow Board members by:
 - a) Recognizing the importance of keeping an open mind and promoting the opportunity to think through other facts and points of view, which may be presented at the legally constituted session of the Board.
 - b) Respecting the opinions of others and abiding by the principle of majority rule.
 - c) Respectfully working with other Board members in the spirit of harmony and cooperation. Giving each member courteous consideration of his/her opinion.
13. Promote a healthy working relationship with the Superintendent/President and his or her staff by:
 - a) Appointing and nurturing an excellent Superintendent/President and supporting his or her administrative recommendations by maintaining a climate of "no surprises."
 - b) Supporting the District personnel in the appropriate performance of their duties and ensuring that they have the requisite responsibility and necessary authority to perform effectively.
 - c) Referring complaints, criticisms through the appropriate channels as previously agreed upon by the Superintendent/President and the Board. Trustees should never become involved in resolving staff or student grievances until all administrative remedies have been exhausted and the grievance is brought to the full Board as a court of last resort. Board members should not encourage dissatisfied employees and citizens to come to them with their problems but should

listen to any concern and then refer the person to the proper administrator.

14. Be an advocate of the District in the community by encouraging support for and interest in Feather River Community College District.

15. Say or do something solely on their sincere belief that what is said and done is in the best interest of the college and community.

Any violations of this policy will be addressed in accordance with the procedures described in AP 2715.

Reference Updated: October 3, 2017

Administrative Procedure: 2715

Cabinet Approved: February 26, 2003

Board Approved: April 17, 2003; rev. March 1, 2006

BP 2716 POLITICAL ACTIVITY

Reference:

Education Code Sections 7054; 7056; Government Code 8314

Members of the Board shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board.

Administrative Procedure: N/A
Cabinet Approved: February 26, 2003
Board Approved: April 17, 2003

BP 2717 PERSONAL USE OF PUBLIC RESOURCES

Reference:

Government Code Section 8314; Penal Code Section 424

No trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

Administrative Procedure: N/A
Cabinet Approved: February 26, 2003
Board Approved: April 17, 2003

BP 2720 COMMUNICATIONS AMONG BOARD MEMBERS

Reference:

Government Code Section 54952.2

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., e-mail, conference calls, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board.

Administrative Procedure: N/A
Cabinet Approved: February 26, 2003
Board Approved: April 17, 2003

BP 2725 Board Member Compensation

Reference:

Education Code Section 1090, 35120, 72024

Members of the Board who attend all Board meetings shall receive \$120 per month. The student trustee shall receive \$50 per month. A member of the Board 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.

The Board may, on an annual basis, increase the compensation of its members by five percent. However, any increase is subject to rejection in a referendum by a majority of the voters in the District.

Administrative Procedure: N/A

Approvals:

Cabinet: September 2, 2016

Board of Trustees: October 20, 2016

BP 2735 BOARD MEMBER TRAVEL

Reference:

Education Code Section 72423

Members of the Board shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board.

Administrative Procedure: #2735
Cabinet Approved: February 26, 2003
Board Approved: April 17, 2003

BP 2740 BOARD EDUCATION

Reference:

Accreditation Standard IV.B.1.f

The Board is committed to its ongoing development as a Board. To that end, the Board will engage in study sessions, read Board-related materials, access resources that will further understanding of its policy role, and support attendance at meetings and activities that foster trustee education.

Administrative Procedure: N/A
Cabinet Approved: February 26, 2003
Board Approved: April 17, 2003

BP 2745 BOARD SELF-EVALUATION

Reference:

Accreditation Standard IV.B.1.e&g

The Board is committed to assessing its own performance and a Board in order to identify its strengths as well as those areas in which it may improve. The process for evaluation shall be recommended to and approved by the Board.

Board self-evaluation shall be completed in June of every even-numbered year and the results used to set goals for the coming year.

Administrative Procedure: N/A
Cabinet Approved: February 26, 2003
Board Approved: April 17, 2003

CHAPTER 3

General Institution

Policies:

BP 3050	Institutional Code of Ethics
BP 3100	Organizational Structure
BP 3110	Administrative Structure
BP 3200	Accreditation
BP 3225	Institutional Effectiveness
BP 3250	Institutional Planning
BP 3260	Integrated Program Review
BP 3280	Grants
BP 3300	Public Records
BP 3310	Records Retention and Destruction
BP 3410	Nondiscrimination
BP 3420	Equal Employment Opportunity
BP 3430	Prohibition of Harassment
BP 3500	Campus Safety
BP 3501	Campus Security and Access
BP 3507	Compliance with National Incident Management System (NIMS) and State Standardized Emergency Management System (SEMS)
BP 3510	Workplace Violence
BP 3515	Reporting of Crimes
BP 3520	Local Law Enforcement
BP 3530	Weapons on Campus
BP 3540	Sexual and Other Assaults
BP 3550	Drug Free Environment and Drug Prevention Program
BP 3570	Smoke and Tobacco Free Environment
BP 3710	Securing of Copyright
BP 3715	Intellectual Property
BP 3720	Computer Use
BP 3810	Claims Against the District
BP 3820	Gifts
BP 3900	Speech: Time Place and Manner

BP 3050 INSTITUTIONAL CODE OF ETHICS

Reference:

Accreditation Standard 111.A.1.d

The District shall adopt an institutional code of ethics, which shall be reviewed by the Board on a regular basis.

Administrative Procedure: #3050
Cabinet Approved: November 14, 2005
Board Approved: November 17, 2005

BP 3100 ORGANIZATIONAL STRUCTURE

Reference:

Education Code 72400

The Superintendent/President shall establish organizational charts that delineate the lines of responsibility and reflect the general duties of employees within the District.

Administrative Procedure: #3100
Cabinet Approved: November 14, 2005
Board Approved: November 17, 2005

BP 3110/BPM 2.00-2.01 ADMINISTRATIVE STRUCTURE

Reference:

Basic Concept of Administrative Organization

To provide unity of effort, the basic authority for the administration of the Feather River Community College District is a function of the executive officer of the Governing Board; namely, the Superintendent/President of the College who derives authority from the Governing Board. The Superintendent/President is responsible for the formulation of policies and procedures requiring Board approval; recommendations for Board action; the implementation of Board policies, procedures and other actions; and the authorization of administrative procedures and practices.

In the interest of efficient administration, the Superintendent/President may delegate functions to members of the staff. The duties and responsibilities of administrative staff are described in following sections of this chapter; duties and responsibilities are outlined as a guide to incumbents in these positions. They do not in any way limit the responsibility or basic authority of the Superintendent/President for the administration of any part of the District's functions.

General Duties of Administrators

The specific duties of authorized administrative positions are stated in the following sections of this chapter. The general duties of each administrator are:

- A. To plan, organize and administer the activities of their office, division, or department efficiently.
- B. To keep informed of new developments relating to their function and to maintain a creative and progressive attitude toward change, directed toward continuously improving the operation of their unit.
- C. To recommend the organizational structure and staffing complement of their unit.
- D. To recommend the selection of personnel for their unit in compliance with the District's hiring policy.
- E. Board approved: 11/13/90
- F. To establish and maintain, in their unit, a climate which encourages the development of personnel, the retention of competent personnel and a high level of morale.

- G. To maintain their reporting relationship to their immediate supervisor, keeping him/her informed of activities of the unit, apprising them particularly of major or unusual developments and seeking their advice and counsel.
- H. To promote an integrated effort in the administration of the College by cooperating with other members of the professional staff and coordinating activities with theirs, when such action is indicated.
- I. To maintain effective relations with faculty, students, the community and other educational institutions; and to interpret College policies and programs accurately and constructively.
- J. To recommend the budget for their office or unit within limitations established by the Governing Board or Superintendent/President.
- K. To serve on committees and councils as directed by Governing Board policies and procedures or by their immediate supervisor or the Superintendent/President.
- L. To attend professional meetings as directed by their immediate supervisor.
- M. To perform any other duties assigned or delegated by their immediate supervisor or the Superintendent/President.

Administrative Procedure: #3110
Cabinet Approved:
Board Approved: BPM 2.00-2.01

BP 3200 ACCREDITATION

Reference:

Accreditation Eligibility Requirement 21 and ACCJC Accreditation Standards IC12 and 13 (formerly IV.B.1.i); Title 5 Section 51016

The Superintendent/President shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of other District programs that seek special accreditation.

The Superintendent/President shall keep the Board informed of approved accrediting organizations and the status of accreditations and shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The Superintendent/President shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

Reference Updated: October 2, 2017
Cabinet Approved: March 17, 2003
Board Approved: March 25, 2005

BP 3225 Institutional Effectiveness

Reference:

Education Code Sections 78210 et. seq. and 84754.6; Seymour-Campbell Student Success Act of 2012); ACCJC Accreditation Standard I.B.5-9

The Board is committed to developing goals that measure the ongoing condition of the District's operational environment. The Board regularly assesses the District's institutional effectiveness.

Reference: AP #3225

Approvals:

Academic Senate: December 9, 2015

Classified Senate: January 25, 2016

Cabinet: February 4, 2016

Board of Trustees: February 25, 2016

BP 3250 Institutional Planning

Reference:

Accreditation Standard I.B; Title 5, Sections 510008, 51010, 51027, 53003, 54220, 55250, 55400 et seq., 55510, 56270 et seq.

Planning at Feather River College occurs at both the strategic and operational levels. The college's mission statement drives all planning processes. Strategic goals are identified on a multi-year cycle, and operational goals are determined by each academic division, student services department, and administrative unit on an annual basis. Planning shall also include plans required by State and/or Federal agencies. Together, approved strategic goals and operational goals provide a framework for all college planning activities, and determine the allocation of district funds.

Schedules for planning are described in AP 3250. The district's Strategic Plan and related Progress Report are subject to review by the Board of Trustees on an annual basis.

Administrative Procedure: #3250

Approved Cabinet: March 13, 2007, September 3, 2009

Approved Board: March 22, 2007, September 17, 2009

BP 3260 Integrated Program Review

Reference:

Education Code Section 78016; Title V Sections 51022; 51024

The Board of Trustees recognizes that on-going analysis and evaluation are essential components of an institution's planning and effectiveness. Feather River College's achievements lie, in part, in its ability to consistently monitor and improve its programs and services while also being able to distinguish between successful and less successful practices. To this end, the Board directs the Administration, in consultation with the Academic and Classified Senates, and ASFRC to establish a procedure whereby all academic, student and administrative service programs will undergo review as part of a regular and continual institutional evaluation. This Integrated Program Review (IPR) process will have as its basic component a plan for gathering, analyzing, and reporting data about courses and programs. Further, Feather River College will incorporate the results of its program reviews into a comprehensive Strategic Plan to achieve broad educational purposes, an institutional budget, and improve institutional effectiveness.

Schedules for program review and its process are described in AP 3260. All of the district's program reviews are subject to review by the Board of Trustees and campus constituents on an annual basis.

Administrative Procedure: #3260
Cabinet Approved: February 3, 2011
Board Approved: February 17, 2011

BP 3280 GRANTS

Reference:

Education Code Section 70902

The Board 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 coordinated review that addresses budget impacts and identifies sources of support.

All grants applied for must directly support the purposes of the District.

Cabinet Approved: September 26, 2005

Board Approved: October 13, 2005

BP 3300 PUBLIC RECORDS

Reference:

Government Code Sections 6250, et seq.

The Superintendent/President shall establish procedures for records management, including access by the public that complies with the requirements of the California Public Records Act.

Administrative Procedure: #3310
Cabinet Approved: September 26, 2005
Board Approved: October 13, 2005

BP 3310 RECORDS RETENTION AND DESTRUCTION

Reference:

Title 5, Sections 59020, et seq.

The Superintendent/President shall establish administrative procedures to assure the retention and destruction of all District records, including but not limited to student records, employment records, and financial records, that comply with Title 5.

Administrative Procedure: #3310
Cabinet Approved: March 17, 2003
Board Approved: March 24, 2005

BP 3410 Nondiscrimination

Reference:

Education Code Sections 66250, et seq., 72010, et seq.; 87100 et seq.; Title 5, Sections 53000, et seq. and 59300 et seq. Penal Code Section 422.55; Government Code Sections 12926.1 and, 12940, et seq.; Title 2 Sections 10500 et seq.; ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standards Catalog Requirements (formerly Accreditation Standard II.B.2.c)

The District is committed to equal opportunity in educational programs, employment, and all access to its institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status 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.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

Reference: AP #3410

Approvals:

Academic Senate: November 9, 2016

Classified Senate: April 18, 2016

Cabinet: December 2, 2016

Board of Trustees: January 19, 2017

BP 3420 Equal Employment Opportunity

Reference:

**Education Code Sections 87100, et seq; Title 5, Section 53000, et seq.
ACCJC Accreditation Standard III.A.11**

The Feather River Community College Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The Superintendent/President shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation.

Reference Updated: October 8, 2015
Administrative Procedure: #3420
Cabinet Approved: February 12, 2004
Board Approved: February 19, 2004

BP 3430 Prohibition of Harassment

Reference:

Education Code Sections 212.5; 44100; 66250 et seq, (Equity in Higher Education Act); 66281.5; Government Code Sections 12940 and 12950.1; Title 2 Section 10500 et seq.; Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. § 2000e

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, unpaid intern, or volunteer who believe that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access

to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent/President shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. They shall be available for students, employees, unpaid interns, and volunteers in all administrative offices, and shall be posted on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measures up to and including termination from the internship or other unpaid work experience program.

Reference Updated: November 15, 2016

Reference: AP #3430, #3435

Approvals:

Academic Senate: May 11, 2016

Classified Senate: April 18, 2016

Cabinet: October 7, 2016

Board of Trustees: October 20, 2016

BP 3500 CAMPUS SAFETY

Reference:

Education Code 67380

The Board is committed to a safe and secure District, work and learning environment. To that end, the Superintendent/President shall establish a Campus Safety Plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall comply with the Clery Act.

