

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
August 27, 2018

PRESENT: Dr. Jose Fierro
Felipe Lopez
Dr. Adriana Flores-Church
Kim Westby
Norma Rodriguez
(for Sandy Marks)
Dr. April Griffin
Stephanie Rosenblatt
Armando Soto
Lynn Laughon
Kathy Azzam
Julie Mun

ABSENT: Faculty Representative
Rick Miranda
Sandy Marks
David Ward
Kim Applebury

GUEST(s): Dr. Valyncia Raphael
Tom Gallivan

I. MEETING CALLED TO ORDER

Dr. Fierro called the meeting to order at 1:03 p.m. He welcomed new committee members Kim Westby and Kathy Azzam.

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>
Captain, Campus Police	August 27
Senior Applications Analyst	August 29
Lead Custodian	September 10
Vice President, Student Services	September 21

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

IV. APPROVAL OF MINUTES – May 7, 2018

It was moved by Mr. Soto and seconded by Dr. Griffin to approve the May 7 minutes. The vote for approval was 8-0-2; Ms. Rodriguez and Ms. Westby abstained. Ms. Rosenblatt was not present for the vote.

V. BOARD AGENDA – September 5, 2018

The committee reviewed the draft September 5 board agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

DEEOAC

EMP Goal C: Promoting Leadership and Staff Development

Dr. Raphael distributed the attached April 10 and May 15 meeting agendas and minutes. She stated that the committee is busy preparing for deployment of the climate survey, which is scheduled for October. The committee also completed compiling a list of the Cerritos College initiatives, programs, and efforts that contribute to Diversity and/or serve a special population of students to create a diversity directory. She also stated that this year's allocation for diversity programs and projects is \$35,000.

Employee Development

EMP Goal C: Promoting Leadership and Staff Development

Dr. Flores-Church stated that the committee has been busy organizing Falcon Day, which is scheduled for Friday, November 2 from 7:30 a.m. – 4:30 p.m. A full day of workshops will be offered to all employees, with four tracks of workshops for faculty, management, child development center, and classified/confidential groups. It will be an exciting event and details are being finalized. Employees will be asked to sign up and RSVP. Dr. Flores-Church asked the committee members to share this announcement with their groups and to encourage others to participate.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

None

VIII. STATUS OF SHARED GOVERNANCE

Board Policy Review Subcommittee

EMP Goal F: Enhancing Organizational Effectiveness

Dr. Fierro stated that there is an [Accreditation requirement](#) that the Board shall review the policies on a regularly scheduled basis to be completed no later than one year prior to the regularly scheduled accreditation site visit. He stated that there are 7 chapters and approximately 350 policies and procedures to review. He stated that a Board Policy and Administrative Procedure Service is provided to subscribing districts by the Community College League of California, in partnership with Liebert Cassidy Whitmore, a California law corporation. Through this service, the college receives legal updates to assist in ensuring that our board policies and administrative procedures reflect recent revisions in federal/state statutes and regulations as well as Accreditation standards.

The committee reached consensus to review all board policies and administrative procedures as a group. Ms. Mun will send the committee the review schedule and reading assignments for each meeting.

Administrative Procedure 4100 – Graduation Requirements for Degrees and Certificates of Achievement

EMP Goal A: Strengthening the Culture of Completion

Dr. Fierro stated that the updates to this procedure were emailed to the committee in June. There was language that was inconsistent with Title 5 regulations, and the updates had to be made before the fall semester. The committee members were asked to approve the changes via email, since there were no meetings scheduled during summer. A majority of votes to approve the attached updated procedure was received by June 18, 2018.

Administrative Procedure 6750 – Parking and Traffic-Related Items

EMP Goal F: Enhancing Organizational Effectiveness

Mr. Lopez stated that the proposed changes are in accordance with AB 503, which requires all community colleges and universities to offer a monthly payment program to pay back parking ticket fines and fees. There were also some updates to clarify information regarding our current process. Chief Gallivan stated that the college has contracted with Phoenix Group to provide this service. There is a \$25 nonrefundable fee to participate in the program, which will be used to offset costs to the college for offering the payment plan.

