

AGENDA  
BOARD OF TRUSTEES RETREAT  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
Ponderosa Room, The Pines Resort  
54432 Road 432, Bass Lake, California  
April 22-23, 2016

**\*\*No action will be taken\*\***

Purpose of this retreat: For Board of Trustee information and discussion of board policies.  
Discussions are designed for the Board of Trustee and chancellor,  
with staff providing data and perspective as needed.

**FRIDAY, APRIL 22, 2016, 12:30 PM**

- I. CALL TO ORDER
- II. PUBLIC COMMENT [see footnote]
- III. OPEN SESSION

- |    |  |  |   |
|----|--|--|---|
| A. | Review of Board Policies Regarding Meetings, Agenda, Brown Act, Roles of Trustees and Chancellor | BP 1100<br>BP 1200<br>BP 2340<br>BP 2405<br>BP 2345<br>BP 2012<br>BP 2270<br>BP 2330<br>BP 2430<br>BP 6100 | Paul Parnell<br>Gregory Taylor                      |
| B. | Review of Accreditation, Board, Chancellor and Presidents Standards                              | BP 3200<br>BP 2430   | Cheryl Sullivan<br>Sandra Caldwell<br>Deborah Ikeda |
| C. | Board Room Location and Facilities   | BP 2365<br>BP 6600   | Lucy Ruiz<br>C. Miktarian<br>Pedro Avila            |
| D. | Human Resource – Hiring Policies   |  | Diane Clerou  |
|    | Nondiscrimination  | BP 3410  |   |
|    | Equal Employment Opportunity   | BP 3420  |   |
|    | Commitment to Diversity  | BP 7100  |   |
|    | Delegation of Authority  | BP 7110  |   |
|    | Recruitment and Hiring   | BP 7120  |   |
|    | Academic Employees   | BP 7210  |   |
|    | Educational Administrators   | BP 7250  |   |

Board Retreat Agenda  
April 22-23, 2016 (continued)

- |    |                    |         |                                     |
|----|--------------------|---------|-------------------------------------|
| E. | Bond Status Report | BP 6600 | Lucy Ruiz<br>Ed Eng<br>C. Miktarian |
|----|--------------------|---------|-------------------------------------|

IV. ADJOURN

**SATURDAY, APRIL 23, 2016, 8:30 AM**

- I. CALL TO ORDER
- III. PUBLIC COMMENT [see footnote]
- II. OPEN SESSION

- |    |   |                               |               |
|----|---|-------------------------------|---------------|
| A. | Budgeting Policies  | BP 6200<br>BP 6330            | Ed Eng        |
| B. | Accreditation<br>Strategic Planning<br>Grants<br>2016 Scorecard | BP 3200<br>BP 3250<br>BP 3280 | Barbara Hioco |

IV. ADJOURN

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Any person with a disability may request this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to the Chancellor's office, 1525 E. Weldon Avenue, Fresno, CA 93704, (559) 244-5902, 8:00 a.m. to 5:00 p.m., Monday – Friday, as soon as possible before the meeting.

Under Board Policy 2350, there is a limit of three minutes per speaker per topic, and thirty minutes is the maximum time allotment for public speakers on any subject, regardless of the number of speakers; these time limits may be extended at the discretion of the Board of Trustees. Individuals wishing to address the Board should fill out a request form and submit it to Vice Chancellor of Human Resources Diane Clerou before the beginning of the meeting.

**The State Center Community College District**

The District has been named the State Center Community College District.

The name is the property of the District. No person shall, without the permission of the Board, use this name or the names of any colleges or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following colleges and education centers:

Fresno City College  
Reedley College  
Clovis Community College  
Career and Technology Center  
Madera Community College Center  
Oakhurst Community College (Outreach) Center  
Clovis Community College Herndon Campus

Reference: Education Code Section 72000(b); Elections Code Section 18304

Adopted by the Governing Board: May 4, 2004; June 14, 2016.

## **District Mission, Vision and Core Values**

### District Mission

State Center Community College District is committed to student learning and success, while providing accessible, high quality, innovative educational programs and student support services to our diverse community by offering associate degrees, university transfer courses and career technical programs that meet the academic and workforce needs of the San Joaquin Valley and cultivate an educationally prepared citizenry.

### Vision

State Center Community College District will demonstrate exemplary educational leadership to foster and cultivate a skilled workforce and an educated citizenry who are well prepared professionally and personally to contribute to our community.

### Core Values

State Center Community College District values:

**Excellence:** So that every student will have the opportunity to benefit from an educational experience of the highest quality, we are committed to excellent teaching, learning, quality instruction, support services, and co-curricular activities.

