

Board Policy Advisory Committee
Meeting Agenda
Thursday, February 28 – 5:30 p.m.

Items to Review and Forward for First Reading

1. Existing Policies
 - a. BP 3250 Institutional Planning
 - b. BP 3410 Nondiscrimination
 - c. BP 3411 Accessibility Of Information And Communication Technology
 - d. BP 4025 Philosophy And Criteria For Associate Degree And General Education
 - e. BP 5140 Disabled Student Programs And Services
 - f. BP 5160 Career And Assessment Center Services
2. New Policies
 - a. BP 6307 Debt Issuance And Management

Items to Discuss

3. Existing Policies and/or Administrative Procedures
 - a. AP 2300 Invocations At Board Meetings
 - b. BP 2355 Decorum
4. New Policies and/or Administrative Procedures
 - a. AP 2431 President/Superintendent Selection

Information Item

5. Board Policy Review (Accreditation)

Future Items

- AP 2745 Board Self-Evaluation And Goals

General Institution

BP 3250 INSTITUTIONAL PLANNING

References:

ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5
(formerly I.B);
Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250,
55510, and 56270 et seq.

The President/Superintendent shall ensure that the District has and implements a broad-based, comprehensive, and integrated system of planning that expresses the District's philosophy and mission, involves appropriate segments of the College community, and is supported by institutional effectiveness research.

The planning system shall include plans required by law as well as plans that support the goals, objectives, activities, and outcomes aligned with the college's Educational Master Plan. The college will maintain a list of plans, who is involved in the plan creation, and the achievement outcomes the plan will be addressing. ~~including, but not limited to the:~~

- ~~Cooperative Work Experience Plan~~
- ~~Equal Employment Opportunity Plan~~
- ~~Extended Opportunity Programs and Services (EOPS) Plan~~
- ~~Facilities Plan~~
- ~~Student Success and Support Program Plan~~
- ~~Student Equity Plan~~
- ~~Transfer Center Plan~~

The President/Superintendent shall submit ~~those~~ plans for which Board of Trustees approval is required by Title 5 to the Board.

The President/Superintendent shall inform the Board of Trustees about the status of planning and the various plans.

The President/Superintendent shall ensure the Board of Trustees has an opportunity for input regarding the college's mission statement and goals for the Educational Master Plan. ~~to assist in developing the general institutional mission and goals for the comprehensive plans.~~

Office of Primary Responsibility: Vice President, Academic Affairs

Date Revised: November 18, 2013

The committee agreed to the proposed changes on November 19, 2018.

General Institution

BP 3410 NONDISCRIMINATION

References:

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

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

The District, and each individual who represents the District, shall provide access to its services, classes, and programs ~~without regard to~~ in such a way that does not differ on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he 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 President/Superintendent shall establish administrative procedures that ensure all members of the College community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

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

Information regarding who to contact to file a complaint is included in AP 3410 titled Nondiscrimination.

36 Office of Primary Responsibility: Vice President, Human Resources

Date Adopted: November 7, 2007

Dates Revised: December 10, 2008; October 24, 2012; August 26, 2013; April 29, 2014

(Replaces former Cerritos College Policy 3029)

Coordinating Committee:

Please enter your name and your comments, suggestions, or questions.

HR – see comments in red.

The committee agreed to the proposed changes on December 3, 2018.

General Institution

BP 3411 ACCESSIBILITY OF ELECTRONIC AND INFORMATION AND COMMUNICATION TECHNOLOGY**References:**

Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code, Section 794d);

36 CFR, Sections 1194.1, ~~et seq.~~; and 1194.2;

Government Code, Sections 7405, 11135, and 11546.7;

Title 5, Sections 59300, et seq.;

CCCCO Information and Communication Technology and Instructional Materials Accessibility Standard

~~Electronic and~~ Information and Communications technologies (EICT) are a the primary means by which Cerritos College provides information to students, faculty, staff, and other constituents. The need to ensure accessibility ~~to~~ for all members of the campus community is critical as more administrative services and learning environments are based on EICT. It is also a part of the District's ongoing commitment to establishing a barrier-free learning community, or universal access, to all individuals.

