



**CHAFFEY COMMUNITY COLLEGE DISTRICT
SPECIAL MEETING OF THE GOVERNING BOARD**

Friday, January 31, 2020

12:00 p.m.

Information Services Conference Room
Information Services Building

- 12:00 p.m. I. **REGULAR SESSION**
- A. CALL TO ORDER
 - B. PUBLIC COMMENTS
 - C. ACTION AGENDA
 - 1. Governance Process
 - a. BP 2010: Governing Board Membership
 - b. BP 2100: Governing Board Elections
 - c. BP 3540: Sexual and Other Assaults on Campus
 - d. BP 5010: Admissions and Concurrent Enrollment
- II. **ADJOURNMENT**

The next regular meeting of the Governing Board will be February 27, 2020.

[Complete agenda may be viewed at www.chaffey.edu/governing board](http://www.chaffey.edu/governing-board)

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 31, 2020

Board Meeting Date

TOPIC BOARD POLICIES FOR ADOPTION

Communication No. I.C.1.a

SUPPORTS BOARD POLICY

Board Policy 2410 Board Policies and Administrative Procedures - The Governing Board may adopt such policies as are authorized by law or determined by the Governing Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Governing Board on a specific issue within its subject matter jurisdiction.

PROPOSAL

To receive Board Policies for second action reading and adoption.

BACKGROUND

In July, 2011, the District began working with a consultant from the Community College League of California ("CCLC") to update its Board policies to align with the recommended policies developed through the legal firm of Liebert Cassidy Whitmore in conjunction with the CCLC. Utilizing the CCLC Policy and Procedure Subscription Service templates, the District will ensure that all legal requirements, recommendations, suggested good practices, and accreditation requirements are fully addressed.

The District is continuing its work to review and update policies during the 2018–2019 academic year. As part of the update process, Board Policies from Chapter 2 (Governing Board), Chapter 3 (General Institution), and Chapter 5 (Student Services) are being submitted for adoption. Board Policies were reviewed by Board Member Ovitt in his capacity as Governing Board Policy Liaison and the Governing Board received these policies for information at its January 23, 2020 Board meeting.

RECOMMENDATION

It is recommended that the Governing Board receive the board policies for second reading and adoption.

Prepared by:	<u>Jim Fillpot, Dean, Institutional Research, Policy, and Grants</u>
Recommended by:	<u>Henry D. Shannon, Superintendent/President</u>



**Board Policies
Presented to the Governing Board for Action
January 31, 2020**

Chapter 2 – Governing Board

- BP 2010 Governing Board Membership
- BP 2100 Governing Board Elections

Chapter 3 – General Institution

- BP 3540 Sexual and Other Assaults on Campus

Chapter 5 – Student Services

- BP 5010 Admissions and Concurrent Enrollment



BP 2010 Governing Board Membership

The Governing Board shall consist of five members elected by trustee area in biennial elections by the qualified voters of the respective trustee areas in the District, and a student member selected annually by a student election. (See BP 2015 titled Student Trustee, BP 2100 titled Governing Board Elections, and BP 2105 titled Election of Student Trustee.)

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

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

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

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

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

Policy

Category: Governance Process

Adopted: 1/26/12
(*Replaces former Board Policy 1.7.1*)

Revised: 5/24/18, [date of Board meeting]



BP 2100 Governing Board Elections

Regular elections for the Governing Board shall be held biennially on the first Tuesday after the first Monday in March of each even-numbered year to fill the offices of those members whose terms expire on the first Friday in April following the election.

Each person elected at a regular biennial Governing Board member election shall hold office for a term of four years commencing on the first Saturday after the first Friday in April succeeding his/her election. Terms of Governing Board members are staggered so that, as nearly as practical, one-half of the Governing Board shall be elected at each Governing Board election.

Each person selected to complete the unfinished term of a Governing Board member shall serve until the new Governing Board is seated.

Elections shall be governed by the Elections Code, except as otherwise provided in the California Education Code or in Chaffey Community College District policies.

In case of a tie vote among the candidates for Governing Board members, the Governing Board may either call a runoff election or determine the winner or winners by lot.

