



COLLEGE COUNCIL AGENDA

September 23, 2021 | 2:30-4:30 pm | Zoom

Agenda Item

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

LPC Planning Priorities

- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

College Council

Quorum: 9

Non-Voting Members:

Dyrell Foster, President (Chair)

Voting Members:

Kristina Whalen, V.P. Academic Services & Accreditation Steering Cmte, CEMC
 Anette Raichbart, V.P. Administrative Services & Budget Development Cmte
 Jeanne Wilson, V.P. Student Services
 Rajinder Samra, IPEC
 Tom Orf, CEMC, Faculty Association
 TBD, Facilities & Sustainability
 Titian Lish, Resource Allocation
 Mike McQuiston, Technology
 Kristy Woods, Guided Pathways
 Sarah Thompson, Academic Senate President
 Craig Kutil, Academic Senate V.P.
 Jean O'Neil-Opipari, Classified Senate President
 Elizabeth McWhorter, Classified Senate V.P.
 Kyle Johnson, LPCSG President
 Lara Wiedemeier, LPCSG Vice President
 Mike Alvarez, LPC SEIU

1. **Call to Order**
2. **Review and Approval of Agenda (1)** Foster
3. **Review and Approval of Minutes (8/26/21) (3)** Foster
4. **Action Items – None (8)**
5. **Old Business (9)**
 - COVID-19 Update Foster
 - Communication Protocols/Reporting Flowchart
 - High Risk Programs Religious Exemptions
 - Board Policies on Communicable Disease
 - BP 5210 Communicable Disease Protocol
 - BP 7330 Communicable Disease
 - 2021-22 Return to Campus Plan Foster
 - Budget Update Raichbart
 - Planning and Budget Cycle: Degree of Integration Foster
 - IPEC Report Out Samra
 - President's Goals 2021-22 Foster
 - Native Land Acknowledgement Foster
6. **New Business (10)**
 - Brown Act Update Foster
 - Institutional Self-Evaluation Report Whalen
 - Equitable Placement: Implementation and Evaluation of AB 705 Foster
 - Academic Senate's College and Faculty Resolutions Thompson
 - New Non-credit Program Proposal: Noncredit Aviation Cearley
 - College Partnerships: Climate Corp Fellows, Base 11 Foster
 - BPs and APs (9/14/21 Chancellor's Council) (11) Foster
 - BP 2410 Board Policy and Administrative Procedure (12)
 - AP 2410 Board Policy and Administrative Procedure (14)
 - BP 3310 Records Retention and Destruction (17)
 - AP 3310 Records Retention and Destruction (18)
 - AP 5410 Associated Students Elections (20)
 - AP 5430 Co-Curricular Activities (22)
7. **Information Items – None (27)**

8. Updates (27)

- LPC Student Government Johnson
- SEIU Alvarez
- Faculty Association Orf
- Academic Senate Thompson
- Classified Senate O'Neil-Opipari
- Guided Pathways Committee Woods
- Accreditation Steering Committee Whalen
- College Enrollment Management Committee Whalen/Orf
- VP Academic Services Whalen
- Budget Development Committee Raichbart
- VP Administrative Services Raichbart
- VP Student Services Wilson
- Facilities and Sustainability Committee TBD
- Institutional Planning and Effectiveness Committee Samra
- Resource Allocation Committee Lish
- Technology Committee McQuiston

9. Adjournment (28)

10. Next Regular Meeting: October 28, 2021



DRAFT COLLEGE COUNCIL MINUTES

August 26, 2021 | 2:30 – 4:30 p.m. | Confer Zoom

Meeting Minutes

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

LPC Planning Priorities

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.
- ❖ Coordinate resources and provide professional development for effective online instruction and remote delivery of student support services and college processes to advance equitable student outcomes.

College Council

Quorum: 10

Non-Voting Members:

Dr. Dyrell Foster, President (Chair)

Members Present (voting):

Kristina Whalen, VP Academic Svcs & Accred.

Steering Cmte

Anette Raichbart, V.P. Admin. Services & Budget Development Cmte

Jeanne Wilson, V.P. Student Services

Rajinder Samra, IPEC

Titian Lish, Resource Allocation

Kristy Woods, Guided Pathways

Mike McQuiston, Technology

Sarah Thompson, Academic Senate President

Craig Kutil, Academic Senate VP

Thomas Orf, Faculty Association

Jean O'Neil-Opipari, Classified Senate President

Elizabeth McWhorter, Classified Senate VP

Kyle Johnson, LPCSG President

Lara Wiedemeier, LPCSG V.P

Mike Alvarez, LPC SEIU

Members Absent:

TBD, Facilities & Sustainability

1. Call to Order

Dr. Foster called the meeting to order at 2:32 p.m.

