APPROVED

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
October 8, 2018

PRESENT:	Felipe Lopez	ABSENT:	Dr. Jose Fierro
	Rick Miranda		Kim Westby
	Dr. Adriana Flores-Church		Kim Applebury
	Sandy Marks		
	Dr. April Griffin		
	Stephanie Rosenblatt	GUEST(s):	Shawna Baskette
	Armando Soto		Dr. Kristi Blackburn
	Liz Page		Tom Gallivan
	Lynn Laughon		Dr. Elizabeth Miller
	David Ward		Yvette Tafoya
	Kathy Azzam		
	Julie Mun		

I. MEETING CALLED TO ORDER
Mr. Lopez called the meeting to order at 1:02 p.m.

I. PUBLIC COMMENTS
There were no public comments.

II. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

Name	**Position**	**Start Date**
Zolita Fisher	Program Facilitator	July 23
Maham Khan	Administrative Clerk III	July 23
Carlos Serna	Operations Manager	October 1

Employment Opportunities	**Closing Date**
Budget Analyst	October 12
Public Affairs Specialist	October 23
Senior Technical Support Specialist (2 positions)	October 23
Lock Systems Specialist	October 29
Custodian	October 30

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

III. APPROVAL OF MINUTES – September 10, 2018
It was moved by Mr. Soto and seconded by Ms. Marks to approve the September 10 minutes. The vote for approval was 8-0-3; Mr. Lopez, Ms. Page, and Mr. Ward abstained. Ms. Azzam was not present for the vote.

IV. BOARD AGENDA – October 17, 2018
The committee reviewed the draft October 17 board agenda.

V. ITEMS FROM INSTITUTIONAL COMMITTEES

Facilities Planning
EMP Goal E: Upgrading Educational Infrastructure

Mr. Lopez distributed the attached August 21 meeting minutes. He stated that the committee continues to review the status of current construction projects. He shared that the Social Sciences elevator project is close to completion, and that the potential move in date for the Health and Wellness Complex is early January/February 2019. Bids for the Performing Arts Center have been received. Mr. Lopez also stated that the Facilities Master Plan is being updated to align with the Educational Master Plan, and that a working group was appointed to handle the associated day-to-day work. A Campus Visioning Session was held on September 20 for staff to share their experiences on campus, engage using interactive displays, and help shape the vision for the future of Cerritos College.

Planning and Budget
EMP Goal F: Enhancing Organizational Effectiveness

Mr. Lopez distributed the attached September 6 meeting minutes. He stated that the 2018-19 Adopted Budget was approved by the board at its September 5 meeting. The committee recently reviewed the 2018-19 planning calendar and 2017 Scorecard information.

Ms. Laughon requested a copy of the 2018-19 Adopted Budget.

Safety
EMP Goal E: Upgrading Educational Infrastructure

Mr. Gallivan stated that the group is preparing for the annual Great California ShakeOut, which is scheduled for Thursday, October 18 at 10:18 a.m. The committee is also discussing strategies to increase awareness of the Safetysnap online form for reporting campus safety and hazard concerns.

Student Success and Support Programs
EMP Goal A: Strengthening the Culture of Completion

Ms. Baskette and Ms. Tafoya distributed the attached April 4 and October 4 meeting minutes. Ms. Tafoya stated that the committee has taken the initiative to review its goals to identify priorities for 2018-19. They also reviewed goals 2 and 4 from the 2017-19 Integrated Plan. The Counseling department has been reaching out to students to increase awareness of available services. They are currently sending emails and assigning checklists in myCerritos for students who fall under the 20 unit criteria to encourage them to meet with a counselor to develop comprehensive ed plans.

Ms. Baskette stated that the committee reviewed its purposes and will continue to invite groups to discuss student success initiatives and outcomes across campus. The committee also

continues to work on developing a comprehensive guide of student success programs in consultation with the Guided Pathways taskforce.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

No items.

VII. STATUS OF SHARED GOVERNANCE

Vice President Selection Procedures

EMP Goal F: Enhancing Organizational Effectiveness

Dr. Flores-Church stated that the first draft of the employment selection procedure for vice presidents was reviewed by the DEEOAC in spring 2018. An announcement was shared with all constituent groups and the draft was also reviewed by Faculty Senate in spring 2018. An updated draft was recently reviewed by the DEEOAC and Faculty Senate on August 28, at their respective meetings. Dr. Flores-Church stated that a recent change to the draft includes language stating that a pre-background check will be coordinated by Human Resources prior to scheduling a candidate for an interview.

Mr. Ward requested clarification that reasonable accommodations pursuant to federal and state requirements will be provided for any skills testing. Dr. Griffin stated that it is important that we are consistent in our interpretation of "coordinated" and questioned whether Human Resources will contract a third party to complete the pre-background checks.

It was moved by Dr. Griffin and seconded by Mr. Soto to approve the attached employment selection procedure for vice presidents with the understanding that reasonable accommodations will provided for skills testing, and that Human Resources will use a third party to conduct pre-background checks for the current Vice President of Student Services recruitment and evaluate the process thereafter. The vote for approval was unanimous.

Integrated Program Review, Planning, and Resource Allocation Handbook

EMP Goal F: Enhancing Organizational Effectiveness

Dr. Blackburn stated that the planning and resource allocation process has been developed collaboratively by the Executive Council, Planning and Budget Committee, and Faculty Senate. The handbook was reviewed by Executive Council on November 7, 2017, approved by the Planning and Budget Committee on August 16, 2018, and reviewed by the Faculty Senate on September 11, 2018. The verbiage and diagram has been updated to reflect current processes.

It was moved by Mr. Soto and seconded by Dr. Griffin to receive and file the Integrated Program Review, Planning, and Resource Allocation Handbook as attached. The vote for approval was unanimous. Mr. Lopez stated that the handbook is posted on the Planning and Budget webpage, and Dr. Blackburn stated that it will also be posted on the IERP webpage.

Shared Governance Evaluation Results

EMP Goal F: Enhancing Organizational Effectiveness

The college evaluates its shared governance processes and outcomes to continually improve institutional effectiveness. Dr. Blackburn distributed an overview for the Shared Governance

Evaluation 2016-17 and 2017-18. She stated that both high level and detailed information is provided by committee. Overall, meeting attendance is still a commonly reported obstacle. There were very few recommended changes to the charges of the committees and most of the committees established goals for at least one evaluation year. In order to create a mechanism for assessment, a grading rubric was used to evaluate frequency of meetings, meeting attendance, and posting of agendas and minutes.

Student Equity Committee Purposes and Membership
EMP Goal F: Enhancing Organizational Effectiveness

Mr. Miranda stated that the committee reviewed its shared governance committee structure at its September 12 and September 26 meetings, and voted to correct one of its purposes by replacing the term "Student Equity Plan" with "the triple integrated BSI/3SP/Student Equity Plan." The committee also approved adding the Director of Diversity, Compliance, and Title IX Coordinator and the Program Facilitator of Student Equity, Cross Culture, and Title IX Resources as functional personnel for its membership. Lastly, the committee approved merging the iFALCON faculty representative with the Developmental Educational Coordinator or designee.

The committee discussed the large membership and ex-officio member voting rights. Ms. Laughon requested that the Student Equity Committee consider adding an additional classified representative appointed by CSEA for more equitable representation. Mr. Miranda stated that he would share the recommendation with the committee and report back to the Coordinating Committee.

Administrative Procedure 5530 – Student Rights and Grievances
EMP Goal A: Strengthening the Culture of Completion

Dr. Miller stated that proposed revisions to the procedure were first brought to the Coordinating Committee on January 29, 2018. The proposed updates include adding deadlines for Step II of the grade grievance process. The updated language states that the student must meet with the Student Conduct and Grievance Coordinator within 10 instructional days of submitting the form, and must present a copy of the Grade Grievance Form to the applicable division dean within 10 instructional days of obtaining the signature from the Student Conduct and Grievance Coordinator. Ms. Miller stated that the deadlines are missing from the current procedure, and the goal is to ensure forms are submitted in a timely manner. Language was also added to state that any times specified in the procedures may be shortened or lengthened if there is mutual concurrence by all parties. She stated that the proposed language was vetted through the Student Life Committee.

It was moved by Mr. Ward and seconded by Dr. Griffin to approve the proposed revisions to AP 5530 – Student Rights and Grievances as attached. The vote for approval was unanimous. Ms. Azzam was not present for the vote.

Board Policy Review – Chapter 2
EMP Goal F: Enhancing Organizational Effectiveness

Mr. Lopez stated that the committee was asked to review the following policies and procedures prior to the meeting, and to be ready for discussion.

BP 2410	Policy and Administrative Procedure
AP 2410	Policy and Administrative Procedure
BP 2430	Delegation of Authority to President/Superintendent
AP 2430	Delegation of Authority to President/Superintendent
BP 2431	President/Superintendent Selection
BP 2432	President/Superintendent Succession
BP 2435	Evaluation of President/Superintendent
AP 2435	Evaluation of President/Superintendent
BP 2510	Participation in Local Decision-Making
AP 2510	Participation in Local Decision-Making
BP 2550	Authority and Relationship of Board and District Negotiations Teams with Exclusive Bargaining Rights
BP 2610	Presentation of Initial Collective Bargaining Proposals
AP 2610	Presentation of Initial Collective Bargaining Proposals
BP 2710	Conflict of Interest
AP 2710	Conflict of Interest
BP 2712	Conflict of Interest Code
AP 2714	Distribution of Tickets or Passes
BP 2715	Code of Ethics/Standards of Practice
BP 2716	Political Activity
BP 2717	Personal Use of Public Resources
BP 2720	Communications Among Board Members
BP 2725	Board Member Compensation
BP 2730	Board Member Health Benefits
BP 2735	Board Member Travel
AP 2735	Board Member Travel
BP 2740	Board Education
BP 2745	Board Self-Evaluation and Goals
AP 2745	Board Self-Evaluation and Goals
BP 2750	Board Member Absence from the State
BP 2800	Student Success Funds from Vintage Cerritos
BP 2900	Naming of Facilities
AP 2900	Naming of Facilities

Mr. Soto requested further review of the list of designated officials and employees who are required to submit a statement of economic interests within Board Policy 2712 – Conflict of Interest Code.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Dr. Griffin stated that the college is required to establish a procedure regarding how we determine and calculate credit hours. She distributed a copy of a draft and stated that the Faculty Senate will be reviewing the draft at its October 9 meeting, and requested that this item be added to the October 22 Coordinating Committee agenda. Ms. Marks requested that the draft be reviewed at a Deans meeting.