As mandated by federal and state laws and the California Community Colleges Chancellor's Office, it is required that Cerritos College comply with Section 508 Standards to ensure accessibility to EICT for individuals with disabilities. The President/Superintendent or designee shall act to enforce compliance with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) 36 CFR, Sections 1194.1 and 1194.2 and its implementing regulations set forth at Title 36 CFR Part 1194 Government Code Sections 7405, 11135, and 11546.7.

Also refer to BP 3720 and AP 3720 titled Computer and Network Use and AP 6365 titled Contracts – Accessibility of Information and Communication Technology.

Office of Primary Responsibility: ~~Vice President, Student Services~~
President/Superintendent

Date Adopted: July 15, 2015

The committee agreed to the proposed changes on November 5, 2018.

Academic Affairs

**BP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE
AND GENERAL EDUCATION****References:**

Title 5, Section 55061;
ACCJC Accreditation Standard II.A (*formerly II.A.3*)

Cerritos College shall offer an array of general education coursework to students so that they may learn concepts and methods of inquiry that have breadth, depth, and relevance to their lives. The general education curriculum includes coursework from the liberal arts, humanities, science, mathematics, arts, and social sciences disciplines. Possession of knowledge from these disciplines will contribute to the development of abilities in personal knowledge and responsibility, communication and expression, information literacy, critical thinking and quantitative reasoning, and civic engagement. ~~personal growth, professional development, and citizenship by increasing students' awareness of the past, present, and future and by developing their creative, adaptive, and critical thinking abilities.~~ The general education curriculum will provide students with opportunities to:

- Develop a lifestyle that will enhance physical and mental health and wellness;
- Develop logical and cogent arguments, reaching conclusions that are based on comprehensive inquiry;
- Adapt and apply technology to facilitate the acquisition and effective use of information;
- Communicate clearly and proficiently through both oral and written expression;
- Enhance the appreciation of artistic offerings;
- Become informed citizens and problem-solvers to deal with current and future societal issues;
- Appreciate the contributions of different cultures, eras, and traditions to the human experience; and
- Develop an appreciation for the value of ethics, integrity, honesty, self-management, and the welfare of others.

30 The President/Superintendent shall establish procedures to assure that courses used to
31 meet general education and associate degree requirements meet the standards in this
32 policy. The procedures shall provide for appropriate Faculty Senate involvement.

33 Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: August 15, 2007

Dates Revised: June 18, 2008; December 10, 2018

The Coordinating Committee agreed to the proposed changes at its December 10, 2018 meeting.

Student Services

BP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

References:

Education Code, Sections 67310-13 and 84850;
Title 5, Sections 56000 et seq.

It is the policy of the Cerritos Community College District to maintain Disabled Student Programs and Services to promote the academic success and personal enrichment of students with diverse needs by facilitating equal access to educational opportunities in an integrated college setting; encouraging the interaction and full participation of all students with disabilities, and recognizing the importance of self-advocacy and independence in such students' pursuit of their academic careers.

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District. The Disabled Student Programs and Services (DSPS) program shall be the primary provider for academic adjustments, auxiliary aids, services, and/or instruction that facilitate equal educational opportunities for students with disabilities who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities and directly related to the educational limitations of the verified disabilities of the student to be served. The services to be provided include, but are not limited to, ~~reasonable accommodations, electronic information and technology accessibility, accessible facilities, equipment, instructional programs, and counseling~~ academic adjustments, auxiliary aids, counseling, and/or educational assistance classes. However, Information and Communication Technology, Instructional Materials, Instructional Programs and accessible facilities represent a broader institutional responsibility because access is an institutional responsibility.