2. Review and Approval of Agenda

Mr. Kutil/Mr. Johnson/two abstentions

3. Review and Approval of Minutes (5/13/21) and 5/14/21 Email Vote on Expanded Accreditation Steering Committee

Ms. Woods/Mr. Kutil/two abstentions

4. Action Items

- Vocational ESL (VESL) for Retail
Mr. Kutil/Ms. O'Neil-Opipari/unanimous

5. Old Business

- COVID-19 Update and College Reopening Considerations and Plans: Dr. Foster shared that at the recent special Board of Trustees meeting, it was reported that there have been 49 COVID cases managed by the District from January 2021 to August 10, 2021. On Monday, the President's Office sent an email reporting three additional cases

Dr. Foster mentioned the email communication sent out to all faculty by the F/A leadership late Tuesday evening. Dr. Foster reported there is interest from leadership at Chabot College for a COVID case dashboard to provide updates on positive COVID cases that occur on our respective campuses. The District is working on a flowchart to assist with the decision/reporting process of COVID cases.

Dr. Foster reported that the District has initiated a vaccine mandate for students enrolled in programs and courses that have been identified as being at higher risk for spread of COVID, including EMS and paramedic and fire service technology, specifically the lab courses where students are in close proximity. Students who are enrolled in these classes are being asked by Friday, September 3 to submit a vaccine verification form in which they indicate their vaccination status. Students may request an exception. Faculty members and program coordinators will be providing a list of students that are participating in these courses so that the Student Health Center may contact them. Dr. Foster reported that LPC plans to schedule a vaccination program on campus before September 17

for students. Dr. Foster thanked VP Whalen and Dean Bell for their leadership on this. He then reported that Chancellor Gerhard sent an email to members of the Chancellor's Council acknowledging that the Board of Trustees recently had a special meeting where they reviewed District data and processes and are recommending edits to Board Policies BP 5210 Communicable Disease and BP 7330 Communicable Disease Protocol that would mandate COVID 19 vaccinations for all employees and students. A second reading of these BPs will take place on August 31. If adopted, they would be implemented in spring 2022. Chancellor Gerhard is requesting feedback on both BPs by the end of today.

- 2021-22 Return to Campus Plan: Dr. Foster shared the current version of the Return to Campus plan. He indicated with the potential vaccine mandate for spring 2022, the expectation is for all college employees to return to campus in January for the spring semester. He stressed that we will remain diligent and nimble in our planning processes, and as LPC has done for the past 18 months, we will modify our plans as required by state and county health departments.
- Budget/CARES Update: VP Raichbart gave a Budget/CARES Update by reviewing the slides and information that she shared during College Day. She emphasized that the college has stayed within our budget due to leveraging the CARES Act money. VP Raichbart reminded the council that this is temporary money that will go away once we spend it or automatically by September 2023. The District informed us recently that there is going to be a true-up, the funds they gave us was owed to us. We just received some additional full-time faculty money for this upcoming year, roughly \$640k and we have been given some money for some full-time faculty that was due to us several years ago but not received, roughly \$300k. VP Raichbart indicated we still have a structural deficit. Our salaries and benefits account for 98-100% of our budget.

6. Old Business

- Planning and Budget Cycle: Degree of Integration: Dr. Foster reminded the council that part of College Council's charge is to assess the degree of integration regarding budget planning and allocation. Previously Mr. Samra walked the council through the Integrated Planning and Budget Cycle diagram. IPEC has assessed the degree of effectiveness of each of those processes and Dr. Foster appreciates their work. The council's job is to review the recommendations and processes to ensure that the integration of planning and budget for our allocation processes are evident.

The college has a comprehensive program review and college planning process, which through the work of IPEC, really helps develop the college's planning priorities each year. It is a very informed process, a collaborative process. The Executive Team also has a collaborative process, which informs our institutional goals and priorities for the year as well. In summation, LPC has a strong and clear planning process, which is based on our institutional goals, and our Educational Master Plan.

College Council needs to demonstrate how we allocate our resources in alignment with those college planning priorities, those goals, and our strategic plans. RAC is a big part of that process by making recommendations to the President and the council. One of the things the council did in working with IPEC was to align the decisions that we made in accepting those recommendations from RAC and align those with our college priorities, ensuring that we were able to document how we make those decisions and the rationale that supports those decisions, which is based on our college mission and

planning priorities and goals.