Dr. Griffin stated that the campus climate survey will open October 5 and close on November 19.

Dr. Flores-Church reminded the committee that Falcon Day is scheduled for Friday, November 2, and stated that a detailed announcement and registration link will be emailed to the campus.

IX. PRESIDENT'S REPORT

No report.

ADJOURNMENT

Meeting adjourned at 2:40 p.m.

Approved 09/18/18

COLLEGE COMMITTEE ON FACILITIES PLANNING
MEETING MINUTES
AUGUST 21, 2018

PRESENT:	Felipe Lopez David Moore Shawna Baskette Patrick O'Donnell Ilva Mariani Tim Kyllingstad Linda Kaufman	ABSENT:	Dr. Kristi Blackburn Lucy Self
		GUEST(S):	

1. **CALL TO ORDER**
   Mr. Lopez called the meeting to order at 11:11 a.m.

2. **APPROVAL OF THE APRIL 17, 2018 MEETING MINUTES**
   It was moved by Mr. O'Donnell and seconded by Ms. Baskette to approve the April 17, 2018 meeting minutes. The minutes were approved as presented.

3. **CONSTRUCTION STATUS REPORT/GO BOND UPDATE**

   Health and Wellness Complex
   This project continues to progress. It is hoped that occupancy will take place late December/January, will know more as the building progresses. Phase I expected to be completed this winter; Phase II is anticipated to be completed in 2020.

   Shade Structures
   The shade structures are installed except for the panel attachment. DSA is now asking for a wind test only (no seismic). Once that criterion is approved and it passes the testing, the panels will be installed.

   Chilled Water Infrastructure
   The chilled water expansion piping is complete. This project is almost complete with except for some punch list items.

   Blue Light Emergency Phones
   The plan originally called for 21 phones. The last three phones are being installed in Lot 10, and this project will be complete. As a campus standard, blue light phones will be added as part of the new design criteria for new construction buildings/projects such as near the new external Social Sciences elevator, Aquatics area, and Health and Wellness.

Energy Management System Upgrade
This project includes new individual building gas meters, electric meters, chilled water differential pressure switches, and building management master controls. This project is almost complete except for some punch list items.

Upcoming New Buildings/Construction

Field House
A meeting was held with the architects to redesign the field house project. A meeting will be scheduled with HPEDA to come up with a plan to move forward.

Performing Arts Center (PAC)
This project is out to bid with a bid closing date of September 20. It is anticipated to take the final bid to the Board for approval in November. If approved, construction would begin in December. It was noted that construction costs have risen significantly in the last 24 months.

Social Sciences Elevator
This project is has had continual delays, and it is hoped to be completed by the end of fall semester.

Fiber Infrastructure Project
This project continues to move forward.

Programming/Planning
The RFP for the new Admin/Student Services Building is being finalized. This RFP is to select a single architect to provide services for the new Admin/Student Services Building.

4. FACILITIES MASTER PLAN UPDATE
Mr. Lopez noted that the college completed the update of the Educational Master Plan in 2017, and it is time to update both the Facilities Master Plan and Technology Plan so that they can be integrated into the Educational Master Plan. Mr. Lopez distributed a Facilities Master Plan handout that highlighted the planning process, draft timeline and levels of participation from both the campus and community. He noted that the next step would be to establish a subcommittee under the Facilities Planning Committee. This subcommittee would be a shared governance subcommittee that would be a working group to handle the day-to-day work associated with the updating the master plan. Mr. Lopez requested to send via email the proposed structure of the Facilities Master Plan Subcommittee, and once approved, he will forward to the appropriate shared governance committee groups for representation. The committee agreed.

Approved 09/18/18

5. **NEXT MEETING DATE – SEPTEMBER 18, 2018**
   The next meeting date is scheduled for September 18, 2018.

6. **OTHER ITEMS FROM THE FLOOR**
   There were no items from the floor.

7. **ADJOURNMENT**
   The meeting adjourned at 12:07 p.m.

Approved 09/20/18

CERRITOS COLLEGE
COLLEGE COMMITTEE ON PLANNING AND BUDGET
MEETING MINUTES
SEPTEMBER 6, 2018

Present:
Felipe Lopez
Kim Westby
Dr. Kristi Blackburn
Dr. April Griffin
Rachel Mason
Stephanie Murguia
Graciela Vasquez
Patrick O'Donnell
Angela Conley
Adelle Krayer
Deb Moore
Stephanie Rosenblatt
Etta Walton
Linda Kaufman
Tina Vejar

Absent:
Dr. Adriana Flores-Church
Rick Miranda
Michelle Lewellen
Martin Salgado
Lynn Laughon
David Ward

1. CALL TO ORDER

Mr. Lopez called the meeting to order at 2:09 p.m.

2. APPROVAL OF MINUTES – August 16, 2018

It was moved by Ms. Westby and seconded by Ms. Moore to approve the August 16, 2018 minutes. The minutes were approved as presented.

3. BUDGET UPDATE

Mr. Lopez stated that the Board at their September 5, 2018 meeting approved the 2018-19 Adopted Budget.

Mr. Lopez noted that the Facilities Master Plan is in the process of being updated. The college will be hosting a Campus Visioning Session on Thursday, September 20 in front of the LRC. It is an open session and he encouraged all staff to stop by anytime between 11:00 a.m. and 6:00 p.m. to take part in the interactive process.

4. SHARED GOVERANCE EVALUATION DOCUMENT REVIEW

Dr. Blackburn distributed the shared governance self-evaluation document for the years 2016-17 and 2017-18. This document provides an executive summary, evaluation rubrics of meeting frequency, attendance criteria, and agendas/minutes critique, and the college's shared governance 2018-19 goals. This document will be brought forward to the Coordinating Committee on October 8, 2018.

The committee reviewed the document and provided the following feedback:

- It was noted that Planning and Budget completed their 2016-17 self-evaluation, and the document does not reflect this information. Dr. Blackburn will follow up.
- It was asked if there was a mechanism, besides the self-evaluation, to indicate whether a committee is active or inactive. It was noted that the Coordinating Committee is the committee in charge of the shared government document and this topic should be brought forward to the Coordinating Committee.

5. STUDENT SUCCESS SCORECARD PRESENTATION

Dr. Blackburn distributed the Student Success Scorecard 2017 and Fact Book Overview. She noted that this is the last year of the scorecard as the State is moving in a different direction. The document covers the following:

- Information on the Cerritos College Institutional Effectiveness, Research, and Planning website that stores our institutional data sets
- Outcome Measures Reported are:
  - Completion
  - Persistence
  - 30 Units
  - Remedial Education Progression
  - Career Technical Education
  - Career Development and College Preparation (Non-Credit)
  - Skill Builders
  - Transfer Level Achievement

6. STRATEGIC PLAN YEAR ONE UPDATE

Dr. Blackburn distributed the Strategic Plan Year One Update. She provided this document as an update and asked the committee to review the document and provide feedback and/or updates as needed.

7. 2018-19 ACADEMIC YEAR PLANNING CALENDAR UPDATE

Dr. Blackburn distributed the latest draft of the Academic Year Planning Calendar. She noted that another draft would be provided to the committee at the September 20 meeting that will include the hiring prioritization dates. This document will be on both the Research and Planning and Planning and Budget website. She encouraged all committee members to review and share the document.

Ms. Mason inquired as to when department chairs can update their goals, as the unit plan "roll forward" date is November 30. Discussion ensued regarding the timeline on updating unit plans and Dr. Blackburn offered to attend a department meeting to assist chairs with this task. Ms. Mason will work with Dr. Blackburn to coordinate a meeting.

8. OTHER ITEMS FROM THE FLOOR

Ms. Krayer inquired as to when the college would know the Faculty Obligation Number (FON) for 2019-20. Mr. Lopez replied the adopted budget has a FON of 285, and due to the recent retirements, the college is currently at 272. Assuming the college maintains

the current FTES, it is anticipated the college would hire approximately 10-11 faculty. He will provide additional FON information at a future meeting.

9. NEXT MEETING – SEPTEMBER 20, 2018

The next meeting is scheduled for September 20, 2018.

10. ADJOURNMENT

The meeting was adjourned at 3:13 p.m.

Student Success and Support Committee Meeting
Minutes
Wednesday, April 4th, 2018

Handouts

1. Cerritos College Foster & Kinship Care Education Packet English/Spanish
2. Re-Entry Resource Program
3. Cerritos College Shared Governance Committee Self Evaluation 2017-2018
4. National Foster Care Month
5. Children Are the Future

Agenda Topics	
❖ **LINC** o LINC Presentation regarding resources and program	Linda Ramos
❖ **Foster & Kinship Care Education** ▪ Foster & Kinship Care Education Presentation regarding resources and program ▪ Please refer to handout number 1,4,and 5	DeAnn Quesada
o **Re-Entry** o Re-Entry Presentation regarding resources and program o Please refer to handout number 2	Terrie Lopez
o **SSSP Weekly Reports** o Since February 2018 we have been collecting data from the following departments that house counselors(Ex: General Counseling, DSPS, EOPS, CalWORKs, Financial Aid, Transfer Center and Career Center) o The department submit their data to Nayeli and she compiles a report that is shared weekly across campus. o These reports include data with the following SSSP elements: SS06,SS07,SS08,SS09,SS10,SS11	Renée/Nayeli
o **Shared Governance Form** o Please review the Cerritos College Shared Governance Committee Self Evaluation 2017-2018	Renée/Shawna
Items from the floor	

Student Success and Support Committee Meeting
Minutes
Thursday, October 4th, 2018

Attendees:

Shawna Baskette, Nayeli Duenas, Blanca Gamez, Yvette Juarez, Jennifer Palma, Yvette Tafoya, Graciela Vasquez, Rose Vasquez