Administrative Procedure: #3500 #3515

Cabinet Approved: February 28, 2008

Board Approved: March 20, 2008

BP 3501 Campus Security and Access

Reference:

**34 Code of Federal Regulations Section 668.46(b)(3); ACCJC
Accreditation Standard III.B.1**

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

Reference: AP #3501

Approvals:

Academic Senate: September 14, 2016

Classified Senate: December 21, 2015

Cabinet: October 7, 2016

Board of Trustees: October 20, 2016

**BP 3507 Compliance with National Incident Management System (NIMS)
and State Standardized Emergency Management System (SEMS)**

Reference:

Education Code 67380-67385.7, Homeland Security Presidential Directive 5 (HSPD-5), Higher Education Opportunity Act (HEOA), FEMA 15-800B, FEMA 15-700

The Feather River Community College District Board of Trustees recognizes that the preservation of life, property, and the environment is an inherent responsibility of local government.

The Feather River Community College District Board of Trustees adopts that the California Standardized Emergency Management System substantially meets the objectives of the National Incident Management System. The Feather River Community College District Board of Trustees will integrate the National Incident Management System, to the extent appropriate, into the emergency management system; and the Feather River College Community College District will utilize the National Incident Management System, which shall be consistent with the integration of the National Incident Management System and the Standardized Emergency Management System in California.

It is essential for the Feather River Community College District, in responding to disasters that federal, state, local, tribal and special district organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters.

A copy of this Board Policy will be forwarded to the Plumas County Office of Emergency Services whenever it is updated or changed.

Approvals:

Academic Senate: September 11, 2013

Classified Senate: February 19, 2013

Cabinet: October 3, 2013

Board of Trustees: October 17, 2013

BP 3510 Workplace Violence

Reference:

**Cal/OSHA: Labor Code 6300 et seq; 8 Cal. Code Regs. 3203;
“Workplace Violence Safety Act of 1994” (Code of Civil Procedure
527.8 and Penal Code 273.6)**

The Board is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board’s priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Superintendent/President shall establish administrative procedures that:

- Inform employees regarding what actions will be considered violent acts
- Require any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident
- Assure employees that there will be no retaliation for such reporting.

Reference Updated: January 20, 2016

Titled Updated: February 24, 2016

Reference: AP #3510

Cabinet Approved: December 1, 2011

Board Approved: December 8, 2011

BP 3515 REPORTING OF CRIMES

Reference:

Education Code Section 67380

The Superintendent/President shall assure that, as required by law, reports are prepared of all occurrences reported to Campus Safety Officer of arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/President shall assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

Administrative Procedure: #3515
Cabinet Approved: March 17, 2004
Board Approved: March 18, 2004

BP 3520 Local Law Enforcement

Reference:

Education Code Section 67381 and 67381.1; 34 Code of Federal Regulations Section 668.46(b)(4)

The District shall enter into a written agreement with its local law enforcement agencies. The agreement(s) shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.

Reference: AP #3520

Approvals:

Academic Senate: April 12, 2017

Classified Senate: October 17, 2016

Cabinet: May 5, 2017

Board of Trustees: May 18, 2017

BP 3530 WEAPONS ON CAMPUS

Reference:

Penal Code Section 626.7

Firearms or other weapons shall be prohibited on any property under jurisdiction of the District or in any facility of the District except for activities conducted under the direction of District employees as authorized by an official law enforcement agency.

Administrative Procedure: N/A
Cabinet Approved: April 23, 2003
Board Approved: May 22, 2003

BP 3540 Sexual and Other Assaults

Reference:

Education Code Section 67382, 67385, and 67386; 20 U.S. Code Section 1093(f); 34 Code of Federal Regulations Section 668.46(b)(11)

Any sexual assault or physical abuse, including rape as defined by California law, whether committed by an employee, student, or member of the public that occurs on District property is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance. The Superintendent/President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment.

The procedures for sexual assaults shall meet the criteria contained in EC 67385, 67385.7 and 67386 and 34 Code of Federal Regulations Section 668.46.

The District shall maintain the identity of any alleged victim of sexual assault on District property in confidence unless the alleged victim specifically waives that right to confidentiality. The District shall maintain the identity of any alleged assailant who is a student or an employee in confidence unless the alleged assailant waives that right to confidentiality.

Reference: AP #3540

Approvals:

Academic Senate: March 9, 2016

Classified Senate: October 19, 2015

Cabinet: May 5, 2016

Board of Trustees: May 19, 2016

BP 3550 DRUG FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM

Reference:

Drug Free Schools and Communities Act, 20 U.S.C. Section 114g and 34, C.F.R. Section 86.1 et seq.; Drug Free Workplace Act of 1988, 41 U.S.C. Section 702

The District shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The Superintendent/President shall assure that students attending the college are made aware of the Drug Free Schools and Communities Act Amendments of 1989 through District publications, website, and other appropriate means. The Superintendent/President will assure that District complies with other requirements of the Act.

Administrative Procedure: #3550
Cabinet Approved: April 23, 2003
Board Approved: May 22, 2003

BP 3570 Smoke and Tobacco Free Environment

Reference:

Government Code Sections 7596-7598

It is the intent of the Feather River Community College District to become a tobacco free environment by the 2020-2021 academic year. It is also acknowledged that tobacco is a highly addictive habit and personal behaviors cannot change immediately.

The use of any tobacco product, including electronic smoke or smoke-free devices, are prohibited in all buildings on campus, all college facilities, all college-owned vehicles, and within 20 feet of any entrance, exit, and operable window. Smoking and the use of tobacco products are only allowed in the designated smoking areas on campus.

Reference: AP #3570

Approvals:

Academic Senate: May 10, 2017

Classified Senate: March 20, 2017

Cabinet: September 7, 2017

Board of Trustees: October 19, 2017

BP 3710/BPM 7.1.18 Securing of Copyright

Reference:

Education Code Sections 72207, 81459, 17 United States Code 201

Use of the College Name, Seal, or other Official Insignia

Printed matter will not express or imply that the College approves, supports, or endorses the contents.

The College's name, seal, or other official insignia will not be printed on printed matter to be distributed or posted on or off Campus.

Cabinet Approved:

Board Approved: BPM 7.1.18

BP 3715 Intellectual Property

Reference:

**17 U.S. Code Sections 101 et seq.; 35 U.S. Code Sections 101 et seq.;
37 Code of Federal Regulations Sections 1.1 et seq.**

The Superintendent/President shall develop administrative procedures that define the rights, interests, protection, and transfer of intellectual property created by the District employees and students and to implement these procedures accordingly.

The procedures developed by the Superintendent/President and approved by the Board of Trustees shall assure that the district may use, sell, give or exchange published materials and may license materials prepared by the district in connection with its curricular and special services.

In the development of these procedures, the Superintendent/President shall solicit the input of the proper representatives of the college community on accordance with the district's policy regarding shared local decision making as an academic and professional matters and as a condition of employment.

Reference: AP #3715

Approvals:

Academic Senate: May 14, 2014

Classified Senate: October 20, 2014

Cabinet: November 6, 2014

Board of Trustees: December 11, 2014

BP 3720 Computer and Network Use

Reference:

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

Access to modern information technology is essential to the pursuit of achieving Feather River College's mission of instructional excellence. The ability to use computing systems and software, as well as internal and external data networks, is an important privilege for all members of the College community.

The preservation of that privilege requires that each individual faculty member, staff member, and student comply with all established District procedures for appropriate use, including all relevant federal, state, and local laws. These include laws of general application such as libel, copyright, trademark, privacy, obscenity and child pornography laws as well as laws that are specific to computers and communication systems, such as the Computer Fraud and Abuse Act and the Electronic Communications Privacy Act.

Violations of District procedures may result in disciplinary action, including the loss of computer use privileges, dismissal from the College, and legal action. Additionally, specific violations may constitute a criminal offense. Accordingly, it is imperative that every College employee and every College student using FRC's computing resources fully understands their responsibilities in doing so.

Administrative Procedure: #3720

Cabinet Approved: April 24, 2006; approved added references 09/19/06

Board Approved: May 25, 2006

BP 3810 CLAIMS AGAINST THE DISTRICT

Reference:

Education Code Section 72502; Government Code Section 900 et seq.; 910

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title 1, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.
- Claims for damages

The designated place for service of claims, lawsuits or other types of legal process upon the District is: Office of the Superintendent/President
570 Golden Eagle Avenue
Quincy, California 95971

Administrative Procedure: #3810
Cabinet Approved: April 23, 2003
Board Approved: May 22, 2003

BP 3820 Gifts

Reference:

Education Code 72205

The Board 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 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 openly discriminates 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.

Reference Updated: September 27, 2017
Cabinet Approved: September 26, 2005
Board Approved: October 13, 2005

BP 3900 Speech: Time, Place and Manner

Reference:

Education Code Section 66301; 76120

Students and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy. Employees shall be free to exercise their rights of free expression, subject to the requirements of this policy and applicable law.

Facilities within the Feather River Community College District are non-public forums, except for those areas designated as Free Speech Areas, which are limited public forums. The Superintendent/President shall enact such administrative procedures, as are necessary to reasonably regulate the time, place and manner of the exercise of free expression in the limited public forums.

The administrative procedures promulgated by the Superintendent/President shall not prohibit the right of students and members of the public to exercise free expression, including but not limited to the use of bulletin boards designated for such use, the distribution of printed materials or petitions in those parts of the college designated as Free Speech areas, and the wearing of buttons, badges, or other insignia.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on district property or the violation of district policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process (EC 66301(e)), so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, intimidation, or hate violence unless such speech is constitutionally protected.

Reference: AP #3900

Approvals:

Academic Senate: November 9, 2016

Classified Senate: August 15, 2016

Cabinet: December 2, 2016

Board of Trustees: January 19, 2017

CHAPTER 4

Academic Affairs

BP 4010	Academic Calendar
BP 4020	Program and Curriculum Development
BP 4025	Philosophy and Criteria for Associate and Baccalaureate Degrees and Certificates
BP 4030	Academic Freedom
BP 4040	Library Services
BP 4050	Articulation
BP 4060	Delineation of Functions Agreements
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BP 4101	Independent Study
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BP 4105	Distance Education
BP 4107	Directed Study
BP 4110	Honorary Degrees
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BP 4224	Transferring Academic Credit to Feather River College
BP 4225	Course Repetition
BP 4230	Grading Symbols
BP 4235	Credit by Examination
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BP 4245	Academic Integrity
BP 4250	Probation, Disqualification and Readmission
BP 4260	Pre-requisites and Co-requisites
BP 4300	Field Trips and Excursions
BP 4400	Community Education Program

BP 4010 Academic Calendar

Reference:

Education Code Section 70902(b)(12)

The Superintendent/President shall, in consultation with the Academic Calendar Committee, develop a calendar for each academic year. Such calendars shall require approval by the Board of Trustees.

Administrative Procedure: #4010
Cabinet Approved: April 24, 2006
Board Approved: May 25, 2006

BP 4020 Program and Curriculum Development

Reference:

Education Code Section 70902(b), 78016; Title 5, Section 51022(a), 55130

Philosophy and Purpose

Feather River College exists to meet the educational needs of people who could benefit from the programs and courses offered by the college, both within and outside the District. The college places the student at the center of all considerations. The needs, interests, and welfare of the students are the principle criteria against which all determinations are measured. Emphasis is assigned to the following four principle purposes of the college:

- The offering of courses designed to satisfy the lower-division requirement of four-year institutions.
- The offering of courses designed to provide direct employment in business, industry and public service agencies.
- The offering of classes, programs, and special services through which all persons in the community may broaden their educational, occupational and career potential and enhance their personal and cultural development.
- The providing of counseling, guidance and special assistance to individuals, that they may recognize their special abilities, needs and interests.

Programs

To achieve this purpose, the college will offer the following kinds of programs:

- General Education
- Lower-Division College Education
- Career and Technical Education
- Continuing Education
- Community Service
- Learning Skills
- Other educational services provided by contract

Supervision of Instructional Programs and Campus Activities

All instructional services and activities conducted either on or off the college campus in the name of the District or the College will be governed by the policies and regulations of the Feather River Community College District. These policies will also prevail when the use of campus space is granted to community groups.

Delineation of College Day

The College Day shall be from 8 a.m. to 10 p.m. The faculty teaching schedule shall be based upon the College Day and the Academic Calendar. Any exception shall be by mutual consent of the faculty member and the Chief Instructional Officer.

Minimum Class Size

The college will organize classes in as efficient a manner as possible, consistent with sound instructional practices. The minimum size of credit courses shall be consistent with the current negotiated agreements. Any deviations from the agreements shall be made with the express consent of the Chief Instructional Officer.

Administrative Responsibility for Instructional Programs

The final decision of course offerings in each semester and the utilization of available facilities are administrative responsibilities. All schedules are, therefore, based upon recommendations of the College staff, subject to administrative review, the divisional joint agreement, and adjusted to conform to District policies.

Assignment of Instructors

Pursuant to Education Code Section 87743.2, instructors shall be assigned to classes in their service area(s) and teaching competencies. The final decision on assignments shall rest with the administration through the office of the Chief Instructional Officer after consultation with the Division chairs.

Nature of Class Offerings

Based upon the recommendations of the Division chairs, the administration shall develop a class schedule that will provide students:

- Maximum flexibility in scheduling
- Minimum class conflicts
- Proper sequence of courses in programs
- Maximum opportunity for Library and laboratory usage

Curriculum Development

The Academic Senate shall make recommendations to the Board of Trustees for the adoption of the curriculum with such additions, deletions or modifications as necessary. These recommendations shall take into consideration the recommendations of the college Curriculum Committee and the Chief Instructional Officer.

Curriculum development generally begins with the individual faculty member. Interested college or community members may also propose a course or program to the College administration, which will then arrange for the curriculum development. When seeking college adoption of new or revised courses or programs, consideration must be given to the following:

- Availability of sufficient funds to finance the proposed new course or program.
- Availability of qualified faculty, either full-time or adjunct.
- Availability of appropriate, equipment and/or facilities.

- Evidence of sufficient anticipated library resources enrollment to warrant offering that course or program.
- Relationship of the course or program with the mission and goals of the College.
- Avoidance of duplication, proliferation, or inappropriate overlapping of courses or program in the college-wide curriculum.
- Consideration of job market and other related information for vocational and occupational programs
- Proposed course must meet standards and criteria set fourth in Title 5 of the California Code of Regulations.

Definition of a Unit of Credit

Courses shall grant units of credit based upon a relationship specified by the Board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. Each course requires a minimum of three hours of student work per week, per unit, including class time and/or demonstrated competency, prorated for short-term, laboratory, and activity courses.