Dr. Foster indicated that the Accreditation Team is working diligently in putting together the ISER and asked VP Whalen and Mr. Samra if there is a need that came up that stood out as a gap for that process. VP Whalen indicated that the standards that pertain most closely to this did not come from the committee's work and gathering evidence. She commended Mr. Samra who led the committee sentence-by-sentence on how our process aligns with it. They did not come to any conclusion that we needed an improvement plan. Mr. Samra indicated that one of the things at the next IPEC meeting is to close the loop on this and address some of the things that came up. He will report out at the next College Council meeting.

2019-2020 and 2020-2021 Shared Governance Committee Tasks: The council agreed that it would be worthwhile to ask each committee chairperson to post the completed tasks on their respective web site so that the committee's work is captured. Ms. Moore will send the completed tasks out to the chairs.

7. New Business

- President's Goals 2021-22: Dr. Foster shared the 2021-22 goals and indicated they are really reflective of LPC's executive cabinet goals. During a recent retreat, the Executive Team identified very important items that they want to accomplish this year. Each Vice President will align their goals against the goals listed from the retreat. They will then work with their Departments to align goals with the VP goals. Dr. Foster asked the council to use these goals to inform their own work this year so that everyone's energy and work is moving in the same direction.
- Native Land Acknowledgement: Dr. Foster shared that one of the conversations last year in the Student Equity and Achievement Committee was about native land acknowledgement with a recommendation that LPC should make a formal announcement that the college stands on native land. The council showed support for the recommendation and Dr. Foster indicated the Exec Team will move forward with some recommendations in terms of language and how to implement this and will bring it to our next meeting.
- BPs and APs (8/9/21 SLT)
 - BP 5140 Disabled Student Programs
 - AP 5140 Disabled Student Programs
 - BP 5200 Student Health Services
 - AP 5200 Student Health Services
 - BP 5300 Student Equity
 - AP 5300 Student EquityMr. Johnson/Mr. Kutil/unanimous
- BPs and APs (8/23/21 SLT)
 - BP 5016 Transfer of Units from Other Colleges
 - AP 5017 Response to Inquiry of Immigration Status
 - BP 5530 Student Rights and Grievances
 - AP 5530 Student Rights and GrievancesMr. Kutil/Mr. Johnson/unanimous

8. Information Items: None.

9. Updates

LPC Student Government: Mr. Johnson indicated that the LPC Student Government meets on Mondays at 2:00 p.m. He believes that the Student Senate will be passing a COVID vaccine mandate and shared that they have a number of large goals this year and will be partnering with committees and groups on campus to work toward those goals. Some of their goals revolve around equity, racial equity, LGBTQ, and mental health awareness. They are planning an event on Constitution Day with a focus on police violence.

SEIU: Mr. Alvarez indicated that SEIU has a tentative MOU regarding return to campus/return to work signed on August 19, 2021 and is available on the District web site. The goal is to safely transition back to campus.

Faculty Association: Mr. Orf indicated that negotiations continue during the next several months.

Academic Senate: Ms. Thompson reported that the Academic Senate had 3-4 extra meetings during the summer to craft, finalize, and approve the resolution to the Board of Trustees regarding a vaccine mandate. Their presentation to the Board went well with many individual voices in the room supporting it. She is gratified that it was well received and that the District is moving toward a required vaccine. Academic Senate has also put together subcommittees to implement two resolutions that were passed last spring. One was a triad resolution with Chabot regarding LGBTQ and Anti-Asian Hate. Advisory groups are moving forward. Mr. Kutil will work on three subcommittees: 1) LGBTQ support; 2) Anti-AAPI Hate Group; and 3) Anti-Blackness (along with Ms. Tracy Coleman). Academic Senate has started working on their goals.

Classified Senate: Ms. O'Neil-Opipari indicated that Caring Campus would be a big initiative this year. Classified Senate is holding a fundraiser at the Page Mill Winery. They conducted a COVID mandate survey with the Classified Professionals with 1/3 responding.

Guided Pathways Committee: Ms. Woods indicated that they have completed many web site updates as this is a year of implementation and action, and they want to be sure there is a clear way to find out about what GP is doing. Members of the committee are interviewing students for five paid-student positions for assistance to lead a team, meeting every Tuesday and Thursday morning. They are conducting research about what other colleges are doing, best practices, etc. Ms. Woods reviewed the list of GP-related committees and the times the committees meet.

