



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL

July 19, 2017

3:00 p.m. – Room 245

AGENDA

- *1.0 Review Minutes of June 7, 2017
- *2.0 Review of Board Agenda for July 20, 2017
- 3.0 Additional Agenda Items
- 4.0 State Budget Update Carroll, Dowd
- *5.0 Senate Bill 769 Carroll
- *6.0 AB 1887 – Travel Prohibition Carroll
- *7.0 Immigration Guidelines Neault
- *8.0 Human Resources Policies & Procedures (Final Review) Surbrook
 - BP 7370 – Political Activity
 - AP 7370 – Political Activity
 - BP 7380 – Retiree Health Benefits: Academic Employees
 - AP 7380 – Retiree Health Benefits: Academic Employees
 - AP 7381 – Health and Welfare Benefits
 - BP 7510 – Domestic Partners
- *9.0 Instructional Services Policies & Procedures (Final Review) Bulger
 - BP 5060 Delineation of Functions Agreement
 - BP 5100 Educational Grants and Contracts Program
 - AP 5100.2 Grants and Contracts Master Plan Development
 - AP 5120.1 Dissemination of Information on Grant and Contract Opportunities
 - AP 5120.3 Development of Projects for Grant and Contracts
 - AP 5120.5 Writing Proposals for Grants and Contracts
 - AP 5120.7 Submission of Proposals for Grants and Contracts
 - AP 5120.9 Evaluation of Proposals Not Funded
- 10.0 Draft SDCCD Strategic Plan 2017-2021 Bulger
- *11.0 Classified Leadership Academy Classified Senate
- 12.0 Roundtable

*Attachments

Next DGC MEETING scheduled: Wednesday, August 16, 2017 – 3:00 p.m.
District Office – Room 245

Visitors and observers are welcome. The District Governance Council (DGC) follows an open process and conducts open meetings. However, because of limited space, we ask that visitors sit in the extra chairs provided against the walls to leave room available at the table for voting DGC members. Your help is appreciated.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL MINUTES

June 7, 2017

Present: Akers, Bulger, Cortez, Dowd, Fremland, Hubbard, Kovrig, Lareau (for Manis), Larson, Luster, McMahon, Neault, Newell, Payne, Ramsey (for Hsieh), Surbrook, Watkins, Weinroth, Whisenhunt, and Chairperson Chancellor Carroll

Absent: Beresford, Bocaya, Hsieh, Mahler, Manis

Guests: Jim Fegan

1. **APPROVAL OF MINUTES**

The minutes of May 17, 2017, were approved.

2. **REVIEW OF BOARD AGENDA**

The agenda for the June 8, 2017, Board Meeting was opened for review by Chancellor Carroll. Each item was discussed and satisfied.

3. **STATE BUDGET UPDATE**

Chancellor Carroll shared that the state budget for 2017-2018 is at the conference committee stage, on track to make the June 15 deadline for approval.

Other key pieces of legislation that are making their way through the legislature include Senate Bill 769, the baccalaureate pilot program extension, which has passed the Senate and is making its way through the Assembly; and Assembly Bill 19, a bill that would make the first year of tuition free for all students taking twelve or more units, which has passed the Assembly and is making its way through the Senate. The total estimated cost of AB 19 is \$31 million. While there is some debate as to where the money should come from, Chancellor Carroll stressed that this legislation provides a direct benefit for students.

4. **2017-18 TENTATIVE BUDGET**

Executive Vice Chancellor Dowd walked the Council through the Tentative Budget PowerPoint, to be presented at the June 8 Board meeting for adoption. The budget totals \$723,883,428 and consists of three major components: approximately \$440,096,372 in General Fund operations; \$133,533,008 in Propositions S and N bond issuances; and \$150,254,048 in federal and state financial aid and other grants.

5. **INSTRUCTIONAL SERVICES POLICIES & PROCEDURES**

Vice Chancellor Bulger discussed the proposed changes, including several deletions, to existing, outdated policies and procedures. Council members were asked to review the documents, which will be brought back to the next DGC meeting for further discussion and action.

6. HUMAN RESOURCES POLICIES AND PROCEDURES

Vice Chancellor Surbrook discussed the proposed changes to Human Resources policies and procedures. Council members were asked to review the documents, which will be brought back to the next DGC meeting for further discussion and action.

7. EQUAL EMPLOYMENT OPPORTUNITY PLAN 2017-2020

Vice Chancellor Surbrook reviewed the Equal Employment Opportunity Plan 2017-2020, which will be presented at the June 8, 2017, Board meeting.

8. RESOLUTION - PRIORITY REGISTRATION TO STUDENT ATHLETES

At the request of Mesa Academic Senate President Rob Fremland, Guest Jim Fegan addressed the Council regarding the resolutions passed by each of the college Academic Senates in support of providing priority registration to student athletes, in recognition of the challenges these students face in enrolling in courses that meet their major and transfer requirements without interfering with practice schedules. Vice Chancellor Neault expressed concern regarding the implementation of new registration priorities during the transition to the new Campus Solutions pillar of PeopleSoft. Council members agreed that, while implementation during this timeframe may not be possible, they would like to see the planning for the change progress in the meantime. Chancellor Carroll stated that the item would be placed on a forthcoming Chancellor's Cabinet agenda so that it could be discussed in the broader context of enrollment priorities.

9. RELEASE OF INFORMATION FROM EMPLOYEE RECORDS

Continuing Education Classified Senate President Neill Kovrig and AFT Representative Robin Watkins shared their concerns about the ability to access employee addresses and other information in the PeopleSoft system, particularly as the Campus Solutions module containing student information prepares to go live. Watkins shared a data control practice in the medical field, which includes a pop-up notification to employees when they are viewing information that may not strictly be related to their current duties, as well as an alert to internal auditors to review the reason for that access. Kovrig and Watkins passed out proposed revisions to Guideline 0002.2 - Release of Information from Employee Records.

Vice Chancellor Neault recommended that this topic be discussed further at the cross-pillar meeting to be able to develop a holistic approach. Chancellor Carroll thanked Kovrig and Watkins for bringing this matter to the Council's attention, noting the importance of the issue and of ensuring that the District is protecting and keeping private that information which it should be.

Adjourned 4:25 p.m.

Chancellor's Office & Board of Trustees



**SAN DIEGO
COMMUNITY COLLEGE
DISTRICT**

**Thursday, July 20, 2017
Regular Board Meeting**

**San Diego Community College District
Public Meeting of the Board of Trustees**

**Charles W. Patrick Building
District Office
3375 Camino del Rio South Rooms 235-255, 300
San Diego CA 92108**

This agenda includes:

**2:20 p.m. Call to Order – Room 235-255, followed by Closed Session – Room 300
4:00 p.m. Regular Business Meeting – Room 235-255**

DISCLAIMER: If changes are necessary, the San Diego Community College District reserves the right to effect them up until 72 hours in advance of the posted Board meeting.

SUGGESTED ORDER OF BUSINESS

1. Call to Order

- 1.01 Call Meeting to Order, Room 235-255
- 1.02 Announcement of and Public Comment on Closed Session Items
- 1.03 Adjourn to Closed Session, Room 300

2. Closed Session

- 2.01 Confer with labor negotiator Will Surbrook, Vice Chancellor of Human Resources (pursuant to Government Code Section 54957.6).
Bargaining/Meet and Confer Units under Consideration:
 - a. AFT Guild Local 1931 College & Continuing Education Faculty
 - b. AFT Guild Local 1931 Classified Unit
 - c. AFT Guild Local 1931 Non-Academic Non-Classified Employees
 - d. AFT Guild Local 1931 Naval Technical Training Program (San Diego)
 - e. POA - Police Officers Association
 - f. Management Association
 - g. SPAA - Supervisory & Professional Administrators Association
 - h. ACE - Association of Confidential Employees
 - i. Technical Instructors Bargaining Organization (Corry Station, FL)
- 2.02 Employment/Public Employee Appointment/Discipline/Dismissal/Release. There is one (1) item for discussion (pursuant to Government Code Section 54957).
- 2.03 Confer with or receive advice from legal counsel (pursuant to Government Code Section 54956.9) concerning pending litigation. There is one (1) item to discuss.
- 2.04 Conference with real property negotiator Chris Manis (pursuant to Government Code Section 54956.8) regarding property on the southeast corner of Otay Mesa Road and Alta Road, San Diego.
- 2.05 Chancellor's Annual Evaluation (pursuant to Government Code Section 54957).

3. Open Session Organizational Items

- 3.01 Reconvene Open Session, Room 235-255
- 3.02 Pledge of Allegiance
- 3.03 Report of Action in Closed Session (if applicable)

4. Approval of Minutes

- 4.01 Minutes of the June 8, 2017, Board Meeting - 2:20 p.m.

5. Development of the Consent Calendar

- 5.01 Call for Removal of Items from the Agenda
- 5.02 Board Development of Consent Calendar
- 5.03 Call for Academic Senates' Agenda Items for Discussion
- 5.04 Adoption of Consent Calendar

6. Public Comment

- 6.01 Public Comments Guidelines

7. Collective Bargaining

- 7.01 Call For Presentations (if any) By Exclusive Agent(s) Representing Employees.
- 7.02 Public Response to Initial Proposal(s) of Employee Organizations.
- 7.03 Announcement(s) of Proposed Tentative Agreement(s) Between the District and Exclusive Agents Representing Employees.
- 7.04 Announcement(s) of Agreement(s) Between the District and Exclusive Agents Representing Employees.

8. Reports

- 8.01 Report on Communications/Statewide & Legislative Issues – Chancellor
- 8.02 Report of the Trustees
- 8.03 Report of the Chancellor

9. Board Policies

10. New Business

- 10.01 Presentation of contractor and small business awards for annual Propositions S and N Recognition Program for Exemplary Performance.
- 10.02 Report on accreditation commission actions for City College, Mesa College, Miramar College, and Continuing Education.
- 10.03 Consideration and direction to staff regarding Assembly Bill 1887, Prohibition on State-Funded and State-Sponsored Travel to States with Discriminatory Laws.

11. Instructional Services

- 11.01 In the matter of the District's Allied Health Occupations and Alcohol and Other Drug Studies Programs, authority is requested to enter into agreements with health care agencies for use of clinical facilities by students enrolled in District's Allied Health Occupations and Alcohol and Other Drug Studies Programs during the 2017-2018 fiscal year.
- 11.02 In the matter of the Child Development Programs at San Diego City College, San Diego Mesa College, and San Diego Miramar College, authority is requested to enter into an agreement with Neighborhood House Association- Nutrition Services to provide meals to children attending the Child Development Centers.
- 11.03 In the matter of the Strategic Plan for San Diego City College, authority is requested to approve the San Diego City College Strategic Plan, 2017-2020.

12. Student Services

- 12.01 Consideration and approval of the Student Fee Schedule for 2017-2018.