BP 4025 Philosophy and Criteria for Associate and Baccalaureate Degrees and General Education

Reference:

Title 5, Sections 55061 et seq. Accreditation Standard I & II; Baccalaureate Degree Pilot Program Handbook; AB 1725

Philosophy

The awarding of an associate or baccalaureate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of Feather River College to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times, to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. These topics are embodied in the college-wide student learning outcomes. In addition to these accomplishments, a student being awarded an associate or baccalaureate degree shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

General Education is the course of study that gives students the ability to understand themselves, the world around them, and their relationship to the world. The goal of General Education is that students learn certain basic principles, common concepts and knowledge, gain a methodology for intellectual inquiry within various disciplines, and develop a set of values and ethics. A college-educated person uses the acquired knowledge and values in daily life, as part of career development, and for understanding his or her physical, cultural, and social environment. General Education also provides students with the skills to think critically, logically, and clearly; to communicate and express themselves both rationally and creatively; and to reason quantitatively.

General Education is comprised of courses that will give students an understanding of writing and communication, an ability to use mathematics across a variety of disciplines; appreciation and practice of the arts; an understanding of history, politics and social sciences; an understanding of contemporary culture and diversity; and an understanding of the physical and biological world as embodied in the physical and life sciences.

In establishing or modifying a General Education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to global, regional, and local problems.

Classes that are added to the list of General Education areas must meet the above criteria and should also be transferable to CSU, UC, and other 4-year universities.

The Superintendent/President shall establish procedures to assure that courses used to meet General Education and associate and baccalaureate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

Reference: AP #4025

Approvals:

Standards and Practices: May 3, 2016

Academic Senate: December 14, 2016

Classified Senate: January 23, 2017

Cabinet: February 3, 2017

Board of Trustees: February 16, 2017

BP 4030 Academic Freedom

Reference:

Title 5, Section 51023; Accreditation Standard II A 7

Academic freedom is defined as the freedom to teach and learn in an atmosphere of free inquiry and expression, including freedom in presenting and discussing subjects, as well as any other relevant matters, including controversial matters, as long as the difference between personal opinion and factual information is clearly delineated. This applies to all members of the Feather River College community: faculty, students, classified and administrative staff, and trustees.

The Board of Trustees recognizes that academic freedom is necessary to the pursuit of truth and supports the principles of academic freedom enunciated in contracts negotiated between the District and bargaining units (e.g. Article 4 on academic freedom, Agreement Between Feather River Federation of Teachers AFT/CFT, AFL-CIO and Feather River Community College District; and Article 4 on academic freedom, Agreement Between Feather River Federation of Teachers, Associate Faculty Chapter, AFT/CFT, AFL-CIO and Feather River Community College District) or, in the case of students, as outlined in the policy on Standards of Student Conduct.

Reference: BP/AP #3900

Approvals:

Academic Senate: January 9, 2015

Classified Senate: September 15, 2014

Cabinet: February 5, 2015

Board of Trustees: February 19, 2015

BP 4040 Library Services

Reference:

Education Code Section 78100, Accreditation Standard Two

The District shall have library services that are an integral part of the educational program.

Administrative Procedure: # 4040
Cabinet Approved: September 13, 2004
Board Approved: September 23, 2004

BP 4050 Articulation

Reference:

Title 5, Section 51022(b); Education Code section 66720-66744

The College's President/Superintendent shall establish procedures that assure appropriate articulation of the Feather River Community College District's educational programs with proximate high schools, community colleges and baccalaureate level institutions.

The procedures also may support articulation with institutions, including other community colleges and those that are not geographically proximate, but that are appropriate and advantageous for partnership with the District.

Administrative Procedure #4050

Approvals:

Student Services Council: April 11, 2007

Curriculum: March 5, 2008

Academic Senate: August 12, 2008

Cabinet: September 9, 2008

Board of Trustees: September 25, 2008

BP 4060 Delineation of Functions Agreements

Reference:

Education Code Sections 8535; 8536

In accordance with Government Code Section 3540 et. seq., the Board of Trustees shall not delegate to internal governance any responsibilities or functions which belong to an exclusive collective bargaining representative. Therefore, the District and governance representatives in consulting collegially shall, at all times, exclude from deliberation any action, deed, or behavior which by EERA, Government Code Section 3540 et. seq. is within the scope of collective bargaining. The Board of Trustees shall, to the extent permitted by collective bargaining and other applicable law and regulations, respect agreements between a governance group and their collective bargaining representative which delegate responsibilities to each other.

Scope of Bargaining (Gov. Sec. 3543.2)

The list is not all-inclusive but covers most issues addressed to date.

Subjects Within Scope

arbitration, binding, of discipline (except for classified employees)
arbitration, binding, of grievances
benefits, including post-employment benefits for current employees
bidding procedures for job assignment
calendar, school
caseloads
classloads
class size
compensation
compensation, expanded criteria for
contracting out bargaining unit work
disciplinary procedures
discrimination - union activity
dues, other payroll deductions
grievance procedures
health care plans
holidays
hours of work, instructional day
job or duty assignments
job reclassification
layoff effects: notice, layoff order, reinstatement rights
negotiations ground rules
overtime work, assignment of
personnel files, entries
personnel files, union access to
preparation time
promotions
reduction in hours in lieu of layoff

released time
retirement, early
safety
seniority
student grievance policy
tools and equipment
training, in-service, if impact on wages, hours
transfer of bargaining unit work outside unit
transfers
union access to employer facilities, including bulletin boards, mail systems, equipment
union right to be present at grievance meetings
union right to information related to representation

Subjects Outside Scope

advisory committee formed by employer
agency or fair share fees, amount of
agreement, printing and distribution to employees
arbitration, binding, of classified employee discipline (Ed. Code preemption)
benefits for retirees or former employees
budget process
classification, creation of, to cover new function
decision to stop operating federally funded program
employees outside unit, matters affecting
layoff, decision to implement
layoff, timing of
non-smoking policy
position elimination, ceasing a function
staffing needs
union right to information unrelated to representation
union right to seed unit modification
union statutory right to file a grievance in its name, to arbitrate without consent of grievant

Approvals:

Academic Senate: March 11, 2015

Classified Senate: March 16, 2015

Cabinet: April 2, 2015

Board of Trustees: April 16, 2015

BP 4070 Course Auditing and Auditing Fees

Reference:

Education Code Section 76370

Students may audit courses. Students enrolled in 6 or more units of credit classes at Feather River College will not be charged to audit 3 or fewer units. Students auditing more than 3 units will be charged \$15 per unit rate. No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course. Priority in class enrollment shall be given to students enrolled in the course for credit towards a degree or certificate.

Titled Updated: March 11, 2016
Administrative Procedure: # 4070
Cabinet Approved: March 17, 2004
Board Approved: March 18, 2004

BP 4100 Graduation Requirements for Degrees and Certificates

Reference:

Education Code Sections 70902(b)(3), 78040, et seq.; Title 5, Sections 55060, et seq.

A degree shall be awarded to any student who successfully completes the prescribed course of study for the degree, general education coursework and any required electives, while meeting residency and competency requirements and maintaining the requisite grade point average.

This District grants the degrees of associate in arts, associate in science, associate in arts for transfer, associate in science for transfer, and bachelor of science.

Students may be awarded a certificate of achievement, certificate of specialization, or certificate of competency/completion upon successful completion of courses of study for which the District offers a certificate.

The District publishes the graduation and certificate requirements in the District's catalogs, and includes this information in other resources that are convenient for students.

Reference: AP #4100

Approvals:

Standards and Practices: October 5, 2015

Academic Senate: February 10, 2016

Classified Senate: March 21, 2016

Cabinet: April 7, 2016

Board of Trustees: April 21, 2016

BP 4101 Independent Study

Reference:

Title V. Sections 55300 et seq.

Independent Study is designed for a student who, due to special circumstances, cannot attend a class(es) as regularly scheduled. A student may only petition for FRC curriculum approved course(s).

These courses are intended for transfer into a major and meet the requirements of a baccalaureate-level course. However, these courses may not meet Intersegment General Education Transfer Curriculum (IGETC) certification requirements. Academic standards, procedures for evaluations of student progress, and access to the instructor are the same as those applied to other credit courses or conducted by other instructional methods. If the requirements of the learning contract are not completed by the designated completion date, a grade of I or F will be awarded.

Reference: AP #4101

Approvals:

Academic Senate: May 20, 2010

Cabinet: October 7, 2010

Board of Trustees: October 21, 2010

BP 4104 Contract Education

Reference:

Title 5, Section 55170, et seq.

From time to time, as part of its economic/workforce development and community outreach efforts, the District may be asked to provide customized training to business, industry, government agencies, and other public or private organizations. The process may involve creation of new training courses, and or the revision of existing course outlines for use in a particular training program.

In recognition of these special activities, the District may contract with business, industry, government agencies, and other public or private organizations to deliver specified services. All contracts and agreements in behalf of the District will be signed by the Superintendent/President. The District shall not enter into any contract with a person, agency or organization if it has knowledge that such a person, agency, or organization if it has the knowledge that such person, agency or organization discriminates on the basis of race, color, creed, sex, religion, ancestry, disability, either in employment practice or in the provision of benefits or services to students or employees.

Contract Education Options

When contracted services include instructional components, various options are available as follows:

- For-credit: Closed classes, offered for community college credit, for a particular client on a self-supporting contractual basis where no State apportionment is claimed.
- For-credit: Open classes, offered for community college credit, for a particular client that has entered into an instructional agreement that includes District funding for instruction, and for which State apportionment is claimed.
- Not-for-credit: Open Community Service classes or closed classes, including classes offered for a particular client on a self-supporting contractual basis, but not earning college credit.

Administrative Procedure: AP 4104

Cabinet Approved: March 13, 2007

Board Approved: March 22, 2007

BP 4105 Distance Education

Reference:

Title 5, Section 55370 et seq.

The Board of Trustees authorizes the use of communication technology for instruction of students who are physically separated from their instructor so that Feather River College can offer convenient and expanded access to higher education and life-long learning opportunities via distance learning.

A class is technically defined to be a distance-education course (and it will be reported as a distance-education course) if 51% or more of the interaction occurs remotely. Any class that has less than 51% remote learning is defined as a hybrid class, but is treated as a traditional class for reporting purposes. All courses with a scheduled component of remote learning must be reviewed and approved by the curriculum committee prior to offering.

Feather River College requires that all of its distance education courses be delivered consistent with guidelines issued by the Chancellor pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors. In short, all faculty who teach distance education courses must have regular contact with students (pursuant to Title 5, section 53200), and use the same standards of course quality and rigor as applied to traditional classrooms (pursuant to Title 5, section 55009).

Administrative Procedure: #4105

Approvals:

Academic Policies: February 28, 2007

Curriculum: May 16, 2007

Academic Senate: May 14, 2008

Cabinet: June 24, 2008

Board: BPM 3.32 May 4, 1995

Board: Revision July 17, 2008

BP 4107 Directed Study

Reference:

Title V, Sections 55300 et seq.

Feather River College supports experiential learning. Faculty can further facilitate this learning experience through directed study in a subject area for students who have completed sufficient coursework within his or her field of study as determined by the faculty member in the discipline and approved by the Chief Instruction Officer.

These courses are intended for transfer into a major and meet the requirements of a baccalaureate-level course. However, these courses may not meet Intersegmental General Education Transfer Curriculum (IGETC) certification requirements. Academic standards, procedures for evaluation of student progress, and access to the instructor are the same as those applied to other credit courses or conducted by other instructional methods.

Reference: AP #4107

Approvals

Academic Senate: April 14, 2010

Cabinet: October 7, 2010

Board of Trustees: October 21, 2010

BP 4110 Honorary Degrees

Reference:

Education Code Section 72122

Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Superintendent/President and forwarded to the Board of Trustees for approval.

Administrative Procedure: AP 4110
Cabinet Approved: November 14, 2006
Board Approved: December 14, 2006

BP 4220 Standards of Scholarship

Reference:

Education Code Section 70902(b)(3); Title 5, Sections 55020 et seq., 55031 et seq., and 55040 et seq.

The Superintendent/President shall develop procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 55020 et seq., 55030 et seq., 55040 et seq., and Board policy.

The procedures shall address: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the Feather River Community College District catalog.

Reference: AP #4220

Approvals:

Academic Senate: December 14, 2016

Classified Senate: November 21, 2016

Cabinet: January 6, 2017

Board of Trustees: January 19, 2017

BP 4224 Transferring Academic Credit to Feather River College

Reference:

Title 5, 55800-55810, ACCJC Standard II.A.6.a

Feather River College may accept academic credits for Associate degrees or Certificate requirements from regionally accredited colleges and universities.

Official transcripts and a request to evaluate transferring credits must be submitted to the Registrar for review. Eligible transfer units and their associated grade points will be included in FRC's cumulative GPA and notated on FRC transcripts.

Reference: AP #4224

Approvals:

Academic Senate: September 11, 2013

Classified Senate: September 16, 2013

Cabinet: October 3, 2013

Board of Trustees: October 17, 2013

BP 4225 Course Repetition

Reference:

Title 5, Sections 55761-55765

There shall be a policy and procedure for permitting students to repeat a course consistent with Title 5, Sections 55761-55765.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

See Administrative Procedure: #4225
Cabinet Approved: March 17, 2004
Board Approved: March 18, 2004

BP 4230 Grading Symbols

Reference:

Title 5, Section 55758

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

The grading system shall include the “plus” and “minus” designation in combination with letter grades, except that the C minus shall not be used.

The grading system shall include the “FW” grade for unofficial withdrawal.

See Administrative Procedure: #4230
Cabinet Approved: September 13, 2004
Board Approved: September 23, 2004

BP 4235 Credit by Examination

Reference:

Title 5, Section 55753

Students who satisfactorily pass authorized examinations may earn credit.

Administrative Procedure: #4235
Cabinet Approved: May 19, 2004
Board Approved: May 20, 2004

BP 4240 Academic Renewal

Reference:

Education Code, Sections 55764 and 55765

If specific conditions are met, Feather River College may disregard the grades earned during a particular period of time from all consideration associated with the computation of a student's cumulative grade point average (GPA). This process is limited to no more than 30 units of coursework taken at any college for graduation or GPA purposes only.

NOTE: It is important to understand that all coursework will remain legible on the student's permanent records (transcripts), ensuring a true and complete academic history. However, the student's permanent records will be annotated so that it is readily evident to all users of the records that the units, even if satisfactory, are to be disregarded. This notation will be made at the time that the academic renewal has been approved by the Student Services office.