Handouts

1. College Committee on Student Success and Support Programs
2. Integration of SSSP, BSI, and Student Equity Plan

Agenda Topics	
❖ **Introduction of members**	All
○ **Committee Purpose and Goals** ○ Please refer to handout number 1 Goals: What we would like to accomplish at this committee?	Shawna/Yvette
○ **Integrated Plan** ○ There are 5 goals within the Integrated Plan ○ Please refer to handout number 2 ○ Goal number 2 really pertinent to this committee ▪ By June 2019. Ensure that 75% of student's ion the general population who have reached 15 applicable units have a comprehensive Student Education Plan (CSEP). ○ 1. Under SSSP – Counseling is reaching out to students who reached 20 units within Spring 2018 and Summer 2018. We have around 1500 student who fall under this criteria. ○ 2. Under SSSP – The Counseling department is currently sending out emails and also placing a checklist on the students MyCerritos account to advise them to meet with a counselor to create a comprehensive ed plan. On September 21st we sent around 228 emails to student who fall under the 20 unit criteria with a Business major. ○ 3. Under SSSP- this was discussed during Dev Ed and we are looking into creating a video. ○ 4. Under SSSP- We collaborated with ASCC and created the It's time to meet with a counselor campaign. Student leaders went to classes did a small 3-5 presentation regarding the different resources the Counseling department offers. We also placed students into an opportunity drawing for 5 JBL speakers if they completed a comprehensive ed plan. ○ 5. Under SSSP- yes, we are have. We have workshops if a student is unsure about a major such as "how committed are you to your major". ○ 6. Under SSSP – Yes, we have identify these students and the Career Center is providing resources. ○ 7. Under SSSP - Yes, we have identify these students and the Career Center is providing resources.	Shawna/Yvette

○ 8. Under SSSP – Regarding COUN 200 we are not sure what it was last year but Yvette will follow up. Comments: - Should we include AB 705 in goal number 2 or somewhere else in the plan? Maybe in goal 1. We have updated the Future Student handout to inform students of our new assessment process. - Are we still collecting data from our SSSP elements? Could we create a meeting with IT to see how these elements are still being reported for credit and non-credit?	
○ **Guided Pathways** ○ Bring this back to the next meeting	Shawna/Yvette
Items from the floor	

CERRITOS COMMUNITY COLLEGE DISTRICT

VICE PRESIDENT
EMPLOYMENT SELECTION PROCEDURES

The purpose of the District's employment selection procedures is to ensure a fair and equitable process by which all qualified candidates can be considered and given the opportunity to compete for employment with the District. The recruitment and selection process involves the efforts of all the members of the campus community. Each member plays an important role in selecting a qualified candidate to recommend to the Board of Trustees.

1. EMPLOYMENT REQUEST

1.1 Initiate Employment Request Form

The President/Superintendent initiates an Employment Request Form. Employment Request Forms are four-part forms that may be obtained in the District's Human Resources Office.

1.2 Signatures Required

The Employment Request Form must be signed by:

- The President/Superintendent
- The Business Services Budget Department which supplies a position control number indicating that funds are available and authorized in the District's budget to support the position.
- Human Resources which authorizes posting the position and initiating the employment selection process.

1.3 Draft Job Announcement

After receipt of all authorizing signatures, Human Resources will draft a job announcement and submit to the President/Superintendent or designee for review.

1.4 Profile Statement

A profile statement will include the major functions of the Vice Presidential position. A profile statement may include current initiatives or programs which the position will oversee and any other information that may attract qualified candidates. The President/Superintendent or designee will draft the profile statement in order to assist in recruiting candidates.

The job announcement requires a statement which "includes sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students." (Title 5, § 53022)

2. JOB ANNOUNCEMENTS

2.1 Review of Draft Job Announcement

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The draft job announcement will be sent to the Faculty Senate, Classified, Confidential, and Management leadership for review. This review will not exceed five business days. After review, the draft job announcement will be sent to the President/Superintendent, the Director of Diversity, Compliance, and Title IX Coordinator, and the Vice President of Human Resources or designee for approval.

2.2 Final Job Announcement

Human Resources will prepare and publish the final job announcement for a position based on the profile statement, the State-mandated minimum requirements for the position and the Board-approved requirements for the position. Job announcements will include pertinent information such as salary, benefits, closing date, and application procedures. In addition, the job announcement will include statements about our institution's values regarding equity, diversity, and inclusion.

2.3 Qualifications in Job Announcement

Job announcements will include the Board-approved qualifications for the position and any preferred qualifications for the position. Preferred qualifications may be developed by the President/Superintendent.

3. TEMPORARY ASSIGNMENTS AND ITS RECRUITMENT

3.1 Acting and Interim Assignments:

When a Vice President is on extended leave or until the District completes recruitment for the vacant position, the President/Superintendent may:

- Appoint a current manager who meets the minimum qualifications to serve as an Acting Vice President; the assignment shall be approved by the Board of Trustees and will not exceed two years in duration.

OR

- Enter into a professional contract with an individual, not currently employed by the District, who meets the minimum qualifications for the position; the Interim assignment will be approved by the Board of Trustees and will not exceed two years in duration.

3.2 Acting and Interim Recruitment

The District may conduct an internal or external recruitment for an interim Vice President when a Vice President is on extended leave or until the District completes recruitment for the vacant position.

For internal recruitments, an announcement will be made via the Daily Falcon and posted on the Human Resources webpage. The recruitment period for the Acting Vice President will last at least fourteen (14) business days after the date of the electronic publication date in the Daily Falcon. The President/Superintendent will review the

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application materials, select candidates for interview, and conduct interviews. The appointment will be approved by the Board of Trustees and will not exceed two years in duration.

For external recruitments, the President/Superintendent may hire a consulting firm to fill the Interim Vice President position.

An acting or interim Vice President interested in the position on a permanent basis must apply for the position when it opens for recruitment.

4. RECRUITMENT FOR REGULAR POSITIONS

The District will conduct external recruitments for permanent Vice President positions to attract qualified applicants. The District will, conduct a nationwide search.

4.1 Minimum Recruitment Efforts

The District's recruitment efforts will, at a minimum, include:

- Listing the management job announcement on the District's website and posting the job announcement in Human Resources.
- Posting the job announcement in California Community Colleges Registry.
- Posting the job announcement at CalJobs through the State Employment Development Department.
- Mailing or emailing the job announcements to those agencies/persons on the list established pursuant to the District's EEO Plan.

4.2 Additional Recruitment Efforts

A consulting firm may be selected to assist in the recruitment process for Vice President positions. All targeted recruitment efforts will be approved by the Vice President of Human Resources or designee and the Director of Diversity, Compliance, and Title IX Coordinator.

4.3 Length of Recruitment

All Vice President positions will be open for recruitment on the day that the job announcement is placed on the Human Resources webpage. The recruitment will remain open to accept applications for a minimum of six (6) weeks.

5. PROHIBITIONS TO SERVING ON A SELECTION COMMITTEE

5.1 Family Relation

An individual is not eligible to serve on a Selection Committee if he/she is related to an applicant for the position. For the purposes of this procedure a relative includes: father, mother, brother, sister, spouse, domestic partner, child, grandchild, stepparent,

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stepchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, grandparent-in-law, aunt, uncle, cousin, niece, nephew, foster child of the individual or any person living in the individual's immediate household

5.2 Personal Relationship

An individual is not eligible to serve on a Selection Committee if he/she has a personal relationship with an applicant for the position. A personal relationship is not a working relationship. A personal relationship is one in which the nexus of the relationship is not professional, (i.e. personal friends, neighbors, someone the individual dates.)

5.3 Conflict of Interest

An individual is not eligible to serve on a Selection Committee if that individual shares or has shared a financial interest, an income or a property interest with an applicant for the position.

6. SELECTION COMMITTEE COMPOSITION

6.1 Prior to the assignment of members to the Selection Committee, the President/Superintendent and Human Resources will establish a timeline (specific dates/deadlines) for the screening process and interview process. Constituent groups shall ensure that their representatives are available during the established timeline before nominating them to the committee.

6.2 Members of a Vice President of Business Services and Vice President of Human Resources Selection Committee

- A Vice President appointed by the President
- Two (2) ACCME managers appointed by ACCME
- Two (2) classified representatives appointed by CSEA
- One (1) confidential representative appointed by its leadership
- Two (2) full-time faculty representatives appointed by the Faculty Senate
- One (1) student representative appointed by ASCC.

6.3 Members of Vice President of Academic Affairs and Vice President of Student Services Selection Committee

- A Vice President appointed by the President
- Three (3) ACCME managers appointed by ACCME
- Four (4) full-time faculty representatives appointed by the Faculty Senate.
- One (1) classified representative appointed by CSEA
- One (1) confidential representative appointed by its leadership
- One (1) student representative appointed by ASCC.

6.4 Non-Voting Members

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The District permits the Selection Committee to include non-voting representatives on the Committee. The Selection Committee may find it beneficial to solicit the input of a person with special knowledge and expertise by inviting that person to join the Committee in a non-voting capacity (e.g. a Vice President from another community college with specialized knowledge and experience in the field of the recruitment).

Non-voting members will be invited to serve on the Committee in a limited capacity. The non-voting member will not screen the applications and will not select candidates for interview. However, the non-voting member will review the files of the candidates chosen by the Selection Committee for interview; will participate in the interviews; and will provide input to the Committee on the recommendation of finalist candidates.

6.5 Selection Process Monitor

Every Selection Committee will have a Process Monitor who has been appropriately trained to fill this role as described in the District's EEO Plan. The Process Monitor for Vice President positions will be appointed by Human Resources.

The primary responsibility of the Process Monitor is to ensure that District procedures are followed in the selection process. The Process Monitor will serve as a resource to the Selection Committee to answer questions and act as the timekeeper for the Committee. After the Selection Committee recommends finalist candidates, the Process Monitor will sign a statement indicating that, to the best of the Monitor's knowledge, the Committee followed the District's employment selection procedures in making the finalist candidate recommendation.

7. ELECTION AND DUTIES OF COMMITTEE CHAIR

7.1 Election of Selection Committee Chair

By simple majority vote, the Selection Committee may elect one (1) voting member to serve as the Selection Committee Chair.