13. Budget and Finance

- 13.01 In the matter of San Diego City College's Strong Workforce Program, authority is requested to accept, budget and spend \$250,000 from the Grossmont-Cuyamaca Community College District Auxiliary Organization in the 2017- 2018 General Fund/Restricted budget.
- 13.02 In the matter of a 5-year grant awarded to San Diego City College Upward Bound (UB) Program from the U.S. Department of Education, authority is requested to:
1. Enter into a 5-year agreement with the U.S. Department of Education for fiscal year 2017-2018 through fiscal year 2021-2022 in the total amount of \$1,423,770; and
 2. Accept, budget and spend \$257,500 in the 2017-2018 General Fund/Restricted Budget.
- 13.03 In the matter of San Diego City College's (SDCC) agreement with the California Community College Chancellor's Office (CCCCO), Funds for Student Success (FSS), to provide academic counseling and courses in Math and English, contextualized tutoring and peer mentoring services for students at East Village High School: An Early College in Partnership with San Diego City College (EVHS), as well as professional development for instructors at SDCC and EVHS, authority is requested to accept, budget and spend \$99,000 in the 2017-2018 General Fund/Restricted Budget.
- 13.04 In the matter of "Basic Skills Partnership Pilot Project" award, a Subcontract Agreement with the Grossmont- Cuyamaca Community College District Auxiliary Organization, funded by the California Community Colleges Chancellor's Office, awarded to San Diego Mesa College, authority is requested to:
1. Enter into a Subcontract Agreement with the Grossmont-Cuyamaca Community College District Auxiliary Organization, and
 2. Accept, budget and spend \$70,000 in the 2017-2018 General Fund/Restricted Budget.
- 13.05 In the matter of the Bridges to the Baccalaureate Program at San Diego Mesa College grant from the National Institutes of Health (NIH), National Institute of General Medical Sciences, awarded to San Diego Mesa College, authority is requested to:
1. Enter into year 4 of a 5-year renewal agreement (project year 12) with NIH; and
 2. Accept, budget and spend \$212,119 in the 2017-2018 General Fund/Restricted Budget, increasing the budget from \$118,986 to \$331,105.
- 13.06 In the matter of the University of San Diego (USD) Integrated Teacher Preparation Program (ITPP) grant and San Diego Mesa College, USD is requesting a San Diego Mesa College representative with knowledge of the general curriculum and courses offered in the areas of mathematics and science that can assist with developing an articulation agreement between San Diego Mesa College and USD for students interested in single subject teaching credential. Authority is requested to:
1. Enter into a contract agreement with the University of San Diego; and
 2. Accept, budget and spend \$10,000 in the 2017-2018 General Fund/Restricted Budget.
- 13.07 In the matter of The Angell Foundation Grant awarded to the Fostering Academic Success and Transitions (FAST) Scholars at San Diego Mesa College, authority is requested to accept, budget and spend \$35,000 in the 2017-2018 General Fund/Restricted Budget.
- 13.08 In the matter of an agreement with the California Commission on Peace Officer Standards and Training (POST) for San Diego Miramar College to provide the Academy Instructor Certification Course (AICC), authority is requested to:
1. Enter into an agreement with the Commission on POST to provide the AICC to be delivered in the 2017-2018 fiscal year; and
 2. Accept, budget and spend \$71,000 in the 2017-2018 General Fund/Restricted budget.
- 13.09 In the matter of an agreement with the California Commission on Peace Officer Standards and Training (POST) for San Diego Miramar College to provide law enforcement in-service courses, authority is requested to:
1. Enter into an agreement with the Commission on POST to provide in-service courses to be delivered in the 2017-2018 fiscal year; and
 2. Accept, budget and spend \$306,943.00 in the 2017-2018 General Fund/Restricted budget.

13. Budget and Finance (Continued)

- 13.10 In the matter of the Arthur N. Rupe Foundation grant to support the Certified Nursing Assistant Program at San Diego Continuing Education, authority is requested to accept, budget and spend \$15,000 in the 2017-2018 General Fund/Restricted Budget.
- 13.11 In the matter of a one-year grant awarded by the County of San Diego Health and Human Services Agencies (HHSA), to provide professional services for learning disabilities screening, testing, reporting and consulting for CalWORKs Welfare-to-Work participants, authority to:
1. Enter into a one-year agreement with HHSA for fiscal year 2017-2018 in the amount up to \$250,000 comprised of \$120,000 base, plus \$500 per completed assessment with an expectation that up to 40 assessments would be completed during the fiscal year; and
 2. Accept, budget and spend in the 2017-2018 General Fund/Restricted Budget \$175,000 with an option for an additional \$75,000 based upon the number of assessments.
- 13.12 In the matter of the Child Development programs, California State Preschool (CSPP-7465) and the General Child Care and Development (CTTR-7212) contracts, at San Diego City, Mesa, and Miramar colleges, authority is requested to accept, budget and spend \$425,892 (CSPP-7465) and \$337,920 (CTTR-7212) from the California Department of Education for operation of the Child Development Centers in the 2017-2018 General Fund/Restricted Budget.
- 13.13 In the matter of a Military Education sub-contract agreement with MRP Training Solutions, Inc. at the Navy Technical Training Center, Meridian, Mississippi, authority is requested to:
1. Increase the current contract from \$60,413 to \$102,365 for the contract year April 1, 2017, through March 31, 2018; and
 2. Accept, budget and spend an additional \$41,952 in the 2017-2018 General Fund/Restricted Budget from the U.S. Navy to administer the program.
- 13.14 In the matter of the PeopleSoft ERP Implementation project with Ciber, Inc., authority is requested to:
1. Approve a name change associated with the Master Services Agreement, accompanying Statement of Work agreements, and any amendments to both agreements; and
 2. Authorize Executive Vice Chancellor Dowd to execute an orderly transition of the existing contract, agreements and amendments to Ciber Global, LLC, which recently acquired Ciber, Inc. in the United States Bankruptcy Court for the District of Delaware.
- 13.15 Approval of the 2016-17 Fourth Quarter Financial Report, CCFS-311Q
- 13.16 Approval of purchase orders prepared during the period of May 1, 2017, through May 31, 2017.

14. Human Resources

- 14.01 Certification of short-term personnel service effective on or after July 21, 2017, per California Education Code Section 88003.
- 14.02 Approval of academic, classified, substitute and student personnel actions relating to appointments, assignment changes, salary changes, status changes, leaves of absence, separations and volunteerism during the period May 5, 2017, through June 30, 2017.
- 14.03 In the matter of the Administrative Services Department at San Diego City College, effective July 21, 2017, authority is requested (contingent upon review by Human Resources) to establish 1.0 FTE Administrative Technician position (#00120155), Range 22 (\$3,497.44-\$5,582.66) AFT Classified Staff Office/Technical Unit.
- 14.04 In the matter of the San Diego Miramar College DSPS Office, effective July 21, 2017, authority is requested to (contingent upon review by Human Resources):
1. Delete 1.0 FTE vacant Student Services Assistant, Senior (#009787), Range 19 (\$3,214.57-\$5,131.18) AFT Classified Staff Office Technical Unit; and
 2. Establish 1.0 FTE Administrative Technician position (#00120151), Range 22 (\$3,497.41-\$5,582.66) AFT Classified Staff Office Technical Unit.

14. Human Resources (Continued)

- 14.05 In the matter of the Office of the Vice President of Instruction at San Diego Miramar College, effective July 21, 2017, authority is requested to (contingent upon review by Human Resources):
1. Delete 1.0 vacant Senior Clerical Assistant position (#001120), Range 18 (\$3,134.76-\$5,003.78) AFT Classified Staff Office/Technical unit; and
 2. Establish 1.0 Administrative Technician position (#00120152), Range 22 (\$3,497.41-\$5,582.66) AFT Classified Staff Office/Technical unit.
- 14.06 In the matter of the Matriculation and Student Development Program at San Diego Miramar College, effective July 21, 2017, authority is requested to (contingent upon review by Human Resources) establish 1.0 FTE Program Activity Manager position (#00120156), Range 14 (\$6,616.67-\$10,557.70) Management Employees Unit at the San Diego Miramar College Matriculation & Student Development Office. The position will be funded by the San Diego Miramar College Student Equity and Student Success and Support Program budgets.
- 14.07 In the matter regarding a faculty position at San Diego Miramar College, effective August 1, 2017, authority is requested to (contingent upon review by Human Resources) establish 1.0 10-month contract classroom instructor position (#00120153), Class 1, Step C - Class 6, Step C (\$6,015.64-\$7,677.65) in the AFT College Faculty Unit, for the Automotive Technology Toyota Technician Training & Education Network (T-TEN) Program.
- 14.08 In the matter regarding Human Resources Reorganization, effective July 21, 2017, (contingent upon review by Human Resources) authority is requested to:
1. Delete 1.0 FTE vacant Senior Account Clerk position (#011764), Range 19 (\$3,214.57-\$5,131.18) AFT Classified Staff Office/Technical unit;
 2. Establish 1.0 FTE Payroll Assistant position (#00120154) Range 19 (\$3,214.57-\$5,131.18) AFT Classified Staff Office/Technical unit; and
 3. Implement the restructure according to the attached Organization Charts.
- 14.09 In the matter of contract positions districtwide, as a result of the 2017-Window-Period Appeals, effective July 1, 2017, authority is requested to reallocate or reclassify positions, including re-establishing classifications.

15. Facilities, Buildings, and Real Estate

- 15.01 Authority is requested to approve the use of the Big Kitchen at 3003 Grape Street, San Diego, 92101, as an off- campus facility as requested by Continuing Education.
- 15.02 Authority is requested to approve the use of the Jacobs Center for Neighborhood Innovation at 404 Euclid Avenue, San Diego, CA 92114, as an off-campus facility as requested by Continuing Education.
- 15.03 Authority is requested to approve the use of the Bayside Community Center at 6882 Linda Vista Road, San Diego, CA 92111, as an off-campus facility as requested by Continuing Education.
- 15.04 Authority is requested to enter into a ground lease for the surplus property at the former Centre City Continuing Education Campus and for:
1. Adoption of a Resolution of Intention relative to the ground lease; and
 2. Approval of said ground lease and authorization for the Vice Chancellor, Facilities Management, to proceed with the Ground Lease Request for Proposal process.
- 15.05 Authority is requested to enter into a Contractual Agreement with 24 Hour Elevator, Inc. to provide elevator maintenance services and repairs throughout the District.
- 15.06 Authority is requested to award a contract for the Aviation Test Cell at San Diego Miramar College to Fordyce Construction, Inc., the lowest responsible bidder on the basis of the listed base bids.
- 15.07 In connection with Proposition N, authority is requested to award a contract for the mail room improvements at Mesa College to Cyber Professional Solutions Corporation, the lowest, responsible bidder on the basis of the listed base bids.
- 15.08 Authority is requested to award a contract for the LRC Painting project at City College to Painting and Decor, Inc., the lowest responsive, responsible bidder, on the basis of the listed base bids.
- 15.09 In connection with Propositions S and N, authority is requested to renew a consulting agreement with URS Corporation for construction storm water compliance support.

15.10 In connection with Propositions S and N, authority is requested to enter into a contract with Cumming Corporation to support program management activities.

16. Information Items

17. Reconvene Closed Session (if applicable)

17.01 Reconvene Closed Session (if applicable)

17.02 Announcement of Action Taken in Closed Session

18. Adjournment

18.01 Adjournment

All exhibits are available for inspection by the public at the Board of Trustees meeting or prior to such meeting, when reports are available. Contact the Board Office at (619) 388-6957.

PUBLIC PRESENTATIONS:

In accordance with Education Code Section 72121.5, members of the public are invited to participate in the governance system of the District by utilizing the PUBLIC COMMENT section of the Board meeting agenda.

Public comment on items listed on the Board meeting agenda shall be heard at the time the item is discussed and prior to Board action on the item. Each presentation shall be limited to five minutes (a total of twenty minutes on the same subject) unless this time limit is waived by action of the Board.

Public comment on matters not listed on the Board meeting agenda may do so during the PUBLIC COMMENTS section of the Board meeting for Regular Board meetings only; for Special Meetings and Retreats, comments are only allowed for items on the posted agenda. In accordance with Education Code Section 72121.5, the Board shall take no action on such matters, other than an action of referral. Each presentation shall be limited to five minutes (total of 20 minutes on the same subject) unless this time limit is waived by action of the Board.

If you wish to submit questions to the Board in your presentation, they should be in writing. At the Board's request, the Chancellor will provide written responses to your questions as soon as possible after the Board meeting.

In compliance with the Americans with Disabilities Act, the San Diego Community College District will make every effort to honor requests for reasonable accommodations made by individuals with disabilities. [ADA TITLE II, SEC. 202. 42 USC 12132]

If you need an accommodation, please call 72 hours prior to the scheduled meeting. (619) 388-6983.

PROPOSED AMENDMENTS

**RN 17 17231 04
06/30/17 12:26 PM
SUBSTANTIVE**

PROPOSED AMENDMENTS TO SENATE BILL NO. 769

AMENDED IN SENATE MAY 26, 2017

AMENDED IN SENATE MAY 8, 2017

AMENDED IN SENATE APRIL 17, 2017

AMENDED IN SENATE MARCH 27, 2017

SENATE BILL

No. 769



**Introduced by Senator Hill
(Principal coauthor: Senator Galgiani)
(Coauthors: Senators Beall, Dodd, Glazer, Hueso, Mendoza,
Newman, Stern, and Wilk)**

February 17, 2017

An act to amend Sections 78040, 78041, 78042, and Section 78043 of the Education Code, relating to community colleges.

Amendment 1

LEGISLATIVE COUNSEL'S DIGEST

SB 769, as amended, Hill. Baccalaureate Degree Pilot Program.
Existing law, until July 1, 2023, authorizes the Board of Governors of the California Community Colleges, in consultation with the California State University and the University of California, to establish a statewide baccalaureate degree pilot program. Existing law requires the statewide baccalaureate degree pilot program to consist of a maximum of 15 district baccalaureate degree pilot programs. Existing law requires a district baccalaureate degree pilot program to commence by the beginning of the 2017-18 academic year and requires a student participating in a baccalaureate degree pilot program to complete his or her degree by the end of the 2022-23 academic year.

PROPOSED AMENDMENTS

SB 769

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RN 17 17231 04
06/30/17 12:26 PM
SUBSTANTIVE

This bill would extend the operation of the statewide baccalaureate degree pilot program until July 1, 2028, and would no longer require a student to complete his or her degree by the end of the 2022-23 academic year. The bill would increase the maximum number of district baccalaureate degree pilot programs to 25 programs. The bill would require each district seeking approval to offer a new baccalaureate degree pilot program on or after January 1, 2018, to use exclusively its existing financial resources to implement the program by no later than the 2020-21 academic year, if the district receives approval to offer the program. 2028.

Vote: majority. Appropriation: no. Fiscal committee: yes.
State-mandated local program: no.

The people of the State of California do enact as follows:

Page 2

1 SECTION 1. Section 78040 of the Education Code is amended
2 to read:
3 78040. For the purposes of this article, "district" means any
4 community college district identified by the Chancellor of the
5 California Community Colleges as participating in the statewide
6 baccalaureate degree pilot program. Each participating district
7 may establish a baccalaureate degree pilot program pursuant to
8 Section 78041.

9 SEC. 2. Section 78041 of the Education Code is amended to
10 read:

11 78041. (a) Notwithstanding Section 66010.4, and commencing
12 January 1, 2015, the Board of Governors of the California
13 Community Colleges, in consultation with the California State
14 University and the University of California, may authorize the
15 establishment of district baccalaureate degree pilot programs that
16 meet all of the eligibility requirements set forth in Section 78042.
17 Except as provided in subdivision (b), a district baccalaureate
18 degree pilot program established pursuant to this article shall
19 commence no later than the 2017-18 academic year. For the
20 purposes of this section, a pilot program commences when the first
21 class of students begins the program. The statewide baccalaureate
22 degree pilot program shall consist of a maximum of 25

Page 3

1 baccalaureate degree pilot programs to be determined by the
2 Chancellor of the California Community Colleges and approved
3 by the Board of Governors of the California Community Colleges.

Amendment 2

Page 3 4 (b) Each district seeking approval to offer a new baccalaureate
5 degree pilot program on or after January 1, 2018, shall, if the
6 district receives approval to offer the program, use exclusively its
7 existing financial resources to implement the program by no later
8 than the 2020-21 academic year.

9 SEC. 3. Section 78042 of the Education Code is amended to
10 read:

11 78042. (a) A district shall seek approval to offer a
12 baccalaureate degree pilot program through the appropriate
13 accreditation body.

14 (b) When seeking approval from the Board of Governors of the
15 California Community Colleges, a district shall maintain the
16 primary mission of the California Community Colleges specified
17 in paragraph (3) of subdivision (a) of Section 66010.4. The district,
18 as part of the baccalaureate degree pilot program, shall have the
19 additional mission to provide high-quality undergraduate education
20 at an affordable price for students and the state.

21 (c) As a condition of eligibility for consideration to participate
22 in the statewide baccalaureate degree pilot program, a district shall
23 have a written policy that requires all potential students who wish
24 to apply for a Board of Governors Fee Waiver pursuant to Section
25 76300 to complete and submit either a Free Application for Federal
26 Student Aid or a California Dream Act application in lieu of
27 completing the Board of Governors Fee Waiver application.

28 (d) A district's baccalaureate degree pilot program shall be
29 subject to the following limitations:

30 (1) A district shall identify and document unmet workforce
31 needs in the subject area of a baccalaureate degree to be offered
32 and offer a baccalaureate degree at a campus in a subject area with
33 unmet workforce needs in the local community or region of the
34 district.

35 (2) A baccalaureate degree pilot program shall not offer a
36 baccalaureate degree program or program curricula already offered
37 by the California State University or the University of California.

Page 4 1 (3) A district shall have the expertise, resources, and student
2 interest to offer a quality baccalaureate degree in a chosen field of
3 study.

4 (c) A district shall maintain separate records for students who
5 are enrolled in courses classified in the upper division and lower
6 division of a baccalaureate degree program. A student shall be

PROPOSED AMENDMENTS

SB 769

- 4 -

RN 17 17231 04
06/30/17 12:26 PM
SUBSTANTIVE

Page 4 7 reported as a community college student for enrollment in a lower
8 division course and as a baccalaureate degree program student for
9 enrollment in an upper division course.

10 (f) A governing board of a district seeking authorization to offer
11 a baccalaureate degree pilot program shall submit all of the
12 following for review by the Chancellor of the California
13 Community Colleges and approval by the Board of Governors of
14 the California Community Colleges:

15 (1) Documentation of the district's written policy required by
16 subdivision (c):

17 (2) The administrative plan for the baccalaureate degree pilot
18 program, including, but not limited to, the governing board of the
19 district's funding plan for its specific district:

20 (3) A description of the baccalaureate degree pilot program's
21 curriculum, faculty, and facilities:

22 (4) The enrollment projections for the baccalaureate degree pilot
23 program:

24 (5) Documentation regarding unmet workforce needs specifically
25 related to the proposed baccalaureate degree pilot program, and a
26 written statement supporting the necessity of a four-year degree
27 for that program:

28 (6) Documentation of consultation with the California State
29 University and the University of California regarding collaborative
30 approaches to meeting regional workforce needs:

31 (g) (1) On or before March 31, 2015, the Board of Governors
32 of the California Community Colleges shall develop, and adopt
33 by regulation, a funding model for the support of the statewide
34 baccalaureate degree pilot program that is based on a calculation
35 of the number of full-time equivalent students enrolled in all district
36 baccalaureate degree pilot programs:

37 (2) Funding for each full-time equivalent student shall be at a
38 marginal cost calculation, as determined by the Board of Governors
39 of the California Community Colleges, that shall not exceed the
40 community college credit instruction marginal cost calculation for
1 a full-time equivalent student, as determined pursuant to paragraph
2 (2) of subdivision (d) of Section 84750.5.

Page 5 3 (3) A student in a baccalaureate degree pilot program authorized
4 by this article shall not be charged fees higher than the mandatory
5 systemwide fees charged for baccalaureate degree programs at the
6 California State University.

Page 5 7 (4) Fees for coursework in a baccalaureate degree pilot program
8 shall be consistent with Article 1 (commencing with Section 76300)
9 of Chapter 2 of Part 47.

10 (5) A district shall, in addition to the fees charged pursuant to
11 paragraph (4), charge a fee for upper division coursework in a
12 baccalaureate degree pilot program of eighty-four dollars (\$84)
13 per unit.

14 (b) (1) The Legislative Analyst's Office shall conduct both an
15 interim and a final statewide evaluation of the statewide
16 baccalaureate degree pilot program implemented pursuant to this
17 article.

18 (2) The results of the interim evaluation shall be reported as a
19 progress report, in writing, to the Legislature and the Governor on
20 or before July 1, 2018. The interim evaluation shall include, but
21 is not limited to, all of the following:

22 (A) How many, and which specific, districts applied for a
23 baccalaureate degree pilot program, and the baccalaureate degree
24 pilot programs they applied for.

25 (B) Which potential four-year baccalaureate degrees were denied
26 and why they were denied.

27 (C) Baccalaureate degree pilot program costs and the funding
28 sources that were used to finance these programs.

29 (D) Current trends in workforce demands that require four-year
30 degrees in the specific degree programs being offered through the
31 statewide baccalaureate degree pilot program.

32 (E) Current completion rates, if available, for each cohort of
33 students participating in a baccalaureate degree pilot program.

34 (F) Information on the impact of a baccalaureate degree pilot
35 program on underserved and underprepared students.

36 (3) The results of the final evaluation shall be reported, in
37 writing, to the Legislature and the Governor on or before July 1,
38 2022. The final evaluation shall include, but is not limited to, all
39 of the following:

Page 6 1 (A) The number of new district baccalaureate degree pilot
2 programs implemented, including information identifying the
3 number of new programs, applicants, admissions, enrollments,
4 and degree recipients.

5 (B) The extent to which the baccalaureate degree pilot programs
6 established under this article fulfill identified workforce needs for
7 new baccalaureate degree programs, including statewide supply

PROPOSED AMENDMENTS

SB 769

- 6 -

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Page 6 8 and demand data that considers capacity at the California State
 9 University, the University of California, and in California's
 10 independent colleges and universities:
 11 (C) Information on the place of employment of students and
 12 the subsequent job placement of graduates:
 13 (D) Baccalaureate degree program costs and the funding sources
 14 that were used to finance these programs, including a calculation
 15 of cost per degree awarded:
 16 (E) The costs of the baccalaureate degree programs to students;
 17 the amount of financial aid offered, and student debt levels of
 18 graduates of the programs:
 19 (F) Time-to-degree rates and completion rates for the
 20 baccalaureate degree pilot programs:
 21 (G) The extent to which the programs established under this
 22 article are in compliance with the requirements of this article:
 23 (H) Information on the impact of the baccalaureate degree pilot
 24 programs on underserved and underprepared students:
 25 (I) Recommendations on whether and how the statewide
 26 baccalaureate degree pilot program can or should be expanded:
 27 (4) A district shall submit the information necessary to conduct
 28 the evaluations required by paragraph (1), as determined by the
 29 Legislative Analyst's Office, to the Chancellor of the California
 30 Community Colleges, who shall provide the information to the
 31 Legislative Analyst's Office upon request:
 32 (5) A report to be submitted pursuant to paragraph (2) or (3)
 33 shall be submitted in compliance with Section 9795 of the
 34 Government Code:

~~SEC. 4.~~

+ SECTION 1. Section 78043 of the Education Code is amended to read:

Page 7 1 78043. This article shall become inoperative on July 1, 2028,
 2 and as of January 1, 2029, is repealed, unless a later enacted statute
 3 that is enacted before January 1, 2029, deletes or extends that date.

