



Agenda
District Participatory Governance Council
Monday, March 7, 2022
2:15 p.m.

Zoom Meeting Link:

<https://smccd.zoom.us/j/81057930333?pwd=cFFxZDJhcnBTVNVRaL1lYR25Bb2NKdz09>

- 1. CALL TO ORDER/ESTABLISH A QUORUM** *(Time Allotted: 5 minutes)*
- 2. ACTION ITEM** *(Time Allotted: 1 minute)*
 - a. Brown Act Resolution
- 3. STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**
(Time Allotted: 5 minutes)
- 4. ACTION ITEMS** *(Time Allotted: 10 minutes)*
 - a. Review and Approval of Minutes from February 7, 2022 Meeting
 - b. Approval of Board Policies/Administrative Procedures
 - i. BP 2.16 – Public Notice of Negotiations
 - ii. BP 2.70 – Accreditation
 - iii. BP 2.75 – Institutional Planning and Effectiveness
 - iv. BP 6.30 - Externally Funded Special Projects and Programs
- 5. BOARD POLICIES/ADMINISTRATIVE PROCEDURES FOR REVIEW**
(Time Allotted: 25 minutes)
 - a. First Review
 - i. BP 2.13 (7145) – Dissemination of Employee Information
 - ii. BP 2.14 (7135) – Outside Employment
 - iii. NEW BP 7120 – Recruitment and Hiring – Combining of BPs 2.09 Categories of Employment; 2.10 Selection Procedures; 4.15 Employment Requirements
 - iv. NEW BP 7150 – Employee Evaluations – Combining of BPs 3.20 – Evaluation of Faculty; 5.16 Managers: Evaluation; 5.26 Academic Supervisors: Evaluation; 5.56 Classified Professional/Supervisory Employees; 5.66 Confidential Employees: Evaluation
 - b. Second Review
 - i. BP 2.00 (3100) – Administrative Organization
 - ii. BP 2.51 – Reporting of Crimes
 - iii. BP 6.32 (3715) - Intellectual Property
 - iv. BP 6.33 (3750) - Use of Copyrighted Material
 - v. BP 8.54 (3230) – District Organizational Memberships
 - vi. BP NEW – 3440 - Service Animals
 - vii. BP NEW – 3510 - Workplace Violence
 - viii. BP NEW – 3710 – Securing of Copyright
 - c. Third Review
 - i. None

6. INFORMATIONAL ITEMS *(Time Allotted: 5 minutes)*

7. CLOSING REMARKS/FUTURE AGENDA ITEMS *(Time Allotted: 5 minutes)*

- a. Request to review Hiring BPs and APs as they relate to the Fair Chance Act.
- b. Request to review best practices to receive BP/AP Feedback for Agenda Building purposes.

8. ADJOURNMENT

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.00 (BP 3100)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.00 Administrative Organization

Revision Date: 5/09; Reviewed 5/15; ~~XX~~

Policy Reference: Education Code Section 72400

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

1. Cañada College, College of San Mateo, Skyline College and the District Office shall be organized in the most efficient and effective manner to provide comprehensive educational services for the citizens of the District. Authority flows from the Board of Trustees through the District Chancellor- to the executive staff and Presidents of the three Colleges. Each President, as the College chief executive officer, is responsible for implementation of District policies at the College.
2. Subject to the approval of the Board, the District Chancellor shall establish and authorize modifications in the administrative organization of the District Office and the Colleges. The District's organizational structure shall be flexible enough to provide for differences in the Colleges and the communities they serve. There shall be a periodic review of the organizational structure to ensure that it conforms with the needs of the District and the needs of the public.
3. Current organization charts, which delineate lines of responsibility and authority within the District, shall be maintained by the District Chancellor. To assist District employees and the public in understanding the administrative organizational of the District, copies of the organization charts shall be made available upon request to interested individuals and groups.

Also see AP 3100 Organizational Structure

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.16 (BP 2610)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.16 Presentation of Initial Collective Bargaining Proposals~~Public Notice of Negotiations~~
Revision Date: 5/09; Reviewed 5/15; ~~XX~~
Policy Reference: Government Code Section 3547

1. It is the intent of the Board of Trustees to ~~insure-ensure~~ that the members of the public are informed about issues being negotiated under the Educational Employment Relations Act (EERA) and are given full opportunity to express their views thereon before negotiations commence.
2. All initial proposals of exclusive representatives and of the Board which relate to matters within the scope of representation shall be presented at public meetings of the Board and thereafter shall be public records. The initial negotiating proposals shall also be available for public review at the District Office.
 - a. After a reasonable time, but not less than five calendar days following the public availability specified above, the Board, at a public meeting, shall provide the public an opportunity to comment on the initial proposals.
 - b. Following the public hearing specified above, the Board shall, at a public meeting, adopt its initial proposal. No meeting and negotiating shall take place until the procedure described above has been completed in compliance with the law.
3. New topics to be negotiated arising after the presentation of initial proposals shall be made public within 24 hours, by posting this information at the District Office. If any vote is taken by the Board on a new subject of negotiation, the Board shall make the roll call vote available as a matter of public record within 24 hours of the time of the vote.
4. The District Chancellor is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of initial proposals for collective bargaining.
5. Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.51 (BP 3515 and 3518)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.51 Reporting of Crimes

Revision Date: 10/09; Reviewed 5/15; ~~XX~~

Policy References: Education Code Section 67380; ~~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.~~

1. The District Chancellor shall assure that, as required by law, reports are prepared of all occurrences reported to campus security of arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The District Chancellor 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.
2. The District Chancellor 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.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.70 (BP 3200)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.70 Accreditation
Revision Date: 5/09; Reviewed 5/15; ~~XX~~
Policy References: Accreditation Eligibility Requirement 21; ACCJC Accreditation Standards I.C.12 and 13; Title 5, Section ~~541016~~51016

1. The District Chancellor shall ensure the District complies with the Accreditation process and the standards of the Accrediting Commission of Community and Junior Colleges (ACCJC) and of other District programs that seek special accreditation.
2. The District Chancellor shall keep the Board of Trustees informed of approved accrediting organizations and the status of accreditations.
3. The District Chancellor shall ensure that the Board of Trustees is involved in any accreditation process in which Board participation is required.
4. The District Chancellor shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.75 (BP 3225 and 3250)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.75 Institutional Planning and Effectiveness

Revision Date: 5/09; 6/15; ~~XX~~

Policy References: Education Code Sections 78210 et seq. (Seymour-Campbell Student Success Act of 2012) and 84754.6; Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510 and 56270 et seq.; ACCJC Accreditation Standards I.B.5-9, III.B.4, III.C.2, III.D.2, IV.B.3 and IV.D.5

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1. The Board of Trustees is committed to developing goals that measure the ongoing condition of the District's operational environment. The Board of Trustees regularly assesses the District's institutional effectiveness.
 2. The District Chancellor 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.
 3. The planning system shall include plans required by law and/or accreditation, including, but not limited to:
 - a. Long range educational or academic master plans, which shall be updated periodically as deemed necessary by the governing board
 - b. Facilities ~~plan~~ Master Plan
 - c. Equal Employment Opportunity pPlan
 - d. ~~Strategic Plan~~
 - e. ~~Student eEquity plan~~
 - f. ~~Student Success and Support Program Pplan~~
 - f. ~~Cooperative Work Experience~~
 - g. ~~EOPS~~ Any other plans requiring Board approval required by the California Community College Chancellor's Office
 4. The District Chancellor shall submit those plans for which Board approval is required by Title 5 to the Board.
 5. The District Chancellor shall periodically inform the Board about the status of planning and the various plans.
 6. The District Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.
 7. Each College of the District ~~has shall~~ developed, adopted and publicly posted a goals framework pursuant to the requirements of Education Code Section 84754.6.

CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.13 (7145)

BOARD POLICY
San Mateo County Community College District

Subject: BP 2.13 Dissemination of Employee Information

Revision Date: 12/10; Reviewed 11/18

References: [Education Code Section 87031; Labor Code Section 1198.5](#)

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1. For employment verification inquiries, the District shall provide only verification of employment, dates of employment, the location of assignment and position held or job title, and the gross salary of an employee.
 2. Upon the written permission of an employee, any information about the employee may be released. In addition, information about an employee shall be furnished in compliance with law, a court order, subpoena, or to an official, employee or contractor of this District or another public agency, provided that such person has a legitimate reason to have the information. Except as otherwise authorized by law or in this policy, disclosure of employees' information and personal data to others, including but not limited to creditors, other governmental agencies or other individuals, is permitted only as authorized above.
 3. The District will promptly notify an employee whose employment records or personal data have been requested pursuant to law, subpoena or individual order.
 4. The District reserves the right to release information to the public regarding its employees provided there is good reason to do so and the release of such information would not be an unwarranted invasion of privacy.

[Also see the related collective bargaining agreements for applicable employee groups.](#)

CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.14 (7135)

BOARD POLICY
San Mateo County Community College District

Subject: ~~BP 2.14~~ Outside Employment
Revision Date: 5/09; Reviewed 5/15

1. An employee of the District shall be permitted to engage in outside employment as long as it does not in any way interfere with his/her/their ability to carry out his/her/their assignment.
2. The sole determination of whether or not outside employment is in conflict with the employee's work shall be made by the respective College President or by the District Chancellor.

**CHAPTER 6: Educational Program
BOARD POLICY NO. 6.30 (BP 3280)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 6.30 Externally Funded Special Projects and Programs
Review Date: 9/14; ~~XX~~
Policy Reference: Education Code Section 70902

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1. The Board of Trustees will be informed about all grant applications made and grants received by the District.
 2. The District Chancellor 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.
 3. The District and the Colleges shall actively seek external funds in the form of grants to support educational programs consistent with the vision, mission and master plans of the District and the Colleges.
 4. Projects must be consistent with the objectives and priorities of the educational program. The value of the project, not the availability of state, federal or private funds, shall be the prime criterion in applying for funds.
 5. The District Chancellor or District Chancellor's designee must approve all projects for which outside funds are sought.
 6. Recognizing that projects may be experimental in nature, the Board of Trustees establishes the following parameters:
 - a. The administration must present reasonable assurance that a successful program can be continued with District funds if outside funds are discontinued.
 - b. Projects of limited duration or those designed to meet a transitory need must have a clear end date with the understanding that the program and/or services will not be continued.
 - c. The administration will recommend discontinuance of the program if an evaluation indicates that it is not successful, regardless of available funding.
 7. When matching District funds are required, the administration will evaluate the impact of the proposed commitment on other District needs. Other viable programs should not suffer in order to attract projects with matching funds. When matching funds are required, every effort will be made to use already budgeted District funds as part of the District contribution.
 8. Any funds acquired shall accrue to the District for District purposes and not to any individual.
 9. The District Chancellor is authorized to accept external funds which:

BP 6.30 Externally Funded Special Projects and Programs (continued)

- a. Are renewals
- b. Support current programs and services within the District and require a District dollar match (not in-kind) of \$50,000 or less
- c. Support current programs and services within the District and require an in-kind match only.

~~10. The Chancellor will inform the Board about all such external funds anticipated.~~

~~11.10.~~ Board approval will be required before external funds are accepted when:

- a. The external funds support a new District program or service
- b. The District dollar match of more than \$50,000 is required
- c. The award requires a commitment that the program will continue beyond the funding period.

~~12.11.~~ Any new faculty to be employed in positions funded from external funds/grants shall be advised that they are not guaranteed employment beyond the expiration date of the external funding.

~~13.12.~~ Whenever possible, the full cost of administering the grant shall be included in the grant funding.

BOARD POLICY
San Mateo County Community College District

Subject: 6.32 Intellectual Property
Revision Date: 4/13; ~~XX~~
Policy References: 17 US Code Sections 101 et seq.; 35 US Code Sections 101 et seq.; 37 Code of Federal Regulations Section 1.1 et seq.

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

1. The District has an interest in establishing an environment that fosters and encourages the creativity of individual employees. In accordance with that goal, the purpose of this policy is to identify the owners of the Intellectual Property rights to certain works that may be created by District employees, and to identify the uses that may be made of those works by employees and the District.
2. Intellectual Property means anything that is eligible for copyright, trademark, patent or other similar protection including, but not limited to, books, articles, dramatic and musical works, poetry, instructional materials (e.g., syllabi, lectures, student exercises, distance education materials, multimedia programs, and tests), fictional and non-fictional narratives, analyses (e.g., scientific, logical, opinion or criticism), works of art and design, photographs, films, video and audio recordings, computer software, architectural and engineering works, and choreography.
3. All Intellectual Property is the property of the San Mateo County Community College District if it is created with substantial support from the District. As used in this policy, “substantial support” means financial support over and above the cost of the employee’s normal compensation and including, but not limited to, the use of office space, computers, telephones, minimal office supplies and copy services, etc. Substantial support above the employee’s normal scope of employment includes extra compensation or the provision of reassigned time to create a work; the cost of providing secretarial, technical, legal or creative services specifically for the creation of a work; as well as the cost or value of the use of specialized and expensive District equipment or facilities (such as professional film or recording studios).
4. If the intellectual property is to be the property of the District in accordance with this policy, the employee and the District shall sign an agreement that contains the following:

“The work to which this Agreement pertains is one that is created by employee with substantial support from the District, or is a work that will be formally reviewed by the District and will become part of its curriculum, policies, or administrative or promotional literature. Employee and District agree that the work identified below shall be a work made for hire whose copyright shall be owned by the District. If the work is not a ‘work made for hire’ as a matter of copyright law, then employee hereby assigns his or her copyright in the work to the District. The work is titled or described as follows: _____.”
5. The **District** Chancellor may waive the District’s interest in its Intellectual Property by executing a written waiver. An employee who created the Intellectual Property shall have an option to acquire the rights to the Intellectual Property by paying the District an amount of money agreed upon in writing at the time the District provides (or agrees to provide) substantial support. To exercise this option, the employee shall pay the District the agreed-upon amount; and the District shall immediately assign the rights to the Intellectual Property copyright to the employee.

6.32 Intellectual Property (continued)

6. Intellectual Property that is the property of the District shall be made available for use by all three Colleges of the District.
7. Certain Intellectual Property owned by the District, such as workbooks, compiled materials and other printed instructional materials developed by faculty, can be sold to students without royalty or profit to the employee and at a price to be determined by the Bookstore. The price of these materials shall be set in such a manner as to cover the cost of reproduction and normal handling costs of the Bookstore.
8. A District employee who is the creator of Intellectual Property owns that Intellectual Property even when such work was developed during a professional development, retraining or other paid leave unless other specific agreements have been made with the District. Except in the case of Intellectual Property created during unit banked leaves or the employee's own personal time, the District will have the unlimited right to use this intellectual property for educational purposes within the District with no additional compensation to the employee. The District will give credit to the employee who created the Intellectual Property for as long as the work continues to be used by the District.
9. District students who created a work are owners of and have intellectual property rights in that work. Intellectual property works created by students while acting as District employees shall be governed under provisions for employees.
10. In cases of externally funded projects, ownership of the intellectual property will be defined in the contract.
11. Employees may use Intellectual Property they own in any and all ways they may wish, including, for example, authorizing the for-profit publication of such works in return for royalties paid solely to faculty members, without any further authorization from the District. Employees may accept royalties for Intellectual Property they own.
12. Intellectual Property prepared and owned by employees may be reproduced in the District and sold to students provided:
 - a. copyrighted materials have proper authorization for reproduction,
 - b. the materials have the prior approval of the appropriate Dean, and
 - c. the materials are sold to students by the Bookstore.
13. Instructional materials reproduced outside the District for sale to students by the Bookstore shall require bids which meet the printing and reproduction specifications determined by the author. The Bookstore shall obtain such bids from established firms.
14. In the event the provisions of these procedures and the provisions of any operative collective bargaining agreement conflict, the collective bargaining agreement shall prevail. For employees represented by a collective bargaining agreement, disputes between employees and the District concerning this policy shall be resolved pursuant to the grievance procedures contained in the respective collective bargaining agreement, except that an arbitrator who is expert in copyright law shall be chosen by the parties, or, if the parties are unable to agree on an arbitrator, chosen in accordance with the commercial arbitration rules of the American Arbitration Association. Disputes between non-represented employees and the District concerning this policy shall be resolved through the ~~Chief Vice Chancellor, Human Resources and Employee Relations Officer.~~

Also see AP 3715 Intellectual Property, BP/AP 3710 Securing of Copyright, AP 3750 Use of Copyrighted Material, and the most current version of the collective bargaining agreement(s) for applicable employees.

**CHAPTER 6: Educational Program
BOARD POLICY NO. 6.33 (BP 3710)**

**BOARD POLICY
San Mateo County Community College District**

Subject: 6.33 Use of Copyrighted Materials
Revision Date: 3/13; ~~XX~~
Policy References: Education Code Sections ~~32360 and 6730272207 and 81459~~; U.S. Code Title 17, Copyright Act of 1976~~17 United States Code 201~~

1. ~~It is the policy of the Board that a~~All District employees shall observe copyright laws, both codified and as interpreted by the courts, and shall maintain the highest ethical standards in the use of copyrighted materials.
2. This policy affirms District adherence to Title 17, United States Code. Failure to comply with copyright regulations may result in District and/or personal liability.
 - a. It is each employee's responsibility to comply with copyright regulations.
 - b. The District will provide necessary legal review and resources to employees having questions about the use of copyrighted materials.

Also see BP/AP 3710 Securing of Copyright, BP/AP 3715 Intellectual Property, BP/AP 3720 Computer and Network Use, and AP 3750 Use of Copyrighted Material.

CHAPTER 8: Business Operations
BOARD POLICY NO. 8.20 (BP 3810)

BOARD POLICY
San Mateo County Community College District

Subject: 8.20 Claims Against the District
Revision Date: 12/10; ~~XX~~
Policy References: Education Code Section 72502; Government Code Sections 900 et seq., 910 and 935

1. Any claims against the District ~~by an individual or organization~~ for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall must 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 according to the laws and regulations governing such claims as a prerequisite to filing a lawsuit against the District.

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

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

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

3. The designated place for service of claims, lawsuits or other types of legal process upon the District is the Chancellor's Office.

Also see AP 3810 Claims Against the District and BP/AP 6540 Insurance.

BOARD POLICY
San Mateo County Community College District

Subject: 8.54 District Organizational Memberships
Revision Date: 4/12; ~~XX~~

1. The District shall encourage, to the extent possible within financial restraints, District and College memberships in appropriate professional and educational organizations and associations. It is the position of the District that such affiliations, selectively designated can contribute significantly to the quality of education provided to students and to the effectiveness and efficiency of District and College operations.
 - a. All applications for membership in any society, association, or organization shall be submitted to the District Chancellor or his/her/their designee. A list of all such applications for organizational membership shall be submitted by the District Chancellor to the Board of Trustees for approval. Upon approval, the organization shall be placed on the District-approved membership list.
 - b. Additions to the approved organization membership list shall be submitted to the Board of Trustees for approval upon the recommendation of the District Chancellor. Annually, during the budget process, the Board will review, revise, and approve the District and College memberships in appropriate professional organizations and associations. Upon Board approval of the organizational membership, payment of dues shall be in accordance with administrative regulations.
 - c. Individual membership in any society, association, or organization is the personal responsibility of the individual and District funds shall not be used to pay for such membership.
2. All requests for dues and memberships in any society, association, or organization shall be determined to belong to one of the following five categories and shall be evaluated by the criteria appropriate to that category:
 - a. **CATEGORY I**
Provides an emphasis on national and Statewide issues affecting public education; affects State or Federal legislation on educational matters of concern to the District; is required to maintain accreditation status of the District's Colleges or programs.
 - b. **CATEGORY II**
Provides publications, position papers, technical reports, workshops and conferences in specific areas of curriculum, instruction or support services directly beneficial to the educational programs found in community colleges and specifically in the District.
 - c. **CATEGORY III**
Provides publications, position papers, technical reports, workshops and conferences in specific administrative areas directly beneficial to the administrative support services of the District.

8.54 District Organizational Memberships (continued)

- d. CATEGORY IV
Provides for the necessary participation of District students and employees in intercollegiate athletics and co-curricular activities.
- e. CATEGORY V
Provides necessary special services to the District's instructional programs or support services.

BOARD POLICY
San Mateo County Community College District

Subject: NEW - Recruitment and Hiring
Revision Date:
Policy Reference: Education Code Sections 70901.2, 709012 subdivisions (b)(7) & (d), 87100 et seq., 87400, and 87458 ; Title 5 Sections 51023.5 and 53000 et seq.; ACCJC Accreditation Standard III.A.1

NOTE: This new policy combines BP 2.09 Categories of Employment, BP 2.10 Selection Procedures, and BP 4.15 Employment Requirements

The District's recruitment and hiring procedures will demonstrate a commitment to diversity, equity, and inclusion in order to achieve the District's mission and support students in achieving their educational goals. The District's recruitment and hiring procedures will allow the District to engage in diversity hiring that increases the representation of underrepresented communities in the District's workforce. Diversity hiring includes a hiring process that mitigates unconscious bias and eliminates irrational barriers to employment to allow the District to hire the best candidate regardless of the candidate's protected classes. Underrepresented communities consist of individuals holding identities broadly underrepresented in the District's workforce in comparison to their representation in the field or job category within the San Francisco Bay Area, state of California or nationally in higher education.

The following language is from BP 2.09 Categories of Employment

Categories of Employment

1. Employees may be categorized as follows:
 - a. Faculty (Contract, Regular or Part-time) – for description and applicable policy, see ~~Chapter III~~ BP/AP 7210 Academic Employees.
 - b. Classified (Probationary or Permanent) – for description and applicable policy, see ~~Chapter IV~~ BP/AP 7230 Classified Employees.
 - c. Short-term temporary, Non-Faculty – for description and applicable policy, see ~~Chapter IV~~ AP 7212 Temporary Faculty.
 - d. Student Assistants – for description and applicable policy, see ~~Chapter IV~~ AP 7270 Student Workers.
 - e. Management, Confidential, Supervisory, and Professional – for the purpose of labor relations, certain positions in the District are designated as management, confidential, supervisory and professional pursuant to the Government Code. For descriptions and applicable policy, see ~~Chapter V~~ BP/AP 7240 Confidential Employees, BP/AP 7250 Educational Administrators, and BP/AP 7260 Classified Supervisors and Managers.
2. An employee given an interim or temporary assignment in a classification different from his/her/~~their~~ regular assignment will have the rights, benefits, salary placement and other terms and conditions of employment of the classification to which ~~s/he~~ he/she/they is/~~are~~ assigned. The rights, benefits, salary placement and other terms and conditions of employment of the employee's regular assignment will not apply. Prior arrangements, made in writing with the Office of Human Resources, may modify the application of this provision.

The following language is from BP 2.10 Selection Procedures

Selection of Employees

The District Chancellor and the College Presidents shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

1. An Equal Opportunity plan shall be implemented according to ~~Title 5 and Board Policy 2.20~~ BP 3420 Equal Employment Opportunity.

The District's Equal Employment Opportunity Plan will document the multiple measures that capture the broad array of strategies and actions the District uses or will use to ensure equal employment opportunity. The District Chancellor will provide the Board with an annual report regarding the District's Equal Employment Opportunity Plan.

2. Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.
3. The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies and procedures ~~incorporating regarding~~ the Academic Senate's mandated role in local decision-making.
4. The criteria and procedures for hiring classified employees shall be established after first affording CSEA an opportunity to participate in the decisions under the Board's policies regarding local decision-making.
5. The District Chancellor and the College Presidents, after appropriate consultation with faculty and administration, shall identify faculty positions to be filled to meet changing enrollments or changing curricular demands at the Colleges.
6. The selection process to be followed in hiring faculty is specified in the Faculty Selection Procedures as adopted by the Board of Trustees and maintained by the Office of Human Resources.
7. The selection process to be followed in hiring classified staff and managers is specified in the Administrative and Classified Staff Selection Procedures as adopted by the Board of Trustees and maintained by the Office of Human Resources.
8. Campus authorities, in conjunction with the Office of Human Resources, shall determine salary placement for contract and regular faculty, classified staff and managers, and shall prepare all appropriate pre- and post-employment documents. Salary placement and related paperwork for hourly temporary faculty, short-term temporary employees and student assistants are prepared by the appropriate administrator at the College in collaboration with the Office of Human Resources and in accordance with collective bargaining agreements as applicable.
9. Formal notice of selection of regular faculty and classified staff shall be given by the Office of Human Resources to each person selected for employment for Board approval of the hiring.

The following language is from BP 4.15 Employment Requirements

NOTE: It is shown below as struck because this language is very prescriptive and is more appropriate to codify in new AP 7120 Recruitment and Hiring

Prior to starting work and as a condition of employment, all members of the Classified Service must meet the following requirements:

- ~~1. File a loyalty oath with the Office of Human Resources.~~
- ~~2. Be fingerprinted at a location designated by the County Office of Education District within the first ten working days of employment.~~
- ~~3. Submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray that has been performed within 60 days prior to employment. All continuing classified employees shall submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray. All employees shall be required to undergo a tuberculosis risk assessment every four years thereafter. A report of a negative tuberculin skin test reaction is valid for a period of four years from the date of examination. A negative chest x-ray is valid for two years.~~
- ~~4. The provisions of the above paragraph do not apply to any employee who files an affidavit stating that he/she adheres to the faith or teaching of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge and belief he/she is free from active tuberculosis. If at any time there should be probable cause to believe that such affiant is afflicted with active tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not so afflicted.~~
- ~~5. Furnish proof of authorization to work in the United States, pursuant to the Immigration Reform and Control Act of 1986 (IRCA).~~
- ~~6. Complete other paperwork required by the District or by the federal or state governments, or any other regulatory agency.~~

BOARD POLICY
San Mateo County Community College District

Subject: Employee Evaluations

Revision Date:

Policy Reference: Accreditation Standard III.A.5

NOTE: This new policy combines BP 3.20 Evaluation of Faculty, BP 5.16 Managers: Evaluation, and BP 5.26 Academic Supervisors: Evaluation, BP 5.56 Classified Professional/Supervisory Employees: Evaluation, and BP 5.66 Confidential Employees: Evaluation

The following language is from BP 3.20 Evaluation of Faculty

The District Chancellor shall establish administrative procedures to address employee evaluations.

Evaluation of Faculty

1. The objectives of the evaluation of members of the faculty are:
 - a. To improve instruction and other educational services.
 - b. To evaluate individual performance as a basis for judgments regarding retention and non-retention.
2. The employee shall be evaluated to determine whether:
 - a. The employee possesses such knowledge of a specialized field as is required for the satisfactory performance of assigned duties including knowledge of the subject matters dealt with in the courses the instructor is assigned to teach.
 - b. The employee possesses the ability to apply the knowledge of a specialized field in the execution of assigned duties including, for instructors, the ability to teach effectively.
 - c. The employee in fact performs the duties assigned to him/her satisfactorily.
3. The procedures for evaluation of faculty shall be specified in the collective bargaining agreement between the District and the San Mateo Community College Federation of Teachers, Local 1493, as approved by the Board of Trustees.

The following language is from BP 5.16 Managers: Evaluation

Evaluation of Managers

1. The purposes of management evaluations are to:
 - a. Recognize excellence.
 - b. Provide objective data for decisions on promotion, retention, non-retention or transfer.
 - c. Identify areas of performance needing improvement.

- d. Identify areas for general management development training.
2. All employees in management positions shall be evaluated annually by their immediate supervisor.
3. Within a three-year period, each manager will undergo a comprehensive evaluation which ~~may~~ shall include self-assessment, evaluation by peers and others (including those supervised) and evaluation by the supervisor.
4. The annual evaluations shall be conducted according to adopted procedures which are maintained in the office of Human Resources.
5. A manager has the right to present a written response to the evaluation and to have it placed along with the evaluation in his/her personnel file.
6. A manager has the right to appeal his/her evaluation to the next level of management.
7. Decisions on retention, non-retention or transfer of managers are based upon needs of the District and are reserved to the Board of Trustees. These actions need not be based upon performance evaluations and shall not be affected by failure to adhere to specific procedural steps in the evaluation process or by the lack of one or more evaluations required by this section.

The following language is from BP 5.26 Academic Supervisors: Evaluation

Evaluation of Academic Supervisors

1. The purposes of academic supervisor evaluations are to:
 - a. Recognize excellence.
 - b. Provide objective data for decisions on promotion, retention, non-retention or transfer.
 - c. Identify areas of performance needing improvement.
 - d. Identify areas for general management development training.
2. All employees in academic supervisory positions shall be evaluated annually by their immediate supervisor.
3. Within a three year period, each academic supervisor will undergo a comprehensive evaluation which shall include self-assessment, evaluation by peers and others (including those supervised) and evaluation by the supervisor.
4. The annual evaluations shall be conducted according to adopted procedures which are maintained in the Office of Human Resources.
5. An academic supervisor has the right to present a written response to the evaluation and to have it placed along with the evaluation in his/her personnel file.
6. An academic supervisor has the right to appeal his/her evaluation to the next level of management.
7. Decisions on retention, non-retention or transfer of academic supervisors are based upon the needs of the District and are reserved to the Board of Trustees. These actions need not be based upon performance evaluations and shall not be affected by failure to adhere to specific procedural steps in the evaluation process or by the lack of one or more evaluations required by this section.

The following language is from BP 5.56 Classified Professional/Supervisory Employees: Evaluation

Evaluation of Classified Professional/Supervisory Employees

1. Classified professional/supervisory group members are evaluated using the same method and forms as are used for classified employees represented by collective bargaining agents in the District. Appropriate adjustments to the classified evaluation process may be made.
2. Procedures for the evaluation of classified professional/supervisory employees shall be maintained by the Office of Human Resources.

The following language is from BP 5.66 Confidential Employees: Evaluation

Evaluation of Confidential Employees

1. Confidential employees are evaluated using the same method and forms that are used for classified employees represented by collective bargaining in this District. Appropriate adjustments to the classified evaluation process may be made.
2. Procedures for the evaluation of confidential employees shall be maintained by the Office of Human Resources.

Also see BP/AP 2435 Evaluation of the District Chancellor, BP/AP 7145 Personnel Files, AP 7150 Employee Evaluations, and the collective bargaining agreements for applicable employee groups.

CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 3440

BOARD POLICY
San Mateo County Community College District

Subject: BP 3440 Service Animals

Revision Date: NEW

Policy Reference: The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.; 28 Code of Federal Regulations Part 35; 28 Code of Federal Regulations Part 36; 34 Code of Federal Regulations Part 104.44 subdivision (b)

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

Also see AP 3440 Service Animals.

BOARD POLICY
San Mateo County Community College District

Subject: BP 3510 Workplace Violence
Revision Date: NEW
Policy Reference: Cal/OSHA: Labor Code Sections 6300 et seq.; 8 California Code of Regulations Section 3203; "Workplace Violence Safety Act of 1994" (Code of Civil Procedure Section 527.8 and Penal Code Section 273.6)

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 District Chancellor 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.

Also see AP 3510 Workplace Violence.

CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 3710

BOARD POLICY
San Mateo County Community College District

Subject: BP 3710 Securing of Copyright
Revision Date: NEW
Policy Reference: Education Code Sections 72207 and 81459; 17 U.S. Code Section 201

The District Chancellor 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 District Chancellor 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 District Chancellor shall solicit the input of the proper representatives of the college community in accordance with the board policy and administrative procedure regarding participation in local decision-making.

Also see AP 3710 Securing of Copyright, BP/AP 3715 Intellectual Property, AP 3750 Use of Copyrighted Material, and the most current version of the collective bargaining agreement(s) for applicable employees.

Proposed Resolution

WHEREAS, on March 4, 2020, the Governor proclaimed pursuant to his authority under the California Emergency Services Act, California Government Code section 8625, that a state of emergency exists with regard to a novel coronavirus (a disease now known as COVID-19); and

WHEREAS, on June 4, 2021, the Governor clarified that the “reopening” of California on June 15, 2021 did not include any change to the proclaimed state of emergency or the powers exercised thereunder; and

WHEREAS, as of the date of this Resolution, neither the Governor nor the Legislature have exercised their respective powers pursuant to California Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution in the state Legislature; and

WHEREAS, the continued local rates of transmission of the virus and variants causing COVID-19 are such that meeting in person would present imminent risks to the health or safety of attendees of public meetings;

NOW, THEREFORE, BE IT RESOLVED that there is an ongoing proclaimed state of emergency relating to the novel coronavirus causing the disease known as COVID-19 and as a result of that emergency, meeting in person would present imminent risks to the health or safety of attendees of in-person meetings of this legislative body within the meaning of California Government Code section 54953(e)(1).



**Minutes of the Meeting of the District Participatory Governance Council (DPGC)
San Mateo County Community College District
February 7, 2022**

This meeting was conducted remotely via Zoom

<https://smccd.zoom.us/j/84641869126?pwd=WGJJoNm0zNUVYUU5xQWI4WHpGdGdHQT09>

Board Members

Present: Dr. Aaron McVean (Co-Chair), Kate Williams-Browne (Co-Chair), Juanita Celaya, Dr. David Eck, Dr. Karen Engel, Jacqueline Escobar, Dr. Lauren Ford, Ashley Garcia, Dr. Monica Malamud, Sha’Kuana Ona, Anthony Tran, Ron Andrade, Valerie Tyler and Andrea Vizenor

Members Absent: Yesenia Mercado, Joseph Puckett and Andrea Morales

Others Present: Roxanne Brewer (assistant/recorder), Mitch Bailey (Vice Chancellor/Chief of Staff), and Candice Bell

CALL TO ORDER/ESTABLISH QUORUM

Meeting called to order at 2:19 p.m. and a quorum was established.

Dr. McVean welcomed everyone to the meeting, as this is the first meeting of the Spring semester. He apologized for the document title typo that includes the word minutes and not agenda, but assured everyone that it is in fact the agenda for today’s meeting.

ACTION ITEM

A. Brown Act Resolution

Motion to Approve by: Dr. Monica Malamud

Second by: Co-Chair Kate Williams-Browne

Action: Approved unanimously.

Summary of Discussion: None

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

No statements.

ACTION ITEMS

A. Review and Approval of Minutes from December 6, 2021 Meeting

Motion to Approve by: Dr. Monica Malamud

Second by: Dr. Lauren Ford

Action: Approved as amended, by consensus.

Summary of Edits or Corrections: Dr. Ford suggested to adjust the sentence to read “any Council

members who have just earned their doctorate” rather than a specific degree. Dr. McVean advised to make no distinction between doctors.

B. Draft – Preamble, Vision, Mission, Values (BP 1.01 – District Mission)

Motion to Approve by: Dr. David Eck

Second by: Ron Andrade

Action: Approved unanimously

Summary of Discussion: Dr. Ford briefly summarized some of the feedback received from staff in the District Office. It is suggested to expand what the focus is within the Preamble, Mission, Vision and Values which is on Racial Equity and Justice, anti-Blackness, etc. The language around anti-racism is a bit isolating for people not familiar with this type of work or language, and it doesn’t allow for the opportunity to see what it is that the District is doing. How can we mend what the current documentation states and how it is more external facing as well as the internal work being done in terms of the focus on Social Justice, Equity, and anti-Blackness.

Dr. McVean provided clarification on the responsibility of the DPGC with this particular piece. It is not to propose any red lines to the draft, but to take the feedback received from Dr. Ford and provide a recommendation to the Chancellor who will recommend it to the Board for consideration.

Co-Chair Kathryn Williams-Browne commended Dr. Ford on providing the feedback and the work she’s done surrounding this document. She believes it to be a good idea for the Council to present the suggested points to be considered for editing, prior to complete approval. We want to keep what we have, while bringing another perspective broad enough to make the language understandable.

Dr. Monica Malamud spoke on behalf of the AFT, and they think the Mission is really good and is aspirational because of the wording “achieve Racial Equity and Economic Justice”, and it would be fantastic if it is really achieved.

Ms. Jacqueline Escobar asked the question of how the Preamble, Vision, Mission and Values guides the programs created on the campuses as it relates to funding. In response to that question, Dr. McVean stated it gives a guide and direction to the District on how we consider doing things such as enrollment and Student Housing. When we are implementing programs and services, we are doing it with an explicit focus on what we’re trying to achieve as a district which is outlined.

Council Members took a vote on whether or not the Council will move forward with sending this draft as a recommendation to the Chancellor. Moving forward by unanimous consensus.

POLICIES FOR REVIEW

Dr. McVean introduced Vice Chancellor/Chief of Staff Mitch Bailey to present the Board Policies for First Review.

Mr. Bailey started off by welcoming the Council back for the Spring Semester. He reminded everyone that the District has been working with Dr. Jane Wright of the California Community College League on a comprehensive review of all District policies, and that he would come back to the Council with the suggested revisions. The review is to make sure the policies meet all current legal requirements, help identify best practices, and new policies. He pointed out the numbering system with these policies, as it is the Common League Numbering System used by all Community Colleges. This system is easier to make changes that are in alignment with what comes down from the State. He explained that each current policy is provided, but with recommended changes in red.

A. Board Policies for First Review

a. BP 2.00 (3100) – Administrative Organization

Summary of Discussion: Dr. McVean inquired if AP 3100 is to be developed. Mr. Bailey stated that most of the APs are already attached to the BPs, and they may just need to be adjusted.

Some of the recommended changes include: District Chancellor be used instead of just Chancellor; using the word assign instead of fixed in the sentence regarding general duties; closing extra spaces between words, etc.

Dr. Malamud would like to know more about what is meant by the sentence about general duties, as there are precise duties determined and negotiated in contractual agreements.

Jaqueline Escobar inquired if the organizational charts could just be posted somewhere publicly, so individuals wouldn't have to request to see it.

b. BP 2.51 – Reporting of Crimes

i. *Summary of Edits and Discussion:* Mr. Bailey stated this was cleaned up to meet legal requirements.

Dr. Ford inquired if the Elder Abuse and Neglect should be included in this policy or be separate.

Dr. Eck mentioned the spacing between words, and Mr. Bailey stated that converting PDF files to Word files do not always hold true. So, there are minor formatting changes that will be cleaned up prior to the next meeting.

c. BP 6.32 (3715) - Intellectual Property

i. *Summary of Edits and Discussion:* Mr. Bailey advised not many changes to this policy, as it has been worked on prior.

Dr. Eck inquired about the Chief Vice Chancellor to Chief Human Resources Officer.

- d. BP 6.33 (3750) - Use of Copyrighted Material
 - i. **Summary of Edits and Discussion:** Mr. Bailey advised no subsequent changes. Dr. Eck mentioned how copyright laws hurt the students, but he does understand the legal liability issue. Dr. McVean stated the district does observe copyright laws and materials.

- e. BP 8.54 (3230) – District Organizational Memberships
 - i. **Summary of Edits and Discussion:** Mr. Bailey advised no subsequent changes.

Co-Chair Browne inquired if all of the memberships will be reviewed again after the Preamble, Mission, Vision and Values is approved.

- f. BP NEW – 3440 - Service Animals
 - i. **Summary of Edits and Discussion:** Mr. Bailey stated this needs to be it's own policy. The law calls out a miniature horse as a service animal separately.

- g. BP NEW – 3510 - Workplace Violence
 - i. **Summary of Edits and Discussion:** Mr. Bailey stated this policy needed to be a standalone policy, as it was recommended by our consultant pertaining to CalOsha.

A new AP will be created for this BP. We will try to work on APs connected to the new BPs before the next meeting.

- h. BP NEW – 3710 – Securing of Copyright
 - i. **Summary of Edits and Discussion:** Mr. Bailey advised it was recommended as a good practice to have a policy on this, and the presented language is recommended.

Dr. McVean advised the Council to take the First Review policies back to their constituents for feedback, so they can be brought back in March for Second Review.

Dr. McVean moved into the Board Policies presented for Second Review, of which will hopefully be moved to action for recommendation and consideration in March.

B. Board Policies for Second Review

- a. BP 2.16 – Public Notice of Negotiations
 - i. **Summary of Edits and Discussion:** Co-Chair Browne mentioned she's had questions from faculty regarding what can be discussed about collective bargaining with District Administration.

Dr. Malamud advised individuals cannot negotiate individually. The District Administration should not communicate directly with employees, as that is done by the representatives of the respective groups.

Vice Chancellor/Chief of Staff Bailey stated anything that is active on the table and being negotiated it is not appropriate for District employees to engage in conversation. If there are negotiated items where questions and/or concerns arise, it is best to discuss it with the exclusive representatives.

Co-Chair Browne stated faculty members should be informed when bargaining is happening, so they don't have individual discussions.

Mr. Bailey and Dr. Malamud discussed the process of sunshining at Board Meetings to inform faculty, staff, and the public-at-large what has been negotiated so it is not a secret.

- b. BP 2.70 – Accreditation
 - i. **Summary of Edits and Discussion:** No edits or discussion.
- c. BP 2.75 – Institutional Planning and Effectiveness
 - i. **Summary of Edits and Discussion:** Dr. McVean stated there are more plans that need to be included in this policy, and Dr. Engel will assist.
- d. BP 6.30 – Externally Funded Special Projects and Programs
 - i. **Summary of Discussion:** Dr. Ford stated there are a couple of questions about this policy, but for redlining purposes #11 – change wording from “faculty” to “any new employee” in regards to grant funded positions. She also inquired about #1 and #2 regarding grant reporting of approved and received funds.

Dr. McVean mentioned that the process usually stops at the College President, but it depends on the size of the grant. The Board approves the acceptance of the funds, but does not need to be informed as to whether a grant is being applied for or what it is for.

Juanita Celaya addressed the CSEA positions pertaining to #11, and the reason as to why it is not addressed in this particular item.

Dr. McVean asked should 11 read any new faculty, administrator, or other unrepresented groups, or should it just read beyond faculty. This isn't a new policy and proposed changes are in the redlines, so only the numbering is being changed.

Ms. Escobar asked if the word “new” should be in the policy, and Dr. Malamud provided an explanation as to why the word should remain in the policy.

Dr. McVean stated we will look to bring the Second Review policies back to action on the agenda for March. If there are any other redline suggestions to any of the policies, email them to Dr. McVean and Dr. Engel.

C. Board Policies for Third Review

- a. None

INFORMATIONAL ITEMS

A. Review of AP 2.90.1 Vaccinations

- a. **Summary of Discussion:** Dr. McVean stated that Ms. Escobar requested for the policy to be on the agenda for discussion. The focus is on the discrepancies specifically with #3 as it pertains to students.

Ms. Escobar stated it is surrounding students participating in activities, in particular to being fully vaccinated. However, further in the policy it mentions that “off campus” students and visitors who attend on campus activities should follow campus safety guidelines, which is only wearing masks at this time. It was asked how do departments move forward with planning for events when it is required for on campus students to be vaccinated, but not a requirement for “off campus” students.

Dr. McVean mentioned there should be clarification around if an event is open to the community, and community members and students regardless of vaccination status should be able to attend the event. Current students are a part of the community, so they should be able to participate.

Dr. Eck stated maybe there should be limits on “open to the public” events in terms of safety measures and if students can come on campus or not. He also mentioned Zoom can be an option so “off campus” students can participate.

Dr. Malamud mentioned we are preventing a portion of our students from accessing campus libraries, due to them not being vaccinated; however, the public (regardless of vaccination status) can freely access the libraries. It is harmful and unequitable in how our own students are being treated. The Librarians do have a concern as they are exposed more than anyone else.

Dr. McVean stated he would like to clarify if the event is open to the public, on campus, there should not be a limitation on current students to be able to participate or have access to. They should be able to access the event just as the public does. This will need to be taken care of sooner than later.

Dr. Malamud pointed out that maybe it can be recommended to update the policy to define what it means to be fully vaccinated. Does it include having the booster or not, and how do students handle exposures if they are fully vaccinated?

Mr. Bailey advised the topic of what it means to be fully vaccinated is included on the agenda for Chancellor’s Cabinet tomorrow. That discussion will include boosters and the part they will have. He also reminded Dr. McVean and Co-Chair Browne that DPGC is a Brown Act sanctioned group, so they have to be careful on how they transmit their recommendation especially on information items. If it is a recommendation to the Chancellor, that’s fine, but no action can be taken if not agendized.

Dr. Eck suggest it be best to make a recommendation for a future semester to update the polity, but not the current semester.

B. Review of Edits Presented to Board for BP 2.06 (2401) Regarding Board Policies and Administrative Procedures

- a. **Summary of Discussion:** Dr. McVean stated that DPGC doesn’t make recommendations to these areas of policies, but there are edits to which they can only provide feedback.

Mr. Bailey stated #3 was of particular interest to the Board and Chancellor in making sure there was appropriate opportunity to sunshine certain elements of Administrative

Procedures, and to further refine this item. The changes mentioned at the January Board Meeting were not made to this presented draft. #3 impacts the work of DPGC in regards to the schedule and timeline.

C. Review of Edits Presented to Board for BP (2.45) 2710 and APs 2.45.1 (2710) and 2.45.2 (2712) Regarding Conflict of Interest

- a. *Summary of Discussion:* Mr. Bailey provided a brief overview on what this recommended BP and AP is, and mentioned how significant it is to be very clear about being in compliance with and our duty to the knowledge of Conflict of Interest. Clarifying elements were added to the documents. There is also a piece in the policy about Form 700 filing.

D. BP 8.20 (3810) - Claims Against the District

- a. *Summary of Discussion:* Mr. Bailey stated this policy presents changes made based upon recommendations received from the consultants as well.

CLOSING REMARKS/

Dr. McVean stated the next DPGC Meeting is Monday, March 7, 2022.

Mr. Bailey thanked and commended Ms. Brewer on her work with DPGC, as today is her last meeting as the Council's assistant/recorder. Mr. Bailey introduced Candice Bell and stated she will be replacing Ms. Brewer.

ADJOURNMENT

Motion to Approve by: Monica Malamud

Second by: Lauren Ford

Action: Approved by consensus. Meeting is adjourned at 3:47 p.m.