No student with disabilities is required to participate in the DSPS program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The President/Superintendent shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

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

- 34 Also see AP 5140 titled Disabled Student Programs and Services [and BP/AP 3411](#)
35 [Accessibility of Information and Communication Technology](#).
36 Office of Primary Responsibility: Vice President, Student Services

Date Adopted: May 16, 2007

Dates Revised: October 24, 2012; February 5, 2014

The Coordinating Committee agreed to the proposed changes at its January 28, 2019 meeting.

Student Services

BP 5160 CAREER AND ASSESSMENT CENTER SERVICES

References:

None

The following services will be provided in the Assessment Center: ~~testing (placement, career/technical, and aptitude),~~ Career and Assessment Services: assessment for course placement, career testing (interests, skills, personality), career counseling (career/major exploration), job placement services search assistance, and reentry services, and work evaluation for the students and community members of the District. These services will help to identify classes, training, and jobs that will be most satisfying to the participants current or former students and alumni in meeting their career or transfer goals.

Office of Primary Responsibility: Vice President, Student Services

Date Adopted: May 16, 2007

(Replaces former Cerritos CCD Policy 4200)

The Coordinating Committee agreed to the proposed changes at its January 28, 2019 meeting.

Proposed Cerritos Community College District Policy

No. 6307

Business Services

BP 6307 DEBT ISSUANCE AND MANAGEMENT

References:

Government Code Section 8855

The President/Superintendent shall establish procedures to ensure the District is professionally managing its debt and fulfills its annual debt issuance reporting requirements to the California Debt and Investment Advisory Commission.

Standard operating procedures shall include:

- The purposes for which the debt proceeds will be used.
- The types of debt that will be issued.
- The relationship of the debt to, and integration with, the District's capital improvement program or budget, if applicable.
- Policy goals related to the District's planning goals and objectives.
- The internal control procedures that the District has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

Office of Primary Responsibility: Vice President, Business Services

Date Adopted:

Board of Trustees

AP 2300 INVOCATIONS AT BOARD MEETINGS

References:

Town of Greece v. Galloway (2014) 134 S. Ct. 1811.

The following procedures have been established to direct the form and content of invocations at board meetings.

1. Shortly after the opening gavel that officially begins the meeting, the Board President or presiding officer shall introduce the invitational speaker and invite only those persons who wish to do so to stand for those observances.
2. No member of the Board or employee shall direct any person to participate in any invocation or prayer that is offered; make public note of a person's presence or absence, attention or inattention during the invocation; or indicate that decisions of the Board will in any way be influenced by a person's acquiescence in the prayer opportunity.
3. The invocation shall be limited to two (2) minutes.
4. The Board of Trustees may, from time to time, replace an invocation with a moment of silence or a brief inspirational message.
5. The content of the invocation or message, or in the case of a moment of silence, any introductory remarks by the selected speaker leading up to it, shall be prepared by the selected speaker as his or her personal remarks, shall not be monitored or otherwise reviewed by the Board of Trustees or college employees, and do not represent the views of the district.
6. The person selected to deliver the invocation shall be informed that the opportunity to speak at a District or college event must not be exploited to proselytize or advance any one, or to disparage any other, faith or belief.
7. Respondents to the invitation shall be scheduled during regular meetings by rotating through each trustee area. If there are no requests from a trustee area, the schedule will be on a first-come, first-served, or other random basis to deliver the prayers.
8. Every reasonable effort shall be made to ensure that a variety of eligible invitational speakers are scheduled for Board meetings. In any event, no

invocational speaker shall be scheduled to offer a prayer at consecutive meetings of the Board, or at more than two (2) Board meetings during any calendar year.

9. If the selected invitational speaker does not appear at the scheduled meeting, the Board President may ask for a volunteer to deliver the invocation.

10. No invitational speaker shall receive compensation for his or her service.

The following language shall be sent to religious/spiritual leaders inviting them to lead an invocation:

Dear religious/spiritual leader,

The Cerritos College Board of Trustees makes it a policy to invite individuals to voluntarily offer a prayer before the beginning of its meetings, for the benefit and blessing of the Board of Trustees. As the leader of one of the religious/spiritual congregations with an established presence in the local community, you are eligible to offer this important service at an upcoming meeting of the Board of Trustees.