Accreditation Steering Committee: Dr. Whalen indicated there has been much discussion on when our ISER will be due to the ACCJC. It is an ambitious timeline. The goal is to do a constituency review of a finished document in the fall. October 28 is the date for College ALOs to send informational materials to the District ALO for Board of Trustees. Dr. Whalen concluded that the ISER is in good shape, but there still a lot of work ahead.

College Enrollment Management Committee: Mr. Orf reported that we have gained ground in the last couple of weeks. Enrollment was previously down 15% but is now down by 11%, and this is across the board. We are preparing for spring now and it will be due within a few weeks. VP Whalen indicated they are asking program coordinators to provide a draft of a schedule with 60% of each discipline being positioned in person, leaving 40% instruction on-line, but recognizing that we are watching the developments of COVID.

VP Academic Services: Mr. Kutil shared that LPC received their G results today. One course was cross-listed and three approved.

Budget Development Committee: VP Raichbart reported that the committee would be meeting tomorrow. They have a timeline for the upcoming year to work on the new BAM. The committee is actively meeting and actively talking. Ms. Thompson indicated they are about to embark on a yearlong process at the District. They have identified elements of the new budget allocation model in terms of looking at data and having discussions and making decisions with a hope to have a “scaffold” of a new budget allocation model. The very first item that will be discussed is exactly how to fund the District and M&O. They are looking forward to a robust discussion tomorrow.

VP Administrative Services: VP Raichbart indicated that the Administrative Services office is open and staffed with at least one person five days per week. They have reinstated Garda. All business forms have been updated and are online and fillable, including a CARES Act Requisition Form.

VP Student Services: VP Wilson reported that A&R and Financial Aid are open for in-person services Monday thru Friday from 9:00 a.m. – 1:00 p.m. Counseling appointments can be made in person during that same time period; however, actual counseling appointments are only being held via Zoom during the hours of 9:00 a.m. – 5:00 p.m. with Tuesday open until 7:00 p.m. Student Services will be hiring four adjunct counselors and they continue to look for student assistants and peer guides who will be able to help with LPC’s virtual welcome desk. Please email VP Wilson if you know of strong candidates for adjunct counselors and email Mr. Shawn Taylor with student assistant recommendations.

Facilities and Sustainability Committee: no report.

Institutional Planning and Effectiveness Committee: Mr. Samra reported that IPEC would be meeting in a couple of weeks and closing the loop on their assessment and effectiveness of the four processes for the Integrated Planning and Budget Cycle.

Resource Allocation Committee: Ms. Lish reported that RAC would have its first meeting of the semester next week.

Technology Committee: Mr. McQuiston reported there were no updates.

10. Good of the Order: none.

11. Adjournment: 4:08 p.m. Mr. Orf/Mr. Kutil/unanimous.

12. Next Regular Meeting: September 23, 2021

Action Items - None

Old Business

- COVID-19 Update Foster
 - [Communication Protocols](#)
 - [Reporting Flowchart](#)
 - [High Risk Programs Religious Exemptions](#)
 - Board Policies on Communicable Disease
 - [BP 5210 Communicable Disease Protocol](#)
 - [BP 7330 Communicable Disease](#)
- [2021-22 Return to Campus Plan](#) Foster
- Budget/CARES Update Raichbart
- Planning and Budget Cycle: Degree of Integration Foster
 - IPEC Report Out Samra
- [President's Goals 2021-22](#) Foster
- Native Land Acknowledgement Foster

New Business

- Brown Act Update Foster
- Institutional Self-Evaluation Report Whalen
- [Equitable Placement: Implementation and Evaluation of AB705](#) Foster
- Academic Senate's College and Faculty Resolutions Thompson
 - [Academic Senate College and Faculty Resolution \(to Colleges\)](#)
 - [Academic Senate College and Faculty Resolution \(to Faculty\)](#)
- New Non-Credit Program Proposal: Noncredit Aviation Cearley
 - [Drone Photography, Mapping and Piloting Presentation](#)
 - [NAVI Drone Noncredit CDCP](#)
 - [NAVI 201 Orientation to Drones](#)
 - [NAVI 202 Aerial Survey, Photography and Videography](#)
 - [NAVI 203 FAA Exam Preparation](#)
- [College Partnerships: Climate Corp Fellows, Base 11](#) Foster
- BPs and APs (9/14/21 Chancellor's Council) Foster
 - BP 2410 Board Policy and Administrative Procedure
 - AP 2410 Board Policy and Administrative Procedure
 - BP 3310 Records Retention and Destruction
 - AP 3310 Records Retention and Destruction
 - AP 5410 Associated Students Elections
 - AP 5430 Co-Curricular Activities
 - AP 5530 Student Rights and Grievances

