CHAPTER I: Board of Trustees
BOARD POLICY NO. 1.00 (BP 1100)

BOARD POLICY
San Mateo County Community College District

Subject: 1.00 The San Mateo County Community College District
Revision Date: 1/10, Reviewed xx/xx

1. The District has been named the San Mateo County Community College District.

2. The name is the property of the District. The Board reserves the right to restrict the use of this name or the names of any of the Colleges or other facilities of the District, or any abbreviation of them, to organizations that are affiliated with the District and Colleges. The name of the District or Colleges, or any abbreviation of them, shall not be used to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by the District.

3. This policy is not intended to restrict or limit a Board member or an employee of the District from using his/her District title or employment designation. If a College or District name or title is used while the Board member or employee is exercising citizenship rights, e.g. endorsing candidates or issues, writing opinion pieces on community issues or acting to protest or support some community effort, the individual should make it clear that he/she is speaking or acting as an individual and not on behalf of the College or District.

4. The name of the District and the names of the Colleges along with their respective logos are trademarked and protected. The Board reserves all rights to these names and logos under federal protection.

5. The District consists of the following Colleges:

Canada College
College of San Mateo
Skyline College
CHAPTER I: Board of Trustees
BOARD POLICY NO. 1.10 (BP 2200 and 2740)

BOARD POLICY
San Mateo County Community College District

Subject: BP 1.10 Duties and Responsibilities of the Board
Revision Date: 2/12: XX/XX
Policy References: ACCJC Accreditation Standards III.A.1.b, IV and IV.C.9; Education Code Section 70902

1. The essential duties of the Board, as the elective body representative of all the people of the District, shall be:

   a. To provide policy guidelines for staff through adoption and periodic review of District Mission and Goals Statement.
   b. To establish, enforce, and periodically review Board policies consistent with the goals and operation of the District and its Colleges.
   c. To appoint and annually evaluate the Chancellor of the District.
   d. By Board action and decision making, may give direction to staff on matters relating to District organization, operations, and property.
   e. To approve all District and College programs, insuring that program offerings are responsive to and reflect community needs.
   f. To establish guidelines for District negotiations and the collective bargaining process.
   g. To review and set salary schedules annually for all District personnel. Considers and approves all personnel assignments and transfers on the recommendation of the Chancellor.
   h. To provide guidelines on funding levels, allocations, and District reserves; review and consider staff-prepared District and College budgets; adopt annual budget; assure fiscal health and stability.
   i. To delegate appropriate authority for implementation of State law, regulations, and Board policies.
   j. Under most circumstances, to serve as the final appeal within the District for students, staff, and citizens of the San Mateo County Community College District.
   k. To monitor institutional performance and educational quality.
   l. To carry out such specific duties as required by law.

2. The essential responsibilities of the Board, in the public interest and trust, shall be:

   a. To provide the best possible learning experiences for students of the Colleges.
   b. To assure that the District and its Colleges are effectively and efficiently managed.
   c. To maintain enlightened, fair, and equitable policies for employees and students of the District and its Colleges.
   d. To represent the general interests of the entire College District and to act only on the basis of what is in the best interests of the College District and the community.
   e. To be knowledgeable of and support the mission and philosophy of community colleges.
   f. To hire and evaluate the Chancellor.
   g. To support the work of the Colleges in the community.
   h. To engage in ongoing development as a steward of the Board, and to a trustee education program that includes ongoing trustee orientation. The Board will conduct study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.
To provide a comprehensive new trustee orientation program for newly elected or appointed trustees that includes attendance at a statewide “New Trustee” orientation program; one-on-one interviews with the Chancellor, Presidents and Executive Vice Chancellor; delivery of the Trustee Handbook prepared by the Community College League of California (CCLC); and review of the CCLC’s comprehensive online education program titled “Elected/ Appointed Trustees: Next Steps.”