AB 503 limits the processing fee to participate in a payment plan to five dollars (\$5) or less for indigent individuals and twenty-five dollars (\$25) or less for all other individuals. The processing fee for an indigent individual may be added to the payment plan amount, at the discretion of the indigent owner. Chief Gallivan stated that the college has the option to waive the fee. The committee discussed concerns about the college possibly profiting from the nonrefundable fee to participate in the payment program, and how to minimize costs to students while ensuring that the college recovers processing fees.

It was moved by Mr. Soto and seconded by Mr. Lopez to approve revisions to Administrative Procedure 6750 – Parking and Traffic-Related Items as attached. The vote for approval was 8-2-1; Dr. Griffin and Ms. Rosenblatt voted no, and Ms. Laughon abstained. Mr. Lopez stated that he will provide more information about notifying students that they can apply for a fee waiver to participate in the payment program and the average citation fee.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Mr. Soto acknowledged student services departments including career services, assessment, and admissions, for their team effort in implementing AB 705 and the Self Reporting Tool (SRT) for fall registration.

Ms. Azzam stated that there are many students interested in participating on shared governance committees. She also stated that it is difficult for students to commit to weekly meetings for ASCC Cabinet and ASCC Senate, in addition to their studies.

X. PRESIDENT’S REPORT

Dr. Fierro stated that the annual Convocation event is scheduled for Thursday, August 30 to begin at 11:00 a.m. in the Burnight Center Theatre. Dr. Frank Harris III and Dr. J. Luke Wood will be present to discuss student equity and student success. He also stated that campus budget forums are scheduled for Tuesday, August 28 at 11:00 a.m. and 5:30 p.m. in LC-155.

Dr. Fierro provided information related to recent topics discussed by the Executive Council such as budget development, discussions to use additional classroom space at Norwalk La Mirada Adult School, and facilities updates.

ADJOURNMENT

Meeting adjourned at 1:53 p.m.



Cerritos College

Diversity and Equal Employment Opportunity Advisory Committee

Meeting Agenda

Human Resources Conference Room

April 10, 2018

10:00 am – 11:00 am

1. Welcome
2. Minutes – March 20, 2018
3. 2018 State Multiple Methods Report - VCR
4. 2018 Shared Governance Self- Evaluation – VCR
5. Diversity/Definition Committee Statement Update - VCR
6. Climate Survey Update -VCR
7. Diversity and Spring Student Club Fair Update - AJ
8. Subcommittee Reports
 - Diversity Funds Allocation – Vanessa, Karen, Norma, Lori
 - Communications – Margo, Nicholas, Karen, Lori
 - Diversity Programming – Valyncia, April, Monica, Lori
 - Campus Diversity Climate - Valyncia, Norma, Karen
 - Climate Assessment & Outreach – Nick, Nicholas, Valyncia
 - Policy and Planning – Tim, April
9. Around the Table

DIVERSITY EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE
 Minutes for April 10 2018
 10:00 a.m.
 Human Resources Conference Room

Committee Members	Constituent Group	Present	Absent
Valyncia Raphael	Administration	X	
Adriana Flores-Church	Administration		
Lori Thomas	Confidential	X	
Timothy Juntilla	Faculty Senate	X	
April Griffin	Faculty Senate	X	
Nick Mathews	CCFF	X	
Vanessa Rodriguez	CSEA	X	
Margo Winners	CSEA	X	
Norma Rodriguez	ACCME	X	
Nick Real	ACCME		X
Karen Torres	ASCC Representative		X
Amna Jara (AJ)	Guest		
Monica Acuña	Guest - Minutes	X	

Minutes – March 20, 2018

Tim motioned to approve the minutes
 Nicholas seconded the motion

2018 State Multiple Methods Report

Valyncia reviewed edits with the committee

State Multiple Methods Report –VCR

Valyncia Presented the State Multiple Methods report and requested feedback from the committee.

2018 Shared Governance Self- Evaluation – VCR

Valyncia reviewed the evaluation and addressed the following:

- This committee that quorum for this committee has not been set.
- The existing language describing and explaining the DEEOAC is based on the EEOAC committee.
- The importance of adding the Student Activities Program Facilitator to the DEEOAC membership.

Motion was made to set the quorum at 50%+1. Motion approved.

Motion was made to add the Student Activities Program Facilitator to the DEEOAC membership. Motion approved.

