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**CHAPTER 2 – BOARD OF TRUSTEES**

**CHAPTER 3 – GENERAL INSTITUTION**

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*Please Note:* Administrative Procedures with no LAST REVISION/REVIEW date had no Board review date indicated.
The student member shall have the following responsibilities:

- Attend meetings of the Board of Trustees
- Attend commencement and be seated with the Board on the platform
- Represent, and advocate for, all students of the District
- Participate as a member of the Citizens Bond Oversight Committee

The student member may attend ceremonies such as groundbreaking and ribbon cutting, etc.

The student member may attend the CCLC Student Trustee training or another appropriate CCLC conference with the Student Trustee travel monies budgeted for that fiscal year.

Board Reviewed 6/11/08
Board Elections

Resolutions that must be adopted by the Board and returned to the County Superintendent's Office by June 30 of an election year:

- Resolution Ordering Governing Board Election and Specifications of the Election Order
- Resolution to Establish Procedure for Tie Votes
- Resolution Regarding Cost of Candidate Statements

Board Reviewed 6/11/08
Vacancies on the Board

Reference:   *Education Code Sections 5090, et seq., Government Code 1770, 6061*

The Board shall be informed immediately of the resignation or death of an incumbent, as well as other conditions such as moving out of the district or ceasing to fulfill the duties of the positions (as detailed in Government Code 1770). A special Board Meeting shall be called immediately, allowing sufficient time for discussion. The Board Members shall be provided with a copy of the:

- Board’s policy and procedures
- CCLC’s publication, “Appointing a New Trustee to the Board”
- Applicable Education Code, Government Code, Election Code, and Brown Act sections

At its special Board Meeting, the trustees will determine whether to order an election or make a provisional appointment.

If a provisional appointment process is to be used, the Board will:

- develop a timeline for the 60 days
- develop a list of questions for the Board’s interview, using the CCLC publication as a reference
- develop and/or approve the application materials for candidates
- determine the criteria for selection
- discuss possible recruitment methods
- determine the method of interviews, ranking candidates, and voting
- decide whether a Citizens Candidate Review Committee (CCRC) will be used, and if the Board wishes to use a CCRC, will:
  - appoint a chair, which will be a Board Member
  - create a timeline for the Citizens Candidate Review Committee
  - determine interview questions for the CCRC, using the CCLC publication as a reference
  - determine the duties of the CCRC such as:
    - To assist the Board in a search for qualified applicants by soliciting citizens who have the qualifications desired by the Board
    - To screen and interview all candidates, using Board-developed forms, questions, and processes
    - To submit, for Board consideration, the names of 5-7 candidates who are deemed most qualified for the position
  - determine makeup of the committee (i.e. citizens just from that particular Trustee area or from the District, at large), including number of committee members (5-7 recommended)
  - determine a method of soliciting membership to the committee, which will be by invitation only

The Office of the Superintendent/President will ensure that the written resignation or information on the vacancy is filed with the county superintendent of schools.

The Office of the Superintendent/President will provide support to this process (by placing the appropriate advertisements and/or announcements in the newspaper(s), posting where appropriate, etc., providing copies of the necessary paperwork, sending letters and materials to candidates, attending meetings, etc.).
Vacancies on the Board

When the Board determines to fill the vacancy by appointment, the office of the Superintendent/President shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the District and publication in a newspaper of general circulation. *(Note: This publication, which is required by Section 6061 of the Government Code, is only required to be published once. If there is no newspaper of general circulation published in the District, notice need not be published.)*

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

Persons applying for appointment to the Board shall receive a letter containing information about the District and the Board, and including a Candidate Application Packet to be completed and returned by a specific date.

The Board may request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose.

Each Board member will review all Candidate Application Packets, with final selection made by a majority vote of the Board members at a public meeting called for that purpose.

Whenever a provisional appointment is made, the Board shall, within 10 days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the District. It shall also publish a notice in a newspaper of general circulation. *(Note: This publication, which is required by Section 6061 of the Government Code, is only required to be published once. If there is no newspaper of general circulation published in the District, notice need not be published.)*

The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

A provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following his or her appointment.

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

Reviewed by the Board Ad Hoc Committee on Policy 6/27/07
Special and Emergency Meetings  AP 2320

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

Whenever a special meeting of the Governing Board is called, the CEO shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public. The CEO shall also ensure that the following notices of the meeting are delivered either personally or by other means:

- Written notice to each member of the Governing Board, including any student trustee(s).
- Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

The written notice must be received at least 24 hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The notice may be waived by members of the Governing Board in writing either prior to or at the time of the meeting.

Whenever an emergency meeting of the Governing Board is called, the CEO shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the CEO shall provide the newspapers, radio stations and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.
Reference:  Government Code Sections 54950, et seq., 6250 et seq.; Education Code Sections 72121, 72121.5

The agenda for any Board meeting shall be prepared for mailing by the office of the District Superintendent/President.

Any person desiring to have an item placed upon the agenda which directly relates to the Shasta-Tehama-Trinity Joint Community College District shall submit that item, in writing, no later than 12:00 noon the Wednesday of the week before the agenda must be mailed for the regular Board meeting. If Thursday and Friday are holidays, the item shall be submitted by 4:00 p.m. the previous Tuesday.

Public has access to the agenda through the college internet site, by requesting a paper copy, and by viewing a copy posted in the lobby of the Administration Building 100, at 11555 Old Oregon Trail, Redding, California.

Board Reviewed Revisions 4/13/05
Public Participation at Board Meetings  AP 2345

Reference:  Government Code Sections 54954.3, 54957.5; Education Code 72121.5

Should members of the public wish to speak to any matter on the agenda prior to Board action, the following procedure shall be followed:

(1)  At the beginning of the meeting, the Board Chairperson will call for "Requests from the Audience to Speak to Any Item on the Agenda."  At that time, those wishing to speak should stand and indicate the agenda item to which they wish to speak.

(2)  After the meeting begins and the agenda item has been introduced by the Superintendent/President or his/her designee, and before discussion can occur, a motion for action needs to be made and seconded.  The order of discussion will be Members of the Board and then members of the audience (and only if previously requested, as described in No. 1 above).  The President will moderate the discussion and will call for a vote on the issue when asked to do so by a member Trustee.  Voting on the motion will be by voice vote; either by acclamation or roll call.  The decision by the Board of Trustees is final.

Comments should be limited from two to five minutes, subject to the discretion of the Chairperson.

Addressing the Board on Items Not on the Agenda:

Should members of the public wish to address the Board of Trustees on an item that is not on the agenda, they should wait and announce their intention to do so when the Board Chairperson calls for "Comments from the Audience;" they will be heard at that time.  However, since the item has not been previously listed on the agenda, no action can be taken at this time.  Should the member of the public wish the Board to take action on the item, they should proceed to AP 2340, or (1) and (2), above.
Reference:  *Education Code Section 70902*

Formulation of Policies: Proposals regarding Board District policies and procedures may originate through any of several sources: a taxpayer, an employee or an employee organization, a student or student organization, a member of the Governing Board, the District Superintendent/President, a consultant, a civic group, etc.

The District Superintendent/President is authorized and directed to establish and maintain such administrative machinery as will be needed to: (1) see that the designated representative of each employee organization has adequate advance notice and knowledge of Board policy and procedures to be presented for adoption or amendment prior to a meeting calling for Board adoption; and (2) that routes of appeal are available for aggrieved parties to seek redress. The District Superintendent/President’s recommendations shall provide ample opportunity for both majority and minority reports.

Action on all such policy proposals shall be taken finally by the Governing Board in accordance with the following:

**PROCEDURE FOR CONSULTATION**

A. Early Alert for Proposed Policy after Cabinet discussion and approval (including in-service for appropriate student representatives, if needed);

B. Item presented to College Council;

C. Item goes to appropriate group(s) for shared governance from College Council;

D. Proposed Policy goes to Board of Trustees for a First Reading – no action;

E. During the month between Board Meetings, proposed revisions from shared governance groups are discussed and incorporated, if agreed upon;

F. A meeting of the Board’s Policy Committee (committee of the whole) is scheduled;

G. Proposed Policy goes to Board of Trustees for a Second Reading, either on the same date as the Policy Committee,

or

Proposed Policy is brought back at the next Board Meeting if it is referred back to the Administration for substantive changes or for additional review.

**PROCEDURE FOR STUDENT CONSULTATION ON POLICY**

H. Present item to Student Council in accordance with the following:

1. Provide a copy of the proposal for each member of Student Council;

2. Invite representatives of initiative to review with Student Council;

3. Post a copy of the proposal in each building as notice to students;
4. The second review at Student Council will be a public hearing;
5. Ten (1) school days minimum for review and consideration.

Representatives/committee members from area of origin should assist the Shared Governance Officer in assuring consultation on proposed policy change.

Shared Governance Officer's Responsibilities

Constitution of the Student Senate of Shasta College, Article IV, Section 2, Duties and Responsibilities:

Shared Governance Officer:

1. Shall be responsible for involving students in shared governance;
2. Shall communicate to the student body as a whole the issues and actions of the various college committees; and
Evaluation of Superintendent/President

Reference: Accreditation Standard 10.A.4

The Board shall evaluate and assess, in writing, the Superintendent/President's annual performance objectives annually approved by the Board during the term of the employment agreement. The criteria for evaluation shall be based on Board Policy, the CEO job description, and annual performance goals and objectives developed in accordance with Board Policy 2430.

The evaluation format shall be mutually agreed upon.

Board Reviewed Revisions 5/28/03
Participation in Local Decision-Making

Reference:  *Education Code Section 70902(b)(7); Title 5, Sections 53200 et seq., 51023.5, 51023.7; Accreditation Standards – IV.A.2, IV.A.5*

Districts should address either in this or other procedures other code sections that legally require participation by faculty.
Presentation of Initial Collective Bargaining Proposals

Reference:  Government Code Section 3547

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

The exclusive representative or the District must present the initial collective bargaining proposal orally or in writing to the Board at a public meeting.

The public shall have an opportunity to respond to the exclusive representative’s or District’s initial proposal at a subsequent public Board meeting. The opportunity for public response shall appear on the Board’s regular agenda. Public response shall be taken in accordance with the Board’s policies regarding speakers.

After the public has an opportunity to respond to an initial proposal presented by the District, the Board shall, at the same meeting or a subsequent meeting, adopt the District’s initial proposal. The adoption shall be indicated as a separate action item on the Board agenda. There shall be no amendment of the District’s initial proposal unless the public is again afforded a responsible opportunity to respond to the proposed amendment at a public meeting.

If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District in the same public place as it posts its agendas within twenty-four (24) hours after their presentation in negotiations.

When a request to reopen a collective bargaining agreement, as required by the agreement, is received from an exclusive representative or is made by the District, the public notice procedure outlined in this procedure shall be followed.

When the District and the exclusive representative agree to amend an executed collective bargaining agreement in accordance with the agreement, the following procedure shall be followed:

The amendment shall appear on the agenda as a notice item, for action at a subsequent Board meeting.

The public shall have an opportunity to respond to the amendment at a subsequent Board meeting. The public response shall be indicated on the agenda.
Conflict of Interest

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

Incompatible Activities (Government Code Section 1126)
Board members shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member’s duties as an officer of the District.

Financial Interest (Government Code Section 1090 et seq.)
Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as designated employees. A board member shall not be considered to be financially interested in a contract if his or her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A board member shall not be deemed to be financially interested in a contract if he or she has only a remote interest in the contract and if the remote interest is disclosed during a board meeting and noted in the official board minutes. The affected board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Sections 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

An employee of the District may not be sworn in as an elected or appointed member of the Governing Board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual’s occupation (Education Code Section 72103(b)).

If a board member or designated employee determines that he or she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board’s official minutes. In the case of a designated employee, this announcement shall be made in writing and submitted to the Board.

Gifts (Government Code Section 89503)
Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.
Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501, 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. The term “honorarium” does not include:

- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.

- Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

**Note:** This procedure is essentially verbatim from Title 2 Section 18730 et seq. The number system reflects the system used in the code and includes gaps in numbering.

The first paragraph states that if an agency adopts the verbatim text of that regulation, the agency will be presumed to have adopted a code that complies with the Political Reform Act.

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code section 87300 or the amendment of a conflict of interest code within the meaning of Government Code section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code section 87100, and to other state or local laws pertaining to conflicts of interest.
Section 1. Definitions
The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code ofRegs. sections 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 2. Designated Employees
The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

Section 3. Disclosure Categories
This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their financial interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code section 87200; and

(C) The filing officer is the same for both agencies.¹ Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the financial interests set forth in a designated employee’s disclosure categories are the kinds of financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

¹ Designated employees who are required to file statements of economic interests under any other agency’s conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.
Section 4. Statements of Economic Interests

Place of Filing. The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.2

Section 5. Statements of Economic Interests

Time of Filing:

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

Section 5.5. Statements for Persons Who Resign Prior to Assuming Office

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(A) File a written resignation with the appointing power; and

(B) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

2 See Government Code section 81010 and 2 Cal. Code of Regs. Section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.
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Section 6. Contents of and Period Covered by Statements of Economic Interests

(A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee’s first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.

(D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 7. Manner of Reporting

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investments and Real Property Disclosure. When an investment or an interest in real property is required to be reported, the statement shall contain the following:

1. A statement of the nature of the investment or interest;

2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;

3. The address or other precise location of the real property;

4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars ($2,000), exceeds ten thousand dollars ($10,000), exceeds one hundred thousand dollars ($100,000), or exceeds one million dollars ($1,000,000).

3 For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

4 Investments and interests in real property which have a fair market value of less than $2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual’s spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.
(B) Personal Income Disclosure. When personal income is required to be reported, the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars ($500) or more in value, or fifty dollars ($50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;

2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars ($1,000) or less, greater than one thousand dollars ($1,000), greater than ten thousand dollars ($10,000), or greater than one hundred thousand dollars ($100,000);

3. A description of the consideration, if any, for which the income was received;

4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars ($10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

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5 A designated employee’s income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

6 Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer’s spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.
(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

Section 8. Prohibition on Receipt of Honoraria
No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code section 89501 shall apply to the prohibitions in this section.

This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.

Section 8.1. Prohibition on Receipt of Gifts in Excess of $320
No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than $320 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code section 89503 shall apply to the prohibitions in this section.

Section 8.2. Loans to Public Officials
(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer’s agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official’s agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which
that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:
1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars ($500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

Section 8.3. Loan Terms
(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars ($500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:
1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece,
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aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

Section 8.4. Personal Loans

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
   a. The date the loan was made.
   b. The date the last payment of one hundred dollars ($100) or more was made on the loan.
   c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars ($250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.

2. A loan that would otherwise not be a gift as defined in this title.

3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.
(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 9. Disqualification
No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars ($2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars ($2,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars ($500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating $320 or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 9.3. Legally Required Participation
No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

Section 9.5. Disqualification of State Officers and Employees
In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or
(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars ($1,000) or more.

Section 10. Disclosure of Disqualifying Interest
When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11. Assistance of the Commission and Counsel
Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 12. Violations
This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code sections 81000 - 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code section 91003.

13. Designated Positions and Disclosure Requirements
1. The persons occupying following positions manage public investments. They shall file a full statement of economic interests pursuant to Government Code Sections 87200 et seq.:
   - Governing Board Members
   - Chief Executive Officer
   - Chief Business Officer

2. Disclosure Categories: The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclose for each disclosure category to which he or she is assigned.

   **Category 1:** All investments and business positions and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within in the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two (2) years.

   **Category 2:** All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the District.

   **Category 3:** All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such
activities within the jurisdiction of the District within the next year, or have engaged in
such activities within the jurisdiction of the District within the past two (2) years.

**Category 4:** All investments and business positions in, and sources of income from,
business entities that are banking, savings and loan, or other financial institutions.

**Category 5:** All investments and business positions in, and sources of income from,
business entities that provide services, supplies, materials, machinery, vehicles or
equipment of a type purchased or leased by the District.

**Category 6:** All investments and business positions in, and sources of income from,
business entities that provide services, supplies, materials, machinery, vehicles or
equipment of a type purchased or leased by the Designated Employee’s Department.

**Designated Positions, and the Disclosure Categories assigned to them, are as follows:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Trustees</td>
<td>All</td>
</tr>
<tr>
<td>Student Trustee</td>
<td>All</td>
</tr>
<tr>
<td>District Superintendent/President</td>
<td>2-4</td>
</tr>
<tr>
<td>Vice President of Academic Affairs</td>
<td>2-4</td>
</tr>
<tr>
<td>Vice President of Administrative Services</td>
<td>2-4</td>
</tr>
<tr>
<td>Vice President of Student Services</td>
<td>2-4</td>
</tr>
<tr>
<td>Associate Vice President of Information Services and Technology</td>
<td>2-4</td>
</tr>
<tr>
<td>Dean of Extended Education</td>
<td>2-4</td>
</tr>
<tr>
<td>Division Deans</td>
<td>2-3</td>
</tr>
<tr>
<td>Dean of Enrollment Services</td>
<td>2-3</td>
</tr>
<tr>
<td>Food Services Manager</td>
<td>2-3</td>
</tr>
<tr>
<td>Human Resources Officer/Affirmative Action Coordinator</td>
<td>2-3</td>
</tr>
<tr>
<td>Director of Learning Resources Center</td>
<td>2-3</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>2-3</td>
</tr>
<tr>
<td>Dean of Students and Support Programs</td>
<td>2-3</td>
</tr>
<tr>
<td>Director of Planning and Research</td>
<td>2-3</td>
</tr>
<tr>
<td>Grants Coordinator</td>
<td>2-3</td>
</tr>
<tr>
<td>Director of EOPS/CARE</td>
<td>2-3</td>
</tr>
<tr>
<td>Director of Disabled Students Programs and Services</td>
<td>2-3</td>
</tr>
<tr>
<td>Comptroller</td>
<td>2-3</td>
</tr>
<tr>
<td>Director of Physical Plant Services</td>
<td>2-3</td>
</tr>
<tr>
<td>Director of Marketing and Public Relations</td>
<td>2-3</td>
</tr>
<tr>
<td>Transportation Supervisor</td>
<td>2-3</td>
</tr>
<tr>
<td>*Consultant</td>
<td>All</td>
</tr>
</tbody>
</table>
Officials Who Manage Public Investments

It has been determined that the positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200:

Scholarship Investment Oversight Committee

APPENDIX - Page 2

Consultants

* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The Superintendent/President may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent/President’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Disclosure Categories

Category 1: Designated employees whose duties are broad and indefinable
All sources of income, interests in real property, and investments and business positions in business entities.

Category 2: Designated employees whose duties involve contracting or purchasing
Investments and business positions in business entities, and sources of income, which provide services, supplies, materials, machinery or equipment of the type utilized by the agency.

Category 3: Agencies which provide instructional services
Investments and business positions in business entities and income from sources which manufacture, sell or provide supplies, materials, books, machinery, services, or equipment of the type utilized by their department or division within the agency.

Category 4: Designated employees whose decisions may affect real property interests
Investments and business positions in business entities, and sources of income, which engage in land development, construction or the acquisition or sale of real property, and all interests in real property.

Board Reviewed 12/13/06
Distribution of Tickets or Passes

Reference:  Title 2, Section 18944.1

The District may receive tickets or passes to community facilities, events, shows, or performances for an entertainment, amusement, recreational, or similar purpose. The District will distribute these tickets or passes when attendance at the event will further the District’s mission or will significantly contribute to the professional development of an employee or a member of the Board of Trustees.

The Superintendent/President or designee will distribute the ticket or pass to the person who will benefit most directly or whose regular role in the District most directly relates to the facility, event, show, or performance. If more than one person would benefit equally or their role relates equally to the facility, event, show, or performance, the Superintendent/President or designee will select one person to receive the ticket or pass by lot or rotation. The person receiving a ticket or pass pursuant to this procedure may not transfer the ticket or pass to any other person.

When the District provides a ticket or pass to an official of the District, the ticket or pass is not subject to the provisions of this procedure, so long as the official treats the ticket or pass as income consistent with applicable state and federal income tax laws and the District reports the distribution of the ticket or pass as income to the official and on its website as set forth below.

For each ticket or pass distributed, including those which the recipient treats the ticket or pass as income consistent with applicable state and federal income tax laws according to the paragraph above, the District will complete the California Fair Political Practices Commission (FPPC) Form 802. The District will post these completed forms on its website.

Board Reviewed 11/10/10
Board Member Travel

Reference: **Education Code Section 72423**

According to Board Policy 2735, “The Governing Board will establish an annual budget for trustee conference travel expense with an equal pro-rata expenditure limit allocated to each trustee. The student trustee will be authorized for expenses related to the annual state conference of student trustees.”

The 2012-13 trustee conference travel expense budget is set at $6,000 total allocation, to be disbursed as needed, with $700 of the $6,000 for the student trustee to attend the CCLC student trustee workshop.

Board Approved Revisions 10/13/04
Board Reaffirmed 9/28/05
Board Approved Revisions 5/10/06
Board Approved Revisions 5/09/07
Board Approved Revisions 5/14/08
Board Approved Revisions 5/13/09
Board Reviewed Revisions 5/12/10
Board Reviewed Revisions 5/11/11
Board Reviewed Revisions 5/09/12
Board Reviewed 5/08/13
Board Self-Evaluation  AP 2745

Reference:  Accreditation Standard IV

Attached is the Board self-evaluation instrument.

Board Reviewed 7/09/08
Reviewed by the Board Policy Committee on 10/14/09
Reviewed & Revised by the Board Ad Hoc Committee on the Regular Review of
   Board Policy 11/11/09
Board Reviewed Revisions 1/20/10
Board Self-Evaluation

Rank responses to the following statements 1 to 6, with 1 being “Never” and 6 being “Always.”

BOARD SELF-EVALUATION INSTRUMENT

1. Board members actively seek community input regarding college programs and services.
   Ranking_____   Comments:

2. Board members attend community functions.
   Ranking_____   Comments:

3. Board members participate in community activities and/or clubs in order to seek community feedback in more informal ways.
   Ranking_____   Comments:

4. Once the Board reaches a decision, it acts as a whole.
   Ranking_____   Comments:

5. Board members support Board decisions in appropriate public forums.
   Ranking_____   Comments:

6. Board members shield the college from unwarranted personal, public, and/or political pressures.
   Ranking_____   Comments:

7. Board members stay informed about, and publicly advocate for, college goals and programs.
   Ranking_____   Comments:

8. Board members establish and review policies consistent with the college mission statement.
   Ranking_____   Comments:
BOARD SELF-EVALUATION INSTRUMENT

9. Board members gather and consider information about programs and services in order to assess their quality.
   Ranking_____  Comments:

10. Board members gather and consider information about fiscal issues that affect, or might affect, the college/district, and give direction to the Superintendent/President.
    Ranking_____  Comments:

11. Board members stay current regarding legal matters that affect, or might affect, the college/district, and give direction to the Superintendent/President.
    Ranking_____  Comments:

12. The Board reviews, revises, and publishes policies specifying the Board’s size, duties, responsibilities, structure, and operating procedures.
    Ranking_____  Comments:

13. Board members act in a manner consistent with the Board’s policies and procedures, and regularly and fairly evaluates itself.
    Ranking_____  Comments:

14. Board members participate in Board development activities.
    Ranking_____  Comments:

15. Board members require and conduct comprehensive new member orientations when appropriate.
    Ranking_____  Comments:

16. Board members have an effective code of ethics and hold to it regardless of settings or situations.
    Ranking_____  Comments:
BOARD SELF-EVALUATION INSTRUMENT

17. Board members are informed about, and actively participate in, accreditation activities and outcomes.

Ranking_____ Comments:

18. Board members regularly evaluate the Superintendent/President and hold him/her accountable for the operations of the District.

Ranking_____ Comments:

19. Board members are aware of the District's plans and participatory processes.

Ranking_____ Comments:

20. The Board strives to integrate and align its annual goals with District and State educational goals.

Ranking_____ Comments:
ADMINISTRATOR ETHICS

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

IMPORTANCE OF ETHICS
The credibility of college administrators depends upon whether they are perceived as honest men and women. If integrity contributes to credibility, then ethical behavior is a singular prerequisite to successful management. When the people are convinced that public institutions are administered by honest men and women, equations of credibility and demands for public accountability rarely arise.

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

EXPECTATIONS FOR ETHICAL BEHAVIOR
Administrators of community colleges shall be committed to the principles of honesty and equity. They shall not seek to abridge for any purpose the freedoms of faculty, staff and students. At the same time, they shall not willingly permit the right and privileges of any members of the college community to override the best interests of the public served by the college.

As appointed managers of the college community, administrators shall exercise judgments which are dispassionate, fair, consistent and equitable. They shall confront issues and people without prejudice. They shall do everything they can to demonstrate a commitment to excellence in education and without compromise to principles of ethical behavior.

The consistent exercise of integrity is ethical behavior.

RESPONSIBILITIES OF ADMINISTRATORS
Administrators respond to many constituencies: to elected or appointed governing boards; to colleague administrators, faculty and staff; to their professions; and to the students and the community. The following statements of responsibilities are intended as guidelines:

I. With respect to students, the community college administrator has the responsibility:

A. to provide and protect student access to the educational resources of the community college,
B. to protect human dignity and individual freedom, and assure that students are respected as individuals, as learners, and as independent decision-makers,
C. to invite students to participate in the established shared governance process,
D. to protect students from disparagement, embarrassment or capricious judgment, and
E. to keep foremost in mind at all times, that the college exists to serve students.

II. With respect to colleagues and staff, the community college administrator has the re-
sponsibility:

A. to develop a climate of trust and mutual support through the established shared
governance process,
B. to foster openness by encouraging and maintaining two-way communication,
C. to encourage, support and abide by written policies and procedures and to com-
municate clearly to all staff members the conditions of employment, work expecta-
tions and evaluation procedures,
D. to provide opportunities for professional growth,
E. to provide due process with opportunity for appeal and review of employee evalua-
tion, and
F. to challenge unethical behavior in a timely manner.

III. With respect to the Governing Board, the community college administrator has the re-
sponsibility:

A. to keep the Board informed so that it can act in the best interests of the District and
public,
B. to act in the best interest of the District,
C. to be guided by the principles and policies established by the Board, and
D. to represent the Board in official statements only when formally designated to do so.

IV. With respect to the profession, the community college administrator has the responsibi-

A. to improve performance through participation in professional activities,
B. to be informed about developments in education in general and in the community
college in particular, and
C. to encourage and assist new professionals toward growth and effectiveness.

V. With respect to the community, the community college administrator has the responsibil-

A. to remain continuously informed of the characteristics, preferences and educational
needs of the local community,
B. to be sensitive to individuals from different ethnic, cultural, and socioeconomic back-
grounds, and
C. to encourage and stimulate communications with community groups.
RIGHTS AND DUE PROCESS
A community college administrator should have the right:

1. to be considered for employment without regard to race, sex, religion, creed, age, national origin, or disability,
2. to a clear written statement of the philosophy, goals and objectives of the district,
3. to a written contract identifying terms and conditions of employment,
4. to work in a setting of institutional support and a climate of professional respect,
5. to be assigned authority commensurate with responsibilities and resources adequate to carry out assigned functions,
6. to act independently within the scope of authority to carry out responsibilities assigned,
7. to perform duties and carry out responsibilities without disruption or harassment,
8. to be provided with legal and financial protection from liability in carrying out duties of the position,
9. to participate in formulating and implementing institutional policy at a level appropriate for the position held,
10. to speak for the institution at the level of assigned authority,
11. to participate in professional associations,
12. to confidentiality regarding personal matters,
13. to participate in and to be supported at an appropriate level in activities provided for professional growth such as career advancement and promotion, sabbatical leaves, other leaves, and conference attendance,
14. to loyal support from supervisors for the proper performance of work assigned,
15. to be evaluated in a professional manner on a regular and systematic basis, and to receive adequate notice of dissatisfaction with performance or of action to terminate in accordance with existing statutes, and
16. to due process in accordance with written procedures which are communicated to the administrator prior to appointment.
Organizational Structure

Reference:  *Education Code 72400*

The organizational structure of the District is shown on the next page.
Reference:  *Accreditation Eligibility Requirement 21, Standard IV.B.1.i*

Procedures are referenced in the ACCJC Guide to Self-Study.

Board Reviewed 10/09/13 [MANDATED CHANGE]
Institutional Planning

Establishing Board’s Role in Planning
The Board shall annually hold a planning retreat during the summer prior to the start of the fall semester to review the college mission statement, college goals, and the planning agenda for the ensuing academic year. In addition, the Board will review the following effective practices:

Board’s Role in Planning
- To ensure a comprehensive planning process takes place
- To ensure it represents community interests
- To monitor institutional progress toward reaching goals/objectives identified in the planning process

Generic Board Rules
- To review and refine policy direction in certain areas
- To ensure the allocation of resources to the priorities
- To identify measures and monitor institutional progress
- To advocate for the college in the community and to government

Board’s Expectations
- To receive regular updates from the CEO
- To focus on results and outcomes, which shifts attention from day-to-day activities to accomplishments

During the course of the academic year, the Superintendent/President will keep the Board informed of all progress in planning and will submit for their review all formal planning documents and reports, i.e. Strategic Plan, Technology Plan, etc.

Board Reviewed 9/10/08
Reference:  *Education Code Section 70902*

Grant procedures:
- assure timely application for and processing of grant applications and funds
- identify required approvals
- establish criteria for grant applications, including the assurance that grants directly support the purposes of the District
- grant applications and approvals must be submitted to the Governing Board, including information on matching or in-kind funds
- dissemination of any District grant applications and/or products must adhere to the terms of the grantor

The attached “Grant Proposal/Approval Form” and “Budget Development Worksheet” must be submitted and approved by the appropriate Vice President and the Superintendent/President prior to writing the grant application.

Board Reviewed 6/11/08
**GRANT PROPOSAL/APPROVAL FORM**

___ Proposal  
___ Awarded Grant

<table>
<thead>
<tr>
<th>Date:</th>
<th>Start Date:</th>
<th>End Date:</th>
</tr>
</thead>
</table>

**Grant Title/Project Name:**

**Source of Funds:**

**Federal/State/Local Funding:**

**RFA Specification No.:**

**Administrator/Dean:**

**Project Director and/or Coordinator:**

**Lead Faculty:**

<table>
<thead>
<tr>
<th>Shasta College Grant Dollar Amount:</th>
<th>amt. to Shasta College as a Collaborative Partner (Adm. Fee):</th>
<th>Shasta College In-Kind Contributions:</th>
<th>Shasta College Cash Match:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total Grant Dollar Amount:**

<table>
<thead>
<tr>
<th>amt. to Collaborative Partner:</th>
<th>Partner(s) In-Kind Contributions:</th>
<th>Partner(s) Cash Match:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**Grant Overview as it pertains to the College Strategic Plan:**

---

**SIGNATURE OF DEAN AND/OR APPROPRIATE VICE PRESIDENT**

**DEAN:**

**VICE PRESIDENT:**

---

**CABINET APPROVAL SIGNATURES REQUIRED**

**Approved**

<table>
<thead>
<tr>
<th>Signature</th>
</tr>
</thead>
</table>

**Vice President of Administrative Services**

<table>
<thead>
<tr>
<th>Signature</th>
</tr>
</thead>
</table>

**Superintendent/President**

---

**Items that impact the Shasta College Budget. Please list specific details:**

(i.e. match- stipends @ $1,000x2, names of faculty)

---

** Personnel:**

**Supplies:**

**Travel:**

**Services:**

**Consultant Fees:**

**Other Operating Costs:**

**TOTAL:**
## District Budget Development Worksheet

<table>
<thead>
<tr>
<th>Expenditure Object Code</th>
<th>Description</th>
<th>Category Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>Classified Salaries</td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>Employee Benefits</td>
<td></td>
</tr>
<tr>
<td>4000</td>
<td>Supplies &amp; Materials</td>
<td></td>
</tr>
<tr>
<td>5000</td>
<td>Operating Expenses</td>
<td></td>
</tr>
<tr>
<td>6000</td>
<td>Capital Outlay/Equipment</td>
<td></td>
</tr>
<tr>
<td>7000</td>
<td>Student Financial Aid</td>
<td></td>
</tr>
</tbody>
</table>

### TOTAL DIRECT COSTS

| 7701 | Indirect Cost @ | % |

### TOTAL DISTRICT COSTS

<table>
<thead>
<tr>
<th>In-Kind</th>
<th>See detail below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Match</td>
<td>See detail below</td>
</tr>
</tbody>
</table>

### TOTAL BUDGET

### District

<table>
<thead>
<tr>
<th>In-Kind and/or Cash Match Sources</th>
<th>In-Kind and/or Cash Match Sources</th>
<th>In-Kind</th>
<th>Cash Match</th>
</tr>
</thead>
</table>

*** After Cabinet approval, form returned to appropriate Vice President for inclusion on next board agenda.***

Grant Proposal: Revised 4/1/08
Public Records

Reference: Government Code Section 6250, et seq.

Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the appropriate administrator.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the appropriate administrator may request it be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff time to assemble the records and identify any records that may be exempt from disclosure.

Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public.

Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.

Within ten days, the appropriate administrator will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).

Note: The Public Records Act presumes that all records of a public agency are public, unless specifically exempted by law. There are now well over a hundred exemptions contained in California law, although most will never apply to a community college district. (See Government Code Sections 6254 et seq; 6275 et seq.) Any questions about whether a document is exempt should be referred to counsel.

The most common exemptions for community colleges include:

- Student records. (Education Code Section 76243)

- Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code Section 6254(a))

- Records pertaining to pending litigation ...or to claims...until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section 6254(b))

- Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy. (Government Code Section 6254(c))
Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination [except for standardized tests provided for by Education Code Section 99150 et seq.]. (Government Code Section 6254(g))

The contents of real estate appraisals or engineering or feasibility estimates and evaluations…relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section 6254(h))

Internet posting of home address or telephone numbers of local elected officials. (Government Code Section 6254.21)

Home addresses and home telephone number of employees of a school District or county office of education (other than to an agent or family member of the employee, to an officer of another school District when necessary, to an employee organization, or to an agency or employee of a health benefit plan). (Government Code Section 6254.3)
Records Retention and Destruction

Reference:  
*Title 5, Section 59020, et seq.*

“Records” means all records, maps, books, papers, data processing output, and documents of the District, including but not limited to records created originally by computer, required by Title 5 to be retained.

The Superintendent/President or his/her designee shall supervise the classification and destruction of records. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records.

Records shall be classified as required by Title 5 and other applicable statutes, Federal and State regulations.

Records shall annually be reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title 5). Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.

Destruction is by any method that assures the record is permanently destroyed, e.g. shredding, burning, pulping, or deleting.

Board Reviewed 10/11/06
Nondiscrimination References for Education Programs:

**Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;**
**Penal Code Sections 422.55 et seq.; Title 5 Sections 59300 et seq.;**
**Accreditation Standard 1.6**

**Education Programs**
The District shall provide access to its services, classes and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, 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.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, “gender” means sex, and includes a person’s gender identity and gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender, gender identity and gender expression.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Nondiscrimination References for Employment:

**Education Code Sections 87100 et seq.; Title 5 Sections 53000 et seq.;**
**Government Code Sections 11135 et seq. and 12940 et seq.**

**Employment**
The District shall provide equal employment opportunities to all applicants and employees regardless of race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran.

Employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District’s needs.

The District shall from time to time as necessary provide professional development activities and training to promote understanding of diversity.

Board Reviewed 6/13/12
Prohibition of Unlawful Discrimination or Harassment

Reference: *Education Code Sections 66250, et seq., 87100, et seq.; Title 5, Section 53000, et seq.*

**A. Introduction and Scope**

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.

This policy protects students and employees in connection with the educational, extracurricular, athletic, and other programs of the District whether those programs take place in the District's facilities, a District vehicle, and at a class or training program sponsored by the District at another location.

A copy of these written policies on unlawful discrimination or harassment are readily available and displayed in a prominent location in the main administrative building and other areas where notices regarding the college’s rules, regulations, procedures, and standards of conduct are posted, including the District’s website.

**B. Definitions**

Discrimination or Harassment means harassment based on race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, gender, gender identity, gender expression, age, or sexual orientation of any person, or the perception that a person has one or more of these characteristics, which is illegal and violates District policy.

Definitions applicable to nondiscrimination policies are as follows:

**Age** means how old a person is, or the number of elapsed years from the date of a person's birth. (22 California Code of Regulations section 98230(b))

**Appeal** means a request by a complainant made in writing to the Shasta-Tehama-Trinity Joint Community College District governing board pursuant to Title 5, section 59338 and/or to the State Chancellor's Office pursuant to Title 5, section 59339, to review the administrative determination of the District regarding a complaint of discrimination.

**Color or Ethnic Group Identification** means the possession of the racial, cultural or linguistic characteristics common to a racial, cultural or ethnic group or the country or ethnic group from which a person or his/her forbears originate. (22 California Code of Regulations Section 98210(b))

**Complaint** means a written and signed statement meeting the requirements of Title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth in Title 5, section 59300 et seq.
Confidentiality means reasonable efforts will be made to keep a complaint and the results of any investigation confidential. Witnesses shall be informed of the confidential nature of the matter and shall be informed that it would be a violation of this procedure to disclose the complaint or the nature of the investigation to others.

Days means calendar days.

Disability is divided into two categories that include Mental Disability and Physical Disability.

District means the Shasta-Tehama-Trinity Joint Community College District or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes any other organizations associated with the District that receives state funding or financial assistance through the District.

Gender means sex, and includes a person’s gender identity.

Gender Expression means a person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

Gender-based and Sexual Harassment:

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derisive comments about a person’s competency to do the job, when based on that person’s gender, could constitute gender-based harassment.

Harassment comes in many forms, including but not limited to the following conduct:

1. **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person’s race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected status.

2. **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person’s gender, race, national origin, sexual orientation or other protected status.
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3. **Visual or Written:** The display or circulation of offensive sexually oriented or discriminatory visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

4. **Environmental:** A hostile academic or work environment exists where it is permeated by sexual innuendo, insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientation, gender or other protected status. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

**Mental Disability** includes, but is not limited to, all of the following:

1. Having any mental or psychological disorder or condition, such as intellectual disability, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section: (A.) “Limits” shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity. (B.) A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult. “Major life activities” shall be broadly construed and shall include physical, mental, and social activities, as well as working.

2. Any other mental or psychological disorder or condition not described above (1.) that requires specialized supportive services.

3. Having a record or history of a mental or psychological disorder or condition described in paragraph (1.) or (2.), which is known to the District.

4. Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.
5. Being regarded or treated by the District as having, or having had, a mental psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph (1.) or (2.).

Mental disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

Physical disability includes, but is not limited to, all of the following:

1. Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following: (A.) Affects one or more of the following body functions: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine. (B.) Limits a major life activity. For purposes of this section, “limits” shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity. A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult. “Major life activities” shall be broadly construed and includes physical, mental, and social activities as well as working.

2. Having any other health impairment not described in the previous paragraph (1.) that require specialized supportive services.

3. Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in the previous paragraphs (1.) or (2.), which is known to the District.

4. Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.

5. Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraphs (1.) or (2.).

Physical disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

Religion means all aspects of religious observance, practice and belief, including duties of the clergy or elders. A belief is religious if sincerely held and, in the scheme of the believer, holds a place analogous to that filled by the deity of those people whose religion may be more orthodox or more widely accepted. (22 California Code of Regulations section 98220)
Responsible District Officer means the officer identified by the District to the State Chancellor’s Office as the person responsible for receiving complaints filed pursuant to Title 5, section 59328, and coordinating their investigation.

Sexual Harassment: In addition to that outlined previously, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually-oriented talk, and other conduct of a sexual nature when:

1. submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;

2. submission to, or rejection of, the conduct by the individual is used as a basis for employment or academic decisions affecting the individual;

3. the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or

4. submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person’s gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interferes with an individual's academic or work performance, or creates an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Consensual Relationships: Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member...
must evaluate the student’s or employee’s work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Unlawful discrimination means any complaint of unlawful discrimination based on a category protected under Title 5, section 59300, including sexual harassment and retaliation.

C. Responsible District Officer

The Associate Vice President of Human Resources shall be responsible for:

1. implementation of the unlawful discrimination policy and its accompanying personnel procedures;

2. appropriate distribution of policy to administrative staff, employees, and students;

3. receipt of all complaints filed pursuant to this policy; and

4. coordination of investigation of complaints. The Associate Vice President of Human Resources may be contacted at (530) 242-7640, Administrative Building 100, Room 121, 11555 Old Oregon Trail, Redding, CA 96003.

D. Notice, Training, and Education

The Shasta-Tehama-Trinity Joint Community College District’s responsible officer shall make arrangements for or provide training to employees and students about the District’s unlawful discrimination policy and procedures. Faculty members, administrators, and support staff members will be provided with a copy of the District’s written policy on unlawful discrimination, including sexual violence, upon hire and at the beginning of the first quarter or semester of the college year after an updated policy is adopted.

A copy of the District’s written policy on unlawful discrimination, as it pertains to students, will be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable.

This policy will be posted in prominent places at each school and work site, including the District’s website.
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All administrators and supervisors shall be knowledgeable of this policy and their responsibilities for its implementation and shall participate in at least two hours of interactive classroom training and education regarding sexual harassment once every two years.

In addition, employees annually shall receive copies of information sheets regarding sexual harassment prepared by the California Department of Fair Employment and Housing, or District-prepared documents which are substantially similar.

E. Retaliation Prohibited

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy. The initiation of a complaint of unlawful discrimination including sexual harassment will not affect the complainant or witnesses in their future relationship with the District, in employment, compensation or work assignments, or, in the case of students, grades, class section or other matters pertaining to their status in any District program.

F. Academic Freedom

The District is committed to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas.

G. Disciplinary Action

1. Employees who act in violation of this policy and/or the law may be subject to disciplinary action up to and including dismissal. Such disciplinary action shall be in accordance with applicable policies, laws, and/or collective bargaining agreements.

2. Students who act in violation of this policy and/or the law may be subject to disciplinary action up to and including expulsion. Such disciplinary action shall be in accordance with District policy and state law.

H. What To Do If You Believe You Have Been Subjected To Harassment Including Sexual Harassment

A person who believes that he/she has been subjected to harassment including sexual harassment at the Shasta-Tehama-Trinity Joint Community College District may obtain a copy of the District's Unlawful Discrimination Complaint Resolution Procedures at the Human Resources Office, Administrative Building 100, Room 121, 11555 Old Oregon Trail, Redding, CA 96003, (530) 242-7640. Students may also obtain a copy of the procedures at the Campus Center Building 2000 in the Student Services Office, or from the Shasta College website at http://www.shastacollege.edu/hr/unlawfulpolicy/
The District provides both informal and formal complaint resolution procedures. The District is committed to ensuring that persons complaining of harassment including sexual harassment will not be subject to retaliation of any kind.

I. Obligations of All Employees

Employees shall report to their immediate supervisor any conduct on the part of other employees or non-employees, such as sales representatives or service vendors, who harass any District employee, student, or other persons. Immediately following notification to the supervisor, the employee shall submit, in writing, a detailed and specific account of the incident that will be used in investigating the allegations.

All employees shall cooperate with any investigation of an alleged act of harassment including sexual harassment conducted by the District or by an appropriate state or federal agency.

No employee of the District shall take any action to discourage a victim of sexual harassment from reporting such an instance.

Because different procedures apply after a formal governmental administrative charge or complaint is filed, any employee receiving such a charge or complaint is directed to deliver it to the Associate Vice President of Human Resources as soon as possible.

UNLAWFUL DISCRIMINATION COMPLAINT RESOLUTION PROCEDURES

The Shasta-Tehama-Trinity Joint Community College District is adopting these regulations to ensure that its programs and activities, including employment, are available to all qualified persons without regard to race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, gender, gender identity, gender expression, age, marital status, or sexual orientation, or because he or 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 District will seek to resolve the complaints in an expeditious manner.

Since failure to report harassment and discrimination impedes the District’s ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District’s ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.
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The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity.

A. Responsible District Officer

1. The District officer responsible for ensuring District compliance with the rules and regulations adopted by the Board of Governors of the California Community Colleges regarding unlawful discrimination shall be the Associate Vice President of Human Resources. The Associate Vice President of Human Resources shall be responsible for receiving complaints filed pursuant to Title 5, Section 59328 and coordinating their investigation. The actual investigation of complaints may be assigned to other staff or to persons or organizations under contract with the district. The 504, ADA and Title IX Coordinators are responsible to investigate complaints regarding discrimination based on disability and gender, respectively. Whenever the Associate Vice President of Human Resources or other coordinator designated to receive and investigate complaints is named in the complaint or is implicated by the allegations in the complaint, an alternate party shall conduct the investigation. Regulations prohibit retaliation by the employer and its agents if an individual pursues or assists in filing a discrimination complaint. (5 California Code of Regulations section 59324)

2. Any student, employee, or third party who believes he/she has been discriminated against or harassed by a student, employee or third party in violation of these policy and procedures may file a complaint.

If the complainant contacts an employee other than the responsible District officer, it is the responsibility of the District employee, who has learned of unlawful discrimination in his/her official capacity, to notify the Associate Vice President of Human Resources that a complaint has been received. Any person who believes he/she has been subjected to unlawful discrimination should contact the Associate Vice President of Human Resources at (530) 242-7640, Administration Building 100, Room 121, 11555 Old Oregon Trail, Redding, CA 96003.

3. The District will post notices of unlawful discrimination that contain the basic legal requirements in places readily accessible to students, job applicants, and existing employees, including the District’s website. (5 California Code of Regulations section 59326)

4. Upon request, the Associate Vice President of Human Resources shall make available to all students, job applicants, and employees the complaint form established by the State Chancellor.

B. Informal Resolution

The purpose of the informal resolution is to resolve complaints of unlawful discrimination through informal discussion. Typically the informal resolution process will be used when there is a simple misunderstanding or the complainant does not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of
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the misunderstanding or an apology from the respondent and an assurance that the offending behavior will cease.

When a person feels aggrieved because of conduct that may constitute unlawful discrimination (complainant), he/she should directly inform the person engaging in such conduct (respondent) that the conduct is unwelcome or offensive and should stop. However, if a direct discussion is uncomfortable or otherwise deemed inappropriate by the complainant or if communication with the respondent has failed to resolve the conduct, the complainant should contact the responsible District officer to attempt an informal resolution.