7.2 Duties of the Selection Committee Chair

The Selection Committee Chair will lead the activities of the Selection Committee including:

- Coordinating/communicating with Human Resources at all stages of the selection process.
- Bringing selection committee files to the committee meetings.
- Leading discussions on the development of the screening tool, interview questions and any skills testing.
- Leading discussions on candidate qualifications in the selection of candidates for interviews.
- Greeting each candidate at interview, describing the interview process to the

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candidate, including the time allotted for the interview and any specific exercises and/or skills tests during the interview process; and facilitating the introductions of the Committee members.

- Maintaining the committee's professionalism and ensuring all candidates are treated with respect.
- Asking the first and the last question in the interview process.
- Leading discussions of candidate qualifications final interview.
- Taking careful notes of what the Committee members determined were the strengths and weaknesses of each finalist candidate.

The Selection Committee Chair will make every effort to ensure that the considerations of all Committee members are heard and considered. The Selection Committee Chair will ask each Committee member for input in Committee discussions and will conduct voting procedures if decisions are not made by consensus.

The Selection Committee Chair will participate as a member of the Finalist Interview Committee. The Finalist Interview Committee is not a voting body but rather an advisory committee to the President/Superintendent in making a recommendation to the Board of Trustees.

The Selection Committee Chair's duty is to participate in the final interviews and to provide the President/Superintendent with the findings of the Selection Committee as to each candidate's strengths and weaknesses using the notes taken at the discussion with the Selection Committee and other relevant materials from the interview process.

8. CONFIDENTIALITY AND RECORD-KEEPING

During the Selection Committee process, all members of the Selection and Finalist Interview Committees serve as agents of the Board of Trustees in reading applications, interviewing candidates, participating in deliberations and making recommendations of candidates. Two of the most important functions which Committee members perform are maintaining the confidentiality of the process and producing accurate and reliable records of the process.

8.2 Confidentiality

Each Committee member must agree to maintain the confidentiality of the selection process in order to be eligible to serve in a selection process. The information which should be treated with confidentiality includes, but is not limited to:

- Names of applicants;
- Interview questions, the screening tool, and any skills testing or exercises.
- Information contained in applications, including the District application forms, candidates' résumés, candidates' letters of application, candidates' transcripts, and letters of recommendation, if any.
- Information about candidates' performance in interviews and/or skills testing or exercises.

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- Deliberations, scoring and/or comments of Selection Committee members in the Selection Committee process.

The guarantee of confidentiality ensures that candidates may apply for positions at the District and that the information supplied to the District will not be shared. This encourages candidates to be forthcoming in their applications and to feel safe in having open, honest and frank discussions with the Selection Committee. The guarantee of confidentiality also provides a secure environment for the Selection Committee to have thorough discussions about candidates' qualifications and about how the candidates meet the needs of the department, division or area.

In order to further ensure confidentiality, all application materials will be retained in Human Resources unless removed to the location at which the Selection Committee is meeting to discuss the applications. All screening tools, interview questions and skills testing or exercises will be maintained in Human Resources. Each Selection Committee member will have a file and any notes or scores will be maintained in that file in Human Resources.

8.3 Record-keeping

The District will retain all records required by Title 5 regarding recruitment and hiring. All of the materials submitted by candidates in a selection process become records of the District. Selection Committee members should not mark up, correct or in any way alter the records which the candidates submit.

All of the materials developed by the Selection Committee are the District's records. This includes notes on the development of the screening tool, interview questions, skills testing and/or exercises, notes about candidates' qualifications or responses to interview questions, scores, and spreadsheets. Selection Committee members are encouraged to take notes which indicate the strengths and weaknesses of each candidate for the District's records. Selection Committee members are the District's record-keepers.

All materials submitted by the candidates and produced by the Selection Committee members are deemed to be Class 3 District records and will be maintained for a period of at least three (3) years pursuant to state law and regulations.

9. SELECTION COMMITTEE TRAINING

All individuals who participate on a Selection Committee, whether or not they are voting members, will complete and maintain currency in Selection Committee Training. All Selection Committees will have a Selection Process Monitor who has completed Selection Process Monitor Training.

9.1 Selection Committee Training

All individuals who participate on a Selection Committee will receive appropriate

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training on the District's selection procedures and requirements of Title 5 and of state and federal nondiscrimination laws. The individual must attend a Selection Committee Training online or in person. In addition, the Vice President of Human Resources and the Faculty and Staff Diversity Officer will ensure that the training addresses the requirements of Title 5 and best practices for Selection Committee members.

All Selection Committee members must complete Selection Committee Training. After the initial training session, members must complete an online or in-person training session at least once every two (2) years prior to service. Selection Committee Training workshops will be offered through the Staff Development Department by Human Resources.

It is the responsibility of the Selection Process Monitor and Human Resources to ensure that all Selection Committee members have current training.

An in-person Selection Committee Training will be offered a minimum of four (4) times per calendar year. Online Selection Committee Training will be available year-round. It is each member's responsibility to complete a training session in order to participate on a Selection Committee. A member may not be appointed to a Selection Committee until the training is completed.

9.2 Selection Process Monitor Training

Each Selection Committee will have one (1) member of the Committee designated as the Selection Process Monitor. The Selection Process Monitor may be a voting or non-voting member of the Committee.

It is the responsibility of the Selection Process Monitor to certify that all Selection Committee members, as required, follow District procedures and federal and state laws during the selection process. In addition, the Selection Process Monitor will act as a resource for selection procedures and as a liaison with Human Resources during the process and will ensure that necessary forms and paperwork are completed in the process.

The Selection Process Monitor will complete online or in person training at least once every two (2) years to remain current in the laws and procedures of the District with regard to selection and employment.

Selection Process Monitor Training is offered through the Staff Development Department by Human Resources. Selection Process Monitor Training will be offered in person a minimum of two (2) times per calendar year and will be available year-round online.

10. MEETINGS OF THE SELECTION COMMITTEE

10.1 Selection Committee Meetings

Meetings of the Selection Committee must be scheduled when all Committee

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members are able to attend. The Selection Committee will not meet when one (1) or more voting members are not present. The Committee cannot meet unless the Process Monitor is present at the meeting. The Committee may meet when a non-voting member is not present.

10.2 Emergencies

Situations may occur which cannot be foreseen or controlled. If a Committee member fails to complete the screening prior to the meeting to select candidates for interview, the Committee must reschedule that meeting. If a Selection Committee member has completed screening and is unable to attend the meeting to select candidates for interview, the Committee will first try to reschedule the meeting. If the absent Committee member will not be available for a prolonged period of time, e.g. more than a week, the Committee may:

- Allow Human Resources to contact the constituent group of the absent member to appoint an alternate member to the Committee. The Committee will then meet when the alternate member has completed screening; or
- If time does not permit, the absent Committee member's scoring sheets will be shredded and the Committee will select candidates for interview with the Committee members who are present.

If a Selection Committee member is unable to attend interviews once the candidates are selected, the Committee may:

- Allow Human Resources to contact the constituent group of the absent member to appoint an alternate member to the Committee. The alternate Committee member must read the files of the candidates who were selected to interview and may participate in the interview process; or
- If time does not permit, the Committee will conduct interviews with the Committee members who are present.
- If a committee member attends one (1) or more interviews but is unable to attend all interviews, the absent committee member will not continue to participate in the interview process or in the selection of the finalist candidates. The absent committee member's scoring sheets and notes will be shredded. The Committee will select finalist candidates with only the committee members who are present for all interviews.

10.3 First Meeting of the Selection Committee

The first meeting or meetings of the Selection Committee should be scheduled prior to the closing date of the recruitment. At the first meeting or meetings, the Committee members will:

- Ensure that all members have Selection Committee training.
- Elect a Chair of the Committee.

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- Develop a screening tool.
- Develop interview questions and any skills testing.
- Calendar the dates on which the Committee will meet to select interview candidates and the dates on which interviews will be conducted.

If the selection process is managed by an outside recruitment/selection firm, the content of the first meeting may vary. The candidate files will not be released to the Selection Committee for screening until these tasks are completed. All notes of the Selection Committee will be retained in files in Human Resources. Human Resources will provide screening tools, interview questions, skills testing tools, and other relevant materials from previous selection committees to the current Selection Committee.

The Selection Committee may use these materials to assist in the development of screening tools, interview questions, skills testing tools, and other evaluative materials relevant to the current recruitment.

10.4 Subsequent Meetings of the Selection Committee

Selection Committee members will meet as a Committee to select candidates for interview and to conduct candidate interviews. Selection Committee members should be mindful in selecting a site for candidate interviews that the site should make the candidate comfortable and will represent the campus to the candidates. Human Resources will contact candidates to schedule interviews.

11. CANDIDATE ASSESSMENT BY THE SELECTION COMMITTEE

11.1 First Meeting

The Selection Committee, at its first meeting, will design the selection process which it intends to use. The Selection Committee may designate a subcommittee to review minimum qualifications for education and experience.

The Selection Committee may use various means to assess each candidate's education, experience, knowledge, skills and abilities. The Selection Committee may include, but is not limited to, traditional paper and pencil tests, performance tests of physical, educational, and work experience requirements, interviews/oral examinations, and screening/review of application forms.

Human Resources will inform the Selection Committee about the number of completed applications received at the time of the first meeting. If a pool is small, the Selection Committee may determine that it will interview all candidates who meet minimum qualifications for education and experience. However, in most cases, a screening tool is advised to evaluate the applicants' qualifications based on their application materials.

11.2 Knowledge/Skills/Abilities Testing

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The Selection Committee may test a candidate's knowledge, skills, and abilities. This may include, but is not limited to, demonstrations, presentations, writing and/or speaking exercises, and role playing exercises.

This test shall be in compliance with Title 5, § 53024 (a)(2). The District recommends that this testing is accomplished by including an instrument pertaining to diversity understanding and awareness.

The Selection Committee may determine the order in which it chooses to conduct testing. As an example, skills exercises, such as a PowerPoint presentation, may be administered before, during or after the interview/oral examination. The Selection Committee can choose to have candidates receive a question/exercise which requires preparation before they come to the interview/oral examination.

11.3 Testing Approval

The Selection Committee is free to design testing that is based on the information contained in the job announcement or based on the knowledge, skills, and abilities that will be needed to perform the job. Testing which presumes to evaluate or elicit interests, beliefs, and/or general philosophies that are not job-related is not permitted.

