

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
April 23, 2018

PRESENT: Dr. Jose Fierro
Rick Miranda
Felipe Lopez
Dr. Adriana Flores-Church
Dr. Stephen Johnson
David Fabish
(for Sandy Marks)
Michelle Lewellen
Bobbi-Lee Smart
(for Stephanie Rosenblatt)
Armando Soto
Dr. April Griffin
Lynn Laughon
David Ward
Kim Applebury
Karen F. Patron D.
Julie Mun

ABSENT: Sandy Marks
Stephanie Rosenblatt

GUEST(s): Dr. Cynthia Alexander
Thomas Epstein
Dr. Bob Livingston
Elizabeth Miller

I. MEETING CALLED TO ORDER

Mr. Miranda called the meeting to order at 1:05 p.m. He stated that Dr. Fierro and Mr. Epstein will join the committee shortly.

Dr. Fierro welcomed Thomas Epstein, Vice President of the California Community College Board of Governors. Mr. Epstein stated that he has been visiting campuses to listen to current concerns, and stated that Cerritos is the twenty-sixth college he has visited. He will be visiting East Los Angeles College tomorrow. Faculty shared their concerns about the new funding formula, AB 705, the Governor's Online Community College, and issues related to adjunct faculty. The committee thanked Mr. Epstein for taking the time to visit with them.

II. PUBLIC COMMENTS

There were no public comments.

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

<u>Employment Opportunities</u>	<u>Closing Date</u>
Custodian	May 8
Senior Applications Analyst	May 14
Vice President, Student Services	May 31

Information regarding all employment opportunities is posted on the Human Resources webpage.

IV. APPROVAL OF MINUTES – April 9, 2018

It was moved by Dr. Johnson and seconded by Mr. Soto to approve the April 9 minutes. The vote for approval was 11-0-2; Mr. Fabish and Ms. Smart abstained. Dr. Fierro and Ms. Patron were not present for the vote.

V. BOARD AGENDA – May 2, 2018

The committee reviewed the draft May 2 board agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

Outstanding Classified Employee Selection

Dr. Flores-Church distributed the attached January 18, February 15, and March 15 meeting agendas and minutes. She stated that the committee has selected the outstanding classified employee of the year, but the name has not been announced to the campus yet. The annual awards ceremony and luncheon is scheduled for Thursday, May 24 to begin at 11:00 a.m. in the Student Center.

Student Life

Ms. Miller stated that the committee's focus has been preparing for commencement, which is scheduled for Friday, May 18 to begin at 6:00 p.m. She stated that 2,303 students have petitioned this year and that they are expecting similar attendance as last year. The Grad Fair was held on April 11. The committee continues to work on logistics with campus departments including theatre and multimedia, and appreciates the support received.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Hiring Standards

Dr. Livingston stated that the committee's method in processing equivalency requests continues to work well and that the turnaround time is fast yet accurate. Requests are processed within three days. He also introduced Nicolas Matthews, who will serve as the new committee chair.

Technology-Based Learning

Dr. Alexander distributed the attached April 5 meeting minutes. She stated that the committee achieved its goals for the year which include developing a questionnaire about having online orientations for online classes, policies for regular effective contact, and revising standards for technology-based education. However, the committee has not met its quorum requirement for any of its meetings this semester.

Ms. Lewellen clarified that the regular effective contact policy was shared with the online initiative committee to facilitate awareness and more robust conversation.

VIII. STATUS OF SHARED GOVERNANCE

Online Initiative Proposal

Ms. Lewellen stated that the goals of the proposal are to increase the number of online course offerings by 5%, provide a productive preparation environment for quality online teaching and learning, and develop policies and procedures that increase the effectiveness of the online learning environment. She also discussed activities and metrics to accomplish the goals, and expected outcomes.

Campus Pay Phones

Mr. Lopez stated that there are a number of non-operable pay phones on campus, and that they will be removed to eliminate confusion during emergencies. There are 17 emergency blue phones on campus and 3 more will be installed in lot C-10. The college will continue to look at alternative sources as it is not the college's goal to eliminate all pay phones on campus. Locations of emergency blue phones and operating pay phones will be added to the campus map.

Administrative Procedure 3540 – Sexual and Other Assaults

Dr. Johnson stated that representatives from all constituent groups met on Thursday, April 19 to discuss concerns raised at the April 9 Coordinating Committee meeting. He stated that the group discussed a number of topics and reached agreement that the college will identify training for employees, especially readily available online resources, on Title IX, Clery Act, and the Campus SaVE Act as well as on child abuse and other mandated reporting. Included will be direction for groups and types of employees that are Responsible Employees (REs) and Campus Security Authorities (CSAs).