C. Intake and Processing of Complaint

Upon receiving notice of an unlawful discrimination complaint, the responsible District officer shall:

1. undertake efforts to informally resolve the charges;

2. advise the complainant that he/she need not participate in informal resolution and has the right to end the informal resolution process at any time. Mediation is not appropriate for resolving incidents involving sexual violence;

3. notify the person bringing the complaint of the procedure for filing a formal written complaint of unlawful discrimination on a form prescribed by the California Community Colleges Chancellor’s Office. These forms are available from the responsible District officer and on the District’s website, and the following URL: http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx;

4. assure the complainant that he/she will not be required to confront the person accused of unlawful discrimination;

5. advise the complainant that he/she may file a non-employment-based complaint with the Office of Civil Rights of the U.S. Department Of Education (OCR) where such a complaint is within that agency’s jurisdiction;

6. advise the complainant that he/she may file an employment-related complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California department of Fair Employment and Housing (DFEH) where such a complaint is within that agency’s jurisdiction.

7. advise all complainants that they have a right to file a complaint with local law enforcement. The District must investigate even if the complainant files a complaint with local law enforcement. In addition, the District should ensure that the complainants are aware of any available resources, such as counseling, health, and mental health services;
8. take interim steps to protect a complainant from coming into contact with an accused individual, especially if the complainant is a victim of sexual violence. The responsible District officer should notify the complainant of his or her options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the complainant pending the results of the investigation. When taking steps to separate the complainant and accused individual, the District shall minimize the burden on the complainant.

Efforts at informal resolution need not include any investigation unless the responsible District officer determines that an investigation is warranted by the seriousness of the charges.

Efforts at informal resolution may continue after the filing of a formal written complaint, but once a formal complaint is filed, an investigation is required to be conducted unless the matter is informally resolved and the complainant dismisses the complaint. (Title 5, section 59334) However, any efforts at informal resolution after the filing of a formal complaint shall not extend the ninety (90) day period for rendering the administrative determination. (Title 5, section 59336)

In employment-related cases, if the complainant also files with the Department of Fair Employment and Housing, a copy of that filing will be sent to the State Chancellor’s Office requesting a determination as to whether a further investigation under Title 5 is required. Unless the State Chancellor’s Office determines that a separate investigation is required, the District will discontinue its investigation under Title 5 and the matter will be resolved through the Department of Fair Employment and Housing.

The District will provide for representation where required by law and may allow for representation for the accused and complainant in other circumstances on a case-by-case basis.

1. A person who alleges that he/she has personally suffered non-employment-based unlawful discrimination, or one who has learned of such unlawful discrimination in his/her official capacity (faculty member or administrator) shall meet with the Associate Vice President of Human Resources (or appropriate District officer) within one year of the alleged incident or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination.

2. A person who alleges that he/she has personally suffered employment-based unlawful discrimination, or one who has learned of such unlawful discrimination in his/her official capacity (faculty member or administrator) shall meet with the Associate Vice President of Human Resources within 180 days of the violation or within 90 days after the expiration of the 180 days if the complainant obtained knowledge of the facts after the expiration of the 180 days.

3. (a) The Associate Vice President of Human Resources shall fill out an Interview Form For Documenting Unlawful Discrimination" at the meeting or prepare a narrative as soon thereafter as practical.
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(b) When discussing a complaint, the responsible District officer will ask the complainant to identify the names of the persons involved, the specific nature of the complaint, conditions giving rise to the complaint, dates of the alleged discrimination, kind of discrimination alleged, and a desired remedy or resolution to the complaint.

(c) At the meeting the complainant may be accompanied by a person of his/her choice giving notice to the responsible District officer. The complainant will be informed of the Shasta College policy and procedures on discrimination, the options for remedy, the formal written complaint process, and pertinent timelines.

(d) The complainant will be advised that the alleged offender shall be informed of the specific nature of the complaint and given an opportunity to respond to the charges.

4. The responsible District officer shall then begin the informal complaint resolution procedure, which may include meeting with the complainant, the respondent and witnesses.

5. After the responsible District officer determines a possible resolution, he/she shall meet with the complainant to discuss the proposed resolution in an attempt to resolve the matter. If the complainant feels the matter has not been properly resolved, the responsible District officer shall inform the complainant of his/her right to file a formal written complaint.

6. The "Interview Form" shall become part of the official investigation file if the complainant files a formal written complaint. If the matter is resolved at this level, the responsible District officer will determine whether to place a copy of the Interview Form in the student or personnel file belonging to the alleged perpetrator, in accordance with applicable procedures. Information gathered during this process will be kept confidential to the extent possible. Reports and records will be maintained by the responsible District officer.

7. Established District disciplinary procedures and policies for students and employees shall be used in the event that disciplinary action is necessary under this procedure.

D. Formal Written Complaint

An investigation of alleged unlawful discrimination will be initiated when an individual files a formal written complaint with the Associate Vice President of Human Resources that meets the following requirements:

1. The complaint is filed by one who alleges that he/she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his/her official capacity as faculty member or administrator.

2. The complaint alleges unlawful discrimination prohibited under Title 5, section 59300.
3. The complaint is filed with the State Chancellor of the California Community Colleges or with the Shasta Community College Associate Vice President of Human Resources.

4. The complaint is on the form prescribed by the State Chancellor of the California Community Colleges.

5. In any complaint for a non-employment based issue, the complaint is filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known the facts underlying the allegation of unlawful discrimination. Initiation of the informal complaint procedure by the complainant begins the one-year period.

6. In any complaint alleging discrimination in employment, the complaint is filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

7. The District shall promptly investigate complaints of harassment or discrimination in the workplace or academic environment. This includes complaints involving activities that occur off campus and in connection with the educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District’s facilities, on a District vehicle, or at a class or training program sponsored by the District at another location.

E. Notice to State Chancellor or District

A copy of all written complaints filed in accordance with the Title 5 regulations will be forwarded to the State Chancellor’s Office immediately upon receipt. Similarly, when the State Chancellor’s Office receives a complaint a copy will be forwarded to the District. (5 California Code of Regulations, section 59300, et seq.)

F. Complaint Evaluation

If the complaint is defective, it will be returned immediately to the complainant with an explanation of why an investigation could not be initiated under Title 5, section 59300 et seq. In addition to the above listed requirements, a complaint will be returned if it does not indicate whether the complainant is a student, employee, or other; if the complaint is not signed with an original signature; if the complaint does not provide enough information to understand what the complainant believes is discriminatory or who was involved; or if the complainant fails to explain how the alleged discrimination was due to a protected category or why the complainant believes retaliation occurred for filing a complaint or asserting one’s rights.
The complaint need not be investigated if:

1. the complaint is unintelligible.

2. the complainant withdraws his/her complaint.

3. the complaint does not provide sufficient information to proceed with the investigation and/or the complainant fails to cooperate by providing additional information or participating in a meeting with District representatives.

4. an employment-based complaint has been filed with the Department of Fair Employment and Housing (DFEH). The District may forward the DFEH material to the State Chancellor’s Office for a determination of whether an independent investigation under Title 5 is necessary. The District may discontinue the investigation unless the State Chancellor indicates that a separate investigation is required.

5. the District has a court order directing it to prohibit the complainant from entering the campus or participating in an activity or class.

6. Nexus/Prima Facie Case/Intake Screening: The complainant fails, even after the District requests additional information from the complainant, to allege facts that explain why he/she believes the alleged discrimination was because of a protected category or why the complainant believes he/she was retaliated against for filing a complaint or asserting his/her rights. (For example, if a complaint alleges that the grade a student received in a course was a result of discrimination based on gender, the complaint must state facts to support this claim, such as no person of the complainant’s gender received a passing grade in the class. The mere assertion of discrimination is not enough to trigger an investigation under Title 5.) The question is whether the facts alleged by the complainant, assuming they were to be proved true, would tend to suggest that discrimination might have occurred. If not, the complaint should be dismissed for failing to state a prima facie case.

G. Complaint Processing

A formal written complaint should state the name, address and telephone number of the complainant, the date of the alleged discrimination, the name or names of the respondent(s), a detailed statement that describes the incident and how it occurred, and the names, addresses and telephone numbers of any person or persons who witnessed the incident.

Upon receiving a complaint which is properly filed in accordance with Title 5, section 59300, the Associate Vice President of Human will commence an impartial fact-finding investigation of the complaint and notify the complainant and Chancellor that he/she is doing so.

The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and understand how
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the District’s complaint procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.

H. Confidentiality

Investigative processes can best be conducted within a confidential climate, and the District does not reveal information about such matters except as necessary to fulfill its legal obligations. However, potential complainants are sometimes reluctant to pursue a complaint if their names will be revealed.

The inability to reveal the name of a complainant or facts that are likely to reveal the identity of the complainant can severely limit the ability of the District to respond. Complainants must also recognize that persons who are accused of wrongdoing have a right to present their side of the matter, and this right may be jeopardized if the District is prohibited from revealing the name of the complainant or facts that are likely to disclose the identity of the complainant.

If a complainant insists that his/her name not be revealed, the responsible District officer should take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request as long as doing so does not jeopardize the rights of other students or employees.

When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant’s age; whether there have been other harassment complaints about the same individual; and the accused individual's rights to receive information about the allegations if the information is maintained by the District as an “educational record” under the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. section 1232q; 34 C.F.R. Part 99. 15. The District will inform the complainant if it cannot maintain confidentiality.

It is also important that complainants and witnesses understand the possibility that they may be charged with allegations of defamation if they circulate the charges outside of the District’s process. In general, persons who are participating in a District investigation or disciplinary process that is related to a charge of discrimination are protected from tort claims such as defamation. However, persons who make allegations outside of these processes or who discuss their claims with persons outside of the process may expose themselves to tort charges. Complainants, witnesses, and those accused of discrimination will all be asked to sign a confidentiality agreement.

Where an investigation reveals the need for disciplinary action, the complainant may wish to have information about what disciplinary actions the District took. However, the privacy rights of the persons involved often prevent the District from providing such information. In
student disciplinary actions for sexual assault/physical abuse charges, Education Code, section 76234 provides that the victim shall be informed of the disciplinary action, but that the victim must keep the information confidential. Disciplinary actions taken against employees are generally considered confidential.


I. Investigation

The Associate Vice President of Human Resources shall begin the investigation procedure that shall include interviews with all individuals reasonably believed to have relevant information, including the complainant and respondent, any witnesses to the conduct, and victims of similar conduct by the respondent that the investigator reasonably believes may exist. Complainant and respondent shall be allowed to submit evidence to the responsible District officer or to the investigator assigned that is relevant to the allegations. In determining whether the alleged conduct constitutes unlawful discrimination, the responsible District officer will look at the record as a whole and the totality of the circumstances, including the nature of the alleged unlawful discrimination and the context in which the alleged incidents occurred.

District Investigation (5 California Code of Regulations section 59300 et seq.). The results of the investigation shall be set forth in a written report which shall include the following:

1. description of the circumstances giving rise to the complaint;

2. summary of the testimony provided by each witness, including the complainant and witnesses identified by the complainant in the complaint;

3. analysis of relevant data or other evidence collected during the course of the investigation;

4. specific findings as to whether there is probable cause to believe that discrimination did or did not occur with respect to the allegations in the complaint; and

5. a description of the actions the District will take to prevent similar conduct, the proposed resolution of the complaint, the complainant’s right to appeal to the District’s governing board, and if the complainant is a student, the right to appeal to the State Chancellor. If the complainant is an employee, the report shall include the right to file an administrative complaint with the Department of Fair Employment and Housing. The report may contain any other appropriate information.

The report shall be considered a confidential document not subject to disclosure and shall be submitted to the District Superintendent for final administrative determination.

J. Administrative Determination

Within ninety (90) days of receiving a complaint, the District shall complete its investigation and forward a copy of the investigative report to the State Chancellor, a copy or a summary of the report to the complainant, and written notice setting forth the following to both the complainant and the State Chancellor:

1. the determination of the District Superintendent or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
2. a description of actions taken, if any, to prevent similar problems from occurring in the future;
3. the proposed resolution of the complaint; and
4. the complainant's right to appeal to the District Governing Board and the State Chancellor.


Authority: (5 California Code of Regulations Section 59336)

K. Corrective Action

If harassment, discrimination and/or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the complainant might include, but are not limited to:

1. providing an escort to ensure that the complainant can move safely between classes and activities;
2. taking steps to ensure that the complainant and alleged perpetrator do not attend the same classes or work in the same work area;
3. preventing offending third parties from entering campus;
4. providing counseling services;
5. providing medical services;
6. providing academic support services, such as tutoring;
7. arranging for a student complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant’s academic record; and
8. reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the complainant being disciplined.

The District shall also take reasonable steps to protect the complainant from further harassment, and/or discrimination, and to protect the complainant and witnesses from retaliation as a result of communicating the complaint and/or assisting in the investigation. The District will ensure that complainants and witnesses know how to report any subsequent problems, and should follow-up with complainants to determine whether any retaliation or new incidents of harassment have occurred. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District’s ability to investigate and respond effectively to the complaint.

L. Complainant’s Appeal Rights

If the District imposes discipline against a student or employee as a result of the findings in its investigation, the students or employee may appeal the decision using the procedure for appealing a disciplinary decision.

Complainants have appeal rights that they may exercise if they are not satisfied with the results of the District’s administrative determination. At the time the administrative determination and summary is mailed to the complainant, the responsible District officer or his/her designee shall notify the complainant of his/her appeal rights as follows:

1. First level of appeal: The complainant has the right to file an appeal to the District’s governing board within 15 days from the date of the administrative determination. The District’s governing board will review the original complaint, the investigative report, the administrative determination, and the appeal.

2. The District’s governing board will issue a final District decision in the matter within 45 days after receiving the appeal. Alternatively, the District’s governing board may elect to take no action within 45 days, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final
District decision in the matter. A copy of the final decision rendered by the District’s governing board will be forwarded to the complainant and to the State Chancellor’s Office.

3. Second level of appeal: The complainant has the right to file an appeal with the California Community College Chancellor’s Office in any case not involving employment-related discrimination within 30 days from the date that the governing board issues the final District decision or permits the administrative determination to become final by taking no action within 45 days.

Complainants must submit all appeals in writing.

Authority: (5 California Code of Regulations, sections 59338 and 59339)

M. Forward to State Chancellor

Within 150 days of receiving a complaint, the District will forward the following to the State Chancellor:

1. the original complaint;
2. the report describing the nature and extent of the investigation conducted by the District;
3. a copy of the final District decision rendered by the Governing Board or a statement indicating the date on which the administrative determination became final as a result of taking no action on the appeal within 45 days;
4. a copy of the notice of appeal rights to the complainant required; and
5. such other information as the State Chancellor may require.

Authority: (5 California Code of Regulations Sections 59338 and 59340)

N. Extensions

If a District, for reasons beyond its control, is unable to comply with the 90-day or 150-day deadline specified in Section 59340 for submission of materials to the complainant and the State Chancellor, the District may file a written request that the State Chancellor grant an extension of the deadline. The request shall be submitted no later than ten (10) days prior to the expiration of the deadline established pursuant to Section 59336 and/or 59340 and shall set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.

A copy of the request for an extension shall be sent to the complainant who may file written objections with the State Chancellor within five (5) days of receipt.
Prohibition of Unlawful Discrimination or Harassment  AP 3430

The State Chancellor may grant the request unless delay would be prejudicial to the complainant. If an extension of the 90-day deadline is granted by the State Chancellor, the 150-day deadline is automatically extended by an equal amount. (5 California Code of Regulations, section 59342)

O. Impact of Administrative Determination

If the investigation reveals that unlawful discrimination has occurred, the District shall take appropriate action to ensure that the discrimination ceases and will not recur. Actions taken in response to sustained allegations of unlawful discrimination against an employee or officer may include reassignment, transfer, termination, or other disciplinary action as appropriate.

Unlawful discrimination shall be deemed to constitute just and reasonable cause for disciplinary action and shall be deemed to be a violation and refusal to obey the school laws of California or reasonable regulations for the governance of the District under Education Code Section 87732.

The respondent(s) will be warned that appropriate action shall be taken if further acts of unlawful discrimination or retaliation occur.

P. Relationship to Other Enforcement Mechanisms

The District’s unlawful discrimination policies and procedures are intended to supplement, and not replace, any applicable state and federal laws and regulations. Individuals may file complaints of unlawful discrimination with other state and federal governmental agencies:

California Department of Fair Employment and Housing  
1515 Clay Street, Suite 701  
Oakland, CA 94612-5212  
800-233-3212

U.S. Department of Education, Office of Civil Rights  
50 Beale Street, Suite 7200  
San Francisco, CA 94105-1813  
415-486-5555

California Community College Chancellor’s Office  
1102 Q Street  
Sacramento, CA 95814  
916-445-8752

Equal Employment Opportunity Commission  
350 The Embarcadero, Suite 500  
San Francisco, CA 94105-1260  
800-669-4000
# INTERVIEW FORM FOR DOCUMENTING UNLAWFUL DISCRIMINATION OR HARASSMENT

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<tr>
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<th>DEPARTMENT/DIVISION</th>
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**COMPLAINT ISSUE OR EVENT:**

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**RESOLUTION SOUGHT BY COMPLAINANT:**

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**POSSIBLE WITNESS:**

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INTERVIEW FORM FOR DOCUMENTING UNLAWFUL DISCRIMINATION OR HARASSMENT

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RESOLUTION: ______________________________________________________________
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CLOSING DATE: ____________________________________________________________

APPROXIMATE TIME SPENT: _________________________________________________

COUNSELOR/INVESTIGATOR: _______________________________________________
Controlling Domestic Animals on Campus

In the interest of public health and safety, no domestic animals or livestock (including dogs) shall be permitted on school grounds, in classrooms, in buildings, or in vehicles. Exceptions are animals used in an instructional program of the college, animals certified for services to assist the disabled and under the control of the owner, and animals specifically authorized in writing by the administration.
Missing Student Notification

Reference: 34 CFR 668.46 (h)

If a member of the campus community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Shasta College Department of Campus Safety at 242-7910. The Department of Campus Safety will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to confidentially identify an individual to be contacted by Shasta College in the event that the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Shasta College will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Shasta College Housing Coordinator. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should the Shasta College Department of Campus Safety determine that the student has been missing for 24 hours, Shasta College will notify the Redding Police Department and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 years of age, and is not an emancipated individual, Shasta College will notify the student’s parent or legal guardian immediately after Shasta College Department of Campus Safety has determined that the student has been missing for 24 hours.

If you have reason to believe a student who lives in on-campus housing has been missing from campus for 24 hours, you should contact one or more of the following:

- Shasta College Department of Campus Safety
- Shasta College Dean of Students
- Shasta College Coordinator of Student Housing
- Shasta College Head Residence Advisor

Board Reviewed 4/11/12
Crisis Response Team Protocol

CRISIS MANAGEMENT IN THE COLLEGE ENVIRONMENT – SUICIDE AND SUDDEN LOSS

I. INTRODUCTION

All communities periodically experience the loss of members through death. Shasta College is no exception. Death may occur as a result of accident, illness, natural disaster, violence, suicide or other trauma. Death can strike a student or staff member. Because the core of college life is comprised of individuals who share a common identity, the impact of unpredictable or sudden death can have an especially powerful, traumatic effect. Whatever the cause of death, such a loss to the community is associated with a natural need for the expression of grief.

For staff at a college, assisting students to cope with a loss may be important for their personal and academic well being. Whether the person who died is a close friend, fellow student, family member, staff or prominent public figure, the death promotes a sense of personal vulnerability and the challenge of change. Although the majority of faculty are sensitive to the concerns of students affected by death, faculty sometimes are unfamiliar with what actions they might take to address student needs and facilitate resumption of an academic routine. Activities designed to increase personal awareness, group support and which normalize the experiences of bereavement can aid students in adjusting to the loss.

In regard to the purpose of this procedure, crisis will be defined as follows: an event or situation that results in a sudden tragic death due to a suicide, murder, motor vehicle accident or natural disaster. Other deaths resulting from natural causes will not be considered emergency crisis situations. Additionally, this procedure will only become activated if the victim is a student or staff person, not their family members. A crisis intervention plan is an important document that recognizes while "confusion reigns," there are specific actions that can be taken to contain and lessen the impact. This plan is usually based on a worst-case scenario in which a death, perhaps a suicide, would occur on District-owned or operated facilities. A less intense response and intervention might be appropriate should the death occur from natural or other causes, off campus, or during break. In such cases, procedures will not be implemented unless administration or family members have requested the response.

The Crisis Intervention Plan outlined in this document is coordinated by a Crisis Response Team (CRT) who has a central role in notifying all offices and mediating all information during a crisis response. The CRT is an interdepartmental team, headed by the Security Supervisor, that monitors the effects of traumatic incidents on the college campus and consults with the Administration throughout the event regarding how the college can effectively mitigate the shock or trauma and its consequences. Additionally, the CRT provides direct intervention services (counseling) to students and staff to help reduce the impact of the trauma being experienced. This team structure enables a single entity to monitor new developments during the intervention, document completion of activities, and ensure that accurate and consistent information is available, while maintaining open communication with all critical departments, staff and students. The team approach ensures that all necessary functions are carried out and that duplication of effort does not occur. This document provides a plan/protocol to be followed during such a crisis. It is understood that given the uniqueness of each situation there may be times when exceptions to the plan/protocol may have to be initiated, but it is anticipated that those situations will be rare.
Crisis Response Team Protocol

Unless otherwise specified by the administration, this procedure is to only be used for the Shasta College community.

II. CRISIS INTERVENTION PLAN

When an individual associated with the campus community dies unexpectedly as the result of a violent act / disaster or is the survivor of any kind of unexpected death, the college is confronted with a number of serious problems:

- Verifying what happened,
- Containing the information,
- Protecting the privacy of the family,
- Helping students and staff cope with the death,
- Communicating beyond the college as appropriate,
- Seeking resources in the community,
- Dealing with parents, and
- Minimizing the possibility that other students may imitate the behavior if the death was a suicide.

The first 48 hours following a suicide or death are crucial. For that reason it is necessary to have a well-defined plan to guide staff through this period of time. The specific steps making up this plan are listed below.

- Once word of the death occurs (usually via the Security Department) the Security Supervisor confirms the death with Police Department, County Sheriff’s Office or the Coroner’s Office. Once confirmation is received the Supervisor will contact the CRT Co-leader (the college’s Personal Counselor), as well as the President’s Office. Assistant to the President/P.I.O., acting member of the CRT, will act as liaison between the team and the President. The CRT Co-leader will utilize a defined telephone tree to contact the other CRT members.

- The CRT team will assemble as soon as possible on campus. The team will immediately evaluate the situation and initiate this plan/protocol if appropriate.

- The CRT will assess special considerations; surviving students / staff of highest risk; external resources needed; special schedules if necessary; required time frame within which all functions will occur.

- The CRT will call upon city or county-wide crisis management teams or support services if needed. Helpline will be utilized to mobilize community support if appropriate.

- The CRT, in association with the President’s Office, will prepare statements as appropriate for delivery to staff, students and concerned parents.

- If needed, Assistant to the President/P.I.O. will coordinate any statements for delivery to media and the community.
Once statements are prepared and approved by the Administration, the CRT will notify staff connected to the deceased, when appropriate. One member of the CRT will follow the deceased's regular schedule on the day following the death. That person will meet with staff/classmates as needed and monitor the environment following the crisis.

If necessary, it may be appropriate to conduct a staff meeting to explain circumstances surrounding the death, review protocol to be followed, discuss how the announcement will be made to the students and staff, ask for staff's assistance in identifying high risk individuals, discuss the grieving process and behaviors to look for, and where to refer individuals for help.

CRT, via the Wellness/Health Services, will coordinate all on-campus counseling, both individual and small group. If outside resources are obtained CRT will make those contacts and coordinate any outside services on campus, including space arrangements. Any identified high-risk individuals will be contacted and monitored.

Parents/Family of deceased will be contacted by the CRT to determine how they want the situation managed. If referral is needed with funeral arrangements or notification of the funeral a CRT member will be identified to work with the family on those matters.

III. BEHAVIOR MANIFESTATIONS OF LOSS

The reactions of survivors who have experienced a suicide or sudden loss are likely to be complex, but typically include some or all of the following behavioral characteristics: denial, anger, blaming, shame, guilt, fear, intellectualization, or hostility. Stanford (1978) and Hunt (1987) further suggested the need for direct intervention in schools with survivors. Shneidman (1972) noted that when a death occurs, particularly of an unexpected nature, there is no pattern of behavior to draw upon, and confusion results. Instructors also need help in understanding and handling people's normal, yet often inappropriate, reactions to death. People often take clues as to how to react from persons around them more than from the event itself. A paramount need is for counselors, educators and other support personnel to process the emotional needs of survivors. Intervention to enhance coping skills could ultimately prevent future suicides, or related self-destructive behavior.

Hawton (1986) and Perrone (1987) found that peers of adolescents and young adults who attempted suicide are vulnerable because suicide is higher:

- among persons with unstable social relationships;
- when a population is self-contained (as in school as community or institution);
- when imitative behavior is common;
- when the element of bravado exists; and
- when the act is sure to be noticed.

Balk (1983) further identified acute emotional responses of students after the death of a peer. He revealed that while peer support and chances to talk with friends about the death at such a time of loss were important aids in coping with death, many peers feel uncomfortable talking...
about death. They frequently avoid the survivors to decrease their discomfort of not knowing what to say or how to say it. Balk maintained that young people sometimes hide their feeling of grief because such feelings often are not considered acceptable in public, and as a result, adolescents are often confused about the source of their recurring grief reactions. For that reason, it is important that staff responding to such a crisis understand the typical grief reactions that students and fellow staff may experience.

IV. HELPING STUDENTS/STAFF COPE WITH AN UNEXPECTED DEATH

TASKS OF MOURNING AND GRIEF COUNSELING

Accepting the reality of the loss and confronting the fact that the person is dead are two of the most important initial tasks of mourning. The early denial and avoidance is quickly replaced by the realization of the loss and it is necessary to feel the pain of the loss and work through the grief process.

The grief process includes adjusting to an environment in which the deceased is missing. Survivors must face the loss of the many roles the deceased person filled in their life (e.g., classmate, team member, close friend, student). Students need to recognize that symptoms such as startle reactions, restlessness, agitation, sleeplessness, depression and anxiety are typical intense reactions to a traumatic experience such as death. Also essential is coming to terms with the anger one often feels toward (1) the person who died, (2) oneself, and (3) others. A final task of mourning is to redirect the belief that one should have somehow prevented the death.

SPECIAL TREATMENT ISSUES ADOLESCENTS AND YOUNG ADULTS

- Allow regression and dependency.
- Realize their lack of life experience in handling trauma
- Allow expression of feelings such as sorrow, hostility, and guilt.
- Encourage discussion.
- Allow for fluctuations in maturity level.
- Watch for emergence of unfinished business or unresolved conflicts of the past.
- Answer questions and provide factual information.
- Correct distortions.
- Avoid power struggles with adolescents.
- Focus on strengths and constructive adaptive behaviors.
- Address conscious as well as unconscious guilt.
- Identify and help resolve adolescents’ sense of powerless.

It is not unusual for some secondary victims to experience a delayed bereavement reaction or to have such grief responses reelicited by an "anniversary reaction" (i.e., holiday, birthday, anniversary, other special occasion). Student services should be alert to emerging needs over several weeks and even months following the death. It is recommended that all staff in direct contact with high risk students follow guidelines outlined in the Faculty and Staff Resource Guide For Assisting the Emotionally Distressed Student under the section describing the Depressed Student.
V. CONCLUSION

Individuals continue to communicate their need for help in understanding their feelings of confusion, loss, alienation, loneliness, depression, anger, sadness, and guilt. Their ability to develop coping strategies for their uncomfortable but normal feelings and their ability to adjust to loss and maintain control over everyday life experiences, will ultimately be dependent on the assistance they obtain and the resources provided to them by the school-as-community. Counselors, administrators and other support personnel can provide the curative environment that fosters prevention and intervention with at-risk students. Collective efforts to provide structured programs and secure environments to work through significant losses are necessary to arrest the potential of other self-destructive behavior after a traumatic event has occurred on campus.

Crisis Intervention Team
The office of the Superintendent/President, College Nurse, and Security will maintain an up-to-date list of individuals available for crisis intervention on an emergency notification basis. Most of the team is available during regular daytime office hours.

Adjunct/Backup Staff
In addition to the college’s maintained list, several other staff, faculty and community liaisons that are professionally trained in crisis intervention have indicated their availability if needed. These backup people should not be contacted until the preceding team have met and determined if additional resources are needed.

If an emergency involves students in the dormitories, staff located in the dorms will be included in this process as appropriate.

Campus Security
During the hours of 8 a.m. to 12 midnight, Monday through Friday, and 9:30 a.m. to 5:30 p.m. on Saturday, contact the campus security department at extension 4631. When and if the campus security department is not available, contact should be made with the Shasta County Sheriff’s Office at 9-911.

Other Emergency Resources

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<tbody>
<tr>
<td>Redding Police Dept.</td>
<td>245-6565</td>
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<tr>
<td>Shasta County Sheriff’s Dept.</td>
<td>245-6540</td>
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<tr>
<td>American Red Cross</td>
<td>(800) 909-3021 or 243-3021</td>
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<tr>
<td>Help Line</td>
<td>225-5252</td>
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<tr>
<td>Mercy Medical Center</td>
<td>225-6000</td>
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<td>Redding Medical Center</td>
<td>244-5400</td>
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<td>Agency</td>
<td>Phone</td>
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<td>Guardian Rehabilitation Hospital</td>
<td>246-9000</td>
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<td>Shasta County Mental Health Dept.</td>
<td>225-5200</td>
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<tr>
<td>Mercy Hospice Program</td>
<td>245-4070</td>
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<tr>
<td>Shasta County Coroner’s Office</td>
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A comprehensive list of agencies of Tehama and Trinity Counties is being compiled and will also be available.

Revised 5/26/00
Board Reviewed 10/11/00
Drug Free Environment and Drug Prevention Program  

Reference:  
Drug Free Schools and Communities Act Amendment of 1989, 20 USC Section 1145g; 34 CFR Sections 86.1 et seq.; Drug Free Workplace Act of 1988; 41 USC Section 702

The District is committed to providing its employees and students with a drug free workplace and campus environment. It emphasizes prevention and intervention through education.

On an annual basis, the District distributes to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989, as well as complies with other requirements of the Act. The Drug-Free Campus Program brochure contains information about local services and programs, as well as community resources contact information for those affected by alcohol or substance abuse. It additionally outlines the personal consequences and health risks associated with the use of illicit drugs and the abuse of alcohol. A copy of the brochure can be obtained via the following link: Drug-Free Campus Program Brochure, or by accessing the Virtual Brochure Rack through the Health/Wellness Services homepage.

Prohibition of Drugs

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees must notify the District within five days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within ten days after receiving notice of a workplace drug conviction.

Board Reviewed 10/08/08
Board Reviewed 6/13/12
Student Drug and Alcohol Testing and Criminal Background Checks

Reference: *Drug Free Schools and Communities Act, 20 USC Section 1145g and 34 CFR Section 86.1 et seq.; Drug Free Workplace Act of 1988, 41 USC Section 702; Title V, Section 66055.5; HSC, Section 1265.5*

**EFFECTIVE DATE:** This procedure is effective July 1, 2008.

**A. Heavy Equipment Operation**

**WHO WILL BE TESTED AND WHEN**

This policy is intended for those individuals who are “students” also referred to as “covered students” that work in, on or around listed heavy equipment and/or are driving listed Shasta College vehicles.

Covered students shall submit to a pre-enrollment test and provide a negative test result prior to participating in class activities deemed related to listed heavy equipment by the instructor.

Covered students, may be tested for drugs or alcohol whenever they are *in class*. For the purposes of this policy, “in class” is defined as any time a student is participating or present during a class, field trip, field project, exercise, or demonstration in the classroom, laboratory, or in the field.

Covered functions shall include:

1. All time a student is working with, or working on, or participating in any Shasta College activity related to Shasta College listed heavy equipment.

2. All time spent at the driving controls of any listed Shasta College vehicle.

**PROHIBITIONS AND CONSEQUENCES**

**Controlled Substances Use and Testing**

This policy specifically prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on campus. It also prohibits students from reporting to class with evidence of alcohol, controlled substances or illegally obtained prescription medications in their systems. Violation of these prohibitions will lead to administrative action up to and including termination of instruction.

No student shall report to class if the student tests positive for controlled substances.

1. No student shall report for class when the student uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the student that the substance will not adversely affect the student's ability to safely perform instruction on listed Shasta College equipment.
2. No Shasta College employee having actual knowledge that a student has used a controlled substance shall permit the student to perform or continue to perform instruction on listed Shasta College equipment.

3. A Shasta College employee may require a student to inform Shasta College of any therapeutic drug use.

Alcohol Use and Testing

No student shall report for class while having an alcohol concentration of 0.01 or greater.

1. No student shall use alcohol while receiving instruction on Shasta College listed equipment.

2. No student shall receive instruction on Shasta College listed equipment within four hours after using alcohol.

3. No Shasta College employee having actual knowledge that a student has used alcohol within four hours shall permit a student to receive instruction on Shasta College listed equipment.

4. No student required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

Refusal to Submit to a Required Alcohol or Controlled Substances Test

No student shall refuse to submit to a post-accident alcohol or controlled substances test, a random alcohol or controlled substances test, or a reasonable suspicion alcohol or controlled substances test.

Students shall be considered to have refused to submit to a urine or breath specimen when the following conditions occur:

A student has refused to take a drug test if he/she:

1. fails to appear for any test (except a pre-enrollment test) within four hours, after being directed to do so by Shasta College;

2. fails to remain at the testing site until the testing process is complete;

3. fails to provide a urine specimen for any required drug test;

4. in the case of a directly-observed or monitored collection in a drug test, fails to permit the observation or monitoring of the provision of a specimen;
5. fails or declines to take a second test that Shasta College has directed the student to take; or

6. fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed to do so by the collector, and/or behave in a confrontational way that disrupts the collection process).

A student has refused to take an alcohol test if he/she:

1. fails to appear for any test within four hours after being directed to do so by Shasta College;

2. fails to remain at the testing site until the testing process is complete;

3. fails to provide an adequate amount of breath for any alcohol test;

4. fails to sign the certification at Step 2 of the alcohol testing form; or

5. fails to cooperate with any part of the testing process.

Consequences Of a Controlled Substances Test Refusal

Removal from Instruction on Shasta College Equipment: Refusal by students to submit to a urine test or breath alcohol test when required by Shasta College will result in the immediate removal of the student from instruction on Shasta College equipment and dismissal from all Shasta College courses related to the operation and/or maintenance of listed heavy equipment. No student shall receive instruction on Shasta College listed equipment if the student has engaged in prohibited conduct.

Any student that has been removed from instruction on Shasta College listed equipment for a refusal or positive test result will be immediately dismissed from all Shasta College courses related to the operation and/or maintenance of listed heavy equipment. The student may reapply for instruction in a later semester one time only. If a second positive test result occurs, the student will be permanently dismissed from all Shasta College courses related to the operation and/or maintenance of listed heavy equipment.

PRESCRIPTION MEDICATIONS

Under this policy, students are specifically required to notify their instructor when they are taking medication with warning labels (i.e.: relating to the operation of a vehicle, heavy equipment, or machinery).
TYPE OF DRUG AND ALCOHOL TESTING REQUIRED

The following are occasions for drug and/or alcohol testing under this policy.

Pre-Enrollment Testing

Pre-enrollment drug testing is required for all students.

Drug test results, which are verified as positive for unauthorized use of controlled substances, will disqualify the student from attending courses related to the operation or maintenance of Shasta College listed equipment.

Random Testing

Definition of Random Test: A random test is a test that is unannounced, and where every person in the random selection “pool” has an equal chance of being selected for testing each time a selection occurs. Random testing is considered to be an effective deterrent to substance abuse. Students are required to be randomly tested.

Method of Random Selection: Current percentage requirements state that number of drug tests equal to at least 50% of the number of individuals in the pool will be tested for controlled substances and a number of alcohol tests equal to at least 10% of the number of individuals in the pool will be tested for alcohol.

Procedure for Notification and Specimen Collection: Shasta College and/or its designates will be notified which student(s) came up in the random draw and must report to the clinic for testing.

Reasonable Suspicion Testing

“Reasonable suspicion” means that an individual that has been trained in reasonable suspicion recognition has reason to believe that a student may be impaired, intoxicated or under the influence of a controlled substance or alcohol.

Shasta College’s determination that reasonable suspicion exists to require the student to undergo a controlled substance and/or alcohol test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the student. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Post-Accident Testing

Under this policy, any student involved in an “accident” will be required, as soon as practicable following an occurrence, to provide a urine specimen for the purpose of drug screening and/or submit himself/herself to a Breath Alcohol Technician for an alcohol test.
Student Drug and Alcohol Testing
and Criminal Background Checks

A student who is seriously injured and cannot provide a specimen for testing may be requested to authorize the release of relevant hospital records and/or other documentation that would indicate whether there were any controlled substances in his/her system at the time of the accident.

Drug Testing

Urine specimen collection for drug testing will be performed by qualified individuals in conformance with current standards of practice using chain of custody procedures specified by FMCSA regulations. All testing will be performed with respect for the privacy and dignity of the person giving the specimen.

No unauthorized person(s) will be allowed in any part of the designated collection site(s) where specimens are collected or stored. Only collection site personnel may handle specimens prior to their securement in the mailing container.

Only laboratories certified by the Substance Abuse and Mental Health Administration (SAMHSA) of the U.S. Department of Health and Human Services will perform drug testing.

Breath Alcohol Testing

Breath alcohol testing will be performed only by qualified Breath Alcohol Technicians (BAT) in conformance with current standards of practice using evidential breath alcohol testing devices listed on the Conforming Products List of the National Highway Traffic Safety Administration. All testing will be performed with respect for the privacy and dignity of the person giving the specimen.

No unauthorized person(s) will be allowed in any part of the designated collection site(s) where specimens are collected. Initial screenings tests for breath alcohol with results below 0.02 requires no further action.

Breath alcohol tests with results of 0.01 or above will be confirmed as follows:

a) The individual being tested is instructed not to smoke, use mouthwash, drink or eat for a period of not less than 15 minutes or more than 30 minutes after the initial screening test.

b) Within 30 minutes of completion of the initial screening test, a confirmation breath test is conducted. The result is recorded in the “Confirmation Test Results” section of the alcohol test form.

c) In instances where a confirmation breath test must take place at another location, the time of transit between sites counts toward the waiting period. The donor must be observed during the waiting period. If the waiting period exceeds 30 minutes during the time of transit a confirmation test must still be conducted, not another screening test.
If the result of the confirmatory breath alcohol test is 0.01 or greater, the Breath Alcohol Technician must immediately notify Shasta College, who will arrange for transportation of the individual from the alcohol-testing site. The Breath Alcohol Technician will then forward a copy of the Alcohol Test Form to Shasta College.

**DRUG TEST RESULTS REVIEW**

A confirmed positive test from a certified laboratory does not automatically identify a student as having used drugs in violation of the Shasta College policy. The Medical Review Officer (MRO) brings detailed knowledge of possible alternate medical explanations to his or her review of the test results. This review is performed by the MRO prior to the transmission of confirmed results to Shasta College.

A drug test result on a student will be considered positive ONLY if it is initially confirmed positive by gas chromatography-mass spectrometry (GC-MS) that has undergone review and final verification by the MRO.

A positive drug test result is defined as the detection of any one or more of the substances listed in the table shown:

<table>
<thead>
<tr>
<th>Substance or Class</th>
<th>Initial Screening Cut-off</th>
<th>Confirmation Cut-off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana metabolites</td>
<td>50ng/mL</td>
<td>15ng/mL</td>
</tr>
<tr>
<td><em>THC</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocaine metabolites</td>
<td>300ng/mL</td>
<td>150ng/mL</td>
</tr>
<tr>
<td>Phencyclidine (PCP)</td>
<td>25ng/mL</td>
<td>25ng/mL</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>1000ng/mL</td>
<td></td>
</tr>
<tr>
<td>Amphetamines</td>
<td></td>
<td>500ng/mL</td>
</tr>
<tr>
<td>Methamphetamine</td>
<td></td>
<td>500ng/mL</td>
</tr>
<tr>
<td>Opiate metabolites</td>
<td>2000ng/mL</td>
<td>2000ng/mL</td>
</tr>
<tr>
<td>Codeine</td>
<td></td>
<td>2000ng/mL</td>
</tr>
<tr>
<td>Morphine</td>
<td></td>
<td>2000ng/mL</td>
</tr>
<tr>
<td>Ethanol (alcohol)</td>
<td>16mg/dL</td>
<td>16mg/dL</td>
</tr>
</tbody>
</table>

**Medical Review Officer Role**

The MRO is a licensed physician who is a doctor of medicine or osteopathy with knowledge of controlled substance abuse disorders, symptoms, treatment, and toxicology.

The primary function of the MRO is to review, interpret and report positive test results of student. The MRO or his/her authorized representative will also report negative test results.
Before reporting a positive drug result on a student, the MRO will give the “donor” (student) a chance to discuss it. If a prescription drug is involved, the donor will be asked to provide the name of the medication and the prescribing physician’s name for verification.

The MRO may review the student’s medical history, any relevant biomedical factors, and medical records made available by the student to determine whether a positive test resulted from legally prescribed medication before verifying a test as “positive” or “negative.”

The MRO may communicate a positive result on a student if:

1. the donor has told the MRO or his authorized representative that he/she does not wish to discuss the results of the test; or
2. the MRO has spoken with the donor, and has concluded that the positive drug test result indicates unauthorized use of a controlled substance; or
3. the MRO cannot reach the donor, and has asked Shasta College to contact the donor and relay the message to contact the MRO; and/or the donor has not responded within five days of documented receipt of the message.

NOTE: If a test is verified positive under the latter circumstances, the donor may give the MRO information documenting that serious illness, injury, or other circumstances unavoidably prevented him or her from contacting the MRO. On the basis of this information, the MRO may reopen the verification, allowing the donor to present information concerning a legitimate explanation for the positive test. If the MRO concludes that there is a legitimate explanation, the MRO shall verify the test as negative.

Communication of Results

The MRO or his/her designated representative will report test results to Shasta College. Confidentiality will be strictly maintained. If the result is positive, the MRO or his/her authorized representative will report the identity of the controlled substance.

A student may obtain a copy of his/her test results by requesting it in writing from the MRO within 60 days of being notified of the results.

FAILURE TO COOPERATE

Any student who refuses to take a drug or alcohol test will be immediately dismissed from all Shasta College courses related to the operation and/or maintenance of listed heavy equipment.

A refusal is considered to have the same ramifications as a positive test result.
DISCIPLINARY ACTION AND PROCEDURES

The following are the disciplinary actions and procedures that Shasta College has adopted as their policy:

1. An otherwise qualified student whose drug test results are negative will be considered qualified for course enrollment and instruction on Shasta College listed equipment.

   A student with verified positive drug test results would be considered ineligible for enrollment in related courses and instruction on Shasta College listed equipment for one semester.

2. Any student found to be in violation of this Drug and Alcohol Testing Policy will be subject to termination of course enrollment in courses related to the operation or maintenance of Shasta College listed equipment.

3. A student determined to have evidence of alcohol in his/her system of 0.01g but below 0.04g will be subject to prompt disciplinary action:
   
a. On the first occasion in any one semester period in which a student has a breath alcohol test result of 0.01g or greater, but less than 0.04g, student will be immediately removed from the class for a period of at least 24 hours.

   b. The second occasion in any two-semester period in which a student has a breath alcohol test result of 0.01g or greater but less than 0.04g, will be considered a violation of this policy, and will be subject to termination of course enrollment in courses related to the operation or maintenance of Shasta College listed equipment.

A student who has had a verified positive drug test or a confirmed alcohol result of 0.04g or above will be immediately dismissed from all Shasta College courses related to the operation and or maintenance of listed heavy equipment.

RECORDKEEPING PROCEDURES

A student is entitled, upon written request, to obtain copies of any records concerning his/her use of alcohol or controlled substances. Requests for such information shall be directed to Shasta College.
B. **Health Career Programs**

1) **Pre-enrollment Policy and Practice**

It is the policy of the Shasta College Health Sciences Division to adhere to all policies of the clinical facilities with which the College affiliates for student clinical learning experiences. Current clinical facilities require drug testing and criminal background screening of all students.

Students must complete a criminal background check and negative drug screen before enrollment in the Health Science Division clinical programs. Failure to complete the background or drug screening in accordance with the policy detailed below will result in denial of enrollment in the program.

The College will designate the company to do the drug testing and criminal background screening. The College will not accept drug and criminal background screening results from any company other than the one designated by the College.

Students are responsible for all costs associated with the drug screening. Students are also responsible for all costs associated with criminal background checks unless exempt by statute. Exemptions will be communicated by the Dean of Health Sciences in specific program clinical requirement guidelines prior to screening.

Students must further agree that all results will be released to the Health Sciences Division Dean and the Dean's Designee.

**Criminal Background Checks**

Standards for criminal background screening are those required by state or federal law and commonly required of hospital employees. Criminal background checks must review the applicant's criminal history seven (7) years back from the date of enrollment. The check must include all cities and counties of known residence for the 7-year period. If students are completing live scan and Department of Justice (DOJ) screenings, all criminal history must be reported and is subject to review.

*Existence of convictions will not necessarily disqualify an applicant from enrollment. However, failure to fully disclose the existence of convictions may be considered falsification of a record and will result in offer of enrollment being rescinded; and is grounds for immediate termination upon discovery at any time during enrollment. Furthermore, students who fail to fully disclose the existence of convictions will not be eligible to reapply. (The term conviction for these purposes includes probated sentences and deferred adjudications).*
Exclusions from Clinical Placement

In accordance with the clinical agencies used by Shasta College, a student will be excluded from participating in clinical rotations and therefore unable to enroll in Shasta College Health Sciences programs for the following background check results.

Convictions including probated sentences and deferred adjudications for:
- Any felony within the past 7 years and any capital felony at any time
- Any misdemeanor conviction within the past 3 years
- Driving Under the Influence of drugs or alcohol (in accordance with above timeframes for felony or misdemeanor)
- Medicare fraud
- Crimes against persons
- Crimes against property
- Any crime resulting in the requirement to register as a sex offender
- Crimes involving drugs

A student denied enrollment due to criminal history not meeting clinical affiliates placement standards must make a new application to the program and repeat screening when able to meet the established pre-enrollment screening requirements.

A student denied enrollment due to criminal history restrictions set by state statute or state agency certification/licensure ineligibility may not reapply to the program.