The Selection Committee will design the testing for a particular position and submit the testing to the Faculty and Staff Diversity Officer for review and approval. When the Faculty and Staff Diversity Officer approves the testing, the pool will be certified for release to the Minimum Qualifications or the Screening Selection Committee subcommittee.

The pool of applications will not be released to the Selection Committee or, if applicable, to the Minimum Qualifications Screening Subcommittee before testing is approved in order to avoid claims of bias for/against particular candidates in the pool.

11.4 Internal Candidates

The Selection Committee will refrain from discussing any knowledge about an internal candidate's performance in the workplace at Selection Committee meetings. No positive or negative comments which are not related to the application, testing or interview should be made about any employee who has submitted an application for a position at the District.

If a Selection Committee member has information concerning a candidate which the member believes should be evaluated in considering the applicant, that Selection Committee member should provide the information to the Committee Chair or the Process Monitor outside of a Committee meeting. Such information will be deemed reference information and will be provided for verification to the individual who is assigned to check references.

11.5 Screening of Applications

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Each Selection Committee member will review every application in the applicant pool; however, if the Selection Committee formed a Minimum Qualifications Subcommittee, then the Selection Committee will review only the applications forwarded by the Minimum Qualifications Subcommittee. The Selection Committee will use the screening tool and their knowledge of the requirements of the position to evaluate candidates.

When the review of the applications is completed by all Selection Committee members, Human Resources will develop a spreadsheet of all of the ratings. All members of the Selection Committee will then meet to select candidates for interview/oral examination.

The Selection Committee is advised to review the spreadsheet and to pay particular attention to disparate scoring of any applicant, i.e. an applicant who receives a very high score from some members and a very low score from others, or scores that are the same for all applicants by a committee member. Selection Committee members are encouraged to discuss the candidates' qualifications stated in the application in depth.

Selection Committee members may change their scores for candidates based on the discussion of the Committee. It is important to remember that if a score is changed, then the supporting screening tool must also be changed. The Committee Chair and the Process Monitor are responsible for keeping a record of any scores that are changed during discussions.

The Selection Committee will vote on the applicants who will be invited to interview/oral examination. The Selection Committee is a democratic body and each member must be willing to abide by the decision of a simple majority of the Selection Committee. The Selection Committee is encouraged to invite a diverse pool of candidates for interview/oral examination. The Selection Committee is reminded also that the scoring must support the candidates recommended for interview.

The Selection Committee Chair will provide Human Resources with:

- A list of the candidates invited to interview; the list should include a minimum of two (2) alternate candidates in the event a candidate withdraws from the pool.
- A list of questions that require candidate preparation prior to the interview.
- The amount of time for each interview.
- A decision to allow the candidate to review the questions prior to the interview and, if so, how much review time.
- A list of resources available to the candidate (e.g. whiteboard and/or computer with projector).

11.6 HR Pre-Background Check

A pre-background check will be coordinated by Human Resources prior to scheduling a candidate for an interview. Results will be discussed with the Vice President appointed by the President to the committee and the Chair of the committee. The

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VPHR, appointed VP, and the Chair of the committee, will make the decision to invite or not to invite the applicant for an interview.

11.7 Candidate Notification

Human Resources will contact the candidates by phone and confirm the interviews/oral examinations by mail and/or by e-mail. The confirmation will provide the candidate with the information approved by the Selection Committee.

11.8 Interview/Oral Examination

The Selection Committee will develop interview questions which will comprise an oral examination. Interview questions may be based on the information contained in the job announcement or may probe the candidate's knowledge and experience. Each candidate interviewed will be asked the same questions.

At the selection committee's discretion, the interview/oral examination may be conducted via videoconferencing.

Selection Committee members may assist candidates in setting up technical support for presentation or demonstrations. If the technical support does not work, extra time may be provided to a candidate to resolve the technical problem as long as it does not significantly impact the appointment times of other candidates. Selection Committee members may assist candidates by handing out materials. It is important that all candidates receive sufficient support to allow them to complete the interview process successfully.

Each candidate will be informed of the amount of time that is scheduled to spend with the Selection Committee and the Process Monitor will act as a timekeeper. The Process Monitor may advise the candidate of the elapsed time during the interview if the Process Monitor feels that it is needed. If a candidate does not complete the oral examination in the allotted time, the interview process will be terminated at the end of the allotted time and the candidate will be scored on the completed questions.

When scheduling a room for the interview process, the Selection Committee should evaluate the environment. If the candidate will need to make a presentation, a room which supports the presentation, i.e. a smart classroom, should be considered. Remember that the candidate is evaluating the District and the working environment while interviewing.

It is advised that:

- The Selection Committee Chair introduces the candidate, and that the Selection Committee members introduce themselves to the candidate.
- The Selection Committee Chair asks the first and the last questions in the process.
- The Selection Committee ensures that the candidate is seated comfortably and has water.

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- A copy of the interview questions is placed on the table in front of the candidate to read as well as hear during the interview.
- Each Selection Committee member asks at least one (1) question, if possible.
- The first question asks the candidate for a description of the candidate's experience, education and/or qualifications.
- If time permits, the candidate may be allowed to make a brief summary or final statement which is unscored. At the discretion of the Committee, statements may be used in scoring any question asked during the interview.
- The candidate may be asked if he/she has any questions about the position or the process.

Follow-up questions during the interview/oral examination should be limited. A Selection Committee member may ask a follow-up question if the member needs additional information in order to fairly evaluate a response.

A candidate may always be asked to expand on an answer or give an example from his/her work experience. If a candidate is asked a string or compound question and does not fully answer the question, a Selection Committee member may ask for the omitted information.

A Selection Committee member may not ask a candidate to provide information related to the application materials. A Selection Committee member may not ask any questions that are unrelated to the approved questions. The Selection Process Monitor or the Selection Committee Chair will interrupt follow-up questions which open new areas of questioning.

Selection Committee members should not engage a candidate in conversation that is not part of the interview. Selection Committee members may answer questions that a candidate poses at the end of the interview when all scored questions are completed.

When all candidates have completed the interviews/oral examination, the Selection Committee will deliberate. The charge of the Selection Committee is to recommend candidates, preferably three (3) or more, who are best qualified for the position to the Finalist Interview Committee.

Selection Committee members should complete a spreadsheet indicating the scores received by each candidate. The Selection Committee should thoroughly discuss the candidates' qualifications and any disparate scoring received by any candidate(s).

11.9 <u>Recommendation of Finalist Candidates</u>

The Selection Committee will vote on which candidates will be forwarded to the Finalist Interview Committee for review. The Selection Committee is a democratic body and a candidate will be forwarded if a simple majority of the Committee recommends that candidate.

When the Selection Committee determines the candidates who will be forwarded, the

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Selection Committee Chair should ask the members of the Committee to describe the strengths and weaknesses of each of those candidates. The Selection Committee Chair should take notes of this information so that the Chair may accurately report this information to the members of the Finalist Interview Committee. These notes will be retained with the other Selection Committee materials.

If the Selection Committee cannot recommend at least three (3) finalist candidates, the Committee may write a justification explaining the reason(s) and sign the authorization to forward two (2) or one (1) candidate(s).

The President/Superintendent will review the justification and may:

- Accept the recommendation of two (2) or one (1) candidate(s); or
- Reject the recommendation of two (2) or one (1) candidate(s) and ask the Selection Committee to reconsider its recommendations.

If the Selection Committee reconsiders its recommendations, it may:

- Determine that the Committee cannot recommend any additional candidate(s); or
- Recommend one (1) or more additional candidate(s) as finalists.

If the Selection Committee cannot recommend any additional candidate(s), the President/Superintendent may review the applications of the candidates interviewed and the Selection Committee records and:

- Interview the recommended candidate(s) and recommend a candidate for employment; or
- Invite an additional candidate(s) from the pool selected for interview to a final interview, conduct interviews and recommend a candidate for employment; or
- Decide to close the recruitment and possibly reopen the position.

11.10 <u>Candidate Notification</u>

Human Resources will contact the candidates by phone to confirm the final interviews.

12. TOWN HALL FORUM FOR FINALISTS

Prior to the recommendation to the Board of Trustees for employment, a town hall forum will be held for each VP finalist candidate. Feedback from all constituent groups will be requested, reviewed, and thoughtfully considered by the President/Superintendent in the selection process before forwarding the recommendation to the Board of Trustees for employment.

At minimum, the following will be included in the Town Hall Forum process:

- Forums will be scheduled during days/times that will allow representation from all constituent groups.

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- During the forum, the candidates will answer the President/Superintendent's standardized questions. Afterwards, the audience will have an opportunity to ask additional job related questions to the candidate.
- A standardized VP feedback form will be distributed to each attendee to provide comments about the VP candidate.
- At the end of the forum, a representative from HR will collect the feedback forms and forward them to the President's Office.
- Each forum will be taped and uploaded to the Cerritos College website.
- Employees unable to attend the forum will have three (3) days to provide feedback once the video is posted.
- An online version of the standardized VP feedback form will be posted on the website. Once completed, the online form will be forwarded to the President's Office.

13. FINALIST INTERVIEW COMMITTEE COMPOSITION

The Finalist Interview Committee will be comprised of:

- The President/Superintendent
- The Executive Council
- The Chair of the Selection Committee

14. FINALIST INTERVIEW/ORAL EXAMINATION PROCESS

The President/Superintendent may consult with the Executive Council and the Chair of the Selection Committee in developing the final interview questions. The President/Superintendent and the Finalist Interview Committee will review the application materials of the candidates recommended as finalists. Interviews/oral examinations will be conducted by the Finalist Interview Committee.

The members of the Committee provide input to the President/Superintendent. The President/Superintendent's selection is based on a review of the application materials of the finalist candidates, the finalist interviews, input from the Finalist Interview Committee and the information provided by the Chair of the Selection Committee about the Selection Committee's assessment of the strengths and weaknesses of the candidates.

15. PRESIDENT INTERVIEW

The President/Superintendent may conduct a one-on-one interview with the finalists.

The President/Superintendent may direct his/her designee to check references for the candidate(s) under consideration for employment. If the President/Superintendent is unable to recommend any of the finalist candidates for reference checking, the President/Superintendent may ask the Selection Committee to reconvene and determine if they are able to recommend another/other candidate(s).

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When the Selection Committee reconvenes, it may:

- Recommend an additional candidate(s); or
- Determine that they cannot make any additional candidate recommendations.