New Business – BPs and APs (9/24/21 Chancellor's Council)

- BP 2410 Board Policy and Administrative Procedure
- AP 2410 Board Policy and Administrative Procedure
- BP 3310 Records Retention and Destruction
- AP 3310 Records Retention and Destruction
- AP 5410 Associated Students Elections
- AP 5430 Co-Curricular Activities
- AP 5530 Student Rights and Grievances

Board of Trustees

BP 2410 BOARD POLICY AND ADMINISTRATIVE PROCEDURE

References:

Education Code Sections 70902;

ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5

The Board of Trustees may adopt policies as are authorized by law and comply with accreditation standards or determined by the Board to be necessary for the efficient operation of the District. Board Policies (BPs) are intended to be statements of intent by the Board on a specific issue within its jurisdiction.

Administrative Procedures (APs) are to be issued by the Chancellor as statements of method to be used in implementing BPs. Such APs shall be consistent with and operationalize the intent of the BPs. APs may be revised as deemed necessary by the Chancellor.

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

BPs may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. The BPs shall be introduced first for information followed by a second meeting for action. Technical revisions (e.g. a Title 5 section reference change) mandated by law are not subject to the review process and shall be sent directly to the Chancellor for implementation and will appear on the Board Agenda for information.

To ensure regular review of BPs and APs, the District subscribes to a Policy and Procedure Service, which provides bi-annual/annual updates. In addition, a documented cycle for review of policies and procedures shall occur every ~~ten~~ six years ~~in accordance with the accreditation cycle—one chapter per year with Chapters 1 and 2 combined.~~

Copies of all BPs and APs shall be readily available to District employees through the Chancellor's Office, each College President's Office, and the District's web site.

Adopted: April 16, 2013
Board Reviewed: April 21, 2020

Board of Trustees

AP 2410 BOARD POLICY AND ADMINISTRATIVE PROCEDURE

References:

Education Code Section 70902;
ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5

The Board has, as a major responsibility, the establishment and requires final adoption of all Board Policies (BPs). Administrative Procedures (APs) are the responsibility of the Chancellor and the administration, in consultation with the various constituencies of the District, and do not require adoption by the Board of Trustees.

To ensure regular review of BPs and APs, the District subscribes to a Policy and Procedure Service, which provides bi-annual/annual updates. In addition, a documented cycle for review of BPs and APs shall occur every ~~six-ten~~ years. ~~—one chapter per year with Chapters 1 and 2 combined.~~ Each year, the Chancellor's Office will notify all appropriate parties of the chapter(s) to be reviewed. Outcomes of review are reported to the Chancellor's Council. Responsibility for review is as follows:

- Chapter 1 – Chancellor
- Chapter 2 – Chancellor/Board of Trustees (For Chapter 2 - Board of Trustees BP/APs, Chancellor's Council review may be for information only).
- Chapter 3 – Chancellor's Executive Staff
- Chapter 4 – Vice Chancellor, Educational Services
- Chapter 5 – Vice Chancellor, Educational Services
- Chapter 6 – Vice Chancellor, Business Services
- Chapter 7 – Vice Chancellor, Human Resources

The following process outlines the procedure for review, preparation, and revision of BPs and APs.

1. **Originator:** The originator prepares a draft of the proposed new or revised BP/AP utilizing the District BP/AP format, and submit the proposal to the Chancellor's Office accompanied by the BP/AP Cover Sheet providing information on primary

constituents, rationale for the proposed new Board policy, and explanation of impacts.