Ms. Smart stated that CCFE is concerned that sexual misconduct is not defined in the procedure and reporting guidelines are unclear, and questioned how adjunct faculty will be compensated for required training. She also referred to the [City University of New York's \(CUNY\) policy and guidelines for mandated reporters](#) as a good model.

It was moved by Dr. Flores-Church and seconded by Mr. Fabish to approve revisions to Administrative Procedure 3540 – Sexual and Other Assaults as attached. The vote for approval was unanimous. Mr. Miranda and Ms. Patron were not present for the vote.

Dr. Fierro stated that the district will continue working on identified issues.

Ms. Lewellen requested a meeting with Dr. Fierro to discuss the CAIR team and the duties and responsibilities of the Faculty Coordinator for Student Grievance, Mediation, Conduct, & Title IX Progression.

Revised College Committee on Facilities Planning

Mr. Lopez stated that at its April 10 meeting, the committee voted to update language about its subcommittees.

It was moved by Ms. Lewellen and seconded by Mr. Soto to approve revisions to the College Committee on Facilities Planning as attached. The vote for approval was unanimous. Mr. Miranda, Mr. Ward, and Ms. Patron were not present for the vote.

New College Committee on Faculty Hiring Prioritization

Ms. Lewellen stated that the Faculty Hiring Prioritization Task Force began meeting regularly in Spring 2017 to develop a new faculty hiring prioritization process. The new process was shared with the deans on March 27 and with Faculty Senate on April 3. She thanked Lucinda Aborn, Angela Hoppe-Nagao, Rachel Mason, and Deb Moore for their hard work. The proposed committee would be a recommending body that will use the formula developed by the task force to create a prioritized list. The list will then be

forwarded to Executive Council as a recommendation; Executive Council will continue to be the approving body for how many and which positions move forward.

It was moved by Ms. Lewellen and seconded by Dr. Griffin to approve the College Committee on Faculty Hiring Prioritization as attached. The vote for approval was unanimous. Mr. Ward and Ms. Patron were not present for the vote.

New College Committee on Guided Pathways

Mr. Miranda and Mr. Fabish stated that the [Exploratory Committee on Guided Pathways](#) was formed to initiate Cerritos College’s participation in the California Guided Pathways Project. The committee was also tasked with establishing a permanent campus committee that will oversee implementation of the guided pathways framework.

Mr. Miranda and Mr. Fabish asked the Coordinating Committee members to review the draft committee structure as it is a working document. The draft will also be shared with other campus groups.

Annual Shared Governance Evaluation Form

Dr. Fierro stated that while the committee has been proactive in sharing and disseminating information reviewed and discussed during meetings with their constituent groups, there is room for improvement. He asked the committee members to request feedback from their groups and be ready for discussion at the May 7 meeting.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Mr. Soto stated he has been working with ASCC leadership to work on increasing student appointments with counselors, and will continue to do so with new, incoming leadership to keep up the momentum.

Dr. Flores-Church reminded the committee that Human Resources will be hosting a part-time faculty job fair on Friday, May 4 from 9:00 a.m. – 2:00 p.m. in the Falcon Square.

Ms. Lewellen stated that the Outstanding Faculty Awards ceremony is scheduled for Thursday, April 26 to begin at 11:00 a.m. in the Student Center.

X. PRESIDENT’S REPORT

Dr. Fierro announced that the 2018 Convocation event is scheduled for Thursday, August 30 to begin at 11:00 a.m. in the Burnight Center Theatre. He also stated that a Gap Analysis Task Force has been meeting to assist him in identifying potential gaps in the college’s accreditation self-evaluation. This task force is separate and independent of any self-evaluative report writing that will take place for the college.

Dr. Fierro provided information related to recent topics discussed by the Executive Council such as end-of-year celebration events, changes to the vacation buyback policy, and work in progress to address state auditor recommendations.

ADJOURNMENT

Meeting adjourned at 3:08 p.m.

CERRITOS COLLEGE
OUTSTANDING CLASSIFIED EMPLOYEE SELECTION AGENDA

Human Resources Conference Room

January 18, 2018

10:00 a.m.

- I. Welcome
- II. Approval of Minutes –November 16, 2017
- III. Discussion
- IV. Voting – **January Employee of the Month**
- V. Around the Table
- VI. Adjournment

MINUTES
OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE
 Thursday, January 18, 2018
 HR Conference Room
 10:00 a.m.