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CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

1102 Q STREET, SUITE 4400
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>

OFFICE OF THE GENERAL COUNSEL

Jacob H. Knapp, *Acting General Counsel*
Peter V. Khang, *Deputy Counsel*

DATE: June 29, 2017

TO: Chief Executive Officers
Chief Business Officers
Chief Human Resources Officers
Community College Attorneys

FROM: Jacob Knapp *JK*
Acting General Counsel

SUBJECT: **Legal Update: Attorney General Adds Four States to Restricted Travel List**

Consistent with Government Code section 11139.8 (enacted by AB 1887, Statutes of 2016), the Attorney General recently added four states to the list of those that have enacted laws that discriminate on the basis of sexual orientation, gender identity or gender expression. This Legal Update provides an overview of Government Code section 11139.8 and its application to the California Community College system.

State Agency Employees May not Travel, or Approve Travel, to Certain States

Government Code section 11139.8 prohibits a state agency, department, board, authority, or commission from either of the following actions:

- (1) requiring any state employees, officers, or members to travel to a state that, after June 26, 2015, enacted certain laws that discriminate on the basis of sexual orientation, gender identity, or gender expression; or
- (2) approving a request for state-funded or state-sponsored travel to a state that, after June 26, 2015, enacted certain laws that discriminate on the basis of sexual orientation, gender identity, or gender expression.

Attorney General's Restricted Travel List

Government Code section 11139.8 requires the Attorney General to develop, maintain, and post on his or her website a current list of states that have enacted discriminatory laws that are subject to the travel restrictions. The Attorney General's AB 1887 website can be found at <https://oag.ca.gov/ab1887>

Former Attorney General Kamala Harris placed the following four states on the restricted travel list: Kansas, Mississippi, North Carolina, and Tennessee.

On June 23, 2017, Attorney General Xavier Becerra added four additional states to the restricted travel list: Alabama, Kentucky, South Dakota, and Texas.

Each state agency or department subject to the travel restrictions is responsible to consult the list posted on the Attorney General's website in order to comply with the travel and funding restrictions imposed by Government Code section 11139.8.

Exceptions to the Travel Restrictions

Government Code Section 11139.8(c) provides a number of exceptions to the general prohibition on travel to states identified on the Attorney General's restricted travel list:

1. Enforcement of California law, including auditing and revenue collection.
2. Litigation.
3. To meet contractual obligations incurred before January 1, 2017.
4. To comply with requests by the federal government to appear before committees.
5. To participate in meetings or training required by a grant or required to maintain grant funding.
6. To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not subject to the travel prohibition.
7. For the protection of public health, welfare, or safety, as determined by the affected agency, department, board, authority, or commission, or by the affected legislative office.

The Restrictions Apply to the State Chancellor's Office

The Chancellor's Office is a state agency, and is therefore subject to the travel restrictions identified in Government Code Section 11139.8. That means that no Chancellor's Office employees or officers may use state funds to travel to states identified on the Attorney General's restricted travel list. Additionally, the Chancellor's Office may not approve a request for state-funded travel to a state that is identified on the restricted travel list.

The Restrictions Do Not Apply Directly to Local Community College Districts

Government Code section 11139.8 applies to state agencies, departments, boards, authorities, and commissions. Our community college districts are local educational agencies, and are not state agencies subject to the identified travel restrictions.

Certain local public agencies have adopted local travel restrictions that mirror those in AB 1887. Local community college district employees should be aware of any local policies that may restrict the use of district funds for travel to states identified on the Attorney General's restricted travel list.

Local districts should be mindful that the Chancellor's Office may be unable to approve a request for state-funded travel to a state that is identified on the restricted travel list. If your travel requires Chancellor's Office approval, the AB 1887 restrictions may apply.

Please contact my office if you have any questions about AB 1887. As always, you should check with your local counsel for legal advice on specific issues related to your district.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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[Date]

Dear Students, Employees, and Members of the Community:

The San Diego Community College District (SDCCD) is an inclusive organization, governed by a supportive Board of Trustees. The District is committed to providing high-quality educational opportunities for all students without regard to race, ethnicity, cultural heritage, national origin, religion, immigration status, age, gender, sexual orientation, gender identity, medical condition, or disability.

The United States Constitution applies to and protects the rights of everyone within the nation, no matter what their citizenship or visa status might be. Certain rights, like the right to remain silent and not answer questions asked by police or immigration authorities, apply to everyone.

There have been recent discussions at the national level about the federal government enlisting local law enforcement agencies to perform federal immigration enforcement functions pursuant to section 287(g) of the Immigration and National Security Act, by deputizing state and local law enforcement officers to perform the duties of federal immigration authorities. We would like to reaffirm that the San Diego Community College District will not be participating in the 287(g) delegated authority program. Any such participation would only detract from, and would not enhance the core values of the District. The primary function of the College Police Department is campus safety and not immigration enforcement.

As a public institution of higher education, the SDCCD works diligently to ensure that all students have full access to City, Mesa, and Miramar colleges, and Continuing Education and are protected from pressures and intrusive actions that would disrupt or impair their education. The District complies with all Federal and State laws governing the privacy of student records including the Family Education Rights and Privacy Act (FERPA), as well as AB 540 and the California Dream Act, which exempt undocumented and out-of-state students who completed high school in California from non-resident tuition.

As part of the District's compliance with Federal and State laws and regulations, please know that the District:

- **Will not allow** federal immigration officials on campus absent legal authority;
- **Will not act** on behalf of federal agencies to enforce immigration laws or aid in deportation;
- **Does not share** student records containing confidential information about students without written consent, a court order or other legal mandate; and
- The College Police officers **will not** participate in any voluntary program of immigration enforcement.

The San Diego Community College District remains deeply committed to providing excellent educational opportunities and will do everything possible to ensure the academic success of our students.

Sincerely,

Constance M. Carroll, Ph.D., Chancellor, San Diego Community College District
 Ricky Shabazz, Ed.D., President, San Diego City College
 Pamela Luster, Ed.D, President, San Diego Mesa College
 Patricia Hsieh, Ed.D., President, San Diego Miramar College
 Carlos O. Turner Cortez, Ph.D., President, San Diego Continuing Education



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DISTRICT POLICY AND COLLEGE POLICE PROTOCOL FOR CONTACT WITH FEDERAL IMMIGRATION OFFICIALS

GENERAL POLICY STATEMENT

San Diego Community College District's College Police has as its top priority the protection of students, faculty and staff to support the learning environment. It is the policy of the San Diego Community College District that College Police, regardless of rank, shall not engage in the enforcement of immigration laws, and shall not cooperate with or assist federal immigration officials, including ICE, in the enforcement of federal immigration laws.

PROTOCOL

1. **PRIMARY DUTY OF SAN DIEGO COMMUNITY COLLEGE DISTRICT POLICE.** With regard to any activity related to the enforcement of immigration laws on campus, including encounters with and requests from federal immigration officials such as ICE, the primary duty of College Police shall be to:
 - a. Adhere to the general policy of non-enforcement and non-cooperation as stated in the General Policy Statement, above; and
 - b. Refer all inquiries from federal immigration officials, including ICE, to the Designated District Official, as set forth in Section 2, below.
2. **REFERRAL TO DESIGNATED DISTRICT OFFICIAL.** The District has a Designated District Official ("DDO") who is primarily responsible for dealing and communicating with federal immigration officials, including ICE. Contact information for the DDO is as follows:

Vice Chancellor, Student Services (619-388-6922)

College Police shall immediately refer to the DDO all requests and inquiries from federal immigration officials, including ICE. Whenever College Police receive or are consulted regarding a request from a federal immigration official, College Police shall direct the person making the request to the DDO, and shall explain that only the DDO has authority to respond to the request. When the federal immigration official is physically present on campus, College Police may, if they find it appropriate, accompany the federal official to the

office of the DDO. If the DDO is not available or is absent at the time of the request, College Police shall request the federal immigration official to return when the DDO becomes available.

3. **MAINTENANCE OF RECORDS OF REQUESTS/ENCOUNTERS.** College Police and all other District employees who receive or are consulted regarding a request from federal immigration officials shall do all of the following:
 - a. If a request is made orally, request that it be made in writing directly to the DDO; and
 - b. Record and maintain a record of:
 - i. the name of the individual making the request,
 - ii. the name of the individual(s) about whom the request is made;
 - iii. the date, time and nature of the request specifically including the information/access that is requested; and
 - iv. the date, time, manner and substance of the response to the request (when and to the extent such information is available).
 - c. A copy of the record shall immediately be provided to the DDO in the most expedient manner available.
4. **COMPLIANCE WITH STATE LAW.** State laws, and specifically the TRUST ACT and the TRUTH ACT, limit the extent and manner in which state and local law enforcement agencies may cooperate with federal immigration officials in the enforcement of immigration laws. Because District policy, as set forth above, does not allow College Police to engage in, cooperate with or assist federal immigration officials in the enforcement of immigration laws, College Police will generally not be required to consider or implement the specific requirements of the TRUST ACT and the TRUTH ACT. Nonetheless, in the unlikely event that these laws may nonetheless be applicable in a given situation, College Police officers should review and familiarize themselves with these laws.

A full copy of the TRUST ACT is attached as **Appendix A**. Forms that may be required for compliance with the TRUST ACT are attached as **Appendix A-1**.

A full copy of the TRUTH ACT is attached as **Appendix B**. Forms that may be required for compliance with the TRUTH ACT are attached as **Appendix B-1**.

5. **ACCESS TO LOCATIONS NOT OPEN TO PUBLIC, STUDENT RECORDS.** Federal immigration officials, including ICE, need a facially valid warrant or subpoena, signed by a federal judge,

in order to access school locations that are not open to the public, or student records and confidential student information. Any College Police officer or other employee of the College Police who is presented with or consulted regarding a request to access non-public locations and student records, with or without a warrant or subpoena, shall refer the requesting federal agent to the DDO, in accordance with Section 2, above.

6. **PROVISION OF PAMPHLET.** College Police shall provide the "Know Your Rights" pamphlet, attached as **Appendix C**, to any student or other individual who is the subject of an inquiry by federal immigration officials, including ICE, while the individual is otherwise lawfully present on campus; or who is engaged in an encounter with federal immigration agents while the individual is otherwise lawfully on campus. Any other student or person who requests a copy of the pamphlet shall be provided a copy.
7. **DISRUPTION ON CAMPUS.** College Police shall request that federal immigration officials, including ICE, cease any activity on campus that has or appears likely to cause a disturbance; interferes with regular campus activities or the orderly administration of District business; or has or appears likely to result in harm to persons or property otherwise lawfully present on campus. If the federal immigration officials refuse to cease their lawful activity, College Police shall not take any action to prevent such activity but shall, to the fullest extent practicable and allowed by law, protect persons and property otherwise lawfully on campus, and shall report to the DDO the refusal of federal immigration officials to cease their activity.
8. **LEGAL ADVICE PROHIBITED.** Neither College Police nor the DDO shall provide any legal advice regarding anyone's immigration status, or legal rights and obligations in connection therewith. When any such legal advice is requested, the responding officer or employee should state that he or she is prohibited from providing legal advice by the District's applicable protocol, and refer the person to the DDO. In addition to the above, the responding officer, employee or DDO may advise the person to seek legal advice from an attorney of his or her choice, but may not refer the person to any specific attorney.
9. **COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS.** Notwithstanding anything to the contrary above, in no event shall any College Police peace officer or any other employee of the District violate any state or federal law or regulation, or jeopardize the safety of any federal agent, in order to carry out any of the provisions of this protocol.
10. **INTERPRETATION AND COMPLIANCE.** Any questions regarding the meaning of any of the provisions of this protocol, their application in a given circumstance, or potential conflicts with other laws and legal requirements should be referred to a supervisor and escalated as appropriate, including in consultation with the District's legal counsel when necessary.

11. MANDATORY DUTY TO DISSEMINATE PROTOCOL. It shall be the duty of the Chief of the College Police, which may be delegated to a designee, to provide a copy of this protocol to all sworn peace officers employed by the College Police and all other District employees who are assigned to the College Police, and to every new officer or employee who is hired into or assigned to the College Police.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Frequently Asked Questions Regarding Immigration Enforcement on Campus

Information for Students

Q: How does the District handle requests from ICE and other federal immigration enforcement agents?

- A:**
- The District refers all requests from federal immigration agents, including ICE, to the District office at 3375 Camino Del Rio South, Room 100. Such requests are not handled at the campus level.
 - At the District level, there is a Designated District Official (DDO) who is in charge of following a strict protocol to assure that only such information as the District is required by law is provided, and that affected individuals are notified when circumstances permit.
 - Contact information for the DDO is as follows: Vice Chancellor, Student Services at 619-388-6922.

Q: Does the District assist ICE, or other federal immigration enforcement agents, to arrest students or their family members on campus?

- A:**
- The District has a policy against assisting federal immigration officials with immigration enforcement activities, which includes any activity designed solely to determine immigration status of persons present on campus.
 - We encourage all students and staff to report any on-campus federal immigration enforcement activity to the Designated District Official (DDO) at 619-388-6922 or to campus police.

Q: Can ICE, or other federal immigration enforcement agents, access my student records to assess my immigration status?

- A:**
- The District does not allow access to student records for law enforcement purposes, including federal immigration enforcement, unless it is presented with a proper subpoena or warrant.
 - If federal immigration officials, including ICE, request access to your student records and they have a proper subpoena or warrant, the District is required by law to grant access in

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accordance with the subpoena or warrant. However, in such an event the District will attempt to notify you that your records have been requested and will provide you a copy of the warrant or subpoena, as circumstances permit.

Q: If I have a question about on-campus immigration enforcement generally, or as to me individually, to whom should I direct my question(s)?

- A:**
- The Immigration Legal Resource Center (<https://www.ilrc.org/>) can provide basic information.
 - Specific questions may be directed to the DDO at 619-388-6922.

Q: What other information should I know with regard to immigration enforcement and my status?

- A:**
- **Consult with an experienced immigration attorney or accredited representative to understand your legal options.**
 - Find low-cost immigration legal services: <https://www.immigrationlawhelp.org>.
 - **Avoid fraudulent service providers:** confirm their credentials, ask for a written contract and a receipt for any payments, and if you have doubts, get a second opinion.
 - For more information, go to: <https://www.ilrc.org/anti-fraud-flyers>.
 - **Avoid negative contact with law enforcement.** Any arrest, charge, or conviction, especially related to gangs, drugs or a DUI can have a negative impact on your immigration situation.
 - **If you have a criminal record, consult an expert.** Certain convictions can be changed to lessen the impact on a future immigration case you may have.

KNOW YOUR RIGHTS

Everyone, regardless of their immigration status, has constitutional rights before the immigration authorities.

Remain Silent

- Don't respond to the questions of an immigration agent or provide any personal information. They may continue to ask you in a forceful, harassing or intimidating manner. You still have the right to remain silent.

Do Not Open Your Door

- If agents come to your home, ask that a search warrant be passed under your door or shown through a window. Do not open the door for them if they cannot show you a warrant *signed by a judge*. You lose certain rights by allowing agents into your home.

Do Not Sign Anything

- Do not sign any document. Ask to speak with an attorney and for a hearing in immigration court before signing away any of your rights.

Disclaimer: This is being provided for information only. Please consult with legal counsel.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Frequently Asked Questions Regarding Immigration Enforcement on Campus

Information for District Employees

Q: If I am contacted by ICE or other federal immigration enforcement agents in my capacity as a District employee, what should I do?

A:

- All requests from federal immigration enforcement agents, including ICE, must be reported immediately to the Designated District Official (DDO), who is in charge of handling all such requests for the District and its employees. Contact information for the DDO is as follows:

Vice Chancellor, Student Services (619-388-6922)

- You should not provide information directly to federal immigration enforcement agents, including ICE. You should explain that the District has a strict policy that requires you to refer any such request to the DDO.
- Even if federal immigration enforcement agents, including ICE, have what looks like a valid warrant or subpoena, they need to be directed to the DDO. You should explain that, pursuant to the District's established policy, only the DDO is permitted to receive or respond to subpoenas and warrants (or less formal requests, as explained above).
- If the federal immigration enforcement agents, including ICE, persist in asking you to provide information directly and you are unable to reach the DDO immediately, you should call campus police to assist you.

Q: Should students be concerned that ICE, or other federal immigration enforcement agents, will access their student records to assess immigration status?

A:

- The District does not allow access to student records for law enforcement purposes, including federal immigration enforcement, unless it is presented with a proper subpoena or warrant to the DDO.
- If federal immigration officials, including ICE, request access to your student records and they have a proper subpoena or warrant, the District is required by law to grant access in accordance with the subpoena or warrant through the DDO. However, in such an event the District will attempt to notify student that their records have been requested and will provide them a copy of the warrant or subpoena, as circumstances permit.

- In the past, the District has not been asked to provide access to student records to federal immigration officials for the sole purpose of determining immigration status, and doing so is against District policy.

Q: Does the District assist ICE, or other federal immigration enforcement agents, to arrest students or their family members on campus?

A:

- The District has a policy against assisting federal immigration officials with immigration enforcement activities, which includes any activity designed solely to determine immigration status of persons present on campus.
- The District is not aware of any time in the past when federal immigration officials were conducting random immigration checks on any campus, with or without advanced notice to the District.
- We encourage all students and staff to report any on-campus federal immigration enforcement activity to the DDO at 619-388-6922 or to campus police.



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Frequently Asked Questions Regarding Deferred Action for Childhood Arrivals (DACA)

Information for Students and Employees

Q: I currently have DACA status, is there anything I need to do?

- A:**
- DACA should continue to provide you the same benefits — protection from deportation, work authorization and more. However, even if you have DACA status, immigration authorities may detain you and terminate your DACA status if you, after receiving a DACA grant:
 - are **arrested or convicted** for any criminal offense,
 - **admit to any criminal offense**,
 - are determined to pose a **threat** to public safety or national security,
 - admit to **fraud** in connection with a government agency (such as use of a false social security number), or
 - admit to **gang affiliation**.
 - According to Department of Homeland Security, if you disclosed the above information in previous DACA applications and your case was approved, you will continue to hold DACA status. If you failed to disclose any criminal history in your application or experience new criminal issues after receiving DACA, you should speak to an attorney as you may be at risk.

Q: I am not currently DACA, and may be eligible. Should I apply?

- A:**
- Applying for DACA for the first time presents both benefits and risks. You should only apply after consulting with an attorney and considering the risks and benefits of your case. Be sure to have an attorney help you prepare your application.
 - Prior criminal, immigration, fraud or gang issues could be particularly risky. Be sure to consult an expert before applying if you have:
 - previous **criminal arrests or charges** (even without a conviction);
 - **any type of criminal conviction** (including either misdemeanors or felonies);
 - any history of **fraud related to a government agency** (such as use of a false social security number); or
 - been **deported** or have been ordered to be deported from the United States before.
 - Initial applications may take anywhere from a few weeks to several months to be processed. If a new application is not approved before the DACA program is changed or terminated, you may lose the \$495 application fee. Furthermore, you risk exposure to immigration authorities by sending them your personal data.

Q: Should I renew my DACA status?

- A:**
- If you currently have DACA status and want to renew it, you should first consult with an experienced immigration attorney or accredited representative to determine if you should renew your status.
 - DACA renewal applications are still being accepted and approved which means you may receive a new work permit valid for another two years. The main risk is that the DACA program could be changed or terminated suddenly. If your renewal application is not approved before the program is terminated, you may lose the \$495 application fee.
 - You may qualify for a loan or other help with the application costs. Check with your local DACA service providers for information, or your nearest Mexican Consulate or other nationality consulate that would be applicable to your status.
 - If you have **any prior or new immigration or criminal issues**, do not apply to renew your DACA status until you **first consult with a trusted legal service provider** to assess your case. Some past criminal or immigration issues could impact your renewal application now even if you were approved for DACA status in the past.

Q: If I have DACA status, should I travel outside the United States?

- A:**
- Do not apply for or travel under advance parole through DACA at this time.
 - If you have already been approved for travel outside the United States with advance parole or you need to request emergency advance parole (in person at a United States Citizenship and Immigration Services office), do so only after consultation with an experienced immigration attorney or accredited representative.
 - You should not travel with parole of any type if you have:
 - previous **criminal arrests or charges** (even without a conviction); **any type of criminal conviction** (including either misdemeanors or felonies)
 - any history of **fraud related to a government agency** (such as **use of a false social security number**); or
 - been **deported** or been ordered to be deported from the United States before.

WARNING: Individuals with citizenship or travel documents from the following countries should not, under any circumstances, travel on advance parole because you may not be let back into the country in accordance with President Trump's ongoing executive orders barring individuals from these countries: **Iran, Syria, Yemen, Sudan, Libya and Somalia** (list of countries subject to change).

Q: Are there other options for immigration benefits other than DACA?

- A:
- Consult with an experienced immigration attorney or accredited representative to understand your legal options and if you might be eligible for a safer, more permanent immigration benefit.
 - Find low-cost immigration legal services: <https://www.immigrationlawhelp.org>.
 - Avoid fraudulent service providers: confirm their credentials, ask for a written contract and a receipt for any payments, and if you have doubts, get a second opinion.
 - For more information, go to: <https://www.ilrc.org/anti-fraud-flyers>.
 - Avoid negative contact with law enforcement. Any arrest, charge, or conviction, especially related to gangs, drugs or a DUI can have a negative impact on your immigration situation.
 - If you have a criminal record, consult an expert. Certain convictions can be changed to lessen the impact on a future immigration case you may have.

KNOW YOUR RIGHTS

Everyone, regardless of their immigration status, has constitutional rights before the immigration authorities.

Remain Silent

- Don't respond to the questions of an immigration agent or provide any personal information. They may continue to ask you in a forceful, harassing or intimidating manner. You still have the right to remain silent.

Do Not Open Your Door

- If agents come to your home, ask that a search warrant be passed under your door or shown through a window. Do not open the door for them if they cannot show you a warrant **signed by a judge**. You lose certain rights by allowing agents into your home.

Do Not Sign Anything

- Do not sign any document. Ask to speak with an attorney and for a hearing in immigration court before signing away any of your rights.

Disclaimer: This is being provided for information only. Please consult with legal counsel.



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Immigration Information Distribution Plan

Students

Email to students before start of Fall semester; post on Student Web Services:

- Cover Letter from Chancellor and Presidents
- FAQs regarding DACA – Information for Students and Employees
- FAQs regarding Immigration Enforcement on Campus – Information for Students

Employees

Email to all employees before start of Fall semester; post on Faculty Web Services:

- Cover Letter from Chancellor and Presidents
- FAQs regarding Immigration Enforcement on Campus – Information for District Employees
- FAQs regarding DACA – Information for Students and Employees

College Police Department Employees

Distribute to all College Police Department Employees:

- District Policy and College Police Protocol for Contact with Federal Immigration Officials



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Board Policy

Chapter 7 – Human Resources

BP 7370 – POLITICAL ACTIVITY

Employees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing [Board of Trustees](#). This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

[Also see BP 2716 titled Political Activity as well as AP 7370 titled Political Activity](#)

References: Education Code Sections 7054, [and](#) 7056;
Government Code Section 8314

Adopted: 9/11/2007

Revised:

(Replaces current SDCCD BP 7370)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

Administrative Procedure

Chapter 7 – Human Resources

AP 7370 – POLITICAL ACTIVITY

No restriction shall be placed on the political activities of any employee of the District except as provided in Board Policy 2716, Board Policy 7370, and these procedures.

No District funds, services, supplies, or equipment may be used to urge the support or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees.

District resources may be used to provide information to the public about the possible effects of a bond issue or other ballot measure if both the following conditions are met:

- The informational activities are otherwise authorized by the Constitution or laws of the State of California; and
- The information provided constitutes a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the bond issue or ballot measure.

Any administrator or a member of the Board of Trustees may appear before a citizens' group that requests the appearance to discuss the reasons why the Board of Trustees called an election to submit to the voters a proposition for the issuance of bonds, and to respond to inquiries from the citizens' group.

An officer or employee of the District may solicit or receive political funds or contributions to promote the support or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service, or other working conditions of officers or employees of the District. Such activities are prohibited during working hours, and entry into buildings and grounds of the District during working hours is prohibited. Such activities are permitted during nonworking time. "Nonworking time" means time outside an employees' working hours, whether before or after the work day or during the employees' lunch period or other breaks during the day.

Also see BP 2716 titled Political Activity as well as BP 7370 titled Political Activity.

References: Education Code Sections 7050 et seq.

Adopted: __/__/__

Revised:

(This is a new procedure)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

Board Policy

Chapter 7 – Human Resources

BP 7380 – RETIREE HEALTH BENEFITS: ACADEMIC EMPLOYEES

The District shall permit any former academic or classified employee who has retired from the District to enroll enrolled in the health and welfare benefit plan and/or dental care benefit plan currently provided to its current academic employees at the time of retirement to continue to participate in those plans upon retirement. In addition, the District shall also permit the enrollment of the surviving spouse or domestic partner of a former academic such employee who either retired from the District or was, at the time of his or her death, employed by the District as an academic employee and a member of the State Teacher's Retirement System. ~~is eligible to continue to participate in these plans.~~

Enrollment pursuant to this policy shall be at the retiree, surviving spouse, or domestic partner's own expense.

A retired academic employee or surviving spouse may enroll in the District's health and welfare benefit plans only once pursuant to this policy. A retired academic employee or surviving spouse who voluntarily terminates coverage under this policy may be excluded from obtaining coverage again.

The District Chancellor shall establish procedures as may be deemed necessary to administer this policy in accordance with Education Code Sections 7000, et seq.

References: Education Code Sections; 7000 et seq.
Government Code Section

~~Education Code Sections 7000 et seq.~~

Adopted: 9/11/2007

Adopted: 09/11/2007

Revised:

(Replaces current SDCCD BP 7380)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

Administrative Procedure

Chapter 7 – Human Resources

AP 7380 – RETIREE HEALTH BENEFITS: ACADEMIC EMPLOYEES

Under AB 528, former employees may be eligible to continue on the District medical and dental plans at full cost to the former employee, with monthly or annual premiums, payable in advance of the effective date of the coverage provided.

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and upon separation from the District and depending upon the event which causes insurance coverage to end, the employee and his/her dependents may elect to continue coverage on the medical, dental, and/or vision plans pursuant to the following requirements:

- The employee and dependents may continue coverage for up to 18 months if the employee terminates for any reason, except gross misconduct, or loses eligibility due to a reduction in the hours worked.
- Dependents may continue coverage for up to 36 months if the employee dies, the employee becomes divorced or legally separated, the dependent child ceases to be a dependent, or if the employee after age 65 becomes eligible for Medicare and elects Medicare as primary to the medical plan.
- The individual will be charged the full cost of the premium plus an additional 2% of the premium for administrative costs. Payment is to be made in advance of the effective date of the coverage provided.
- This continuation coverage will end if any of the following occur:
 - The former employee or dependents become eligible for coverage through another group health plan;
 - Entitlement to Medicare coverage begins;
 - Termination of the employer-provided group health plan (although when coverage is replaced by another group health plan, the individual may be continued under that plan); or
 - Failure to pay the required premiums.

References: Education Code Sections; 7000 et seq.
Government Code Section

Approved:

Revised:

(This is a new procedure)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

Board Policy

Chapter 7 – Human Resources

BP 7510 – DOMESTIC PARTNERS

Domestic partners registered with the California Secretary of State shall have, insofar as permitted by California law, all of the same rights, protections, and benefits, as well as the same obligations, responsibilities, and duties of married persons (spouses) under state law. Former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent.

Therefore, all references to "spouses" in the District's policies or procedures shall be read to include registered domestic partners as permitted by California law.

~~Collective bargaining agreements and handbooks with employee organizations may extend terms and conditions of employment such as leaves, medical insurance and other benefits to those domestic partners who do not meet the requirements for registration with the California Secretary of State.~~

References:

Family Code Sections 297, 298, 298.5, 297.5, 299, 299.2, and 299.3.

Adopted: 09/11/07

Revised:

(Replaces current SDCCD PT 2110)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

Administrative Procedure

Chapter 7 – Human Resources

AP 7381 – HEALTH AND WELFARE BENEFITS

The specific provisions regarding health and welfare benefits are contained in the appropriate collective bargaining agreements and personnel plans.

Also see the collective bargaining agreement(s) for the applicable employee group(s)

References: Government Code Section 53200

Approved:

Revised:

(This is a new procedure)

Instructional Services

Policies and Procedures

BP 5060	Delineation of Functions Agreement
BP 5100	Educational Grants and Contracts Program
AP 5100.2	Grants and Contracts Master Plan Development
AP 5120.1	Dissemination of Information on Grant and Contract Opportunities
AP 5120.3	Development of Projects for Grant and Contracts
AP 5120.5	Writing Proposals for Grants and Contracts
AP 5120.7	Submission of Proposals for Grants and Contracts
AP 5120.9	Evaluation of Proposals Not Funded



SAN DIEGO COMMUNITY COLLEGE DISTRICT

BP 5060 4060

Board Policy
Chapter 4 – Academic Affairs

BP 5060 4060 DELINEATION OF FUNCTIONS AGREEMENTS

References:

Education Code Sections 8535, [and](#) 8536

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the [District](#) Chancellor shall present an appropriate memorandum of understanding to the Board of Trustees for approval.

~~See Administrative Procedures: To Be Determined~~

~~References:~~

~~Education Code Sections 8535; 8536~~

~~Adopted: 7/07/11~~

~~Supersedes: New Policy~~

NOTE: The **red ink** signifies language that is **legally advised** by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SDCCD BP 5060 titled Delineation of Functions Agreements adopted on July 7, 2011. The language in **blue ink** is included for consideration.

Adopted: July 7, 2011

Revised:

(Replaces current SDCCD BP 5060)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Policy
5400

August 11, 1977

EDUCATIONAL GRANTS AND CONTRACTS PROGRAM

CONDITION

The Board of Trustees of the San Diego Community College District utilizes special funding through grants and contracts to supplement local property tax and state apportionment funds for specific program purposes. Programs funded from external sources are an integral and significant part of the overall District program.

POLICY

The Board of Trustees hereby establishes a program entitled GRANTS AND CONTRACTS. The purpose of this program is to seek and obtain funds from external sources for the purpose of enriching existing programs, accelerating the implementation of new programs, conducting research regarding District activities, and obtaining financial aids for students so they may pursue their educational objectives. The program contributes directly to Goals I and XI as set forth in the District's adopted Educational Master Plan (Policy 0001). Specifically, these goals read as follows:

Goal I: To minimize any situation that acts as a barrier to education.

Goal IX: To ensure that the organization structure and administrative procedures are designed so as to provide quality service and economical use of resources.

RULES

In developing the procedures to implement this policy, the Chancellor shall consider the following:

1. The development of an Educational Grants and Contracts Master Plan which will set forth annually the estimates for that college year of all known grants and contracts for which applications will be submitted. The Board shall be informed when the proposals are actually dispatched.

2. ~~Income from grants and contracts shall, whenever possible, cover total grant and contract costs, including the establishment and operation of the grants and contracts office.~~
3. ~~Matching fund requirements and District in-kind contributions should be identified and included for consideration in the annual budget adoption process.~~
4. ~~Proposals for grants and contracts not included in the annually approved Grants and Contracts Master Plan shall be considered by the Board at the time the request for submission of application is desired and when approval is requested to accept, budget and implement the program.~~

SUPERSEDES:
New Policy



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 4—Instructional Services

5100.2—GRANTS AND CONTRACTS MASTER PLAN DEVELOPMENT

This Procedure Outlines the tasks that must be completed to establish a grants and contracts master plan for each college and adult program.

FUNCTION

1. Definitions

- a. Grant: A grant is a gift of money given to the District by an external funding agency to carry out an agreed upon project or activity. Most grants are competitive, which means that many colleges are competing for funds. Some grants are not competitive and are allocated according to a formula or entitlement. To secure a competitive grant the District must develop a proposal that convinces the funding agency that the District has a worthwhile project that falls within the scope and priorities of the funding agency.
- b. Contract: Contracts differ from grants in that the funding agency has a service it wants performed. The District may submit a bid for performing the service. Contracts are usually awarded to bidders based on the cost of the service and the bidder's ability to perform the service.
- c. External Funding Agency: An external funding agency may be a government agency, a foundation, a corporation, or a person.
- d. Program Goals: Identified goals of the college/adult program which are used in setting priorities in securing grants and contracts.
- e. Grants and Contracts Master Plan: The planned intentions of the college/adult program to secure grants and contracts. A multi-part document which is submitted for Board approval.

2. Restrictions

Grant and contract proposals not included in the Board approved master plan must be submitted to the Board individually prior to proposal submission to the funding agency.

IMPLEMENTATION

1. Responsibility

- a. The District grants and contracts coordinator is responsible for collecting information on funding opportunities and presenting them to the presidents.
 - b. Each program president is responsible for the development of a grants and contracts master plan for his/her program.
 - c. The Chancellor will review each master plan to insure compatibility with District goals and objectives and make recommendation to the Board.
 - d. The Board considers and approves or rejects the master plan.
2. Development and approval of the grants and contracts master plan.
- a. Grants and contracts coordinator collects information on funding and writes an abstract of each program.
 - b. President causes a meeting of his/her staff to match college/adult program goals with funding opportunities.
 - c. Grants and contracts coordinator presents funding program abstracts to president's staff.
 - d. President and staff select those funding opportunities that meet the goals and objectives of their program.
 - e. President is responsible for the development of the master plan, which will follow the outline presented in paragraph 3 (Suggested Outline of Grants and Contracts Master Plan) of this procedure.
 - f. Completed master plan shall be submitted to Chancellor by July 1.
 - g. Chancellor will review and evaluate master plan in light of District goals and objectives.
 - h. Chancellor will submit master plan to Board of Trustees by July 15 for approval.
 - i. Board considers master plan by August 8.
 - j. President notifies project managers to begin development of project plan and sends each manager a copy of form 5100.2, Master Planning Guide for Grants and Contracts and form 5100.2a, Grants and Contracts Project Managers Planning Guide to use in planning for development of the proposals.
3. Suggested Outline of Grants and Contracts Master Plan
- a. Cover Page
 - b. Introduction
 - 1) District policy on grants and contracts (this would be a reference to the Board's adopted policy on grants and contracts so as to emphasize the fact that we apply for grants and contracts for specific reasons).
 - 2) Definition of grants and contracts.
 - 3) College/adult educational programs and services to be impacted/implemented by grants and contracts after including the identification of the specific goals and objectives of that program or service.
 - c. Calendar of events
 - d. Budget summary of grants and contracts master plan
 - e. Abstracts of grant and contract proposals

FORMS/REFERENCES

1. Form 5100.2 Master Planning Guide for Grants and Contracts.
2. Form 5100.2a Grants and Contracts Project Manager's Planning Guide.

(Forms are stocked and issued by the District Office, Grants and Contracts Coordinator.)

Adopted: ——— September 7, 1977.

SUPERSEDES:

New Procedure



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 4—Instructional Services

6120.1—DISSEMINATION OF INFORMATION ON GRANT AND CONTRACT OPPORTUNITIES

This procedure outlines the tasks that must be completed in order to collect and disseminate information on funding opportunities.

FUNCTION

1. Definitions

a. Information: Information on grant and contract opportunities comes from a variety of sources:

- 1) News articles published in newsletters
- 2) Deadline lists
- 3) The FEDERAL REGISTER
- 4) BUSINESS-COMMERCE DAILY
- 6) FEDERAL DOMESTIC ASSISTANCE CATALOG
- 6) Brochures published by various agencies
- 7) FOUNDATION DIRECTORY
- 8) FOUNDATION GRANTS INDEX
- 9) FOUNDATION NEWS
- 10) Foundations' newsletters
- 11) Workshops and conferences
- 12) Word-of-mouth through personal contacts or telephone calls

b. Collection of Information:

- 1) Information is collected primarily by the grants and contracts office.
- 2) Presidents receive information because they are listed on the mailing lists of government agencies.
- 3) Some directors, coordinators and project managers are contacted directly by the funding agencies.
- 4) Faculty members often read or hear about grant opportunities.
- 5) Students occasionally receive information about scholarship programs.
- 6) Social service agencies receive information about opportunities that might be worthwhile for the college district.

e. Dissemination: Dissemination of information means sending relevant information from a receiver to potentially interested users of the information.

2. Restrictions

Dissemination of information in this procedure is limited to that information collected by the grants and contracts office and sent to potential users in the District.

IMPLEMENTATION

1. Responsibility

- a. The grants and contracts office is responsible for the collection and dissemination of information on funding opportunities.
- b. Presidents and Directors are responsible for evaluating information received and deciding whether to develop a proposal.

2. Sequence of Events

- a. Grants and contracts coordinator receives, reviews, and evaluates information regarding each funding opportunity.
- b. Grants and contracts coordinator sends information to appropriate Presidents, Directors, and/or other interested persons.
- c. President or Director receives, reviews, and evaluates funding opportunity information to determine if opportunity falls within the goals, objectives and priorities of the program.
- d. President or Director reports to grants and contracts coordinator if interested in submitting an application.
- e. Grants and contracts coordinator secures proposal guidelines from funding agency if there is an interest.
- f. Grants and contracts coordinator sends guidelines to President or person assigned to manage proposal development.
- g. President or persons assigned to manage proposal development (project manager) implements a proposal development plan designed in accordance with 5100-series procedures.
- h. Grants and contracts coordinator maintains a file of all proposal guidelines received from funding agencies.

FORMS/REFERENCES

None.

Adopted: — September 7, 1977

SUPERSEDES:
New Procedure



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 4—Instructional Services

5120.3—DEVELOPMENT OF PROJECTS FOR GRANTS AND CONTRACTS

This procedure outlines the planning tasks that must be completed BEFORE a writer is assigned to write a proposal.

FUNCTION

1. Definition

- a. **Project Manager:** Any staff or faculty person assigned by a president or director to develop a project for grant or contract funding is a project manager. Generally, the manager will be responsible for a project in his/her area of specialization and will manage the project if it is funded.
- b. **Proposal Writer:** A professional writer assigned to put the plans for the project into a proposal format. The writer will be assigned after the planning encompassed in this procedure is completed by the project manager.
- c. **Grant and Contract Project Manager's Guide (Form—5100.2a):** An outline to be followed in the step by step development of the project plan, developed to help project managers in their planning. This is a general outline designed to cover all the major areas needed in developing a proposal narrative and rationale.

IMPLEMENTATION

1. Responsibility

- a. **President or director is responsible for the:**
 - 1) General management of the proposal development
 - 2) Appointment of one of his/her staff or faculty to manage development of project proposal and management of project if funded
 - 3) Reviewing of project plan when it is developed
 - 4) Requesting of the assignment of a writer after plan has been developed

b. Project manager is responsible for:

- 1) Creating the idea for the project
- 2) Planning the project by using the project manager's planning guide (Form 5100.2a)
- 3) Consulting with the grants and contracts coordinator on the development of the plan
- 4) Consulting with Human Resources on classification and salaries of personnel in project
- 5) Consulting with facilities and equipment services on facilities needed for the project
- 6) Consulting with purchasing on equipment and supplies needed for project
- 7) Consulting with planning and evaluation services for statistical information
- 8) Consulting with any other staff or faculty required to successfully plan the project
- 9) Having the plan reviewed by the president or designee and the grants and contracts coordinator

c. Grants and contracts coordinator is responsible for:

- 1) Consulting with project manager on the development of project plan
- 2) Reviewing plan and assuring compliance with funding agency guidelines and District policy/procedures
- 3) Assigning a writer if requested to write proposal

2. Sequence of Events

- a. President or director appoints a project manager to plan project proposal
- b. Project manager, in consultation with President or director, grants and contracts coordinator, and others, creates the idea for the project.
- c. Project manager develops a detailed plan of the project by using the Project Manager's Planning Guide (Form 5100.2a).
- d. Project manager consults with one or more of the following and obtains their approval:
 - 1) Human Resources for classification and salary data
 - 2) Facilities and equipment services for facilities planning
 - 3) Business services for budget format, overhead rates, etc.

- 4) Planning and evaluation services for statistical information and research and evaluation design
 - 5) Grants and contracts coordinator for general project design and strategy
 - 6) Other persons on campus or in community who may be able to make a contribution
- e. President or director reviews completed plan and approves.
 - f. President or director requests a writer to write proposal.
 - g. Grants and contracts coordinator secures suitable writer, if necessary, in consultation with project manager and allocates funds to pay writer.
 - h. Grants and contracts coordinator employs, assigns, and keeps time cards on writer.

FORMS/REFERENCES

1. Form 5100.2a--GRANT AND CONTRACT PROJECT MANAGERS PLANNING GUIDE.
(Stocked and issued by District office, Grants and contracts coordinator.)

Adopted:—September 7, 1977

SUPERSEDES:
New Procedure



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 4—Instructional Services

5120.5—WRITING PROPOSALS FOR GRANTS AND CONTRACTS

This Procedure outlines the tasks that must be completed in order to complete the writing of a project proposal.

FUNCTION

1. Definitions

- a. Grants and Contracts Project Manager's Planning Guide (Form 5100.2a):—A planning outline used by project managers to develop a project idea into a detailed plan. The document from which the proposal writer gleans required data.
- b. Proposal Guidelines:—A multi-paged document published by the funding agency which outlines rules and regulations governing the funding program and guidelines for writing the proposal.
- c. Project Manager:—The person assigned by the president or director to develop the proposal and manage the operation of the project if funded.
- d. Proposal Writer:—The person employed to write the proposal.
- e. Grants and Contracts Coordinator:—The person who hires and assigns the writer and works with the project manager and writer to develop a successful proposal.
- f. The Proposal:—The multi-paged document written for submission to the funding agency.

2. Restrictions

- a. Foundations do not provide guidelines for proposals.—The grants and contracts coordinator shall furnish suggested format for foundation proposals.
- b. Foundations must be sent short letters requesting funding before a proposal is submitted.—The grants and contracts coordinator shall consult with project manager to develop such a letter to be sent to selected foundations.

IMPLEMENTATION

1. Responsibility

- a. Project manager is responsible for:

- 1) Developing project according to planning guide (Form 5-100.2a)
- 2) Furnishing written outline to writer
- 3) Working with writer on writing project proposal
- 4) Directing writer to sources of statistical information needed in proposal which are not included in planning guide
- 5) Supervising the writing of the project
- 6) Submitting the proposal for approval by the president

b. Proposal writer is responsible for:

- 1) Obtaining a copy of guidelines from project manager or grants and contracts coordinator
- 2) Studying guidelines to become familiar with the requirements of a successful proposal
- 3) Obtaining a copy of completed planning guide from project manager
- 4) Writing narrative part of proposal according to guidelines by using information from planning guide and consultations with project manager
- 5) Completing statistical part of proposal by collecting required statistical information from planning and evaluation services, business services, student services, etc.
- 6) Submitting proposal to be typed in accordance with the college/center program or District headquarters procedures.
- 7) Obtaining signatures from:
 - a) Business Services representative on back of budget pages;
 - b) Assistant Chancellor—Business Services on certification of nonprofit status of District;
 - c) A representative of Human Resources on back of page detailing project personnel;
 - d) District affirmative action officer on non-discrimination and grievances certificate;
 - e) President or director on front page and other certification pages.
- 8) Submitting a final copy to grants and contracts coordinator for review and filing
- 9) Submitting original copy of proposal to project director

2. Sequence of Events

- a. Grants and contracts coordinator assigns writer to project and allocates funds to pay writer;
- b. Writer obtains:
 - 1) Copy of program guidelines from grants and contracts coordinator or project manager
 - 2) Copy of completed grants and contracts project manager's planning guide from project manager
- c. Writer reads and analyzes guidelines to determine:
 - 1) How to organize narrative
 - 2) What statistical and budgetary information is needed
 - 3) What should be included in appendix
 - 4) How to slant the proposals
- d. Writer reads completed grants and contracts project manager's planning guide to:
 - 1) Acquire an overview of what the project is about
 - 2) Assess the information included in the planning guide
 - 3) Decide what information not included in the planning guide is required
- e. Writer consults with project manager to:
 - 1) Secure clarification on information and fill in information gaps
 - 2) Secure clarification on slanting proposal and funding strategy
 - 3) Secure instruction on obtaining missing information
- f. Grants and contracts coordinator is available to advise both writer and project manager on proposal development.
- g. Writer:
 - 1) Writes narrative
 - 2) Collects and organizes statistical data
 - 3) Completes budget, statistics and assurances in proposal
 - 4) Procures various required signatures and sign-offs from business

services, personnel, etc.

- h. ~~Writer consults with grants and contracts coordinator and project manager during the development of the proposal.~~
- i. ~~Project manager arranges for final draft of proposal to be typed and assembled at the college/adult/EDD/District headquarters.~~
- j. ~~Writer submits:~~
 - 1) ~~One copy of proposal to grants and contracts coordinator for revision and filing~~
 - 2) ~~One original with required copies of proposal to project manager for submission and filing.~~

FORMS/REFERENCES

- 1. ~~Form 5100.2a Grants and Contracts Project Manager's Planning Guide.~~
- 2. ~~Funding Agency's Program Guidelines.~~
- 3. ~~Funding Agency's Proposal Forms.~~

~~(Forms are stocked and issued by the District Office, Grants and Contracts Coordinator.)~~

Adopted: _____ September 7, 1977

SUPERSEDES:
New Procedure



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 4—Instructional Services

6120.7—SUBMISSION OF PROPOSALS FOR GRANTS AND CONTRACTS

This procedure outlines the tasks to be completed in order to submit a written proposal to a funding agency.

FUNCTION

1. Definitions
 - a. Proposal: A multi-part document written by the District to convince a funding agency that the project described in the proposal is worthy of agency funding.
 - b. Submission: The process by which the proposal passes from project manager to the funding agency. This process includes the functions of review, approval and authorization.
 - c. Review: The evaluation of the proposal by higher authority such as the president or director, Chancellor and the Board of Trustees.
 - d. Approval: The signing of the proposal by the president or director and the signing of the Master Plan or Board docket exhibit by the president or director and Chancellor.
 - e. Authorization: Action by the Board of Trustees taken by a vote in a public meeting to authorize the District to submit a proposal to a funding agency.
2. Restrictions
 - a. Letters of inquiry and preliminary proposals do not require Board approval.

IMPLEMENTATION

1. Responsibility
 - a. Project manager is responsible for preparing docket exhibit if project is not included in Master Plan.
 - b. The president or director is the advocate of the proposal in that he/she:
 - 1) Signs proposal and Master Plan or docket exhibit
 - 2) Defends the proposal before the Chancellor and the Board of Trustees
 - c. Chancellor has a review and approval function in that he/she:
 - 1) Signs Master Plan or Board docket exhibit

- 2) Recommends approval of proposal to Board of Trustees
- d. Board of Trustees approves proposal and authorizes District to submit proposal to funding agency.
- 2. Sequence of Events
 - a. Submission of a proposal that is included on a Board-adopted grants and contracts project Master Plan:
 - 1) Project manager mails the proposal by certified mail or courier service (see Procedure 5110.1).
 - 2) The president/director shall inform the Chancellor and grants and contracts coordinator via Information Memo that the proposal has been dispatched.
 - b. Submission of a proposal that is not on the Master Plan:
 - 1) Project manager develops Board docket exhibit (see sample exhibit for project submission in SPECIAL PROJECTS HANDBOOK).
 - 2) President or director reviews and signs exhibit.
 - 3) President or director sends exhibit to grants and contracts coordinator.
 - 4) Grants and contracts coordinator reviews exhibit for format and consistency with proposal and signs exhibit.
 - 5) Grants and contracts coordinator sends exhibit to Board office for inclusion in upcoming docket.
 - 6) Chancellor reviews exhibit and signs if he approves.
 - 7) Chancellor puts exhibit on upcoming Board docket.
 - 8) Board reviews and approves docket item.
 - 9) President/director notifies project manager and grants and contracts coordinator of Board action.
 - 10) Project manager sends proposal by certified mail or courier to funding agency.

FORMS/REFERENCES

- 1. Procedure 5100.2
- 2. Special Projects Handbook
- 3. Sample docket exhibit: Proposal Submission:
(Stocked and issued by grants and contracts coordinator)

Adopted: _____ September 7, 1977

SUPERSEDES:
New Procedure



SAN DIEGO COMMUNITY COLLEGE DISTRICT

~~Administrative Procedure~~

~~Chapter 4—Instructional Services~~

~~6120.9—EVALUATION OF PROPOSALS NOT FUNDED~~

This procedure outlines the tasks required to evaluate those proposals that are not funded.

FUNCTION

1. Definitions

- a. ~~Unfunded proposal: A proposal that has been turned down by the funding agency.~~
- b. ~~Evaluation: An assessment of why the proposal was rejected, including:~~
 - 1) ~~Eligibility of applicant~~
 - 2) ~~Quality of written proposal~~
 - 3) ~~Strategy~~
 - 4) ~~Congruence of objective of applicant and funding agency~~

IMPLEMENTATION

1. Responsibility

- a. ~~Grants and contracts coordinator is responsible for securing evaluation of proposal from funding agency.~~
- b. ~~Project manager is responsible for participating in evaluation process.~~

2. Sequence of Events

- a. ~~Funding agency notifies District that project was not funded.~~
- b. ~~Written rejection or notices that proposal will not be funded shall be forwarded to grants and contracts office.~~
- c. ~~Grants and contracts coordinator will initiate contact with the funding agency to obtain a written or oral evaluation.~~
- d. ~~Grants and contracts coordinator meets with project manager and interested persons to review evaluation and assess the pertinence of submitting the project to the same agency/other agency at a later date.~~

FORMS/REFERENCES

- 1. ~~Application Guidelines~~
- 2. ~~Completed Proposal~~
- 3. ~~Proposal Evaluation Summary~~

Adopted: ~~September 7, 1977~~

Supersedes:

From: 4CS Senates [<mailto:4CS-SENATES@LISTSERV.CCNEXT.NET>]
On Behalf Of Weatherly, Debbie
Sent: Tuesday, July 11, 2017 7:10 AM
To: 4CS-SENATES@LISTSERV.CCNEXT.NET
Subject: FW: 4CS - 3CLA Letter to Recruit Senates.docx

Good Morning Classified Professionals,

We have offered an opportunity for Classified Professionals to receive a free training at the famous Asilomar Conference Grounds in Pacific Grove. To my surprise we still have openings for this training which will occur in September. Please refer to the attached letter for recruitment, and contact me or Deborah Knowles should you have any questions. I look forward to seeing as many of you participating as possible!

Thank you for your consideration as we are in your service,

Debbie Weatherly
4CS Past President
707-527-4505



California Community Colleges Classified Senate

May 1, 2017

Dear Classified Colleagues:

The California Community College Classified Senate (4CS) received a Chancellors Office Institutional Effectiveness Partnership Initiative (IEPI) leadership grant to develop a **Classified Leadership Academy**. The 4CS proposal is to bring three-person teams from each of the 72 districts together in an experience to develop, encourage and support leadership practices within a team of one faculty member, one administrator and led by one classified staff.

As part of the academy, leadership development will include a broad spectrum of elements including but not limited to the importance of building consensus and developing cross-functional teams to further this important work of our community colleges thus ensuring **all** partners in our educational efforts find their voice in leadership.

The commitment to this academy will be that 72 classified staff participants will be responsible for attending a 3-day intensive leadership training September 19-21, 2017 in Pacific Grove, CA. In preparation for the intensive training, all participants will be responsible for attending both virtual meetings and online information meetings.

After the intensive training, the classified leads will meet with their college/district team members (one administrator and one faculty member) to develop an equity proposal (guidance will be provided). The classified team lead will need to attend two online discussions (one in October and another in November). Please know that *all training costs, lodging, and food are included at no expense to the participants or district*. However, travel costs will need to be covered from another source. If this cost is the only matter preventing your attendance, please contact Deborah Knowles (see below).

This academy will have teams develop (or grow an existing) equity-based project for their own local community college/district. Teams will need to present their proposal to their district boards of trustees.

Notification of this opportunity was sent to all district/college CEOs. Each application will require the approval of the district/college CEO to indicate support of participation and the travel only part of the expenses. Please identify a staff member from your campus/district **no later than 5/19/17**. Application is online at www.ccccs.org/3cla. A faculty member, and an administrator will also need to be identified. Those names can be added to the application at initial submission or up until the start of the Academy in September.

If you have any questions please contact California Community College Leadership Academy Director Deborah Knowles at Sacramento City College, (916) 558-2607 or email at dknowles@ccccc.org

Sincerely,

Deborah Knowles

California Community College Leadership Academy Director
4CS Board Member



California Community College Leadership Academy

[Participants](#) [Forms & Fliers](#) [Academy Archives](#) [Leadership Links](#) [4CS Home](#)

CALIFORNIA COMMUNITY COLLEGE LEADERSHIP ACADEMY (3CLA)

Application

Complete the application and email to CA Community College Leadership Academy Director, Deborah Knowles, dknowles@ccccs.org, (916) 558-2607.

[3CLA Application Final \(PDF form\)](#)

Who is Eligible?

One team from each CA Community College District. The applicant is a classified staff member nominated by a chancellor/superintendent/president (CEO) of a college or district. The team will include a faculty member and a manager, selected by the applicant with the approval of the CEO.

The selection process for participation in the California Community College Leadership Academy (3CLA) is:

1. Each district submits at least one team to participate.
 - a. All colleges/districts (including multi-college districts) can recommend more than one team.
2. In the event some districts choose to abstain, those empty slots will be given to districts submitting more than one team.
3. Should there be more applicant teams than there are available slots, a selection panel (consisting of classified, faculty, and administrators) will decide which teams go.
4. If only one team is submitted from a district, that team will automatically be included.

What will participants do?

Leadership development will include a broad spectrum of elements:

- For staff person only, 3-day intensive leadership training, September 19-21, 2017, in Pacific Grove, CA
- For entire team, 2 one-day regional discussions, one in October and one in November, happening in 9 locations throughout the state
- An equity-based project proposal to be presented & considered for implementation at local district Board of Trustees meeting

Costs

Training costs, lodging, and food are INCLUDED at no expense to the participants or district. District is asked to cover the expense of travel (airfare, mileage, etc.).

Commitments (timelines)

The primary commitments are as follows:

- September 19-21, 2017, in Pacific Grove, CA
- Two (2) one-day trips in your local region (dates to be determined)
 - October
 - November
- Complete an equity-based project proposal to be presented and considered for implementation at your local district board of trustees meeting.

Outcomes & Certification

3CLA Outcomes with full participation in the CA Community College Leadership Academy:

- Present an equity-based project proposal at the local campus/district with the CEOs support to implement as appropriate
- Certificate of Completion of 3CLA
- 4CS President will select specific teams to present at Classified Leadership Institute - 2018

Background Information

[Introduction to the CA Community College Leadership Academy](#)

Contact for More Information

CA Community College Leadership Academy Director, Deborah Knowles - dknowles@ccccs.org - (916) 558-2607.