2. **Chancellor's Office Review:** The Chancellor's Office reviews the proposal for content, format, consistency with existing BPs, APs, and other legal requirements and either forwards the proposal to Chancellor's Executive Staff for review or returns it to the originator.
3. **Chancellor's Executive Staff Review:** The Chancellor's Executive Staff reviews the proposal and either forwards the proposal to Chancellor's Cabinet for review or returns it to the originator. The Chancellor's Office maintains a BP/AP tracking log.
4. **Chancellor's Cabinet Review:** The Chancellor's Cabinet reviews the proposal which may encompass consultation with interested stakeholder(s) or constituency groups. The Cabinet forwards the proposal to the Chancellor's Council for review or the proposal is returned to the originator.
5. **Chancellor's Council Review:** The Chancellor forwards the proposal to the Chancellor's Council in accordance with the following review process:
 - a. **First Reading:** Proposed new or revised BP/APs are submitted to Chancellor's Council for review. Council members distribute the BP/AP to constituent groups for review and comment. Any comments received by Council members are to be copied to all Council members prior to the next scheduled Council meeting.
 - b. **Second Reading:** Constituent group recommendations are incorporated into the proposal and submitted for a second reading. After constituency consultation and collegial review at this meeting, the Chancellor's Council makes a recommendation to the Chancellor. Should recommendations and feedback received be substantial in material, it may be returned for an additional reading.
6. **Technical Revisions:** Technical revisions (e.g. a Title 5 section reference change) to BPs are not subject to the review process and shall be sent directly to the Chancellor for implementation and will appear on the Board Agenda for information. Technical revisions to APs are not subject to the review process and shall be submitted directly to the Chancellor. All BP/AP technical revisions will be shared with the Chancellor's Council and constituency groups for information.

7. **Adopted Policies and Approved Procedures:** After the Board of Trustees adopts a new BP or revisions to a BP and/or the Chancellor approves an AP, the Chancellor's Office posts the BP/AP to the District's website. The Chancellor or his/her designee shall provide each member of the Board with copies of the BPs and/or APs, as they are issued or revised.

Approved: March 19, 2013

Board Reviewed: February 18, 2020

General Institution

BP 3310 RECORDS RETENTION AND DESTRUCTION

References:

Title 5 Sections 59020, et seq.

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

The Chancellor shall establish administrative procedures to assure the retention and destruction of all District records – including electronically stored information as defined by the Federal Rules of Civil Procedure – in compliance with Title 5. Such records shall include, but not be limited to student records, employment records, and financial records.

Adopted: September 15, 2015

Revised:

General Institution

AP 3310 RECORDS RETENTION AND DESTRUCTION

References:

Title 5 Sections 59020 et seq.;

Title 5 Section 59027 subdivision (b)

76210 of the Education Code

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

“Records” means all records, maps, books, papers, data processing output, and documents of the District required by Title 5 to be retained, including but not limited to records created originally by computer and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure.

Student records may be any item of information directly related to an identifiable student, other than directory information, which is maintained by a community college or required to be maintained by any employee in the performance of duties, whether recorded by hand, print, tapes, film, microfilm, or other means.

The following documents, listed under Title 5 Section 59020, are not records and may be destroyed at any time:

1. Additional copies of documents beyond the original or one copy (a person receiving a duplicated copy need not retain it).
2. Correspondence between district employees that does not pertain to personnel matters or constitute a student record.
3. Advertisements and other sales material received.
4. Textbooks used for instruction, and other instructional materials, including library books, pamphlets, and magazines.

The Chief Business Officer shall supervise the classification and destruction of records and ESI. The District must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The District shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable.

The Chief Business Officer or designee shall submit to the governing board a list of records and ESI recommended for destruction, and shall certify that no records are included in the list in conflict with these regulations. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records and ESI.

The Admissions and Records Administrator or designee shall supervise the classification and destruction of student records whether in form of paper records or ESI.

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, and pulping.

Approved:

Student Services

AP 5410 ASSOCIATED STUDENTS ELECTIONS

Reference:

Education Code Section 76061

The Associated Students shall conduct annual elections to elect officers.

Any student elected as an officer in the Associated Students shall meet the requirements in Board Policy. Common to both colleges of the district:

- 1) Elections shall be conducted no later than one week prior to the priority registration date for the spring semester.
- 2) Election committees are formed at each college, and are responsible for/oversee:
 - a. Preparation of applications
 - b. Guides-Managing the application process
 - c. Promoting es-electionselections to students including but not limited to the application and voting processes to students
 - d. Ensuring that all election procedures and activities follow Follow the bylaws of the respective college's Associated Students
 - e. Holds Special Elections and address vacancies as needed according to bylaws of the respective college's Associated Students
- 3) Follow appropriate student voting procedures
- 4) An appointed Advisor assures:
 - a. Eligibility check of all candidates
 - b. Fairness of elections

The following summarizes the general election procedures at **Chabot College:**

- A. Shall be conducted to elect five (5) Executive Officers and the number of Representatives needed to reach a ratio of one (1) Senator per every one thousand (1,000) students, rounded to nearest thousand.
- B. The maximum number of Senators shall be twenty (20) unless a greater number is required to reach the ratio of one (1) Senator per every one thousand (1,000) students.
- C. Chabot College Student Senate by-laws are maintained on the college website by the Director of Student Life or designee.

The following summarizes the general election procedures at **Las Positas College:**

- A. Shall be conducted to elect six (6) Executive Officers and to appoint the number of Representatives needed to reach the maximum number of Senators.
- B. The maximum number of Senators shall be twenty-five (25).
- C. Las Positas College Student Government by-laws are maintained on the college website by the Program Coordinator of Student Life or designee.

Approved: March 18, 2014

Revised:

Student Services

AP 5430 CO-CURRICULAR ACTIVITIES

Reference:

No references

~~4. Chabot College~~

Co-curricular activities add a necessary dimension to the total educational experience of students program of Chabot College. ~~Their conduct~~To conduct co-curricular activities requires annual financial support, ~~which is a~~ shared responsibility of the college and the activities. These guidelines provide procedures to be followed in providing regards to required financial support.

For purposes of funding, the following establish the three major classifications of co-curricular activities ~~are established~~:

- ~~1. An extended laboratory for an approved and scheduled instructional course. An extended laboratory is defined as the practicum in which "what is learned" through instruction is put into use through production, performance, or competition, at times extending beyond the limits of the scheduled class periods. Most often occurs in:~~
 - ~~i~~ Intercollegiate athletics.
 - ~~p~~ Performance activities.
 - ~~1. p~~ Publications activities.
2. Extracurricular activities not directly related with courses or scheduled classes but enhance and complement the total college experience for students. Included in this category are: student government, student clubs, club sports, intramurals, and activities that relate to the general welfare of any registered student.

~~A. General~~

A co-curricular activity is defined as an activity which:

- ~~• Is an extended laboratory for an approved and scheduled course of instruction. An extended laboratory is defined as the practicum in which "what is learned" through instruction is put into use through production, performance, or competition, at times extending beyond the limits of the scheduled class periods.~~
- Holds for the students involved; standards and expectancies for attendance, participation, and achievement in the activity similar to those held for students in regularly scheduled classes.
- Is conducted under the supervision of the instructor of the pertinent course, the Division Dean of the instructional division involved, or the appropriate Vice President or designee.

The Division Dean shall prepare an annual budget for the co-curricular activity indicating both anticipated income and expenditures. The Division Dean shall forward proposed budget to the appropriate Vice President for review and approval.

B. Responsibility

~~The responsibility for the development and operation of co-curricular activities rests with the appropriate Vice President and Dean. The Vice President is responsible for forwarding approved program and funding recommendations to the President. The Dean is responsible for the preparation and submission of the schedules of events and the annual budget for each activity.~~

Financial Support

The financial support of each co-curricular activity is a shared responsibility of the college's general fund and the activity. The college's general fund will normally fund costs relating to approved co-curricular activities. The activity is generally expected to be as self-sufficient as possible and to provide for student-involved costs as indicated below.

- a. registration and entry fees
- b. transportation
- c. meals and lodging
- d. awards/scholarships
- e. stipends
- f. production costs
- g. officiating costs
- h. publicity
- i. printing of programs, tickets, covers, etc.
- j. activity supplies and materials
- k. ticket sales and collection
- l. emergency student loans

~~instruction and supervision as indicated in Section 1)e. below. The activity is generally expected to be as self-sufficient as possible and to provide for all other costs as indicated in Section 1)f. below. Required Activity Trust Funds shall be established for co-curricular activities through the College Business Services Office.~~

1) College General Funds

~~The Colleges will designate general funds will provide financial support for associated the costs incurred for instruction and supervision of the approved co-curricular activities. Such costs may include:~~

- a. Instructional salaries
- ~~a.—~~
- b. Instructional facilities
- ~~b.—~~
- c. Instructional equipment

- ~~e.~~
- ~~d.~~ ~~d.~~ Instructional supplies and materials
- ~~d.~~
- ~~e.~~ ~~e.~~ Travel expenses incurred by members of the instructional staff
- ~~e.~~
- ~~f.~~ ~~f.~~ Conference expenses incurred by members of the instructional staff
- ~~f.~~
- ~~g.~~ ~~g.~~ Maintenance expenses for equipment and facilities
- ~~g.~~
- ~~h.~~ ~~h.~~ Transportation of staff to ~~meets~~ activities and other authorized events.

~~College general funds may also be used to augment Activity Trust Funds used to support the activities detailed in Section 2) below when it is determined that Activity Trust Funds are not sufficient to fully fund the co-curricular activity and that it is important that the activity be conducted. The College President shall consider and approve all funding requests for the general fund support of cocurricular activities.~~

~~College general fund support for co-curricular activities shall be annually requested through the regular division budget development process.~~

~~2) Activity Trust Funds~~

~~An Activity Trust Fund will normally provide financial support for the costs incurred for non-instructional activities. They may include:~~

- ~~a.~~ Registration and entry fees
- ~~b.~~ Student meals and lodging
- ~~c.~~ Awards
- ~~d.~~ Production costs
- ~~e.~~ Officiating costs
- ~~f.~~ Publicity
- ~~g.~~ Printing of programs, tickets, covers, etc.
- ~~h.~~ Ticket sales and collection

~~Each approved co-curricular activity shall establish an Activity Trust Fund through the College Business Services Office. The Activity Trust Fund will be an operational responsibility of the appropriate Division Dean.~~

~~Activity Trust Fund revenues shall be derived from funds raised by an activity (including special events, ticket sales, sale of publications, etc.). Additional financial support may come from the profits of the Chabot College Bookstore.~~

~~The Division Dean shall prepare an annual budget for the co-curricular activity indicating both anticipated income and expenditures. The Division Dean shall forward proposed budget to the appropriate Vice President for review and approval.~~

~~Records and accounts of the Activity Trust Fund will be maintained by the Chabot College Business Services Office and will be included in the annual audit of the District as required by state law.~~

C. Expenditures

College General Funds

Expenditures of ~~Chabot~~ College general funds in support of co-curricular activities will be made through the normal ~~District~~ procedures established for requisitioning supplies, equipment, and services. Such requisitions must be signed by both the Dean and the appropriate Vice President.

Activity Trust Fund

~~Expenditures from the Activity Trust Fund will be made by the processing of disbursement requests to the Chabot College Business Services Office. The disbursement requests must be signed by the faculty member supervising the co-curricular activity and the appropriate Division Dean.~~

Las Positas College

~~Associated Student body Trust Funds provide financial support for extracurricular activities which are not directly related with courses and scheduled classes but enhance and complement the total college experience for students. Included in this category are intercollegiate activities, student government, student clubs, club sports, intramurals, and activities which provide services that relate to the general welfare of any registered student under given circumstances such as emergency loan funds and support for specific student events.~~

~~Co-curricular Trust Funds -- provide financial support for courses offered within the college curriculum such as extended laboratories involving production, performance or competition at times beyond the scheduled class periods. Co-curricular Trust Funds may also include accounts considered administrative such as: classified senate, and institutional advancement.~~

At Chabot College, College general funds may also be used to augment Activity Trust Funds used to support the activities detailed in Section 2) below when it is determined that Activity Trust Funds are not sufficient to fully fund the co-curricular activity and that it is important that the activity be conducted.

At Las Positas College, Management of Funds—The authorized Associated Student Body and co-curricular activity shall establish a trust fund through the college business services office of Las Positas College. Records and accounts of the trust fund will be maintained by the college business services office in compliance with all District accounting procedures. Income for the trust funds is derived from the college bookstore profits and by monies raised by special events, ticket sales, sale of publications, donations, fund raisers, etc.

All income must be submitted to the college business services office for deposit to the appropriate fund. Expenditures from the trust fund will be made by purchase order, requisition or request for disbursement. All expenditures must be approved/signed by the College's Vice President and the College's Business Officer prior to being processed through the college business services office. The records and accounts of the fiduciary trust funds will be included in the annual audit of the District as required by state law.

~~**Supported Activities**—Fiduciary trust funds will provide financial support for the following types of costs incurred: registration and entry fees; transportation, meals and lodging; awards/scholarships; stipends; production costs; officiating costs; publicity; printing of programs, tickets, covers, etc.; activity supplies and materials; ticket sales and collection; and emergency student loans.~~

Approved: March 18, 2014

(~~This procedure r~~Replaces former CLPCCD Administrative Rules and Procedures 5440)

Revised:

Information Items –None

Updates

- LPC Student Government Johnson
- SEIU Alvarez
- Faculty Association Orf
- Academic Senate Thompson
- Classified Senate O’Neil-Opipari
- Guided Pathways Committee Woods
- Accreditation Steering Committee Whalen
- College Enrollment Management Committee Whalen
- VP Academic Services Whalen
- VP Administrative Services Raichbart
- Budget Development Committee Raichbart
- VP Student Services Wilson
- Institutional Planning and Effectiveness Committee Samra
- Resource Allocation Committee Lish
- Technology Committee McQuiston
- Facilities and Sustainability Committee TBD

Adjournment

Next Regular Meeting: October 28, 2021