Committee Member	Constituent Group	Present	Absent
Dr. Adriana Flores-Church	Administration	X	
Elizabeth Miller	ACCME	X	
Chad Greene	Faculty Senate		X
Lori Thomas	Confidential	X	
Jacqueline Mendez	ASCC		X
Alva Acosta	CSEA	X	
Danylle Williams-Manser	CSEA		X
Kim Applebury	CSEA	X	
Monique Valencia	CSEA	X	
Maricela Pedroza	CSEA	X	
Robin Preece	CSEA	X	
Caitlin Mullins	CSEA	X	
Ronald Metz - Nick	CSEA		X
Lucy Self	CSEA		X
Dave Ward	CSEA		X
Monica Acuna	Staff Development Assistant	X	

Minutes: Monique motioned to approve the minutes. Robin seconded the motion

Discussion:

- Monica recommended the committee choose a December Employee of the Month at this meeting because the December meeting was canceled. The committee agreed.
- The committee discussed whether or not the employee of the month criteria considered length of employment. It does not.
 - The Committee voted unanimously that employees nominated must be in regular status to be considered as employee of the month.
- The committee discussed recognizing employees nominated but not selected for employee of the month, suggestions were made;
 - A letter can be sent to each employee who was nominated as employee of the month once the name drops off the ballot.
 - Kim will send Monica her *Letter of Recognition for Nominee* she received in 2008 to use as an example
 - The nominees not selected for employee of the month to be recognized at the Outstanding Classified Awards Ceremony.
- The committee discussed changing the Team Criteria.

Next Regular meeting: February 15, 2018
 Adjourned at 11:00 a.m.

MINUTES
OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE
Thursday, January 18, 2018
HR Conference Room
10:00 a.m.

- The nomination will be considered if a special project that the team worked on is indicated.
- Monica will send the committee the existing Team Criteria to review.

Voting

Danielle Rogacion from Culinary Arts was selected as the December Employee of the Month.

Yesenia Ramirez from Financial Aid was chosen as the January Employee of the Month.

Around the Table:

CERRITOS COLLEGE
OUTSTANDING CLASSIFIED EMPLOYEE SELECTION AGENDA

Human Resources Conference Room

February 15, 2018

10:00 a.m.

- I. Welcome
- II. Approval of Minutes –January 18, 2018
- III. Discussion
- IV. Voting – **February Employee of the Month**
- V. Around the Table
- VI. Adjournment

MINUTES
OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE
Thursday, February 15, 2018
HR Conference Room
10:00 a.m.

Committee Member	Constituent Group	Present	Absent
Dr. Adriana Flores-Church	Administration		X
Elizabeth Miller	ACCME		X
Chad Greene	Faculty Senate	X	
Lori Thomas	Confidential	X	
Jacqueline Mendez	ASCC		X
Alva Acosta	CSEA		X
Danylle Williams-Manser	CSEA		X
Kim Applebury	CSEA	X	
Monique Valencia	CSEA	X	
Maricela Pedroza	CSEA	X	
Robin Preece	CSEA	X	
Caitlin Mullins	CSEA	X	
Ronald Metz - Nick	CSEA		X
Lucy Self	CSEA		X
Dave Ward	CSEA	X	
Monica Acuna	Staff Development Assistant	X	

Minutes: Kim motioned to approve the minutes. Maricela seconded the motion
Chad and Dave abstained

Discussion:

The committee would like to review the nomination in the future.

Voting

David Tilahun from International Student Services Program was selected as the February Employee of the Month.

Around the Table

No closing remarks

Next Regular meeting: March 15, 2018
Adjourned at 10:20 a.m.

CERRITOS COLLEGE
OUTSTANDING CLASSIFIED EMPLOYEE SELECTION AGENDA

Human Resources Conference Room

March 15, 2018

10:00 a.m.

- I. Welcome
- II. Approval of Minutes –February 15, 2018
- III. Discussion
- IV. Voting – **March Employee of the Month**
- V. Team Criteria Review
- VI. Letter for nominees
- VII. Around the Table
- VIII. Adjournment

MINUTES
OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE
Thursday, March 15, 2018
HR Conference Room
10:00 a.m.

Committee Member	Constituent Group	Present	Absent
Dr. Adriana Flores-Church	Administration		X
Elizabeth Miller	ACCME		X
Chad Greene	Faculty Senate		X
Lori Thomas	Confidential	X	
Jacqueline Mendez	ASCC	X	
Alva Acosta	CSEA	X	
Danylle Williams-Manser	CSEA		X
Kim Applebury	CSEA	X	
Monique Valencia	CSEA	X	
Maricela Pedroza	CSEA	X	
Robin Preece	CSEA	X	
Caitlin Mullins	CSEA	X	
Ronald Metz - Nick	CSEA		X
Lucy Self	CSEA		X
Dave Ward	CSEA		X
Monica Acuna – Non Voting	Staff Development Assistant	X	

Minutes: Kim motioned to approve the minutes. Monique seconded the motion

Discussion:

The committee would like to table the Team Criteria Review for another meeting.