If another accredited college has acted to remove previous coursework from consideration in computing the grade point average, such action shall be honored in terms of its policy. However, such units disregarded shall be deducted from the 30 semester unit maximum of coursework eligible to be disregarded at Feather River College.

Administrative Policy: #4240

Approvals:

Student Services Council: November 8, 2006

Curriculum: May 16, 2007

Academic Senate: October 15, 2007

Cabinet: November 13, 2007

Board: November 19, 2007

BP 4245 Academic Integrity

References:

Education Code Sections 55002(a)(2)(A), 66300, 66301; Accreditation Standard II.A.7.b

Introduction

Students of Feather River College (FRC) are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. FRC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education.

Guidelines for Academic Integrity

- Students assume full responsibility for the content and integrity of the coursework they submit and are responsible for adhering to coursework requirements as specified by the instructor in the course syllabus.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, projects, reports, and other forms of evaluating student learning.
- Students may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.

Forms of Academic Dishonesty

Actions constituting violations of academic integrity include, but are not limited to, the following:

Plagiarism: the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

Cheating: the use or attempted use of unauthorized materials, electronic devices, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying or collaboration.

Fabrication: intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

Collusion: assisting another person to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking or assisting in a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

Other Acts of Academic Dishonesty: the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.

Academic Dishonesty Process

When a student is accused of any form of academic dishonesty, an informal as well as a formal action may be initiated by the faculty member.

AP# 4245

Approvals:

Board of Trustees: September 17, 2009

Cabinet: September 3, 2009

Academic Senate: January 15, 2009

Academic Policies: November 26, 2008

BP 4250 Probation, Dismissal, and Readmission

Reference:

Education Code Section 70902(b)(3); Title 5 Sections 55030-55034

Probation

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which a student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded reaches or exceeds 50 percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below 50 percent.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student meets the District's established criteria, such as evidence of extenuating circumstances or shows significant improvement in academic achievement.

Readmission

A student who has been dismissed may request reinstatement. Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

Reference: AP #4250, #4255

Approvals:

Academic Senate: March 11, 2015

Classified Senate: February 23, 2015

Cabinet: October 1, 2015

Board of Trustees: October 15, 2015

BP 4260 Prerequisites and Co-requisites

Reference:

Title 5, Section 55200

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

Administrative Procedure: 4260
Cabinet Review: March 13, 2007
Board Approval: March 22, 2007

BP 4300/BPM 7.1.10 Field Trips and Excursions

Reference:

Title 5, Section 55450

In order to help insure the safety of students and to reduce liability exposure, the District establishes these policies when students are transported to District sanctioned and sponsored events:

Chartered or contracted vehicles or District vehicles will be used for field trips, athletic trips and other activity trips where attendance of students is required. All carriers used shall be licensed by the appropriate state and federal agencies.

All buses used shall have been inspected and approved by the California Highway Patrol. The bus driver shall meet all District requirements including appropriate classification of driver's license, currently valid Red Cross First Aid Certificate or equivalent, and evidence of a safe driver's record.

The College may contract with another school district for transportation by bus.

Student transportation and travel will be approved by the appropriate administrator.

All trips involving students on chartered or contracted automotive equipment or District vehicle will be supervised by a faculty member.

Requests for chartered or contracted vehicles will be submitted far enough in advance to allow necessary arrangements to be made.

All drivers of District vehicles transporting students must possess a valid driver's license of the appropriate class as determined by the automotive equipment utilized as well as other training or certificates, including a currently valid Red Cross First Aid Certificate or equivalent, as may be required by employee classifications authorized to transport students.

Voluntary student car pools may, at the student's discretion, be used as part of authorized field trips. Student drivers will not be reimbursed for any expenses incurred when voluntary car pools are used as the means of transportation on field trips. No instructor shall direct either the use of student automobiles or assign passengers. Students may use personal vehicles to travel only from home to an off campus location and are not permitted to use personal vehicles from Campus to an off campus location. Waivers of liability, as described below, will be required of all participants.

Voluntary student car pools, involving both the student driver and passengers, will not be covered by the District's insurance. The District's insurance will cover the students during the actual period of the field trip, beginning when the responsible faculty member begins the class or activity on location, and ending when the class or activity is officially terminated on location.

All student participants in activities, field trips, athletic events, or other travel events shall hold harmless and indemnify the District in advance of the travel by signing and filing with the Instruction Office or the Dean of Student's Office, as appropriate, the "Student Travel Release and Agreement to Hold Harmless and Indemnify" form.

Board Approved: BPM 7.1.10

BP 4400 Community Education Program

Reference:

Education Code, Section 78300 et seq; Title 5, Sections 55002(d) and 55160

- Classes or activities may be established and maintained in civic, professional, vocational, literacy, health, homemaking, technical and general education including, but not limited to classes in the fields of visual and performing arts, handicraft, science, literature, nature study, aquatic sports, leadership development and athletics.
- Classes or activities shall be designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in them.
- Classes or activities shall be open for the admission of adults and of those minors who must be able to profit from the classes to which they are admitted.
- General Fund monies may be used as “seed money” to establish but not maintain community service classes or activities. All General Fund monies expended will be repaid through collected fees.
- Students enrolled in community education classes or activities may be charged a fee not to exceed the cost of maintaining community education classes or activities. Classes or activities may be provided for with costs covered by contract or by contributions or donations by individuals or groups.

Feather River College’s administrative procedures for community education programs shall fully comply with California Education Code, Section 78300 et seq; and Title 5, Sections 55002(d), 55160.

Administrative Procedure: #4400

Approvals:

Cabinet: April 5, 2012

Board of Trustees: April 19, 2012

Chapter 5

Student Services

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BP 5012	Admissions – International Students
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BP 5700	Intercollegiate Athletics

BP 5010 Admissions

Reference:

Education Code Section 76000; Labor Code Section 3077, ACCJC Accreditation Standard II.C.6

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are of the age of 18 years and who, in the judgment of the Superintendent/President or his or her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Section 3077 of the Labor Code.
- Any student whose age or class level is equal to grades 9 through 12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.
- Any student whose age or class level is equal to grades 9 through 12 is eligible to attend as a special full-time student.
- Any student enrolled in K-12 may be permitted to attend summer session.

The Superintendent/President shall establish procedures regarding ability to benefit and admission of high school and younger students.

Administrative Procedures: #5011
Reference Updated: October 28, 2015
Cabinet Approved: May 28, 2003
Board Approved: June 19, 2003

BP 5012 Admissions - International Students

Reference:

76141: 76142; Title 5, Section 54045; Title 8, U.S.C. Section 1101. et seq.

Feather River College welcomes applications from international students and is authorized under federal law to enroll non-immigrant alien students. Students are required to submit the following information in English by June 15 for admission to the following fall semester:

1. Complete an FRC Registration Application and an International Student Application Form.
2. Pay a non-refundable application fee to cover cost of mailing, catalog and schedules. The application fee is published in the College Catalog.
3. Submit the original or certified copy of all transcripts of previous schools attended that are equivalent to high school or college level (comparable to those transcripts required for university admission in the home country).
4. Submit official results of the Test of English as Foreign Language (TOEFL) if student's native language is not English. Minimum acceptable score on the written TOEFL is 500. Minimum acceptable score on the computer based TOEFL is 133. Information about testing dates may be obtained by writing to the Educational Testing Service, Princeton, New Jersey, 08540.
5. Furnish evidence of satisfactory financial support by completing the Feather River college Financial Information form and providing an acceptable written guarantee from the bank of a parent, relative or sponsor in the United States.
6. Furnish two letters of recommendation, one of which must be from a teacher with whom the student has studied recently, attesting to the student's ability to do college work.
7. Have a physician complete the Physician's Certificate of Health. The certificate must show an immunization clearance examination and results of a tuberculosis test.
8. Furnish evidence of a sickness and accident insurance policy.
9. Furnish two recent photographs.
10. Submit a written composition, at least 300 words in length, describing applicant's educational goals.

Applicants selected for admission are responsible for their own housing and notifying the college of their local address. International students may and are encouraged to live in the Feather River College student housing. Information about student housing is available on the college web site.

Upon completion of all application requirements listed above by the deadline date, each applicant for admission will be given equal consideration along with all other applicants. Only 5% of the day enrollment at Feather River College will be open for the admission of international students. If selected, the I-20 form and information requesting travel plans will be mailed to the student. The I-20 form must be presented to the appropriate officials in order to obtain an F- I Student Visa and enter the United States.

All international students must enroll in 12 units (full time) to meet the regulations of the Department of Homeland Security as monitored by the Student and Exchange Visitor Information System (SEVIS). Failure to maintain a full course of study may lead to college dismissal and deportation from the United States.

Enrollment fees must be paid in full by the first day of the semester of attendance.

All international students must establish a campus email account. Communication from campus offices, faculty and staff is conducted through this email system. There is no charge for this email service.

International students may work off-campus only under certain provisions of law while in the United States on a Student Visa. Interested students should consult with the Records and Admissions Office prior to applying for off campus employment.

Administrative Procedures: #5011
Cabinet Approved: May 15, 2006
Board Approved: May 25, 2006

BP 5015 Residence Determination

Reference:

Education Code Sections 68040; 76140; Title 5, Sections 54000, et seq.

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Superintendent/President shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

Cabinet Approved: May 28, 2003

Board Approved: June 19, 2003

BP 5020 Nonresident Tuition

Reference:

Education Code Sections 68050, 68051, 68052, 68130

Nonresident students shall be charged nonresident tuition for all units enrolled, except when enrolled in less than 3.5 units.

Exceptions to this policy shall be those who qualify under SB 2000, the Good Neighbor Policy with the state of Nevada.

Not later than February 20 of each year, the Superintendent/President shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Superintendent/President shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

Cabinet Approved: May 28, 2003; rev. May 15, 2006
Board Approved: June 19, 2003; rev. May 25, 2006

BP 5030 Fees

Reference:

Education Code Sections 76300, et seq.

Student fees for California residents, as defined in Board Policy/Administrative Procedure 5015, are established by the California Education Code commencing with section 76300, and by Title V, Division 6 of the California Code of Regulations, as amended from time to time.

The Superintendent/President shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college's catalog, schedules and on the college's web site.

Please see Board Policy and Administrative Procedure 5020 for information on non-resident tuition.

Administrative Procedure: 5030
Cabinet Approved: May 15, 2006
Board Approved: May 25, 2006

BP 5035 Withholding of Student Records

Reference:

Title 5, Section 59410

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.

See Administrative Procedures: N/A
Cabinet Approved: May 28, 2003
Board Approved: June 19, 2003

BP 5040 Student Records, Directory Information, and Privacy

Reference:

**Education Code Sections 76200, et seq.; Title 5, Sections 54600, et seq. 20
U.S. Code Section 1232g(j); ACCJC Accreditation Standard II.C.8**

The Superintendent/President shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Superintendent/President may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and recognition for academic achievement.

Reference: AP #5040

Approvals:

Academic Senate: December 9, 2015

Classified Senate: December 21, 2015

Cabinet: January 7, 2016

Board of Trustees: January 21, 2016

BP 5050 Student Success and Support Program

Reference:

**Education Code Sections 78210, et seq.; Title 5, Section 55500; ACCJC
Accreditation Standard II.C.2**

The District shall provide Student Success and Support Program services to students for the purpose of providing equality of educational opportunity and academic success. The purpose of Student Success and Support Program services is to bring the student and the district into agreement regarding the student's educational goal through the District's established programs, policies and requirements.

The Superintendent/President shall establish procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations.

Reference: AP #5050

Approvals:

Academic Senate: December 9, 2015

Classified Senate: December 21, 2015

Cabinet: January 7, 2016

Board of Trustees: January 16, 2016

BP 5052 Open Enrollment

Reference:

Title 5 Section 51006

Unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

The President/Superintendent or his/her designee shall assure that this policy is published in the catalog(s) and schedule(s) of classes.

See Administrative Procedures: #5052
Cabinet Approved: January 25, 2005
Board Approved: January 27, 2005

BP 5055 Enrollment Priorities

Reference:

Title 5, Sections 58106; 58108

The policy of the Feather River Community College District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

The Superintendent/President shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

Reference: AP #5055

Approvals:

Academic Senate: February 11, 2015

Classified Senate: March 16, 2015

Cabinet: April 2, 2015

Board of Trustees: April 16, 2015

BP 5110/BPM 6.07.02.1, 6.07.02.2 Counseling

Reference:

Education Code Section 72620; Title 5, Section 51018

Academic Counseling

Academic counseling is available to all students on a drop-in or appointment basis to assist them in selecting classes and developing individualized Student Educational Plans, SEP. A faculty advising program provides counseling to students by an instructor in their major field of study.

Personal Counseling

Feather River College also offers its students a confidential opportunity to explore concerns and personal problems with a professional counselor. Counselors will refer students to crisis intervention, community resources and/or support groups, if appropriate.

Administrative Procedures: N/A

Cabinet Approved:

Board Approved: BPM 6.07.02.1, 6.07.02.2

BP 5120 Transfer Center

Reference:

Education Code Sections 66720 - Title 5, Section 51027

The District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

The Superintendent/President shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with law and regulations.

Cabinet Approved: May 28, 2003
Board Approved: June 19, 2003
Reference Updated: October 29, 2015

BP 5130 Financial Aid

Reference:

Education Code Sections 66021.6 and 76300; 20 U.S. Code Sections 1070 et. seq.; 34 Code of Federal Regulations Section 668; (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended); ACCJC Accreditation Standard III.D.15

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

The Superintendent/President and/or designee shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

Misrepresentation:

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation" of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Superintendent/President shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the District's educational program, financial charges, and employment of graduates to assure compliance with this policy

The Superintendent/President shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Governing Board do not waive any defenses or governmental immunities by enacting this policy.

Reference: AP #5130

Approvals:

Academic Senate: April 13, 2016

Classified Senate: March 21, 2016

Cabinet: May 5, 2016

Board of Trustees: May 19, 2016

BP 5140 Disabled Student Programs and Services

Reference:

Education Code Sections 67310 et. seq, 84850; Title 5, Sections 56000 et seq.