If you are willing to assist the Board of Trustees in this regard, please send a written reply at your earliest convenience to the President's Office at the address included on this letterhead. This opportunity is scheduled on a first-come, first-serve, or other random basis. Board meetings are generally scheduled on the first and third Wednesdays of each month at 7:00 p.m. If you have a preference among the dates, please state that request in your written reply.

This opportunity is voluntary, and you are free to offer the invocation according to the dictates of your own conscience. To maintain a spirit of respect, the Board of Trustees requests that the prayer opportunity not be exploited as an effort to convert others to the particular faith of the invitational speaker, nor to disparage any faith or belief different from that of the invitational speaker.

Attached is a copy of Board Policy and Administrative Procedure 2300 Invocations at Board Meetings.

Office of Primary Responsibility: President/Superintendent

Date Approved: December 9, 2015

Board of Trustees

BP 2355 DECORUM

References:

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

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

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

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

Speakers who engage in such conduct may:

- have their right to speak terminated,
- be denied the opportunity to speak to the Board of Trustees for the duration of the meeting, and/or
- be removed from the Board Room.

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

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

Also see BP/AP 2340 titled Agendas, BP/AP 2345 titled Public Participation at Board Meetings, and BP 2350 titled Speakers

Office of Primary Responsibility: President/Superintendent

Date Adopted: December 12, 2007

Date Revised: October 6, 2010

Date Reviewed: April 15, 2015

(Replaces former Cerritos College Policies 1014.3 and 1014.6)

Board of Trustees

AP 2431 PRESIDENT/SUPERINTENDENT SELECTION

References:

ACCJC Accreditation Standard IV.C.3
California Education Code Sections 87100 et seq.
Title 5, Sections 53000 et seq.

Executive Search Firm

The Board of Trustees will employ a search consultant, selected through an RFP process, to assist the Board and the Cerritos College Office of Human Resources with the search, recruitment, selection, and hiring process of the President/Superintendent. The level of involvement and specific services to be provided by the consultant will be determined at the beginning of the establishment of the process.

Superintendent/President Profile

District constituencies will be provided opportunities to share with the Board suggested qualities, characteristics, and qualifications for the person to fill the position. The profile will be published in a brochure/job announcement which will be distributed widely.

Screening Committee

A screening committee will be appointed by the Board to assist in the search by screening applicants, interviewing those identified for first-round consideration, and recommending when possible five to seven unranked finalists. Operating procedures for the screening committee will be established with the assistance of the executive search firm representative and approved by the Board of Trustees.

The composition of the committee shall include representation broadly reflective of the District's constituencies. It shall include representation nominated from at least: the Faculty Senate, CSEA, ACCME, Confidential group, ASCC, the Administrative Executive Committee, and the community. The number and proportionality of committee members will be determined at the time of the specific search by the Board in consultation with the executive search firm representative and college leaders.

Public Forums

Upon identification of the final candidates by the screening committee and approval of the Board of those candidates to move forward, public forums shall be conducted to introduce candidates to the college's constituents and the community. The process for conducting the forums shall be established by the Board upon the recommendations of the executive search firm representative and in consultation with the screening committee.

36 Selection

37 The Board of Trustees will make its determination of the selected candidate following
38 interviews with the Board, analyses of summary information provided from constituents'
39 and community members' perspectives based on the public forums, community and/or
40 campus visit, and information obtained from thorough reference checks conducted by
41 the executive search firm representatives.

42 Board Authority

43 The Board will retain its authority to modify the selection process and/or to establish any
44 other evaluation methods at any time as necessary. If search modification is to occur, it
45 will be done in full compliance of the Brown Act.

46
47 Office of Primary Responsibility: President/Superintendent

Date Approved: