

Consultation Council/Strategic Planning Committee Minutes
September 9, 2011 [BEFORE YOU PRINT – This document is 38 pages long]

Present

Cheryl Aschenbach (AS/Div Chair-faculty)	Phil Horner (classified)
Carie Camacho (Div Chair -faculty)	Sue Mouck (Accreditation Liaison -faculty)
Kayleigh Carabajal (Dean of Academic Services)	Cary Templeton (Dean of Student Services)
Marshel Couso (management)	

Absent

Colleen Baker (Div Chair-faculty)	Jeff Lang (classified)
Shelly Baxter (management)	Logan Merchant (Chair/IT Planning)
Terry Bartley (management)	Carol Montgomery (classified)
Sandy Beckwith (Lead Counselor – faculty)	Eric Rulofson (Chair/ Facilities Planning)
Dave Clausen (Dean of Admin Services)	Ross Stevenson (Div Chair-faculty)
Shawn Hubbard (ASB)	Bill Studt (Interim President)

Guests

Matt Levine (management)

With a quorum present, the meeting began at 1:05 pm.

Consultation Council:

1. Chapter 3 Board Polices – General Institution (Governance)

Sue Mouck reminded the committee of the process currently utilized for revisions and development of board policies. Proposed policies are brought to Consultation Council, which provides an opportunity for the constituent groups to review the policies prior to the policies being returned to Consultation Council. Consultation Council recommends board policies to the subcommittee of the Governing Board for consideration and adoption. The policies from Chapter 3 currently under consideration are either renumbered existing board policies or recommended changes consistent with legal requirements proposed by the consultant hired by the District two years ago. **Consultation Council recommended the following board policies to the Governing Board for consideration: BP 3050- Institutional Code of Ethics, BP 3100 – Organizational Structure, BP 3200 -Accreditation, BP 3250 – Institutional Planning, BP 3280 – Grants, BP 3300 – Public Records, BP 3310 –Records Retention and Destruction, BP 3410 – Nondiscrimination, BP 3420 – Equal employment Opportunity, BP 3440 – Prohibition of Harassment, BP 3500 – Campus safety, BP 3505 – Emergency Response Plan, BP 3510 –Workplace Violence Plan, BP 3515 – Reporting of Crimes, BP 3518 – Child Abuse Reporting, BP 3520 – Local Law Enforcement, BP 3530 – Weapons on Campus, BP 3540 – Sexual and Other Assaults on Campus, BP 3550- Drug Free Environment and Drug Prevention Program, BP 3560 – Alcoholic Beverages, BP 3570 – Smoking on Campus, BP 3600 – Auxiliary Organizations, BP 3710 – Securing of Copyright, BP 3715– Intellectual Property, BP 3720- Computer and Network Use, BP 3810 – Claims Against the District, BP 3820 – Gifts, and BP 3900 – Animals on Campus. [copies attached]** Phil Horner expressed the strong reservation that board policies (BP 3900 – Dogs on Campus), which cannot be enforced should not be approved. Dr. Carabajal assured Mr. Horner that the board policy (BP 3900) can and will be enforced. She further assured him that the specifics concerning exceptions to the policy would be addressed in the companion administrative procedure.

2. Report on 2010-2011 Work Study Program

Cary Templeton presented the report (attached). Cheryl Aschenbach questioned whether the causes of the problem, over expenditure of the budget and insufficient tracking of expenditures should have been addressed in the report. Cary Templeton responded that tracking of federal work-study funds has always occurred and the need to track Cougar Works (District funded student work) expenditures was eliminated with the elimination of the program. Matt Levine indicated that expenditures are being tracked and supervisors informed about their usage through regular emails. The problem has also been addressed in both supervisor and student orientations, specifically distinguishing between the student award amount and the budget constraints of the department.

3. Personnel Update (Information) – Administration

A variety of selection committees are meeting as the hiring of positions moves forward.

Strategic Planning:

None

Other:

Acoustic Café will be tonight at 7:30 pm.

The meeting adjourned at 1:30 pm

Future Agendas:

1. **Revised KPI's for 2011-2012 (Consultation) --- Dr. Kayleigh Carabajal**
2. **Adoption of Institutional Planning and Budget Development Handbook (Consultation) – September 16, 2011- Cheryl Aschenbach**
3. **Information Technology NIPR (Information) – September 23, 2011– Dr. Kayleigh Carabajal**
4. **Contract Education NIPR (Information) – September 23, 2011– Dr. Kayleigh Carabajal**
5. **Administrative Services (Duplicating, Purchasing, Logistics, Fiscal Services) NIPR (Information) – September 30, 2011– Dave Clausen**
6. **Instructional Services (Learning Center) NIPR (Information) – October 7, 2011**
7. **Social Science IPR (Information) – September 2011– Cheryl Aschenbach**
8. **Fire Technology IPR (Information) – September 2011– Cheryl Aschenbach**
9. **Gunsmithing IPR (Information) – September 2011– Cheryl Aschenbach**
10. **Journalism IPR (Information) – September 2011– Cheryl Aschenbach**
11. **Vocational Nursing IPR (Information) – September 2011– Cheryl Aschenbach**
12. **Welding Technology IPR (Information) – September 2011– Cheryl Aschenbach**
13. **Review of October 11, 2011 Governing Board Agenda (Information) – September 30, 2011- Bill Studt**
14. **Selection and Hiring Manual – September 2011**

BP 3050 INSTITUTIONAL CODE OF ETHICS

Reference:

[ACCJC Accreditation Standard III.A.1.d](#)

❖ **From current Lassen College Policy 4116.3 titled Code of Ethics**

[The District shall have and uphold a written code of professional ethics for all of its personnel.](#)

[Also see BP 2715 titled Code of Ethics/Standards of Practice and AP 3050 titled Institutional Code of Ethics](#)

NOTE: This policy is **suggested as good practice**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Lassen College Policy 4116.3 titled Code of Ethics adopted on 8/4/87 and revised on 12/12/00. The information in **blue type** is additional language to consider including in this policy.

Date Adopted:

(Replaces current Lassen College Policy 4116.3)

BP 3100 ORGANIZATIONAL STRUCTURE

Reference:

Education Code Section 72400

- ❖ ~~From current Lassen College Board Policy 2900 titled Organizational Units and Structural Relationships~~

The Superintendent/President shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District.

The administrative organization of the college shall be considered as an orderly means of achieving the college's primary objective; an effective program of instruction for its students.

An up-to-date organizational chart for the college shall be maintained by the District Superintendent/President to designate clearly the relationships of the college organization.

Optional: The organizational charts are subject to review by the Board of Trustees.

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Lassen College Policy 2900 titled Organizational Units and Structural Relationships adopted on 4/04/78 and revised on 9/16/86, 1/20/87, and 7/08/97.

Date Adopted:

(Replaces current Lassen College Policy 2900)

BP 3200 ACCREDITATION

Reference:

ACCJC Accreditation Eligibility Requirement 20;
ACCJC Accreditation Standard IV.B.1.i

❖ ~~From current Lassen College Board Policy 6100 titled Accreditation~~

Lassen Community College is officially accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges.

Special accreditation may be required for special segments of the instructional area.

The Superintendent/President shall ensure the District complies with the accreditation process and standards of the ACCJC and of other District programs that seek special accreditation.

The Superintendent/President shall keep the Board of Trustees informed of approved accrediting organizations and the status of accreditations.

The Superintendent/President shall ensure that the Board of Trustees is involved in any accreditation process in which Board participation is required.

The Superintendent/President shall provide the Board of Trustees with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

NOTE: The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Lassen College Policy 6100 titled Accreditation adopted on 2/22/77 and revised on 5/5/87, 6/23/98, and 8/12/08.

Date Adopted:

(Replaces current Lassen College Policy 6100)

BP 3250 INSTITUTIONAL PLANNING

References:

ACCJC Accreditation Standard I.B;

Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55250, 55400 et seq., 55510, and 56270 et seq.

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

The planning system shall include plans required by law, including, but not limited to,

- Long Range Educational or Academic Master Plan
- Facilities Plan
- Equal Employment Opportunity (EEO) Plan
- Student Equity Plan
- Matriculation Plan
- Transfer Center Plan
- Cooperative Work Experience Plan
- Extended Opportunity Programs and Services (EOPS) Plan

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

Note: *The following is suggested as good practice.*

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

The Superintendent/President shall ensure the Board of Trustees has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

Also see BP/AP 3200 titled Budget Preparation

NOTE: The **red type** signifies **legally required/suggested as good practice** (as indicated above) language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

BP 3280 GRANTS

Reference:

[Education Code Section 70902](#)

❖ ~~From current Lassen College Policy 3200 titled Grant Applications~~

The Governing Board encourages staff members to make applications for grants from State, Federal, or private agencies when the content of these applications extends the resources available to the District for the implementation of approved long-range plans of the College.

The Board of Trustees will be informed about all grant applications made and grants received by the District.

Project applications which require matching funds will be submitted when matching funds are authorized within the budgeted resources of the District.

The Superintendent/President shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

Grant applications will be reviewed by appropriate staff members prior to submittal. For District approval, grant awards shall be considered the same as contracts and require the same approvals.

NOTE: This policy is **legally advised**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Lassen College Policy 3200 titled Grant Applications adopted on 2/17/87 and revised on 10/28/97.

Date Adopted:

(Replaces current Lassen College Policy 3200)

BP 3300 PUBLIC RECORDS

References:

Government Code Sections 6250 et seq.

The Superintendent/President shall establish procedures for records management, including access by the public, which comply with the requirements of the California Public Records Act.

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

BP 3310 RECORDS RETENTION AND DESTRUCTION

References:

Title 5 Sections 59020 et seq.:

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

The Superintendent/President shall establish administrative procedures to assure the retention and destruction of all District records, including electronically stored information as defined by the Federal Rules of Civil Procedure, in compliance with Title 5. Such records shall include, but not be limited to student records, employment records and financial records.

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

BP 3410 NONDISCRIMINATION

References:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;

Penal Code Sections 422.55 et seq.;

Government Code Sections 12926.1 and 12940 et seq.;

Title 5 Sections 53000 et seq. and 59300 et seq.;

Accreditation Standard II.B.2.C

❖ **From current Lassen College Policy 5011/5012 titled Non-Discrimination – Student Personnel**

~~It is the policy of the Lassen Community College District to provide an educational environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability in any program or activity that is administered by, funded directly by or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges or the Federal Government.~~

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. (See BP/AP 3420 titled Equal Employment Opportunity)

~~It is the policy of the Lassen Community College District to provide an~~ The educational environment shall be free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment. (See BP/AP 3430 titled Prohibition of Harassment)

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

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 Regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

~~It is also the policy of the Lassen Community College District to The District prohibits the unlawful retaliation against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.~~

~~Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion or termination of contract.~~

~~Complaints of discrimination by students and staff shall be referred to the District's complaint resolution procedures which are available in the District's Human Resources Office, the Office of the District President/Superintendent and the Office of the Vice President of Student Services. (See Regulation 5---).~~

~~Copies of this policy and the complaint resolution procedures on unlawful discrimination will be displayed in a prominent location in the main administrative building or other areas where notices regarding the district's rules, regulations, procedures and standards of conduct are posted.~~

~~Legal Authority: Cal. Govt Code §§ 11135-11139.5
Cal. Educ Code §§ 66250 et seq.
Cal. Code Regs., Tit.5, § 59300 et seq.
Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d)
Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681)
Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794)
The Americans with disabilities Act of 1990 (42 U.S.C. § 12100 et seq.)
The Age Discrimination Act (42 U.S.C. § 6101)~~

❖ From current Lassen College Policy 4311 titled Non-Discrimination – Confidential Employees/Administrators

~~It is the policy of the Lassen Community College District to provide an employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities in any program or activity that is administered by, funded directly by or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community College or the Federal Government.~~

~~It is the policy of the Lassen Community College District to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment.~~

~~It is also the policy of the Lassen Community College District to prohibit the unlawful retaliation against someone who files an unlawful discrimination complaint, who participates in investigation of a complaint, who represents or serves an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.~~

~~Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and include discharge, expulsion or termination of contract.~~

~~Complaints of discrimination by students and staff shall be referred to the District's complaint resolution procedures, which are available in the District's Human Resources Office, the Office of the District President/Superintendent and the Office of the Dean of Student Services. (See Regulation 4111/4211)~~

~~Legal Authority: Education Code 66250 et seq.
Government Code 11135-11139.5
Code of Regulations, Title 5 59300 et seq.
42 U.S.C. §2000D Title VI of the Civil Rights Act of 1964
20 U.S.C. §1681 Title IX of the Education Amendments of 1972
29 U.S.C. §794 Section 504 of the Rehabilitation Act of 1973
42 U.S.C. §12100 ET SEQ. Americans with Disabilities Act of 1990
42 U.S.C. §6101 ET SEQ. Age Discrimination Act
34 C.F.R. §206.8~~

~~[Also see BP/AP 3420 titled Equal Employment Opportunity and BP/AP 3430 titled Prohibition of Harassment](#)~~

NOTE: The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black type** is current Lassen College Policy 4311 titled Nondiscrimination (Confidential Employees/Administrators) adopted on 5/16/89 and revised on 12/12/00 and 12/14/04 as well as Policy 5011/5012 titled Non-Discrimination – Student Personnel adopted on 1/13/04 and revised on 6/27/06. The information in **blue type** is additional language to consider including in this procedure.

Date Adopted:
(Replaces current Lassen College Policies
4311 and 5011/5012)

BP 3420 EQUAL EMPLOYMENT OPPORTUNITY

References:

Education Code Sections 87100 et seq.;
Title 5 Sections 53000 et seq.

~~**Note:** This policy and the corresponding procedure comply with Title 5 Section 53000, and Education Code Sections 87100 et seq., as amended in 2002. Because this remains a highly dynamic area of law, consultation with legal counsel in implementing this policy and procedure is advised.~~

The Board of Trustees supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The Superintendent/President shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation.

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

BP 3430 PROHIBITION OF HARASSMENT

References:

Education Code Sections 212.5, 44100, 66252, and 66281.5;
Government Code Section 12950.1;
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or because he/she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 titled Discrimination and Harassment Investigations. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent/President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

BP 3500 CAMPUS SAFETY

Reference:

Education Code Section 67380(a)(4)

The Board of Trustees is committed to a safe and secure District work and learning environment. To that end, the Superintendent/President shall establish a campus safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

BP 3505 EMERGENCY RESPONSE PLAN

References:

Education Code Sections 32280 et seq. and 71095;
Government Code Sections 3100 and 8607(a);
Homeland Security Act of 2002;
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
Executive Order S-2-05;
19 California Code of Regulations (CCR) Sections 2400-2450

The Superintendent/President shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines
 - Training requirements vary based on job titles or assigned roles within the emergency plan

College personnel must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The Superintendent/President should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive state or federal funding.

NOTE: This policy is **legally advised**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

BP 3510 WORKPLACE VIOLENCE PLAN

References:

Cal/OSHA: Labor Code Sections 6300 et seq.;
8 California Code Regulations Section 3203;
"Workplace Violence Safety Act of 1994" (Code of Civil Procedure Section 527.8);
Penal Code Sections 273.6 and 12021

The Board of Trustees is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Superintendent/President shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

BP 3515 REPORTING OF CRIMES

Reference:

[Education Code Section 67380](#)

The Superintendent/President shall assure that, as required by law, reports are prepared of all occurrences reported to the Director of Facilities [~~campus police or campus security~~] and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/ President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

BP 3518 CHILD ABUSE REPORTING

References:

Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;

Welfare and Institutions Code Sections 300, 318, and 601;

Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

The Superintendent/President shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

NOTE: This policy is **legally advised**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

BP 3520 LOCAL LAW ENFORCEMENT

Reference:

Education Code Section 67381

Note: This policy is applicable whether or not the District includes a police department as part of its structure.

[Each campus or center of the District] shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

BP 3530 WEAPONS ON CAMPUS

References:

Penal Code Sections 626.9 and 626.10

Firearms or other weapons shall be prohibited on any college or center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

BP 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS

References:

Education Code Section 67382 and 67385;
20 U.S. Code Section 1092(f);
34 Code of Federal Regulations Section 668.46(b)(11)

Any sexual assault or physical abuse, including, but not limited to rape as defined by California law, whether committed by an employee, student or member of the public, that occurs on District property, is a violation of Board Policies and Administrative Procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Superintendent/President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in Education Code Sections 67385 and 67385.7 and 34 Code of Federal Regulations Section 668.46.

NOTE: The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

BP 3550 DRUG FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM

References:

[Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g;](#)
[34 Code of Federal Regulations \(C.F.R.\) Sections 86.1 et seq.;](#)
[Drug Free Workplace Act of 1988, 41 U.S. Code Section 702](#)

❖ ~~From current Lassen College Policy 5520 titled Controlled Substance, Tobacco, Alcohol~~

Smoking

~~To provide a safe and healthy environment to learn and work, smoking and the use of other tobacco products in District facilities and vehicles are prohibited with the exception of the student Residence Hall rooms. It is the intent of this policy to promote the comfort, health, and well-being of all district students, staff, and visitors, and to maintain the safety of District facilities.~~

Controlled Substance and Alcohol

Absolutely no alcohol or illegal use of controlled substances shall be allowed on campus or at events sponsored by the College. The District shall be free from all drugs and from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

Note: ~~Describe the health risks associated with the use of illicit drugs and the abuse of alcohol.~~

The health risks associated with the use of illicit drugs and abuse of alcohol are published annually in the College Catalog.

The Superintendent/President shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

Also see BP/AP 3560 titled Alcoholic Beverages and BP/AP 3570 titled Smoking on Campus

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Lassen College Policy 5520

titled Controlled Substance, Tobacco, Alcohol adopted on 9/20/76 and revised on 3/17/87, 4/6/93, 11/10/98, 11/9/04, and 6/27/06. The information in [blue ink](#) is language to consider including.

Date Adopted:

(Replaces current Lassen College Policy 5520)

BP 3560 ALCOHOLIC BEVERAGES

Reference:

[Business and Professions Code Section 25608](#)

~~Note: This policy is optional, but is suggested as good practice if the District that permits alcoholic beverages at college events.~~

~~❖ From current Lassen College Policy 3630 titled Controlled Substances, Tobacco, Alcohol~~

~~To provide a safe and healthy environment in which to learn and work, smoking and the use of other tobacco products in District enclosed facilities, vehicles, bleachers at any District sponsored event, or within 20 feet of the entrance to any District building is strictly prohibited with the exception of an individuals' approved Student Residence Hall rooms. It is the intent of this policy to promote the comfort, health, and well-being of all District students, staff, and visitors, and to maintain the safety of District facilities.~~

~~Additionally, The use, possession, distribution or being under the influence of alcohol or any controlled substance is strictly prohibited on any property owned or operated by the District or at any events sponsored by the college.~~

~~Exceptions to the use and possession of alcohol on college property, as permissible by law, may be granted by submitting a request for waiver, in writing, to the Superintendent/President.~~

~~The Superintendent/President is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.~~

~~Legal References:~~

~~The Drug Free Schools and Campuses Act of 1990~~

~~Title 19 Public Health Code~~

~~Business and Professional Code Section 25608~~

[Also see BP/AP 3550 titled Drug Free Environment and Drug Prevention Program as well as BP/AP 3570 titled Smoking on Campus](#)

NOTE: This policy is **suggested as good practice**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Lassen College Policy 3630 titled Controlled Substances, Tobacco, Alcohol adopted on 9/20/76 and revised on 3/17/87, 4/6/93, 10/28/97, and 9/9/03. The information in **blue ink** is language to consider including.

Date Adopted:

(Replaces current Lassen College Policy 3630)

BP 3570 SMOKING ON CAMPUS

References:

Government Code Sections 7596, 7597, and 7598;

Labor Code Section 6404.5;

Title 8 Section 5148

- ❖ ~~From current Lassen College Policy 3630 titled Controlled Substances, Tobacco, Alcohol~~

To provide a safe and healthy environment in which to learn and work, smoking and the use of other tobacco products in District enclosed facilities, vehicles, bleachers at any District sponsored event, or within 20 feet of a main exit, the entrance to any District building, or operable window of any campus building is strictly prohibited with the exception of an individuals' approved Student Residence Hall rooms. It is the intent of this policy to promote the comfort, health, and well-being of all District students, staff, and visitors, and to maintain the safety of District facilities.

~~Additionally, the use, possession, distribution or being under the influence of alcohol or any controlled substance is strictly prohibited on any property owned or operated by the District or at any events sponsored by the college.~~

~~Exceptions to the use and possession of alcohol on college property, as permissible by law, may be granted by submitting a request for waiver, in writing, to the Superintendent/President.~~

Legal References:

~~The Drug Free Schools and Campuses Act of 1990~~

~~Title 19 Public Health Code~~

~~Business and Professional Code Section 25608~~

NOTE: This policy is **legally advised**. The **red ink** is language recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Lassen College Policy 3630 titled *Controlled Substances, Tobacco, Alcohol* adopted on 9/20/76 and revised on 3/17/87, 4/6/93, 10/28/97, and 9/9/03.

Date Adopted:

(Replaces current Lassen College Policy 3630)

Proposed Lassen Community College District Policy CCLC No. 3600

BP 3600 AUXILIARY ORGANIZATIONS

References:

Education Code Sections 72670 et seq.;
Title 5 Sections 59250 et seq.

The Board of Trustees may recognize and approve auxiliary organizations established for the purpose of providing to the District any and all supportive services, specialized programs and functions identified in Title 5.

The Superintendent/President shall establish the administrative procedures necessary to fully comply with California law relating to auxiliary organizations, and to submit this policy and those procedures to the State Chancellor's Office as required by law. At a minimum, the procedures shall address the subjects required by Title 5.

Recognition and establishment of auxiliary organizations shall include a public hearing on the recommendation to recognize or establish an auxiliary organization; Board approval of the auxiliary organization; and approval of a written agreement between the District and the auxiliary organization describing the services, programs or functions to be performed. All such written agreements shall comply fully with the requirements of Title 5 Section 59257(j).

Any auxiliary organization recognized by the Board shall conduct its business in accordance with the administrative procedures adopted by the Superintendent/ President pursuant to this policy. Notwithstanding anything contained in the administrative procedures, any auxiliary organization recognized by the Board shall comply with Education Code provisions regarding:

- the composition of a board of directors and the way in which it conducts its meetings;
- conducting an annual audit;
- employing its work force;
- expending and appropriating its funds, and keeping its records.

No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations that constrain community college districts or providing the District with an unfair advantage with respect to any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

BP 3710 SECURING OF COPYRIGHT

References:

Education Code Sections 72207 and 81459;
17 United States Code Section 201

The Superintendent/President is directed to develop appropriate administrative procedures to implement the provisions of the Education Code which authorize the securing of copyright protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the District. The procedures developed by the Superintendent/President shall assure that the District may use, sell, give, or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

In the development of these procedures, the Superintendent/President shall solicit the input of the proper representatives of the college community in accordance with the District's policies regarding shared local decision making.

NOTE: This policy is **legally advised**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

BP 3715 INTELLECTUAL PROPERTY

References:

17 U.S. Code Sections 101 et seq.:

35 U.S. Code Sections 101 et seq.:

37 Code of Federal Regulations (C.F.R.) Sections 1.1 et seq.

~~❖ From current Lassen College Policy 4132 titled Publications or Creation of Materials~~

The Governing Board recognizes that staff members under contract to the college District may, in carrying out their professional responsibilities, develop patentable or copyrightable educational materials for use in the educational program. It is understood by the Governing Board and the staff members that Lassen Community College will hold right to ownership of materials published or created by college District personnel when which materials were developed on District time and with the use of District resources.

The Superintendent/President shall insure that the contractual agreement and the assignment of copyright interests shall be executed between the employee and the college District when requested by the Governing Board and/or the employee.

It is also understood that educational materials created by an employee during the employee's leisure hours when the employee is not fulfilling his/her contractual duties to the college District are the property of the employee.

The Superintendent/President shall develop procedures that define the rights, interests, protection, and transfer of intellectual property created by the District employees and students.

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Lassen College Policy 4132 titled Publications or Creation of Materials adopted on 8/4/87 and revised on 12/12/00.

Date Adopted:

(Replaces current Lassen College Policy 4132)

BP 3720 COMPUTER AND NETWORK USE

References:

Education Code Section 70902;
Government Code Section 3543.1(b);
17 U.S. Code Sections 101 et seq.;
Penal Code Section 502;
Cal. Const., Art. 1 Section 1

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The Superintendent/President shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

BP 3810 CLAIMS AGAINST THE DISTRICT

References:

Education Code Section 72502;
Government Code Sections 900 et seq. and 910

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place(s) for service of claims, lawsuits or other types of legal process upon the District is the Dean of Administrative Services office

~~**Note:** If locations are different for receiving different types of legal services or notices, such as those related to student records, employee records, and others, list the various locations. Otherwise, list where legal process should be served.~~

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

Proposed Lassen Community College District Policy CCLC No. 3820

**General Institution
DRAFT as of 8/22/11**

BP 3820 GIFTS

References:

[Education Code Section 72122](#)

~~❖ From current Lassen College Policy 3950 titled Gifts and Donations~~

It is the policy of ~~the~~ Governing Board shall consider all to accept gifts, donations, bequests, and equipment made to the District for community college purposes. The Board reserves the right to refuse or to accept any gift which does not contribute toward the achievement of the goals of the District or the ownership of which would tend to deplete the resources of the District.

The District shall not appraise for tax purposes the value of gifts made to the District.

In no case shall the acceptance and acknowledgment of the gift be considered an endorsement by the District of a commercial product or business enterprise.

The Superintendent/President is authorized to accept gifts on behalf of the District.

In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of race, sex (i.e., gender), color, religion, national origin, age, disability, or sexual preference; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

~~**Note:** The District should consult with counsel if confronted with a donor who wishes to make a donation of a scholarship that will be tailored to help historically underrepresented groups. Generally, the District should not accept a donation from a donor when the stated purpose of the donation is to facilitate discrimination on the basis of race, sex (i.e., gender), color, religion, national origin, age, disability or sexual preference.~~

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Lassen College Policy 3950 titled Gifts and Donations adopted on 4/5/77 and revised on 2/17/87 and 10/28/97.