The District shall assist students with disabilities to equally participate in the instructional offerings of the college by providing academic adjustments, auxiliary aids, services, and/or instruction to meet their disability-related educational limitation(s). These accommodations must:

- a. Not duplicate services or instruction which are otherwise available to all students;
- b. Be directly related to the educational limitations of the verified disabilities of the students to be served;
- c. Be directly related to the student's participation in the educational process;
- d. Promote the maximum independence and integration of students with disabilities;
- e. Not include any change to curriculum or course of study that is so significant that it alters the required objectives or content of the curriculum in the approved course outline, thereby causing a fundamental alteration; and
- f. Support participation of students with disabilities in educational activities consistent with the mission of the community colleges as set forth in Education Code section 66010.4.

The Disabled Student Programs and Services (DSPS) program shall be the primary provider for academic adjustments, auxiliary aides, services, and/or instruction necessary to provide students with disabilities, on and/or off campus, equal access to the educational process.

DSPS services shall be available to each student with a verified disability when the disability, (a) is identified by certificated staff, (b) is described in the student's Academic Accommodation Plan (AAP), and (c) results in an educational limitation. Eligibility for each service provided must be directly related to the student's educational limitation(s). The services to be provided include, but are not limited to, academic adjustments, assistive technology, alternate media, adaptive equipment, on-campus mobility assistance, reader and/or scribe services, specialized tutoring services, test-taking facilitation, priority registration assistance, Educational Assistance Class instruction, academic counseling /advising, and disability-related counseling

Participation by students with disabilities in Disabled Student Programs and Services shall be entirely voluntary. 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 assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

Reference: AP #5140

Approvals:

Academic Senate: December 14, 2016

Classified Senate: January 23, 2017

Cabinet: February 3, 2017

Board of Trustees: February 16, 2017

BP 5150 Extended Opportunity Programs and Services (EOPS)

Reference:

Education Code 69640 – 69656; Title 5 Section 56200 et seq.

Extended Opportunity Programs and Services (EOPS) is a state-funded program designed to offer additional financial assistance and special support services to help and encourage those students who have language, social, and economic disadvantages to succeed academically at Feather River College.

EOPS is established to provide services that include, but not limited to outreach, recruitment, orientation, counseling and advising, and financial aid.

The President/Superintendent shall assure that the EOPS program conforms to all requirements established by the relevant law and regulations.

Replaces BP 5150/BPM6.08.01

Administrative Procedure: #5150

Approvals:

Student Services Council: September 12, 2007

Cabinet: October 9, 2007

Board: October 18, 2007

BP 5200 Student Health Services

Reference:

Education Code Section 76401

Student health services shall be provided in order to contribute to the education aims of students by promoting physical and emotional well-being through health oriented programs and services.

See Administrative Procedures: N/A
Cabinet Approved: May 28, 2003
Board Approved: June 19, 2003

BP 5205 Student Accident Insurance

Reference:

Education Code 72506

The college provides students with limited, secondary, accident insurance coverage in the event of an injury occurring in the course of a college class or activity. All such accidents must be reported to Human Resources Office immediately. Claim forms are available in the Human Resources office and Administration Building.

Students may purchase additional low cost student health insurance to cover general medical needs. Applications and information are available at the Associated Students of Feather River College (ASFRC) office and the Chief Student Services Officer's office.

Replacing: BPM 6.05.01

Administrative Procedures: N/A

Approvals:

Student Services Council: August 8, 2007

Cabinet Approval: October 9, 2007

Board Approval: October 18, 2007

BP 5220 Shower Facilities for Homeless Students

References:

Education Code Section 76011

The Superintendent/President shall establish procedures necessary to make on-campus shower facilities available to any homeless student who is enrolled in coursework, has paid enrollment fees, and is in good standing with the District.

Reference: AP #5220

Approvals:

Academic Senate: December 14, 2016

Classified Senate: December 19, 2016

Cabinet: January 6, 2017

Board of Trustees: January 19, 2017

BP 5300 Student Equity

Reference:

**Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title 5,
Section 54220**

The Board is committed to assuring student equity in educational programs and college services. The Superintendent/President shall establish and implement a student equity plan that meets the Title 5 standards for such a plan.

Reference: AP #5300

Approvals:

Student Services Council: September 12, 2007

Cabinet: October 9, 2007

Board: October 18, 2007

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 hereby recognizes that *the* association as the Associated Students of the 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 and his or her designee. The Associated Students activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

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

Cabinet Approved: May 28, 2003

Board Approved: June 19, 2003

BP 5410 Associated Student Elections

Reference:

Education Code Section 76061

The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Superintendent/President and his or her designee.

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

- The student shall be enrolled in the District at the time of election and throughout his or her term of office, with a minimum of nine semester units or the equivalent.
- The student shall meet and maintain the minimum Standards of Scholarship (See Board Policy 4220 and related administrative procedures).

Administrative Procedure: #5410
Cabinet Approved: April 11, 2005
Board Approved: April 28, 2005

BP 5420 Associated Students Finance

Reference:

Education Code Sections 76063–76065

Associated Student funds shall be deposited with and disbursed by the Business Office of the college under the direction of the Chief Financial Officer.

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

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

- The Chief Student Services Officer or designee
- A representative of the student body organization.

The funds of the Associated Students shall be subject to an annual audit.

Administrative Procedure: #5420
Cabinet Approved: April 11, 2005
Board Approved: April 28, 2005

BP 5500 Standards of Student Conduct

Reference:

Education Code Sections 66300, 66301; Accreditation Standard II.A.7.b

The Superintendent/President shall establish procedures for imposing discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions including, but not limited to, the removal, suspension or expulsion of a student.

The Board shall consider any recommendation from the Chief Student Services Officer for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

See Administrative Procedures 5500, Standards of Student Conduct. The procedures shall be made widely available to students through the college catalog and other means.

Reference: AP #5500

Approvals:

Classified Senate: October 21, 2013

Academic Senate: October 9, 2013

Cabinet: February 6, 2014

Board of Trustees: February 20, 2014

BP 5570 Student Credit Card Solicitations

Reference: **Title 5 Section 54400; Civil Code Section 1747.02(m); Education Code Section 99030.**

The President/Superintendent shall establish procedures that regulate the solicitation of student/credit cards on campus.

Administrative Procedure: #5570

Approvals:

Student Services Council: August 8, 2007

Cabinet: September 11, 2007

Board: September 20, 2007

BP 5700 Intercollegiate Athletics

Reference:

Education Code Section 78223, 66271.6, and 67360 et seq.; 20 U.S. Code Sections 1681 et seq.; ACCJC Accreditation Standard II.C.4

The District shall maintain an organized athletic program for all students in intercollegiate athletics. The District will offer opportunities for participation in athletics equally to male and female students consistent with state and federal law.

The Superintendent/President shall assure that the intercollegiate athletics program complies with state law, the California Community Colleges Commission on Athletics (CCCAA) Constitution, National Intercollegiate Rodeo Association (NIRA) Sport Championship Handbooks, and appropriate Conference Constitution regarding student athlete participation.

Approvals:

Academic Senate: May 11, 2016

Classified Senate: March 21, 2016

Cabinet: September 2, 2016

Board of Trustees: October 20, 2016

Chapter 6

Business and Fiscal Affairs

BP 6100	Delegation of Authority – Business and Fiscal Affairs
BP 6150	Designation of Authorized Signatures
BP 6200	Budget Preparation
BP 6250	Budget Management
BP 6300	Fiscal Management
BP 6320	Investments
BP 6330	Purchasing
BP 6333	District Credit Cards
BP 6340	Bids and Contracts
BP 6400	Financial Audits
BP 6500	Property Management
BP 6520	Security for District Property
BP 6540	Insurance
BP 6550	Disposal of Property
BP 6600	Capital Construction
BP 6620	Naming of Buildings
BP 6700	Civic Center and Other Facilities Use
BP 6750	Parking
BP 6751	Animals on Campus
BP 6800	Occupational Safety
BP 6900	Bookstore
BP 6910	Housing

BP 6100 Delegation of Authority – Business and Fiscal Affairs

References:

Education Code Sections 70902(d), 81655, and 81656

The Board of Trustees delegates to the Superintendent/President the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual. The Superintendent/President may delegate such authority as necessary to other officers of the district.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (See BP 6340 titled Bids and Contracts).

The Superintendent/President or designee shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

Title Updated: January 21, 2016
Reference: AP #6100, #6340
Approvals:
Cabinet: February 2, 2012
Board of Trustees: February 16, 2012

BP 6150 Designation of Authorized Signatures

References:

Education Code Sections 85232 and 85233

Authority to sign orders and other transactions on behalf of the Board is delegated to the Superintendent/President and other officers appointed by the Superintendent/President.

The authorized signatures shall be filed with the Plumas County Office of Education.

Administrative Procedure: AP #6150

Approvals:

Cabinet: February 2, 2012

Board of Trustees: February 16, 2012

BP 6200 Budget Preparation

Reference:

Education Code Section 70902(b)(5); Title 5, 58300 et seq.

Each year, the Superintendent/President shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Administrative Procedure: #6200

Cabinet Approved: February 12, 2004

Board Approved: February 19, 2004

BP 6250 Budget Management

Reference:

California Code of Regulations, Title 5, Sections 58307, 58308

The budget shall be managed in accordance with California Code of Regulations, Title 5 and the California Community College Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Approval by the Board of Trustees is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a three-fifths vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

Upon adoption of the official budget, the Superintendent/President shall implement procedures for expenditures in accordance with the provisions of the Education Code and the Budgeting and Accounting Manual for California Community Colleges.

Administrative Procedure: #6250

Approvals:

Cabinet: June 24, 2008, March 5, 2009

Board of Trustees: October 10, 1989, April 16, 2009

BP 6300 Fiscal Management

Reference:

Education Code Section 84040(c); Title 5 Section 58311; ACCJC Accreditation Standard III.D; 2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.

The Superintendent/President shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5, section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

Reference Updated: November 2, 2016

Approvals:

Cabinet: February 12, 2004

Board of Trustees: February 19, 2004

BP 6320 Investments

Reference:

Government Code Section 53600 et seq.

The Superintendent/President is responsible for ensuring that the funds of the District are invested that are not required for the immediate needs of the District. Investments shall be in accordance with law, including California Government Code Sections 53600, *et seq.*

Cabinet Approved: February 12, 2004
Board Approved: February 19, 2004

BP 6330 Purchasing

Reference:

**Education Code Section 81656;
Public Contracts Code Section 20650- 20654**

The Superintendent/President or designee is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. Purchases shall not exceed the limits specified by Education Code and Section 20651 of the California Public Contract Code as amended from time to time.

All such transactions shall be reviewed by the Board at least every 60 days.

Reference: AP #6330 BP #6250

Approvals:

Cabinet: June 24, 2008

Board of Trustees: BPM 7.1.02 March 17, 1995

Board of Trustees: Revision July 17, 2008

BP 6333 District Credit Cards

Reference:

**Education Code Section 81656;
Public Contract Code Sections 20650 – 20654**

The Superintendent/President or designee is authorized to issue and provide adequate controls related to District credit cards that are issued to District employees in the performance of their duties related to District business only.

The users of District credit cards are required to follow the District purchasing, Education Code, and Public Contract Code in the procurement of goods and services strictly adhering to District policy and procedures. The credit cards are to be used as a form of payment only.

Reference: BP #6330, BP #6250, AP #6330, AP #6333

Approvals:

Cabinet: September 8, 2011

Board of Trustees: October 13, 2011

BP 6340 Bids and Contracts

Reference:

Education Code Sections 81641, et seq.; Public Contracts Code Sections 20650, et seq. Government Code Section 53060; ACCJC Accreditation Standard III.D. Code of Federal Regulations Part 200.318

The Board delegates to the Superintendent/President and/or Chief Business Officer the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible and responsive bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the Superintendent/President or Chief Business Officer determines that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contracts Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the Superintendent/President or Chief Business Officer is authorized to proceed with a contract.

Reference Updated: November 2, 2016

Reference: AP #6340, #6350

Approvals:

Cabinet: November 6, 2014

Board of Trustees: December 11, 2014

BP 6400 Financial Audits

Reference:

Education Code Section 84040(b); ACCJC Accreditation Standard III.D.7

There shall be an annual outside audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The Superintendent/President shall assure that an annual outside audit is completed. The Superintendent/President shall recommend a certified public accountancy firm to the Board with which to contract for the annual audit.

Title and Reference Updated: January 21, 2016

Approvals:

Cabinet: February 12, 2004

Board of Trustees: February 19, 2004

BP 6500 Property Management

Reference:

Education Code Sections 81300, et seq.

The Superintendent/President is delegated the authority to act as the Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use or exchange of real property by the District shall be enforceable until acted on by the Board itself.

The Superintendent/President shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use or exchange of real property by the District.

Cabinet Approved: February 12, 2004
Board Approved: February 19, 2004

BP 6520 Security for District Property

Reference:

Education Code Section 81600 et seq.

The Superintendent/President shall establish procedures necessary to manage, control and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

Cabinet Approved: September 13, 2004
Board Approved: September 23, 2004

BP 6540/BPM 7.1.09 Insurance

Reference:

Education Code Sections 70902; 72502; 72506; 81601, et seq.

It shall be the policy of the Board to provide, in accordance with the Education Code, insurance for all real and personal property of the District; to insure the District's liability and the liability of members of the Board, and the employees of the District for damages to persons and property arising out of the scope of their employment and service, and to insure the District from losses due to dishonesty, injury or death.

The management and control of District insurance authorized by the Board will be the responsibility of the Assistant Superintendent/Business Services. The insurance program will be administered in accordance with all applicable laws and policies.

All insurance required by state codes and permissive insurance authorized by the Board shall be carried, and will include the following:

A. Fire Insurance

Fire insurance will be carried on all buildings owned by the District and on the contents of all buildings owned by the District. Coverage shall be based upon replacement cost of buildings and contents.

B. Automobile Insurance

District-owned automotive equipment will be covered under the general comprehensive liability policy. Additional insurance will be carried to protect the District against loss by fire, theft, comprehensive, collision, property damage, and non-owned vehicles.

C. Liability Insurance

Adequate liability insurance will be carried by the Board, protecting the District from liability for acts committed by members of the Board and employees of the District while acting within the scope of their services and employment.

An excess liability (umbrella) coverage will be included:

1. The named insured shall be: Feather River Community College District; and the Board of Trustees, individually and collectively; employees of the District; all other boards and committees created by the Board of Trustees, and the individual members of such boards or committees, when acting for or in behalf of the named insured District; and the Associated Student Body organizations, but only while engaged in activities authorized by District and College officials and sanctioned by the Board of Trustees.