Voting

Phally Lay from the Academic Affairs department was selected as the March Employee of the Month.

Letter for Nominees

Committee continued discussion from the January meeting. Lori presented a revised *Letter of Recognition for Nominee*.

The committee Recommended:

- The nominators name left off the letter.
- The first paragraph on the original memo will be added to the new letter.
- Lori will draft a letter with the committee's recommendation.

Around the Table

No closing remarks

Next Regular meeting: March 15, 2018
 Adjourned at 10:20 a.m.

Technology-Based Learning Committee (TBLC) Meeting Minutes



Date: April 5, 2018
Time: 11:05 – 12:15
Location: CTX
Co-Chairs: Debbie Jensen/Cynthia Alexander

Recorded by: Cynthia Alexander

Faculty Present: Cynthia Alexander, Lisa Boutin-Vitela, Jan’et Daniolo, Linda Hua, Patty Riedel, Santos Rojas

Manager Present: None

Student Representative: None

I. Meeting began at 11:05.

II. No Quorum. Minutes not approved.

III.

A. Standards for Technology-Based Education

- Cynthia explained that she changed the wording for the Syllabus section to indicate “should”.
- The section on Regular Effective Contact was removed and a “placeholder” was inserted to be replaced with the REC document once the Senate approves it.
- It was questioned why the Senate had not approved the REC policy that had been forwarded to Michelle Lewellen in December. Cynthia explained that Michelle wanted the online initiative committee to provide feedback.
- Several of the TBLC members commented that they felt that since the online initiative committee is not a formal committee (shared governance) that this group should not be asked to “weigh in” on a document created by the TBLC for consideration by the Senate. It was suggested that perhaps the online initiative committee should be asked to create the documents and then sent to the TBLC for comments and then sent to the Senate for their approval.

IV. Other Business

- ##### A.
- Cynthia demonstrated to the TBLC members present how to make Canvas pages accessible. She demonstrated seven of the areas of accessibility of concern to faculty and talked about the 8th, captioning.

The meeting was adjourned at 12:15 pm.

General Institution

1 **AP 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS**

2 **References:**

- 3 Education Code, Sections 67385, 67385.7, and 67386;
4 20 U.S. Code, Section 1092(f);
5 34 Code of Federal Regulations, Section 668.46(b)(11)

6 For additional information and resources on sexual assault, domestic violence, dating
7 violence, and stalking in the educational/campus environment, the Department of Justice
8 has established a clearinghouse of resources geared towards colleges and universities,
9 which can be accessed at the California Attorney General’s website.

10 Any sexual assault or physical abuse, including, but not limited to, rape, domestic
11 violence, dating violence, sexual assault, or stalking, as defined by California law, whether
12 committed by an employee, student, or member of the public, occurring on District
13 property, in connection with all the academic, educational, extracurricular, athletic, and
14 other programs of the District, whether those programs take place in the District’s facilities
15 or at another location, or on an off-campus site or facility maintained by the District, or on
16 grounds or facilities maintained by a student organization, or at a District-sponsored
17 activity on non-District property is a violation of District policies and regulations and is
18 subject to all applicable punishment, including criminal procedures and employee or
19 student discipline procedures. (Also see BP 5500 titled Standards of Student
20 Conduct, [AP 3435 Discrimination and Harassment Investigations](#), and AP 5520 titled
21 Student Discipline Procedures.)

22 “Sexual assault” includes but is not limited to, rape, forced sodomy, forced oral copulation,
23 rape by a foreign object, sexual battery, or threat of sexual assault.

24 “Dating violence” means violence committed by a person who is or has been in a social
25 relationship of a romantic or intimate nature with the victim. The existence of a romantic
26 or intimate relationship will be determined based on the length of the relationship, the type
27 of relationship and the frequency of interaction between the persons involved in the
28 relationship.

29 “Domestic violence” includes felony or misdemeanor crimes of violence committed by:

- 30 • a current or former spouse of the victim;
31 • a person with whom the victim shares a child in common;
32 • a person who is cohabitating with or has cohabitated with the victim as a spouse;
33 • a person similarly situated to a spouse of the victim under California law; or

- 34 • any other person against an adult or youth victim who is protected from that
35 person’s acts under California law.