Date Adopted:

(Replaces current Lassen College Policy 3950)

Proposed Lassen Community College District Policy CCLC No. 3900

**General Institution
DRAFT as of 8/22/11**

BP 3900 ANIMALS ON CAMPUS

References:

[Penal Code Section 365.5;](#)
[Vehicle Code Section 21113\(a\);](#)
[42 U.S. Code Sections 12101 et seq.](#)

❖ ~~From current Lassen College Policy 3640 titled Pets on Campus~~

It is prohibited for any person to permit any pet which is owned, harbored, or controlled by such person to be on campus unless the dog is a **service** guide dog for the blind in the company of its owner, or unless express written permission is obtained from the Dean of Administrative Services.

NOTE: This policy is **suggested as good practice**. The language in **black ink** is from current Lassen College Policy 3640 titled Pets on Campus adopted on 10/28/97. The information in **blue type** is additional language to consider including in this policy.

Date Adopted:

(Replaces current Lassen College Policy 3640)

I. Introduction: The cougar works program in 10-11 was originally crafted to provide students an opportunity to secure work on campus early in the academic year by allowing students to work prior to being awarded federal WorkStudy.

II. Two benefits were expected from the Cougar Works program:

- 1) Students would have money earlier in the fall semester from self help workstudy.
- 2) College offices would have workers earlier to help run LCC workstudy supported services.

III. Based on an analysis of last year's Cougar Works program LCC is making the following changes:

- 1) While the objectives of the program were met in that students got jobs and had more resources to afford college earlier in the year the cost to the district of offering this program was prohibitive. The district funded portion of the workstudy plan was eliminated from the 11-12 budget and students will not be allowed to work prior to being determined to be eligible for Federal Work Study by the financial aid office.
- 2) All new employers will be required to attend an employer orientation so they are competent in understanding the way their allocation has been funded and how it works in conjunction with a student's workstudy eligibility.
- 3) Last year LCC developed a workstudy plan combining CalWORKs, federal workstudy and institutional Cougar Works funds. In 2011-12 the workstudy plan will not combine funding sources in its plan to more accurately forecast workstudy expenditures.
- 4) Cabinet reviewed the use of these limited federal workstudy funds in four broad categories; a) Academic support; b) Institutional support district funded; c) Categorical, contract or fund supported jobs; and d) Community support (8% of the federal workstudy allocation must be spent in this category). Adjustments to allocations were reviewed that made the following changes;
 - a. More of the total dollars would support academic areas while less would be allocated directly to athletic team support
 - b. The ambassador program would be replaced with a pool of workers directly supporting instructional needs
 - c. Food services was redesigned and would require significantly less workstudy support than in previous years
 - d. Dorm student worker support would be redirected to institutional custodial support and the dorm store would cease to exist in this leaner dorm support model.

POST CONSULTATION COUNCIL RECOMMENDATION/ADJUSTMENT TO THE PLAN: Discontinue the plan to have Child Care, Kinship, Coppervale and ILP pay a match of 25%. Their funding sources are fixed and it will provide a hardship. Adjust the plan to have the dorm, bookstore, and food service allocations reduced by 25% and have federal workstudy cover that entire amount. This will eliminate any bill back process while still preserving the reduction needed to remain close to our annual federal workstudy allocation. Spring mid-year adjustments will be made if necessary to remain within budget allocations.

FUTURE RECOMMENDED WORKSTUDY ENHANCEMENTS FOR 12-13 AND BEYOND;

1. Improve the partnership with work experience and workstudy job placement and supervision.
2. Earlier awarding of workstudy and therefore earlier processing of FAFSA applications in financial aid for the 2012-13 academic year.
3. Offer job fairs for on campus employers recruit and interview at least once in May 2012 and again in early August 2012 prior to the fall term beginning.
4. Request employers identify their work needs by March 2012 for the 2012-13 year and determine the 12-13 workstudy allocation matrix by April 2012.
5. Expand career services and resume writing support for students prior to the job fairs.