If the Selection Committee recommends another/other candidate(s), the Finalist Interview Committee will interview that/those candidate(s). If the Selection Committee cannot recommend another/other candidate(s), the President/Superintendent will review the applications of the candidates interviewed, review the notes of the Selection Committee and:

- Reconsider the applicants initially recommended; or
- Confer with the Vice President appointed to the Selection Committee and the Selection Committee Chair to discuss further steps; or
- Close the recruitment.

16. REFERENCE CHECKING

References will be checked for every candidate who is recommended to the Board of Trustees for employment. The President/Superintendent is responsible for ensuring that references are checked. The President/Superintendent or his/her designee will check references using a District-approved form. Reference checking will not be limited to the names specified by the candidate. Reference checking will be thorough and complete. No offer of employment will be made until the reference checking process is completed.

If the President/Superintendent is unable to recommend any of the finalist candidates after reference checking, the President/Superintendent may ask the Selection Committee to reconvene and determine if it can recommend another/other candidate(s).

The fingerprinting of a potential full-time employee is part of the reference or background checking process.

17. RECOMMENDATION TO THE BOARD OF TRUSTEES FOR EMPLOYMENT

An offer of employment, contingent on Board approval, will be made to a chosen candidate. If the candidate accepts the contingent offer, the President/Superintendent will recommend the employment of the candidate to the Board of Trustees.

If the chosen candidate does not accept the contingent offer, the President/ Superintendent may choose to make an offer to another finalist candidate or may close the recruitment.

Draft Created: January 17, 2018, revised August 15, 2018.

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Effective:
Presented to the Board of Trustees:

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Integrated Program Review, Planning, & Resource Allocation Handbook

Effective Fall 2018

SECTION I
Introduction

The Cerritos College planning and resource allocation process has been developed collaboratively by Executive Council, Planning and Budget Committee, and Faculty Senate. It represents a college-wide effort to further unify the planning and resource allocation process as well as to develop and document a transparent, uniform practice of using data/evidence from program review in college planning, resource allocation requests, goal implementation, assessment, and evaluation. As currently conceptualized, planning at Cerritos College is on a six-year cycle, designed to coincide with the accreditation cycle.

The planning and resource allocation process is driven by the alignment of the Educational Master Plan, the Strategic Plan (the first 3 years of the EMP), the Enrollment Management Plan, and other planning documents the college identifies and uses. Evaluation of both process and outcomes takes place based on different activities: a mid-term evaluation of goal achievement of the EMP is scheduled every third year, which aligns with the Strategic Plan (iterative process) for future initiatives develop from the EMP overarching goals.

Unit/Division/Area, and ultimately the college annual plan and resource allocation, are an annual activity at Cerritos College. This guide outlines the overall process of planning and resource allocation, presents a timeline of scheduled activities, and references documents needed to develop the annual planning process. This handbook should be viewed as a living document and will be updated to meet future needs as the college integrated planning and resource allocation process evolves.

SECTION II
Integrated Program Review, Planning, & Resource Allocation Requests Overview

The integrated program review, planning, and resource allocation cycle at Cerritos College is represented visually in Figure 1. Stage A represents the assessment and evaluation of outcomes, which is examined during Program Review. Program Review is done annually, with a peer-reviewed comprehensive evaluation taking place every six years. Program Review begins the integrated process. Stage B uses the data/evaluation to set goals that are specific, measureable, actionable, realistic, and timely. Stage C establishes activities/initiatives to achieve the goals. This is where actions are determined, based on the goals set. Stage D resources needed to perform or carry out the activities/initiatives are identified and requested. If we do not have the identified resources, we develop and identify what funding is needed to carry out the activities/initiatives. In Stage E resource requests are created, and during the unit/division/area plan development, resource allocation requests are integrated into the process (steps 1 through 7) culminating into the college's annual plan, reflecting the annual budget approved by the Board of Trustees. Stage F Implementation of activities/initiatives which were funded (steps 1 through 7). If an activity/initiative did not require a request for funding/prioritization, it is implemented without the need of going through the prioritization process.

The campus is comprised of Units, within a Division, within an Area. A unit is defined as a program/department to which certain goals, activities, and initiatives will request resource allocations. Table 1 illustrates how the Math Department, for purposes of planning and resource allocation, is a unit in the Science, Engineering and Math Division, which is a division in the Academic Affairs Area.

Table 1. Examples of Units, Divisions, and Areas
in the Planning and Resource Allocation Process

Unit	Division	Area
Math	Science, Engineering & Math	Academic Affairs
Nursing	Health Occupations	Academic Affairs
Publications	Information Technology	Business Services
Payroll	Fiscal Services	Business Services
Operations	Facilities	Business Services
Career Services	Counseling	Student Services
Campus Police	Campus Police	Student Services

Department Chairs and/or Managers/Directors, have leadership responsibility for the development of their unit plan. Division Managers (Deans/Directors), have administrative responsibility for the division plans. Finally, Area Administrators include the following: the President, Vice President of Academic Affairs, Vice President of Business Services, Vice President of Student Services, and Vice President of Human Resources; and are responsible for the Area plans.

Unit Plans are developed by first reviewing program review evidence/data in order to identify Strengths, Weaknesses, Opportunities, or Threats (SWOT) (Stage A). After completing the SWOT analysis, the unit sets goals (Stage B). Activities are then determined to accomplish the goals (Stage C). Resource allocation request types include: (1) personnel; (2) capital expenditures, which is defined as tangible items with a cost of more than $500 and a life expectancy greater than three years (excluding computers); (3) budget augmentation; or (4) facilities (Stage D). After resource allocation requests have been identified, units will prioritize their resource allocation requests (Stage E), using: Tier 1 (Critical), Tier 2 (Important), or Tier 3 (It can wait). The next several steps in the resource allocation process reinforce the importance of dialogue in decision-making processes at Cerritos College. During the steps of the resource allocation process, feedback is provided as to which funding requests moved forward by: Division, Area, and then to the college plan (Steps 1 through 7—see feedback arrows).

Unit plans are submitted to the responsible administrator for the Division (Dean/ Director). This begins the development of the Division Plan. The division manager will review the Unit Plans submitted and build the Division plan from the contents submitted from the Units; and additionally include Division needs identified through the program review process for non-instructional/administrative offices. The Division plan goes through the same resource allocation request process, including prioritization of resources requested by the units in the Division. Once the Division Plan is completed, it is forwarded to the Area Administrator for the Area Plan development. Feedback is provided from the division manager to the unit as to what they have moved forward in the resource allocation request prioritization process (See Step 2).

The Area Administrators meet with their respective division managers and engage in a dialogue regarding area priorities. In conjunction with division managers, Area Administrators establish the priorities for their areas. After the Area Plans have been developed, they are submitted to the Planning and Budget Committee Co-Chairs. This starts the development of the College Annual Plan. The resource allocation requests from the area plans are presented to the Planning and Budget Committee (PBC). As part of the PBC review and study, the Planning and Budget Committee will consider resource requests in the context of (1) priorities and goals of the EMP/Strategic Plan and other college planning documents and (2) evaluation of college initiatives which may indicate the college allocate resources to the units/division plans to accomplish goals. Feedback is provided from the area manager to the division manager as to what they have moved forward in the resource allocation request prioritization process (See Step 3).

As a shared governance committee, Planning and Budget Committee reviews the college-wide priorities, ask questions about them, and provides recommendations to the Executive Council

regarding the priorities for a given year (Step 4). The Co-Chairs of Planning and Budget Committee facilitate the formation of the college's annual plan, aligning the projected budget with the submitted Area plan items. Upon approval of the Planning and Budget Committee, the college annual plan is forwarded with comments to the Executive Council (Step 5) for review and approval. If the Executive Council (EC) determines that additional prioritization is warranted, EC will make recommendations directly to the College President.

The college annual planning and budgeting process is complex and developed with the understanding that it is possible that not every unit will have its most urgent priorities funded in a given year. For example, the available funding and the college-wide priorities may necessitate that only capital priorities are funded. Following review/recommendation by Executive Committee, the resource allocation process proceeds to Step 6, the President, for final approval. The college budget development process concludes with the Board of Trustees adopting the college budget (Step 7).

Once the college annual plan and the college annual budget are adopted, they are shared back with PBC, units, divisions, and area administrators. This activity ensures that everyone is aware of and understands the college-wide needs which have been identified for funding, and which ones were unfunded, for a given year. Each Unit/Division/Area should engage in a continuous cycle of program review, planning, implementation, and evaluation. Individual units will assess and report on progress toward goals (evaluation), which ties back into the Unit's program review process. The model demonstrates how the processes are integrated, transparent, and iterative.

SECTION III
Developing the Unit Plan

The cornerstone of planning is Program Review: a thorough examination of data and evidence regarding goal achievement and outcomes. The Unit Plan will be an annually updated after a unit has undergone its 6-year, peer reviewed, program review. The Unit Plan articulates a program's mission, description, characteristics, goals, activities, and outcomes. The Unit Plan is based on findings from a unit's Program Review and is updated annually. Program Review is the process by which programs, departments, or units conduct an assessment or evaluation of their quality and effectiveness. Like in the instructional program review process, which occurs on a six-year cycle, administrative and non-instructional units undergo a peer reviewed program review at least once every six years. Findings of the program review (or assessment) process will be used to inform the Unit Plan. Instructional program review is under the purview of the Faculty Senate; non-instructional and administrative program review is under the purview of the Area Administrators (i.e., the President, Vice President of Academic Affairs, Vice President of Business Services, Vice President of Student Services, and Vice President of Human Resources). Area Administrators will meet with their respective division managers and set a schedule for units to conduct a program review. The manuals for the program review processes are available online.

The Unit Plan has six components (see Table 2). The Mission Statement (component 1) asks a unit to state its mission. The next component is the Overarching Outcomes (component 2), which consists of identifying the unit's Student Learning Outcomes (SLOs) or Service Area Outcomes (SAOs). The third component—Characteristics, Performance, and Trends (component 3)—is a description of the unit and can include data that a unit collected during the program review process. In this component, units will also assess their performance of their overarching outcomes (i.e., SLOs or SAOs). Next, the Unit Plan asks units to identify their strengths, weaknesses, opportunities and threats (component 4). Component 5 is establishing their goals; and component 6, establishing the units' activities/initiatives to achieve the goals. Component 7 involves the resource request prioritization to fund activities/initiatives in order to accomplish goals.