Diversity/Definition Committee Statement Update – VCR

Valyncia shared that Linda and Carlos Arce are currently writing the statement.

Climate Survey Update – VCR

Due to the SERP the survey launch date has been moved to the first week in September with the anticipation that data will be available by December. The survey outreach plan has been updated. Nicholas suggested posting the survey information next to the campus safety posters.

Other suggestions:

ASCC will be setting up TV's that can be used to advertise the survey

Promotional buttons can be made in Student Activities

Golf Cart wrap around ads on the facilities carts

A Frames around campus

Create a script that DEEOAC members can follow when promoting the survey

Incentives such as gift cards

Diversity and Spring Student Club Fair

Volunteers needed to table the event

Subcommittee Reports

- Policy and Planning – Tim, April
- Communications – Margo, Nicholas, Karen, Lori
Margo presented a planning grid she created for the subcommittee.
- Diversity Funds Allocation – Vanessa, Lori, Karen, Norma
Donna updated the funding allocation sheet per Vanessa's request
Vanessa will reach out to those people who have not submitted invoices to Donna.
- Diversity Programming – Valyncia, April, Monica, Lori
- Campus Diversity - Valyncia, Norma, Karen
- Climate Assessment & Outreach – Nick, Nicholas, and Valyncia

Around the Table

Valyncia invited the committee to a presentation being given by her and Mariam Yousef to students about Consent and to Friday's Title IX training.

Kristi Blackburn has been invited to the May committee Meeting

The committee was adjourned at 11:00 a.m.

Next meeting is May 15, 2018



Cerritos College

Diversity and Equal Employment Opportunity Advisory Committee

Meeting Agenda

Human Resources Conference Room

May 15, 2018

10:00 am – 11:00 am

1. Welcome
2. Minutes – March 20, 2018
3. CCEAL Survey Findings Share Out – Dr. Kristi Blackburn
4. Climate Survey Planning Update –VCR
5. Subcommittee Reports
 - Diversity Funds Allocation – Vanessa, Karen, Norma, Lori
 - Communications – Margo, Nicholas, Karen, Lori
 - Diversity Programming – Valyncia, April, Monica, Lori
 - Campus Diversity Climate - Valyncia, Norma, Karen
 - Climate Assessment & Outreach – Nick, Nicholas, Valyncia
 - Policy and Planning – Tim, April
6. Around the Table

DIVERSITY EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE
 Minutes for May 15 2018
 10:00 a.m.
 Human Resources Conference Room

Committee Members	Constituent Group	Present	Absent
Valyncia Raphael	Administration	X	
Adriana Flores-Church	Administration		X
Lori Thomas	Confidential	X	
Timothy Juntilla	Faculty Senate		X
April Griffin	Faculty Senate	X	
Nick Mathews	CCFF	X	
Vanessa Rodriguez	CSEA	X	
Margo Winners	CSEA		X
Norma Rodriguez	ACCME	X	
Nick Real	ACCME		X
Karen Torres	ASCC Representative		X
Amber Dofner	Student Activities	X	
Amna Jara (AJ)	Guest		X
Monica Acuña	Guest - Minutes	X	

Minutes – April 10, 2018

Tabled approval of minutes until the next meeting

Climate Survey Planning Update

Dr. Raphael reviewed the survey with the committee. Planned deployment is fall 2018.

Committee suggestions included:

- Pre-deployment
 - Flyers in mailboxes
 - Buttons
 - A-Frames
 - Golf Cart wrap around
- Putting the announcement on the agendas for all constituent groups
- Partnering with IERP to decipher data

Subcommittee Reports

- Policy and Planning – Tim, April – Had No updates
- Communications – Margo, Nicholas, Karen, Lori – Had No Updates
- Diversity Funds Allocation – Vanessa, Lori, Karen, Norma
 Vanessa recommended allocating funds to groups that have made requests and were approved in the past three years.
 Questions raised:
 - Is it fair to assume the group will need the same funds?
 - Does this mean that the group will not have to fill out the funds request?

Norma recommended coming up with parameters that are more flexible so more groups promoting diversity will apply for funds.

Dr. Raphael suggested exploring parameters on a funds cap for fairness. \$960.20 was approved for John Haas' request for additional funding.