Any student having any concerns about the criminal background check is encouraged to contact the Dean of the Health Sciences Division for a confidential discussion of this issue prior to completing the request for a background check.

Drug Screening

The Health Sciences Division maintains a “no tolerance” policy regarding substance abuse. Prior to enrollment, students must complete a urine drug test. Either a positive test result or failure to complete the drug test will result in the offer of enrollment being withdrawn. A student denied enrollment due to a positive drug test or failure to complete the drug test must make a new application to the Shasta College Health Sciences clinical program and begin the enrollment process again in accordance to established procedure. The student will not be granted any special consideration in priority and is eligible to re-apply only once.

(Note: the California Supreme Court has ruled that prescriptions for marijuana do not exempt users from workplace rules, and they may be fired for a drug test that is positive for marijuana. Accordingly, any student who tests positive will not be enrolled as defined in this policy).
Background Check/Drug Screening Results

The results of the student’s background check and drug screening will be emailed to the Shasta College Health Sciences Division Dean or the dean's designee. These results are confidential and will be kept in confidential files separate from the student’s academic file. The Health Sciences Division Dean will inform the student if findings exclude them from enrollment.

Background Check and Drug Screening Process

As stated above, Shasta College will designate the company to do the drug testing and criminal background screening and will not accept drug and criminal background screening results from any other company. At an informational meeting, an individual conference, or through the mail (postal or electronic); the student will be given a packet containing detailed instructions for completing the background check and drug screening test. Students who deviate from these instructions will not be enrolled.

2) Currently Enrolled Students Policy and Practice

It is the policy of the Shasta College Health Sciences Division to adhere to all state and local regulations and Joint Commission on Accreditation of Healthcare Organizations (JCAHO) policies, as well as the policies of the clinical facilities with which the College affiliates for student clinical learning experiences. Accordingly, students will be required to adhere to the following policies dealing with drug screening tests, criminal background checks, and criminal convictions.

Drug Screening Tests

All students in all Health Sciences Division clinical programs are subject to drug screening for cause if, in the opinion of a faculty member and the Health Sciences Division Dean, the student exhibits behavior or a pattern of behavior that may indicate that the student is using drugs. Such a student will be informed of the request for a drug screening test by the Health Sciences Division Dean and will be given both written and verbal instructions including a deadline for the test at that time.

Students are responsible for all costs associated with the drug screening. The College will designate the company to do the drug screening and will not accept drug screening results from any company other than the one so designated. Students must further agree that all results will be released to the Health Sciences Division Dean and the Dean's designee.

A positive drug screening result or failure to comply with the instructions for the test will result in the student's immediate removal from the Health Sciences clinical program in which he or she is enrolled. Such students are not eligible to reapply to the program.
Student Drug and Alcohol Testing and Criminal Background Checks

(Note: the California Supreme Court has ruled that prescriptions for marijuana do not exempt users from workplace rules, and they may be fired for a drug test that is positive for marijuana. Accordingly, any student who tests positive will be removed from the program and will not be eligible to reapply).

Criminal Background Checks

In accordance with the policies of the clinical facilities with which the College affiliates for student clinical learning experiences, as well as other state and federal regulations, all students will have completed a criminal background check as detailed in the Health Sciences Division Pre-enrollment Criminal Background and Drug Screening Policy. This policy is intended to ensure that any criminal convictions in the student's past are of such an age or nature that they will not interfere with the student's ability to participate at all clinical sites.

In the event that convictions that were not uncovered during the background check are proved to have occurred, and those convictions are of such an age or nature that they preclude the student from participating at all clinical sites, the student will be removed from the Health Sciences clinical program in which he or she is enrolled. Such students are not eligible to reapply to any Health Sciences Division clinical program. (The term conviction for these purposes includes probated sentences and deferred adjudications.)

Criminal Convictions

A student convicted of a criminal offense while enrolled in a Health Sciences Division clinical program must report the conviction to the Dean of Health Sciences within five days of the conviction. The term conviction for these purposes includes probated sentences and deferred adjudications. Such convictions are likely to render the student unable to participate at any clinical site, in which case the student will be removed from the Health Sciences clinical program in which he or she is enrolled.

Note: Even if a student is convicted of a criminal offense while enrolled in a Health Sciences clinical program and succeeds in completing the program because he or she did not disclose this conviction to the Dean, he or she will be subject to further background checks prior to testing for licensure and may be prevented from ever becoming licensed.

Any student who has any concerns about drug screening, criminal background checks, or criminal convictions is encouraged to contact the Dean of the Health Sciences Division for confidential advising.)
GLOSSARY OF TERMS

ADULTERATED SPECIMEN:
A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

ALCOHOL SCREENING TEST:
An analytic procedure to determine whether a student may have a prohibited concentration of alcohol in a breath or saliva specimen.

BAT: Breath Alcohol Technician:
A person who instructs and assists students in the alcohol testing process and operates an evidential breath testing device.

CANCELED TEST:
A drug or alcohol test that has a problem identified that cannot be or has not been corrected. A canceled test is neither a positive nor a negative test.

CHAIN OF CUSTODY:
The procedure used to document the handling of the urine specimen from the time the student gives the specimen to the collector until the specimen is destroyed.

CONFIRMED DRUG TEST:
A confirmation test result received by an MRO from a laboratory.

DILUTE SPECIMEN:
A specimen with creatinine and specific gravity values that are lower than expected for human urine.

INITIAL DRUG TEST:
The first test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

LABORATORY:
Any U.S. laboratory certified by Health and Human Services (HHS) under the National Laboratory Certification Program that meets the minimum standards of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by the Department of Transportation.

LISTED EQUIPMENT:
Any equipment used as part of the equipment training program.
MRO: Medical Review Officer:
The MRO is a licensed physician who is a doctor of medicine or osteopathy with knowledge of controlled substance abuse disorders, symptoms, treatment, and toxicology. The MRO is responsible for receiving and reviewing laboratory results generated by an employer’s drug testing program and evaluating medical explanation for certain drug test results.

RANDOM TESTING:
Computerized random selection and testing for drugs and alcohol in which each person in the computer database has an equal chance of selection each time a selection occurs.

REASONABLE SUSPICION:
“Reasonable suspicion” means that an individual that has been trained in reasonable suspicion recognition has reason to believe that a student may be impaired, intoxicated or under the influence of a controlled substance or alcohol.

REFUSAL TO SUBMIT:
No student shall refuse to submit to a post-accident alcohol or controlled substances test, a random alcohol or controlled substances test, or a reasonable suspicion alcohol or controlled substances test. Shasta College shall not permit a student who refuses to submit to such tests to receive instruction on Shasta College listed equipment.

SAMHSA: Substance Abuse and Mental Health Services Administration:
A division of the U.S. Department of Health and Human Services (DHHS) which is responsible for certifying laboratories to perform medical federal workplace drug testing.

SUBSTITUTED SPECIMEN:
A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

VERIFIED TEST:
A drug test result or validity testing result from a HHS-certified laboratory that has undergone review and final determination by the MRO.
### Equipment Operations

#### Restricted Equipment List

<table>
<thead>
<tr>
<th>Vehicle #</th>
<th>Vehicle Type</th>
<th>Make / Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>208</td>
<td>Road Grader</td>
<td>John Deere 672A</td>
</tr>
<tr>
<td>210</td>
<td>Backhoe</td>
<td>John Deere 310</td>
</tr>
<tr>
<td>213</td>
<td>Backhoe</td>
<td>Caterpillar 426</td>
</tr>
<tr>
<td>226</td>
<td>Dozer</td>
<td>Caterpillar D5</td>
</tr>
<tr>
<td>227</td>
<td>Dozer</td>
<td>Caterpillar D6</td>
</tr>
<tr>
<td>0219</td>
<td>Dozer</td>
<td>John Deere 450</td>
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<tr>
<td>0225</td>
<td>Fork Lift</td>
<td>Toyota</td>
</tr>
<tr>
<td>0223</td>
<td>Loader</td>
<td>John Deere 544</td>
</tr>
<tr>
<td>0220</td>
<td>Scraper</td>
<td>John Deere 760A</td>
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<td>0215</td>
<td>Truck/Tractor</td>
<td>International</td>
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<tr>
<td>0232</td>
<td>Truck/Tractor</td>
<td>Freightliner</td>
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<tr>
<td>0216</td>
<td>Water Truck</td>
<td>International</td>
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<tr>
<td>0217</td>
<td>Dump Truck</td>
<td>International</td>
</tr>
<tr>
<td>0218</td>
<td>Dump Truck</td>
<td>International</td>
</tr>
</tbody>
</table>

*All similar rented and/or donated equipment is also restricted to students who comply with the district student policy.*

Board Reviewed 9/10/08
Reference: Business and Professions Code Sections 24045.4, 24045.6 and 25608; 34 Code of Federal Regulations Section 668.46(b)

The possession, sale or furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on-campus is the primary responsibility of the Shasta College Department of Campus Safety (Campus Safety). The campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by Campus Safety. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted if:

- The alcoholic beverage is for use during a fundraiser held to benefit the Shasta College Foundation or other nonprofit corporation that has obtained a license under the Business and Professions Code to do so, provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.

- The alcoholic beverage is beer or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a community college campus, and the instructor or individual has been authorized to acquire, possess, use, sell, or consume it by the Vice President of Academic Affairs, Vice President of Administrative Services, or Superintendent/President.

- The alcoholic beverage is wine produced by a bonded winery owned or operated as part of an instructional program in viticulture and enology.

- The alcoholic beverage is wine that is for use during an event sponsored by the District or the Shasta College Foundation in connection with the District’s instructional program in viticulture or the District’s instructional program in enology.

- The alcoholic beverage is for use at a professional minor league baseball game played at a college stadium pursuant to a contract between the District and a professional sports organization.

- The alcoholic beverage is possessed, consumed, or sold, during a special event held at the facilities of a public community college. Special events are events that are held with the permission of the Governing Board of the District that are festivals, shows, private
Alcoholic Beverages

parties, concerts, theatrical productions, and other events held on District property pursuant to a license or permit, where the principal attendees are members of the general public or invited guests, and not students of the District.

Board Reviewed 2/08/12
Auxiliary Organizations

Reference:  *Education Code Section 72670 et seq.; Government Code Section 12580 et seq.; Title 5 Section 59250 et seq.*

**Definitions**

**Board of Directors.** The term board of directors as used herein means the governing board of an auxiliary organization.

**Board of Trustees.** The term Board of Trustees as used herein means the Board of Trustees of the District.

**Board of Governors.** The term Board of Governors as used herein means the Board of Governors of the California Community Colleges.

**Superintendent/President.** The term as used herein means the Superintendent of the District or designee.

**District.** The term District as used herein means the Shasta-Tehama-Trinity Joint Community College District.

**Associated Student Body.** The terms Associated Student Body, Associated Student Organization, Student Association, Student Organization, or ASB as used herein means an organization formed by any group of students from a College of the District in accordance with the provisions of Education Code Section 76060. All clubs and organizations recognized by an Associated Student Body or Organization shall be included in any auxiliary organization established by the Student Body or Organization.

**Recognition and Establishment of Auxiliary Organizations**
The Superintendent/President shall submit a recommendation to the Board of Trustees to establish an auxiliary organization when the organization will serve the District. The recommendation includes, but is not limited to, the following:

- The purpose(s) for which the auxiliary organization is to be established;
- Whether the proposed auxiliary organization will primarily serve the District or a particular District;
- The functions which the auxiliary organization is intended to perform;
- The proposed bylaws and articles of incorporation for the auxiliary organization, including the size and composition of the board of directors; and
- The proposed written agreement between the auxiliary organization and the District, as required in Title 5 Section 59259.

The process of recognition shall be as follows:

- When the Superintendent/President receives a request to establish an auxiliary organization, the Superintendent/President shall submit a recommendation concerning the establishment of said organization to the Board of Trustees within three months.
The Board of Trustees shall hold a public hearing on each recommendation concerning the establishment of an auxiliary organization. At a subsequent scheduled meeting after the public hearing, the board shall announce its decision concerning the establishment of the organization, and, if approved, authorize the functions it may perform, identify the number and category or categories of the board of directors and approve contractual arrangements.

At such time as the District recognizes an auxiliary organization, it shall submit to the state Chancellor’s Office any written agreements with the auxiliary organization, as well as the articles of incorporation, bylaws, or other governing instruments.

**Recognized Services, Programs and Functions**

Auxiliary organizations may be recognized and established by the Board of Trustees to perform the following services, programs and functions:

- Student association or organization activities;
- Bookstores;
- Food and campus services;
- Student union programs;
- Facilities and equipment, including parking;
- Loans, scholarships, grants-in-aid;
- Workshops, conferences, institutes and federal and specially funded projects;
- Alumni activities;
- Supplementary health services;
- Gifts, bequests, devises, endowments and trusts; and
- Public relations programs.

No auxiliary organization shall be authorized by the Board of Trustees to engage in any other function unless the Board of Governors amends Section 59259 of Title 5 by adding said function to the list of approved functions of auxiliary organizations. This section shall not be construed to prohibit an auxiliary organization from taking actions essential to satisfy the non-profit corporation or tax laws of the State of California or the Federal tax laws.

Operations of commercial services on a campus shall be self supporting when operated by an auxiliary organization.

**Authority and Responsibility of Auxiliary Organizations**

Participation in workshops, conferences, or institutes offered by auxiliary organizations shall not be included in reports to the state for the purpose of receiving apportionment funding.

All services, programs and activities that may be undertaken by an auxiliary organization shall be maintained for the general benefit of the educational program of the District.
Trustees approval, an auxiliary organization may assume any of the services, programs and activities listed in these procedures in order:

- To provide the fiscal means and the management procedures that allow the District to carry on educationally related activities not normally funded by State apportionment;
- To eliminate the undue difficulty that would otherwise arise under the usual governmental budgetary, purchasing and other fiscal controls except as expressly prohibited by the Education Code or Title 5, or the District’s procedures; or
- To provide fiscal procedures and management systems that allow effective coordination of the auxiliary activities with the District in accordance with sound business practices.

**Composition of Boards of Directors**

The board of directors of each auxiliary organization shall have the following composition:

**Student Associations or Organizations.** The board of directors shall consist primarily of students. The Dean of Students may attend and participate in meetings of the board of directors in order to advise on policy and to provide for the control and regulation required by Education Code Section 76060.

**Other Auxiliary Organizations.** Any other District approved auxiliary organization that is established pursuant to Section 72670 et seq. of the Education Code shall have a board of directors appointed in accordance with the organization’s articles of incorporation or bylaws and consisting of voting membership from one or more of the following categories: administration, staff; members of the community; students.

The size of the board of directors of an auxiliary organization shall be at least large enough to accommodate the one or more categories from which board members are selected.

The board of directors shall have the advice and counsel of at least one attorney admitted to practice in California and at least one certified public accountant. Upon being notified of the certified public accountant selected by an auxiliary organization, the district shall forward the applicable auditing and reporting procedures to the selected certified public accountant.

**Conduct of Boards of Directors**

No member of the board of directors of an auxiliary organization shall be financially interested in any contract or other transaction entered into by the board of which he/she is a member. Any contract or transaction entered into in violation of this section is void. No contract or other transaction entered into by the board of directors of an auxiliary organization is void under the provisions of Education Code Section 72677, nor shall any member of such board be disqualified or deemed guilty of misconduct in office under such provisions, if pursuant to Education Code Section 72678 both of the following conditions are met:
The fact of such financial interest is disclosed or known to the board of directors and noted in the minutes, and the board thereafter authorizes, approves, or ratifies the contract or transaction in good faith by a vote sufficient for the purpose without counting the vote or votes of such financially interested member or members.

The contract or transaction is just and reasonable as to the auxiliary organization at the time it is authorized or approved.

The provisions of Education Code Section 72678 above shall not be applicable if any of the following conditions are met:

- The contract or transaction is between an auxiliary organization and a member of the board of directors of that auxiliary organization.
- The contract or transaction is between an auxiliary organization and a partnership or unincorporated association of which any member of the governing board of that auxiliary organization is a partner or in which he or she is the owner or holder, directly or indirectly, of a proprietorship interest.
- The contract or transaction is between an auxiliary organization and a corporation in which any member of the board of directors of that auxiliary organization is the owner or holder, directly or indirectly, of five percent or more of the outstanding common stock.
- A member of the board of directors of an auxiliary organization is interested in a contract or transaction within the meaning of Education Code Section 72677 and without first disclosing such interest to the governing board at a public meeting of the board, influences or attempts to influence another member or members of the board to enter into the contract or transaction.

It is unlawful for any person to utilize any information, not a matter of public record, which is received by the person by reason of his/her membership on the board of directors of an auxiliary organization, for personal pecuniary gain, regardless of whether he or she is or is not a member of the board at the time such gain is realized.

Bylaws

The bylaws of an auxiliary organization shall include, but not be limited to, specifying:

- The number of members of the board of directors, the categories from which members shall be selected and the method by which they shall be selected.
- The size of the board of directors.
- That at least one public business meeting will be held each quarter.
- The time table for the preparation and adoption of its program and annual budget and the submission of both for review to the Superintendent/President.
- That an attorney admitted to practice in this state and a licensed certified public accountant shall be selected to provide advice and counsel to the board of directors. Each shall have experience appropriate to the responsibility and shall have no financial interest in any contract or other transaction entered into by the board which he/she serves. Neither the attorney nor the certified public accountant needs to be a member of the board of directors.
Auxiliary Organizations AP 3600

- The procedures for approving expenditures.
- The procedures for accepting gifts, donations, bequests, trusts and specially funded grants and other income.

Master Agreement between the District and Auxiliary Organizations

In the recognition and establishment of an auxiliary organization, there shall be a written agreement between the District and the auxiliary organization which sets forth the purposes of the auxiliary organization as permitted under this Regulation, and Title 5 Section 59259.

Should an auxiliary organization provide more than one service, program or function, such service, program or function may be authorized in one of more written contracts with the District. Such services, programs and functions thereby performed by an auxiliary organization may also be part of a joint powers agreement in accordance with Education Code Section 72671 and Government Code Sections 6500 et seq.

An auxiliary organization shall provide only those services, programs or functions authorized by a written agreement. No other service, program or function shall be permitted or performed unless a written agreement between the District and the auxiliary organization is amended to provide otherwise.

The agreement shall include, but is not limited to, the following provisions:

- The services, programs, or functions the auxiliary organization is to manage, operate or administer.
- A statement of the reasons for administration of the functions by the auxiliary organization instead of by the District under usual District procedures.
- The areas of authority and responsibility of the auxiliary organization and the District or College.
- The facilities and services to be made available by the District to permit the auxiliary organization to perform the services, programs or functions specified in the written agreement.
- The charge or rental to be paid to the District by the auxiliary organization for the facilities used or services provided in connection with the performance of its function. The charge or rental specified shall be identified in sufficient time before it is incurred so that the organization may determine to what extent it is liable.
- Full reimbursement to the District for services performed by the District or by District employees in support of the auxiliary organization. No more than 50% of the reimbursement may be made in the form of non-monetary benefits that the auxiliary organization provides to the District, such as increased community awareness or other such benefits that are agreed upon by authorized District officials and the auxiliary organization. The District shall assign a good-faith reimbursement value to such non-monetary benefits. Student body auxiliary organizations may be exempt from reimbursing all or any portion of the costs for such services. Methods of proration where services are performed by District employees for the organization shall be as mutually determined.
A mutually agreed upon method of determining in advance to what extent the organization shall be liable for indirect costs relating to specially funded programs (including federally sponsored programs).

- The responsibility for maintenance and payment of operating expenses.

- Proposed expenditures for public relations or other purposes which would serve to augment District appropriations for operation of the District. With respect to these expenditures, the auxiliary organization may expend funds in such amount and for such purposes as are approved by the board of directors of the auxiliary organization. The board of directors shall file with the Superintendent/President a statement of such policy on accumulation and use of public relations funds. The statement shall include the policy and procedure on solicitation of funds, source of funds, amounts, and purpose for which the funds will be used, allowable expenditures, and procedures of control.

- The disposition to be made of net earnings derived from the operation of the auxiliary organization, including earnings derived from facilities owned or leased by the auxiliary organization, and provisions for reserves.

- The disposition to be made of net assets and liabilities on dissolution of the auxiliary organization or cessation of the operations under the agreement.

- The covenant of the auxiliary organization to maintain its organization and to operate in accordance with Sections 72670 through 72682 of the Education Code and with the regulations contained in Title 5, Sections 59250 et seq., as well as District Board Policy.

- The understanding that the auxiliary organization shall obtain the services and counsel of an attorney admitted to practice in the State of California whenever the need arises.

- The understanding that the auxiliary organization shall not enter into any contract or other business arrangement involving real property either by lease involving payments of more than $25,000 per annum and duration terms of more than one year, or by purchase without prior notification and consultation with the Superintendent/President.

**Personnel**

Each auxiliary organization shall develop general regulations to govern its operations, including policies and regulations concerning the salaries, working conditions and benefits of its employees.

The aforesaid regulations shall not conflict with the implementing policies adopted by the Board of Trustees or with these procedures.

Except as otherwise provided in any board rules, the board of directors of each auxiliary organization shall, pursuant to Education Code Section 72672, provide salaries, working conditions and benefits for its full-time employees that are comparable to those provided for District employees performing substantially similar services.

For those full-time employees who perform services that are not substantially similar to the services performed by District employees, the salaries established shall be comparable to the salaries prevailing in other educational institutions in the area or commercial operations of like nature in the area.
Auxiliary Organizations

Regular District employees may be employed by the auxiliary organization. District employees must resign or request a personal leave of absence from the District in order to accept employment with the auxiliary organization. District officers and employees who are required by the district's Conflict of Interest Code (AP 2712) to file disclosure of financial information are responsible to determine whether or not they are eligible to accept employment with the auxiliary organization immediately upon resignation from the District.

- Educational Administrators or other Management Employees may be granted a personal leave of absence for two semesters, which may be extended to a maximum of ten consecutive semesters.
- Classified management employees may be granted a personal leave of absence for up to one year. This leave may not be extended beyond one year without the employee first having returned to active duty.
- Academic (faculty) employees may be granted personal leave of absence for two semesters. The leave may be extended for not more than six consecutive semesters.
- Classified employees may be granted a personal leave of absence for up to one year. This leave may not be extended beyond one year without the employee first having returned to active duty.

The board of directors of each auxiliary organization may provide retirement benefits different from those provided comparable District employees and may withhold retirement benefits or permanent status benefits or both from temporary employees. For the purposes of this Procedure, a temporary employee is:

- An employee employed for a specific research project, workshop, institute or other special project funded by any grant, contract or gift; or
- An employee whose contract of employment is for a fixed term not exceeding three years.

The board of directors of each auxiliary organization may withhold permanent status benefits from executive employees. For the purposes of this procedure, an executive employee is any management employee with responsibility for the development and execution of the auxiliary organization's policies and includes, but is not limited to, general managers, managers, directors and the like, as determined by the board of directors of each auxiliary organization.

Should retirement benefits be provided, they may but need not be provided by the Public Employees' Retirement System. Any newly created auxiliary organization is exempted from the requirement of providing retirement benefits for a period not to exceed three years from the date on which the Board of Trustees recognizes the establishment of such auxiliary organization.

An auxiliary organization may contract with the District for the services of a District employee and reimburse the District for that portion of the employee's full-time assignment (and corresponding benefits) that is spent in providing said services.
Auxiliary Organizations

Accounting and Reporting for Auxiliary Organizations

The fiscal year of the auxiliary organization shall coincide with that of the District. Each auxiliary organization shall develop an accounting system that is in accordance with generally accepted accounting principles.

The auxiliary organization shall implement financial practices that will assure its fiscal viability. Such standards shall include professional management, adequate working capital, adequate reserve funds for current operations, capital replacements, contingencies and adequate provisions for new business requirements.

Each auxiliary organization serving the District shall submit its programs and budgets for review at a time and in a manner specified by the Superintendent/President. Funds derived from indirect cost payments shall only be appropriated with the specific approval of the Superintendent/President. All uses of such funds shall be regularly reported to the district governing board.

Should the Superintendent/President determine that any program or appropriation planned by an auxiliary organization is not consistent with District policy, the program or appropriation shall not be implemented. Further, should a program or appropriation which has received approval, upon review, be determined by the Superintendent/President to be operating outside the acceptable policy of the Board of Governors or the District, then that program or appropriation shall be discontinued by direction of the Superintendent/President until further review is accomplished and an appropriate adjustment is made.

The board of directors of an auxiliary organization shall approve all expenditure authorizations.

**Note:** The following language applies only if auxiliary organizations receive or accrue in any fiscal year gross revenues of $2 million or more.

If the auxiliary organization receives or accrues in any fiscal year gross revenue of two million dollars ($2,000,000) or more, it shall also include in its bylaws an audit committee appointed by the board of directors. The audit committee may include persons who are not members of the board of directors, but the member or members of the audit committee shall not include any members of the staff, including the president or chief executive officer and the treasurer or chief financial officer. If the auxiliary committee has a finance committee, it must be separate from the audit committee.

Members of the audit committee shall not receive any compensation from the corporation in excess of the compensation, if any, received by members of the board of directors for service on the board and shall not have a material financial interest in any entity doing business with the corporation. Subject to the supervision of the board of directors, the audit committee shall be responsible for recommending to the board of directors the retention and termination of the independent auditor and may negotiate the independent auditor’s compensation, on behalf of the board of directors.
The audited financial statements shall be available for inspection by the Attorney General and shall be made available to members of the public.

The board of directors, or an authorized committee of the board, shall review and approve the compensation, including benefits, of the President or Chief Executive Officer and the Treasurer or Chief Financial Officer to assure that it is just and reasonable. This review and approval shall occur initially upon the hiring of the officer, whenever the term of employment, if any, of the officer is renewed or extended, and whenever the officer's compensation is modified. Separate review and approval shall not be required if a modification of compensation extends to substantially all employees.

Records and Annual Report of Auxiliary Organizations

Personnel and payroll records shall be maintained as permanent records by each auxiliary organization.

Adequate records of all other transactions of an auxiliary organization shall be maintained for a minimum of five years. Transactions of the organization include, but are not limited to, purchases, disbursements, and investments.

An annual report shall be submitted to the Board of directors of the auxiliary organization and to the Superintendent/President by September 15. The report shall include, but is not limited to:

- All financial statements required to be filed with the state Chancellor’s Office
- A comparison of budgeted and actual expenditures
- A description of major accomplishments of the organization
- A description of improvements proposed for operation of the organization

Annual Audit

Each auxiliary organization shall have an annual fiscal audit of any and all funds. The audit shall be performed by a certified public accountant in accordance with procedures prescribed by the Chancellor. Copies of the annual audit report shall be submitted to the Board of Trustees and to the state Chancellor’s Office within 30 days after it is received by the auxiliary organization. Thereafter, it shall be a public record, except as otherwise provided by law. Such audits may be conducted as part of a fiscal audit of the District itself.

Auxiliary organizations shall annually publish an audited statement of their financial condition, which shall be disseminated as widely as feasible and be available to any person on request. A reasonable fee may be charged to cover the costs of providing a copy.

- An auxiliary organization shall comply with this requirement by:
  - Publishing the audited financial statement in a campus newspaper; or
  - Publishing a notice in a campus newspaper indicating the on-campus location where copies of the financial statement may be obtained or reviewed; or
  - Publishing or noticing the audited statement in a campus bulletin or other appropriate medium if a campus newspaper is unavailable.
Insurance

An auxiliary organization shall secure and maintain insurance adequate to protect its operations from catastrophic losses and as required by law, including but not limited to, the following:

- Comprehensive liability;
- Property and extended coverage, when applicable;
- All risks, money and securities;
- Fidelity and performance bonds covering its chief fiscal officer;
- Automotive liability when applicable; and
- Workers’ Compensation.

In any insurance policy secured by the auxiliary organization, the District shall be named as additional insured.

A copy of each policy or endorsement or insurance certificates setting forth the coverage and limits shall be provided to the District within 30 days from the receipt of the document.

In obtaining the insurance coverage, the auxiliary organization may secure the insurance directly through its own broker or through the District.

Auxiliary Organizations: Use of Facilities

Facilities may be made available by the District to an auxiliary organization to perform the functions specified in these regulations or in an agreement, under the following circumstances:

- The auxiliary organization may occupy, operate and use such District facilities as are mutually identified as appropriate for the functions and/or activities that have been undertaken by the auxiliary organization.
- The auxiliary organization shall pay to the District a charge or rental for the District facilities to be used by it in connection with the performance of its function or functions.
- The charge or rental to be paid by the auxiliary organization shall not require involved methods of computation, and shall be identified by the District and the auxiliary organization in sufficient time before it is incurred so that the auxiliary organization may determine to what extent it shall be liable.
- The charge or rental to be incurred by an auxiliary organization for use of District facilities in excess of five days shall be incorporated into the agreement between the parties.
- An auxiliary organization shall provide full reimbursement to the District for any services performed by District employees under the direction of the auxiliary organization. Methods of proration where services are performed by District employees for the auxiliary organization shall be simple and equitable.

List of Auxiliary Organizations in Good Standing

Each year, the Superintendent/President shall provide to the Board of Trustees a list of all auxiliary organizations in good standing. All auxiliary organizations which, after periodic review in the
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manner specified hereinafter in these regulations, are found to be in compliance with applicable laws, policies and regulations shall be included in the list.

When the Superintendent/President has reason to believe that a particular organization should be removed from the list of auxiliary organizations in good standing, a conference shall be held to determine whether such grounds for removal do in fact exist. The board of directors of such organization shall be entitled to participate in this conference, and shall have a minimum of one month notice to prepare response to the issues which have been raised.

Based upon such conference, the Superintendent/President shall decide whether the particular organization shall be removed from the list of auxiliary organizations in good standing.

An organization so removed shall not be permitted to do any of the following:

- Use the name of the District;
- Have as a director any official in the District acting in his/her official capacity;
- Operate a commercial service for the benefit of the District or any of its Colleges; and
- Receive gifts, property or funds to be used for the benefit of the District or any of its Colleges.

If the auxiliary organization is dissolved or ceases operations upon removal from the list of organizations in good standing, its net assets and liabilities shall be distributed according to the terms of the written agreement between the organization and the District.

Limitation on Transfer of Funds to Auxiliary Organizations

No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations which constrain community college districts or providing the District with an unfair advantage with respect to the application of any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.

Compliance Review by Superintendent/President

All auxiliary organization procedures and practices shall be reviewed to determine compliance with Education Code Sections 72670 et seq., and the policies, rules and regulations of the Board of Governors, and of the District. The Superintendent/President shall designate the individual to conduct this review, which shall be conducted at the end of the first complete fiscal year after its establishment and at least once every three years thereafter.

When the Superintendent/President's designee determines, after inspection and review, that certain auxiliary organization procedures and practices are not in compliance with policies, rules and regulations of the Board of Governors and the District, a recommendation concerning the
items of noncompliance shall be communicated in writing to the Superintendent/President and to the board of directors of the auxiliary organization.

The board of directors shall reply in writing within one month, either describing the actions which will be taken, including time table, to bring said procedures and practices into compliance; or describing the reasons why the board considers the procedures already to be in compliance.

If the Superintendent/President's designee considers the proposed corrective actions to be acceptable, the auxiliary organization shall be so informed. A second compliance review shall be held at the end of the time agreed to and the results communicated in writing to the Superintendent/President and to the board of directors.

When the auxiliary organization fails to provide an acceptable proposal for corrective actions or fails to implement successful corrective actions within the agreed upon time, the Superintendent/President shall inform the board of directors of such further action as he/she considers appropriate, which may include a recommendation to the Board of Trustees for termination of the contract.

**Revision of Rules and Procedures and Reports to the CCC System Office**

Rules and procedures for the administration of auxiliary organizations may be revised as necessary by the Superintendent/President or designee. The board of directors of each auxiliary organization in good standing shall be promptly notified in writing of such revisions and be informed of the date by which any changes in the organization's procedures must be accomplished.

Any such revisions shall be submitted to the state System Office for approval. The District shall report, as may be required from time to time, on the operation of its auxiliary organizations.

Board Reviewed 10/08/08
Securing of Copyright

Reference: Education Code Sections 72207, 81459

Shasta College recognizes the need to adopt and maintain an Intellectual Property Rights policy, which encourages faculty and staff to engage in the production of scholarly works, creative publications, and technology-based materials. Inherent in these policies is the following general assumptions:

- That the rights of faculty, staff and the District need to be fairly balanced through mutual agreement.
- That the following definitions regarding copyright, royalties, and utilization of all materials will be consistent with the promotion of academic freedom and "fair use" guidelines.
- The District is not interested in entering into agreements for the express purpose of achieving a financial gain. The District is interested in receiving fair compensation for use of public resources employed in creation of such works.

Copyright Ownership

The right to claim copyright shall be determined in the following manner:

1. A staff member may claim the right to copyright any material created outside of the faculty or staff member's employment with the District. If this creation involves use of District equipment or supplies the staff member shall retain the right to copyright the material, but shall reimburse the District for the cost of production.

2. The District may claim the right to copyright material if the District specifically commissioned it, or the work is identified as an institutional effort. Otherwise, the right to copyright the material will belong to the staff member responsible for its creation.

3. The District and the staff member may agree to share the right to copyright materials if the work is created by the staff member and the District contributes services, staff, or financial resources necessary for completion. This will be accomplished through a separate contract at the time the project is initiated. Staff should consult with their respective bargaining agent before entering into the contract.

4. When District compensation is paid to faculty for the creation of new Online, or Distance Education courses, these courses shall remain the property of the District and available to other qualified instructors.

Copyright Registration

Responsibility for official registration of copyright will lie with the owner of the copyright. In those cases where there is shared ownership, the District will be responsible for filing for both parties for registration of copyright.
Royalties and Distribution Rights
The ownership of copyright determines royalty distribution rights.

When staff members have full copyright ownership, they retain full royalty distribution rights.

1. When the District has full copyright ownership, it retains full royalty distribution rights.

2. If the District and the staff member share copyright ownership, royalty distribution rights will be as follows:

3. All royalties or profits will be distributed to reimburse the copyright owners for documented expenses related to the creation and production of the materials. Any remaining royalties or profits will be distributed according to the terms of a separate contract.

District Use of Copyrighted Materials
Before the District enters into any agreement for commercial redistribution of an instructional activity performed by the staff member as part of their employment with the District, the District will first obtain written permission of the staff member. The District will retain all profits from such commercial redistribution.

Board Reviewed 9/10/08
DEFINITION

“Intellectual Property” is an original work, concept, design, process or invention that may be copyrighted or patented.

INDIVIDUAL AGREEMENT

A staff member contemplating the development of intellectual property with any potential commercial value which is to be developed in whole or in part on District time or with District resources shall enter into an agreement with the District concerning ownership of such intellectual property. The agreement shall generally provide:

1. The staff member shall own the intellectual property.
2. Any costs incurred by the District (including but not limited to stipends, released/reassigned time, equipment, or supplies) shall be reimbursed with the District receiving fifty percent of all payments received by the staff member until all costs incurred by the District have been reimbursed.
3. The District shall be granted a no-cost license, to run in perpetuity, for the use of the intellectual property for District purposes.

EXTRAORDINARY CIRCUMSTANCES

If it can reasonably be anticipated that a particular project has significant potential commercial value and/or the District support is substantial, the District may require that the individual agreement provide for the sharing of any profits.

Board Reviewed 9/10/08
ADMINISTRATIVE PROCEDURES FOR RESPONSIBLE COMPUTING

1. Preamble

With the advent of powerful hardware and software, the Internet and the World Wide Web, computers have become a major communication tool. For example, we now use computers to send email, explore the Web, gather information and offer Distance Learning. While this new computer use can stimulate intellectual, social and cultural growth, it can also facilitate harassment and other irresponsible, destructive behavior. The decentralizing power and flexibility a networked computer communications system affords may create situations that are not clearly covered by existing laws or current Shasta College policies or administrative procedures, making it mandatory that Shasta College develop and enforce new policies and standards for the responsible use of computers on the campus. These policies defining and governing acceptable and unacceptable use will apply to anyone who uses any computer system, network system, Internet or Intranet web site or other data processing equipment owned by Shasta College as well as remote computer systems when used to access Shasta College computer systems. As a condition for receiving and exercising computing privileges, all users of Shasta College computing systems must read, understand, and comply with the policies outlined here in addition to any additional guidelines established by the administrators of each system. Such guidelines will be periodically reviewed by the Faculty Senate or its representative and the administration.

Use of any Shasta College Computer System Constitutes User Agreement to Comply with These Administrative Procedures

Unacceptable use is prohibited and can become grounds for loss of computing privileges, campus discipline and/or legal sanctions under Federal, State and local laws.

2. Procedure Coverage

2.1. Access

Shasta College is committed to providing access to computing resources to all members of its community: current students, faculty and staff. While the fullest possible open access to College computing facilities and systems is fully consistent with the education and service mission of the College, such access to this valuable and vulnerable College resource is a privilege. Shasta College is responsible for securing its network and computing systems to a reasonable degree against failure, loss of data, and unauthorized access, while making them accessible to the largest possible group of authorized and legitimate users and uses within the financial and educational constraints of the District.
2.2. Privileges

2.2.1. Computers and networks provide access to resources as well as the ability to communicate with others worldwide. Access to computing resources is a privilege and requires that users act responsibly. Individuals must respect the rights of other users, respect the integrity of the systems they are using, and observe all relevant laws and regulations.

2.2.2. Users do not own accounts on Shasta College computers, but rather are granted the use of such accounts. The College owns the accounts and grants individuals the privilege of using it.

2.2.3. All college employees may apply for user IDs to utilize email and Internet services provided by the College.

2.2.4. Dial up access to the College network from off-campus locations not owned or leased by the College is not provided. Students and faculty must provide their own access to the Internet and the College network using other Internet providers.

2.3. Responsibilities

Just as certain privileges are given to each member of the campus community, each member is held accountable for his/her actions as a condition of continued membership in the community. By using his or her network account(s), each user acknowledges and agrees to abide and conform to the following responsibilities:

2.3.1. Shasta College computers and networks are to be used primarily for College-related research, instruction, learning, distribution of scholarly information, and administrative activities. Games and other types of non-academic use are not allowed on any computer or computer system owned by the College.

2.3.2. Users shall not attempt to modify any system or network or attempt to crash or hack into College systems. They shall not tamper with any software protections or restrictions placed on computer applications or files. Unless properly authorized, users shall not attempt to access restricted portions of any operating system or security software. Nor shall users attempt to remove existing software or add their own personal software to College computers and systems unless properly authorized. Center Directors and area managers will develop a list of computers and persons authorized to approve software installations. Prior to the purchase and installation of new software, the authorizing Director/manager should contact the Technical Support Department to verify compatibility of new software with the computer(s) and the network.

2.3.3. Users shall use only their own designated computer accounts. Accounts are non-transferable: users shall not use another individual's ID, password or account. Users should respect the privacy and personal rights of others and not access or copy another user's email, data or other files without permission. Users are responsible for their own computer account(s). They should take precautions against others obtaining access to their computer resources. Individual password security is the responsibility of each user.
2.3.4. Users are responsible for using software and electronic materials in accordance with copyright and licensing restrictions and applicable College policies. Both College policies and the law expressly prohibit the copying of software that has not been placed in the public domain and distributed as "freeware." Shasta College equipment may not be used to violate copyright laws or license agreements. No one may inspect, change, copy or distribute proprietary data, programs, files, disks or software without the proper authority. The transmission of copyrighted material is prohibited without the express written authorization of the copyright holder.

2.3.5. Users should remember that information distributed on Shasta College computers and networks uses College resources and thus reflects upon Shasta College and not just an individual. Even with appropriate disclaimers, the College is represented by its students, faculty and staff, and so appropriate decorum is warranted.

2.3.6. The open and decentralized design of the Internet makes it virtually impossible for the College to protect the privacy of email messages and other electronic files or documents once such material leaves the College's computer systems and is sent over the Internet. Users should be aware that electronic mail, documents and files are not entirely private and are more analogous to an open postcard than to a letter inside a sealed envelope traveling through the U.S. mails. Users should exercise appropriate care and caution.

2.3.7. Due to the open and decentralized design of the Internet and networked computer systems in general, Shasta College cannot protect individuals against the receipt of material that may be offensive to them. Those who use electronic computing on campus are warned that they may receive material that is offensive to them. Likewise, individuals who use email or those who make information about themselves public on the Internet should know that Shasta College cannot protect them from invasions of privacy.

2.4. Individual User Rights

All users are entitled to the right of due process as described in College policies and administrative regulations.

2.4.1. The College will respect the individual's right to free speech provided that such expression doesn't violate any existing federal, state, local laws or College policies and regulations.

2.4.2. Individual rights to free speech does not overrule or preclude the express prohibition of such speech to harass other individuals on or off campus.

2.4.3. The College and users shall respect all individuals' ownership rights to their intellectual property, subject to existing College policy and administrative procedures.

2.4.4. The College will make a reasonable attempt to honor the privacy of individuals using the College's computing resources within the guidelines of the Electronic Communications Privacy Act (ECPA), which made it illegal to intercept electronic communications on a public or private network without proper authorization.

2.4.5. Users have no expectation of privacy with respect to the District's computers, E-mail systems or Internet access. Although it may not regularly do so, the District reserves
the right, on a regular random basis, to access and monitor all equipment, files, and Internet and E-mail use. Also, many electronic records are public records.

2.5. Ethical Standards

Supporting the College’s stated mission to provide "open access and opportunity for success" (Shasta College Mission Statement), the College’s networked computing facilities and systems offer powerful tools for open learning and exchange of ideas. However, with power comes responsibility and ethical obligation. If this electronic medium of exchange is to function well and support an open, caring community of learners, its users need to agree to and abide by ethical standards of online behavior that assure all users fair, equitable, effective and efficient access and use.

Such ethical standards include but are not limited to:

2.5.1. Honesty:

2.5.1.1. Users agree to represent themselves according to their true and accurate identities in all electronic messages, files and transactions at all times.

2.5.1.2. While using College computing facilities and systems, students agree to behave within the standards described in the College’s Student Code of Conduct (Board Policy 5410), especially those standards describing academic dishonesty, campus safety, and campus behavior. These standards regarding plagiarism or collusion on assignments apply to course work completed with computers just as they do to other types of course work.

2.5.2. Respect:

2.5.2.1. Through respectful, non-abusive, non-harassing communication towards others while online through either written language, sound or image.

2.5.2.2. For the privacy, integrity and ownership of others’ electronic files, documents and materials.

2.5.2.3. For the access rights of others.

2.5.2.4. For the rights of others to an educational environment free of any form of harassment.

2.5.2.5. For the integrity and content of College electronic documents, records or identification issued or posted online by faculty, staff or administrators.

2.5.2.6. For the rights of others over the integrity of their intellectual property and to the fruits of their intellectual labor.

2.5.2.7. For the access and security procedures and systems established to ensure the security, integrity and operational functionality of the College computing facilities and systems for the entire College community.
3. Appropriate Uses of College Computer Resources

The College's computing facilities and network systems exist to support the instructional, cultural, research, professional and administrative activities of the College community. In general, the same guidelines that apply to the use of all College facilities apply to the use of College computing resources. All users are required to behave in a responsible, ethical and legal manner as defined by this procedure, and other existing College policies and guidelines. The following sections broadly define appropriate and inappropriate use.

3.1. Appropriate Use

Activities deemed to be appropriate uses of Shasta College computing resources include but are not necessarily limited to:

3.1.1. Educational Use (students)

Carrying out Shasta College course assignments and activities requiring access to and use of campus computing facilities and systems, including:

3.1.1.1. Authorized access to and use of computer programs licensed by Shasta College available on stand-alone and networked computing stations.

3.1.1.2. Authorized access to lab and campus networks to perform and complete required course work for Shasta College courses in which the user is currently enrolled.

3.1.1.3. Independent study and research.

3.1.1.4. Users agree to follow acceptable use policies established by individual computing labs and network systems and to obey directives issued by authorized College personnel supervising such labs and systems.

3.1.2. Instructional use (faculty)

3.1.2.1. Use in classroom instruction.

3.1.2.2. Development of instructional materials.

3.1.2.3. Research connected to academic and instructional concerns and interests.

3.1.2.3. Communication with colleagues and professional organizations and institutions.

3.1.3. Administrative use (administrators, classified staff, departments)

3.1.3.1. College administrative and business communications and transactions.

3.1.3.2. Communication with colleagues and professional organizations and institutions.

3.1.3.3. Research tied to College concerns and interests.
3.1.3.4. A common course management environment (CME) is mandatory for all initial log-on procedures for online courses, beginning Fall 2005.

3.2. **Inappropriate use**

Inappropriate uses of Shasta College computing resources which violate these policies include but are not limited to:

3.2.1. Destruction or damage to equipment, software, or data belonging to the College or others.
3.2.2. Disruption or unauthorized use of accounts, access codes, or identification numbers.
3.2.3. The use of computing facilities to harass others.
3.2.4. Use of facilities in ways that intentionally impede the computing activities of others.
3.2.5. Violations of copyrights and software license agreements.
3.2.6. Violations of another's privacy.
3.2.7. Academic dishonesty.
3.2.8. Commercial and political activities are prohibited.
3.2.9. Accessing improper confidential information concerning students or employees is prohibited.
3.2.10. Accessing or transmitting matter that is pornographic, obscene or sexually explicit is prohibited.
3.2.11. Employees may use District computers and the network for union activities in accordance with applicable policies governing the use of District equipment.
3.2.12. Specific examples of inappropriate use of computing resources include but are not limited to:

3.2.12.1. Impersonation of any person or communication under a false or unauthorized name.
3.2.12.2. Transmission of any unsolicited advertising, promotional materials or other forms of solicitation.
3.2.12.3. Sending or storing messages and/or materials with the intent to defraud, harass, defame, or threaten.
3.2.12.4. Inappropriate mass mailing ("spamming" or "mail bombing").
3.2.12.5. Tampering with any software protections or restrictions placed on computer applications or files.
3.2.12.6. Knowingly or carelessly introducing any invasive or destructive programs (i.e., viruses, worms, Trojan Horses) into College computers or networks.
3.2.12.7. Attempting to circumvent local or network system security measures.
3.2.12.8. Altering or attempting to alter system software or hardware configurations on either network systems or local computing devices.

3.2.12.9. Installing unauthorized software programs on College local computing devices or network systems and/or using such programs.