Table 2. Components and Tasks of the Annual Plans

Number	Component	Task
1	Mission Statement	State the unit's mission
2	Overarching Outcomes	Identify the unit's SLOs or SSOs
3	Characteristics, Performance, and Trends	Describe and assess the data
4	SWOT Analysis	Identify unit's strengths, weaknesses, opportunities & threats (SWOTs)
5	Establish Goals	Goals for the unit are based on analysis of data and SWOTs
6	Activities	Identify the activities to be developed and implemented which will achieve the goals
7	Resource Requests/Prioritization	Identify needed resources to request to accomplish activities; prioritize funding requests

SECTION IV
Developing the Division Plan

Division Plans are developed by first reviewing the subordinating Unit's program review evidence/data in order to identify Strengths, Weaknesses, Opportunities, or Threats (SWOT), goals, activities, and resource requests. After the Division Manager has completed the Division Plan, the next phase is for the Area Plan development. Area Plans are developed by the respective Area Vice Presidents and college President.

SECTION V
Developing the Area Plan

Area Administrators meet with their respective division managers and engage in a dialogue regarding area priorities. In conjunction with division managers, Area Administrators establish the resource request priorities for their areas. After the Area Plans have been developed, they are submitted to the Planning and Budget Committee Co-Chairs. This starts the development of the College Annual Plan. The resource allocation requests from the area plans are presented to the Planning and Budget Committee (PBC) by each Area VP. As part of the PBC review and study, the Planning and Budget Committee will consider resource requests in the context of (1) priorities and goals of the EMP/Strategic Plan and other college planning documents and (2) evaluation of college initiatives which may indicate the college allocate resources to the units/division plans to accomplish goals.

SECTION VI
Developing the College Annual Plan

As a shared governance committee, the role of the Planning and Budget Committee is to review the college-wide priorities, ask questions about them, and provide recommendations to the Executive Council regarding the priorities for a given year. The Co-Chairs of Planning and Budget Committee facilitate the formation of the college's annual plan, aligning the projected budget with the submitted Area plan items. Upon approval of the Planning and Budget Committee, the college annual plan is forwarded with comments to the Executive Council (step 5) for review and approval. If the Executive Council (EC) determines that additional prioritization is warranted, EC will make recommendations directly to the College President.

Following review/recommendation by Executive Committee, the resource allocation process proceeds to step 6, the President, for final approval. The college budget development process concludes with the Board of Trustees adopting the college budget (step 7).

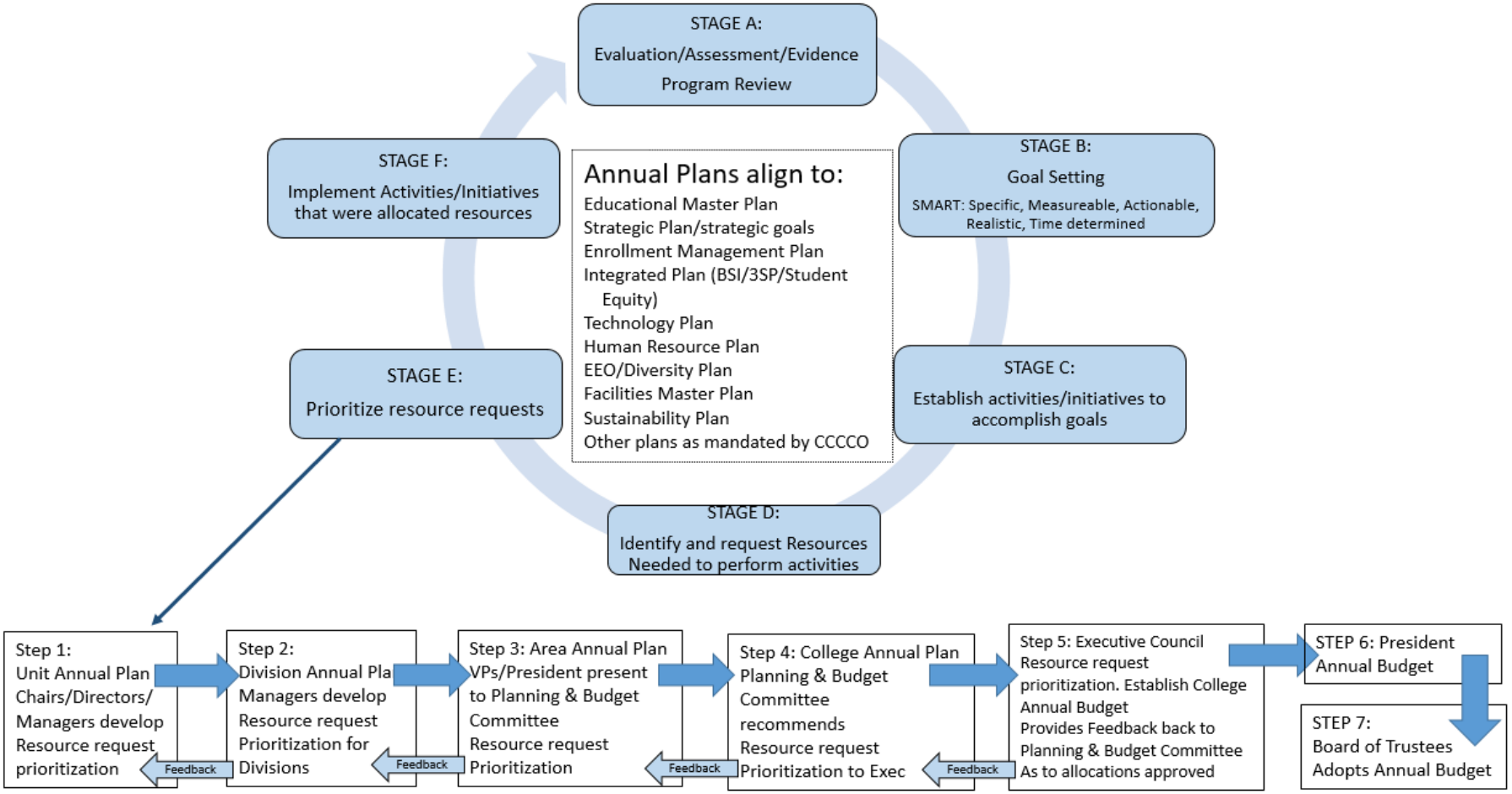
Once the college annual plan is established, it is shared back to PBC; and to the units, divisions, and area administrators (see feedback arrows). This activity ensures that everyone is aware of and understand the college-wide needs which have been identified for funding, and which ones were unfunded, for a given year. Each unit/Division/Area should engage in a continuous cycle of

planning, implementation, and evaluation. Individual units will assess and report on progress toward goals (evaluation), which ties back into the program review process.

Executive Council: Nov. 7, 2017
Planning & Budget Committee: March 1, 2018; approved Aug. 16, 2018
Faculty Senate: Sept. 11, 2018
Coordinating Council: Oct. 8, 2018

FIGURE 1. Integrated Program Review, Planning, and Resource Allocation Process

Figure 1. Integrated Program Review, Planning, and Resource Allocation Process (Annual)



AP 5530 STUDENT RIGHTS AND GRIEVANCES

References:

Education Code, Section 76224(a);
Title IX, Education Amendments of 1972;
34 Code of Federal Regulations Parts 106.1 et seq.;
Sections 504 and 508 of the Rehabilitation Act of 1973;
Americans with Disabilities Act of 1990;
ACCJC Accreditation Eligibility Requirement 20;
ACCJC Accreditation Standard IV.D.

Note: Complaints under Section 504, Section 508, and/or the Americans with Disabilities Act are to be made to the Section 504/508/ADA Coordinator in the Disabled Student Programs and Services Office or to the Diversity/Compliance/Title IX Officer in the Human Resources Office. Complaints of sexual harassment and other illegal discrimination are to be made to the Diversity/Compliance/Title IX Officer in the Human Resources Office or the Vice President of Human Resources.

If a student files a grievance under this procedure that includes an allegation of unlawful discrimination, including harassment or retaliation, the grievance, or portion of the grievance, will immediately be referred to (i) the Diversity/Compliance/Title IX Officer or to the Vice President of Human Resources or designee per AP 3435, "Intake and Processing of the Complaint," or to (ii) the Cerritos College Section 504/ADA Coordinator per Administrative Procedure 3412, for attempted informal resolution or investigation.

STUDENT GRIEVANCE PROCEDURES

A student of the College may address grievances as applied to and regarding academic, administrative, and instructional matters relating to students, and including, but not limited to, any grievance dealing with any academic or management employee of the District.

A grievance shall herein be defined as any act depriving a student of any of the rights set forth in the statement of “Student Rights and Responsibility,” or any state, federal, or local codes. Grades and grading grievances are addressed within this administrative procedure. Student should refer to “Student Grade Grievance Procedure.”

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student, which include applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;

- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Office of Student Conduct and Grievance or ASCC Chief Justice or designee shall notify the student in writing of the rejection of the request for a grievance hearing, together with the specific reasons for the rejection and the procedures for appeal.

GRIEVANCE PROCEDURE (EXCEPT GRADES AND GRADING, SEXUAL HARASSMENT, AND OTHER ILLEGAL DISCRIMINATION):

STEP I - INFORMAL ACTION

A. The student with a grievance shall first attempt to resolve the matter by informal discussion with the employee(s) involved.

B. If the problem is not resolved in step I-A, the student shall then attempt to resolve the matter by informal discussion with the person at the lowest level of supervisory authority for the person with whom there is a complaint.

C. If the grievant still believes the issue has not been resolved satisfactorily after Step I-B, a student Statement of Grievance Form may be obtained from the Office of Student Conduct and Grievance. After completion of the Form, specifying the time, place, nature of the complaint and remedy or correction requested, it should be submitted to the Coordinator of Student Conduct and Grievance who will send a copy of the written statement to the ASCC Supreme Court Chief Justice and the Vice President of Academic Affairs. This statement must be submitted within 30 instructional days after the grievant has become aware of the act or condition on which the complaint is based. An instructional day is defined as any day Monday through Friday that all normal college business is conducted, both in the classroom and administrative offices. All weekend days and college holidays are excluded.