- Diversity Programming – Valyncia, April, Monica, Lori – Had no updates
- Campus Diversity Climate - Valyncia, Norma, Karen
Norma spoke about the Native American Student Support Services Desk Resource.
- Climate Assessment & Outreach – Nick, Nicholas, and Valyncia
Updates provided during main agenda discussion.

Around the Table

Dr. Raphael thanked the committee for their year of service

The committee was adjourned at 11:00 a.m.

Next meeting will be in August 2018

Chapter		Policies	Procedures	BP/AP Review Subcommittee	Coordinating Committee Meeting	Board Meeting
Chapter 1	The District	3	0			
Chapter 2	Board of Trustees	41	18	September	October 8, 2018	October 17, 2018
Chapter 3	General Institution	31	34	October	November 5, 2018	November 14, 2018
Chapter 4	Academic Affairs	25	36	November	December 3, 2018	December 12, 2018
Chapter 5	Student Services	31	34	December/January	February 11, 2019	February 20, 2019
Chapter 6	Business Services	19	22	February	March 11, 2019	March 20, 2019
Chapter 7	Human Resources	21	24	March	April 8, 2019	April 17, 2019
Chapter 3, 7	Pending Policies, Procedures			April	May 6, 2019	May 15, 2019

Academic Affairs

1 **AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND**
2 **CERTIFICATES OF ACHIEVEMENT**

3 **References:**

4 Title 5, Sections 55002(a) and 55060 et seq.

5 Requirements for degrees ~~and certificates~~ include:

- 6 • Satisfactory completion of at least 60 semester units of college work. “College
7 work” includes courses which have been properly approved pursuant to Title 5,
8 Section 55002(a) or, if completed at other than a California community college,
9 would reasonably be expected to meet the standards of that Title 5 section.
- 10 • At least 18 semester units in general education and at least 18 semester units in
11 which at least a “C” has been earned in a major listed in the Community Colleges’
12 “Taxonomy of Programs.” The general education requirements must include a
13 minimum of work in the natural sciences, the social and behavioral sciences,
14 humanities, and language and rationality.
- 15 • At least 12 semester units of study in residence; exceptions to the residence
16 requirement can be made by the Board of Trustees when an injustice or undue
17 hardship would result.
- 18 • Demonstrated competence in reading, written expression, and mathematics.
- 19 • ~~Attendance at Cerritos College in the semester the degree is to be earned.~~

20 Students may petition to have noncredit courses counted toward the satisfaction of
21 requirements for an associate degree.

22 Requirements for Certificates of Achievement include:

- 23 • Successful completion of an organized career/technical curriculum with an
24 occupational goal of at least 18 units as specified
- 25 • Maintenance of at least a 2.0 Grade Point Average (GPA) in all required courses
- 26 • Minimum of 12 units of study in residence at Cerritos College

27 Shorter credit programs that lead to a certificate may be established by the District.
28 Content and assessment standards for certificates shall ensure that certificate programs
29 are consistent with the mission of the District, meet a demonstrated need, are feasible
30 and adhere to guidelines on academic achievement.

31 Certificates for which the State Chancellor’s approval is not sought may be given any
32 name or designation deemed appropriate except for certificate of achievement, certificate
33 of completion, or certificate of competency.

34 Board Policies and Administrative Procedures regarding general education and degree
35 requirements must be published in the College Catalog and must be filed with the State
36 Chancellor's Office.

37 Office of Primary Responsibility: Vice President, Academic Affairs

Date Approved: August 15, 2007

Dates Revised: February 25, 2008; June 18, 2008; June 14, 2018

(Replaces former Cerritos College Policy 3008)

Business Services

1 AP 6750 PARKING AND TRAFFIC-RELATED ITEMS

2 References:

3 Education Code, Section 76360;

4 Vehicle Code, Section 21113

5 [California Assembly Bill No. 503 \(Chapter 741\)](#)

6 The President/Superintendent delegates authority to implement these procedures to the
7 Vice President of Student Services [and Vice President of Business Services.](#)

8 These procedures are intended to promote safe and orderly movement of traffic within
9 District property for the safe and orderly parking of vehicles and bicycles.