D. District Property Insurance

All-risk floater policy will be carried to protect the District against loss of equipment, excluding loss of equipment from unattended vehicles, normal wear and tear, and war or nuclear explosions.

- E. A crime policy, including employee dishonesty coverage, burglary, and robbery will be carried by the District.
- F. Additionally, as needed, other coverage will be carried as may be authorized by the Board.
- G. All crime, theft, robbery, monies and securities coverage shall be carried with the same insurer, if possible.
- H. Student Insurance
A standard form of student insurance offering supplemental coverage for student accidents occurring in the course of a College class or required activity will be paid by the District for all students enrolling in any classes sponsored by the District with the exception of active duty military personnel.
- I. Worker's Compensation Insurance
Worker's Compensation Insurance will be provided by the District for all employees and volunteers in a legal manner.
- J. Employee Health and Welfare Insurance
For purposes of this paragraph, "Health and Welfare Benefits" are defined as any one or any combination of the following:
 - 1. Hospitalization and Major Medical Insurance
 - 2. Income Protection
 - 3. Dental Care
 - 4. Vision Care
 - 5. Life Insurance
 - 6. Psychological Care
 - 7. Other related insurance, which may be authorized by the Board.

The Board authorizes the District to enter into joint powers agreements for the administration of the insurance program if beneficial to the District.

Employee's Personal Property

The District shall not be responsible for the cost of repair or replacement of employee's personal property while on District property.

Placement of Insurance

- A. The Board will not purchase and/or place insurance on the basis of price alone, but shall consider the rating and reputation of the company for service and reliability and also the reputation for service, reliability and experience of the broker.
- B. Placement of insurance may be effected by negotiation, bid, or a combination thereof.

C. Preference

All things being equal, the Board will show preference to agents/brokers residing within the boundaries of the Feather River Community College District.

Cancellation of Insurance Contract and Emergency Placement of Insurance

- A. No insurance coverage or tax-sheltered annuity contract with a broker shall be cancelled without approval of the Board, except in an emergency. At such time, the Assistant Superintendent/Business Services is authorized to place insurance coverage subject to the approval of the Board.

Eligible Insurance Companies, Agents/Brokers

A. Eligible Insurance Companies

The insurance company/companies utilized by the District must be acceptable to the Board.

B. Eligible Agents/Brokers

1. All agents/brokers who propose to provide insurance coverage and service for the District must hold a valid current license to sell such insurance in California, and shall have a minimum of four (4) years successful experience in writing and servicing such insurance.
2. All such agents/brokers must maintain an office with a telephone, the number(s) of which shall be listed under the business name, and which is manned during normal working hours.

Servicing Agent

- A. Upon award of the insurance coverage, the agent/broker representing the successful company shall be required to act as a servicing agent for the District during the life of the insurance contract. Failure to do so, or transference of said coverage to another agent/broker, shall be sufficient grounds for the immediate pro rata cancellation and replacement of said insurance by the Board.
- B. The servicing agent shall work in cooperation with the Assistant Superintendent/Business Services and shall provide such reports as requested. He/she shall also keep the District apprised of changes in the insurance market which would be sufficiently beneficial to the District from the standpoint of both coverage and premium outlay.

Board Approved: BPM 7.1.09

BP 6550 Disposal of Property

Reference:

Education Code Section 70902(b)(6), 81452

The Superintendent/President is delegated authority by the Board to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

Cabinet Approved: April 15, 2004
Board Approved: March 24, 2005

BP 6620/BPM 7.2.09 Naming Buildings

Designation of Facilities

The purpose of this Policy is to provide guidelines for the Campus community in conferring recognition by the naming of College facilities. The final responsibility for the naming of any building or facility of the Feather River College District rests with the District Board of Trustees.

Policy: The following purposes are appropriate for naming any building or facility on the Campus:

- A. To honor living or deceased persons who have contributed to the College in an exceptional way through service or monetary contributions.
- B. To designate the function of the building or facility.
- C. To reflect national and geographical features.
- D. To reflect a traditional theme of the College.

Procedures: Procedures to be followed when submitting a request are as follows:

- A. Individual or group requests are to be submitted to the District Superintendent. The College Superintendent/President will submit the request to the Faculty Senate, the Classified Association, the President's Cabinet, and the Student Association to review and to make a recommendation on the request.
- B. If the request is to honor a deceased person, that request will be submitted only after a suitable period of mourning. No request will be considered within a year of the death.
- C. If the request is to honor a living person, that person may not be an employee or trustee at the time of consideration. No request will be considered within a year of the employee or trustee termination from the College.
- D. All requests will include the following:
 - 1. A rationale for requesting the naming of the building or facility; such rationale must include evidence for a broad base of support for the naming of the building or facility.
 - 2. If appropriate, a biography of the person for whom the building or facility is to be named should also be submitted.
- E. The Faculty Senate, the Classified Senate, the President's Cabinet, and the Associate Student Body will each report their recommendations to the College Superintendent/President.
- F. The District Superintendent will review the recommendation and will submit a recommendation, as appropriate, to the Board of Trustees.

G. Once the Feather River College Board of Trustees has approved the naming of a facility, the signage for the building will conform to the following Campus guidelines:

1. Whenever appropriate, the signage will conform to other Campus signage identifying buildings.
2. A plaque approved by the President's Cabinet may also be placed at an appropriate location on a building.

H. Whenever possible, the College will seek outside funding for signage.

BP 6600 Capital Construction

References:

Education Code Sections 81005 and 81820; Title 5 Sections 57150 et seq.

The Superintendent/President or designee is responsible for planning and administrative management of the district capital outlay and construction program.

The Superintendent/President or designee shall supervise district construction projects. The district or designee shall monitor the progress of all construction work, including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work. The district shall assure compliance with laws related to the use of state funds to acquire and convert existing buildings.

The Board of Trustees shall approve and submit to the state Board of Governors a five-year capital construction plan, as required by law. The Superintendent/President or designee shall annually update the plan and present it to the board for approval. The plan shall address, but is not limited to, the criteria contained in law.

The Superintendent/President or designee shall develop procedures to implement this policy.

Reference: AP #6600

Approvals:

Cabinet: November 3, 2011

Board: November 17, 2011

BP 6700 Civic Center and Other Facilities Use

Reference:

Education Code Sections 82537; 82542; Title 5 Sections 59601 et seq.

The Feather River Community College District designates the Multi-Purpose Building (MPB) as its Civic Center. Use of the Civic Center shall be granted as provided by law. The Superintendent/President shall establish procedures regarding the use of District property and facilities, including property designated by the District as a Civic Center, by community groups, outside contractors, and others.

The administrative procedure shall reflect the requirements of applicable law, including Education Code Section 82537 regarding Civic Centers. The procedures shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, gender identity, gender expression, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics, or on any basis prohibited by law.

Use of the District's Civic Center will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment pertain to the educational, political economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a). In granting permission to use the Civic Center, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

Reference: AP #6700

Approvals:

Academic Senate: December 14, 2016

Classified Senate: January 23, 2017

Cabinet: February 3, 2017

Board: February 16, 2017

BP 6750 Parking

Reference:

FRC Board Policy 7.2.06; California State Vehicle Code. Division 11, Chapter 1, Article 3, Section 21113: California State Education Code Section 76360

The Director of Facilities, acting as an agent of the president of the college shall establish and regulate administrative procedures regarding parking on campus as are necessary for the orderly operation of the College.

AUTHORITY

Authority to regulate traffic and parking on the Feather River College Campus rests with the Governing Board of the Feather River College District under the provisions of the California State Vehicle Code. Division 11, Chapter 1, Article 3, Section 21113, which states, in part:

(a) No person shall drive any vehicle or animal, nor shall any person stop, park, or leave standing any vehicle or animal, whether standing attended or unattended, upon the driveways, paths, or the grounds of any public school, state university, state college, county, hospital district, or municipal institution or building, or any educational institution exempted in whole or in part from taxation, except with the permission of, and upon and subject to such conditions and regulations as may be imposed by the governing board.

(b) Every governing board or officer shall erect or place appropriate signs giving notice of any special conditions or regulations that are imposed under this section and every board or officer shall also prepare and keep available at the principal administrative office of the board or officer, for examination by all interested persons, a written statement of all such special conditions and regulations adopted under this section.

(c) When any governing board or officer permits public traffic upon the driveways, paths, or grounds under their control then, in the absence of any special condition or regulations applicable to the traffic, all the provisions of this code relating to traffic upon the highways shall be applicable to the traffic upon the driveways, paths, or grounds.

Authority to collect parking fees on the Feather River College Campus rests with the Governing Board of the Feather River College District under the provisions of the California State Education Code Section 76360.

The Feather River Community College District may require students in attendance and employees of the district to pay a fee, in an amount not to exceed the current approved fee schedule, for parking services. The fee shall only be required of students and employees using parking services and shall not exceed the actual cost of providing parking services.

Administrative Procedure: #6750

Approvals:

Cabinet: October 9, 2007

Board: October 18, 2007

BP 6751 Animals on Campus

Reference:

Plumas County Code Section 6-1.114

Authority

Authority to regulate animals on the Feather River College Campus rests with the Governing Board of the Feather River College District under the provisions of Plumas County Code.

Policy

It is prohibited for any person to permit any pet or animal which is owned, harbored, or controlled by such person to be on the premises of the Feather River College campus, unless the animal is a guide dog for the blind, or a service dog in the company of its owner, or unless the animal is participating in a college approved instructional activity with permission from the Chief Instructional Officer and Director of Facilities. The Director of Facilities, acting as an agent of the president of the college shall establish and regulate administrative procedures regarding animals on campus as are necessary for the orderly operation of the College.

Administrative Procedure #6751

Approvals:

Cabinet: October 9, 2007

Board: October 18, 2007

BP 6800 Occupational Safety

Reference:

49 C.F.R., Part 40, 49 C.F.R. Part 655; Title 8, Section 3203; 29 C.F.R. 1910.101 et. seq.; Health & Safety Code Section 104420

The Superintendent/President shall establish procedures to ensure the safety of employees and students on District sites, including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
- Establishment of an Injury and Illness Prevention Program (IIPP) in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks. The IIPP will be reviewed annually by the Safety Committee.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
- Prohibition of the use of tobacco in all public buildings.

Title Updated: November 18, 2016

Reference: IIPP, AP #6800

Approvals:

Cabinet: March 6, 2014

Board: April 10, 2014

BP 6900/Article 7.4 Bookstore

Reference:

Education Code Section 81676.5

The Administration is authorized by the Board of Trustees to establish, operate, and manage the College Bookstore for the benefit of the College Community.

7.4.01 Textbooks

All textbooks used in the instructional programs of the College shall be ordered and sold through the College Bookstore.

The responsibility for the timely requisitioning of textbooks through the Bookstore belongs to the faculty.

7.4.02 Textbook Requisitions

- A. Full-time Faculty: Requisitions will be placed in the faculty on-campus mailbox. Requisitions will have directions attached. It is the instructor's responsibility to return the completed requisitions to the Bookstore in a timely manner and in accordance with the schedule established by the Bookstore Manager.
- B. Associate Faculty: The Instruction Office will attach textbook requisitions to the teaching contract. It is the associate instructor's responsibility to return completed requisitions to the Bookstore in a timely manner and in accordance with the schedule established by the Bookstore Manager.
- C. Textbook Quantities: The Bookstore will order the number of textbooks requested by the instructor. It is the instructor's responsibility to reorder if there is a shortage of books.
- D. Desk Copies: Publishers prefer that faculty request desk copies directly from them. The Bookstore has forms available and will provide address and telephone numbers when requested.

When a textbook changes edition, it is the instructor's responsibility to order the new edition desk copy directly from the publisher. The Bookstore does not loan copies of textbooks.

7.4.03 Textbook Returns

Textbooks may be returned for full refund or credit within the first two weeks of the semester under the following conditions:

- A. The purchaser must have a valid, dated cash register receipt.
- B. The book must be in the original purchase condition.
- C. Books with names written in, underlines or marked in any way, will not be accepted.

7.4.04 Textbook Buy Back

Buy back periods are held at the end of Fall and Spring semesters during finals week.

Books will be bought by the Bookstore if:

- A. The book is designated for use again by the instructor for the following semester.
- B. The edition is current.
- C. The Bookstore is in need of stock.

Books will be purchased at 50% of the original purchase price provided they are in good resalable condition.

In certain circumstances, an off campus wholesaler may be available to purchase textbooks that the Bookstore is unable to buy back. The Bookstore will make reasonable efforts to locate such wholesalers.

7.4.05 Bookstore Discounts

Individuals who possess a current ASB card may receive a discount on purchases made in the Bookstore. Cards must be shown at the time of purchase. Discounts do not include candy, magazines, newspapers, or items already on sale.

7.4.06 Bookstore Designs

Bookstore designs cannot be used without the consent of the Bookstore. A fee may be charged for any design used.

7.4.07 Bookstore Charges

Faculty and staff only may charge in the Bookstore. A completed application must be on file. A finance charge will be assessed on any unpaid balance.

7.4.08 Bookstore Special Orders

The Bookstore will special order merchandise. A 10% handling fee will be added.

7.4.09 Off Campus Textbook Sales

Off campus instructors are encouraged to take textbooks to their class. Special arrangements must be made directly with the Bookstore.

Board Approved: BPM 7.4

BP 6910/BPM 6.06

Housing

Reference:

Education Code Sections 94100 et seq.

Feather River College is committed to the goal of meeting student housing needs. The college maintains a housing registry for the benefit of its students through its Student Information Office. Information regarding the availability of privately owned apartments, rooms, cabins and homes in and around the town of Quincy is solicited from the community and made available to students through this registry. It is the student's responsibility to make suitable housing arrangements. The college is not affiliated with any housing facilities, and all rental agreements must be concluded between the student and the property owner or manager.