D. The ASCC Chief Justice or Court designee shall attempt to resolve the problem through informal meeting and discussion among the pertinent parties while remaining neutral on all issues involved. This informal meeting and discussion is intended to include the levels of management or administration concerned with the problem and should be completed within ten instructional days, as such days are defined herein. In the event the informal procedure fails, the formal procedure may be implemented.

STEP II - FORMAL ACTION

A. PRELIMINARY STEPS

1. If the grievant does not believe the grievance has been resolved, the grievant may request Step II-Formal Action through the ASCC Chief Justice. The Chief Justice upon receiving the request of the grievant shall call a meeting of the Student Grievance Hearing Committee. The Hearing Committee will be composed in the following manner:

    - ASCC Chief Justice or designee and two Court Justices or designees,
    - the Vice President of Academic Affairs or administrative designee,
    - the Faculty Senate President or Senate designee, and
    - one Faculty Senate member, chosen by the Faculty Senate.

    If replaced per section II.A.5. herein, the ASCC Chief Justice or designee or Court Justices or designees substitute(s) shall be appointed by the ASCC Court.

2. The Chief Justice or designee shall serve as the Hearing Committee Chair, but shall have no vote in committee decisions. The five voting members of the Hearing Committee may be selected within the first six weeks of the academic year. Names selected by the Faculty Senate are to be submitted to the Chief Justice. Members of the Committee are to serve for an academic year.

3. The Vice President of Academic Affairs or administrative designee shall serve as Hearing Committee Executive Secretary. The Executive Secretary, a voting member of the committee, shall be responsible for keeping necessary records of committee hearings and assist the ASCC Chief Justice in the conduct of the hearing.

4. Grievance Committee members are to deal with all grievances in a confidential manner, except when both parties agree to a public hearing or otherwise required by law.

5. No person shall serve as a member of a Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Hearing Committee Chair, who shall determine whether cause for disqualification has been shown. If the Hearing Committee Chair determines that sufficient grounds for removal of a member of the committee have been presented, the Hearing Committee Chair shall remove the challenged member or members and request a substitute from the original appointing constituent group.

B. FORMAL HEARING

The Hearing Committee shall conduct its proceedings according to the following procedures:

1. The Hearing Committee must meet within 15 instructional days after informal action has been completed and the grievant has requested a formal hearing.

2. The Chair must notify the parties involved within five instructional days before the hearing of the date, time, and location of the hearing and must include a copy of the written complaint, a copy of the Statement of Student Rights and Responsibilities, and copy of the Grievance Procedure.

3. Four members shall constitute a quorum by which Hearing Committee business may proceed. The quorum must include at least one student member, one faculty member, and one administrative member.

4. The members of the Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

5. Both parties shall have the right to present personal statements, testimony, evidence, and witnesses. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. Unless the Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true.

6. Each party shall have the right to be present, to be accompanied by the person of his or her choice (who may not participate in the hearing), and to question witnesses who are present. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.

7. The hearing shall be recorded by the Coordinator of Student Conduct and Grievance, either by audio recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. The audio or stenographic recording shall remain in the custody of the District, at all times, unless released to a professional transcribing service. Any recognized party to the grievance may request a copy of the recording.

8. The Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name.

9. The Hearing Committee shall discuss the stated grievance(s), hear testimony, examine witnesses, and receive all available evidence to the charge.

10. The hearing shall be closed to the public unless otherwise agreed upon in writing by both parties.

11. The Hearing Committee shall make decisions in private. The Hearing Committee shall write up findings and decisions. Copies of findings and decisions, including majority and minority reports, are to be sent to each party and the appropriate Vice President. The Hearing Committee's decision(s) shall be final unless appealed.

12. A recording of the proceedings shall be kept in a confidential file in the Office of Student Conduct and Grievance and shall be available at all times to parties directly involved. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants. After a period of four years, the grievance file shall be destroyed.

13. Reprisals of any kind will not be taken by the District or any of its agents against any party of interest or any other participant in the grievance procedure by reason of such participation.

14. Evidence and testimony given in each case presented shall not be the sole cause of initiating or filing further grievances.

15. If the grievant does not act within the time limits provided herein, the ability to proceed with the grievance shall be terminated and no further action will be taken.

16. The number of instructional days indicated at each step herein should be considered a maximum and every effort must be made to expedite the process. Time limits may be extended by mutual consent in writing or by decision of the Hearing Committee.

17. The Hearing Committee should attempt to reach a decision by discussion and consensus on a workable solution. Voting should be a last course of action.

18. If in the course of the proceedings a student graduates before a solution is found, the student shall not be denied full consideration under this policy. A student may also submit a grievance after graduation if the grievance did not become known until that time. However, it must be submitted within 30 instructional days after the grievant should have reasonably become aware of the act or condition on which the complaint is based.

APPEALS PROCESS

1. If a party wishes to formally appeal a recommendation of the Hearing Committee, an appeal must be submitted within ten instructional days to the appropriate Vice President, provided the appropriate Vice President is not a direct party to the grievance. If the appropriate Vice President is a direct party to the grievance, and either party is dissatisfied with the recommendation of the Hearing Committee, an

appeal may be submitted to a Vice President/Assistant Superintendent not a direct party to the grievance.

2. Upon receiving the findings and recommendations of the Hearing Committee, and after examination of the appeal as requested by either party, the appropriate Vice President or alternate may accept or reject the Hearing Committee's decision.

3. If the appropriate Vice President or alternate rejects the Hearing Committee's decision, he or she shall submit his or her decision with the stated reasons for objections to the Hearing Committee within ten instructional days. The Hearing Committee shall within ten instructional days reconsider its decision(s) and submit its decisions to the appropriate Vice President for a final decision.

4. The appropriate Vice President shall transmit his or her final decision to the parties within ten instructional days.

5. An appeal of the appropriate Vice President's decision may be submitted to the President/Superintendent by either party within five instructional days of the appropriate Vice President's decision. The President/Superintendent shall transmit his or her final decision to the parties within ten instructional days.

6. An appeal of the President/Superintendent's decision may be submitted to the Board of Trustees by either party within five instructional days of the President/Superintendent's decision. The Board of Trustees may review an appeal for two consecutive regular Board meetings before making a final determination of the matter at the District level.

7. The President/Superintendent or designee, or the Board of Trustees may reject a Hearing Committee decision only after reviewing a transcription of the involved hearing.

STUDENT GRADE GRIEVANCE PROCEDURE

A student of the College may present a grade grievance. The California Education Code, Section 76224, quoted below, states clearly the conditions upon which grades or grading can be questioned.

"When grades are given for any courses of instruction taught in a community college district, the grade given to each student shall be determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final." "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors.

STEP I – INDIVIDUAL ACTION

A student who believes a final course grade was assigned due to mistake, fraud, bad faith, or incompetence shall meet with the faculty member to resolve his or her concern.

STEP II – MANAGEMENT ACTION

Note: If a student files a grade grievance that includes an allegation of unlawful discrimination, including harassment or retaliation, the grievance, or portion of the grievance, will immediately be referred to (i) the Diversity/Compliance/Title IX Officer or to the Vice President of Human Resources or designee per AP 3435, "Intake and Processing of the Complaint" or to (ii) the Cerritos College Section 504/ADA Coordinator per AP 3412, for attempted informal resolution or investigation.

1. The student will obtain a Grade Grievance Form from the Office of Student Conduct and Grievance.

2. The student must return the Grade Grievance Form to the Office of Student Conduct and Grievance within 30 instructional days after the completion of the course about which the grade grievance is filed. An instructional day is defined as any day Monday through Friday that all normal college business is conducted, both in the classroom and in the administrative offices. All weekend days and college holidays are excluded.

3. The Student Conduct and Grievance Coordinator will meet with the student and review the completed Grade Grievance Form. The student must meet with the Student Conduct and Grievance Coordinator within 10 instructional days of submitting the form. If the student wishes to pursue the grievance, the Student Conduct and Grievance Coordinator will sign and date the Form. In the absence of the Coordinator, the Dean of Student Services will perform these duties.

4. The student will present a copy of the Grade Grievance Form to the applicable Division Dean within 10 instructional days of obtaining the signature of the Student Conduct and Grievance Coordinator. The Division Dean may schedule a meeting of all concerned if appropriate. The Division Dean should schedule a meeting only if the Form has the signature of the Student Conduct and Grievance Coordinator and is dated. In the absence of the Coordinator, the Dean of Student Services will meet with the Division Dean. The Division Dean shall make a recommendation to the parties within ~~ten~~ 15 instructional days.

STEP III – ADMINISTRATIVE ACTION

If either party is dissatisfied with the recommendation of the Division Dean, he or she may appeal the matter to the Vice President of Academic Affairs or designee within ten instructional days of the Division Dean's recommendation. The Vice President of Academic Affairs or designee shall call a meeting with the student, the ASCC Chief Justice, the Division Dean, and if needed, the faculty member. The Vice President of

Academic Affairs or designee shall transmit his or her decision to the parties within ten instructional days.

STEP IV – PRESIDENT/SUPERINTENDENT ACTION

If either party chooses to appeal the decision of the Vice President of Academic Affairs, he or she may appeal the matter to the President/Superintendent of the College within ten instructional days of such decision. If a faculty member is dissatisfied with a recommendation and neither acts on it, nor appeals it, the Vice President of Academic Affairs will forward the matter to the President/Superintendent. The President/Superintendent will review the recommendation and if needed, request persons involved in the grievance to meet.

The President/Superintendent shall make a recommendation within ten instructional days. If either party is dissatisfied with the recommendation of the President/Superintendent, an appeal of the President/Superintendent's recommendation may be submitted to the Board of Trustees by either party. The appeal must be submitted within ten instructional days after the President/Superintendent's recommendation. The Board may review an appeal for two consecutive regular Board meetings, and if needed, request persons involved in the grievance to appear before making a final determination of the matter at the District level.

Time Limits – Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

Also see AP 4231 titled Grade Changes

Office of Primary Responsibility: Vice President, Student Services

Date Approved:	**October 15, 2007**
Dates Revised:	**February 25, 2008, May 3, 2010; April 25, 2016; October 8, 2018**