In accordance with provisions of the Elections Code, the following policies shall apply regarding statements of qualifications for candidates who run for office or member of the Governing Board of the Chaffey Community College District:

- All candidates for an office on the Governing Board of the Chaffey Community College District who are desirous of filing a candidate's statement of qualifications shall pay in advance her/his estimated pro rata share as a condition for including her/his statement in the voter's pamphlet.
- The registrar of voters shall bill the candidate for additional charges, if any.
- This resolution shall remain in effect for each Governing Board election until revoked by the Chaffey Community College District.

The Governing Board has provided for the election of Board members by areas. Effective December 15, 2016, the Governing Board member areas are:

- **Area 1** – Most of Rancho Cucamonga, the northern portion of Fontana and the unincorporated county area surrounded by those two cities.
- **Area 2** – Montclair, Upland, a portion of Rancho Cucamonga and unincorporated county areas north of Upland and south of Montclair.



BP 2100 Governing Board Elections

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- **Area 3** – Most of Fontana, a portion of Rancho Cucamonga and that portion of Rialto covered by the District.
- **Area 4** – Most of Ontario and a portion of Rancho Cucamonga.
- **Area 5** – Chino, Chino Hills and unincorporated county areas surrounded by those two cities.

The election of a Governing Board member residing in and registered to vote in the area he or she seeks to represent shall be only by the registered voters of the same area.

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

Reference: Education Code Sections 5000 et seq., 72022 and 72036;
Elections Code Section 1000;
California Voting Rights Act of 2001 (Elections Code Sections 14025 et seq.)

Policy

Category: Governance Process

Adopted: 1/26/12

(Replaces former Board Policies 1.7.2, 1.7.4, and 1.7.5)

Revised: 1/26/18, [date of Board meeting]



BP 3540 Sexual and Other Assaults on Campus

Any sexual assault or physical abuse, including, but not limited to, rape as defined by California law, whether committed by an employee, student, or member of the public, that occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal prosecution and employee or student discipline procedures.

Students, faculty, and staff who may be victims of sexual and/or other assaults shall be treated with dignity and provided comprehensive assistance.

The Superintendent/President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and/or other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in the state and federal statutes cited below.

References: Education Code Sections 67382, 67385, and 67386;
20 U.S. Code Section 1092(f);
34 Code of Federal Regulations Section 668.46(b)(11)

Policy

Category: Executive Expectations

Adopted: 10/24/13
(*Replaces former Board Policy 3.7.6*)

Revised: [date of Board meeting]



BP 5010 Admissions and Concurrent Enrollment

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

- Any California resident over the age of 18, and may admit any nonresident, possessing a high school diploma or the equivalent thereof.
- Other persons who are under the age of 18 years and who, in the judgment of the Superintendent/President or his/her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Labor Code Section 3077.

The District may deny or place conditions on a student's enrollment upon finding that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Superintendent/President shall establish procedures for evaluating the validity of a student's high school completion.

High school and younger students shall be admitted at the discretion of the Superintendent/President or designee. The admittance of special part-time or full-time students shall comply with the requirements of Education Code Section 76001(b) regarding findings and reasons for denying any such request by pupils who are identified as highly gifted.

- **Admission** – Any student enrolled in high school with a minimum GPA of 2.00 is eligible to attend as a special part-time or full-time student for advanced scholastic or career/technical courses. Exceptions may be granted by the Associate Superintendent of Student Services on a case-by-case basis.

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

- **Denial of Requests for Admission** – If the Governing Board denies a request for special full time or part time enrollment by a pupil who is identified as highly



BP 5010 Admissions and Concurrent Enrollment

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gifted, the Governing Board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

The Superintendent/President shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

- **Claims for State Apportionment for Concurrent Enrollment** – Claims for state apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Superintendent/President shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

The District shall develop an application for admission to the Chaffey Community College District. The District shall only allow an application for admission and residency determination forms or procedures that meet the law.

References: Education Code Sections 68040, 68041, 76000, 76001, 76002, and 76038;
Labor Code Section 3077;
34 CFR Section 668.16(p) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
ACCJC Accreditation Standard II.C.6

Policy

Category: Executive Expectations

Adopted: 07/24/14
(Replaces former Board Policies 5.1 and 5.1.1)

Revised: [date of Board meeting]