10 All applicable provisions of the California Vehicle Code are expressly applicable both on
11 and off paved roadways.

12 Parking of motor vehicles and bicycles is limited to specially designated areas. Fee
13 permits are required for motor vehicles, 24 hours per day and all days of the year.
14 Vehicles or bicycles parked in violation of the provisions of this code are subject to fines,
15 towing, or impoundment.

16 Permits to Park

17 Valid Disabled Person (DP) Placards

- 18 • Permits parking in DP-designated space by person with disability to whom issued,
19 at no cost
- 20 • Permits parking in staff space by person with disability to whom issued, with
21 purchase and required display of valid student parking permit
- 22 • No overnight parking

23 Valid Timed Parking Permission

- 24 • Permits parking in green-lined stalls, only. [Pay and Display permit required, Daily-
25 Student or Staff permits not valid in timed parking spaces.](#)
- 26 • Permits parking by students, employees, and visitors
- 27 • Permission ends at expiration, up to two hours maximum; no overnight parking

28 Valid Electric Vehicle Charging Station Parking Permission

- 29 • Permits parking in green-lined EV Charging-designated stalls, only
- 30 • Permits parking for time of paid per-kWh charging of vehicle, only; no overnight
31 parking

- 32 Valid One-Day Guest Permits
- 33 • Permits parking in lot(s) designated by the authorizing college administrator
 - 34 • Valid on date shown, only; no overnight parking
 - 35 • Not valid in green-lined, time-metered, or carpool stalls

- 36 Valid Daily Parking Permits
- 37 • Permits parking in white-lined stalls, only
 - 38 • Permits parking by students, employees, and visitors
 - 39 • Permission ends at 11:59 p.m. on the date purchased; no overnight parking

- 40 Valid Student Term Permits
- 41 • Permits parking in white-lined stalls, only
 - 42 • Permits parking by students
 - 43 • Terms are fall, spring, or summer
 - 44 • No overnight parking

- 45 Valid Employee Term Permits
- 46 • Permits parking in yellow- and white-lined stalls, only
 - 47 • Permits parking by faculty, classified staff, and managers
 - 48 • Terms are fall, spring, summer, or annual
 - 49 • No overnight parking

50 Fines shall be imposed for violation of regulations. Amounts shall be established based
 51 on severity of offense type and cost recovery for mandates and enforcement. Reference
 52 amounts shall be established and subject to periodic adjustment.

<u>Offense Type</u>	<u>Reference amount</u>
54 Paid Status and Space Use	\$40.00
55 • No valid permit or valid permit not displayed as directed	
56 • Expired meter or other metered parking violation	
57 • Parked outside parking space markings	
58 • Unauthorized use of Reserved or Restricted parking	
59 • Carpool space use without valid permit	
60 • Carpool space use without carpool partner (if applicable)	
61 • Parked in excess of time allowed	
62 • Parked in Electric Vehicle Charging space without charger use	
63 • No current tabs displayed; unregistered vehicle	
64 • No license plate displayed	

65

66 Safety \$50.00

67 • Stopping or parking in No Parking or Stopping zones

68 • Parked on Red Curb

69 • Parked in fire lane

70 Accessibility \$335.00

71 • Parked in disability reserved space without valid permit

72 • Misuse of disability placard

73 • Parked with effect of limiting access to disability reserved space

74 • Parked with effect of limiting use of disability access path of travel

75 Enforcement and Responsibility \$160.00

76 • Use of lost or stolen permit

77 • Use of altered, counterfeit, or fraudulent permit

78 Citations that are not contested or paid within statutory guidelines are subject to a late fee
79 of \$32.00 and a DMV lien fee of \$8.00 added to the cost of the fine.

80 All persons who enter on District property are charged with knowledge of the provisions
81 of this procedure and are subject to the penalties for violations of such provisions.

82 Parking fees are established by action of the Board of Trustees.

83 Additional and/or separate charges or waivers for special event parking shall be subject
84 to the prior approval of the Vice President, Business Services or his/her designee. College
85 hosts of regional or other meetings, trainings, or conferences requiring over 15 parking
86 spaces involving off-campus invitees may request one-day permits or a citing restriction
87 from the Vice President of Business Services. Requests for less than 15 parking spaces
88 can be requested from the Chief of Campus Police or his/her designee.

89 In accordance with Section 21113a of the California Vehicle Code, the District will enforce
90 these procedures by issuing citations. In addition, this code section stipulates that except
91 with the permission of and subject to any condition or regulation imposed by the Board of
92 Trustees, no person shall drive any vehicle or animal, nor shall any person stop, park, or
93 leave standing any vehicle or animal, whether attended or unattended, upon driveways,
94 paths, parking facilities, or the grounds of any public school, state university, state college,
95 or any educational institution exempted, in whole or part, from taxation.

96 In accordance with Section 21113b of the California Vehicle Code, the Board of Trustees
97 shall erect or place appropriate signs giving notice of any special conditions or regulations
98 that are imposed under this section. The Board shall also make a written statement of
99 those special conditions and regulations available for examination by all interested
100 persons. This statement shall be available in the President/Superintendent's Office.

101 In accordance with Section 21113c of the California Vehicle Code, when the Board of
102 Trustees permits traffic upon driveways, paths, parking facilities, or grounds (except for

103 those conditions imposed or regulations enacted by the Board), all the provisions of this
104 code section relating to traffic upon the highways shall be applicable to the traffic upon
105 the driveways, paths, parking facilities, or grounds.

106 In accordance with Section 21113f of the California Vehicle Code, the Board of Trustees
107 may adopt rules or regulations to restrict, or specify the conditions for, the use of bicycles,
108 motorized bicycles, skateboards, and roller skates on District property.

109 In accordance with California Assembly Bill No. 503 (Chapter 741) A registered owner
110 (CVC 460, 505) or person responsible for vehicle citations received on Cerritos
111 Community College District property shall be eligible to enroll in a payment plan when
112 they have two or more unpaid parking citations or a single citation of at least \$250.
113 Citations from another agency cannot be combined for a payment plan.

- 114 a. Once this threshold is met, any citations associated with this vehicle, registered
115 owner, or person responsible may be added to the payment plan, at the time of
116 enrollment. (Citations in a payment plan must all be issued by the same agency)
- 117 b. If additional citations are accrued during the payment plan period, the plan may
118 not be modified to include these citations, nor will a concurrent payment plan be
119 offered.
- 120 c. Citations in a payment plan will not count towards immobilization/tow/impound
121 eligibility pursuant to CVC 22651(i)(I).
- 122 d. Once a vehicle is immobilized/towed/impounded due to other violations, all
123 citations, including those on a payment plan, are immediately due pursuant to CVC
124 22651(i)(I)(C).
- 125 e. If an individual requires continued access to parking on campus, the purchase of
126 a parking permit will be required.

127 The fee to enroll in a payment plan is \$25.

128 Applied late fees, as well as any late fees not yet applied, will be placed in abeyance while
129 the payment plan is in place. If the individual adheres to the plan terms, these late fees
130 will be waived once the payment plan is complete.

- 131 a. If an individual defaults on the payment plan, a subsequent payment plan will not
132 be offered for those citations and any late fees placed in abeyance will be
133 immediately reinstated. The total amount due, including all late fees, will be
134 submitted to the appropriate Department of Motor Vehicles for a Registration hold
135 on the vehicle.

136 Once the payment plan is in place and the individual is adhering to its terms, an
137 itemization of unpaid parking penalties and service fees will not be filed with the DMV
138 (also known as a "DMV Registration Hold") and any DMV Registration Hold in place will
139 be temporarily removed pending satisfactorily completing the payment plan.

140 At plan enrollment, an initial payment of 10% of the amount owed (This 10% goes toward
141 the total amount due), plus the \$25 enrollment fee (This fee does not go toward the
142 amount due), is required. There is no penalty for prepayment.

- 143 Payments must be made each calendar month.
144 a. There is no grace period for late payments.
145 b. For mailed payments, a postmark is acceptable to meet this requirement.

146 Payment plan duration

- 147 a. For balances under \$200, payment plans may not exceed four months.
148 b. For balances between \$200 and \$400, payment plans may not exceed six months.
149 c. For balances over \$400, payment plans may not exceed nine months.

150 Offices of Primary Responsibility: Vice President, Student Services
151 Vice President, Business Services

Date Approved: March 26, 2007

Date Revised: August 29, 2011; March 6, 2017; November 6, 2017; August 27, 2018