Board Approved: BPM 6.06

Board Policies

Chapter 7

HUMAN RESOURCES

BP 7100	Commitment to Diversity
BP 7110	Delegation of Authority, Human Resources
BP 7120	Recruitment and Hiring
BP 7130	Compensation
BP 7140	Collective Bargaining
BP 7150	Evaluation of Administrators/Managers
BP 7210	Academic Employees
BP 7211	Equivalency and Minimum Qualifications for Faculty and Administrators
BP 7220	Academic Rank
BP 7230	Classified Employees
BP 7240	Confidential Employees
BP 7245	Confidential Employees – Terms & Conditions of Employment
BP 7250	Educational and Classified Administrators
BP 7255	Administrator Terms and Conditions of Employment
BP 7260	Supervisors and Managers
BP 7265	Manager Terms & Conditions of Employment
BP 7310	Nepotism
BP 7320	Consensual Amorous Relationships
BP 7330	Communicable Disease
BP 7340	Leaves
BP 7345	Catastrophic Leave Program
BP 7350	Resignations
BP 7360	Discipline and Dismissal – Academic Employees
BP 7365	Discipline and Dismissal – Non Represented Classified Employees
BP 7370	Political Activity
BP 7380	Retiree Health Benefits: Academic Staff
BP 7385	Salary Deductions
BP 7400	Travel
BP 7510	Domestic Partners
BP 7700	Whistleblower Protection

BP 7100 Commitment to Diversity

Reference:

Education Code Section 87100 et seq.; Title 5, Section 53000, et seq.

The District is committed to the support of campus wide diversity, including employment of qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

Administrative Procedure: N/A
Cabinet Approved: December 9, 2004
Board Approved: December 16, 2004

BP 7110 Delegation of Authority, Human Resources

Reference:

Education Code Section 70902(d)

The Board delegates authority to the Superintendent/President to authorize employment, assign job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed.

All actions taken by the Superintendent/President are subject to confirmation by the Board.

Title Updated: January 20, 2016

Reference: AP #7110

Approvals:

Cabinet: January 15, 2008

Board: January 28, 2008

BP 7120 Recruitment and Hiring

Reference:

**Education Code Section 70901.2 70902(b)(7) & (d), 87100 et seq. and 87458;
Title 5, Section 53000, et seq. and 51023.5; Accreditation Standard III.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 Board Policy 3420.

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

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording the Classified Senate an opportunity to participate in the decisions under the Board's policies regarding local decision making.

Reference Updated: November 2, 2016

Approvals:

Cabinet: November 8, 2004

Board of Trustees: November 18, 2004

BP 7130 Compensation

Reference:

**Education Code Sections 70902(b)(4); 72411 87801; 88160;
Government Code Section 53200; 34 Code of Federal Regulations 668 (U.S.
Department of Education Regulations on the Integrity of Federal Student
Financial Aid Programs under Title IV of the Higher Education Act of 1965m
as amended)**

Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each administrator employed pursuant to a contract under Education Code section 72411 shall be established by the Board.

Prohibition of Incentive Compensation

(Except as applicable to foreign students residing in foreign countries who are not eligible to receive federal student assistance,) The District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

Approvals:

Academic Senate: May 11, 2016

Classified Senate: March 21, 2016

Cabinet: September 2, 2016

Board of Trustees: October 20, 2016

BP 7140 Collective Bargaining

Reference:

Government Code Sections 3540, et seq.

If eligible employees of the District select an employee organization as their exclusive representative, and if after recognition by the District or after a properly conducted election, an exclusive representative is certified as the representative of an appropriate unit of employees under the provisions of the Educational Employment Relations Act, Government Code Section 3540 et seq., the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by law.

Administrative Procedure: N/A,
Cross reference to: BP 2610
Cabinet Approved: November 8, 2004
Board Approved: November 18, 2004

BP 7150 Evaluation of Administrators/Managers

Reference: **Accreditation Standard III.A.1.b**

I. PURPOSE

The primary purpose of the administrative evaluation system is to ensure the continuous quality improvement of the College and the personal and professional development of administrative personnel.¹ The administrative personnel are responsible for the accomplishment of institutional objectives within the area for which they are responsible. The evaluation system will help the administrative personnel perform effectively, strengthen their functional area within the District, and will measure performance on the basis of job description and annual performance objectives. It is the accomplishment of these objectives and duties within his/her job description that informs the assessment of the administrator's performance. The information gathered in the administrative evaluation will be used in decisions pertaining to the extension of contract or non-renewal beyond current contract, and decisions regarding compensation.

The evaluation system, as detailed in AP 7150, 7151, and 7152, provides assessment of administrative personnel by faculty, peers, supervisors, staff and students as well as a provision for administrative personnel to provide feedback about the impact of supervisory activities and decisions on performance.

II. EVALUATION OF PERFORMANCE

The administrative personnel are responsible for the accomplishment of institutional objectives within the area for which they are responsible. The College, through its annual strategic planning process, develops institutional objectives. Each administrator will incorporate those objectives into his/her annual performance objectives which pertain to his/her area of responsibility and for which there is a reasonable expectation of attainment. It is the accomplishment of these objectives and duties within his/her job description that informs the assessment of the administrative personnel's performance (e.g., satisfactory or unsatisfactory performance). Concurrent with the administrative personnel, the Board of Trustees, the faculty and staff share responsibility for the attainment of institutional objectives. It is within this context that a system for performance evaluation should be developed.

¹ Administrative personnel, defined as those who are charged with the development and execution of, and supervision over policy and operation plans:

1. Superintendent/President
2. Administrator/Managers (other than Superintendent/President). These include: Chief Instructional Officer, Chief Student Services Officer, Chief Financial Officer, Director of Human Resources, Director of Athletic Operations and Events, Director of Facilities/Chief Technology Officer, Director of Distance Education/Webmaster and may include others upon any shifts in administrative organization.
3. Division Chairs

A. Superintendent/President

The Board of Trustees is responsible for the performance evaluation of the Superintendent/President. This derives from their authority to govern the College. It is their duty to determine the quality of the Superintendent /President's performance and through the evaluation process, enhance his/her effectiveness. The Board shall establish annually with the Superintendent/President his/her objectives based on the institutional objectives identified in the planning process. These objectives, along, with his/her job description, frame the Board's expectation of the Superintendent/President's performance. These objectives, excepting any that are deemed by the Board to be appropriately confidential,² should be made public and approved at the October Board meeting.

The Superintendent/President's relationship with faculty, staff, peers, and students are central to his/her job description. The Superintendent /President's annual performance objectives may also relate to these groups. As such, these constituencies will have the opportunity to assess whether the Superintendent/President's annual performance objectives have been achieved (those relevant to each group). Faculty, staff, peers, and students will also assess the effectiveness of their relationship with the Superintendent/President with the goal of helping each Superintendent/President to maintain and enhance positive working relationships. While acknowledging the subjective nature of this assessment of relationships, these relationships need to be assessed so that improvement can occur and so that any ineffectiveness can be identified and addressed.

Note: this section is intended to serve as a guide and structure to fulfill the intent of the Superintendent/President's contract. In the event of a conflict between the contract and this set of procedures, the contract shall prevail.

B. Administrator/Manager

Similarly, the administrator's/manager's supervisor is responsible for the performance evaluation of each administrator/manager. It is the duty of the supervisor to determine the quality of the administrator's/manager's performance and through an evaluation process, enhance his/her effectiveness. The administrator's/manager's supervisor shall establish annually with each administrator/manager his/her objectives based upon institutional objectives identified in the planning process. These objectives along with his/her job description, frame the supervisor's expectation of the administrator's/manager's performance.

² "Confidential" refers to any objectives established between the Superintendent/President and the Board of Trustees that are deemed personal in nature.

The administrator's/manager's relationship with faculty, staff, peers, and students are central to his/her job description. The administrator's/manager's annual performance objectives may also relate to these groups. As such, these constituencies will have the opportunity to assess whether the administrator's/manager's annual performance objectives have been achieved (those relevant to each group). Faculty, staff, peers, and students will also assess the effectiveness of their relationship with the administrator/manager with the goal of helping each administrator/manager to maintain and enhance positive working relationships. While acknowledging the subjective nature of this assessment of relationships, these relationships need to be assessed so that improvement can occur and so that any identified ineffectiveness can be addressed.

The Superintendent/President shall review the final assessment documents for each administrator/manager and use that review as the basis of constructive discussion with each administrator/manager, as well as recommendations regarding contract renewal, non-renewal or extension, discipline, dismissal, or other recommendations concerning the administrator's/manager's employment status, contract, or duties and responsibilities.

C. Division Chairs

The Chief Instructional Officer shall establish annually with each Division Chair his/her annual performance objectives based upon institutional objectives described in the Division Chair Joint Agreement and identified in the planning process. These objectives along with those described in the Division Chair Joint Agreement, frame the supervisor's expectation of the Division Chair's performance.

Rules and procedures for performance evaluations for faculty, associate faculty, and classified staff can be found in the Feather River College Federation of Teachers AFT/CFT #4615, and the Feather River College Federation of Teachers Associate Faculty AFT/CFT #4615 Collective Bargaining Agreements.

AP#: 7150, #7151, #7151 Exhibit 1, #7152
Approvals: Standards & Practices: November 4, 2013
Academic Senate: March 12, 2014
Classified Senate: February 18, 2014
Cabinet: May 1, 2014
Board of Trustees: May 15, 2014

BP 7210 Academic Employees

Reference:

**Education Code Sections 87400 et seq; 87419.1; 87600 et seq.; 87482.8;
Title 5, Section 51025**

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been established by the Board of Governors for the California Community Colleges.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, and counselors.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code and Collective Bargaining Agreements. The Board reserves the right to determine whether a faculty member shall be granted tenure.

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full time or part time.

Notwithstanding this policy, the District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed.

Cabinet Approved: November 8, 2004
Board Approved: November 18, 2004

BP 7211 EQUIVALENCY AND MINIMUM QUALIFICATIONS FOR FACULTY AND ADMINISTRATORS

Reference:

Title 5, Sections: 53404, 53410-20, 53430, Education Codes: 70901, 87350, 87355-87360

The Feather River Community College District will maintain appropriate procedures for determining when an individual seeking employment as a faculty member or educational administrator possesses the background or educational qualifications equivalent to those outlined in the current version of the *Minimum Qualifications for Faculty and Administrators in the California Community Colleges*, published by the Chancellor's Office ("Disciplines List").

No one may be hired to serve as a Feather River College faculty member or educational administrator unless the Board of Trustees determines that he or she possesses qualifications that are at least equivalent to the minimum qualifications specified in the Disciplines List.

The procedures, as well as criteria and standards by which the Board of Trustees reaches a determination regarding faculty or educational administrator, shall be developed and agreed upon jointly ("Joint Agreement") by representative(s) of the Board of Trustees and the Academic Senate, and approved by the Board of Trustees. The Board of Trustees shall rely primarily upon the advice and judgment of the Academic Senate to determine that each individual faculty or educational administrator employed by the District possesses qualifications that are at least equivalent to the applicable minimum qualifications as specified in the Disciplines List.

Reference:

AP #7211, Equivalency Application, Equivalency Committee Assessment Form, Certificate of Equivalency

Approvals:

Academic Policies Committee: April 17, 2011

Academic Senate: May 11, 2011

Board of Trustees: July 21, 2011

BP 7220 Academic Rank

The Policy and Plan

Academic rank is related to length of professional services rendered, irrespective of subject or service area within the District. Regardless of subject or service area within the District, there is still a time requirement inherent in advancement in rank.

Academic rank shall be awarded to full-time tenure track faculty who meet the following criteria. Faculty employed by the District prior to the implementation of this policy may apply for the appropriate rank (associate professor or professor) based on their years of service and education. These steps of academic rank are traditional and characteristic for higher education faculty.

- Assistant Professor. Standing is automatic for full-time tenure track probationary faculty member. (Academic rank above Assistant Professor will be limited to tenured faculty.)
- Associate Professor. To apply for the rank of Associate Professor, a full-time faculty member must have:
 - Met all minimum qualifications.
 - Service at Assistant Professor rank as a faculty member in the classroom or performing equivalent service, for a minimum of four (4) years and received tenure
 - Possession of a master's degree or higher.OR
 - Any faculty member with a bachelor's degree and four (4) years of full-time teaching service in the District, and having received tenure, shall be eligible for the rank of Associate Professor.
 - National or international eminence in the field [applicants for professor rank based on eminence must use appropriate form in AP 7220].
- Professor. To apply for the rank of Professor, a full-time faculty member teaching in an academic subject must have:
 - Six (6) years of full-time service as a faculty member in the classroom or performing equivalent service, at the Associate Professor rankAND EITHER
 - A Master's Degree in the disciplineOR
 - An earned doctorateOR
 - National or international eminence in the field [applicants for professor rank based on eminence must use appropriate form in AP 7220].
- A teacher of a vocational or technical subject may make application for the rank of Professor of _____, upon completion of six (6) years of full-time service as an Associate Professor, and possessing (30) semester units beyond the bachelor's degree.

As outlined above, the Academic Rank Policy involves no additional expense to the Feather River Community College District Board of Trustees. It is in no way attached to salary, nor is it to become a merit plan for salary increase.

Administrative Procedure: AP 7220
Cabinet Approved: January 23, 2007
Board Approved: February 15, 2007

BP 7230 Classified Employees

Reference:

Education Code Sections 88003; 88004; 88009; 88013

Classified employees are those who are employed in positions that are not academic positions. The employees and positions shall be known as the classified service.

The classified service does not include:

- Substitute and short-term employees who are employed and paid for less than 75 percent of the fiscal year.
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment
- Full time students employed part time, and part-time students employed part time in any college work-study program or in a work experience education program conducted by the District.

The Board shall fix and prescribe the duties of the members of the classified service. (See Board Policy 7110.) (Note: BP/AP 7110 was approved 1/08.) Before a short-term employee is employed, the Board, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Board may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year. The probationary period for classified employee shall be six months or extended to one year if necessary.

Administrative Procedure: N/A

Approvals:

Cabinet: November 8, 2004

Cabinet Revision: June 24, 2008

Board: November 18, 2004

Board Revision: July 17, 2008

BP 7240 Confidential Employees

Reference:

Government Code Section 3540.1(c)

Confidential employees are those who are required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

A determination whether a position is a confidential one shall be made by the Board in accordance with applicable law and with the regulations of the California Public Employment Relations Board.

Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

The terms and conditions of employment for confidential employees shall be provided for by procedures developed by the Superintendent/President. Such terms and conditions of employment shall include, but not be limited to, procedures for evaluation and rules regarding leaves, transfers and reassignments.

Confidential employees include the Human Resources Technician and the Administrative Assistant to the Superintendent/President.

Administrative Procedure: N/A

Approvals:

Cabinet: November 8, 2004

Cabinet Revision: June 24, 2008

Board: November 18, 2004

Board Revision: July 17, 2008

BP 7245 Confidential Employee Terms & Conditions of Employment

Reference:

Government Code Section 3540.1(c)

Confidential positions shall be described with standard job descriptions on file in the Human Resources office at the time recruitment is initiated and shall be available at any time thereafter for inspection. Changes in job descriptions for confidential employees shall be noticed to the incumbent employee(s) affected prior to being recommended by the Superintendent/President to the Board for final approval.

The President and Director of Human Resources shall develop terms and conditions of employment for confidential positions through a meet and confer process with the confidential group.

Approvals:

Cabinet: September 5, 2013

Board of Trustees: October 17, 2013

BP 7250 Educational and Classified Administrators

Reference:

**Education Code Sections 72411 et seq., 87002(b), 87457-87460;
Government Code Section 3540.1(g) and (m)**

An administrator is a person employed by the Board in a supervisory or management position as defined in Government Code Sections 3540, *et seq.*

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

Classified administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding District programs other than those that are educational in nature.

An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his or her administrative assignment expires or is terminated, if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed jointly by the CEO and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
- The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.

Educational and classified administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Superintendent/President. Educational and classified Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Superintendent/President.

Educational and classified administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Superintendent/President.

Every educational and classified administrator shall be employed by an appointment or contract of one, two or three years yet not to exceed four years in duration.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his or her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

Administrative Procedure: N/A

Approvals:

Classified Senate: December 13, 2011

Academic Senate: December 14, 2011

Cabinet: February 2, 2012

Board of Trustees: February 16, 2012

BP 7255 Administrator Terms & Conditions of Employment

Reference:

Education Code Sections 87662, 72411, 72411.5, 87732 et seq., 87743 et seq., 88017; Accreditation Standards III.A.2, IV.A

Administrative positions shall be described with standard job descriptions on file in the Human Resources office at the time recruitment is initiated and shall be available at any time thereafter for inspection. Changes in job descriptions for administrative employees shall be noticed to the incumbent employee(s) affected prior to being recommended by the Superintendent/President to the Board for final approval.

The Superintendent/President shall recommend to the Board of Trustees contractual terms of employment for all administrative employees. Terms of employment may be for one, two or three years yet not to exceed four years in duration (see also BP 7250 and BP 7260). Any changes in administrative/managerial positions shall be proposed to the Board for ratification as needed and prior to becoming effective. In the absence of a written contract for a particular administrative/managerial employee, adopted policies and procedures shall apply; and in the event that the term of a contract with a particular administrative/managerial employee has lapsed, the other articles of the contract shall remain in force until changes are adopted by the Board.

Administrative employees employed by appointment or contract pursuant to Education Code 72411 do not become permanent and shall be subject to discipline and/or dismissal as provided by statute and the terms of appointment or contract.

Administrative Procedure: #7255

Approvals:

Academic Senate: December 14, 2011

Classified Senate: December 13, 2011

Cabinet: February 2, 2012

Board of Trustees: February 16, 2012

BP 7260 Supervisors and Managers

Reference:

Government Code Section 3540.1(g) and (m); Education Code Section 72411

Supervisors are those employees, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Managers are those exempt employees, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action. Managers also have significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Supervisors and managers may be employed in the same manner as the other members of the non-represented classified service. If a supervisor or manager is employed as a regular member of the classified service, employment shall be consistent with other provisions of these policies regarding employment of classified employees (See BP/AP 7265).

Administrative Procedure: NA

Approvals:

Academic Senate: December 14, 2011

Classified Senate: November 15, 2011

Cabinet: February 2, 2012

Board of Trustees: February 16, 2012

BP 7265 Manager Terms & Conditions of Employment

Reference:

Education Code Sections 87662, 72411, 72411.5, 87732 et seq., 87743 et seq., 88017; Accreditation Standards III.A.2, IV.A

Manager positions shall be described with standard job descriptions on file in the Human Resources office at the time recruitment is initiated and shall be available at any time thereafter for inspection. Changes in job descriptions for administrative employees shall be noticed to the incumbent employee(s) affected prior to being recommended by the Superintendent/President to the Board for final approval.

The President and Director of Human Resources shall develop terms and conditions of employment through a meet and confer process with the management group.

Approvals:

Cabinet: September 5, 2013

Board of Trustees: October 17, 2013

BP 7310 Nepotism

Reference:

Government Code Section 1090 et seq.; 12940 et seq.

The District does not prohibit the employment of relatives or domestic partners as defined by Family Code Section 297 et seq. in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division or site that has an immediate family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include, but are not limited to, appointment, retention, evaluation, tenure, work assignment, promotion, discipline, demotion, or salary of the relative or domestic partner as defined by Family Code Section 297 et seq.

Immediate family means spouse, parents, grandparents, siblings, children, grandchildren, and in-laws or any other relative living in the employee's home.

The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place immediate family in the same department, division or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

In accordance with Government code Section 1091.5, there is not conflict of interest for the Board Member whose spouse is an employee of the District, if the spouse was employed at least one year prior to the election or appointment of the Board Member.

Administrative procedure: N/A

Approvals:

Academic Senate: April 12, 2017

Classified Senate: February 27, 2017

Cabinet: May 5, 2017

Board of Trustees: May 18, 2017

BP 7320 Consensual Amorous Relationships

Reference:

Government Code Section 12920 et seq., 12940 et seq., 1090 et seq.

The Feather River Community College District promotes an atmosphere of professionalism based on mutual trust and respect. The integrity of interaction among faculty, staff, students, and volunteers must not be compromised. Consensual amorous relationships are prohibited in certain instances as outlined in AP 7320.

Reference: AP #7320

Approvals:

Cabinet: September 8, 2011

Board of Trustees: October 13, 2011

BP 7330 Communicable Disease

Reference:

Education Code Sections 87408; 87408.6; 88021

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired employees must show that they have been examined within the past 60 days to determine that they are free from active tuberculosis.

All employees shall be required to undergo an examination within four years of employment and every four years thereafter to determine if they are free from tuberculosis.

Administrative Procedure: #7330

Approvals:

Cabinet: April 8, 2008

Board of Trustees: May 22, 2008

BP 7340 Leaves

Reference:

**Education Code Sections 87763 et seq., 88190 et seq. and cites below;
Labor Code Sections 245 et seq.**

The Superintendent/President shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements and/or non-represented employees policies/procedures entered into by the District. Such leaves shall include, but are not limited to:

- Illness or injury leaves for all classes of regular employees (Education Code Section 87781 and 88192)
- Paid sick leave (Labor Code Section 246);
- Vacation leave for members of the classified service, administrators, supervisors and managers
- Leave for service as an elected official of a community college district public employee organization or of any statewide or national employee organization with which the local organization is affiliated (Education Code Sections 87768.5, 88210)
- Leave of absence to serve as an elected member of the legislature (Education Code Section 87701)
- Pregnancy leave (Education Code Sections 87766, 88193; Government Code Section 12945)
- Leave to bond with a new child; (Education Code Sections 87780.1, 87784.5, 88196.1 and 88207.5);
- Use of illness leave for personal necessity (Education Code Sections 87784, 88207)
- Industrial accident and illness leave; (Education Code Sections 87787 and 88192)
- Bereavement leave (Education Code Sections 87788 and 88194)
- Jury service or appearance as a witness in court (Education Code Section 87035, 87036)
- Military service (Education Code Section 87700)
- Sabbatical leaves for permanent faculty
- Management staff improvement leaves

Vacation leave for members of the classified service shall not accumulate beyond 60 days of paid leave. Vacation leave for members of the classified confidential staff, educational administrators, and classified supervisors and managers shall not accumulate beyond 60 days of paid leave. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Reference Updated: September 25, 2017

Reference: AP #7340

Approvals:

Academic Senate: May 11, 2016

Classified Senate: March 21, 2016

Cabinet: September 2, 2016

Board: October 20, 2016

BP 7345 Catastrophic Leave Program

Reference:

Education Code Sections 87045

The FRCCD Board of Trustees authorizes implementation of a catastrophic leave program to permit employees of the District to donate eligible leave credits to an employee when that employee or a member of his or her family suffers from a catastrophic illness or injury.

The Superintendent/President shall establish administrative procedures to administer the program that comply with the requirements established by the Education Code. The administrative procedures shall assure that the program is administered in a nondiscriminatory way.

Administrative Procedure: #7345

Approvals:

Cabinet: October 6, 2011

Board of Trustees: November 17, 2011

BP 7350 Resignations

Reference:

Education Code Sections 87763 et seq., 88190 et seq. and cites below

The FRCCD Board of Trustees shall accept the resignation of any employee and shall fix the time when the resignation takes effect, which shall not be later than the close of the academic year during which the resignation has been received by the Board.

The Board hereby delegates to the Superintendent/President the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board when accepted in writing by the Superintendent/President. When accepted by the Superintendent/President, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board for ratification.

Approvals:

Cabinet: October 6, 2011

Board of Trustees: November 17, 2011

BP 7360 Discipline and Dismissal: Academic Employees

Reference:

Education Code Sections 87666 and 87732

A contract or regular employee may be dismissed or penalized for one or more of the grounds set forth in Education Code Section 87732. If the employee is to be penalized, the FRCCD Board of Trustees shall determine the nature of the penalties. If the Board decides to dismiss or penalize a contract or regular employee, it shall assure that each of the following has been satisfied:

- The employee has been evaluated in accordance with standards and procedures established in accordance with the provisions of Education Code Sections 87660 et seq., and any administrative procedure for evaluation contained in a collective bargaining agreement;
- The Board has received all statements of evaluation which considers the events for which dismissal or penalties may be imposed;
- The Board has received a recommendation from the Superintendent /President.
- The Board has considered the statements of evaluation and the recommendations in a lawful meeting.

If the Board decides it intends to dismiss or penalize a contract or regular employee, it shall take the actions required by the Education Code, and the Superintendent /President or designee shall thereafter assure that the employee is afforded the full post-termination due process required by the Education Code Sections 87666-87681.

The Superintendent/President shall establish procedures that define the conditions and processes for dismissal, discipline, and due process and ensure they are available to employees.

Reference Updated: November 2, 2016

Reference: AP #7360

Approvals:

Cabinet: October 6, 2011

Board of Trustees: November 17, 2011

BP 7365 Discipline and Dismissal – Non Represented Classified Employees

Reference: **Education Code Section 88013**

The Governing Board shall prescribe written rules and regulations governing the personnel management of classified employees.

Any time prior to the expiration of the probationary period, the Governing Board, or Superintendent/President, as designee, may dismiss a probationary classified employee from employment.

A permanent classified employee shall be subject to disciplinary action only for cause. The Governing Board's determination of the sufficiency of the cause for disciplinary action of a permanent classified employee shall be conclusive. No disciplinary action shall be taken for any cause that arose prior to the employee becoming permanent, or for any cause that arose more than two years preceding the date of the filing of any charge against the employee unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

Classified administrators employed by appointment or by contract pursuant to Education Code section 72411 do not become permanent and shall be subject to discipline and dismissal as provided by statute and the terms of the appointment or contract.

Approvals:

Board of Trustees: June 18, 2009

BP 7370 Political Activity

Reference:

Education Code Sections 7054, 7056;, Government Code Section 8314

Employees shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

Administrative Procedure: #7370
Cabinet Approved: October 18, 2004
Approved October 28, 2004

BP 7380 Retiree Health Benefits: Academic Employees

Reference:

Education Code Sections 7000 et seq.

The District shall permit any former academic employee who has retired from the District to enroll in the health and welfare benefit plan currently provided to its academic employees. In addition, the District shall also permit the enrollment of the surviving spouse of a former academic employee who either retired from the District or was, at the time of his or her death, employed by the District as an academic employee and a member of any state public retirement system.

Enrollment pursuant to this policy shall be at the retiree or surviving spouse's own expense.

A retired academic employee or surviving spouse who voluntarily terminates coverage under this policy will be excluded from obtaining coverage again.

The Superintendent/President shall establish procedures as may be deemed necessary to administer this policy in accordance with Education Code Sections 7000 et seq.

Reference: AP #7380

Approvals:

Academic Senate: February 11, 2015

Cabinet: March 5, 2015

Board of Trustees: March 19, 2015

BP 7385 Salary Deductions

Reference:

Education Code Sections 87040; 87833; 87834; 88167

An employee may request reduction of his or her salary in any amount for any or all of the following purposes:

- participation in a supplemental retirement program;
-
- paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them;
-
- paying rates, dues, fees, donations and/or other periodic charges.

The request provided for above shall be revocable by the employee.

The District shall without charge reduce the salary payment by the amount which the employee has authorized in writing for the purpose of paying the his or her membership dues in any local, statewide or other professional organization. Revocation of such authorization shall be in writing and shall be effective beginning with the next pay period.

Administrative Procedure: N/A
Cabinet Approved: December 9, 2004
Board Approved: December 16, 2004

BP 7400 Travel

Reference:

Education Code Sections 87032

The Superintendent/President is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

The Superintendent/President shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

Reference: AP #7400

Approvals:

Cabinet: December 1, 2011

Board of Trustees: December 8, 2011

BP 7510 Domestic Partners

Reference:

Family Code Sections 297, 298, 298.5, 297.5, 299, 299.2, and 299.3.

Domestic partners registered with the California Secretary of State shall have, insofar as permitted by California law, all of the same rights, protections, and benefits, as well as the same obligations, responsibilities, and duties of married persons (spouses) under state law. Former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent.

Therefore, all references to “spouses” in The Feather River Community College District policies or procedures shall be read to include registered domestic partners as permitted by California law.

Approvals:

Cabinet: February 12, 2008

Board of Trustees: February 28, 2008

BP 7700 Whistleblower Protection

Reference:

Education Code Sections 87160-87164; Government Code Section 53296; Labor Code Section 1102.5; Private Attorney General Act of 2004 (Labor Code Section 2698) Affordable Care Act (29 U.S. Code Section 218C)

The Superintendent/President shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or District policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not:

- 1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or
- 2) retaliate against an employee or applicant for employment because the employee or applicant is a family member of a person who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or
- 3) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

Reference: AP #7700

Approvals:

Academic Senate: April 12, 2017

Classified Senate: October 17, 2016

Cabinet: May 5, 2017

Board of Trustees: May 18, 2017