36 “Stalking” means engaging in a course of conduct directed at a specific person that would
37 cause a reasonable person to fear for his or her safety or the safety of others, or to suffer
38 substantial emotional distress.

39 It is the responsibility of each person involved in sexual activity to ensure that he or she
40 has the affirmative consent of the other or others to engage in the sexual activity. Lack
41 of protest or resistance does not mean consent, nor does silence mean consent.
42 Affirmative consent must be ongoing throughout a sexual activity and can be revoked at
43 any time. The existence of a dating relationship between the persons involved, or the
44 fact of past sexual relations between them, should never by itself be assumed to be an
45 indicator of consent.

46 “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage
47 in sexual activity.

48 These written procedures and protocols are designed to ensure victims of domestic
49 violence, dating violence, sexual assault, or stalking receive treatment and information.
50 (For physical assaults/violence, also see AP 3500 titled Campus Safety; AP 3510 titled
51 Workplace Violence; and AP 3515 titled Reporting of Crimes)

52 Reporting and Confidentiality Responsibilities of Personnel Providing Sexual-
53 assault Related Services to Students Reporting Having Experienced Sexual
54 Violence

55 The college is committed to protecting the safety of people on campus, responding
56 students in crisis or potential crisis, and preventing sexual misconduct.

57 These categories of District employees, deemed confidential resource employees, are
58 not required to report, without the student’s consent, incidents of sexual violence
59 experienced and reported by a student: mental health counselors, pastoral counselors
60 (as defined in official federal Title IX and/or Clery Act documents), social workers,
61 psychologists assigned to provide mental health services, health center employees, or
62 any person with a professional license requiring confidentiality, or any person who is
63 supervised by such a person. Additionally, individuals who work or volunteer in on-
64 campus sexual assault centers, victim advocacy offices, women’s centers, men’s centers,
65 or health centers including front desk staff and students in such locations, are not
66 responsible for reporting to the District incidents of sexual violence reported to them by
67 students.

68 If a student reports an incident of sexual misconduct to an employee or individual deemed
69 a confidential resource employee identified above, the employee or individual shall:

- 70 1. Keep a student’s report of sexual violence confidential;

- 71 2. Inform the student of campus resources for counseling, medical, and academic
72 support;
73 3. Inform the student of their right to file a separate Title IX complaint with the
74 College's Title IX Coordinator; and of their right to file a separate complaint of
75 sexual violence with Campus Police; and that they are available to assist the
76 student in filing such complaints;
77 4. Explain that Title IX includes protections against retaliation, and that District
78 officials will not only take steps to prevent retaliation but also take strong
79 responsive action if it occurs;
80 5. Inform the student of the option to make a confidential report to ensure the safety
81 of the student and others. With the student's permission, the employee or
82 individual can report the nature, date, time, general location, and assailant
83 description to the College without identifying the reporting student to allow the
84 College to issue timely warnings such as text and email alerts to the campus
85 community; and
86 6. Note and later provide to the Title IX Coordinator general information for the
87 College's reported aggregated data: the nature, date, time, and general location of
88 the incident. Non-professional counselors and advocates should consult with
89 students regarding what information needs to be withheld to protect their identity.

90 All students, faculty members, or staff members who allege they are the victims of
91 domestic violence, dating violence, sexual assault, or stalking on District property or on
92 an off-campus site or facility maintained by the District or on grounds or facilities
93 maintained by a student organization or at a District-sponsored activity on non-District
94 property shall be provided with information regarding options and assistance available to
95 them. Information shall be available from the Campus Police Department, which shall
96 maintain the identity and other information about alleged sexual assault victims as
97 confidential unless and until the Chief of Campus Police or designee is authorized to
98 release such information.

99 The Campus Police Department, after being informed (refer also to section herein, "The
100 victim's option to:")), shall provide all alleged victims of domestic violence, dating violence,
101 sexual assault or stalking with the following:

- 102 • A copy of the Board Policy and Administrative Procedure regarding domestic
103 violence, dating violence, sexual assault, or stalking;
104 • A list of personnel on campus who should be notified and procedures for such
105 notification, if the alleged victim consents, including the President/Superintendent;
106 Vice President of Student Services; Dean of Student Services; Vice President of
107 Human Resources or designee; and/or the Associate Dean of Student Health and
108 Wellness Services.
109 • Information about the importance of preserving evidence and the identification and
110 location of witnesses;
111 • A description of available services and the persons on campus available to provide
112 those services if requested. Services and those responsible for providing or
113 arranging them include:
114 ○ transportation to a hospital, if necessary (Campus Police);