Note: The DPGC previously approved item 2(i); the Board made changes in the language as indicated by the revised section.
CHAPTER I: Board of Trustees
BOARD POLICY NO. 1.15 (BP 2210)

BOARD POLICY
San Mateo County Community College District

Subject: 1.15 Officers of the Board
Revision Date: 12/11; xx/xx
Policy Reference: Education Code 72000

1. At its annual organizational meeting, the Board shall elect one of its members as President, a second as Vice President-Clerk, and a third as County Committee Representative. The Board shall also appoint a Secretary for the Board. The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.

2. Any officer of the Board may be removed from the office by the majority vote of the membership of the Board.

This policy is being updated to reflect the requirement that the Board Secretary be elected.

Education Code Section 72000(c)(2)(C): At the annual meeting, the governing board of the community college district shall organize by electing a president, from its members, and a secretary.
CHAPTER I: Board of Trustees
BOARD POLICY NO. 1.20 (BP 2210)

BOARD POLICY
San Mateo County Community College District

Subject: 1.20 Duties of Officers
Revision Date: 12/11; xx/xx
Policy Reference: Education Code Section 72000

1. President

It shall be the duty of the President of the Board to preside at Board meetings; to represent, as appropriate, the Board at special events or ensure Board representation; to consult with the Chancellor on Board meeting agendas; to call special or emergency meetings as required; to assure Board compliance with policies on Board education, self-evaluation and Chancellor evaluation; and to perform such other duties as may be prescribed by law or by action of the Board.

2. Vice President-Clerk

The Vice President-Clerk shall serve as President Pro Tempore in the absence of the President. It shall be the duty of the Vice President-Clerk to sign the approved minutes of all special and regular meetings of the Board and to sign other official documents of the Board.

3. Representative of the Board to the County Committee on School District Organization

It shall be the duty of the County Committee Representative to attend meetings called by the County Superintendent of Schools to elect members to the San Mateo County Committee on School District Organization and decide other issues before the body.

4. Representatives of the Board to the San Mateo County Community Colleges Foundation Board

Two members of the Board of Trustees shall be appointed as representatives to the Foundation Board and shall each serve a two-year term. It shall be the duty of the representatives to attend Foundation Board meetings and to keep the Board of Trustees informed about Foundation matters.

5. Other Representatives

The Board may appoint such other representatives to groups and organizations as deemed appropriate.
CHAPTER I: Board of Trustees
BOARD POLICY NO. 1.65

BOARD POLICY
San Mateo County Community College District

Subject: 1.65 Community Relationships
Revision Date: 11/11; Reviewed xx/xx

1. The Board recognizes the right of the public to information concerning all of its actions and policies and concerning the details of its educational and business operations. In accordance with this policy, copies of the agenda shall be furnished to interested persons and organizations upon written request to the Executive Assistant to the Board of Trustees.

2. Copies of minutes of the Board meetings may also be furnished to interested persons and organizations upon request.

3. The Board shall provide for the dissemination throughout the District of information concerning the District and the Colleges and shall assist in the interpretation of the educational programs.

4. It shall be the practice of the Board to encourage the expression of ideas and opinions of interested individuals and groups and to consider these views in its deliberations, although the Board alone will be the final policy agent.
1. An official District position on legislation, ballot issues, or government regulations which would directly affect the San Mateo County Community College District, its Colleges, or its students may be taken by a majority vote of the Board.
   a. Requests that a position be taken on pending legislation may be initiated by an individual Board member or by the full Board.
   b. The administration may also bring a legislative matter to the attention of the Board and ask that an official District position be taken.
   c. The Chancellor shall be responsible for such correspondence.

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

3. Initiative or referendum measures may be drafted on an area of legitimate interest to the District. Public resources may be used only for informational efforts regarding ballot measures.

4. The Board shall not advise District residents and the public to favor or oppose local, State, or national legislative matters except if it should vote to do so on a matter which is of direct concern to the San Mateo County Community College District or its Colleges.

5. Positions on bills taken by individual Board members, administrators, faculty members, or classified employees must clearly be identified as the individual's opinion.
CHAPTER 2: Administration and General Institution
ADMINISTRATIVE PROCEDURE NO. 2.12.1

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 2.12.1 Whistleblower Protection
Adoption Date: 3/12; 2/16
References: Education Code Sections 87160-87164; Government Code Section 53296; Labor Code Section 1102.5; Private Attorney General Act of 2004 (Labor Code Section 2698); Affordable Care Act (29 U.S.C. 218C)

1. Individuals are encouraged to report suspected incidents of unlawful activities or improper conduct as defined in Education Code section 87162, subdivision (c) by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the District in the investigation will be protected from retaliation.

2. Any person may report allegations of suspected unlawful activities or improper conduct as defined in Education Codes section 87162, subdivision (c). Knowledge or suspicion of such unlawful activities or improper conduct may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.

3. Anonymous reports will not be investigated to the extent possible. However, and employees are strongly encouraged not to report anonymously because doing so impedes the District's ability to thoroughly investigate the claim and take appropriate remedial measures. If an employee does not want his/her name associated with the report on unlawful activities or improper conduct, the employee may request anonymity when presenting the report and, to the extent possible, that request will be honored. As set forth fully below, retaliation against individuals who report suspected unlawful activities or improper conduct will be tolerated.

4. Normally, a report by a District employee of allegations of a suspected unlawful activity or improper conduct should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity or improper conduct on behalf of the District. When the alleged unlawful activity or improper conduct involves the President or Chancellor, the report should be made to the Chancellor or President of the Board of Trustees, respectively. When the alleged unlawful activity or improper conduct involves the Board of Trustees or one of its members, the report should be made to the Chancellor who will confer with the President of the Board of Trustees and/or legal counsel on how to proceed. If the allegations involve only the President of the Board of Trustees, the Chancellor will confer with the Vice President of the Board of Trustees and/or legal counsel on how to proceed.

5. Allegations of suspected unlawful activities or improper conduct should be made in writing so as to assure a clear understanding of the issues raised. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his/her signature that it is accurate and complete.
6. Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity or improper conduct, he/she must immediately forward it to the President of the College where the alleged activity has occurred or to the Chancellor if the activity involves the District office or is Districtwide. However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined above. The high-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.

7. In the course of investigating allegations of unlawful conduct or improper conduct, all individuals who are contacted and/or interviewed shall be advised of the District’s no-retaliation policy. Each individual shall be: a) warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and b) advised that if he or she experiences retaliation for cooperating in the investigation, then it must be reported immediately.

8. In the event that an investigation into alleged unlawful activity or improper conduct determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.

9. Protection from Retaliation: When a person makes a good-faith report of suspected unlawful activities or improper conduct to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation.

10. Any employee who believes he/she has been subjected to or affected by retaliatory conduct for (1) reporting suspected unlawful activity or improper conduct, or (2) refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise their College President or the Chancellor if retaliation is alleged to have occurred at the District Office. If the allegations of retaliation or the underlying allegations of unlawful conduct or improper conduct involve the President or Chancellor, the supervisor shall report to the highest level administrator and/or trustee who is not implicated in the reports of unlawful activity and retaliation.

11. All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

12. Whistleblower Contact Information: Employees can contact the State Personnel Board with complaints of retaliation resulting from whistleblower activities. The State Personnel Board hotline is (916) 653-1403.

13. In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency.
The Chancellor shall establish 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 regulations. Such records shall include, but not be limited to student records, employment records and financial records.
CHAPTER 8: Business Operations
BOARD POLICY NO. 8.70 (BP 5030)

BOARD POLICY
San Mateo County Community College District

Subject: BP 8.70 Fees and Charges
Revision Date: 11/11; 11/14, xx
Policy References: Education Code Section 76300 et seq.; Title 5 Section 58520; Title 5 Sections 59400-59408; ACCJC Accreditation Standard 1.C.6

1. The San Mateo County Community College District recognizes that the mission of community colleges to provide quality postsecondary educational opportunities to all is enhanced by maintaining the lowest possible costs to students. Therefore, the Board is committed to maintaining the lowest possible costs to students, consistent with State requirements, level of support, and local budgetary needs. All fees shall be approved on the basis of providing equity among students enrolled in each of the District's Colleges.

2. Fees and other charges shall be reduced or waived only as provided for by law and Board-adopted policy.

3. To the extent possible, and as provided by the Education Code, full cost shall be recovered for selected student-consumed materials, selected special instructional services, and for nonstudent use of District resources. In the San Mateo County Community College District, the following fees are authorized:

   a. Fees which are mandated by the State.

   b. Enrollments fees for credit courses as required by law.

   c. Auditing fees as authorized by the Education Code. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

   d. Baccalaureate Degree Pilot Program Fees: each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree pilot program, as required by Title 5.

   e. Health services fees: as authorized by the Education Code.

   f. Nonresident student tuition fee (see Section 7.07).

   g. Parking fee: actual cost of parking facilities maintenance and enforcement as determined by the Executive Vice Chancellor, not to exceed the maximum allowed by law.

   h. Instructional materials fees: students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom.
BP 8.70 Fees and Charges (continued)

i. Physical Education Facilities: Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student’s calculated share of the additional expenses incurred by the District.

j. Fees for catalogs, special publications deemed necessary by College or District officials, radio and TV guides, etc.: based upon actual cost of preparation, printing and mailing.

k. Fees for reimbursement for special services not a part of the District's regular curriculum (GED, College Level Examination Placement, etc.): direct costs only.

l. Fees for copies of student records under Section 7.28: not to exceed $1 per page.

m. Fees for copies of other records: not to exceed $1 per page.

n. Student body fees: as authorized by the Education Code.

o. Student representation fees: as authorized by the Education Code. Students will be charged a $1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

p. Transcript fees: as authorized by the Education Code. The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Executive Vice Chancellor is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students’ records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

4. Students shall be charged for books and other materials on regular loan from the College libraries for each school day beyond the due date specified. Borrowers shall be required to pay the replacement cost (current list price) for books or other materials they fail to return.

5. Students shall be charged for books and other materials on a textbook loan program from the College Bookstore and laboratories for items not returned. Borrowers shall be required to pay the replacement cost (current list price) for books or other materials they fail to return.

6. Fees are due and payable in full at the time of registration. Parking fees are due and payable in full at the time the student purchases a parking permit. Beginning with the spring 2012 term, students whose fees are not paid and who have not enrolled in a payment plan shall be dropped from classes prior to the start of the term.

7. All students who enroll in a variable unit course will be required to pay State mandated fees based on the number of units in which the student enrolls and nonresident students will also be required to pay nonresident tuition based on the number of units in which the student enrolls.

8. Deferral of payment of the State-mandated enrollment fee shall be allowed in accordance with procedures established by the Vice Presidents for Student Services.

9. Students who are certified eligible and awarded financial aid will be permitted to register and must pay all applicable fees at the time they receive their first financial aid check. All applicable fees shall
BP 8.70 Fees and Charges (continued)

be used in calculating the cost of education for financial aid purposes. Fee payment shall be given first priority in the allocation of funds and the development of payment schedules.

10. Grades, transcripts, degrees, and/or registration privileges shall be withheld from any student or former student properly charged with owing the District fines, fees, or other charges which remain unpaid.

11. Credits or debits of $20 or less incurred by students per fee type will be carried on the District's books for a maximum of five years.

12. All approved fees and charges shall be collected under procedures established by the District Administrative Services Office and in accordance with audit requirements.

This policy is updated to add a new fee that must be charged for students enrolled in a baccalaureate degree pilot program.

Title 5 § 58520. Baccalaureate Degree Pilot Program Fees
(a) Baccalaureate degree programs shall in addition to the fees charged pursuant to Article 1 charge a fee to students for upper division coursework in a baccalaureate degree pilot program of eighty-four dollars ($84) per regular semester credit unit or fifty-six dollars ($56) per regular quarter credit unit.

(b) Revenue generated from the fee for upper division coursework in a baccalaureate degree pilot program in subdivision (a) shall be local revenues and not to be included in the apportionment adjustments described in Education Code Section 76300.