3.2.12.10. Ignoring or disobeying policies and procedures established for specific computer labs or network systems.

3.2.12.11. Copying system files, utilities and applications that expressly belong to the College.

4. Inappropriate Uses of College Computer Resources: Reporting and Consequences

4.1. Authorized computer system supervisors may informally resolve unintentional or isolated violations of use policies through email or face-to-face discussion and education with the user or users concerned.

4.2. Repeated violations or misconduct can result in the temporary or permanent loss of computer access privileges or the modification of those privileges. Violations include but are not limited to unauthorized use of computer resources, attempts to steal passwords or data, unauthorized use or copying of licensed software, harassing communication or threatening behavior.

4.2.1. Procedure violations by students will be handled in accordance with the disciplinary processes described in the Student Discipline Section (Board Policy, Section 5420).

4.2.2. Procedure violations by faculty will be referred to the appropriate academic administrator.

4.2.3. Procedure violations by a classified employee or any administrator or other employee who is not faculty will be handled in accordance with Shasta College policy and will be referred to the head of that employee’s department.

4.3. Any offense which violates local, state or federal laws may result in the immediate loss of all College computing privileges and will be referred to appropriate College offices and/or law enforcement authorities.

5. Software Applications

5.1. Software that is placed on Shasta College computers should be purchased by the College for appropriate educational uses.

5.2. The College will make every effort to insure that computer software used on College computers has appropriate licenses for its use. It is against College procedure to install programs on College-owned computers without the rights for its use on each machine. Site licenses when purchased should be on file with the network manager so that the software can be installed campus-wide.
5.3. Shasta College will provide licensing and support for software that has District-wide applications. Current District-wide licensing support includes the following programs:
   A. Windows NT, Windows 95 or latest version of these programs
   B. Virus scanning program
   C. Microsoft Office package
   D. Netscape-latest version or an appropriate net browser

Requests for District-wide software applications and support must be submitted to the President’s Cabinet through the appropriate administrative channels for approval.

5.4. Computer software that is required for specific programs taught in the academic centers must be purchased and supported through the center. If an academic center wishes to purchase a software package for installation on College computers, the center administrator must consult with the network manager to determine the technical requirements and compatibility with the College network.

5.5. Realizing the large variety of software that may be placed on College computers for instructional use, each academic center must be aware that the Technology Support Department cannot be knowledgeable for all software packages available for purchase. It would be appropriate when a software package is installed on College computers in an academic center to have a faculty member or appropriate staff member have knowledge about the software. Hopefully in partnership with the Technology Support Department, the appointed employee will be able to maintain the software in the appropriate state for use by students, faculty and staff.

6. "4CNet" Policy

Shasta College faculty and staff, as users of services provided by 4CNet, agree to abide by all policies established by 4CNet for the use of the network. The latest revision of the 4CNet policy is kept on file in the Office of Technology Support for reference by faculty and staff members.
Use of Copyrighted Material

Reference:  

U. S. Code Title 17, Copyright Act of 1976; Education Code Sections 32360, 67302

Employees and students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the “fair use” doctrine.

Fair Use

Reference:  

Copyright Act, Section 107

The “fair use” doctrine permits limited use of copyrighted materials in certain situations, including teaching and scholarship. In some instances, copyright may be required for works that fall within “fair use.”

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

A. A chapter from a book
B. An article from a periodical or newspaper
C. A short story, short essay or short poem, whether or not from a collective work
D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper

II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion provided that:

A. The copying meets the tests of brevity and spontaneity as defined below; and
B. Meets the cumulative effect test as defined below; and
C. Each copy includes a notice of copyright

DEFINITIONS

Brevity:

i. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.

ii. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work,
Use of Copyrighted Material

whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)

iii. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

iv. "Special" works: Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "i" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

Spontaneity:

i. The copying is at the instance and inspiration of the individual teacher; and

ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect:

i. The copying of the material is for only one course in the school in which the copies are made.

ii. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

iii. There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated in "ii" and "iii" above shall not apply to current news periodicals, newspapers, and current news sections of other periodicals.)

III. Prohibitions

Notwithstanding any of the above, the following shall be prohibited:

A. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether
Use of Copyrighted Material

Use of Copyrighted Material

copies of various works or excerpts there from are accumulated or are reproduced and used separately.

B. There shall be no copying of or from works intended to be “consumable” in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets, answer sheets, and like consumable material.

C. Copying shall not:
   
i. substitute for the purchase of books, publisher’s reprints or periodicals
   
ii. be directed by higher authority
   
iii. be repeated with respect to the same item by the same teacher from term to term.

D. No charge shall be made to the student beyond the actual cost of the photocopying.

Compilations


Permission from the copyright owner should be obtained when using excerpts of copyrighted work to create anthologies or “coursepacks,” even if the excerpts fall under the definitions in the “fair use” doctrine.

Online Courses

Reference: The TEACH (Technology, Education and Copyright Harmonization) Act, USC 17, Copyright Act, Sections 110(2) and 112

The Teach Act provides instructors greater flexibility to use third party copyrighted works in online courses. An individual assessment will be required to determine whether a given use is protected under the Act. The following criteria are generally required:

- The online instruction is mediated by an instructor.
- The transmission of the material is limited to receipt by students enrolled in the course.
- Technical safeguards are used to prevent retention of the transmission for longer than the class session.
- The performance is either a non-dramatic work or a “reasonable and limited portion” of any other work that is comparable to that displayed in a live classroom session.
Use of Copyrighted Material

- The work is not a textbook, course pack, or other material typically purchased or acquired by students for their independent use and retention, including commercial works that are sold, or licensed, for the purposes of digital distance education.
- The District does not know, or have reason to know, that the copy of the work was not lawfully made or acquired.
- The District notifies students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder.

Obtaining Permission to Use Copyrighted Material

Faculty, staff or students wishing to obtain permission to use copyrighted material must seek that permission directly from the person or entity holding the copyrights using a form available in the Office of Academic Affairs. The application must be submitted and approved by the person or entity holding the copyrights previous to any duplication of the materials.

Board Reviewed 10/08/08
Gifts, Donations, Bequests

Reference: **Education Code Section 72122**

The gifts, donations, bequests (herein called donations) approval process starts by submitting the form "Request for Approval of Donations." Once the form (Page 3 of this AP 3820) is completed, it is submitted to the appropriate Vice President, or the President, for consideration. If the donation is valued at $500 or more, it must be presented to the Governing Board in the agenda of its next regular meeting. If the donation is valued at less than $500, the Superintendent/President, as authorized by Board Policy 3820 – Gifts, Donations, Bequests, shall have the authority to accept or decline the donation.

**Hazardous Materials Compliance Program**

In order to ensure that donations will not be a liability to the District, please follow the following procedures before accepting a donation:

1. Prior to receipt of the item, all donations that could be, or contain, hazardous materials must be reported to the Hazardous Materials Compliance Program Supervisor for review. The review would consist of an interview with the recipient of the donation information, determination of hazmat status, and a review of possible liabilities. This review should be done in a timely manner so as to not delay the donation process.

   Taking this extra step in the donation approval process could save the District thousands of dollars in disposal fees, storage accommodations, and possible liabilities.

2. The key question is:
   - Is this donation a “Regulated Hazardous Material”? (Regulated Hazardous Materials require special handling, storage, training, reporting and fees to local and state agencies. They also require expensive fees for disposal.)

   Other key questions to be addressed are as follows:
   - How much material is it?
   - Does the District have room to properly store this material?
   - Does the District need this material?
   - Will the staff be able to use it in a reasonable amount of time?
   - Does this material have a shelf life / is it out of date?
   - Could the District be liable for disposing of unused material?
   - Is this material a threat to life, health, and/or the environment?

In many cases, it is hard to know if the material in question is, in fact, regulated as hazardous materials. Regulated hazmat examples such as cement, paint, fuels, oils, pesticides, cleaners, fertilizers, and metals are a few of the common materials. Most hazmats are more costly to dispose of than they are to purchase.
Gifts, Donations, Bequests

The Hazardous Materials Compliance Program will assist in researching proposed donations and/or alternative safe products.

(530) 242-2220    HazMat Compliance Program Supervisor
(530) 242-2217    HazMat Data Technician

See the Request for Approval of Donations form included with these procedures.

Board Reviewed 8/18/10
Board Reviewed 6/13/12
Gifts, Donations, Bequests

Request for Approval of Donations

Please include the following information when submitting requests for approval of donations. After completion, forward it to the appropriate Vice President, or the President. Donations valued at $500 or more must be approved by the Governing Board. Donations valued at less than $500 must be approved by the Superintendent/President.

Date: ____________________________________________

Company, Group or Individual: ________________________________

Address: __________________________________________________

Phone/Email: ________________________________________________

Name and title of off-campus individual arranging for donation: ________________________________

Item being donated: ___________________________________________

Donated to (Division/Department): ______________________________

For use in what program/event: _________________________________

The donor estimates the value at: $ ______________________________

Approval of the Administrator of the Division/Department in which the Donation will be used: ________________________________

Does this item require review by the Hazardous Materials Compliance Program Supervisor? 

YES NO

If yes, signature of HazMat Materials Compliance Program Supervisor Required here: ________________________________ Date: __________

Does this item contain hardware or software components? 

YES NO

If yes, signature of Technology Supervisor required here: ________________________________ Date: __________

Approval of the Vice President or President: ________________________________ Date: __________

Submitted for Board Approval if value of $500 or more ________________________________ Date: __________

Board Reviewed 8/18/10
Board Reviewed 6/13/12
Speech: Time, Place and Manner

Reference:  Education Code Sections 76120, 66301

The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the District time, place and manner policies and procedures contained in Board Policy 3900 and these procedures.

The campuses of the District are non-public forums, except for specific areas which are reserved for expressive activities which do not violate District policy and which are lawful. These areas are chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty and others walking or traveling on campus but also so as not to disrupt education and other activities of the District on behalf of students:

- The areas designated for free speech are considered public. The District reserves the right to revoke that designation and apply a non-public forum designation.
- The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the college that are non-public forums specifically include, but are not limited to, campus offices, classrooms, warehouses, maintenance yards, the Early Childhood Education Center, Residence Halls, the library, and locker rooms.

The use of areas designated for free speech is subject to the following:

- Persons using and/or distributing material in the areas shall not impede the progress of passersby, nor shall they force passersby to take material, nor follow students or employees to classes or elsewhere on campus.
- Persons using the areas shall not touch, strike, or impede the progress of passersby, except for incidental or accidental contact that may occur.
- Persons using the areas shall not use any means of amplification that creates a noise or diversion that disturbs the orderly conduct of the campus or classes taking place at that time.
- Gifts (other than food and drink) may be distributed. No persons using the areas shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise.
- Time limits for use may be imposed to ensure all persons have equal access to a given area.
- The ability to use some speech areas may be denied during essential care and maintenance of the lawn areas, including periods when substantial rainfall renders an area unsafe, during watering periods, for maintenance by gardeners, or when an area may contain substances such as fertilizers that may adversely affect the health of users.
- Disorderly conduct which interferes with the College’s educational or administrative activities is prohibited. Failure to comply with the directions of College officials, staff or campus public safety officers who are acting in performance of their duties is prohibited.
Speech: Time, Place and Manner

- Abuse or any threat of force or violence directed towards any District student or employee or against any authorized visitor to the District while on District property is prohibited.
- Willful misconduct that results in injury to a District student or employee or to any authorized visitor to the District or injury to property belonging to any such person is prohibited.
- Unauthorized entry to or use of District facilities, supplies or equipment is prohibited.

Non-student, community groups wishing to engage in speech or expressive activities on campus, in the areas designated as public forums, must provide notification to the District through the Office of the Vice President of Administrative Services at least three (3) business days in advance of the activities and must describe the nature of the planned activities. No illegal activities, no activities which violate District or campus rules and laws on illegal harassment and discrimination, and none that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated areas will be permitted.

All persons using the areas that are designated public forums shall be allowed to set up tables and/or displays, distribute petitions, circulars, leaflets, newspapers and other printed matter. Such distribution of materials shall take place only within those areas. Material distributed in the areas that is discarded or dropped in or around the areas other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the areas that day.

Consequences of failure to follow the above regulations include:

1. Written warning. If after a warning, failure to follow the regulations continues, the person or group that violated the regulations will not be allowed access to any campus of the District for a period of four (4) months or the balance of the semester, whichever is longer.

2. If failure to follow any of the above regulations continues after a four (4) month or semester suspension, access to all District campuses will be denied.

Individuals and groups using designated public forums are solely responsible for their conduct and expression. Shasta College does not endorse or sponsor such individuals or groups or the information they distribute by virtue of providing designated public forums for free speech.

Posting

Bulletin boards shall be provided for use in posting materials at campus locations convenient for use by students, staff, and members of the public. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the Office of the Dean of Students. Materials displayed shall be removed after fourteen (14) days.

Board Reviewed 7/14/10
PROCEDURE FOR CONSIDERING/APPROVING NEW PROGRAMS

1. Sponsor identifies need.

2. Sponsor, together with interested faculty and Dean of appropriate discipline, (hereafter the “oversight committee”) develop abstract for new program. Use NFNRC format. Vice President of Academic Affairs informed of proposal.

3. An abstract is presented by the oversight committee to Instructional Council, Curriculum Council, and Center faculty for feedback.

4. The oversight committee develops the complete proposal (N FNRC proposal and the complete Chancellor's Office proposal).*

5. Complete proposal presented by oversight committee to Instructional Council, Curriculum Council and President's Cabinet for feedback.

6. Complete proposal submitted to Curriculum Council TRC, changes modifications sent back to oversight committee. Complete proposal re-submitted to….etc.

7. Curriculum Council considers proposal. The Curriculum Council forwards the proposal to Academic Senate Executive Committee with its recommendations.

8. The Academic Senate Executive Committee considers the Curriculum Council recommendations, then forwards the proposal to the Vice President of Academic Affairs and the President with its recommendations.

9. In the case of a proposal of 18 or more units: Relying primarily on the advice of the Academic Senate, (Curriculum Council and Academic Senate Executive Committee) the President recommends, or fails to recommend, the new program to the Board of Trustees and the process is complete.

*For AA/AS degree programs and certificates requiring 18 or more units.
PROCEDURE FOR CONSIDERING/APPROVING NEW PROGRAMS

START HERE

1. Sponsor - need identified

2. Preliminary proposal "abstract"
   - Sponsor Dean(s) Faculty

3. Inform/feedback
   - Instructional Council
   - College Council
   - President's Cabinet

4. Complete Chancellors Office proposal & NPN/RC
   - Sponsor Dean(s) Faculty

5. Inform/feedback
   - TRC

6. Curriculum Council

7. Curriculum Council

8. Academic Senate Executive Committee

9. VP Academic Affairs and President

* Certificates with 18 or more units or AA/AS degrees (step 4)
PROCEEDURES FOR EDUCATIONAL PROGRAM ASSESSMENT, IMPROVEMENT OR DIS-CONTINUANCE

Procedures for Educational Program Assessment, Improvement or Discontinuance is a formal process designed to assist instructional programs to review baseline quantitative and qualitative data, and when necessary, define corrective action that leads to measurable improvement of a program. Through the auspices of the Program Improvement Committee (PIC), a collective supportive effort is formalized that assists in the analysis and assessment of programs that need to develop a plan of action that leads to program improvement.

Instructional Program Improvement Process
"Educational program" is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education. (Title 5 5500)

Within the first six weeks of the fall semester, or whenever directed by Cabinet, the Program Improvement Committee (PIC) meets to review programs.

The Program Improvement Committee (PIC)

The PIC committee will be comprised of:

- Two Instructional Deans appointed by the Chief Instructional Officer; one from a primarily transfer division and one from a largely vocational division.

- Four faculty members appointed by the Academic Senate; one from the vocational/professional technical areas, one from the transfer disciplines, one from Student Services and one that is an academic senate liaison.

- The appointments will be for a minimum of two years of service with no member serving more than four consecutive years. The intention of this recommendation is to achieve continuity in membership while also providing periodic freshening of the committee. Membership terms should be rotational (as decided by the initial permanent committee members).

- The Chair of the committee shall be one of the Instructional Deans as designated by the Chief Instructional Officer.

Deans or faculty who are members of the PIC will not participate as PIC committee members in the assessment of their own programs, but will be expected to participate in the advocacy for their programs or disciplines.
Determination of Programs for Review:

- Programs may be recommended for review by a dean or the Chief Instructional Officer at any time. Recommendations from individual departments or advisory committees will be brought to the appropriate division dean to bring forward.

- All Programs recommended for voluntary discontinuance will be brought forward by the appropriate division dean.

- Programs which do not meet a pre-determined benchmark may be selected for review by PIC without being brought forward by a dean or Chief Instructional Officer. Established benchmarks must be approved by the Academic Senate and the Chief Instructional Officer in consultation with the Deans.

Any program being recommended for review must be supported by data. Possible Criteria for discussing programs will include qualitative and quantitative measures. These criteria include but are not limited to:

- Alignment with Educational Master Plan and Mission
- Balance of curriculum including CTE, Transfer and Basic Skills.
- Replication of programs in the region
- Possibility of conjoint programs with other community colleges
- Effects on local industry
- Effects on UC/CSU transfer
- Need for workers in the region in the skills taught in the program
- The impact on the transfer student's ability to complete specific lower division subject areas and general education requirements
- Success rates
- Persistence of students in the program
- Productivity and efficiency
- Student achievement rates in terms of graduation, transfer, or job placement
- ARCC data outcomes
- Program review recommendations
- CTE specific data that is required for Title 5 curricular review and Perkins IV reporting
- Influence on related programs and services
- Significant reduction, elimination of program income or diminished student enrollment
- Cost of the program

The review process is meant to be an inclusive process. Program faculty will have the opportunity to advocate for their program prior to the initial recommendation by PIC.

After reviewing programs, the committee will submit a written recommendation with its findings to the Office for Academic Affairs and the College Council within two weeks of meeting. The PIC process can result in three possible recommendations. A program
may be recommended to continue, to continue with qualification, or to be discontinued. All recommendations will be reviewed by Cabinet and taken under consideration by the President for a final decision.

A. Recommendation to Continue: This is a recommendation to continue without qualification.

B. Recommended to Continue with qualification:

1. The program faculty and instructional program administrator will form a team to prepare a Program Improvement Action Plan addressing the recommendations from the Program Improvement Committee.

   a) The team should include all full-time faculty members within the discipline, at least one full-time faculty member from outside the program and at least one advisory committee member if an advisory committee exists for the program. If the program does not have a full-time faculty member then a full-time faculty member from the Division or a related area will be included.

   b) A mentor may be requested from the Academic Senate to assist in the development of the Program Improvement Action Plan.

   c) The Program Improvement Action Plan will be submitted to the Office for Academic Affairs within six weeks following the notification of recommendation to continue with qualification.

   d) The formalized action plan must be included with the next Annual Report or Program Review for College Council review.

   e) The Chief Instructional Officer will convene the Program Improvement Committee to review the Program Improvement Action Plan no later than two weeks after receipt of the document.

2. PIC will review the Program Improvement Action Plan and then meet with the Program Improvement Action Plan team and the Chief Instructional Officer to discuss the document.

3. PIC will formalize recommendations and options for program improvement in an Analysis Report. In this report PIC will determine a timeline for additional review of the program. They may also decide at this point to recommend the program for discontinuance.

4. The Analysis Report is submitted to the Chief Instructional Officer no later than four weeks after the Chief Instructional Officer convenes the PIC committee to review the Program Improvement Action Plan.
C. Recommendation to Discontinue:

1. Faculty and the instructional program administrator develop a Plan for Program Discontinuance within three weeks of notification that the program is recommended for discontinuance. The plan must contain detailed provisions for meeting the needs of the students currently enrolled in the program. Career and technical programs require consultation with the Private Industry Council per Educational Code 78016. This plan is then forwarded to the Chief Instructional Officer who submits it to College Council and the Academic Senate for review and recommendations.

2. The plan (with recommendations) is forwarded to the President’s Cabinet for review and approval/disapproval. If the President’s Cabinet approves the discontinuance plan, it is implemented and the program is discontinued as determined by a final Plan for Program Discontinuance.

Approved by Academic Senate 4/28/03
Board Reviewed 11/10/04
Board Review 04/11/12
Articulation

Reference: Title 5, Section 51022(b); Accreditation Standard 4.D.4

For High School/ROP articulation, please refer to the Shasta College High School/ROP Articulation Handbook.
Distance Education

Reference: Title 5, Section 55200-55210; Education Code 66700, 70901, 70902; Title 29 USC 794d; Title 42 12100 et seq.; 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; and 34 Code of Federal Regulations Section 602.17.

Definition

Distance education is defined as a formal interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor and which supports regular and substantive interaction between the students and instructor, either synchronously or asynchronously. The District utilizes both Internet-based and interactive television (ITV) delivery methods.

Course Quality Standards

The same standards of course quality shall be applied to any portion of a course conducted through distance education as are applied to traditional classroom courses, in regard to the course quality judgment made by the District curriculum review process.

Separate Course Approval

If any portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education in lieu of face-to-face interaction between the instructor and students, the course shall be separately reviewed and approved by the District’s adopted course approval process.

All distance education courses approved by the District will follow the same curriculum review cycle standard as applies to other courses.

Faculty Selection and Workload

Instructors shall possess the minimum qualifications for the discipline into which the course’s subject matter most appropriately falls. Instructors of course sections delivered via distance education technology shall be selected by the same procedures used to determine all instructional assignments: needs of the District, workload, and preparation.

Instructional Quality Standards for Distance Education Instruction

The District recognizes that distance education instruction differs from that of a traditional classroom setting. Because of that difference, instructors wanting to be involved in distance education instruction shall be trained in the development and use of ITV or learning management system (LMS) platforms adopted by the District, and course design of materials and resources to ensure accessibility. When instruction is intended in a fully online or hybrid format, instructors shall be trained in online pedagogy.
Instructor Contact

All courses conducted through distance education shall ensure that there is regular, effective, and substantive contact between the instructor and the students through such synchronous or asynchronous mechanisms as group or individual meetings, discussion boards and chat rooms, online orientations and review sessions, supplemental seminars or study sessions, field trips, telephone contact, correspondence, voice mail, email, or other comparable activities.

Authentication and Verification of Student Identity

To authenticate and verify a student’s identity in an Internet-based course, the District will require secure login and password to the LMS and affirmation that the person entering the login is the student registered in the course. If the instructor chooses to conduct a proctored exam, the District will continue to provide proctoring at each of its campuses within the District. The District will review/adopt other technologies and practices as they become available.

The District will continue to promote academic honesty in all courses and incorporate training to promote academic honesty in Internet-based course design.

State Authorization

The District will comply with federal and any applicable state regulations regarding non-resident enrollment in Internet-based classes and will, when practical, seek the necessary authorization to accommodate registration for students permanently residing outside California. Statements apprising potential non-resident students of the regulations will be included in the course catalog and maintained on the District’s Distance Education web page.

Other factors which may require the District to seek authorization from other states include, but are not limited to, advertising or marketing within another state, or employing faculty or other representatives within another state.

Reviewed by DEC 10/01/08
Approved by Academic Senate 10/27/08
Board Reviewed 3/11/09
Revised by DEC 4/18/13
Board Reviewed 7/10/13
Course Repetition

Reference: Title 5 Sections 55040, 55045 and 55253

Students may repeat credit courses only under the following circumstances:

**Alleviation of Substandard Work**
Students receiving a substandard grade of D, F, FW, W or NP in a course may repeat the course, without petition, up to two times, for a total of three enrollments. If, under this provision, a student repeats a course not designated as a repeatable course and receives a satisfactory grade of A, B, C or P, then he or she may not repeat the course again under this provision and any further repetition of the course must be allowed under another provision of this Administrative Procedure. When a course is repeated, under this provision, the last evaluative grade earned shall be the grade used in the computation of the student’s grade point average.

**Legally Mandated Courses**
Students are allowed to repeat a course, without petition, when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times even if they receive a grade of C or better. The grade received by the student each time the course is taken will be included in the calculation of the student’s grade point average. Prior to enrollment, the student must submit, to the District’s Director of Admissions and Records, verifiable documentation that course repetition is necessary to complete legally mandated training required for volunteer or paid employment.

**Designated Repeatable Courses**
Students may repeat, without petition, courses that have been designated as repeatable courses. Only the following courses are repeatable:

1. Courses for which repetition is necessary to meet the major requirements of a CSU or UC for completion of a bachelor’s degree. The Office of the Vice President of Academic Affairs will retain supporting documentation verifying that repetition is necessary.
2. Intercollegiate athletics courses.
3. Intercollegiate academic or vocational competition courses.

Courses qualifying under this provision will be designated as repeatable in the College Catalog. Courses designated as repeatable under this provision may not be repeated more than three times for a maximum of four enrollments. Each time a course is repeated under this provision, the grade received shall be included for purposes of calculating the student’s grade point average.

**Courses for Students with Disabilities**
Students with disabilities may repeat, without petition, a special class for students with disabilities any number of times when an individualized determination from the Disabled Students Programs & Services Office (DSPS) verifies that such repetition is required as a disability related accommodation. Each time a course is repeated under this provision, the grade received shall be included for purposes of calculating the student’s grade point average.
Course Repetition

Cooperative Work Experience Courses
Students are allowed to repeat a cooperative work experience course if the college only offers one course in cooperative work experience in a given field. Where only one work experience course is offered in a given field, students may be permitted to repeat this course, without petition, any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a). Each time a course is repeated under this provision, the grade received shall be included for purposes of calculating the student’s grade point average.

Variable Unit Courses
A student may enroll in an open-entry/open-exit variable unit course as many times as necessary to complete one time the entire curriculum of the course as described in the course outline of record. In order to repeat any portion of the curriculum, the student would have to meet one of the other requirements for repetition described in this procedure. Notwithstanding the general rule, each time a student enrolls in a physical education activity course offered on an open-entry/open-exit basis, regardless of the number of units for which a student enrolls, the enrollment shall count as a repetition of the course.

Significant Lapse of Time
A student may repeat a course once, in which an A, B, C or P grade was earned, after a significant lapse of time, of no less than 36 months (unless an outside institution of higher education to which the student seeks transfer requires a shorter period of time), as defined by the District and described in the most recent edition of the College Catalog. Such repetitions are permissible only when a recency pre-requisite for a course or program has been established by the District. In order to repeat a course under this provision, the student must petition the Scholastic Standards Committee for permission prior to enrolling in the course. When a course is repeated under this provision, the new grade awarded shall not be used in calculating the student’s grade point average. However, the new grade may be considered by a specific program for admission to that program. Petitions for course repetition due to significant lapse of time can be obtained from and submitted to the Admissions and Records Office.

Extenuating Circumstances
In order to repeat a course, other than as expressly authorized by other provisions of this Administrative Procedure, the student must petition the Scholastic Standards Committee for permission, prior to enrolling in the course, on the basis that the student’s previous grade was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Repetition, when permitted under this provision, is limited to one enrollment. When a course is repeated, under this provision, the last evaluative grade earned shall be the grade used in the computation of the student’s grade point average. Petitions for course repetition due to extenuating circumstances can be obtained from and submitted to the Admissions and Records Office.
Grade Changes

Reference:   Education Code Section 76232; Title 5, Section 55025

Grade Appeal Procedure

To conform to the provision of Section 55025 of the California Administrative Code, Title 5, the determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. All changes or modifications to a student record must be requested no later than one year from end of the semester in which the grade was posted. If a grade is found to have been given in error, the incorrect grade will be replaced with the correct grade.

The procedure for appealing a final grade is as follows:

Level 1

Student contacts instructor. Instructor makes a change or not.

In the event that an instructor is no longer available to hear the appeal and make a change, then the Division Dean may assign a discipline peer to evaluate the information and make the change, or not, based on the legal requirements of mistake, calculation error, fraud, bad faith, or incompetence. If a change is warranted, then the reviewing faculty member will provide the Division Dean and Admissions & Records with a written summary of the evidence for the change (for evidentiary purposes) and the recommended grade change.

Level 2

If the student is not satisfied with the outcome of the Level 1 appeal, he/she may appeal directly to the Division Dean in writing. The Dean will review the appeal, investigate, and either support a change or support the original assigned grade.

If the Division Dean supports a change, he/she will prepare a written recommendation, with evidence and a recommended grade change, and forward it to the Vice President of Academic Affairs. The Division Dean will also direct the student to submit a written appeal to the Vice President citing the Division Dean’s support.

If the Division Dean does not find cause, as per the statutory requirements, he/she will notify the students of that decision. The Dean will also notify the student that he/she may appeal the decision to the Vice President of Academic Affairs.

Level 3

If the student is not satisfied with the Dean’s decision, he/she may appeal to the Vice President of Academic Affairs. The Vice President of Academic Affairs will review the appeal and render a
decision regarding the appeal. The final determination concerning removal or change of grade will be made by the Vice President of Academic Affairs or his/her designee.

If the Vice President does not feel the appeal has merit, then he/she will inform the student of that decision in writing.

Approved by Academic Senate 4/29/02
Approved by Academic Senate 10/27/08
Board Reviewed 12/10/08
Board Reviewed 11/09/11
Credit by Examination

Reference:  

Title 5, Section 55753

Petitioning for Credit by Examination: Procedure for Shasta College Students

1. Student who wishes to petition for credit by examination must first contact the Center in which the course is offered and determine whether the course is available for credit by examination. If the course is available for credit by examination, the Dean will seek to find among the faculty in the discipline, an instructor who will volunteer to be the instructor of record.

2. A meeting between the student and the instructor of record will be arranged. The purpose of this first meeting will be to determine whether, in the judgment of the instructor of record, the student is qualified to take the examination. If the student is not judged to be qualified then the student may not challenge the course. The instructor's decision shall be final in this matter.

3. If the student is judged to be qualified to take the exam, then the student will obtain the "Petition for Credit by Examination" form and do the following:
   a) Obtain the signatures of the instructor of record and the Dean on the "Petition for Credit by Examination" form, approving the petition.
   b) Present the "Petition for Credit by Examination" form to the College's Business Office no later than the thirteenth (13) week of the semester in which the signatures are obtained, and pay the current per unit fee, or non-resident fee, plus a $50.00 examination fee.
   c) Return the "Petition for Credit by Examination" form, together with the receipt of fees paid, verification of current enrollment and 2.0 GPA, to the instructor of record.
   d) Arrange a time to meet with the instructor of record to take the "challenge exam(s)". The exam(s) must be taken before the fifteenth (15) week of the semester and no later than ten (10) instructional days after the petition is returned to the instructor of record. There is no refund of fees if the examination(s) is not taken.

Duties of the Instructor of record:

The instructor of record:

  1. Will determine if the student is qualified to petition for credit by examination.
  2. Will meet with the student to explain the necessary paperwork
  3. Will determine the method of examination and the criteria used to judge satisfactory performance.
  4. Will develop the examination(s).
  5. Will administer and grade the examination(s).
6. Will complete the "Petition for Credit by Examination" form.

7. Will promptly report the grade earned by the student to the registrar.

Approved by Academic Senate 11/98
Board Approved 4/99
Board Reviewed 9/11/02
Field Trips and Excursions

Reference:  

Title 5, Section 55220

The District may conduct field trips and excursions in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country for students.

Mandatory attendance is not required of students for co-curricular field trips and/or excursions that have not been published in the Schedule of Classes. If a course is published in the schedule as including required field trips/excursions, with no specific date(s) included, then the faculty member must have the date(s) printed and distributed to the students in the “First Day Handout.” Failure of the faculty member to notify students of the required field trip/excursion date(s) on the handout shall require the faculty member to make accommodations for those students who have documented conflicts by providing an alternative assignment. In no case may a student’s grade be lowered for nonattendance at a required field trip or excursion if the notification requirement is not met by the faculty member.

NOTE: The faculty member must request their division office to process a “Course Change Notice” to have the field trip and/or excursion date(s) entered in the official schedule.

The District shall engage instructors, supervisors, and other personnel as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which the District employs them.

The District shall, at the discretion of the Vice President of Administrative Services or designee, transport students, instructors, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

The District may pay expenses of instructors, chaperones and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the Vice President of Administrative Services. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source.

No student shall be prevented from making a field trip or excursion which is integral to the completion of the course because of lack of sufficient funds. The District shall coordinate efforts of community services groups to provide funds for students in need of them.

All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.
Field Trips and Excursions

Guidelines For Student Field Trips

Students must complete appropriate forms for field trip attendance to protect the District against potential lawsuits. Non-compliance may result in not being permitted to go on the field trip.

IMPORTANT: Please make note of timelines for submission.

Application For Field Trip

1. Instructor/Advisor completes Application for Field Trip (Form BS-815) and has the form signed by the appropriate Division Dean or Supervisor.
2. Application must be submitted to the appropriate Vice President for signature.
3. All in-state field trip requests will be submitted to the Board as an informational item and should be turned in to the appropriate administrator for approval at least ten (10) days in advance.
4. If field trip is out-of-state or out-of-country, application must be submitted at least thirty (30) days in advance and requires pre-approval by Cabinet and Board of Trustees.
5. If cash advance is requested, a travel request and purchase requisition is required to accompany the field trip application.
6. The office of the Vice President of Administrative Services is the final signature to authorize the trip and submit the approved application to the Transportation Department.

Student Field Trip Notice

1. All participating students must sign a Student Field Trip Notice (BS-810 for single trips or BS-811 for multiple trips), even if they are providing their own transportation. It is suggested that the instructor or advisor fill in the destination and dates at the top of the form, make copies, and then distribute them for signatures.
2. The original signed copy should be kept in the division/department office for one year and then destroyed.
3. A copy should be carried to the activity by the supervising staff member for information in case of emergency.
4. Divisions may be audited periodically for compliance.

Students Providing Their Own Transportation

1. When no District transportation is provided, and students are required to meet at the field trip site, each student is still required to complete a Student Field Trip Notice. The first space in the “Students Providing Their Own Transportation” section should be checked in this scenario.
2. When District transportation is provided, but a student chooses to make his/her own travel arrangements to the field trip site, he/she should complete a Student Field Trip Notice and check the second space in the “Students Providing Their Own Transportation” section.
Field Trips and Excursions

Students Driving District Vehicles

When a student is driving a District-owned or rented vehicle, he/she must obtain a driver's license check from DMV. This must be sent to the office of the Vice President of Administrative Services for authorization to drive prior to the field trip.

Field Trip Forms:

Attached are the following required forms:

- Application for Field Trip (Form BS-815)
- Student Field Trip Notice (Form BS-810 for single trips or BS-811 for multiple trips)
- Voluntary Activity Waiver Release and Indemnity Agreement

Board Reviewed 7/09/08
APPLICATION FOR STUDENT FIELD TRIP

Field trip requests for out-of-state or out-of-country must be submitted at least 30 days in advance and require pre-
approval by Cabinet and the Board of Trustees. All others should be submitted at least 10 days in advance and will be
placed on the Board agenda as an informational item.

Destination: ____________________________
Date of Departure: _______________ Departure Time: _______________
Date of Return: _______________ Return Time: _______________
Purpose of Trip: ____________________________
Certificated Member in Charge: ____________________________ Phone Ext: ____________________________
Division/Department: ____________________________
Budget Code: ____________________________
Cash Advance: ☐ No ☐ Yes Amount Requested $__________
(Travel Request and Purchase Requisition Required)

No. of Passengers/Participants: __________ Mileage (RT): __________

TRANSPORTATION: ____________________________ Meet at site (no District transportation)
COST ESTIMATE District Bus
Vehicle: ____________________________ District Van
Driver: ____________________________ District Auto (District credit card provided)
Other: ____________________________ Personal Auto (mileage claimed through Business Office)
Total: ____________________________

PERSONAL AUTO ONLY:
I am a District employee or designated volunteer authorized to transport students to and from activities. I understand
that I am required to carry insurance on my vehicle with the following minimum limits for each occurrence: (1) Bodily
Injury $50,000/100,000 and Property Damage $25,000 - OR- $100,000 combined single limit, and (2) Medical Payments
Coverage $2,000 each person. I further understand that my insurance will be primary in the event of a loss.

Signature ___________________________________________ Driver's License No. __________
Insurance Co. ___________________________________________ Vehicle Year/Make __________

APPROVAL:
Division Chair/Supervisor ____________________________ Date __________
Appropriate Vice Pres. ____________________________ Date __________
Cabinet Pre-Approval ☐ N/A ☐ Yes Date __________
Board Pre-Approval ☐ N/A ☐ Yes Date __________
Administrative Services ____________________________ Date __________
Transportation ____________________________ Date __________

BS-8150
Rev. May 2013
STUDENT FIELD TRIP NOTICE
(Single Trip)

DESTINATION

ACTIVITY DATE

I understand and acknowledge that participation in this activity is completely voluntary and, as such, is not required by the Shasta-Tehama-Trinity Joint Community College District (STJCCD).

I hereby agree to assume liability and responsibility for any and all potential risks that may be associated with participation in this activity, and insofar as the law allows, I hereby hold the STJCCD, its officers, agents and employees harmless from any and all liability or claims arising out of, or in connection with, my participation in this activity (Section 50202, Title 5, California Code of Regulations).

In the event of any illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care from a licensed physician and/or surgeon as deemed necessary for my safety and welfare. It is understood that the resulting expenses will be my responsibility.

STUDENTS PROVIDING THEIR OWN TRANSPORTATION must check one of the following:

I hereby acknowledge and understand that the District is NOT providing transportation to the above designated activity and that it is my responsibility to arrange for transportation.

I hereby acknowledge and understand that the District IS providing transportation to the above designated activity, and I have chosen to make my own separate travel arrangements instead.

I acknowledge and understand that the driver is not driving on behalf of, or as an agent of, the Shasta-Tehama-Trinity Joint Community College District. Further, I acknowledge that the District has not verified the driving record of the driver or the mechanical condition of the vehicle.

I fully understand that the District is in no way responsible, nor does the District assume liability, for any injuries or losses resulting from this non-District-sponsored transportation. Although the District may assist in coordinating the transportation and/or recommend travel time or routes for this event, I understand that such recommendations are not mandatory.

<table>
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<tr>
<th>Student Name (Print)</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Student Signature</td>
<td>Date of Birth (only if under 18)</td>
</tr>
<tr>
<td>Parent/Guardian Signature</td>
<td>Today's Date</td>
</tr>
</tbody>
</table>

(required if student is under 18 years old)

IN THE EVENT OF ILLNESS OR INJURY, PLEASE NOTIFY:

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<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
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If there are any special medical problems, please attach a description of the restrictions or medical alerts to this sheet.
Shasta-Tehama-Trinity Joint Community College District  
Board of Trustees  
Administrative Procedures Manual

Field Trips and Excursions  

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**STUDENT FIELD TRIP NOTICE**  
(MultipleTrip)

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<th>DESTINATION</th>
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I understand and acknowledge that participation in this activity is completely voluntary and, as such, is not required by the Shasta-Tehama-Trinity Joint Community College District (STTCCCD).

I hereby agree to assume liability and responsibility for any and all potential risks that may be associated with participation in this activity, and insofar as the law allows, I hereby hold the STTCCCD, its officers, agents and employees harmless from any and all liability or claims arising out of, or in connection with, my participation in this activity. (Section 55220, Title 5, California Code of Regulations).

In the event of any illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care from a licensed physician and/or surgeon as deemed necessary for my safety and welfare. It is understood that the resulting expenses will be my responsibility.

**STUDENTS PROVIDING THEIR OWN TRANSPORTATION** must check one of the following:

- I hereby acknowledge and understand that the District is **NOT** providing transportation to the above designated activity and that it is my responsibility to arrange for transportation.

- I hereby acknowledge and understand that the District is **PROVIDING** transportation to the above designated activity, and I have chosen to make my own separate travel arrangements instead.

I acknowledge and understand that the driver is not driving on behalf of, or as an agent of, the Shasta-Tehama-Trinity Joint Community College District. Further, I acknowledge that the District has not verified the driving record of the driver or the mechanical condition of the vehicle.

I fully understand that the District is in no way responsible, nor does the District assume liability, for any injuries or losses resulting from this non-District-sponsored transportation. Although the District may assist in coordinating the transportation and/or recommend travel time or routes for this event, I understand that such recommendations are not mandatory.

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**IN THE EVENT OF ILLNESS OR INJURY, PLEASE NOTIFY:**

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| Phone | |
|-------| |

*If there are any special medical problems, please attach a description of the restrictions or medical alerts to this sheet.*

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BS-811: 10/07  
**Distribution:**  
Original to Division/Dept. office  
Copy to accompanying staff member
VOLUNTARY ACTIVITY WAIVER RELEASE AND INDEMNITY AGREEMENT

Name of Participant: ____________________________________________

Activity: ______________________________________________________

Facility: __________________________________ Date of Use: ___________

The undersigned hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, property damage or wrongful death occurring to him/herself arising as a result of engaging or receiving instructions in said activity or any activities incidental thereto, wherever or however the same may occur and continue, and the Undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or causes of action, aforesaid, which may hereafter arise for him/herself and for his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury or property damage against the Shasta-Tehama-Trinity Joint Community College District or any of its officers, agents or employees for any of said causes of action.

BY THIS INSTRUMENT, THE UNDERSIGNED EXEMPTS AND RELIEVES THE SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT FROM LIABILITY FOR PERSONAL INJURY AND/OR PROPERTY DAMAGE.

The Undersigned, for him/herself, his/her heirs, executors, administrators or assigns, agrees that in the event any claim for personal injury or property damage shall be prosecuted against the Shasta-Tehama-Trinity Joint Community College District, he/she shall indemnify and save harmless the Shasta-Tehama-Trinity Joint Community College District from any and all claims or causes or action by whomever or wherever made or presented for personal injuries or property damage.

The Undersigned acknowledges that he/she has read the foregoing Waiver of Liability Notice and has been fully and completely advised of the potential dangers incidental to engaging in the activity and is fully aware of the legal consequences of signing the within instrument.

Signature of Participant
(or Parent/Legal Guardian if under 18 years of age)

Date: ____________________________
Admission Requirements: Special Programs

The Nursing, Dental Hygiene, Early Childhood Education Center, and Equipment Operations and Maintenance programs have special admission requirements and/or criteria, including testing requirements as stated in BP/AP 3351-Student Drug and Alcohol Testing and Criminal Background Checks.

NURSING AND DENTAL HYGIENE PROGRAMS

The following Nursing and Dental Hygiene programs have special admission eligibility requirements listed on the Health Sciences and University Programs website at http://www.shastacollege.edu/:

(a) Nursing (ADN) – Associate Degree Nursing
(b) Nursing (LVN) – Licensed Vocational Nursing
(c) Nursing (CNA) – Nurse Aide/Home Health Aide
(d) Dental Hygiene

EARLY CHILDHOOD EDUCATION CENTER PROGRAM

The Early Childhood Education Center program has special admission eligibility requirement listed on the Early Childhood Education Center Program website at http://www.shastacollege.edu.

EQUIPMENT OPERATIONS AND MAINTENANCE PROGRAM

The Equipment Operations and Maintenance program, in conjunction with Constructional Technology, has special admission eligibility requirements. Relevant course names are listed on the Construction Technology website, with links to each course stating the special requirements, at http://www.shastacollege.edu.

Board Reviewed 7/14/10
Admission

The Superintendent/President or designee is the designated authority and responsibility for the admission process.

Admission procedures for students with a high school diploma:

- Anyone 18 years of age or older or anyone under 18 who has graduated from high school or passed the California High School Proficiency Exam and is a resident of the district may be admitted to Shasta College classes.
- All prospective students are required to fill out an official Shasta College application either in person or online. A high school student wishing to enroll in Shasta College classes must have the permission of his/her high school principal and follow instructions detailed on the form. Forms are available at the local high schools. Advanced approvals for all special admit students (K-12th grade) are required by the Dean of Enrollment Services before registration will be allowed. All special admit students must follow the college assessment test requirements.

Admission criteria and procedures for students without a high school diploma:

- The Shasta-Tehama-Trinity Joint Community College District may admit to any community college under its jurisdiction as a special part-time or full-time student in any session or term any student who is eligible to attend community college pursuant to admission requirement with the written permission of their designated K-12 institution. If an applicant is 18 or older and not currently enrolled in a high school, no special admittance is required.
- If the Shasta-Tehama-Trinity Joint Community College District denies a request for a special part-time or full-time enrollment at a community college for a student who is identified as highly gifted, the Board shall record its findings and the reasons for denial of the request in writing within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled board meeting that falls at least 30 days after the request has been submitted.
- Credit for courses completed shall be at the level determined to be appropriate by the school district and Shasta-Tehama-Trinity Joint Community College District. For purposes of this section, a special part-time student may enroll in up to, and including, 11 units per semester, or the equivalent thereof, at Shasta-Tehama-Trinity Joint Community College District with the written permission of their designated K-12 institution.
- The Shasta-Tehama-Trinity Joint Community College District shall assign a low enrollment priority to special part-time or full-time students described in BP 5010, except for students attending a middle college high school if the student is seeking to enroll in a course that is required for the student’s middle college high school program, in order to ensure that these students do not displace regularly admitted students.
Admissions and Concurrent Enrollment

- Admission procedures for non-resident students that include a determination of residency status (AP 5015).
- Publication of admission policies and procedures can be found on the website and/or college catalog.

Concurrent Enrollment

Admission criteria and procedures of High School and other young students enrolling in the community college:

Special part-time students as defined by BP 5010:

- To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.
- Admission is subject to seat availability. The student must submit:
  1. A District application for admission;
  2. A written and signed parental or guardian consent;
  3. A written and signed approval of his or her principal (Note: a parent or guardian of a pupil who is not enrolled in a public or private school may petition directly without the signature of a principal); and
  4. Demonstration that the student is capable of profiting from instruction. The District has the authority to make the final decision whether a student can benefit from instruction.

Special full-time students as defined by BP 5010:

- To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.05.
- Admission is subject to seat availability. The student must submit:
  1. A District application for admission;
  2. A written and signed parental or guardian consent;
  3. A written and signed acknowledgment of his or her principal (Note: a pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal);
  4. A demonstration that the student is capable of profiting from instruction; and
  5. A written approval of the governing board of the school district of attendance
- The District has the authority to make the final decision whether a student can benefit from instruction.
Summer school students:

- To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Section 76001.
- The student must submit:
  1. A written and signed parental or guardian consent;
  2. A written and signed approval of his or her principal that the student has availed himself or herself of all opportunities to enroll in an equivalent course at his or her school of attendance; and
  3. A demonstration that the student has adequate preparation in the disciplines to be studied.
  4. All required documents shall be sent to Admissions and Records.

Procedures for ensuring that claims for state apportionment for K-12 students meet all of the following criteria:

- The class is open to the general public
- The class is advertised as open to the general public in one or more of the following:
  a. The official college catalog
  b. The official regular schedule of classes
  c. An addenda to the catalog or schedule
- If the decision to offer a class is made after publication of the district’s regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.
- If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.
- If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of special part-time or full time students.
- High School Students: For students attending high school, the High School District will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the District shall be final. This determination may be done by one or more of the following options:
  a. a review of the materials submitted by the student;
  b. meeting with the student and his or her parent or guardian;
  c. consultation with [designate appropriate college staff];
  d. consideration of the welfare and safety of the student and others; and/or
  e. consideration of local, state and/or federal laws.
Admissions and Concurrent Enrollment

- Middle and Lower School Students: For students attending middle and lower schools, the determination shall be made by the District. The school must provide transcripts and a letter signed by the principal indicating how in his or her opinion the student can benefit from instruction. The District will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the District shall be final. Once a decision has been made, the student, his or her parent or guardian and the school principal shall be informed of the decision. This determination may be done by applying one or more of the following criteria:
  
a. a review of the materials submitted by the student;
b. meeting with the student and his or her parent or guardian;
c. consultation with appropriate college staff;
d. consideration of the welfare and safety of the student and others;
e. consideration of local, state and/or federal laws;
f. review of the content of the class in terms of sensitivity and possible effects on the minor;
g. requirements for supervision of the minor; and/or the
h. times the class(es) meet and the effect on the safety of the minor.
i. Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.
j. If a request for special part-time or full-time enrollment is denied for a student who has been identified as highly gifted, the Board shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission and the denial shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

Board Reviewed 2/24/10
Board Reviewed 4/10/13
International Students

Reference: Education Code Sections 68050, 68051, 68052, 68130, 76000; 76141, 76142; Labor Code Section 3077; Title 5, Section 54045; Title 8, U.S.C. Section 1101. et seq.

- International students are required to submit an international student application, including appropriate visa information from the country of residence and INS forms.
- International students who will be attending pursuant to an F-1 visa, must submit all required documentation prior to issuance of form I-20 by the District.
- International students must take one of the required English proficiency test(s) (listed on the website, http://www.shastacollege.edu/eslplacementlevels) and will be placed at their appropriate English Language levels as follows:

<table>
<thead>
<tr>
<th>English Language Assessment Instruments</th>
<th>Entering students will be required to take ESL courses if they score:</th>
<th>Entering students may enter directly into an academic program if they score:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test of English as a Foreign Language (TOEFL)</td>
<td>450-499</td>
<td>500 or above</td>
</tr>
<tr>
<td>– paper-based test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Internet-based test</td>
<td>45-60</td>
<td>61 or above</td>
</tr>
<tr>
<td>– Computer-based test</td>
<td>133-172</td>
<td>173 or above</td>
</tr>
<tr>
<td>International English Language Testing System (IELTS)</td>
<td>Band 4.5</td>
<td>Band 5.0 or above</td>
</tr>
<tr>
<td>Society for Testing English Proficiency (STEP)</td>
<td>Grade 2</td>
<td>Grade 2A or above (Grade Pre-1, Grade 1)</td>
</tr>
</tbody>
</table>

- International students who score below the minimum required ESL levels will not be accepted.
- International students must meet resident determination, which includes a student visa from their residence outside of the U.S., or a U.S. visa that permits entry solely for a temporary purpose.
- Exemptions for nonresident tuition can be made only as authorized by Education Code Section 76140(a)(2) for financial need.

Academic Senate Approved 5/18/09
Cabinet Approved 5/19/09
Board Reviewed 8/12/09
Students in the Military

Reference: Education Code Sections 68074, 68075, 68075.5; Title 5 Sections 55758, 54041, 54042, 54050, 58620; Military and Veterans Code Section 824

Residence Determinations for Military Personnel and Dependents

A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. Such student shall retain resident classification if he or she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.

A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident.

A parent who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date (Title 5, Sections 54041; 54042).

Withdrawal Policies for Members of the Military

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon
Students in the Military

verification of such orders. A withdrawal symbol may be assigned which may be a “WE” or a “MW.” Military withdrawal shall not be counted in progress probation or dismissal calculations. In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.

Board Reviewed 3/14/12
Board Reviewed 4/10/13
Residence Determination

Reference: *Education Code Sections 68000 et seq., 68130.5; Title 5 Section 54000 et seq.*

Residence Classification

Residency classifications shall be determined for each student at the time of each registration and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the following provisions:

A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

A residence classification is the responsibility of the Admissions and Records Office.

Students must be notified of a residence determination within 14 calendar days of submission of application.

Right To Appeal

Students who have been classified as non-residents have the right to a review of their classification (Title 5, Section 54010 (a)). Any student, following a final decision of residence classification by the Admissions and Records Office, may make written appeal to the Superintendent/President or designee within 30 calendar days of notification of final decision by the college regarding classification.

Appeal Procedure

The appeal is to be submitted to Admissions and Records Office which must forward it to the Superintendent/President or designee within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The Superintendent/President or designee shall review all the records and have the right to request additional information from either the student or the Admissions Office.

Within 30 calendar days of receipt, the Superintendent/President or designee shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Reclassification

A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

Petitions for reclassification are to be submitted to the Admissions and Records Office.
Residence Determination

Petitions must be submitted prior to the semester for which reclassification is to be effective. Ex- tenuating circumstances may be considered in cases where a student failed to petition for re- classification prior to the residency determination date. In no case, however, may a student re- ceive a non-resident tuition refund after the date of the first census.

Written documentation may be required of the student in support of the reclassification request.

A questionnaire to determine financial independence must be submitted with the petition for re- classification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college District (Education Code Section 68044).

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his or her parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of his or her parent during the calendar year the reclassification application is made.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5, Sections 54020, 54022 and 54024.

Failure to satisfy all of the financial independence criteria listed above does not necessarily re- sult in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student’s continuing residence in another state.

The Superintendent/President or designee will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures above.

Non-Citizens

The District will admit any non-citizen who is 18 years of age or a high school graduate.
Residence Determination

If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him or her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

A student who is without lawful immigration status may be classified as a resident if he or she meets the following requirements:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- registration for classes not earlier than the fall semester or quarter of 2001-2002;
- the filing of an affidavit that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Admissions and Records Office. Students may appeal the decision with the Superintendent/President or designee.

Board Reviewed 11/11/09
Non-Resident Tuition

Reference:  

**Education Code Sections 68130.5 and 76140 et seq.; Title 5 section 54045.5**

- The non-resident tuition fee shall be set not later than February 1 of each year.

- The non-resident tuition calculation will reflect the current expense of education calculated according to the California Community College Budget and Accounting Manual.

- Exemptions given to any students, other than nonimmigrant aliens under 8 U.S.C. 1101(a)(15), who meet the following requirements:
  - high school attendance in California for three or more years;
  - graduation from a California high school or attainment of the equivalent thereof;
  - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
  - completion of a questionnaire from prescribed by the Chancellor verifying eligibility for this nonresident tuition exemption; and
  - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he or she is eligible to do so.

- Exemptions given to nonresident tuition are due to reciprocity with Southern Oregon University and Oregon Institute of Technology. See Admissions and Records Office for current fee structure for these agreements.

- Per statute, a non-refundable $100 processing tuition fee is charged for international students as approved by the Board of Trustees. This fee is applied to the student’s tuition upon registration.

- The non-resident tuition calculation will include the expense of education in the preceding fiscal year.

- The non-resident tuition calculation will reflect fees in contiguous Districts.

- The non-resident tuition calculation will provide for students enrolled in more or less than 15 units per term.

Board Reviewed 1/20/10
Board Reviewed 11/14/12 [MANDATED CHANGES]
Reference: *Education Code Sections 70902(b)(9), 76300, 76142, 66025.3; Title 5, Section 51012; Chancellor's Student Fee Handbook*

**International Students’ Application Processing Fee:**

- The application fee is valid for the academic year only.
- If there are extenuating circumstances beyond the student’s control that causes the student to be unable to register, then the application processing fee will be refunded.
- If the student fails to follow up or does not complete the admissions process due to errors on their part, the application fee will not be refunded.
- Refunds of application fees for international students will be handled on a case-by-case basis by the appropriate administrator in Admissions and Records.
- The International Students’ Application Processing fee will be reviewed annually by the Board of Trustees.

**Required fees include:**

Enrollment (E.C. 76300; 5 CCR 58500-58509)
Nonresident tuition with these permissive exemptions (E.C. 76140, 76140.5):
- All nonresident students enrolling for 6 or fewer units; or
- A student who is a citizen and resident of a foreign country who demonstrates financial need

**Fees authorized by law include:**

Non-District physical education facilities (E.C. 76395)
Noncredit courses (E.C. 76385)
Community Service courses (E.C. 78300)
Auditing of courses (E.C. 76370)
Instructional Materials (E.C. 73365, 81457, 81458; 5 CCR 59400-59408)
Athletic Insurance (E.C. 70902(b)(9))
Cross-Enrollment with CSU or UC (E.C. 66753)
Health (E.C. 76355)
Parking (E.C. 76360)
Transportation (E.C. 76361, 82305.6)
Student Representation (E.C. 76060.5; 5 CCR 54801-54805)
Student Center (E.C. 76375; 5 CCR 58510)
Copies of student records (E.C. 76223)
Dormitory (E.C. 81670)
Child care (E.C. 79121 et seq., 66060)
- Child Development Center fees must be paid to the Shasta College Business Office on a monthly basis, one week prior to the month of attendance.
- The Child Development Center fees will be based upon the agreed upon hours of attendance for the month; no refunds will be made for absences of the child during the month.
Fees AP 5030

- Any reduction in contracted hours of attendance of the child must be submitted to the Director by the parent in writing as soon as possible.
- Contracted hours of attendance may only be increased or changed with the approval of the child Development Center Director.
- Failure to make a prompt payment may result in loss of the privilege of utilizing the Child Development Center.

Nonresident capital outlay (E.C. 76141)
Nonresident application processing (E.C. 76142)
Credit by Examination (E.C. 76300; 5 CCR 55753)
Use of facilities financed by revenue bonds (E.C. 81901(b)(3))
Refund processing (5 CCR 58508)
  - The Governing Board shall refund upon request any enrollment fee paid by a student in excess of that computed pursuant to Board Policy for Program changes made during the first two weeks of instruction.
  - The Governing Board shall not refund any reenrollment fee paid by a student for program changes made after the first two weeks of instruction unless the program change is a result of action by the Governing Board to cancel or reschedule a class.

Telephone registration (E.C. 70902(a))
Physical fitness test (E.C. 70902(b)(9)
Instructional Tape Lease/Deposit (E.C. 70902(b)(9)
Credit Card Use (E.C. 70902(b)(9)
International Student Medical Insurance (E.C. 70902(b)(9)

Prohibited fees include:

- Late application (CCCO Student Fee Handbook)
- Add/drop (CCCO Student Fee Handbook)
- Mandatory student activities (CCCO Student Fee Handbook)
- Student Identification Cards (CCCO Student Fee Handbook)
- Student Body Organization (CCCO Student Fee Handbook)
- Nonresident application (CCCO Student Fee Handbook)
- Field trip (5 CCR 55450, 55451)
- For dependents of certain veterans (E.C. 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks. (CCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (E.C. 66025.3)
- Required or funded services (CCCO Student Fee Handbook)
- Refundable deposits (CCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCO Student Fee Handbook)
- Mandatory mailings (CCCO Student Fee Handbook)
- Rental of practice rooms (CCCO Student Fee Handbook)
- Apprenticeship courses (E.C. 76350)
- Technology fee (CCCO Student Fee Handbook)
Fees

- Late payment fee (5 CCR 58502, 59410)
- Nursing/healing arts student liability insurance (5 CCR 55234)
- Cleaning (CCCO Student Fee Handbook)
- Breakage (CCCO Student Fee Handbook)
- Test proctoring (CCCO Student Fee Handbook)

Collection and Refund of Fees:

- Fees to be collected when enacted by the Legislature following registration by the student
- Fees collected in error
- Fees refundable because of a reduction in the educational program of the District
- Fees refundable because of the student’s reduction in units or withdrawal from an education program
- Fees refundable because of changes in law or regulation authorizing and establishing enrollment fees
- Notice to students of availability of exemptions from certain mandatory and authorized fees

Cabinet & Shared Governance Approved 3/06
Cabinet & Shared Governance Approved 9/09
Board Reviewed Revisions 12/16/09
Withholding of Student Records

Reference:  

*Title 5, Section 59410*

The Admissions and Records Office may withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is an error.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

Board Reviewed 11/11/09
Student Records, Directory Information, and Privacy

Reference: Education Code Section 71091 and 76200 et seq.; Title 5, 54600 et seq., US Patriot Act; Civil Code Section 1798.85

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

Release of Student Records. No instructor, official, employee, or governing board member shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student’s written consent. Students unable to process transactions in person or via Web Advisor may designate another person to process transactions on their behalf by proxy. In compliance with the federal Family Educational Rights and Privacy Act of 1974 also known as FERPA or the Buckley Amendment, the student must sign a release authorizing processing of transactions by proxy. The student (not the Proxy) has the ultimate responsibility for complying with applicable requirements, policies, and deadlines, and for the timely payment of tuition and fees.

- “Directory information” may be released in accordance with the definitions in Board Policy 5040 and in accordance with federal and state laws and regulations, such as the Family Educational Rights and Privacy Act (FERPA).

- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.
  
  o Immediate notification to be sent via certified mail to students stating: the person, office or organization initiating the request; the nature of the records requested, the reason for requesting such records and the date we will release records.
  
  o Subpoena or court order to be faxed to Shasta College attorneys for review prior to release of documents.
  
  o Memo distributed to departments related to court order/subpoena records requested. Stating: the person, office or organization initiating the request; the nature of the records requested, the reason for requesting such records and the date we will release records.
  
  o Third party information will be removed or blacked out prior to release of records.
  
  o Documents will be certified mailed as instructed per court order/subpoena to copying company, attorney’s office or in the case of criminal matters directly to the court of hearing.
Student Records, Directory Information, and Privacy

- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.

- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. Requests are made to the Office of Admissions and Records who approved or denies the request based on legitimate educational interests.

- Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. Requests are made to the Director of Admissions and Records or Dean of Enrollment Services, who will consult with the President’s office before the releasing information.

- Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code 76225. The Admissions and Records office will assume the responsibility of verifying the student and processing the request.

- Student records may be released to agencies or organizations in connection with a student’s application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. The Vice President of Student Services or Director of Financial Aid is responsible for authorizing the release of this information.

- Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.
Student Records, Directory Information, and Privacy

- Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law. The Dean of Enrollment Services is responsible for releasing this information to the Security Supervisor.

- The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students. Written requests are forwarded to the Office of Admissions and Records, who may authorize the information to be released.

Charge for Transcripts or Verifications of Student Records.

A student/former student shall be entitled to two free copies of the transcript of his/her record or to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at a rate approved by the Board. Students may request special processing of a transcript at a rate approved by the Board.

Electronic Transcripts

The District may elect to implement a process for the receipt and transmission of electronic student transcripts contingent upon receipt of sufficient funding.

Use of Social Security Numbers

The District shall not do any of the following:

- Publicly post or publicly display an individual’s social security number;
- Print an individual’s social security number on a card required to access products or services;
- Require an individual to transmit his/her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his/her social security number that is visible on any materials that are mailed to the individual, except those materials used for:
  - application or enrollment purposes;
  - to establish, amend, or terminate an account, contract, or policy; or
  - to confirm the accuracy of the social security number.
If the District has, prior to January 1, 2004, used an individual’s social security number in a manner inconsistent with the above restrictions, it may continue using that individual’s social security number in that same manner only if:

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that he/she has the right to stop the use of his/her social security number in a manner otherwise prohibited;
- The District agrees to stop the use of an individual’s social security number in a manner otherwise prohibited upon a written request by that individual;
- No fee shall be charged for implementing this request; and
- The District shall not deny services to an individual for making such a request.
Matriculation brings the student and the District into agreement regarding the student’s educational goal through the District’s established programs, policies and requirements. The agreement is implemented by means of the student educational plan.

Each student, in entering into an educational plan, will do all of the following:

- Express at least a broad educational intent upon admission
- Declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable credit coursework
- Diligently attend class and complete assigned coursework
- Complete courses and maintain progress toward an educational goal
- Cooperate in the development of the student educational plan

Matriculation services include, but are not limited to, all of the following:

- Processing of the application for admission
- Orientation and pre-orientation services designed to provide to students, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters
- Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:
  - Administration of assessment instruments to determine student competency in computational and language skills
  - Assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, Associate of Arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses
  - Evaluation of student study and learning skills
  - Referral to specialized support services as needed, including, but not limited to, federal, State, and local financial assistance; health services; campus employment placement services; extended opportunity programs and services; campus child care services, programs that teach English as a second language; and disabled student services.
  - Advisement concerning course selection
  - Post-enrollment evaluation of each student’s progress, and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation.
Matriculation

Exemptions from Matriculation Components:

- If you fall into one or more of these categories, contact the Admissions and Records Office for appropriate registration information;
- Students who have received a full array of matriculation services at another California community college
- Students who plan to enroll only in courses having no English and/or math skill requirements/prerequisites
- Students who plan to enroll in fewer than 6 units and who have “personal interest,” advancement in their current job, or maintenance of a certificate or license as their goal
- Students who have completed an Associate or higher degree and are not pursuing a program or degree objective at Shasta College
- Students who have completed 30 or more semester units at another college or university and are not pursuing a program or degree objective at Shasta College

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

Board Reviewed 11/11/09
Open Enrollment

Reference:  *Title 5, Sections 51006, 58106, 58108*

All courses of the District shall be open to enrollment in accordance with Board Policy 5052 and a priority system consistent with Administrative Procedure 5055. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the appropriate college designee.

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in Administrative Procedure 5055 and District programs that have restricted enrollment.

Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except as provided for in Administrative Procedure 5055 and District programs that have restricted enrollment as per Board Policy/Administrative Policy 5005.

A student may challenge an enrollment limitation on any of the following grounds:

- The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- The District is not following its enrollment procedures; or
- The basis for the limitation does not in fact exist.

Board Reviewed 11/11/09
Enrollment Priorities

Reference: Education Code Sections 66025.8, 66025.9; Title 5, Section 58106

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. See Board Policy and Administrative Procedure 4260 regarding pre- and co-requisites.

Enrollment may be limited due to the following:

- health and safety considerations
- facility limitations
- faculty workload
- availability of qualified instructors
- funding limitations
- regional planning
- legal requirements
- contractual requirements

When enrollment must be limited, priorities for determining who may enroll will be given to:

- any foster youth or former foster youth as defined by Education Code 66025.9(b)
- any member or former member of the Armed Forces of the United States who is a resident of California for any academic term within four years of leaving active duty

Students shall be allowed to register in the following order of priority:

- students required by Title 5 or the Education Code to be given priority registration
- continuing students in order of most Shasta College units earned
- newly matriculated and returning students
- open enrollment students
- concurrent 11th and 12th grade students
- concurrent students below 11th grade

Board Reviewed 11/11/09
Board Reviewed 4/10/13
Attendance

Reference: **Title 5, Sections 58000 et seq.**

Per Title 5 regulations, accurate attendance records must be maintained. State apportionment to the District depends on accurate records which are audited each year. Attendance accounting and procedures shall be under the direction of the Dean of Enrollment Services as follows:

- Students absent from class for recognized school activities will be noted on the District census records.

- Computation of units of full time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course.

- Selection of a single primary term length for credit courses.

- Reporting of FTES during the “first period” (between July 1 and December 31) and “second period” (between July 1 and April 15).

- Compliance with census procedures prescribed by the state Chancellor’s Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis.

- Preparation of census day procedure tabulations.

- Preparation of actual student contact hours of attendance procedure tabulations.

- Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations.

- Preparation of support documentation regarding all course enrollment, attendance, and disenrollment information.

- Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which he or she served.

- The District shall maintain an academic calendar of at least 175 days during the fiscal year.

Board Reviewed 7/14/10
Course Adds and Drops

Reference:  
*Title 5, Section 55758, 58004*

Students shall refer to the official current version of the class schedule and catalog, posted online, for information on the process of adding/dropping courses.

**Course Adds**

Students may add classes through the registration period:

- Students may add a class through the 10% point of the class with instructor approval.
- After the registration period concludes, classes may only be added by formal request from the student to Dean of Enrollment Services.

Students shall refer to the current class schedule for information on the process of adding courses.

**Course Drops/Withdrawals**

Course drops or withdrawals are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less:

- A student may drop a class and have no notation appear on their transcripts through the census date of each class.
- After the census date of each class and up to 75% a student may withdraw from a class. The notation “W” will appear on the student’s transcript and will not be used in calculation of the grade point average.
- An instructor may also drop a student during the first 75% of the class for non-participation.

Instructors shall clear their rolls of inactive students on the official District roster up to and including census day.

“Inactive students” include:

- Students identified as no-shows.
- Students who officially withdraw.
- Students who are no longer participating in the courses and are therefore dropped by the instructor.

Board Reviewed 7/14/10
Academic Senate Approved 4/23/12
Board Reviewed 6/13/12
The counseling/advising services available in the District's counseling program include at least the following:

- Academic counseling/advising, in which the student is assisted in assessing, planning, and implementing his or her immediate and long-range academic goals.
- Career counseling/advising, in which the student is assisted in assessing his or her aptitudes, abilities, and interests, and is advised concerning the current and future employment trends.
- Follow-up counseling, in which the student is assisted in overcoming barriers which are causing academic difficulties. All probationary students are required to meet with a counselor.
- Personal counseling, in which the student is assisted with personal, family, or other social concerns, when that assistance is related to the student's education.
- Coordination with the counseling/advising aspects of other services to students which exist on campus, including but not limited to those services provided in programs for students with special needs, skills testing programs, financial assistance programs, and job placement services.

Confidentiality of Counseling Information:

Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to:

- disclosure as necessary to report child abuse or neglect;
- reporting to the Superintendent/President or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community;
- reporting information to the Superintendent/President or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; or
- reporting information to one or more persons specified in a written waiver by the student.
Transfer Center

Reference:  
*Education Code Sections 66720-66744; Title 5, Section 51027*

The District has a transfer center plan that complies with the requirements of Title 5. The plan identifies appropriate target student populations and is designed to increase the transfer applications of underrepresented students among transfer students.

Plan components include, but are not limited to:

- Services to be provided to students
- Facilities
- Staffing
- An advisory committee
- Evaluation and reporting
- Transfer path requirements for each articulated baccalaureate major

The Superintendent/President or designee is responsible for submitting the Transfer Center Plan to the Chancellor’s Office on an annual basis.

Board Reviewed 11/11/09
Financial Aid


FINANCIAL AID PROGRAMS OFFERED

- Board of Governors Fee Waiver (BOGFW)
- Cal Grant B and C
- Chafee Grant Program for Foster Youth
- Robert C. Byrd Honors Scholarship
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal College Work Study Program
- AmeriCorps
- Federal Direct Student Loan Program (subsidized and unsubsidized)

See the Shasta College Financial Aid web page for additional information on the following procedures:

- Application process
- Student eligibility
- Deadlines
- Payment procedures
- Overpayment recovery
- Accounting requirements
- Satisfactory academic progress

FINANCIAL AID APPEAL PROCESS

1. The Financial Aid Office adheres to U.S. Department of Education Final Regulations effective July 1, 2011 prescribing specific terminology and procedures for students failing to make Satisfactory Academic Progress (SAP).

2. Students are ineligible for Financial Aid Programs (except BOGFW) if they are not meeting any one of the three components for Satisfactory Academic Progress:
   - Cumulative Grade Point Average of 2.0 or above
   - Quantitative (the student must accomplish their academic goal within 150% of the prescribed time)
   - Pace (the student must complete 67% of courses attempted)

3. Any student who is ineligible due to not meeting Satisfactory Academic Progress, but can identify special mitigating circumstances, may request one appeal.
4. The Financial Aid Director will review the request for an appeal. The Financial Aid Appeal Petition will be provided to the student. The Director will present the student’s appeal to the Financial Aid Appeals Committee. The student will receive a written decision within 10 school days of the Committee’s decision. The decision of the Financial Aid Appeals Committee is final.

The Financial Aid Appeals Committee does not address loan denials, need eligibility denials, or Professional Judgment related to dependency status. Questions or concerns about these or other matters may be submitted to the Director of Financial Aid.

Students may contact the California Community College System Office, 1102 Q Street 3rd Floor, Sacramento, CA 95811 if they are dissatisfied with the appeals process for Shasta College.

SCHOLARSHIP PROCEDURES

Scholarship Donors

Donors may fund scholarships in any of the following ways:

- **OPTION #1**: Perpetual scholarships with $10,000 minimum principal support. If the $10,000 minimum were not reached in a three (3) year period, the principal may revert to the general memorial scholarship fund. Distribution from earnings may fund the awards.

- **OPTION #2**: Perpetual scholarships with principals less than $10,000 may be put in a general memorial scholarship fund with names of those honored listed. Distribution from earnings would fund the awards.

- **OPTION #3**: Non-perpetual scholarships that will be exhausted pursuant to a pre-established distribution plan. The distribution plan will be finalized and approved within one (1) year of initial contribution.

Scholarship Recipients

Eligibility requirements vary depending on the stipulations of the scholarship donor. Complete requirements for each scholarship are available in the college Financial Aid Office or on the Shasta College Financial Aid website. Donors stipulate the requirements for eligibility when they establish the scholarship fund. Donors may choose to select their own recipients or can assign this responsibility to the Scholarship Committee which is convened annually. Confidentiality of applicants is maintained throughout the selection process.
Application Requirements

1. Must be enrolled in six (6) units or more, as verified by an unofficial transcript.

2. Must complete the Shasta College Scholarship Application, which includes:
   a. Statement of goals and objectives
   b. Parents’ financial statement, if applicable
   c. Student’s financial statement, if applicable
   d. Two letters of recommendation
   e. Transcripts of all college work attempted

Disbursement of Funds

Scholarship winners are selected in November and May and checks are issued to the student upon verification of his/her enrollment the following semester, unless otherwise specified by the donor. Approximately five (5) percent of the principal of each account will be available to be distributed as a scholarship award.

Matching Requirements

There are no matching requirements.

Board Reviewed 2/24/10
Board Reviewed 4/10/13
Disabled Students Programs and Services

Reference: Education Code Sections 67310, 84850; Title 5, Sections 56000 et seq.; Section 504 Rehabilitation Act of 1973; Title 2, Americans with Disabilities Act Title III-4.2300

Introduction

The purpose of this document is to explain the Shasta-Tehama-Trinity Joint Community College District’s (the District) procedure for ensuring that students with documented disabilities receive reasonable and appropriate academic accommodations. These procedures are in accordance with the Office of the California Community College Chancellor (Chancellor’s Office) Implementing Guidelines for the Title 5 Regulations, Disabled Students Programs and Services. The District acknowledges that Disabled Student Programs and Services (DSPS) has been delegated authority by the Chancellor’s Office to prescribe academic accommodations and auxiliary aids for students who have been certified as having a disability.

The fundamental principles of non-discrimination and reasonable accommodation in academic programs are identified in the implementing regulation for Section 504 of the Federal Rehabilitation Act of 1973. Section 504 regulations provide that:

“No qualified handicapped student shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any…post-secondary education program or activity… {84.43(a)}”

“(An institution)…shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a qualified handicapped applicant or student…modifications may include changes in length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted. {84.44(a)}”

Mission Statement

The mission of Disabled Students Programs and Services (DSPS) is to support students in acquiring equal access to Shasta College programs and facilities, to provide services and instruction for students in reaching their optimal level of achievement while developing lifelong skills, and to serve as a specialized resource for students, faculty, staff, and the community.

Goals and Objectives

1. Support the District’s mission and the Board of Trustee’s policy pertaining to students with disabilities and diversity.
2. Evaluate students’ documentation of disability and determine appropriate accommodations and academic adjustments.
3. Facilitate the implementation of accommodations and academic adjustments.
4. Provide specialized instruction and disability-related counseling designed to meet the unique needs of students with disabilities.
5. Serve as a campus resource for promoting awareness of disability issues, resources, and the rights of students with disabilities.

6. Support the District in maintaining compliance with federal and state legal requirements pertaining to the rights of college students with disabilities.

Definitions of Disability Categories and Student Eligibility

It is the students’ responsibility to request accommodations and provide documentation of their disability. DSPS office staff may assist students in acquiring verification of their disability from medical and mental health professionals. The verification must identify the student’s specific disability as well as the educational limits that result from this disability. For students requesting services for a learning disability, the DSPS staff will evaluate previous documentation and can provide learning disability assessments in compliance with the guidelines for learning disability testing provided by the California Community College Chancellor’s Office.

The certification of a disability by DSPS is binding upon the District. The DSPS professional staff possesses the necessary education and training, as prescribed by the Chancellor’s Office, to make these decisions. All evaluation of documentation related to a disability will be done by DSPS. Should a student present or offer such documentation to a faculty member, staff, or administrator, that individual should refer the student and documentation to the DSPS Office. Students requesting DSPS services for the first time complete a program application. Although federal law specifies that a student does not have to register with the DSPS Office, the evaluation of documentation must be done by DSPS. DSPS adheres to a strict code of confidentiality pertaining to documentation and will not release information without first obtaining written consent from the student.

There are eight categories of disabilities:

1. Hearing impaired – total deafness or a hearing loss so severe that a student is impaired in processing information through hearing, with or without amplification. Specific definitions can be found in Title 5, Section IIIA, Article 56034.

2. Acquired Brain Impairment – An acquired brain impairment caused by external or internal trauma, resulting in total or partial functional limitations that adversely affects or limits a student’s educational performance by impairing cognition, information processing, reasoning, abstract thinking, judgment and/or problem solving; language and/or speech; memory and/or attention; sensory, perceptual and/or motor abilities; psychosocial behavior; or physical functions.

3. Developmentally Delayed Learner – Learning deficits resulting from below average intellectual functioning which adversely affects educational performance, existing concurrently with measurable potential for achievement in educational and/or employment settings.
4. **Learning Disability** - Learning disability is defined as a persistent condition of presumed neurological impairment which continues despite instruction in standard classroom situations. To be categorized as learning disabled a student must exhibit:
   - Average to above average intellectual ability
   - Severe processing deficit(s)
   - Severe aptitude-achievement discrepancy(ies)
   - Measured achievement in an instructional setting

5. **Mobility Impaired** - Mobility problems can be associated with several different bodily systems: skeletal, musculature, neurological, or combinations of systems. Mobility impairments also include problems associated with motor control, such as hand dexterity and strength, spasticity of head and limbs, and loss of appendages.

6. **Visually Impaired** – Including but not limited to:
   - **Blindness** - visual acuity of 20/200 or less in the better eye after correction, visual loss so severe that it no longer serves as a major channel for information processing,
   - **Partial sightedness** – visual acuity of 20/70 or less in the better eye after correction, with vision which is still capable of serving as a major channel for information processing.

7. **Psychological Disability** – persistent psychological or psychiatric disorder, emotional or mental illness that adversely affects educational performance.

8. **Other Disability** – This category includes all other verifiable disabilities and health related limitations that adversely affect education performance but do not fall into any of the other disability categories. These conditions may be chronic or acute and may result in limited strength, vitality, or alertness.

**Support Services and Instruction**

Support services that are available through the DSPS Counselors and LD Specialists include:

- registration assistance
- disability related counseling
- career and personal counseling
- evaluation of documentation to verify disability and determination of educational limitations
- determination of specific impact of disability on educational responsibilities each semester
- authorization of accommodations
- coordination and referral to campus and community resources
- advocacy related to disability
- general education related to disabilities and their impact
- provision of learning strategies training
- orientation workshops
- screening and evaluation for learning disability
Disabled Students Programs and Services

Academic accommodations that are directly related to classroom instruction are coordinated through the DSPS Learning Services Office. Accommodations are made following an individualized review by a DSPS Counselor. If a DSPS counselor is unavailable, the DSPS Director or designee shall make interim decisions pending a final resolution so that academic accommodations are made in a timely manner. Examples of academic accommodations include:

- use of auxiliary aids
- scribes
- note providers
- specialized tutoring
- American Sign Language interpreters
- real-time captioning
- recorded lectures
- proctored course examinations involving the use of accommodations

Accommodations that are categorized as using assistive technology are processed through the Assistive Technology Lab. Examples include:

- converting textbooks to an audio format
- converting printed text into Braille
- provision of text to voice technology
- provision of voice to text technology
- adapted computers
- assistive technology and software
- creating raised line course material for the visually impaired
- provision of computer screen reading technology for the visually impaired
- provision of enlarged course material
- arranging for special chairs, tables, and ergonomic devices to be in classrooms for students with back and neck injuries or conditions such as cerebral palsy

Additional accommodations include:

- Specialized orientation to environmental/physical aspects of the district facilities
- College-wide transportation services that are accessible
- Accommodations for co-curricular activities that are required as a part of a class

Instruction

DSPS does offer special classes which are coordinated through the Physical Education and Athletics Instructional Division. These classes produce revenue in the same manner as other general college classes, are approved through the normal curriculum review process, are designed to overcome a student’s educational limitations or assist the student in acquiring skills necessary for completion of the goals set forth in the Student Educational Contract, are taught
Disabled Students Programs and Services AP 5140

by specially trained instructors who hold the appropriate DSPS minimum qualifications as specified in the Minimum Qualifications for Faculty and Administrators in California and Community Colleges, and utilize material and instructional methods adapted to the disability-related needs of the students.

Adaptive Studies (ADAP) courses are designed to meet the specialized academic needs of students with disabilities. Although students with disabilities are not required to take ADAP classes, enrollment has been strong. Both credit-bearing classes and not-for-credit classes are offered. A Transition Certificate is available for students who complete a series of ADAP courses as listed in the college catalog.

All District-wide policies and procedures for curriculum review, course enrollment and management, Student Learning Outcomes, and faculty qualifications are applied to ADAP courses. Courses are structured predominantly as lab courses, and are held on the main campus and at various community locations. Special courses offered through DSPS are subject to Title 5 policies regarding course repeatability.

Student Rights and Responsibilities

Student Rights:

- Participation in the services provided by DSPS is entirely voluntary.
- Receiving support services or instruction through DSPS shall not preclude the student from also participating in any other course, program or activity offered by Shasta College or from receiving basic accommodations required by federal law.
- Students have the right to participate in an academic environment free of disability harassment or discrimination.
- Students must provide written consent for the release of any records maintained by DSPS personnel pertaining to the student’s disability.

Student Responsibilities:

Students receiving services and/or instruction through DSPS shall:

- Provide DSPS with the necessary information, documentation and/or forms (medical, educational etc.) to verify their eligibility.
- Comply with the Student Code of Conduct adopted by Shasta College as provided in the college catalog.
- Be responsible in their use of DSPS services and accommodations and adhere to written policies adopted by Shasta College and DSPS. Failure to follow these policies and procedures may result in the suspension of one or more support services.
- Make measurable progress toward the goals established in the student’s Student Education Contract (SEC) and meet the academic standards established by the college.

Failure to comply with these standards may result in suspension or termination of DSPS services.
Disabled Students Programs and Services

Student Educational Contract

Each student receiving DSPS services will complete a Student Educational Contract (SEC). This Student Educational Contract will be generated through consultation with a DSPS counselor. Students are responsible for submitting a Student Educational Plan by the end of their second semester of receiving DSPS services. The Student Educational Plan may be constructed with any Shasta College counselor. Only a DSPS counselor can complete the SEC. The SEC should be updated annually and include the following components:

- An outline of the specific instructional and educational goals of the student, along with a description of the activities and objectives needed to achieve these goals;
- A measurement of the student’s progress in completing the objectives and activities leading to achievement of their goals; and
- A list of services to be provided to the student to accommodate their disability-related educational limitation.

Course Substitution and Waivers

In the infrequent event that a DSPS counselor has determined that a student is unable to meet the specific requirements of a course or program due to the unique impact of a disability, a petition for course substitution or waiver will be presented to the Scholastic Standards Committee for consideration.

Staffing

Employees in all areas of DSPS will be qualified professionals who are responsive to the needs of students with disabilities. The director will be assigned solely to DSPS. Professional staff will include counselors and faculty who meet the standards for employment in DSPS as outlined in Title 5, the California Educational Code, and Chancellor’s Office Learning Eligibility Model. Clerical and other support staff will be knowledgeable about the needs of students with disabilities and provide services in a manner that is respectful and empowering to students.

Opportunities for professional training and development will be offered on an ongoing basis, especially through internet-based collaborative settings and through training opportunities sponsored through the community college system.

Advisory Committee

DSPS will maintain a community advisory committee to provide advocacy, responsible advisement, and recommendations regarding programs and services to students with disabilities.

Membership will be comprised of professional representatives of community agencies and programs that provide services to people with disabilities, business and employer representatives, students of Shasta College who receive services through the DSPS, and members of the Shasta College faculty. The chairperson should be a member of the community, not a DSPS
employee. DSPS staff members will attend advisory committee meetings only to provide information and explanation. Meetings will be held at least once a year, preferably once a semester.

Use of Service Animals

The following procedures support Board Policy 5140 and apply to students, faculty, staff and members of the community who use any Shasta-Tehama-Trinity Joint Community District property or facility. Title III (4.2300) of the Americans with Disabilities Act (ADA) states “a public accommodation must modify its policies to permit the use of a service animal by an individual with a disability, unless doing so would result in a fundamental alteration or jeopardize the safe operation of the public accommodation.”

What is a Service Animal?

Service animals include any animal individually trained to do work or perform tasks for the benefit of an individual with a disability. To be considered a service animal, such as a dog, it must be trained to perform tasks directly related to the person’s disability. A service animal is defined in Title III of the ADA as:

Any animal “individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items.”

If an animal meets this definition it is considered to be a service animal as defined in the ADA regardless of whether or not it has been licensed or certified by a state or local government or by a private agency. Service animals must be permitted to accompany a person with a disability everywhere at a District facility. If there is a question about whether an animal is a service animal, the DSPS Director or ADA Coordinator will resolve the question after consulting with the student.

Responsibilities of Persons Using Service Animals:

1. The handler must provide appropriate documentation that verifies use of a service animal as a reasonable accommodation for the handler’s disability related limitations. The student can either submit this documentation to the DSPS office or a designated College official who may elect to forward the information to the DSPS office.
2. Dogs must be licensed in accordance with county regulations and wear a current and valid vaccination tag. Other types of animals must have vaccinations appropriate for that type of animal.
3. Animals must be on a leash at all times.
4. The handler must clean up after the service animal.
5. The handler must be in full control of the animal at all times.
6. Disruptive or aggressive animals may be asked to leave Shasta College facilities. If the improper behavior happens repeatedly, the handler may be told not to bring the animal into any facility until the handler takes significant steps to mitigate the behavior. This mitigation may
Disabled Students Programs and Services

include muzzling a barking dog or refresher training for animal and handler. Failure by the handler to abide by these responsibilities may lead to the dismissal of the animal and subject the handler to College discipline.

What is a therapy animal?

A therapy animal is one that provides emotional or psychological support to an individual, functioning as a therapy tool. A therapy animal may be an integral part of therapy treatment. The therapy animal does not accompany a person with a disability all the time. Laws protecting service animals do not cover therapy animals, and therefore therapy animals are not permitted at any District facility.

Suspension or Termination of DSPS Services

Students may have DSPS services suspended or terminated for the following reasons:

1. Student abuses, misuses or fails to return DSPS loaned equipment
2. Student abuses or misuses DSPS services as outlined in the program’s written policies and the DSPS Student Education Contract
3. Student is not making progress on his/her Student Education Plan and/or Student Education Contract

Written notification of an impending suspension of DSPS services will be sent to the student, by certified U.S. mail, at least five (5) school days before the suspension is to take effect. The written notice will identify the cause of the suspension, the effective date of the suspension and the duration of the suspension. The written notice will inform the student as to how and to whom an appeal of the suspension of DSPS service may be made.

Students who have had a service or services suspended or terminated have the right to appeal this decision using the Disability-Related Student Grievance procedures listed below. Students who have grievances about issues not directly related to their disability should follow the general procedure for Student Grievances (AP 5425).

Resolution of Disagreements related to DSPS Services

Students with disabilities have the right to appeal any decision regarding accommodation(s) provided by the Shasta-Tehama-Trinity Joint Community College District. This may include perceived denials of accommodations, suspension of services, or other decisions regarding accommodations and use of auxiliary aids. Authorized accommodations should be delivered during the appeal process.

Grievances generally relate to specific areas of concern:

1. Grievance with DSPS for not authorizing a requested accommodation (1st level)
2. Grievance with DSPS for not providing and authorized accommodation (1st level)
3. Grievance with DSPS for suspension of services (2nd level)
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4. Grievance with another faculty/staff/administrator (non-DGPS employee) for not complying with an authorized accommodation (1st level)
5. Allegation of disability harassment or discrimination (AP 3430)

FIRST LEVEL – Informal Grievance:

Students with a grievance against DSPS for not authorizing an accommodation or not providing an accommodation as authorized should first attempt to resolve the matter by means of an informal meeting with the person(s) against whom the student has the grievance, generally the counselor, LD specialist, or staff member responsible for providing the accommodation. This discussion should be timely, optimally within ten (10) school days of the alleged incident.

Students who believe an authorized accommodation is being denied or ignored by a district employee such as an instructor or other employee should first attempt to resolve the matter by means of an informal meeting with the person against whom the student believes is not complying with the accommodation. This discussion should be timely, optimally within ten (10) school days of the alleged denial.

SECOND LEVEL – Informal Grievance:

Students who are dissatisfied with the outcome of their meeting with either the DSPS staff member or another district faculty/staff/administrator can schedule an appointment with the Director of DSPS. Students should bring their referral for accommodation along with the relevant information about dates of requests, services not received, and responses to their previous inquiries. Students should address these concerns to the Director of DSPS within ten (10) school days of the first level meeting:

Director, Disabled Students Programs and Services
Shasta-Tehama-Trinity Joint Community College District
P.O. Box 496006
Redding, CA 96049-6006
(530) 242-7799 (voice) / (530) 225-4888 (TTY)

The Director may conduct an informal inquiry with various parties involved in the alleged incident and inform students verbally of the resolution. The Director should communicate this resolution to the student within ten (10) school days of the second level grievance meeting.

THIRD LEVEL – Informal Grievance:

If the grievance cannot be resolved at the second level within ten (10) school days, students should contact the Vice President of Student Services. The Vice President will review the grievance with Director of DSPS and attempt to resolve the grievance informally. This discussion must take place within ten (10) school days after contact at the second level. The Vice President of Student Services should respond to the student’s grievance within ten (10) school days.
DISABLED STUDENTS PROGRAMS AND SERVICES

FOURTH LEVEL – Formal Grievance:

If the grievance cannot be resolved informally at the third level, the student will be asked to state the grievance in writing within ten (10) school days. This written statement should be directed to the Vice President of Student Services at the address listed above.

The Vice President will review the report of the findings issued by the Director of DSPS and conduct any further inquiry or interview as deemed appropriate, and provide a written decision within ten (10) school days of receiving the written appeal.

FIFTH LEVEL – Formal Grievance:

If the grievance cannot be resolved at the fourth level within ten (10) school days, the grievant may seek a review with the college Superintendent/President. A copy of the stated grievance and all written documentation of findings will be submitted to the Superintendent/President for review. The Superintendent/President shall have ten (10) school days to render a written decision.

Anyone who believes that an education institution that receives federal financial assistance has discriminated against someone on the basis of race, color, national origin, sex, disability or age can file a complaint with the U.S. Department of Education Office of Civil Rights (OCR). According to OCR, a complaint must be filed within 180 calendar days of the date of the alleged discrimination, unless the time for filing is extended by OCR for good cause.

Additionally, according to OCR, if a grievance is filed through the institutional process of the district and then filed with OCR, the complaint must be filed with OCR within 60 days after the last act of the institutional grievance process.

Office for Civil Rights/San Francisco
U.S. Department of Education
50 Beale Street, Suite 7200
San Francisco, CA 94105
Tel: (415) 486-5555
Fax: (415) 486-5570

Evacuation Procedures and Evacuation Destinations for Students with Significant Disabilities and Extended Education Area Students
This section applies to students with significant disabilities who will require special mobility assistance during a Redding campus evacuation up to and including transportation from the campus.

- The designated evacuation staging area is the north parking lot sidewalk where the Redding Area Bus Authority (RABA) waiting area is located (parallel to the gymnasium building).
- When a campus wide evacuation is ordered, students in the Transition Certificate Classes (ADAP) or other special DSPS classes will be assisted and accompanied by the DSPS faculty member to the designated campus evacuation staging area.
- Students in Transition Certificate classes or other special DSPS classes will be advised in advance of these procedures by the DSPS Director and the DSPS faculty member. Generally students with significant mobility related disabilities (i.e. visual, hearing, and physical) will be advised in writing of the procedures by DSPS Counselors and staff. Where appropriate, students will be advised to inform parents or care providers of these evacuation procedures including the location where the student can be picked up for transportation home.
- Students in the Assistive Technology Lab, DSPS tutoring center, and Learning Services Office will be assisted and escorted by DSPS staff to the evacuation staging area.
- When evacuation is ordered, students in other classes or labs will be instructed by faculty, staff or building coordinator to proceed immediately to the designated evacuation staging area to await evacuation from campus. Building coordinators, staff and faculty will be responsible for providing directions, guidance and/or mobility assistance to any student with a significant mobility impairment to the designated evacuation staging area.
- After ensuring the 2000 Building is completely evacuated, the DSPS Director (2000 Building Coordinator) and/or designated staff will proceed to the designated evacuation staging area.
- Either Shasta College or RABA buses will be dispatched to the above location by the 9-1-1 emergency service. When all students who have gathered at this location are loaded onto available RABA buses, each bus will proceed to the Mt. Shasta Mall main entrance, off of Dana Drive, by the fountain, near the food court. At the Mt. Shasta Mall, students will disembark their bus and may do one of the following:
  - Proceed to the RABA transfer station to board bus. Students are responsible for boarding the appropriate RABA bus.
  - Students who are awaiting personal transportation home are advised to wait at the Mt. Shasta Mall for their personal transportation provider.

Shasta College staff may assist students with making phone calls to arrange for transportation home but, during a time of emergency, will not likely be in possession of student’s personal contact information.

Board Reviewed 4/13/05
Board Reviewed 2/10/10
Board Reviewed 4/10/13
Extended Opportunity Programs and Services  AP 5150

Reference:  Education Code Sections 69640-69656; Title 5 Sections 56200 et seq.

Staffing and Program Management

Shasta College receives state funding for the Extended Opportunity Programs and Services (EOPS) and Cooperative Agency Resources for Education (CARE), and hires staff adequate in number to run the programs. Staff include a director, academic counselors, program coordinator(s), eligibility technician, and support staff. The EOPS/CARE programs are under the supervision of the EOPS/CARE director and direction of the Vice President of Student Services.

Documentation and Data Collection System

EOPS/CARE establishes and maintains a data collection system for documenting and tracking student eligibility, academic progress, and services received, which is submitted to the Chancellor's Office each semester.

EOPS Advisory Committee

Per Title V, Chapter 2.5, Article I, Section 56208, EOPS/CARE will establish an Advisory Committee appointed by the District Superintendent/President at the recommendation of the EOPS/CARE Director. The term of each committee member will be two (2) years. Each member may volunteer to serve more than one term. The committee will consist of no fewer members than the number of members on the District's Board of Trustees. Members serve without compensation, but may be reimbursed for necessary expenses incurred while performing their duties. The advisory committee will include representatives from students, college personnel, local high schools, community and business sectors, and four-year colleges.

Full-Time Director

Per Title V, Chapter 2.5, Article 3, Section 56230, each college receiving EOPS/CARE funds will employ a full-time EOPS/CARE director to manage and/or coordinate the daily operation of the programs and services offered and supervise staff assigned to perform EOPS/CARE activities.

Eligibility Criteria

Students who wish to receive EOPS/CARE services must fill out an EOPS/CARE Application for Services. This application allows EOPS/CARE staff to determine whether the student meets eligibility guidelines. Application deadlines are determined yearly to meet enrollment goals and are published on the EOPS/CARE Webpage, as well as around campus on fliers and on an electronic bulletin board in the EOPS/CARE office.

1. Requirements for student eligibility. The student must:
   a. be a California resident
   b. be enrolled full-time when accepted into EOPS/CARE
   c. have less than 55 units for a new student or 70 units for a continuing student of postsecondary degree applicable credit
d. qualify for BOGG A or B

e. meet any one of the following criteria to be determined “educationally disadvantaged”:
   i. be assessed at below minimum English or math
   ii. not have a high school or GED diploma
   iii. graduated high school with a G.P.A. below 2.5
   iv. been previously enrolled in remedial education

2. Meet one of the “other factors,” which only include:

   a. The student is a first-generation college student (Note: non first-generation college student status does not disqualify a student from eligibility)
   b. The student is a member of an underrepresented group targeted by District/college student equity goals
   c. The student/and or parents of student are non-native English speakers
   d. The student is an emancipated foster youth

Student Responsibility Requirements

Students who are receiving EOPS/CARE services agree to cooperate with program requirements as listed below:

1. Students must make three (3) EOPS/CARE contacts per semester with at least two (2) contacts face-to-face with a program counselor.
2. Students must provide the EOPS/CARE office with verification of counselor contacts.
3. Students must keep a current Education Plan on file in the EOPS/CARE office at all times.
4. Students must attend an EOPS/CARE Orientation for each semester that they receive EOPS/CARE services.
5. Students must file the appropriate forms at the EOPS/CARE office anytime they drop units, change class schedules, change addresses, change name or phone numbers, or exit from the program.
6. Students are encouraged to apply for Financial Aid by filling out a FAFSA each year.
7. Students must maintain a GPA of 2.00 or higher.
8. Students must be enrolled in 12 or more units at all times while receiving services from EOPS/CARE. Students filing a petition for part-time status will be evaluated on a case-by-case basis, and may not be guaranteed eligibility for EOPS/CARE services.
9. Students must return all EOPS/CARE Lending Library materials by the last day of final exams each semester or forfeit book services for the following semester and be subject to collections.
10. Students must sign a Mutual Responsibility Contract outlining these responsibilities before receiving EOPS/CARE services.
Recruitment and Outreach Services

Shasta College EOPS and CARE provides recruitment and outreach services to students in the local high schools, to potential EOPS or CARE eligible students at Shasta College, and to the community at large by advertising the program and its services. Recruitment and outreach activities include high school visits, presentations to community agencies, organizations, Shasta College groups and clubs, and a variety of marketing materials packaged for the public.

Cognitive and Non-Cognitive Assessment

Shasta College EOPS/CARE provides assessment services to EOPS/CARE eligible students by paying for no more than two (2) career or diagnostic assessments through the transfer center. Assessments must be approved by the EOPS/CARE counselors. In addition, students who indicate the need for further learning needs assessment will be referred to Disabled Students Programs and Services at Shasta College.

Advising and Orientation Services

Shasta College academic and paraprofessional staff provides orientation services and advising assistance to EOPS/CARE eligible students on an ongoing basis.

1. Meetings with the EOPS/CARE Coordinator on a drop-in or appointment basis.
2. Orientations are required for new students. Students who are accepted into EOPS/CARE cannot receive services until they have attended an EOPS/CARE Orientation.
3. Continuing students are required to attend a continuing student update seminar. Students who fail to attend a seminar are placed on restriction and lose book voucher and priority registration services for the following semester.

Registration Assistance

All EOPS/CARE students in good standing receive priority registration. Students on EOPS/CARE probation from the previous semester do not receive Priority Registration, but receive all other EOPS/CARE services. Students are placed on EOPS/CARE Probation under the following circumstances:

1. The student makes less than the three (3) required counseling contacts during the semester
2. The student returns lending library materials late or not at all
3. The student’s GPA drops below 2.00 must see a counselor for advisement

Students who do not fulfill these obligations for a second consecutive semester will be dropped from the program.
Extended Opportunity Programs and Services  

Basic Skills Instruction, Seminars, and Tutorial Assistance

Basic Skills instruction is provided by the college to all students who score below the requirements on the assessment test. EOPS/CARE provides tutoring to students who request it on an as needed and as available basis. The process for requesting EOPS/CARE tutoring includes a questionnaire about what other services the student has used and why he or she is asking for over-and-above tutoring. EOPS/CARE tutees must complete a Learning and Study Skills Inventory and a Learning Styles Inventory, prior to meeting with a tutor. After completing these assessments, students are eligible for up to three (3) hours per week of scheduled one-on-one tutoring in any one subject not currently offered, and may also use drop-in tutoring when scheduled. Student success seminars are offered during continuing student update seminars, and during a student success class for credit STU 50 Getting Connected: An Orientation to College conducted during the Summer Readiness Program.

Counseling and Retention Services

Shasta College EOPS/CARE provides counseling and advisement to EOPS/CARE-eligible students for at least three (3) contact sessions per term. The sessions consist of the following:

1. A contact session to develop and update a six-semester Education Plan, which will follow students through all semesters needed to complete their goals.

2. An in-term contact session to ensure the student is succeeding adequately and to update the Education Plan to increase student success. A signed instructor mid-term progress report suffices as long as students turn the report in before the established deadline.

3. A term-end or program exit contact session to assess student progress and success.

Career Employment Services

Shasta College operates a Career and Transfer Center, which offers career advisement and employment support to students. EOPS/CARE refers students to the center for career testing and employment information or assistance.

Transfer Services

Shasta College provides matriculation support to students through general counseling, which articulates with four-year institutions throughout the state. EOPS/CARE partners with the Transfer Center, TRIO, and other campus programs to fund guided field trips to four-year campuses in Northern California. EOPS/CARE administers application fee waivers for the California State University and University of California systems.
Direct Aid

Shasta College EOPS/CARE provides direct aid to students in the form of book vouchers for purchasing books required for their courses. EOPS/CARE students may also receive direct aid in the form of grants, work study or recognition awards.

Establishing Objectives and Implementation of Goals

Shasta College EOPS/CARE meets yearly with student service administrators to set program objectives and goals. The EOPS/CARE Director works with the EOPS/CARE staff during a planning meeting and in regular staff meetings to develop a plan for implementing these objectives. In addition to a yearly program plan, the Director documents the objectives and strategies for meeting yearly goals.

Review and Evaluation of the Program

Shasta College provides an annual overview of the program to the Chancellor’s Office as part of its year-end report. In addition, the EOPS/CARE Director provides a year-end narrative of the program to the Vice President of Student Services and the District Superintendent/President.

Reference: EOPS/CARE Program Plan for Extended Opportunity Programs and Services

Board Reviewed 12/10/08
General:

The Student Health Services Program (aka Health and Wellness Services) is funded by the Student Health Fee (Education Code Section 76355), and shall be available upon request to students who are registered in the current semester at the time of service and have paid the semester health fee.

Title 5, (Education) of the California Code of Regulations establishes the types of health services the District may offer and specifies the types of expenses for which the health services fee may be used. Title 16, (Professional and Vocational Regulations) of the California Code of Regulations establishes the scope of practice for licensed / professional health care providers (RN, LCSW, MD) in student health services.

Professional health care providers in student health services must maintain current licensure and certifications.

Student health services are not comprehensive and are not structured to address all the health care needs of District students. Students throughout the district, including at extended education sites, may access health information through the Health and Wellness website at http://www.shastacollege.edu/wellness/. In addition, over the counter health products are available at the major extended education centers within the district. Additionally, the licensed healthcare provider reserves the right to limit the extent and type of health services requested / provided. Referral to a community agency may be provided.

The College Nurse satisfies those qualifications defined in Title 5 as the minimum qualifications for a health services professional with overall responsibility for developing and directing student health services.

Written practices, protocols and procedures specific to registered nursing and licensed clinical social work activity in student health services are maintained in the offices of the College Nurse and Psychological Counselor.

Tuberculosis (TB) Skin Testing:

TB skin testing for employees and students is completed in student health services under protocol. Employee TB testing is funded by the District.

Record Retention:

All documented clinical encounters are stored in the form of a chart or nursing note and are retained for a period of seven (7) years, per State law, then destroyed. Exception – charts or nursing notes initiated when the student was a minor (under 18 years of age) shall be retained for seven (7) years after the minor student reaches 18 years, then destroyed. Psychological counseling records are maintained separately from medical or nursing records.
Student Health Services  AP 5200

Emergency Care / First Aid:

Emergency care, in case of accident, sudden illness, or extreme emotional distress may be rendered regardless of student registration / fee payment status.

Health service staff will summon 911 Emergency Response and Campus Security as necessary to assist with emergencies within or outside the health services office.

Because of health service limitations, Security Services or 911 Emergency Response is to be notified by campus staff in all cases of emergency outside the health services office.

In the absence of the College Nurse, First Aid may be rendered in the health services office by the Health & Wellness Services Technician holding certification in First Aid and Cardio Pulmonary Resuscitation (CPR.)

Scope of Services:

Medical and nursing services strictly adhere to the ethical and licensing standards of the Medical Board of California and the California State Board of Registered Nursing, respectively. Psychological counseling services strictly adhere to the ethical and licensing standards of the California Board of Behavioral Science.

Each licensed health care provider shall remain current in ethical, legal and therapeutic standards of care.

It is not the intention of the healthcare professionals in student health services to be identified as primary healthcare providers.

Student health service’s physician appointments are provided to assist students with minor, temporary health conditions that interfere with student success. Chronic, ongoing health concerns not already under the care of a primary care provider may be allowed an intake physician appointment and a limited number of follow-up appointments.

During the intake appointment and thereafter, health services staff shall refer the student to community resources for the provision of ongoing health care, documenting those resources in the student’s medical chart. Once referred to a community provider for a chronic health concern the student may not transfer back to student health physician services their healthcare management for the chronic condition.

Students already under the care of a primary provider for management of a chronic health condition may not transfer their healthcare management to student health physician services.

Students already under the care of a community psychological health provider may not transfer their healthcare management to student psychological counseling services.
As necessary, the psychological counselor shall provide community resources for continuing emotional health care, documenting those resources in the student’s counseling chart.

Referral to a community agency / healthcare resource may be provided to district staff when requested.

Board Reviewed 11/11/09
Student Accident Insurance

Reference: Education Code Section 72506

General:

Student accident insurance is funded by the Student Health Fee (Title 5, Education & California Education Code Section 76355). The Student Health Fee may not fund the athletic accident insurance portion of the policy (California Education Code Section 76355). The athletic accident insurance is funded by the athletic division. Student and Athlete insurance is available to:

- Enrolled and registered students injured while attending regularly scheduled classes at college or while attending college-sponsored activities, including club activities, or traveling under college supervision to and from college sponsored events.

- Enrolled and registered student athletes injured while participating in or attending any regularly scheduled practice or competition supervised by an authorized representative of the college or while traveling directly to and from practice or competition with other members as a group, provided such travel is supervised by an authorized representative of the college.

- Child(ren) of enrolled and registered students while in or about the child care facility provided by the college, provided that the facility is on the college campus or while attending “Mommy and Me” classes provided by the college with their student parent.

- Official Visitors who have been formally invited to the campus or who are on campus to conduct research or to address the faculty and/or students. Vendors and non-student spectators, regardless of activity, are not Official Visitors.

The District or their representative(s) is not authorized to guarantee payment of Student/ Athletic Accident Insurance claims. Questions regarding payment of claims are directed to the current student / athletic accident insurance vendor.

Procedure:

Students injured while attending regularly scheduled classes at college or while attending college-sponsored activities, including club activities, or traveling under college supervision to and from college sponsored events must report their injury to the instructor, coach or trainer so that a Student Accident Report can be completed by the supervising employee. The student accident report provides verification the student’s injury occurred as the result of participation in a college sponsored and supervised activity.

Athletes injured while participating in or attending any regularly scheduled practice or competition supervised by an authorized representative of the college or while traveling directly to and from practice or competition with other members as a group, provided such travel is supervised by an authorized representative of the college must report their injury to the instructor, coach, or athletic trainer so that an accident report can be completed by the supervising employee. The accident report provides verification the athlete’s injury occurred as the result of participation in college sponsored athletic activity.
Student Accident Insurance

The Student Accident Report is forwarded to the designated office by the supervising employee.

The designated office then reviews the accident report and provides, as applicable:

1. Accident insurance information to the injured student; and
2. Assistance with insurance claim filing.

Board Reviewed 11/11/09
Communicable Diseases

Reference:  Education Code Section 76403

The District will ensure:

- Cooperation with local health officers in measures necessary for the prevention and control of communicable diseases in students.

- Compliance with any immunization program required by State Department of Health Services regulations.

Board Reviewed 11/11/09
Student Equity  

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

The District has a student equity plan. The plan is filed as required to the Chancellor’s Office for the California Community Colleges, following approval by the Board.

The Student Equity Plan shall be developed, maintained, and updated annually under the supervision of the Student Equity Chairperson (Dean of Students), and should include:

- The active involvement of all shared governance groups on campus which will be comprised of faculty, administration, staff and students.
- Involvement by appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups.
- Campus-based research as to the extent of student equity.
- Institutional barriers to equity.
- Goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group.
- Activities most likely to be effective to attain the goals, including coordination of existing student equity related programs.
- Sources of funds for the activities in the plan.
- A schedule and process for evaluation of progress towards the goals.
- An executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the District will undertake to achieve the goals, the resources budgeted for that purpose, and the District officer or employee who can be contacted for further information.

Academic Senate Approved 10/12/09  
Board Reviewed 12/16/09
Reference:  

**Student Senate**

The students of the District are authorized to establish a student body association. The Board hereby recognizes the Student Senate as the student body association of the District. Day and evening students as well as off-campus students shall be encouraged to participate.

The Student Senate will conduct an annual District election of officers. The officers will oversee the meetings, expenditures, authorizations, and policies established. A simple majority of the elected voting members of the Student Senate officers shall constitute a quorum.

The Student Senate shall have student representative positions for each Division and if possible for each Campus within the District. Students interested in being a representative will fill out an application of interest. Representative applications will be available during regular office hours in the Student Senate office. At the close of the application period all eligible applicants will undergo a review process conducted by the elected Student Senate officers. Appointments will be announced at the next regularly scheduled Student Senate meeting. The following should take place:

1. The Student Senate shall conduct weekly meetings and post agendas for each meeting seventy-two hours in advance of the meeting in a designated area accessible to all students. Meetings will be conducted in compliance with the Ralph Brown Act.

2. A District academic employee (usually the Dean of Students and/or the Student Senate faculty advisor) must be present at all official Student Senate meetings at which time motions are made, action is taken and minutes are prepared.

3. All financial/monetary transactions in which funds are deposited or disbursed must be processed through the District Business Office.

**Student Activities**

1. All student activities and events must have required documents on file for Use of Facilities with Administrative Services Office.

2. The Dean of Students must be notified in writing of the time, place, and nature of a proposed student activity at least five days prior to the date of the event. The Dean of Students will have the authority to approve or disapprove all student activities.

3. All student activities must have adequate faculty or administrative supervision as determined by the Dean of Students.

4. Security supervision of student activities may be required by the Dean of Students for athletic events, dances, concerts and other activities in which large numbers of people are likely to congregate. The organization or club sponsoring the event will ordinarily bear the cost of security supervision.
Student Organizations  

Clubs

Any five Shasta College students plus a faculty advisor may form an interest or service club within the District provided the following process is adhered to:

1. Petition the Student Senate for approval.

2. Submit a club application packet to the Student Senate for approval.

3. All financial/monetary transactions in which funds are deposited or disbursed must be processed through the District Business Office.

4. Have a college academic employee present at all official club meetings at which time motions are made, action is taken and minutes are prepared.

Any club that has been inactive for two consecutive semesters shall be deemed null and void and all monies shall become the property of the general fund of the Student Senate.

When certification or decertification of a club is disputed, the question shall be determined by the following appeal procedure:

1. The appeal is taken to the Student Senate.

2. The Student Senate will make a recommendation to the Dean of Students regarding the certification or decertification of the club in question. The Dean of Students will then make a recommendation to the Vice President of Student Services.

3. The Vice President of Student Services has the authority to affirm or deny the certification or decertification of the club.

Other Student Organizations

Other student organizations (such as Phi Theta Kappa, Shasta College Beta Mu Mu Chapter), shall be extended the same rights and privileges as student clubs and will be officially recognized by the District. These organizations will adhere to all state laws and regulations and District policies and procedures.

Other student organizations can be recognized by the District provided the following process is adhered to:

1) Petition the Student Senate for approval.

2) Submit an application packet to the Student Senate for approval.

3) All financial/monetary transactions in which funds are deposited or disbursed must be processed through the District Business Office.
4) Have a college academic advisor present at all official club meetings at which time motions are made, action is taken and minutes are prepared.

Any student organization that has been inactive for two consecutive semesters shall be deemed null and void and all monies shall become the property of the general fund of the Student Senate or the appropriate state, national, or international organization.

When certification or decertification of a student organization is disputed, the question shall be determined by the following appeal procedure:

1. The appeal is taken to the Student Senate.

2. The Student Senate will make a recommendation to the Dean of Students regarding the certification or decertification of the student organization in question. The Dean of Students will then make a recommendation to the Vice President of Student Services.

3. The Vice President of Student Services has the authority to affirm or deny the certification or decertification of the student organization.

No student organization may organize or operate with the intent to participate in hazing or commit any act that injures, degrades or disgraces any fellow student or person.

Board Reviewed 12/10/08
Reference:  Education Code Sections 76060-76067

Each spring, the Student Senate shall conduct an annual District-wide election of new officers. The elected positions within the Student Senate shall be President, Vice President, Treasurer, Secretary, Public Relations Officer, and Events and Activities Officer.

Any student who is elected to serve as an officer in the Student Senate shall meet the following requirements:

1. Must be enrolled in a minimum of five semester units at the time of election and throughout the term.

2. Must maintain a minimum GPA of 2.00.

Board Reviewed 12/10/08
The Student Senate, clubs and other student organizations will have all funds deposited and disbursed by the District Business Office. The Business Office shall supervise and maintain the financial records and transactions; including budget preparation, auditing, purchase orders, check preparation, financial records, the issuance of purchase orders and the establishment of appropriate financial controls such as concession reports, ticket reports and the issuance and collection of receipt books.

The books, financial records and procedures of all student organizations are subject to an annual audit.

The reports of the student organizations annual audit are submitted to the District Governing Board.

Audit information, except that containing personnel or other confidential information, shall be released to the student organizations by the Vice President of Administrative Services.

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

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

All funds shall be expended subject to such procedures as may be established by each of the student organizations, subject to the approval of each of the following three persons. Approval by the following will be obtained each time before any funds are expended:

• The Superintendent/President or designee,

• The academic employee who is the designated adviser of the particular student organization and

• An officer of the particular student organization.

Other Agency Funds (Fund 89)

Other student organization’s funds (non-clubs) will be classified as “Other Agency Funds.”

Other agency funds are used to account for any other monies for which the district is the fiscal agent. A written agreement between both parties clearly defining the roles and responsibilities of each must be executed.

The governing Board shall adopt rules, responsibilities, and procedures to ensure the safeguarding of monies within this fund and the appropriate distribution of monies from this fund.

This fund may also function as an internal clearing account for grants, contributions, or revenues that must be allocated to more than one fund or when the user fund is not immediately known.

Such funds may be established and maintained in the appropriate county treasury, or as an alternative, the governing board may establish a bank account for each fund. Refer to Special Accounting Applications for requirements concerning separate bank accounts.

Student Representation Fee Trust Fund

The Student Representation Fee Trust Fund is used to account for monies collected pursuant to Education Code Section 76060.5 that provides for a student representation fee of one dollar per semester if approved by two-thirds of the students voting in the election. The election shall not be sufficient to establish the fee unless the number of students who vote in the election equals or exceeds the average of the number of students who voted in the previous three student association elections. The fee is to be expended to provide for the support of governmental affairs
Student Organizations Finance

representatives who may be stating their positions and viewpoints before city, county, and dis- 

tric governments and before offices and agencies of the State government. The district may 

charge a fee to recover its actual cost of administering these fees up to, but not more than, 7 

percent of the fees collected and deposited.

A student may, for religious, political, financial, or moral issues, refuse to pay the student repre-

sentation fee. The refusal must be in writing and submitted to college officials on the appropri- 

cate District-approved form.

Fees collected pursuant to Education Code Section 76060.5 shall be under the custody of the 

District’s chief fiscal officer and, subject to approval of the governing board, shall be deposited 

or invested in one or more of the following ways: in an insured bank, state-chartered savings 

and loan association, credit union, centralized State Treasury system, or other depository or in-

vestment as authorized by Education Code Section 76063.

Student Representation Fee Trust Fund monies shall be expended in accordance with proce-

dures established by the student organization consistent with the requirements of Education 

Code Section 76063. Each disbursement shall be subject to the approval of:

- the Vice President of Administrative Services;
- the Vice President of Student Services;
- the Dean of Students; and
- an officer of the Student Senate.

Board Reviewed 12/10/08
Standards of Conduct

Reference:  Education Code Sections 66300, 66301; Accreditation Standard 11.A.7.b

Violation of the Code of Conduct rules and regulations delineated in BP 5500, Standards of Conduct shall constitute good cause for student discipline, including but not limited to the removal, suspension or expulsion of a student, subject to the procedures outlined in AP 5520, Student Discipline Procedures.

Academic Honesty Violation Procedure Recommended for Faculty

It is recommended that instructors clearly state their policies and associated consequences regarding acts of academic dishonesty in their first-day handouts. If an instructor determines that a student has committed an act of dishonesty in his/her course, as described either under the Code of Conduct in Board Policy 5500 or in his/her first-day handout, then it is recommended that, after the instructor notifies the student of the action he/she has taken, the instructor fill out the instructor portion of the Academic Honesty Violation Form and submit the original of this form to the Dean of Students and a copy of the form to his/her division dean.

When filling out the Academic Honesty Violation Form, the instructor has the option of requesting that the Dean of Students take additional action. If the instructor makes this request, then he/she must provide supporting documentation to the Dean. The Dean will decide whether to take additional action based on the policies and procedures of his/her office. If the instructor is not requesting additional action be taken by the Dean, it is recommended that he/she submit the form anyway so that a centralized file of academic dishonesty incidents can be kept and further action can be taken if deemed appropriate by the Dean.

Upon receipt of the Academic Honesty Violation Form (see next page), the Dean of Students/Discipline Officer will determine whether additional action should be taken. If so, then the Dean/Discipline Officer will follow his/her established procedure for taking disciplinary action.

A student has the right to appeal through Board Policy 5520 – Student Discipline.

The procedures shall be made widely available to students through the college catalog and website.

Approved by Academic Senate 11/1/07
Revision approved by Academic Senate 10/13/08
Board Review 1/16/08
Revision approved by Academic Senate 2/8/10
Board Reviewed 4/14/10
Standards of Conduct

Academic Honesty Violation Form (AP 5500)

To be filled out by the Instructor

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>Student ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester/Year:</td>
<td></td>
</tr>
<tr>
<td>Section:</td>
<td></td>
</tr>
<tr>
<td>Course:</td>
<td>Instructor:</td>
</tr>
</tbody>
</table>

Description of Violation:

1. Indicate below the course of action you have taken regarding this violation (Check all that apply):

   - I have not taken any action.
   - I have requested a letter of apology.
   - I have given the student a warning.
   - I have assigned an “F” grade to the student on this assignment.
   - Other (describe)

2. Check one:

   - (a) I am satisfied that the course of action I have taken is adequate and I am not requesting any further action. (You do not need to submit supporting documentation.)

   - (b) I am not satisfied that the course of action I have taken is adequate. I am requesting that further action by the Dean of Students be considered. I am including documentation to support the case regarding this violation.

If you checked (b) above, indicate the course of action you recommend that the Dean of Students take regarding this violation.

Instructor Signature

Date
Standards of Conduct

To be filled out by the Dean of Students

Date: ____________

The student noted above has gone through the disciplinary process for violations of the academic honesty policy. The sanctions imposed upon the student by Dean of Students are as follows:

Disciplinary Officer Signature

Date

Approved by Academic Senate 11/1/07
Board Reviewed 1/16/08
Board Reviewed 12/10/08
Board Reviewed 4/14/10
Off-Campus Student Organizations

Reference: 34 CFR 668 46(b) (7)

This information will be included in the Shasta College Campus Safety Annual Report in compliance with the Clery Act. The Campus Safety Annual Report will include applicable information from law enforcement agencies regarding student-related incidents occurring off-campus.

Board Reviewed 4/11/12
The purpose of these administrative procedures is to provide a means to address violations of the Standards of Conduct set forth in Board Policy 5500 (BP 5500).

These administrative procedures are not intended to substitute for criminal or civil proceedings that may be initiated by other agencies and will be used in a fair and equitable manner, and not for purposes of retaliation. These procedures are not considered a legal proceeding. Therefore, students do not have a right to counsel during a student disciplinary hearing.

I. DEFINITIONS

**Discipline Officer:** The Dean of Students or such other official so designated by the Superintendent/President.

**District:** The Shasta-Tehama-Trinity Joint Community College District.

**School Day:** Any day during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

**Student:** Any person enrolled in any program at the District, either full-time or part-time. Persons who withdraw after allegedly violating the Standards of Conduct are considered “students” for the purposes of these procedures. The Standards of Conduct apply to all locations and activities of the District, including online courses and District-sponsored events.

**Instructor:** Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student’s educational program.

**Educational Administrator:** Any administrator who provides leadership and direction for the operations of the District whose responsibilities include supervision of managers, staff or instructors and the management of the institutional relations among students, faculty and staff.

**Expulsion:** Permanent separation of the student by the Board of Trustees from all courses and activities offered by the District.

**Good Cause:** Any offense defined by Education Code section 76033 and such other causes as set forth in the Standards of Conduct.

**Hearing Authority:** The Vice President of Student Services or such other official so designated by the Superintendent/President and with responsibility for the first appeal level.

**Removal from Class:** Exclusion of the student by an instructor for the day of the removal and the next class meeting.
Reprimand (Written or Verbal): An admonition to the student to cease and desist from conduct determined to violate the Standards of Conduct.

Immediate Interim Suspension (Education Code Section 66017): The immediate suspension of a student when the Discipline Officer or any educational administrator concludes that immediate suspension is required to protect students or others from injury, to protect property, or to ensure the maintenance of order at the District provided that a reasonable opportunity for a hearing be afforded the suspended student within ten (10) days.

Short-Term Suspension: Exclusion of the student for good cause from one or more classes, school activities, and/or all District facilities for a period of up to five (5) school days.

Long-Term Suspension: Exclusion of the student for good cause from one or more classes, school activities and/or all District facilities for more than five (5) school days.

Withdrawal of Consent to Remain on Campus: Withdrawal of consent by the Discipline Officer or other officials so designated by the Superintendent/President for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Discipline Officer has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

II. EXPECTED STUDENT CONDUCT

The Standards of Conduct are set forth in BP 5500 and apply to conduct that relates to District activity or District attendance, including conduct that occurs while at District campuses or facilities, or at District sponsored activities, including before classes begin, after classes end, during the academic year, and during periods between terms of actual enrollment. The Standards of Conduct shall apply even if the student withdraws from school while a disciplinary matter is pending.

III. SANCTIONS

One or more of the following sanctions may be imposed upon any student found to be in violation of the Standards of Conduct:

1. Warning: Verbal notice to the student by the Discipline Officer that the student is violating or has violated the District’s Standards of Conduct and that a continuation of the specified conduct by the student may lead to further disciplinary action. The warning will be documented by the Discipline Officer and may become part of the student’s record for a period of up to one year.

2. Reprimand: A written or verbal admonition to the student by the Discipline Officer to cease and desist from conduct determined to violate the Standards of Conduct. A record that a reprimand has been given shall be documented and may become part of a student’s record for a period up to one year.
3. **Disciplinary Probation:** A written reprimand by the Discipline Officer for violation of a specific provision of the Standards of Conduct that invokes probation for a designated period of time, which includes the possibility of more severe disciplinary sanctions should the student violate any of the Standards of Conduct during the probationary period.

4. **Restitution:** Reimbursement by the student for damage(s), injury or misappropriation of District property or to instructional materials/equipment caused by the students’ misconduct. Restitution/reimbursement may be one or more of the following: appropriate service, monetary or material replacement. Pursuant to Title 5 of the California Code of Regulations, Section 59410, students who fail to provide the required restitution will have their grades, transcripts, diplomas, and registration privileges withheld until the financial obligation to the District is satisfied. The Discipline Officer shall provide the student with an opportunity to be heard prior to the imposition of a restitution order.

5. **Removal from Class or Instruction-Related Activity:** Any instructor may order a student removed from his or her class or instructional activity for the day of the removal and the next class or activity meeting. The instructor shall immediately report the removal to the Discipline Officer. The Discipline Officer will arrange for a meeting with the student regarding the removal. The student shall not be allowed to return to the class or instructional activity during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Discipline Officer from further disciplinary sanctions in accordance with these procedures, and based on the facts which led to the removal. If the student removed is a minor, the Discipline Officer shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent/guardian so requests, the Discipline Officer shall attend the conference.

6. **Loss of Privileges:** Denial of privileges that do not involve restrictions on class attendance for a designated period of time.

7. **Residence Halls Suspension:** Separation of the student from the Residence Halls for a definite period of time for violation of the Student Residential Housing Agreement or Standards of Conduct after which the student is eligible to return. Conditions for readmission to the Residence Halls may be specified.

8. **Residence Halls Contract Revocation:** Permanent separation of the student from the Residence Halls for continued or serious violations of the Student Residential Housing Agreement or Standards of Conduct without possibility of readmission, which may also include revoking the privilege to be in or near the Residence Halls for any reason.

9. **District Suspension:** Subject to notice and appeal hearing requirements, separation of the student for good cause from all classes, school activities and/or all District campuses for a definite period of time after which the student may be eligible to return.
10. **District Expulsion:** Permanent separation of the student by the Board of Trustees from all courses and activities offered by the District.

11. **Revocation of Degree or Certificate:** A degree or certificate awarded by the District may be revoked for fraud, misrepresentation, or other violation of District standards in obtaining the degree or certificate. Such a revocation shall be by action of the Board of Trustees.

12. **Withholding of Degree or Certificate:** The District may withhold awarding a degree or certificate otherwise earned until the completion of the process set forth in these procedures, including the completion of all sanctions imposed, if accusations of misconduct affect the student’s entitlement to the degree or certificate.

13. **Withdrawal of Consent to Remain on Campus:** The Discipline Officer or other officials so designated by the Superintendent/President may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn the Vice President of Student Services and the Superintendent/President will be notified immediately. The person from whose consent has been withdrawn may submit a written appeal in accordance with Sections VI and VII of these procedures.

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to attend a hearing, is subject to arrest (Penal Code section 626.4).

14. **Discretionary Sanctions:** Work assignments, essays, service to the District, or other related discretionary assignments that are determined to be appropriate by the Discipline Officer to remedy a violation of the Standards of Conduct or that serve as an educational lesson in response to such a violation.

**IV. DISCIPLINE INVOLVING STUDENT GROUPS**

Sanctions upon student groups or organizations may be imposed as follows:

1. Those relevant sanctions listed in Section III of these procedures.
2. Loss of selected rights and privileges for a specified period of time.
3. Deactivation: Loss of all privileges, including District recognition, for a specified period of time.

Accusations that a student group or organization has collectively violated the Standards of Conduct, terms that govern the group or organization, or any conditions of District operations, shall be initially reviewed by the Discipline Officer who shall have authority to impose sanctions on the group or organization.
No sanctions shall be imposed until the Discipline Officer has provided the group or organization with a written statement of the accusations and given the group or organization an opportunity to respond.

V. RECORDS OF DISCIPLINARY ACTION

In accordance with Education Code section 76220, the District shall establish, maintain and destroy student records according to regulations adopted by the Board of Governors of the California Community Colleges. The Discipline Officer will create a record of disciplinary actions, along with relevant supporting documents and evidence. This record shall be maintained as a confidential student disciplinary record and may not be released without the permission of the student, except as permitted by law. The student shall have the right to inspect the record and to challenge the contents. Disciplinary records shall be retained in a manner consistent with state law.

In accordance with Education Code section 76234, whenever there is included in any student record, information concerning any disciplinary action taken by the District in connection with any alleged sexual assault or physical abuse or any conduct that threatens the health and safety of the alleged victim, the alleged victim of the sexual assault or physical abuse shall be informed within three (3) days of the results of any disciplinary action by the District and the results of any appeal.

In accordance with the Jeanne Clery Act, the District will disclose the results of any disciplinary proceeding conducted by the District against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to:
- The alleged victim; or
- The alleged victim’s next of kin, if the victim is deceased.

VI. SUSPENSION/EXPULSION PROCEDURES

The following procedures shall be followed before any suspension or recommendation of expulsion except in the event that an emergency/interim suspension is imposed as set forth herein.

A. **Administration.** The Discipline Officer shall administer these procedures and take appropriate action, subject to the approval of the District Superintendent/President and the Governing Board if required herein or otherwise by law.

B. **Reporting of conduct.** Alleged student misconduct shall be reported to the Discipline Officer.

C. **Investigation.** Upon receiving a report of alleged student misconduct, the Discipline Officer shall initiate an investigation.
D. **Notice.** Before imposing this discipline, the Discipline Officer shall make reasonable efforts to give the student written notice of the reason for the proposed disciplinary action. If the student is a minor, the Discipline Officer shall also notify the parent or guardian of the investigation and charges.

E. **Opportunity to be Heard.** Within a reasonable period of time following the delivery to the student of the notice referred to above, the Discipline Officer shall offer the student an opportunity to attend a meeting at which time the student may present a rebuttal to the accusation or otherwise offer relevant comment on the proposed suspension or recommendation of expulsion. If the student fails to arrange such a meeting (or fails to appear for a meeting the student arranged), the decision of the Discipline Officer shall be made without input from the student.

F. **Determination after Meeting.** The Discipline Officer shall decide whether or not to proceed with the proposed suspension or recommendation of expulsion after hearing the student’s explanation and considering all of the information. The Discipline Officer shall send the student a written notice of the decision via personal delivery or certified mail to the student’s last known address, as set forth in subsection (H) below.

G. **Notice to the District’s Hearing Authority.** The Discipline Officer shall report any disciplinary action imposed to the District’s Hearing Authority (the Vice President of Student Services or such other official so designated by the Superintendent/President.)

H. **Short-Term Suspension Notification.** The Discipline Officer shall send the student a written notice of determination within three (3) school days after the meeting described in subsection (E). The notice shall inform the student of the decision and the length of the suspension, if any. The notice shall also inform the student that the decision is final. The notice shall be hand delivered or sent via certified mail to the student’s last known address.

I. **Long-Term Suspension and/or Recommendation for Expulsion Notification.** The Discipline Officer shall send the student a written notice of determination within five (5) school days after the meeting described in subsection (E). The notice shall be hand delivered or sent via certified mail to the student’s last known address. The notification shall include:

1. A statement of the charges, the reason for the suspension or recommended expulsion, and a description of facts related to the misconduct, including the evidence against the student, the date of the incident(s), time of the incident(s), and location of the offense(s);

2. A copy of the Standards of Conduct;
3. An explanation that the student who has been suspended is entitled to appeal the decision and has a right to an appeal hearing ("appeal hearing"). The notification shall also state that a request for an appeal hearing shall be filed within five (5) school days of the receipt of the notification. Mailed notice is presumed received three calendar days after mailing. The written request for an appeal hearing must be submitted to the Hearing Authority, and must cite the specific ground(s) for the appeal (from those listed below), and provide information which substantiates the ground(s) on which the appeal is being made. The failure to request a hearing in a timely manner shall constitute a waiver of the right to a hearing;

4. Grounds for appeal: A student may appeal the decision of the Discipline Officer on the grounds that:
   
i. fair consideration was not provided to the student (i.e., there is evidence that some aspect of the meeting described in subsection (E) was prejudicial, arbitrary, or capricious); or

   ii. new and significant information, not reasonably available at the time of the initial meeting, has become available; or

   iii. the sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense. Any evidence supporting these grounds must be included in the request for an appeal hearing.

5. A statement that the student has the right to be accompanied at an appeal hearing" by an on-campus advisor of his or her choice. If the student decides to be accompanied by an advisor, the name and address of that advisor shall be submitted to the Hearing Authority at the time the appeal is filed;

J. Schedule of Hearing. The Hearing Authority shall schedule an appeal hearing no later than ten (10) school days after a timely written request for a hearing is received by the District.

VII. HEARING AUTHORITY’S APPEAL PROCEDURES

A. Sanctions recommended by the Discipline Officer may be appealed, by the student charged, to the Hearing Authority (the Vice President of Student Services or such other official so designated by the Superintendent/President). The appeal must be in writing and received by the Hearing Authority within five (5) school days of receipt of notification of right to appeal.

B. Upon receipt from the student of a request to appeal within the time stated above, the Hearing Authority will review the facts of the Discipline Officer's findings and recommended sanctions. Sanctions recommended by the Discipline Officer may or may not be suspended until such time as the appeal hearing is held.
C. If after the review, the Hearing Authority determines that an appeal is warranted then the appeal hearing will be conducted with the student within ten (10) school days of receipt of the request to appeal.

D. Additional parties and/or witnesses to the violation may be requested to meet with the Hearing Authority to verify information obtained from the hearing held with the Discipline Officer.

E. The Hearing Authority may uphold, modify or reject any or all disciplinary sanctions recommended by the Discipline Officer. If the Hearing Authority modifies or rejects any or all sanctions recommended, the Hearing Authority shall prepare a new written decision which contains specific factual findings and conclusions. The Hearing Authority’s decision shall be sent via certified or registered mail to the student’s last known address. The Hearing Authority shall report all suspensions, recommendations of expulsion, and recommendations to revoke or withhold a degree or certificate to the Superintendent/President within five (5) school days.

F. If the student fails to attend the appeal hearing without prior notice of cancellation, or without rescheduling another hearing, the Hearing Authority may uphold, modify, or reject the disciplinary sanctions recommended by the Discipline Officer without input from the student. Sanctions imposed could result in suspension, expulsion, or revoking or withholding a degree or certificate.

G. In cases not resulting in long-term suspension, expulsion, or revoking or withholding of a degree or certificate, the decision of the Hearing Authority shall be final.

H. In cases where a recommendation of long-term suspension, expulsion, or the revoking or withholding of a degree or certificate has been rendered, notice shall be forwarded immediately to the Superintendent/President.

VIII. EMERGENCY INTERIM SUSPENSION

A. The Discipline Officer may impose an emergency/summary suspension if deemed warranted. It is an extraordinary measure and shall be utilized only when necessary to protect individuals from injury or death, or damage to property, or to ensure the maintenance of order pending an opportunity for the student to be heard.

B. A meeting shall be provided to the student within five (5) school days of an emergency/summary suspension (Education Code section 66017). The procedures set forth in sections VI and VII shall apply to the meeting and any appeal hearing.

C. An emergency/summary suspension shall be reported to the Board of Trustees at its next regular meeting after such suspension has been imposed.
IX. SUPERINTENDENT/PRESIDENT

In cases where long-term suspension, expulsion, or revoking or withholding a degree or certificate is recommended, the following shall apply:

A. **Long-Term Suspension**: Within ten (10) school days following receipt of the recommended decision, the Superintendent/President shall render a final written decision. The Superintendent/President may uphold, modify or reject the disciplinary sanctions recommended by the Hearing Authority. If the Superintendent/President modifies or rejects the suspension recommendation, the Superintendent/President shall review the record of the hearings, and prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President shall be final except as to expulsions or revoking or withholding of a degree or certificate. The final decision shall be sent via certified or registered mail to the student’s last known address. The Superintendent/President shall report all suspensions, whether short- or long-term, of any student to the Board of Trustees in closed session at its next regular meeting after the suspension has been imposed.

B. **Expulsion or Revoking or Withholding a Degree or Certificate**: Within ten (10) school days following receipt of the recommended decision, the Superintendent/President shall render a written recommended decision to the Board of Trustees. The Superintendent/President may uphold, modify or reject the disciplinary sanctions recommended by the Hearing Authority. If the Superintendent/President modifies or rejects the expulsion recommendation, or the recommendation to revoke or withhold a degree or certificate, the Superintendent/President shall review the record of the hearings and prepare a new written decision which contains specific factual findings and conclusions. The Superintendent/President’s decision shall be forwarded to the Board of Trustees.

X. BOARD OF TRUSTEES

In cases where expulsion or revoking or withholding a degree or certificate is recommended, the following shall apply:

A. The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion and/or revoking or withholding a degree or certificate at its next regularly scheduled meeting or as soon thereafter as is practicable. The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student requests the matter be heard in open session in accordance with these procedures and Education Code section 72122. The Board may expel a student for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others (Education Code section 76030).
B. The student shall be notified in writing, by registered or certified mail or by personal service, at least five (5) school days prior to the meeting, of the date, time, and place of the meeting of the Board of Trustees. The student may, within forty-eight (48) hours after receipt of the notice, request that the hearing be held in open session. Even if a student has requested that the Board of Trustees hear an expulsion recommendation in open session, the Board of Trustees may deliberate in closed session in accordance with Education Code section 72122.

C. A closed hearing will be closed to everyone except the following:

1. the student charged;

2. an advisor/advocate for the student charged, if so desired. If the student chooses to be accompanied by an attorney, the student must notify the District in writing of his/her intent to bring an attorney at least two (2) school days prior to the hearing. Failure to notify the District will result in a postponement of the hearing;

3. the District Superintendent/President and/or President’s designee;

4. the Board of Trustees;

5. Counsel for the District;

6. the student's parent(s) or guardian, if the student is a minor;

7. Campus Security or such other law enforcement personnel deemed necessary for the safety of meeting participants.

D. The hearing shall be conducted in accordance with the following procedures:

1. The President of the Board of Trustees will serve as chair of the hearing, and will rule on all questions of procedure and admission of evidence.

2. Hearings need not be conducted in accordance with strict rules of evidence or the formality of a court hearing.

3. Before commencement of the hearing, the Board of Trustees shall review a description of the charges, notices, evidence, findings, and a copy of the proposed decision from the college-level disciplinary appeal hearing. The Board of Trustees shall consider no evidence other than that evidence received in the hearing process.

4. The District Superintendent/President or designee shall make a brief statement to the Board of Trustees, referring to relevant evidence regarding the alleged misconduct.
5. The accused student may then make a brief statement to the Board of Trustees and present any relevant evidence.

6. The statements shall be limited to five (5) minutes each.

7. Upon completion of these statements, the Board of Trustees will have an opportunity to ask questions of both the student and the District Superintendent/President or designee.

8. The Board of Trustees will conclude the hearing, dismiss the parties, and privately deliberate as to a decision.

9. The Board of Trustees shall issue a statement of decision including findings of fact and a determination that the accused student did or did not commit the act(s) charged, a finding that the student's act(s) did or did not constitute a violation of the Standards of Conduct, and a decision as to whether the expulsion proposed by the District Superintendent/President will be upheld or modified. The Board of Trustees may also recommend further investigation. Pursuant to Education Code section 72122, regardless of whether the matter is heard in open or closed session, the final action of the Board of Trustees shall be taken in open session, and the result of the action shall be a public record. The name of the student, however, shall not be released.

10. The hearing (but not the deliberations of the Board of Trustees) shall be recorded either in written format or electronically. The record shall be the property of the District. The student may read the record or listen to the tape at a mutually agreeable location at the District. An accused student may, upon request, be provided a copy of the written record or electronic recording at his or her own expense.

11. A written statement of the Board of Trustees' decision shall be sent via certified or registered mail to the student's last known address within three (3) school days after the conclusion of the hearing.

12. If the Board of Trustees' decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her objections to the decision. This statement shall become a part of the student's records.

13. The decision of the Board of Trustees is final and not subject to further appeal.
XI. NOTIFICATION

The District Superintendent/President or designee shall, upon suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the District is situated of any acts of the student that may be in violation of section 245 of the Penal Code (Education Code section 76035).

XII. EXTENSIONS OF TIME

Calendar restraints may be extended with the agreement of both parties.

Board Reviewed 04-13-11
Revisions submitted by Student Services 08-19-13
Board Reviewed 10/09/13
Student Rights and Grievances

Reference: Title IX, Education Amendments of 1972; Education Code Section 76224(a); HEA Title IV, CFR, Sections 600.9 and 668.4 (3) (b); WASC Accreditation Standard II.B.2.c

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights or privileges as a student.

This procedure does not apply to grade changes or to student disciplinary actions, both of which are covered under separate Board Policies and Administrative Procedures (BP/AP 4230-Grade Changes and BP/AP 5520-Student Discipline).

Definitions

School Day: Any day during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

Student: Any person currently enrolled as a student in any class or program offered by the District.

Levels for Resolving a Student Grievance

FIRST LEVEL – Informal Grievance
Any student with a grievance should first attempt to resolve the matter by means of an informal meeting with the person(s) against whom the student has the grievance. This discussion must take place within ten (10) school days of the alleged incident.

SECOND LEVEL – Informal Grievance
If the grievance cannot be resolved as specified at the first level within ten (10) school days, the grievant should contact the immediate supervisor or Dean of the appropriate department or program. This discussion must take place within ten (10) school days after contact at the second level. The Supervisor or Dean has ten (10) school days to respond to the student’s grievance.

THIRD LEVEL – Informal Grievance
If the grievance cannot be resolved at the second level within ten (10) school days, the grievant should contact the appropriate Vice President. The Vice President will review the grievance with the supervisor or administrator and attempt to resolve the grievance informally. This discussion must take place within ten (10) school days after contact at the third level. The appropriate Vice President has ten (10) school days to respond to the student’s grievance.

FOURTH LEVEL – Formal Grievance
If the grievance cannot be resolved informally at the third level, the grievant will be asked to state the grievance in writing within ten (10) school days. Then a formal hearing will be scheduled within ten (10) school days of receipt of the written complaint. The employee being grieved shall have the opportunity to respond in writing. A Vice President, as appointed by the Superintendent/President, will conduct the hearing.
The hearing will include the grievant(s) and the person(s) grieved against. Each shall be entitled to:

1) representation of his/her choice, including legal counsel when mutually agreed;
2) the right to present witnesses and evidence; and
3) the right to question opposing witnesses.

Official minutes of the hearing will be recorded, and, upon request, available to any person in attendance at the hearing. The Vice President, as appointed by the Superintendent/President, shall have ten (10) school days after the date of the hearing to render a written decision.

FIFTH LEVEL – Formal Grievance
If the grievance cannot be resolved at the fourth level within ten (10) school days, the grievant may seek a review with the District Superintendent/President. A copy of the stated grievance and minutes of the hearing, if any, will be submitted to the Superintendent/President for review. The Superintendent/President shall have ten (10) school days to render a written decision.

SIXTH LEVEL – Formal Grievance
If the grievance cannot be resolved at the fifth level within ten (10) school days, the grievant may seek a review before the District Board of Trustees at its next regularly scheduled meeting.

Record of Grievance
A record of the grievance against an employee of the District may only be entered into an employee’s personnel file in compliance with an employee’s contract and the disciplinary process.

Note: The District is committed to resolving student complaints and/or grievances in a fair and equitable manner. Students should work through the District’s process first before escalating issues to other agencies. Issues that are not resolved at the District level may be presented to the California Community Colleges Chancellor’s Office (CCCCO) at: www.californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx.

This Policy and the related Administrative Procedure is not available for use by any student or applicant for admission who believes that he/she has been subjected to unlawful discrimination, including sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972. The basis for filing a complaint of unlawful discrimination and the procedures to be used to file such a complaint are set forth in the District’s Board Policy and Administrative Procedure 3430 – Prohibition of Unlawful Discrimination or Harassment, which can be obtained in the Human Resources Office in the Shasta College Administration Building 100, Room 121, 11555 Old Oregon Trail, Redding, CA 96003 or on the District’s web site at: www.shastacollege.edu.

Board Reviewed 1/17/07
Board Reviewed 11/09/11
Web-Based Protocols and Conduct

Reference: **Education Code 66300**

In accordance with relevant District policies, the following procedure delineates authority for the blocking or denying of student access to online/hybrid/web enhanced course materials.

A registered Student may be denied access to web-based materials when the following conditions are met:

1. ** Issuance of Warning:**
   - The Course syllabus must clearly state the instructor has the authority to block or deny access to web-based materials and the possible reasons for doing so (e.g., failure to actively participate in web-based activities, violation of proper netiquette).
   - The Instructor will notify the student by email that access to the web-based material will be blocked should the student fail to contact the instructor within five (5) calendar days. The reason for the blockage will be identified in the email.
   - The email will also indicate that the blockage, if implemented, will remain in effect until the student contacts the instructor.
   - Under extenuating circumstances, the instructor may invoke immediate blockage of student access for a period of five (5) calendar days to maintain order in the online environment. The respective Dean will be notified by the instructor immediately.

2. ** Access Denied:**
   - Should the student fail to contact the instructor within the five (5) calendar days as described above, the instructor will confer with his/her respective Dean, outlining the rationale for the blockage.
   - If the Dean concurs with instructor’s rationale, the Dean will forward an email to the SC Online System Administrator requesting that the student’s access to web-based materials of the course be blocked for an indefinite period of time.
   - The instructor will receive a copy of the email and, when an alleged violation of the Student Code of Conduct is alleged, the Dean of Students Office will forward notification of the denied access and a registered letter through the US Postal Service to the student requesting a disciplinary hearing. Any sanctions assigned will be determined by the Dean of Students.

3. ** Access Reinstatement:**
   - Access to web-based materials will be reinstated only when the student has made contact with the instructor and the instructor forwards an email recommendation to the respective Dean.
• The Dean will, via email, authorize the SC Online System Administrator to reinstate the online privileges. The Dean of Students will be copied on the email.

Students have the right to appeal any complaint for online abuses to the appropriate Academic Dean. If sanctions have been imposed by the Dean of Students as the result of a disciplinary hearing, the student has the right to appeal these sanctions to the Vice President of Student Services.

Board Reviewed 4/15/09
Student Credit Cards and Solicitation

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

Solicitation

- Credit card solicitation will not be allowed on Shasta College campuses.
- Students shall not be solicited on school premises for purchases, subscriptions, or contributions to any organization, or solicited for membership in, or to work for, any organization not directly under the control of the Governing Board, without written authorization from the Administration.
- Any organization who wishes to come to the campus must be registered with the campus administration and receive prior approval before each visit to campus.
- Authorization will be granted only if the organization is non-partisan charitable organization organized for charitable purposes by an act of congress or under the laws of the State of California.
- Only specifically designated areas on campus will be available for organizations to use and must be arranged through the Office of Administrative Services.
- One-on-one solicitation is prohibited on campus premises.

Guidelines for Posting Materials

- Bulletin boards shall be provided for use in posting materials at campus locations convenient for use by students, staff, and members of the public.
- All postings shall clearly indicate the author or agency responsible for its production and shall be date-stamped with the date of posting by the Office of the Dean of Students.
- No reproductions of stamps will be accepted (i.e., copies of previously stamped materials).
- All items 3x5 or smaller do not need the Office of the Dean of Students approval, but must follow same content guidelines and posting instructions.
- All items over 3x5 must be cleared through the Office of the Dean of Students before posting. The only exception is Shasta College produced materials with the official Shasta College logo, such as theatre events, farm events, etc.

Posting

- Use staples, thumb tacks, push-pins or non-damaging tape only on cork or wood bulletin boards and kiosk in quad.
- Posting of materials promoting drugs, alcohol, anything that harasses, threatens, or endangers the safety or health of any person or any material containing sexual content or posting that solicits money from students shall not be permitted.
- Posters larger than 11x14 shall not be posted on bulletin boards, but next to or underneath. No material shall be posted on glass doors or windows.
Student Credit Cards and Solicitation

- All school promoted or non-school promoted materials can be posted up to, but not exceeding fourteen (14) days.

Please adhere to guidelines and instructions on all bulletin boards. All materials that do not meet these requirements will be removed.

Board Reviewed 8/12/09
Board Reviewed 7/14/10
Voter Registration

Reference: 20 USC Section 1094(a) (23) (A); 34 CFR Section 668.14(d) (1)

- The District shall make a good faith effort to distribute a mail voter registration form to each student enrolled in a degree or certificate program and physically in attendance at the institution.

- The District shall ensure that voter registration forms are widely available to students at the institution.

- The District designates the Associate Dean of the Library to be the point of contact for the Secretary of State for distribution of voter registration cards.

- Voter registration forms are received by the Associate Dean of the Library from the state and are available in the Library and at other designated campus locations.

Board Reviewed 8/12/09
Athletics

Reference:  
Education Code Section 78223, 66271.6, 66271.8, 67360 et seq.
COA Constitution and Bylaws, Title IX-Education Amendments of 1972

Athletic Recruiting Rules and Regulations

Shasta College may recruit prospective student-athletes from their “recruiting area” by using all of the available contact modalities. The recruiting area is defined as the college district and all other contiguous districts that share a common border with Shasta College. Any other contact with prospective student-athletes must be initiated by the athlete in the form of a “first contact”. The college is required to submit a signed Form C First Contact Form that verifies that the student made the initial contact with Shasta College. Shasta College adheres to Bylaw 2 of the Commission on Athletics Constitution that addresses all areas of recruiting. The college is required to submit a yearly R-1 & R2 form, signed by the Superintendent/President, that verifies that all coaches and all other people acting as agents of Shasta College understand and pledge to follow the COA recruiting by-laws.

Procedures for Establishing Athletic Eligibility

Each year every student-athlete completes a Form 1 which is the primary information tool used to establish the eligibility for the up-coming season of sport. The Athletic Director is responsible for having each prospective student-athlete fill out the Form 1, along with other forms that are required and these forms are processed and signed by the Director of Athletics and each Head Coach. The forms are sent to an independent Athletic Eligibility Officer in the Admissions and Records Office who makes the official determination on athletic eligibility before sending the completed documents to the Conference Commissioner.

Sport Schedules and Media Guides

The Director of Athletics, working along with each head coach, is responsible for establishing the sport schedules. Each athletic schedule is presented for Shasta College Board approval prior to each sport season. The Director of Athletics is also responsible for organizing and overseeing the development of Fall, Winter, and Spring Athletic Media Guides. These publications are used to furnish spectators, community members, and the media with information on each of the intercollegiate sport programs including the current student-athletes and coaches, as well as the support staff that help administer the athletic program.

The Shasta College athletic program is in full compliance with all of the rules and regulations set forth in the Commission on Athletics and California Community College Athletic Association Constitution and Bylaws.

Board Reviewed 1/20/10
Prevention of Identity Theft in Student Financial Transactions

Reference:  
Fair and Accurate Credit Transactions Act, (Pub.L. 108-159)

The Board recognizes that some activities of the Shasta-Tehama-Trinity Joint Community College District, "District," are subject to the provisions of the Fair and Accurate Credit Transactions Act (FACT Act) and its "Red Flag" rules.

I. Program Adoption

The District adopted this initial Identity Theft Prevention Program ("Program") in compliance with the "Red Flag" rules issued by the Federal Trade Commission pursuant to the Fair and Accurate Credit Transactions ACT ("FACTA"). The District is engaging in activities which are covered by the FACTA Red Flag rules. After consideration of the size and complexity of the District's operations and account systems, and the nature and scope of the District's activities, the Board has determined that this Program is appropriate for the District.

II. Program Purpose

Under the Red Flag rules, the District is required to establish an "Identity Theft Prevention Program" with reasonable policies and procedures to detect, identify, and mitigate identity theft in its covered accounts. The District must incorporate relevant Red Flags into a Program to enable the District to detect and respond to potential identity theft. The District shall ensure that the Program is updated periodically to reflect changes in risks to customers or creditors or the District from identity theft.

III. Responsible District Official

The President shall designate a senior District official to serve as Program Administrator. The Program Administrator shall exercise appropriate and effective oversight over the Program and shall report regularly to the President on the Program.

IV. Program Administration and Maintenance

The Program Administrator is responsible for developing, implementing and updating the Program throughout the District. The Program Administrator will be responsible for ensuring appropriate training of District staff on the Program; for reviewing any staff reports regarding the detection of Red Flags and the steps for identifying, preventing and mitigating identity theft; for determining which steps of prevention and mitigation should be taken in particular circumstances; and for considering periodic changes to the Program.

The Program will be periodically reviewed and updated to reflect changes in identity theft risks and technological changes. The Program Administrator will consider the District's experiences with identity theft; changes in identity theft methods; changes in identity theft detection, mitigation and prevention methods; changes in types of accounts the District maintains; changes in the District's business arrangements with other entities; and any changes in legal requirements in the area of identity theft. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted.
The Program Administrator shall confer with all appropriate District personnel as necessary to ensure compliance with the Program. The Program Administrator shall annually report to the President on the effectiveness of the Program. The Program Administrator shall present any recommended changes to the President for approval. The President's approval shall be sufficient to make changes to the Identity Theft Prevention Program.

V. Definitions

Pursuant to the Red Flag regulations at 16 C. F. R. § 681.2, the following definitions shall apply to this Program:

"Covered accounts":
1. Any account the District offers or maintains primarily for personal, family or household purposes, that involves multiple payments or transactions.
2. Any other account the District offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the District from identity theft.

"Credit": The right granted by a creditor to a debtor to defer payment of debt or to incur debt and defer its payment or to purchase property or services and defer payment therefore.

"Creditor": An entity that regularly extends, renews, or continues credit.

"Customer": Any person with a covered account with a creditor.

"Identifying information": Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including:

- Name
- Address
- Telephone number
- Social Security number
- Date of birth
- Government issued driver's license or identification number
- Alien registration number
- Certificate of naturalization
- Certificate of citizenship
- VISA
- Government passport number
- Employer or taxpayer identification number
- Unique electronic Personal Identification Number (PIN)
- Bank routing code
Prevention of Identity Theft in
Student Financial Transactions

"Identity Theft": A fraud committed using the identifying information of another person.

"Red Flag": A pattern, practice, or specific activity that indicates the possible existence of identity theft.

VI. Identification of Red Flags

In order to identify relevant Red Flags, the District considers the types of accounts that it offers and maintains, the methods it provides to open its accounts, the methods it provides to access its accounts, the methods it provides to process account transactions, the methods it provides to close accounts, and its previous experiences with identity theft. The following are relevant Red Flags, in each of the listed categories, which employees should be aware of and diligent in monitoring for:

A. Notifications and Warnings from Credit Reporting Agencies

- Report of fraud accompanying a credit report;
- Notice or report from a credit agency of a credit freeze on a customer or applicant;
- Notice or report from a credit agency of an active duty alert for an applicant; and
- Indication from a credit report of activity that is inconsistent with a customer's usual pattern or activity.

B. Suspicious Documents

- Identification document or card that appears to be forged, altered or inauthentic;
- Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
- Identity Theft Prevention Program;
- Other document with information that is not consistent with existing customer information (such as if a person's signature on a check appears forged); and
- Application for service that appears to have been altered or forged.

C. Suspicious Personal Identifying Information

- Identifying information presented that is inconsistent with other information the customer provides (example: inconsistent birth dates);
- Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a credit report);
- Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
- Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
- Social Security number presented that is the same as one given by another customer;
- An address or phone number presented that is the same as that of another person;
Prevention of Identity Theft in Student Financial Transactions

- Identifying information subsequently presented on an application that is incomplete after a request to provide complete information (however, by law Social Security numbers must not be required); and
- Identifying information that is inconsistent with the information that is on file for the customer.

D. Suspicious Account Activity or Unusual Use of Account

- Change of address for an account followed by a request to change the account holder's name;
- Payments stop on an otherwise consistently up-to-date account;
- Account used in a way that is inconsistent with prior use (example: very high activity);
- Mail sent to the account holder is repeatedly returned as undeliverable;
- Notice to the District that a customer is not receiving mail sent by the District;
- Notice to the District that an account has unauthorized activity;
- Breach in the District's computer system security; and
- Unauthorized access to or use of customer account information.

E. Alerts from Others

- Notice to the District from a customer, identity theft victim, law enforcement or other person that it has opened or is maintaining a fraudulent account for a person engaged in identity theft.

VII. Detecting Red Flags

The Program's general Red Flag detection practices are described in this document. The Program Administrator and each campus will develop and implement specific methods and protocols appropriate to meet the requirements of this Program.

A. New Accounts

In order to detect any of the Red Flags identified above associated with the opening of a new account, District personnel will take the following steps to obtain and verify the identity of the person opening the account:

- Require certain identifying information such as name, date of birth, residential or business address, driver's license or other identification;
- Verify the customer's identity (for instance, review a driver's license or other identification card);
- Independently contact the customer.
B. Existing Accounts

In order to detect any of the Red Flags identified above for an existing account, District personnel will take the following steps to monitor transactions with an account:

- Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email);
- Verify the validity of requests to change billing addresses; and
- Verify changes in banking information given for billing and payment purposes.

VIII. Responding to Red Flags and Mitigating Identity Theft

In the event District personnel detect any identified Red Flags, such personnel shall take appropriate steps to respond and mitigate risk of identity theft depending on the nature and degree of risk posed by the Red Flag, including but not limited to the following examples:

- Continue to monitor an account for evidence of identity theft;
- Contact the customer;
- Change any passwords or other security devices that permit access to accounts;
- Not open a new account;
- Close an existing account;
- Reopen an account with a new number;
- Notify law enforcement; or
- Determine that no response is warranted under the particular circumstances.

IX. Staff Training and Reporting

District employees responsible for implementing the Program shall be trained under the direction of the Program Administrator in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected.

Appropriate staff shall provide reports to the Program Administrator on incidents of identity theft, the effectiveness of the Program, and the District's compliance with the Program.

X. Service Provider Arrangements

In the event the District engages a service provider to perform an activity in connection with one or more accounts, the District will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft:

1. Require, by contract, that service providers have such policies and procedures in place; and
Prevention of Identity Theft in Student Financial Transactions

2. Require, by contract, that service providers review the District’s Program and report any Red Flags to the Program Administrator.

Board Reviewed 8/18/10
Delegation of Authority

Reference: Education Code Sections 70902(d), 81644, 81655, 81656; Public Contract Code Sections 20651, 20658, 20659

The Vice President of Administrative Services is delegated authority from the Superintendent/President to supervise budget preparation and management; oversee fiscal management of the District; and contract for, purchase, sell, lease, or license real and personal property, in accordance with Board policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Vice President of Administrative Services. This delegated authority is subject to the condition that certain of these transactions be submitted to the Superintendent/President for review and approval from time to time as determined by the Superintendent/President.

When transactions do not exceed the dollar limits established in the Public Contracts Code, the Education Code or other laws pertaining to the taking of competitive bids, the Vice President of Administrative Services may contract for goods, services, equipment and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. Furthermore, the Vice President of Administrative Services may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.

Board Reviewed 8/18/10
Designation of Authorized Signatures for Warrants

Reference:  
*Education Code Sections 85232, 85233*

The Vice President of Administrative Services and other officers confirmed annually by the Board are hereby designated as the District officers authorized to sign warrants on behalf of the District.

Proper documentation regarding signing District warrants shall be filed with the county superintendent of schools. (See Business Office Procedures Manual for proper documentation.)

The Vice President of Administrative Services may withhold approval of District warrants when:

- Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
- Established procedures have not been followed to permit verification of authenticity of the expenditure.

The Board of Trustees authorizes the Vice President of Administrative Services to establish necessary clearing accounts and a revolving account in a commercial bank. Any bank account established will require two (2) signatures.

Board Reviewed 12/16/09
Board Reviewed Revisions 8/18/10
The District budget development process shall include:

- A statement of philosophy that includes that budget planning supports institutional goals and is linked to other institutional planning efforts;
- A budget calendar that includes presentation of the tentative and final budgets. The tentative budget shall be presented no later than July 1 [Title 5, Section 58305(a)], and the final budget no later than September 15 [Title 5, Section 58305(c)]. A public hearing on the budget shall be held on or before September 15 [Title 5, Section 58301];
- Consultation with established participatory committees, such as the Budget Committee and College Council;
- Criteria and institutional guidelines for the financial planning and budgeting;
- Submission of two copies of the adopted budget to the CCC Chancellor’s Office on or before September 30 [Title 5, Section 58305(d)]; and
- Submission of appropriate forms (311’s) to the CCC Chancellor’s Office.

Board Reviewed 12/16/09
Budget Management

Reference:  *Title 5, Sections 58305, 58307, 58308*

Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the school year, except as specifically authorized by the Board.

Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board, and must be approved by a two-thirds vote of the members of the Board.

Transfers may be made between expenditure classifications by written resolution of the Board, and may be approved by a majority of the members of the Board.

Excess funds must be added to the general reserve of the District, and are not available for appropriation except by resolution of the Board setting forth the need according to major classification.

Board Reviewed 8/18/10
Fiscal Management  AP 6300

Reference:  *Education Code Section 84040(c), 85220; Title 5 Section 58311; Accreditation Standard III.D.2*

The District shall provide for responsible stewardship of available resources through adequate planning and continually seeking for increased efficiencies.

The Vice President of Administrative Services will be responsible to the District Superintendent/President and the Board of Trustees for the proper accounting of all District and Student Association funds.

The District will provide for safeguarding and managing District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short-term and long-term commitments; establishment of plans for the repair and replacement of equipment and facilities. This is primarily done through the budgeting process.

The District will provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability through the administrative services division of the District.

Administration presents various monthly and quarterly fiscal reports to the Board to keep them current on the fiscal condition of the District as an integral part of policy and decision making. These reports are prepared and reviewed by appropriate accounting staff and the Comptroller prior to presentation to the Board.

Through monthly meetings, the District provides for the development and communication of fiscal policies, objectives and constraints to the Board. Communication to the staff and students is accomplished through e-mail and open meetings of Budget Committee and College Council.

The District provides for an adequate management information system (currently Datatel's integrated software, Colleague) that gives timely, accurate and reliable fiscal information for planning, decision making and budgetary control.

The District develops appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.

The District provides a process to evaluate significant changes in the fiscal environment through the Budget Committee and College Council and makes necessary, timely financial and educational adjustments.

Through collaboration of College Council, the Budget Committee, and other participatory committees, both short-term and long-term goals and objectives, and broad based input is coordinated with District educational planning.
The Board of Trustees may authorize the Vice President of Administrative Services to request of the Shasta County Board of Supervisors a temporary transfer of County funds as needed to the District’s General Fund. This can only be done in the absence of TRAN (Tax Revenue and Anticipation Notes) issuance for that year.

The Business Office maintains a procedures manual that is periodically updated to reflect appropriate changes as needed. The manual is made available to all staff electronically and annual training is provided to insure consistent application of procedures.

Board Reviewed 8/18/10
Reserves  AP 6305

Reference:  Budget and Accounting Manual, Chapter 5, Appendix A

The District maintains a minimum 5% of annual expenditures as recommended by the State Chancellor's Office. In addition, every effort is made to maintain a prudent reserve above that minimum 5% to allow for careful cash management.

Reserves are designated for debt service, legal restrictions, and special purposes as deemed necessary by the Administration and approved by the Board.

Board Reviewed 8/18/10
Accounting

Reference:  **Budget and Accounting Manual, Chapter 5, Appendix A**

The District follows the Budget and Accounting Manual (published by the State Chancellor’s Office) for accounting, including account code structure, classification of revenues, expenditures and balance sheet. All transactions are reviewed for accuracy to comply with the proper classifications.

District monies received will be accounted for in the Business Office.

Student Senate and other student clubs will be responsible to the Dean of Students for the accounting of all student association funds.

Board Reviewed 8/18/10
Cash Management

Adequate insurance coverage for risk of loss of cash by fire, theft, forgery, and other hazards will be carried to cover cash on hand and in transit.

Risk of loss of cash on hand and in transit from theft or fire will be minimized through safeguarding of cash in transit, through avoidance of excess cash on hand at any one time, through effective use of fireproof and burglarproof vaults, and through the avoidance of exposure of cash to the public view at one time. Cash collected at points other than the Business Office, Admissions and Records, or Extended Education sites will be deposited daily with the Business Office (i.e., athletic events, fund raising activities, etc.).

All monies collected shall be receipted and accounted for according to District procedures and credited to the proper location for deposit in a timely manner.

The Revolving Cash is to be used for prepayment of necessary expenditures, the immediate reimbursement of students or staff when required, and for other immediate business purposes. This account will be kept at an imprest balance of $50,000.

All expenditures shall be made by check, except for required payments from petty cash accounts. Such accounts shall be operated on an imprest balance.

See Business Office Procedures Manual for current details regarding cash management.

Board Reviewed 8/18/10
Warrants

Reference:  

*Education Code Section 85230 et seq.*

Preparation of District warrants for purchasing is done weekly by the Business Office. Business Office staff reviews invoices for accuracy prior to creating the warrant. All warrant registers are reviewed and approved by the Comptroller (or Vice President of Administrative Services in the absence of the Comptroller).

Payroll warrants are processed twice a month for payroll on the 10th and last certificated working day of the month. Payroll is reviewed and authorized by the Comptroller.

Printed warrants are forwarded to the Shasta County Treasurer’s office for appropriate signatures of County officials.

Shasta County Auditor’s office is authorized to purge warrants older than two years, annually. The Auditor’s office will supply the Business Office with a list of purged warrants when the process is completed.

The Board of Trustees is kept current on expenditures through monthly budget to actual reports by major classification of expenses.

Board Reviewed 8/18/10
Investments

Reference:  

Government Code Section 53600 et seq.

The Superintendent/President or designee is responsible for investing the funds of the District that are not required for the immediate needs of the District. Funds so invested shall follow the investment policy approved by the governing board in accordance with the Government Code Sections cited above and the following:

- Funds that are not required for the immediate needs of the District shall be prudently invested in order to earn a return on such investment.
- The preservation of principal is of primary importance. Each transaction shall seek to ensure that capital losses are avoided, whether from securities or erosion of market value.
- The investment program should remain sufficiently flexible to enable the District to meet all operating requirements that may be reasonably anticipated in any fund. Investments in bonds will have a laddered maturity schedule. After preservation of principal, liquidity is the objective.
- In managing District investments, District officials should avoid any transactions that might impair public confidence.
- Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived. (See Government Code Section 53600.6 regarding solvency and creditworthiness.)

District funds maintained by the County Treasurer that are not required for the immediate needs of the District may be invested as follows:

- County Treasurer’s Investment Pool. Investment of District funds may be delegated to the County Treasurer. In accordance with county procedures, District funds may be pooled with other local agencies and invested by the County Treasurer in accordance with the investment guidelines specified by Government Code 53635 and investment policies adopted by the County Board of Supervisors.
- State’s Local Agency Investment Fund (Government Code Sections 16429.1-16429.3). District funds not required for immediate needs of the District may be remitted to the State Local Agency Investment Fund (LAIF) for the purpose of investment (Government Code 16429.1). District funds deposited with the LAIF shall be invested by the State Treasurer in securities prescribed by Government Code 16430, or the Surplus Money Investment Fund and as determined by the Local Investment Advisory Board (Government Code 16429.2).
- Other Investments - Other investments as permitted by Government Code Section 53600 et seq., and in particular Government Code Sections 53601 and 53635, may be made by the Superintendent/President or designee, subject to prior approval of the governing board. (Government Code Sections 53601 and 53605 permit many very specific investments. Questions should be referred to financial advisors or counsel.)

Board Reviewed 12/16/09
Employee Indemnity Bonds

Reference:  *Title 5, Section 58318*

Each employee of the District whose duty it is to handle District funds shall be bonded under a suitable bond indemnifying the District against loss.

At the discretion of the Superintendent/President or designees, employees of the District whose duty it is to handle District property may be required to be bonded to indemnify the District against loss.

Board Reviewed 8/18/10
Reference: **Education Code Section 70902**

The District employs people on an hourly basis or 9.5, 10, 11 and 12 month basis.

Payroll is prepared once a month for all employees. Contract employees are paid on the last working day of the certificated contract. Hourly workers are paid on the 10th of every month or the Friday before if falling on a weekend or holiday.

Time cards are turn in on the 15th and end of the month. Payment for overtime or extra time is paid through the 15th of the month (if the time card is received) with the balance of the month being paid in the following month.

Wage garnishments are maintained in accordance with California Labor Laws.

If an employee is underpaid, a revolving check is normally prepared to pay the employee the difference. If mutually agreeable, the employee will be paid the additional wages on the next pay period.

If an employee is overpaid, the correction will be made in the following pay period. If there is not a next pay period, then arrangements are made with the employee to repay the District. Depending on the amount of the overpayment, the repayment may be made over multiple payments or pay periods.

Board Reviewed 8/18/10
Purchasing

Reference: *Education Code Section 81656; Public Contracts Code Section 20650*

In order to clarify for all persons concerned the procedure in purchasing materials and equipment for the Shasta-Tehama-Trinity Joint Community College District for which payment is to be made from District funds, the following rules apply:

The District shall not solicit funds or materials from vendors, however worthy the purpose, without approval from the Superintendent/President.

No employee or member of the Board shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee or member of the Board of the District.

The District shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price, availability, delivery and suitability to the educational programs, with past service being a factor.

No purchase shall be made from a member of the Board, or from a member of his/her immediate household, nor from any enterprise in which he/she holds a substantial interest except for public utilities.

No purchase shall be made from an employee of the District, or from a member of his/her immediate household, nor from any enterprise in which he/she holds a substantial interest except for public utilities.

The Board wishes to maintain good working relations with vendors who supply materials, supplies, and services to the District. Constructive efforts by the Administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged.

Gifts from suppliers shall be returned unless they are mere tokens or advertising giveaways such as small products inscribed with the supplier’s name, and other items of little monetary value.

Requisitions for purchases approved by the appropriate administrator will be processed by the Business Office only when there are unencumbered funds available, or arrangements have been made for additional appropriations through established channels. Such approval should be in advance of purchases – the only exceptions being for emergency purposes and blanket orders.

Whenever such procedure is feasible, all purchases will be made by the District after competitive bids or quotations are obtained on standard forms and through established procedures.
Vendors’ Representatives

The sale of merchandise within the college or college grounds by agents or representatives of commercial or business firms/individuals requires the authorization of the Vice President of Administrative Services.

The purchase of educational materials from faculty or staff within the college or college grounds by agents or representatives of commercial or business firms/individuals requires the authorization of the Vice President of Administrative Services.


Board Reviewed 8/18/10
Bids and Contracts

Reference:  
Education Code Section 81641 et seq.; Public Contracts Code Sections 20112 and 20650 et seq.; and Labor Code Section 1770 et seq.

**Limits**

Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods or services up to $78,500 will require documented quotes.
- Purchase of goods or services in excess of $78,500 will require formal advertised bids.

Contracts involving expenditures that require competitive bidding require approval by the Board of Trustees prior to award.

**Bid Specifications**

Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified.

**Notice Calling for Formal Advertised Bids**

The District shall publish at least once a week for two weeks in a newspaper of general circulation circulated within the District, or if there is no such paper, then in some newspaper of general circulation circulated in the county, and may post on the Shasta-Tehama-Trinity Joint Community College District web site or through an electronic portal, a notice calling for bids or proposals stating the materials or supplies to be furnished and the time and place when bids will be opened. The Shasta-Tehama-Trinity Joint Community College District may accept a bid that was submitted either electronically or on paper. Bid and contract forms shall be prepared and maintained by the office of the Vice President of Administrative Services. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

The Vice President of Administrative Services shall be responsible for ensuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with California Labor Code Sections 1775 and 1776 governing payment of prevailing wages, and California Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier’s check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of the District, any certified or cashier’s check received shall be returned to the respective bidder.
The Vice President of Administrative Services or designee shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and material personnel may examine the specifications and drawings.

A deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

**Awarding of Bids and Contract Awards**

The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by the District for good and sufficient reason.
- All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
- Bid and contract award recommendations to the Board shall show a tabulation of the bids received in reasonable detail.
- Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. The District reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.

**Purchase without Advertising for Bids**

The Vice President of Administrative Services or designee is authorized to make purchases from firms holding county contracts without calling for bids where it appears advantageous to do so.

The Vice President of Administrative Services or designee may, without advertising for bids within the same Shasta-Tehama-Trinity Joint Community College District, purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

The Vice President of Administrative Services or designee may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

**Duration of Continuing Contracts for Services and Supplies**

Continuing contracts for work or services furnished to the District are not to exceed five years.

Contracts for materials and supplies are not to exceed three years.
Emergency Repair Contracts without Bid
When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the Vice President of Administrative Services or designee may make a contract on behalf of the District for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the Board.

Unlawful to Split Bids
It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

Kindergarten-University Public Education Bond Act Projects
For projects funded by 2002, 2004, or 2006 Bond Funds, the Vice President of Administrative Services or designee will initiate and enforce, or contract with a third party to initiate and enforce, a labor compliance program for that project under Labor Code 1771.7. The program will include:

- Appropriate language concerning the wage requirements of Labor Code 1720 et seq. in all bid invitations and public works contracts.
- A pre-job conference with the contractor and subcontractors to discuss applicable federal and state labor law requirements.
- Project contractors and subcontractors shall be required to maintain and, at designated times, furnish certified copies of weekly payroll containing a statement of compliance signed under penalty of perjury.
- The District shall review, and if appropriate audit, the payroll records of the employees of the contractor and/or subcontractor. The review and audit shall be conducted by the Vice President of Administrative Services or designee or an independent third party, but not the third party with whom the District contracts to initiate and enforce a labor compliance program under Labor Code section 1771.7.
- If an investigation establishes that an underpayment of wages has occurred, the District shall withhold any contract payments, equal to the amount of underpayment and any applicable penalties.
- The Vice President of Administrative Services or designee shall transmit a written finding that the District has initiated and enforced, or has contracted with a third party to initiate and enforce, the required labor compliance program, to the Director of the Department of Industrial Relations, or any successor agency that is responsible for the oversight of employee wage and work hour laws.

Board Reviewed 8/18/10
Contracts – Construction

Reference:  Education Code Section 81800; Public Contracts Code Sections 20650 et seq., 22000 et seq.

The Vice President of Administrative Services shall be responsible for the planning and programming of new construction, alterations and repairs of existing plants, and leasing of facilities that require state approval. This includes the planning and programming of college-initiated new construction, additions to existing plants, and major alterations and repairs of buildings and grounds.

The Vice President of Administrative Services shall be responsible for preparation of drawings and specifications for new buildings, leased facilities, additions, major alterations and improvements of building and grounds, together with estimates of costs.

The preliminary drawings, which shall cover all proposed facilities together with construction cost estimates, shall be submitted to the Board for approval and authorization to proceed with the working drawings and specifications. Upon completion, the working drawings, specifications and revised costs estimates, if any, will be submitted for approval to the State Chancellor’s Office and the State Department of General Services as required by statute in the name of the Board of Trustees.

The final working drawings and specifications approved by the State Department of General Services and the State Chancellor’s Office, together with revised estimates, if any, shall then be submitted to the Board of Trustees for adoption.

The letting of contracts for construction shall comply with procedures of the District regarding contracts that exceed the statutory minimums for competitive bidding.

See Administrative Procedure 6340.

Board Reviewed 8/18/10
Contracts – Electronic Systems and Materials

Reference: Education Code Sections 81641 et seq., 81651; Public Contracts Code Section 20651 et seq.

The District may contract with any vendor who has submitted one of the three lowest responsible competitive proposals or competitive bids for the purchase or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related materials, goods and services.

Except as otherwise stated here, bids shall be solicited and contracts shall be awarded in accordance with AP 6340.

Criteria to determine what constitutes a responsive bid shall be established by the Vice President of Administrative Services or designee.

Supplemental instructional software packages may be purchased without taking estimates or advertising for bids.

Sale and leaseback of data-processing equipment or another major item of equipment is permissible if the purchaser agrees to lease the item back to the District for use by the District following the sale. The governing Board shall first adopt a resolution finding that the sale or leaseback is the most economical means for providing electronic data-processing equipment or other major items of equipment to the District.

See Administrative Procedure 6340.

Board Reviewed 8/18/10
Accessibility of Information Technology  

Reference:  

Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794d);  
36 CFR 1194.1 et seq.; Government Code Section 11135; Title 5 Section 59300 et seq.

Whenever the District enters into a contract for the purchase, development, procurement, maintenance or use of any electronic or information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self-contained closed products such as copiers, and desktop and portable computers.

Each contract with such a vendor shall contain the following provision:

"The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the Shasta-Tehama-Trinity Joint Community College District from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement."

Board Reviewed 8/18/10
Contracts – Personal Services

Reference: Government Code Section 53060; Education Code Section 88003.1

The District may enter into personal services contracts to achieve cost savings when each of the following conditions is met:

- It can be clearly demonstrated that the proposed contract will result in actual overall cost savings to the District;
- The contractor’s wages are at the industry’s level and do not undercut District pay rates;
- The contract does not cause the displacement of District employees;
- The savings are large enough to ensure that employees will not be eliminated by private sector and District cost fluctuations that could normally be expected during the contracting period;
- The amount of savings clearly justifies the size and duration of the contracting agreement;
- The contract is awarded through a publicized, competitive bidding process;
- The contract includes specific provisions pertaining to the qualifications of the staff that will perform the work under the contract, as well as assurance that the contractor’s hiring practices meet applicable nondiscrimination standards;
- The potential for future economic risk to the District from potential contractor rate increases is minimal;
- The contract is with a firm; and
- The potential economic advantage of contracting is not outweighed by the public’s interest in having a particular function performed directly by the District.

Personal service contracts are also permissible when any one of the following conditions is met:

- The contract is for new functions mandated or authorized by Legislature to be performed by independent contractors;
- The services are not available within the District or cannot be satisfactorily performed by District employees;
- The services are incidental to a purchase or lease contract;
- The policy, administrative, or legal goals and purposes of the District cannot be accomplished through the regular or ordinary hiring process;
- The work meets the criteria for emergency appointment;
- Equipment, materials, facilities, or support services could not feasibly be provided by the District; or
- The services are of an urgent, temporary, or occasional nature.
**Professional Experts.** Contracts for the services of persons who qualify as professional experts may be let without competitive bidding. Professional experts are persons specifically qualified to provide services and advise in financial, economic, accounting, engineering, legal or administrative matters. They must be specially trained, experienced and competent to perform the services required. Compensation for special services and advice from professional experts may be paid from available funds in the amounts deemed proper for the services rendered.

**Independent Contractors.** To be an independent contractor, substantial conformance with the following conditions must exist:

- The contractor controls the way in which work is performed.
- The contractor sets his or her own hours.
- The contractor is not restricted from taking jobs from other businesses at the same time that they are doing work for the District.
- No District employees have duties similar to the independent contractor.
- The District does not provide assistants to the contractor.
- The duration of employment is for a specific job, not for a specified period of time.
- The District does not furnish tools, training, or equipment to the contractor. Contractors should be able to perform their services without the District’s facilities (e.g., equipment, office furniture, machinery).
- The contractor’s investment in his or her trade must be real, essential, and adequate.
- The contractor has employer identification numbers with the Internal Revenue Service and the California Employment Development Department for reporting employer payroll taxes and employee wages.
- The individual is not presently employed by the District to do the same type of work.
- Contractors are hired to provide a result and usually have the right to hire others to do the actual work.
- Contractors are hired for the final result, and therefore should not be asked for progress or interim reports.
- Contractors are generally responsible for their incidental expenses.
- Contractors should be able to make a profit or a loss. Five circumstances show that a profit or loss is possible:
  - If the contractor hires and pays assistants.
  - If the contractor has his own office, equipment, materials, or facilities.
  - If the contractor has continuing and reoccurring liabilities.
  - If the contractor has agreed to perform specific jobs for prices agreed upon in advance.
  - If the contractor’s services affect his own business reputation.
Contracts – Personal Services  AP 6370

Contracts can’t be fired so long as they produce a result that meets the contract specifications.

Contractors are responsible for the satisfactory completion of a job or they may be legally obligated to compensate the hiring firm for failure to complete.

Consultants. Consulting services contracts refer to all services that:

- are of an advisory nature;
- provide a recommended course of action or personal expertise;
- have an end product which is basically a transmittal of information either written or verbal; and
- are obtained by awarding a procurement-type contract, a grant, or any other payment of funds for services of the above type.

The product may include anything from answers to specific questions to design of a system or plan, and includes workshops, seminars, retreats, and conferences for which paid expertise is retained by contract.

Board Reviewed 8/18/10
Audits

Reference:  *Education Code Section 84040(b), 81644*

On or before April 1 of the fiscal year, the Board shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.

An auditing firm’s contract shall be for three (3) years, with an optional two (2)-year renewal. The audit shall include all funds under the control or jurisdiction of the District. The audit shall identify all expenditures by source of funds and shall contain:

- A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5; and
- A summary of audit exceptions and management recommendations.

Audit reports for the preceding fiscal year must be presented to the Board and submitted to the state Chancellor’s Office by December 31.

Board Reviewed 11/10/10
Wireless or Cellular Telephone Use

Reference: Vehicle Code Sections 12810.3, 23123, and 23124; Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280F(d)(4)

The Superintendent/President or designee shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense.

Cellular telephones provided by the District are classified by the Internal Revenue Service as "listed property" and may be included as employee wages, unless they are used exclusively for business purposes.

Employees shall maintain supporting documentation regarding personal and business use, to permit the District to include a pro rata share of the value of the phone and the monthly services charges for personal wireless or cellular telephone use. Failure to document such usage will result in the classification of the value of the wireless or cellular telephone and the monthly service charges as employee income.

The District shall monitor the wireless or cellular telephone usage of its employees to ensure their compliance with this policy. These rules do not apply to wireless or cellular phones owned by employees. Any reimbursements to employees for use of their own wireless or cellular telephones may be excluded from wages if the employee accounts for the expense pursuant to the Internal Revenue Service accountable plan rules.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device. Drivers may use a wireless or cellular telephone to contact a law enforcement agency or public safety entity for emergency purposes. Drivers of motor trucks or truck-tractors, farm vehicles, tow trucks, a listed or described implement of husbandry, or a commercial vehicle, used in commercial agricultural operations may use a digital two-way radio service that utilizes a wireless or cellular telephone.

Board Reviewed 11/10/10
Security for District Property

Reference:  Education Code Section 81600 et seq., Accreditation Standard 8.3

The following are suggested elements:
- Allocation of responsibilities for patrolling District property
- Allocation of responsibilities for maintenance (e.g., lighting, pruning, locks)
- Responsibility for publication of warnings about unsafe areas of campus
- Emergency notification procedures
- Key distribution
- Fire alarms
- Locking software for computers

KEY DISTRIBUTION PROCEDURES

A Key Requisition form must be submitted for each key(s) requested. The form must be completed in full indicating who the key(s) are for, the period of time the key(s) are needed, and the rooms or buildings to be accessed.

Approval for a key requisition must come from the immediate supervisor, director, or dean of the individual requesting the key. The supervisor, director, or dean may only approve key requests for buildings that they are responsible for. If the room and/or building are under the primary supervision of another supervisor, director, or dean, then an approval signature must be obtained for that supervisor, director, or dean as well.

Keys will be issued only when individuals need access to an area for their job function. Employees shall not loan keys to other employees, student or member of the community except in very rare circumstances. Such exceptions will require the approval of the Vice President of Administrative Services, or his/her designee.

Keys will be issued to individuals only and will not be issued in the name of a department or office. Individuals requesting keys must make direct contact with the Physical Plant Division office so that they may sign the key requisition form and receive the key(s). The Physical Plant Division office is responsible for coordinating key cutting, door lock changes, and key assignment records. Any unauthorized duplication of district keys may result in disciplinary action.

Employees, who terminate employment with the district through resignation or retirement, must return their assigned key(s) to their Center/Department office or the Physical Plant Division office on or before last day of employment. Employees will be held responsible for the expense to change the locks on rooms or buildings for keys not returned.

Retirees who work on a part-time basis for the district will be re-issued key(s) appropriate for their part-time employment.

Anyone who loses a key(s) must immediately report the loss to his or her supervisor, director, or dean, the Physical Plant Division office (225-4748) and Campus Security (225-4631). Anyone with knowledge of improper access to or use of the district keys should report the information immediately to his or her supervisor, director, or dean and Campus Security.
Inventory

1. District insurance requires that all property owned by the District be carefully inventoried so that there will be no question of coverage in the event of loss.

2. The Vice President of Administrative Services will maintain an inventory of all equipment items. This will be verified by an annual physical inventory taken by instructors on a room-by-room basis.

The Vice President of Administrative Services will:

- Establish procedures for recording, checking and disposing of property and require cooperation of custodians of equipment relative to these procedures in the interest of perpetuating an acceptable property record system.

- Deans and department heads are responsible for preparing periodic inventories of items not recorded in property records.

Board Reviewed 11/10/10
1. All proposed facility leases must be analyzed and recommended by a Vice President and reviewed and signed by the Vice President of Administrative Services or the Superintendent/President, who are authorized to negotiate and execute lease agreements on behalf of the District.

2. Legal counsel will be consulted as necessary to review the terms, conditions, and obligations of the parties.

3. The review by the Vice President of Administrative Services may include:
   a. Insurance requirements.
   b. Hold harmless and indemnification language
   c. Maintenance and repair obligations
   d. Definitions of leased areas and common areas with the responsibilities of the parties clearly defined
   e. Financial terms
   f. Lease period
   g. Federal regulations
   h. State regulations
   i. Support staffing needs
   j. Education code requirements
   k. Compliance with the Americans with Disabilities Act
   l. Instructional program to be housed

4. The process for leasing a facility will include:
   a. Initiation of the lease by the requesting department.
   b. For instruction, review by the Dean Extended Education
   c. Review by the Director of Physical Plant and Services
   d. Review by the Vice President responsible for the program leasing the facility.
   e. Approval by the Vice President of Administrative Services
   f. Ratification by the Board of Trustees

5. Director of Physical Plant and Services is responsible for conducting a physical inspection of all newly leased facilities. This inspection will review the facility’s compliance with fire, life, safety, and Americans with Disability Act requirements. Lease renewals will be inspected periodically or if there have been major changes to the facility or the function being performed there since the previous inspection.

6. If the inspection by Director of Physical Plant and Services determines that the facility is not in compliance with the Americans with Disabilities Act, will negotiate with the owner to develop a solution. If a solution cannot be reached the District will not approve the lease. To ensure adequate program access the following procedure will be used. This procedure is tailored to the specific facility and the needs of the individual requiring an accommodation.
a. The Director of Human Resources will advertise so that individuals know who to contact if there is a projected access issue. This information will be included in the course catalogue and class schedule. Additionally, Disabled Student Programs and Services will conduct training to ensure that facility supervisors are aware of the procedures for handling access problems.

b. If an access issue arises, the on-site supervisor (or instructor if there is no on-site supervisor) will refer the individual to Disabled Student Programs and Services so that an accommodation can be developed.

c. Disabled Student Programs and Services will coordinate with the appropriate agency (ies) (e.g. Instruction, Facilities, Technology) to develop an accommodation to meet the student’s requirement.

d. If the facility cannot be made accessible within 10 days, the class will be moved to an alternate location.