- 115 ○ counseling by a mental health professional in Student Health Services
116 or referral to a counseling center (Student Health Services, Campus
117 Police);
- 118 ○ notice to the local police, if desired (Campus Police); and
- 119 ○ a list of other available campus resources or appropriate off-campus
120 resources (Student Health Services, Campus Police).
- 121 ● The victim's option to:
 - 122 ○ notify proper law enforcement authorities, including on-campus and
123 local police;
 - 124 ○ be assisted by campus authorities in notifying law enforcement
125 authorities if the victim so chooses; and
 - 126 ○ decline to notify such authorities;
- 127 ● The rights of victims and the institution's responsibilities regarding orders of
128 protection, no contact orders, or similar lawful orders issued by a court;
- 129 ● Information about how the district will protect the confidentiality of victims;
- 130 ● Written notification of victims about options for, and available assistance in,
131 changing academic, living, transportation, and working situations, if requested and
132 if such accommodations are reasonably available, regardless of whether the victim
133 chooses to report the crime to campus police or local law enforcement; and
- 134 ● A description of each of the following procedures:
 - 135 ○ criminal prosecution;
 - 136 ○ civil prosecution (i.e., lawsuit);
 - 137 ○ District disciplinary procedures for students and employees, as
138 applicable;
 - 139 ○ modification of a student's individual class schedule; and
 - 140 ○ tutoring, if necessary.

141 The Vice President of Human Resources or designee should be available to provide
142 assistance to District law enforcement unit employees regarding how to respond
143 appropriately to reports of sexual violence.

144 The District will investigate all complaints alleging sexual assault under the procedures
145 for sexual harassment investigations described in AP 3435 regardless of whether a
146 complaint is filed with local law enforcement.

147 All alleged victims of domestic violence, dating violence, sexual assault, or stalking on
148 District property or on an off-campus site or facility maintained by the District or on
149 grounds or facilities maintained by a student organization or at a District-sponsored
150 activity on non-District property shall be kept informed through the Campus Police
151 Department of any ongoing investigation. Information shall include the status of any
152 student or employee disciplinary proceedings or appeal; alleged victims of domestic
153 violence, dating violence, sexual assault, or stalking are required to maintain any such
154 information in confidence, unless the alleged assailant has waived rights to confidentiality.

155 A complainant or witness who participates in an investigation of sexual assault, domestic
156 violence, dating violence, or stalking will not be subject to disciplinary sanctions for a

157 violation of the District's student conduct policy at or near the time of the incident, unless
158 the District determines that the violation was egregious, including but not limited to, an
159 action that places the health or safety of any other person at risk or an action that involves
160 academic dishonesty, including but not limited to, plagiarism or cheating.

161 In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse
162 to alleged lack of affirmative consent that the accused believed that the complainant
163 consented to the sexual activity under either of the following circumstances:

- 164 • The accused's belief in affirmative consent arose from the intoxication or
165 recklessness of the accused.
- 166 • The accused did not take reasonable steps, in the circumstances known to the
167 accused at the time, to ascertain whether the complainant affirmatively consented.

168 In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse
169 that the accused believed that the complainant affirmatively consented to the sexual
170 activity if the accused knew or reasonably should have known that the complainant was
171 unable to consent to the sexual activity under any of the following circumstances:

- 172 • The complainant was asleep or unconscious.
- 173 • The complainant was incapacitated due to the influence of drugs, alcohol, or
174 medication, so that the complainant could not understand the fact, nature, or extent
175 of the sexual activity.
- 176 • The complainant was unable to communicate due to a mental or physical
177 condition.

178 The District shall maintain the identity of any alleged victim, witness, or third-party reporter
179 of domestic violence, dating violence, sexual assault, or stalking on District property, as
180 defined above, in confidence unless the alleged victim, witness, or third-party reporter
181 specifically waives that right to confidentiality. All inquiries from reporters or other media
182 representatives about alleged domestic violence, dating violence, sexual assaults, or
183 stalking on District property shall be referred to the District's President/Superintendent or
184 designee, who shall work with the Chief of Campus Police to ensure that all confidentiality
185 rights are maintained.

186 Additionally, the Annual Security Report will include a statement regarding the District's
187 programs to prevent sexual assault, domestic violence, dating violence and stalking, and
188 procedures that should be followed after an incident of domestic violence, dating violence,
189 sexual assault, or stalking has been reported, including a statement of the standard of
190 evidence that will be used during and in any district proceeding arising from such a report.

191 The statement must include the following:

- 192 • A description of educational programs to promote the awareness of rape,
193 acquaintance rape, other forcible and non-forcible sex offenses, domestic
194 violence, dating violence, or stalking;
- 195 • Procedures to follow if domestic violence, dating violence, a sex offense, or
196 stalking occurs, including who should be contacted, the importance of preserving

- 197 evidence to prove a criminal offense, and to whom the alleged offense should be
198 reported;
- 199 • Information on a student’s right to notify appropriate law enforcement authorities,
200 including on-campus and local police, and a statement that campus personnel will
201 assist the student in notifying these authorities, if the student so requests, and the
202 right to decline to notify these authorities;
 - 203 • Information about how the district will protect the confidentiality of victims, including
204 how publicly-available recordkeeping will be accomplished without the inclusion of
205 identifying information about the victim, to the extent permissible by law;
 - 206 • Information for students about existing on- and off-campus counseling, mental
207 health, victim advocacy, legal assistance or other student services for victims of
208 sex offenses;
 - 209 • Written notification of victims about options for, and available assistance in,
210 changing academic, living, transportation, and working situations, if requested and
211 if such accommodations are reasonably available, regardless of whether the victim
212 chooses to report the crime to campus police or local law enforcement;
 - 213 • Procedures for campus disciplinary action in cases of an alleged domestic
214 violence, dating violence, sexual assault, or stalking including a clear statement
215 that:
 - 216 ○ Such proceedings shall provide a prompt, fair, and impartial resolution;
 - 217 ○ Such proceedings shall be conducted by officials who receive annual
218 training on the issues related to domestic violence, dating violence,
219 sexual assault and stalking, and how to conduct an investigation and
220 hearing process that protects the safety of victims and promotes
221 accountability;
 - 222 ○ The accuser and the accused are entitled to the same opportunities to
223 have others present during a disciplinary proceeding; and
 - 224 ○ Both the accuser and the accused must be informed of the outcome of
225 any institutional disciplinary proceeding resulting from an alleged
226 domestic violence, dating violence, sexual assault or stalking, the
227 procedures for the accused and victim to appeal the results of the
228 disciplinary proceeding, of any changes to the results that occurs prior
229 to the time that such results become final, and when such results
230 become final. Compliance with this paragraph does not violate the
231 Family Educational Rights and Privacy Act (FERPA). For the purposes
232 of this paragraph, the outcome of a disciplinary proceeding means the
233 final determination with respect to the alleged domestic violence, dating
234 violence, sex offense, or stalking and any sanction that is imposed
235 against the accused.
 - 236 • A description of the sanctions the campus may impose following a final
237 determination by a campus disciplinary proceeding regarding rape, acquaintance
238 rape, or other forcible or non-forcible sex offenses, domestic violence, dating
239 violence, or stalking.

240 **Education and Prevention Information**

241 The Campus Police Department, in coordination with the Counseling Services Division,
242 shall:

- 243 • Provide, as part of on-campus orientation programs, education and prevention,
244 information about domestic violence, dating violence, sexual assault, and stalking.
245 The information shall be developed in collaboration with campus-based and
246 community-based victim advocacy organizations, and shall include the District's
247 sexual assault policy and prevention strategies including empowerment
248 programming for victim prevention, awareness raising campaigns, primary
249 prevention, bystander intervention, and risk reduction.
- 250 • Post sexual violence prevention and education information on the campus internet
251 website regarding domestic violence, dating violence, sexual assault and stalking.

252 Also see AP 3435 titled Discrimination and Harassment Investigations, BP 3540 titled
253 Sexual and Other Assaults on Campus; AP 3500 titled Campus Safety; AP 3510 titled
254 Workplace Violence; and AP 3515 titled Reporting of Crimes, [AP 3520 Local Law](#)
255 [Enforcement](#), BP 5500 titled Standards of Student Conduct, and AP 5520 titled Student
256 Discipline Procedures

257 Offices of Primary Responsibility: Vice President, Student Services
258 Vice President, Human Resources

Date Approved: November 26, 2007
Dates Revised: October 1, 2012; November 18, 2013; September 22, 2014;
December 1, 2014; November 30, 2015; [April 23, 2018](#)

COLLEGE COMMITTEE ON FACILITIES PLANNING

A. Purposes

- Reviews and makes recommendations regarding the Campus Master Plan
- Reviews and makes recommendations about the college's Scheduled Maintenance Plan
- Reviews and makes recommendations about campus modification projects
- Reviews the Campus Standards Handbook
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

B. Subcommittees

~~Landscape Architecture Subcommittee. Additional subcommittees may be appointed as necessary.~~ **As needed.**

C. Chairperson (how selected/elected)

1. The Vice President of Business Services/Assistant Superintendent is the Chairperson.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

D. Other Officers (if any)

None

E. Membership (12 members – *revised 04/23/12*)

Vice President of Business Services/Assistant Superintendent
Director of Physical Plant and Construction Services (non-voting)
3 faculty representatives appointed by Faculty Senate
3 management representatives appointed by ACCME
2 classified representatives appointed by CSEA
1 confidential representative appointed by confidential employee group
1 student representative appointed by ASCC

F. Terms of Office

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the College Coordinating Committee. Appointees with subject-area expertise may be requested from the representative groups.

2. The ASCC representative will serve a one-year term.

G. Quorum

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

H. Decision-making Process

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. Reporting Guidelines

All actions of the College Committee on Facilities Planning will be communicated to the College Coordinating Committee in the form of minutes and committee reports. The Chairperson will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

J. Meetings (day and time)

Third Tuesdays at 11:00 a.m. in the Cheryl A. Epple Board Room.

COLLEGE COMMITTEE ON FACULTY HIRING PRIORITIZATION

A. Purposes

- Oversees the process for identifying and prioritizing the hiring of new faculty in a fair and equitable manner.
- Reviews requests for new positions and/or vacated positions.
- Recommends for action to the Executive Council allocation and priorities for new faculty hires.
- Annually evaluates procedures and criteria for setting new hire priorities such as but not limited to program growth, replacement of retirements, and unexpected vacancies.
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

B. Subcommittees

As needed

C. Chairperson(s) (how selected/elected)

1. A faculty member and dean are elected by the voting members for a two-year co-chair term. The term shall commence on July 1 and end on June 30. The co-chairs will be elected on staggered terms. At the inception of the committee, the dean co-chair will be elected for an initial three-year term, and the faculty co-chair will be elected for a two-year term, to create the staggered chair term. All future terms are two years.
2. The committee co-chairs are elected for the following term before the current committee disbands.
3. It is the responsibility of the co-chairs to schedule meetings, prepare and distribute the agenda, conduct meetings, and forward recommendations to the Faculty Senate, Planning and Budget Committee, and the Executive Council.

D. Other Officers (if any)

None

E. Membership (25 members)

To ensure a fair and equitable process, membership on the committee will rotate on a two-year basis. The committee membership will consist of 11 faculty and 11 managers.

1. Faculty Representatives: One faculty representative from each of the divisions as represented in the Faculty Senate. Division faculty representatives will serve two-year staggered terms (See Terms of Office).
 - a. Every two years, divisions will appoint a new representative from a different department within the division, beginning in alphabetical order by department name.
 - b. One faculty member may be appointed by each of the following instructional areas

and confirmed by Faculty Senate:

- Business Education
- Counseling
- Fine Arts & Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library & Learning Resource Center
- Health, Physical Education, Dance & Athletics
- Science, Engineering & Mathematics
- Student Services
- Technology

2. Management Representatives: One dean representative from each of the instructional divisions as represented in the Faculty Senate, plus one rotating member from the remaining deans.

- Business Education and Humanities/Social Sciences
- Counseling
- Fine Arts & Communications
- Health Occupations
- Liberal Arts
- Library & Learning Resource Center
- Health, Physical Education, Dance & Athletics
- Science, Engineering & Mathematics
- Student Services
- Technology

Rotating +1: The managers will select one additional manager from the list below to serve a one-year term. Rotation determined by managers on academic yearly basis.

- Dean of Academic Affairs
- Associate Dean of Adult Education and Diversity Programs
- Dean of Student Support Services (Financial Aid, EOPS)

3. Non-voting members: Vice President of Academic Affairs, Vice President of Student Services, and Faculty Senate President. The Dean of IERP will serve in an advisory role as needed.

F. Terms of Office

1. Two year terms for faculty representatives on the committee. Exceptions will be considered by the Faculty Senate.
2. Divisions will serve two-year staggered terms. At the inception of the committee, members will participate in a lottery to determine which divisions will serve the first two-year term.
3. Managers will serve terms as defined under section Membership E2.

G. Quorum

The committee will review its quorum requirement at the beginning of each academic year. The current quorum requirement is 50% +1 of voting membership (12 voting members). All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

H. Decision-making Process

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. Reporting Guidelines

1. All actions of the College Committee on Faculty Hiring Prioritization will be communicated to the Faculty Senate, Planning and Budget Committee, and the Executive Council.
2. The faculty co-chair of the FHP will report to the Faculty Senate at least one time each year. The dean co-chair will report to the Planning and Budget Committee at least one time each year.
3. The dean co-chair of the FHP will report to the College Coordinating Committee at least one time each year.
4. The co-chairs will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

J. Meetings (day and time)

To be determined