7. Facilities that do not meet Field Act standards must be posted.

8. Facilities not meeting the Field Act may be rented for only a three year period.

9. Lease agreements may be extended using a written memorandum signed by the owner and the Vice President of Administrative Services.

Cabinet Approved 1/31/06
Driving or Parking on College Property

Reference:  
*Education Code Section 76360; Vehicle Code Section 21113*

**INTRODUCTION**

The Shasta-Tehama-Trinity Joint Community College District requires the payment of fees to park on campus as authorized by Education Code 76360. Fees collected are designated for the operation, maintenance, and control of existing parking lots, as well as construction of new parking areas.

The provisions of the Shasta College Parking and Traffic Regulations (hereinafter referred to as “Regulations”) have been developed for the purpose of promoting the safe and orderly movement of traffic within the boundaries of the Shasta College campus, and for the comprehensive implementation and operation of the parking fee program.

All of the provisions of the California Vehicle Code are expressly applicable to all traffic upon the driveways, paths, parking facilities and grounds of the College campuses.

It is the responsibility of all persons who enter the campus to become familiar with the provisions of the Regulations, as they are subject to penalties for violations.

**Chapter 1**

**AUTHORITY**

1.1 Authority to Create Traffic and Parking Regulations

The Board of Trustees of the Shasta-Tehama-Trinity Joint Community College District is authorized, pursuant to section 21113 of the California Vehicle Code, to set forth conditions and regulations pertaining to the operation and parking of vehicles upon the grounds of the Shasta College campus.

1.2 Authority to Create/Maintain District Security Department

In accordance with the California Education Code and the California Penal Code, all of the general and criminal laws of the District and state are declared to be in full force and effect within areas under the jurisdiction of this District. The Board of Trustees is authorized to employ security personnel for the purpose of enforcing those laws.

1.3 Emergency Authority – Supervisor of Enforcement Services

The Supervisor of Enforcement Services may exercise the authority to amend or create regulations as circumstances require. Citations will be issued to any person violating any temporary sign, barricade, marking, lawful order, or regulation.
Chapter 2
ENFORCEMENT

2.1 Authority of Enforcement Officers

It shall be the duty of the Enforcement Officers, and such persons as are authorized by the Supervisor of Enforcement Services, to enforce all of the provisions of the Regulations and California Vehicle Code in a manner authorized by the California Education, Penal and Vehicle Codes. Illegally parked vehicles are also subject to towing in the manner prescribed under authority of Sections 22650 of the California Vehicle Code.

2.2 Violations

On-campus violations of the California Vehicle Code or District parking regulations shall be subject to the civil penalty schedule established by the Governing Board of the Shasta-Tehama-Trinity Joint Community College District, in accordance with CVC 40200. Shasta College may also take administrative or disciplinary action in the case of individuals who violate the campus Regulations. Parking privileges can be revoked by the Director of Student Development.

2.3 Enforcement Procedures

A. Parking Regulations are enforced through action of the Shasta-Tehama-Trinity Joint Community College District and the California Department of Motor Vehicles (DMV). The college forwards all citations to the Phoenix Group Information Systems, P.O. Box 11923, Santa Ana, CA 92711-1923. Fines may be posted and forfeited by placing a check or money order (payable to Shasta College) in the envelope provided with the citation, and depositing it in the mail. To contest a citation you must complete a Request for Administrative Review form that is available at the Receptionist/Information Desk in the Administration Building. This form must be submitted within 21 days from the issuance of the citation or 14 days from the mailing of the Notice of Delinquent Parking Violation. Except in the case of officer error, your citation will not be voided. You will receive a response from the Supervisor of Enforcement Services.

B. Failure to pay a fine or submit a Request for Administrative Review form within the designated time may cause a penalty to be added to the fine, and may cause a “hold” to be placed on the vehicle registration by the Department of Motor Vehicles.

C. The presence of a correctly completed and issued citation is considered to be prime facie evidence that a violation has occurred. Therefore, the only proper basis for an appeal of a citation is that the cited section was not violated. Claims of lack of intent to violate regulations are not grounds for canceling a citation.
Driving or Parking on College Property

2.4 Enforcement Hours

A. Permit parking is enforced in all lots between 8:00 a.m. and 10:00 p.m. Monday through Thursday and 8:00 a.m. - 5:00 p.m. on Fridays, when classes are in session. All staff and student lots require a permit during these times.

B. Staff lots requiring a staff parking permit are enforced Monday - Friday, 8:00 a.m. - 5:00 p.m. Exceptions: Three staff lots require staff parking permits Monday - Friday, 8:00 a.m. - 10:00 p.m. These lots are posted at the entrance to the area.

C. All other parking regulations are enforced 24 hours per day, seven days a week, throughout the year. This includes handicapped zones, red zones, fire lanes, “No Parking” areas and areas not posted for parking.

2.5 Fine Schedule (subject to change without notice)

<table>
<thead>
<tr>
<th>Code Section</th>
<th>Nature of Offense</th>
<th>Total Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>21113A</td>
<td>No Permit Displayed</td>
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</tr>
<tr>
<td>21113A</td>
<td>Expired Permit</td>
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</tr>
<tr>
<td>21113A</td>
<td>Permit Not Valid This Area</td>
<td>$15.00</td>
</tr>
<tr>
<td>21113A</td>
<td>Special Parking Permit Expired</td>
<td>$15.00</td>
</tr>
<tr>
<td>21113A</td>
<td>Failure to Obey Posted Signs</td>
<td>$15.00</td>
</tr>
<tr>
<td>21113A</td>
<td>Parked in Undesignated Parking Area</td>
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</tr>
<tr>
<td>21113A</td>
<td>Parked in Red Zone</td>
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</tr>
<tr>
<td>21113A</td>
<td>In Excess of Time Limit</td>
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</tr>
<tr>
<td>21113A</td>
<td>Blocking Path of Progress</td>
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</tr>
<tr>
<td>21113A</td>
<td>Parked Out of Space Markings</td>
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<td>Car Parked in Posted Motorcycle Only Zone</td>
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<td>Overnight Parking</td>
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<td>Parking Unlawfully On Sidewalk</td>
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<td>Parking Unlawfully in Posted Bus Zone</td>
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<td>22507.8</td>
<td>Restricted Parking – Handicapped</td>
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<tr>
<td>22514</td>
<td>Parking Within 15’ of Fire Hydrant</td>
<td>$15.00</td>
</tr>
</tbody>
</table>
Chapter 3
LIABILITY AND RESPONSIBILITY

The District provides parking facilities for vehicles for the sole purpose of conducting college business. Persons park on campus at their own risk. The District assumes no liability for damage or loss to any vehicle or its contents. LOCK YOUR VEHICLE.

Chapter 4
PERMIT PARKING AND FEES

4.1 Permit or Decals Required

Except as provided below, current, valid parking DECALS or PERMITS must be properly displayed on motor vehicles to which they are registered when parked anywhere on campus.

A. Certain Vehicles Excepted. Federal, state, college, media, county or city-owned vehicles bearing exempt license plates, and vehicles properly displaying a handicapped placard or other handicapped identification issued by the California Department of Motor Vehicles are exempt from parking permits.

B. Motorcycles/Mopeds Excepted. Motorcycles/mopeds do not require permits to park in specifically designated parking areas located in each major parking lot.

C. Certain Areas Excepted. Permits/decals are not required in metered parking spaces, nor are they honored in them. Permits/decals are not required in loading zones designated by yellow curb markings or signs when in the process of loading or unloading materials.

If loading or unloading is required in an area other than a designated loading zone, a temporary permit must be obtained, in advance, from the Receptionist/Information desk in the Administration Building.

4.2 Types of Permits/Fees

A. Student Permits (Decals) – When properly displayed on the vehicle, a valid student parking permit authorizes the driver to park that vehicle in a student parking lot. Student permits are issued on a semester basis only. They are current from the first day of instruction through the last day of instruction for the semester shown on the permit. Student permits are furnished at a cost of $25.00 each per semester or $20.00 if a B.O.G.G. recipient.

B. Staff Permit (Decals) – When properly displayed on the vehicle to which it is registered, a valid staff parking permit authorizes an eligible staff member to park in any student or staff parking lot. Staff permits are current through October 15 of
Driving or Parking on College Property

the year following the year that particular series was first issued. For example: First issued in August 2005 expires October 15, 2006.

C. Temporary Staff Permits – These are issued in the form of a dashboard permit for a specified period of time. This permit authorizes an eligible temporary staff member to park in any Student or Staff parking lot.

D. Dormitory Parking Permits (Decals) – When properly displayed on the vehicle to which it is registered, a valid dorm parking permit authorizes the driver to park in the dormitory parking lots or other spaces reserved for dormitory students. One dorm parking permit will be issued to each dormitory student who has a vehicle, without additional charge. This permit is not valid in other parking lots or spaces. Permits become invalid when the student terminates dormitory residence. Use of an invalid permit will result in a citation. Dormitory students wishing to park in other parking lots on campus must pay the appropriate fee.

E. Daily Permits – Daily permits, which are valid when properly displayed on the date of purchase ONLY, may be purchased from the yellow parking permit dispensers located in the north, south, east, administration, or pool lots.

F. Meter Parking – Students, visitors, or staff may park in metered parking spaces located in the lot adjacent to the Administration Building by inserting the appropriate coins for the time required: $.05 for 6 minutes; $.10 for 10 minutes; $.25 for 30 minutes.

These meters will show a maximum of 120 minutes of parking time. Permits/Decals are not honored in metered parking spaces.

G. Visitor Permits – When properly displayed, a valid visitor permit authorizes the driver of that vehicle to park in any posted student parking lot on a specified date. Visitor permits are not valid in metered parking spaces. Visitor permits are available to anyone other than registered students and staff, by requesting the permit at the Receptionist/Information Desk in the Administration Office. All visitors must comply with the District’s traffic and parking regulations.

H. Handicap Permits – All drivers who are handicapped, as defined in Section 22511.5 of the California Vehicle Code, and who use a wide-space handicap parking stall for mobility reasons must properly display a valid placard or specialized license plate issued by the California Department of Motor Vehicles. These permits are valid and honored in wide-spaced HANDICAP PARKING stalls as denoted by the international handicap symbol and blue lines. If all the handicap parking stalls are occupied, the permit may be used to park in student or staff spaces. There is no fee required of the above-defined handicapped persons, as defined above, for parking on campus. Handicap dashboard placards are available at the California Department of Motor Vehicles for individuals who are
temporarily disabled. If you have any special needs or questions, call Shasta College Enforcement Services at 225-4699.

I. Special Location Permits – When properly displayed, a valid special location permit authorizes the driver (student or staff member) of that vehicle to park in the designated area for the time indicated on the permit. Special location permits are obtained from staff in the division/department responsible for activities in the designated area, and must be signed by the Supervisor of Enforcement Services. These permits are very limited in scope, and are approved by the Citation Review Committee prior to use by any division/department.

J. Carpool Parking – Spaces have been designated for carpool vehicles in several parking lots. There are three requirements for use of these spaces:

1. Register your vehicle with the Shasta College Parking Enforcement Services as a carpool vehicle.
2. Properly display a valid semester parking permit and a carpool permit.
3. Park on campus with at least two people in the vehicle.

K. Emeritus Permits – When properly displayed, a valid permit authorizes the driver of that vehicle to park in a student or staff space.

4.3 Display of “Static” Parking Permits/Validity of Permits

A. Decals shall be valid only when affixed according to the directions printed on the removable covering.

1. Make sure the surface area where decal is to be mounted is absolutely clean and dry.
2. Peel off clear, see-through protective liner at the peel tab.
3. Place decal on inside bottom right hand corner of passenger side windshield.
5. Decal is printed to adhere to the inside window, facing out.
6. Decal can be repositioned and transferred between vehicles. Rub on clothing to recharge static.

B. Temporary Staff, Daily, Visitor and Handicap Permits shall be displayed by placing them on the dashboard.

C. All Permits must be displayed in plain view with numbers clearly visible. (Vehicles with car covers are no exception to this regulation.)
Driving or Parking on College Property

D. A parking permit is also rendered invalid when:

1. expired or voided.
2. not intact or legible.
3. altered in any way.
4. not valid in that particular space or area.
5. sold, loaned, assigned, or otherwise transferred to another person.
6. displayed by a vehicle other than the one for which the permit is issued.
7. vehicle operator is not eligible for that particular permit.
8. information contained in the parking permit application form has been falsified.
9. it has been reported lost or stolen.

E. Use or display of voided, lost, stolen, altered, counterfeit or other invalid permit is forbidden and may be confiscated at any time, by any reasonable method, by an Enforcement Officer.

4.4 Lost/Stolen Permits

Owner must make a report of a lost or stolen permit to the Campus Security Department. For consideration of permit replacement, proof of purchase is required.

4.5 Where to Obtain Permits

A. Student Permits may be purchased for $25.00 or $20.00 if a B.O.G.G. recipient. The permits may be purchased at the Business office or Admissions and Records office in the Administration Building. These permits are valid for one semester.

B. Staff Permits (Decals) may be obtained at the Receptionist/Information Desk in the Administration Building. Temporary Staff permits must be approved by the centers/ departments and a “Request for Temporary Permit” routed to the Information Desk or Security Department.

C. Dormitory Permits may be obtained from the Dormitory Supervisor.

D. Daily Permits may be purchased from the yellow parking permit dispensers located in the north, south, east, Administration or pool lots.

E. Visitor Permits may be obtained at the Receptionist/Information Desk in the Administration Building.

F. Handicap Placards are available from the California Department of Motor Vehicles.
4.6 Parking Fee Refund Policy

The semester parking permit fee is refundable, less 10% handling fee, within the first three (3) weeks of each semester at the Business Office during regular business hours. The semester parking permit must be accompanied by a current cash register receipt with corresponding permit number. No refunds on parking permit hangers will be allowed if they have been used.

Chapter 5
GENERAL REGULATIONS

5.1 Traffic – Supplementary to ALL California Vehicle Code Sections

A. Failure to obey any signal or device erected or posted and applicable to vehicles or pedestrians, or failure to comply with any lawful order, signal, or direction of any Enforcement Officer is unlawful.

B. No person shall drive or ride any vehicle (except for authorized service vehicles), or other mode of transportation on any walkway, landscaped area or any other area not improved and maintained or marked for the purpose of vehicular traffic.

C. It is unlawful to exceed the posted speed limits on open campus roadways or in excess of 10 MPH within designated parking facilities or their respective access ways.

D. It is unlawful to operate a motor vehicle in a prohibited direction of traffic.

E. It is unlawful to fail to yield right-of-way to pedestrians.

5.2 Parking

A. Parking is specifically prohibited in handicap spaces except for vehicles on which appropriate handicap designators are displayed. This section is enforced seven days per week, 24 hours per day.

B. Parking is permitted in a designated parking space ONLY.

C. Parking permits are NOT valid at parking meters.

D. Parking is NOT permitted along any red curbing, any fire lane, or any place other than designated parking spaces.

E. Motorcycles, motor-driven cycles, mopeds and motorized bicycles are prohibited from parking at bicycle racks. All such vehicles must utilize MOTORCYCLE AREAS.
Driving or Parking on College Property

F. LOADING ZONES are for the loading and unloading of equipment by students, faculty or staff, not to exceed the posted limit.

G. Shasta College campus is closed each night at 11:00p.m. and reopened at 6:00a.m. No overnight parking of vehicles will be permitted on campus unless a permit is obtained in advance from Enforcement Services. Vehicles left on campus, even with a permit, are left at the owner/operator’s own risk.

H. It is unlawful to park with a parking decal or permit improperly displayed or altered.

I. It is unlawful to park in a metered space when time has expired or when the meter is in violation.

J. Vehicles parked in metered spaces are subject to being cited at intervals that correspond with the time limit of the specific meter.
   - Example: A 120-minute limit parking meter, in a void mode, may result in a citation after EACH 120-minute period.

K. Parking at any time beyond the time limit in a time-controlled zone is unlawful.

L. Parking at any time in violation of any posted sign is unlawful.

M. Parking with a permit that has been reported lost or stolen is unlawful.

N. Parking with a permit that has been reproduced, counterfeited, or other facsimile is unlawful.

O. Parking permits are valid ONLY in assigned areas.

P. Vehicles must be parked entirely within a single marked parking space being used.

Q. Camping or residing in a motor vehicle on District property is prohibited, unless specifically authorized in writing by the Supervisor of Enforcement Services.
Chapter 6
GENERAL INFORMATION

6.1 Impound of Vehicles, Tow-Away Zones

A. As authorized by the California Vehicle Code, the District reserves the right to request removal and store or impound any vehicle known to have been:

1. issued five (5) or more Notices of Parking Violation over a period of five (5) or more days;
2. found on campus without evidence of current registration;
3. parked in roadways, fire lanes, reserved or service vehicle spaces, or loading or trash areas;
4. illegally parked in such a manner as to constitute a hazard to vehicular or pedestrian traffic or to the movement and operation of emergency equipment; or for any excess of 72 hours.

The vehicle owner will be responsible for costs involved in removing, impounding and storing of such a vehicle.

B. The Enforcement Supervisor may establish posted tow-away zones which are in effect 24 hours a day, without exception.

C. To determine if a vehicle has been towed, call 225-4699.

6.2 Availability of Parking Space

A. Responsibility for finding a legal parking space, as well as finding out where and when a parking permit is valid, rests with the motor vehicle operator. Purchase of a parking permit does not guarantee a space to park. Lack of parking space within a specific lot, mechanical problems, or other disabilities, are not considered valid justification for violation of District parking regulations. Personal notes or explanations left in vehicles are not considered valid authorization to park in violation of District parking regulations.

B. The District reserves the right to refuse issuance of parking permits, or to restrict or change the use of any space or area, at any time without notice.

6.3 Motorist Assistance

Enforcement Officers have equipment to assist motorists in the case of a dead battery. Call 225-4699 for assistance.
6.4 Definitions

A. Roadway - That portion of a road designated or ordinarily used for vehicular travel. This includes that area within a parking lot that is not specifically marked for parking, loading or as a fire lane.

B. Access way - Any area, path or walkway which permits entry to, or exit from, a building.
Selection Procedures Applicable to All
Administrative Classifications Below Level I  AP 7125

I. Establishing Job Specifications and Qualifications

a. The Board of Trustees shall authorize the District Superintendent/President to fill the administrative vacancy and may engage a Search Consultant to guide the process.

   The Search Committee shall be comprised of three administrators appointed by the District Superintendent/President and two representatives of each of the following: faculty, classified employees, and students, who shall be appointed by their respective constituent leadership. In certain circumstances, the District Superintendent/President may appoint or the constituencies may request additional members as appropriate.

b. The Associate Vice President of Human Resources shall assign an Equal Employment Opportunity representative who will serve as an advisory member unless the committee determines the representative shall be voting.

c. The District Superintendent/President shall appoint a member of the Search Committee to serve as Chair.

d. The District Superintendent/President shall direct the Associate Vice President of Human Resources to proceed with the filling of a vacant administrative position. The Human Resources Office will prepare a preliminary position announcement including desirable leadership characteristics and qualifications. The position announcement will designate whether the administrative position is classified or an educational administrative assignment. Typically, 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.

e. The preliminary position announcement will be reviewed by the Search Committee and may be modified if necessary. A tentative timeline for the search will be prepared at this time.

f. At the first meeting of the Search Committee, members will receive training by the Associate Vice President of Human Resources and will adopt a timeline for future meetings to include the review of applications and interviews. Committee members must attend all scheduled meetings. Missing a scheduled meeting will result in removal from the Search Committee.

II. Advertising the Position

a. The advertising/recruitment phase of the administrative position shall be long enough to allow for a comprehensive nationwide search, typically 45 days, and shall specify a deadline for review of applications for first consideration. The position shall remain open until filled.

b. The Search Committee will review and make recommendations regarding the advertising plan and distribution list for position announcements utilizing printed and on-line resources.
Selection Procedures Applicable to All
Administrative Classifications Below Level I

Selection Procedures Applicable to All
Administrative Classifications Below Level I

AP 7125

Selection Procedures Applicable to All
Administrative Classifications Below Level I

AP 7125

Selection Procedures Applicable to All
Administrative Classifications Below Level I

AP 7125

Selection Procedures Applicable to All
Administrative Classifications Below Level I

AP 7125

c. The advertising/recruitment phase will be in conformance with the District’s Faculty and Staff Diversity Plan and other state and federal regulations and will include the requirement for sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the District’s students.

III. Preliminary Screening of Applicants

a. The Search Committee will review/modify screening criteria from the screening document prepared by Human Resources to ensure a thorough assessment of each candidate.

b. The Search Committee will develop interview questions including any presentation required for the personal interviews based on the criteria listed in the position announcement.

c. The Associate Vice President of Human Resources will review the applications to ensure there is an adequate pool of candidates.

d. If the pool of candidates is adequate, committee members will screen applications and make recommendations to invite the best-qualified candidates to campus using the screening criteria established.

e. If the applicant pool is deemed not to be adequate, the Committee Chair will meet with the Associate Vice President of Human Resources to determine how to proceed.

IV. Interviewing the Applicants Selected in the Preliminary Screening

a. The Search Committee will conduct interviews using the questions and rating forms prepared by the Human Resources Office.

b. Each committee member will evaluate candidate responses and rate candidates regarding strengths and weaknesses.

c. The Search Committee will submit from two to five final candidates unrated to the District Superintendent/President for second level interviews. A narrative list of strengths and weaknesses will be provided.

d. Once the finalists have been identified, reference checks will be conducted by the Chair of the committee and submitted in a written, legible manner. Committee members may assist in this process as assigned.

e. If the committee cannot recommend any of the candidates, the hiring process will return to the most appropriate stage.

V. Final Selection

a. The District Superintendent/President will review the narrative list of strengths and weaknesses and conduct final interviews of the recommended candidates. Board members will participate in the final Vice President interviews.
b. Additional reference checking will be completed at this time.

c. The District Superintendent/President will make a final recommendation to the Board of Trustees.

d. The Board will approve the recommended candidate in open session.

e. If no acceptable candidate is identified, the hiring process will return to the most appropriate stage.

VI. Miscellaneous

a. Confidentiality is required at all levels of participation.

b. Candidates will be reimbursed for travel costs beginning with the second level interviews.

Modified and Board Reviewed 3/14/07
Modified and Board Reviewed 1/16/08
Shasta-Tehama-Trinity Joint Community College District
Board of Trustees
Administrative Procedures Manual

Hiring Procedures for Adjunct Faculty

Hiring Criteria Procedures

Overview
The intent of the procedure delineated below is to ensure quality of instruction at all Shasta College campus and satellite sites. Essential to this goal is communication among entities that offer parallel or overlapping classes. These procedures should be followed in conjunction with course scheduling procedures.

Step 1 Identification of Teaching Positions:
Potential positions are identified by the appropriate center dean and/or Extended Education administrator in consultation with full-time faculty within the discipline or closely aligned discipline. This process applies to all courses offered by Shasta College.

Step 2 Teaching Position Description:
The personnel office will provide a generalized adjunct faculty teaching position description. Specific position qualifications will be identified by the appropriate Center Dean in consultation with full-time faculty within the discipline or closely aligned discipline.

Step 3 Advertisement:
Personnel Office/Affirmative Action Officer advertises position as described in the Affirmative Action Policy. The center dean of the appropriate discipline or closely aligned discipline will sign-off on all positions to be advertised. Applications are accepted by the personnel office on an ongoing basis. Copies of applications are forwarded to appropriate center deans who review and determine minimum qualifications and confirm with full-time faculty. Interviews are arranged as needed.

Step 4 Screening:
An Adjunct Faculty Selection Committee will be established and will be composed of the center dean, one full-time faculty within the discipline or closely aligned discipline, and one or more qualified individuals (full-time faculty from a closely aligned discipline, an experienced adjunct faculty member who has achieved a positive evaluation, or a professional in the field). The center dean may make hiring decisions in emergency circumstances, and will be subject to evaluation procedures outlined in step 8.

This committee will review the candidate applications and determine whether applicants meet professional qualifications including the following: subject area knowledge, competency and experience; teaching and communication skills; commitment to professional growth and service; and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the district’s students.

Step 5 Interview:
The Adjunct Faculty Selection Committee will formulate interview questions. An evaluative rating form will be used to ensure a thorough assessment of the candidate’s qualifications. The interview questions will reflect the criteria established by the committee and considered to be the working characteristics of the position for the teaching position.
Hiring Procedures for Adjunct Faculty          AP 7208

Step 6       Selection:
The Adjunct Faculty Selection Committee with the assistance of the personnel office will confirm
the following for each recommended candidate: reference check, FSA or equivalency, and
course specific qualifications. An Adjunct Faculty Qualification form will be completed by the
Center dean. A list of qualified adjunct faculty will be maintained and distributed by the person-
nel office.

Academic Senate Approved 10/01/01
Faculty Hiring Priorities Procedure for Full-Time Tenure-Track Positions AP 7210

Faculty Hiring Priorities Committee:

- Vice President of Academic Affairs
- Vice President of Student Services
- Instructional Division Deans
- Dean of Extended Education
- Dean of Enrollment Services
- Associate Dean of Library Services
- Academic Senate Liaison to Instructional Council

Should a member of the Faculty Hiring Priorities Committee be absent from a meeting, the member may appoint, in writing, a representative to attend a specific meeting on his/her behalf.

New seats on the Faculty Hiring Priorities Committee will be mutually agreed to by Cabinet and the Academic Senate Executive Committee.

Hiring Priorities Timeline:

1. At least once a year, typically by October 15, all Deans/Associate Deans on the Faculty Hiring Priorities Committee will present to the Faculty Hiring Priorities Committee their written recommendations for new permanent full-time faculty positions and any full-time replacement positions for the following academic year.

   a. Each recommendation will be accompanied by justifications based upon Program Review, Annual Area Plans, discussions with the appropriate area coordinator and discipline faculty, statistical data, and a review by the Division faculty.

   b. From these recommendations, the Faculty Hiring Priorities Committee will create a prioritized hiring list for the following academic year. This list will include the ranking for all replacement and new positions. This list will not carry over from year to year and will consist of a prioritized ranking for the number of positions the District expects to hire plus a minimum of six ranked “alternate” positions.

   c. Within 5 days from the date the Faculty Hiring Priorities Committee creates the prioritized hiring list, the Faculty Hiring Priorities Committee will forward the prioritized Faculty Position Hiring List to the Academic Senate and the Superintendent/President.
Faculty Hiring Priorities Procedure for Full-Time Tenure-Track Positions

AP 7210

d. At the next Academic Senate meeting from the date in paragraph "c" above, the Academic Senate will review the Faculty Position Hiring List and verify that the Faculty Hiring Priorities Committee followed approved procedure in establishing this list.

   i. If the Academic Senate determines that the procedure was correctly followed, no further Academic Senate action is needed.

   ii. If the Academic Senate determines that the procedure was incorrectly followed, the Academic Senate President will notify the Superintendent/President immediately following the meeting.

   iii. The Superintendent/President must present a formal response regarding that determination within ten (10) working days.

   e. The Superintendent/President and his Cabinet will review the recommended Faculty Position Hiring List. The Cabinet’s final prioritized list will then be forwarded to the Academic Senate as an information item no less than 5 days before it is presented to the Governing Board, typically no later than the January meeting.

2. If additional vacant positions occur throughout the year due to retirement, resignation or termination, the appropriate Dean, in consultation with the area faculty, may recommend that the position be replaced. If a replacement recommendation is proposed, the Faculty Hiring Priorities Committee shall reprioritize the list of alternate positions, incorporating the proposed replacement(s) into the list, and then the procedures outlined in Section 1 beginning with subsection “c” shall be repeated.

Academic Senate Adopted 3/31/08
Board Reviewed 9/10/08
Academic Senate Revised and Adopted 11/09/09
Board Reviewed 1/20/10
Academic Senate Approved 4/23/12
Board Reviewed 6/13/12
AAUP ETHICS STATEMENT

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student’s true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institutions in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Academic Senate Adopted 11/29/04
Board Reviewed 2/09/05
PROCEDURE TO MONITOR NUMBER OF DAYS WORKED BY TEMPORARY AND SUBSTITUTE CLASSIFIED EMPLOYEES

Each payroll period, the number of days worked by temporary and substitute classified employees will be entered into the computer by the Payroll Officer. By the 15th of the following month, a printout will be sent from the Payroll Office to the Human Resources Office listing the total number of days worked for all temporary and substitute classified employees. When an employee shows 100 days or more of employment, the Payroll Officer will double check the time cards to verify the number of days worked. The Human Resources Office will notify the appropriate supervisors by memo of the fact that the employee has worked for 100 days or more. If the employee has worked for more than one supervisor during the year, each supervisor will be noted on the memo. A copy will be provided to the appropriate Vice President. This will allow time for the supervisor and the appropriate Vice President to evaluate the situation and take the necessary action to insure that the temporary or substitute classified employee does not work beyond the 195-day limit. The District has established a goal of not allowing temporary and substitute classified employees to work over 150 days unless employment is required to parallel the instructional calendar in which case 175 days is the maximum.

The primary responsibility for monitoring the number of days worked rests with the hiring supervisor. Supervisors should track the number of workdays of each of their temporary and substitute classified employees, and they can check with the Human Resources Office if they wish to confirm their numbers.
Senate Procedure for Certifying Educational Administrator Retreat Rights

This procedure applies to Educational Administrators who have never been employed as full-time faculty members at Shasta College,* and who meet the state’s minimum qualifications for the discipline for which they are applying as defined in the document “Minimum Qualifications for Faculty and Administrators in California Community Colleges.”

1.  Certifying Educational Administrator Retreat Rights

When a request is received by the Senate to certify administrative retreat rights in a specified discipline, the Senate President will notify all full-time faculty within the discipline. The Senate President shall select one person from the discipline to serve as a chairperson. The chairperson shall work with the other members of the discipline to select a screening committee to consider the application. The screening committee will consist of 5-7 full-time faculty, including the chairperson. If there are not enough full-time faculty in the discipline, then the Senate President will appoint faculty from a closely related discipline. The committee shall meet and construct a plan to evaluate the certification. The plan may include considering recent service within the discipline, reviewing minimum qualifications, or other relevant techniques. As a minimum, all applicants for retreat rights will be required to present a demonstration of competence in teaching or equivalent for the discipline. The process should be similar to that used when hiring new faculty.

Within 40 regular instructional days of the receipt of the request by the Senate, the screening committee shall report their recommendation regarding certification to the Senate Executive Committee. The screening committee will only recommend certification of a candidate who meets the standards that would normally result in sending an applicant to the President for hiring considerations. In other words, the interview should be such that the candidate would place in the top three of any normal full-time hiring search in the discipline. The Senate Executive Committee will verify that the screening committee followed procedure. The Senate Executive Committee will rely primarily upon the recommendation of the screening committee in making a decision. This decision will be forwarded by the Senate President to the Superintendent/President as agent of the Board of Trustees and to the Human Resources Office for informational purposes. Relying primarily on the advice and judgment of the Academic Senate (per Education Code Section 87458), the Board of Trustees will make the final decision.

2.  Other Considerations

1.  If retreating, the administrator will be assigned a tenure review committee and they will begin the first year of the tenure process as a new faculty member.

2.  Prior service to the district will not count toward the tenure process.

Any failures to follow this procedure shall be resolved by the Senate Executive Committee.

Academic Senate Approved 11/26/07
Shared Governance 12/06/07
Classified Supervisors and Managers

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

Classified administrators are administrators who are not employed as educational administra-
tors.
GUIDELINES FOR STUDENT EMPLOYMENT

A. Students must meet one of the following criteria in order to be a paid employee at Shasta College:

1. District Student Employment – Must be enrolled in at least nine (9) units at Shasta College. For clarification purposes:
   a. Students enrolled and eligible to work during the spring semester may work during the subsequent summer break period.
   b. Students who will enroll in the fall semester may work during the preceding summer break period.

2. Work Study Employment – Must be enrolled in at least six (6) units at Shasta College and participate in one of the following:
   a. College Work Study Program
   b. Work programs financed by categorical funds

3. To support the summer education camps and community education programs, high school students living in the District who are eligible for concurrent enrollment (juniors and seniors), may be eligible to work in those programs if no Shasta College students are available.

B. Students must be legally eligible to work.

C. Student employees are not part of the classified service.

D. Individuals must adhere to the following regulations:

1. Students may not work more than a total from all Shasta College employment of 20 hours per week during the regular school year (fall and spring semesters).

2. If extenuating circumstances exist, the Vice President of the appropriate area or designee may authorize a student to work hours in excess of 20 per week for a limited period of time.

3. Students may be allowed to work more than 20 hours per week during non-school periods including winter break, summer, and spring break.

4. To avoid nepotism, students may not be hired to work in the chain of command of a parent or immediate family member.

Educational worksite learning and internship courses are not covered by these guidelines.
Discipline and Dismissal, Classified Employees

Reference: Education Code Section 88013

Procedures for Discipline

1. Preliminary Written Notice
   a. A permanent classified employee shall receive a preliminary written notice of any proposed discipline. The written notice must contain a specific statement of charges or grounds upon which the proposed disciplinary action is based and the date the disciplinary action will be effective.
   b. Any known written materials, reports, or documentation upon which the disciplinary action is based must be attached to the preliminary written notice.
   c. The classified employee shall have the right to respond either orally or in writing within five (5) working days to the Superintendent or his/her designee. The purpose of the meeting shall be to permit the employee to respond to the charges against him/her, to offer information regarding the proposed disciplinary action and to examine the materials, if any, on which the action is based.
   d. The Superintendent or designee shall consider the employee's response and recommend within five (5) working days that the proposed disciplinary action either be taken or not taken.

2. Notice of Intention to Suspend or Dismiss
   Any permanent classified employee against whom suspension without pay or termination action is initiated by the District shall be given written notice by the Superintendent or his/her authorized representative of the specific charges against him/her. The notice shall contain a statement of his/her rights to a hearing on such charges. The time within which such hearing may be requested shall not be less than five (5) calendar days after service of the notice on the employee, and the notice shall be accompanied by a paper, the signing and filing of which with the Superintendent or his/her authorized representative shall constitute a demand for a hearing and a denial of all charges. Failure of the employee to file a request for hearing within the time specified shall constitute a waiver of the employee's right to a hearing.

3. Administrative Leave
   The Superintendent or designee may place any permanent classified employee on administrative leave from duty with pay pending a determination of whether or not discipline will be recommended by the Superintendent or designee.
4. **Sex or Narcotics Offenses: Compulsory Leave**

Any classified employee charged with the commission of any sex offense as defined in, but not limited to, Education Code Section 87010, or with the commission of any narcotics offense as defined in, but not limited to Education Code Section 87011, shall be placed upon compulsory leave of absence pending a final disposition of such charges.

An employee placed on compulsory leave shall continue to be paid his or her regular salary during such leave if he or she furnishes to the District a suitable bond to guarantee that the employee will repay the salary paid during the compulsory leave in case the employee is convicted of such charges, or fails to return to service following expiration of the compulsory leave. If the employee does not furnish a bond and if the employee is acquitted of such offense or the charges are dropped, the District shall pay to the employee upon his or her return to service, the full amount of salary which was withheld during the compulsory leave.

5. **Appeal Procedure for Suspension without Pay or Dismissal**

a. **Hearing Authority.** The Governing Board shall determine whether any hearing will be conducted before the Governing Board or a Hearing Officer appointed by the Governing Board. The term "Hearing Officer" shall mean any person who is selected by the employee or CSEA, if CSEA is representing the bargaining unit member, from a list of five (5) arbitrators provided by the Superintendent.

b. **Notice of Hearing.** The Governing Board or the Hearing Officer shall set the matter for hearing and shall give the employee at least twenty (20) calendar days' notice in writing of the date and place of such hearing. The hearing shall be conducted in closed session unless the employee requests an open hearing in the employee's written request for a hearing.

c. **Rights of Employees.** The employee shall attend any hearing and shall be entitled to:

1) be represented by counsel or any other person at such hearing;
2) testify under oath;
3) compel the attendance of other employees of the District to testify in his/her behalf;
4) cross-examine all witnesses appearing against him/her and all employees of the District whose actions are in question or who have investigated any of the matters involved in the hearing and whose reports are offered in evidence before the Hearing Board;
5) impeach any witness;
6) present such evidence as the Hearing Officer deems pertinent to the inquiry; and
7) argue his/her case.
Discipline and Dismissal, Classified Employees

The party attempting to substantiate the charges against the employee shall be entitled to the same privileges.

d. Evidence. The hearing shall be informal and need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. Hearsay evidence may be admitted for any purpose but shall not be sufficient in itself to support a finding unless it would be admissible in civil actions. The rules or privileges and of official or judicial notice shall be effective to the same extent as in civil actions. Irrelevant and repetitious evidence shall be excluded. Oral evidence shall be taken only under oath or affirmation.

e. Exclusion of Witnesses. The Governing Board or the Hearing Officer may in its discretion exclude witnesses not under examination, except the employee and the party attempting to substantiate the charges against the employee, and their respective counsel. When hearing testimony on which may bring disrepute to persons other than the accused employee, all persons not having a direct interest in the hearing may be excluded.

f. Burden of Proof. The burden of proof shall be upon the party attempting to substantiate the charges.

g. Findings and Decision. Upon completion of the hearing, Findings of Fact and Conclusions shall be signed and filed by the Governing Board, which shall constitute its decision. If the hearing is not before the Governing Board, written findings and recommendations shall be submitted by the Hearing Officer to the Governing Board for its approval. If the Governing Board accepts such findings and conclusions, it need not review the record of the hearing; if it declines to accept such findings and conclusions, it must review the record or provide for an additional opportunity to be heard, after which it may adopt the findings and conclusions made by the Hearing Board, or make its own findings and conclusions.

Unless the decision provides otherwise, it shall be effective immediately. Notice of the decision shall be mailed promptly to the employee or his/her counsel or representative. Except for the correction of clerical error, the decision shall be final and conclusive.

h. Report of Hearings. Hearings shall be recorded by a stenographic reporter or audio tape recording machine. The District shall pay the fee for reporting or recording.

i. Transcripts of Hearings. Copies of transcripts of hearing shall be furnished to either party on payment of the cost of preparing such copies of transcripts. When transcripts are provided by the employees of the District, the cost shall be determined by the Vice President for Business Services. When copies of transcripts are provided by an independent contractor, the cost will be established by the independent contractor.
Discipline and Dismissal, Classified Employees

j. Continuances. The Hearing Officer may grant a continuance of any hearing upon such terms and conditions as it may deem proper. If an employee initiated request for continuance is granted, the employee shall be deemed to have waived back pay for the period of the continuance. Any request for continuance made less than 48 hours prior to the time set for the hearing will be denied unless good cause is shown for the continuance.

6. Judicial Review

Judicial review of the Governing Board's decision is available pursuant to Code of Civil Procedure Section 1094.5 only if the petition for writ of mandate is filed within the time limit specified in Code of Civil Procedure Section 1094.6.
Political Activities

Reference: *Education Code Sections 7054; 7056; Government Code Section 8314*

No restriction shall be placed on the political activities of any employee of the District except as provided in board policy and these procedures.

No District funds, services, supplies, or equipment may be used to urge the support or defeat of any ballot measure or candidate, including but not limited to any candidate for election to the governing board.

District resources may be used to provide information to the public about the possible effects of a bond issue or other ballot measure if both the following conditions are met:

- The informational activities are otherwise authorized by the Constitution or laws of the State of California; and
- The information provided constitutes a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the bond issue or ballot measure.

Any administrator or board member may appear before a citizens’ group that requests the appearance to discuss the reasons why the Board called an election to submit to the voters a proposition for the issuance of bonds, and to respond to inquiries from the citizens’ group.

An officer or employee of the District may solicit or receive political funds or contributions to promote the support or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service, or other working conditions of officers or employees of the district. Such activities are prohibited during working hours, and entry into buildings and grounds of the District during working hours is prohibited. Such activities are permitted during nonworking time. “Nonworking time” means time outside an employees’ working hours, whether before or after the work day or during the employees’ lunch period or other breaks during the day.
Salary Deductions

Reference:  *Education Code Sections 87040; 87833; 87834; 88167*

The Board has authorized payment of part of an employee's salary toward an annuity. This service is at the option of the employee who may also select the insurance company with whom he/she wishes to invest. The amount invested is optional with the employee so long as the amount of the deduction conforms with the rulings and limitations of the Internal Revenue Service. Inasmuch as the amount invested is not considered to be a salary payment, it is not subject to income tax withholding. However, the annuity payments are subject to income tax, when the money is withdrawn from the annuity account.
Employee Travel

Reference:  Education Code Section 87032

The policy will be the same whether the travel is at District expense or is charged to a categorical program or grant.

All employee travel must be approved by the employee’s immediate supervisor and appropriate administrator prior to the travel date. In addition, travel meeting the following criteria must be approved by the President’s Cabinet prior to the travel date:

- Out-of-State
- Out-of-Country
- Three or more staff members attending the same event
- Lodging which exceed $150 per night or the documented conference rate

The Board of Trustees must approve all employee travel meeting the following criteria prior to the travel dates:

- Out-of-State
- Out-of-Country

Travel Request Forms are available in the Business Office or on the college’s web site. Once travel is approved, the request should be submitted to the Business Office for processing of any necessary travel advances at least one week prior to date the advance is needed.

Reimbursable Expenses/Rates

Maximum reimbursement for meals will be granted on the following basis:

- Breakfast  $ 10.00
- Lunch    $ 12.00
- Dinner   $ 20.00

Breakfast should not be included on the day you leave unless your departure is prior to 6:00 a.m. Dinner should not be included on the day you return unless your arrival home is after 7:30 p.m. If meals are included in your conference do not request reimbursement for the included meal. If a meal is a part of the conference and you choose not to attend, you should not include that meal for reimbursement. If breakfast is included as part of your room rate or conference, do not include breakfast as part of your reimbursement. No meals will be reimbursed if the travel is within the District.

Lodging will be reimbursed at reasonable cost (not to exceed $150/per night or documented conference rate). Requests for exceptions must be reviewed by Cabinet in advance of the travel date, and will be approved on a case-by-case basis. Most lodging is arranged by the conference organizers at a reduced rate. The conference rate is what will be reimbursed. Please include conference confirmation showing rates negotiated with the conference organizers as well.
as meals that might be included in the conference. If there is not a negotiated rate the employee should request the government rate or other less expensive rate that may be applicable.

Mileage will be reimbursed at IRS rates effective on July 1 of each year. Mileage will only be reimbursed to and from the conference for one vehicle per 4 people if attending the same conference (round trip from home or College, whichever is closer). Any employee taking their own vehicle for their own convenience will not be reimbursed for mileage. Personal side trips during the conference are not to be included in the mileage reimbursement request (i.e. shopping, out to dinner, side excursions). Exceptions to side trips (such as a trip to a nearby college to review an exemplary program) must be approved in advance. If travel is by air, the most economical fare should be sought and used.

Receipts for lodging (itemized billing), parking fees, bridge tolls, airline tickets, or other costs must be submitted. Receipts for meals are not required. Meals will not be reimbursed in excess of the above limits. Any other fees without receipts will not be reimbursed. Charges for personal telephone calls, in-room movies, alcohol, or other incidentals will not be reimbursed. The completed expense report needs to be signed by the manager even if it does not exceed the original request before the Business Office can process the reimbursement. All signed reports are due within 10 days of return, including unspent travel advances, if any.

Reimbursements will be processed by the Business Office in the same manner as other accounts payable according to the payables run schedule. Check with your division office for timing of the payables runs.

Board Reviewed 4/13/05
Board Reviewed 4/11/12
Administrative/Management Staff Travel
Days Off Campus

Maximum of 22 days, including travel time.

This is exclusive of meetings that are held within the District.

Board Reviewed 4/13/05
Administrators’ Attendance at Board Meetings

All administrative/management staff shall attend regularly scheduled monthly meetings of the Board of Trustees if there is an item on the agenda essential to their area and/or if assigned to attend by the Administrator in charge of their area. If meeting attendance is required, administrators/managers are expected to arrange their meeting and travel schedules so that they do not conflict with the Board meeting at which the essential item is presented.

Following this procedure is considered a necessary duty and professional responsibility for staff in the administrative/management employment classification.

Cabinet Reviewed 12/05/06 and 12/12/06
College Council and Administrative Council Approved 12/12/06
Board Reviewed 6/13/12
Volunteers

Reference: Government Code Section 3119.5

1. Scope

Each volunteer is subject to the screening process set forth in this procedure, with the following exception:

- Volunteers serving in single day college events

2. General

The District may enter into agreements with outside organizations to provide volunteers to the District to work at college locations. Such agreements will contain appropriate defense and indemnification language to protect the District from liability in connection with the volunteer services.

Volunteers serve the District in an “at will” capacity. The District may terminate a volunteer’s services for any reason or no reason at all.

Pursuant to Government Code Section 3119.5, no person aged 60 years or older may be excluded from volunteer service if the person is physically, mentally, and professionally capable of performing the services involved. A person shall be deemed “professionally capable” if he/she can demonstrate reasonable proficiency or relevant certification and performs his/her professional duties in accordance with laws, regulations, or the technical standards that govern his/her area of volunteer responsibility.

Volunteers may not be used in lieu of classified employees. The District may not refuse to employ a person in a vacant classified position and use volunteers instead, nor may it abolish any classified positions and use volunteers instead.

3. Screening

The District must use a written application form that requires, at a minimum, the volunteer’s name, address, phone number, and history of convictions.

A volunteer’s service record shall be maintained by the District.

Fingerprinting of each volunteer may be required. Volunteers with on-going assignments and volunteers who interact with minors shall be required to provide a complete set of fingerprints for the purpose of running a criminal background check.

No person may serve as a volunteer in the District if:

- He/she has been convicted of or if he/she has charges pending which pertains to any sex offense (as defined in Education Code Section 87010) or controlled substance offense (as defined in Education Code Section 87011).
Volunteers

- He/she has been convicted of a crime and the Associate Vice President of Human Resources determines that: the nature of the crime is too serious to serve as a volunteer; the crime was too recent; and/or the crime is inconsistent with obligations in performing assigned duties as a volunteer.

- He/she has a health condition that would preclude him/her from satisfactorily performing essential duties of the position.

- He/she makes a false statement or omits a statement as to any material fact on the application form.

Benefits

Volunteers are employees of the District only for the purpose of workers’ compensation benefits for injuries sustained while engaged in the performance of any service under the direction and control of the District. With the exception of workers’ compensation (Education Code Section 72401), volunteers shall serve without any type of compensation or any other benefits granted to District employees. Volunteers shall not be entitled to defense and indemnity from the District.

Board Reviewed 7/10/13