**Diversity:** We are committed to cultivating a welcoming environment for all and we will promote and celebrate diversity in our student body, faculty, staff and administration.

**Integrity:** We will be accountable, honest, and transparent and adhere to the highest professional standards to ensure that every student has the opportunity to receive an excellent education. We are committed to removing barriers to student success.

**Continual Improvement:** We will continually evaluate our policies and practices to sustain and improve the quality of our programs and services. We will utilize effective planning procedures and commit to making decisions based upon the systematic use of relevant data.

**Stewardship:** We are committed to the enhancement, preservation, conservation, and effective utilization of our resources.

**Community:** We value the community we serve and strive to work as a good neighbor, and partner with the people, businesses and organizations of the San Joaquin Valley.

**Communication:** We are committed to open communication among all members of the District, and with the external community of which we are an integral part. We will ensure freedom of speech, collaboration and mutual respect.

The mission, vision and core values are evaluated and revised on a regular basis.

Reference: WASC/ACCJC Standard One

Adopted by the Governing Board: June 8, 1978; May 4, 2004; September 6, 2016

**Role of the Board (Powers, Purposes, Duties)**

In addition to the powers and duties as prescribed by law, the governing board shall discharge the following duties and responsibilities:

1. select and appoint the Chancellor of the district;
2. fix and approve the annual budget;
3. through the adoption of annual budgets, approve the expenditure of all funds;
4. appoint or dismiss employees of the district upon the recommendation of the Chancellor;
5. fix the rate of compensation for all employees and review all salary schedules annually;
6. act upon recommendations of the administration on physical plant development and other capital outlay expenditures;
7. pass upon recommendations of the administration on matters of repair and maintenance of buildings, grounds, and equipment;
8. request and consider reports from the Chancellor regarding the educational program, financial position, and other matters pertaining to the welfare of the district;
9. consider and act upon the curricular offerings of the colleges upon the recommendation of the Chancellor;
10. consider and adopt a District annual calendar;
11. provide for the establishment of necessary procedures to assure proper accounting of all District funds, student organization funds, cafeteria funds, bookstore funds, and any other funds that fall under the supervision of the District;
12. provide for the annual audit of all funds;
13. consider communications and requests from citizens or organizations on matters of policy and administration; and
14. serve as a board of appeal for students, employees, and citizens of the District.

References: Education Code Sections 5304, 70902, 72120-72122, 72230-72300, 72530-72538, 81600-81606; Accreditation Standard IVB.1.d

Adopted by the Governing Board: October 10, 1978; November 4, 2003

Revised: July 1, 2008

**Board Member Authority**

Members of the governing board have authority only when acting as a Board of Trustees legally in session. The district will not be bound in any way by any statement or action on the part of any individual board member or employee, except when such statement or action is in pursuance of specific instructions by the governing board.

Reference: Cal. Const., art. IV, Section 14 (former Education Code Sections 72202, 72203)

Adopted by the Governing Board: October 10, 1978; November 4, 2003

**Quorum and Votes**

A quorum of the Board shall consist of four members.

The Board shall act by majority vote of all of the membership of the Board, except as noted below.

No action shall be taken by secret ballot.

The following actions require a two-thirds majority of all members of the Board:

- resolution of intention to sell or lease real property (except where a unanimous vote is required);
- resolution of intention to dedicate or convey an easement;
- resolution authorizing and directing the execution and delivery of a deed;
- action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- appropriation of funds from an undistributed reserve; and
- resolution to condemn real property.

The following actions require a unanimous vote of all members of the Board:

- resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- resolution authorizing lease of District property under a lease for the production of gas.

Reference: Education Code Sections 72000(d)(3); 81310, et seq., 81365, 81511, 81432;  
Government Code Section 53094; Code of Civil Procedure Section 1245.240

Adopted by the Governing Board: October 10, 1978; November 4, 2003



## **Agendas**

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an “emergency situation” as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The Chancellor shall establish administrative regulations that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Chancellor. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Chancellor in consultation with the Board President.

Agenda items submitted by members of the public must be received by the office of the Chancellor two weeks prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the Board’s agenda following the items of business initiated by the Board and by staff. Any agenda item submitted

**Agendas** (continued)

by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission.

See Administrative Regulation 2340

Reference: Government Code Sections 54954, et seq., 6250, et seq.;  
Education Code Sections 72121, 72121.5

Adopted by the Governing Board: October 10, 1978; November 4, 2003

Edited: September 7, 1982

Revised: May 5, 1987; December 11, 2001

### **Public Participation at Board Meetings**

The Board shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:

1. There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda.

Members of the public wishing to present such items shall submit a written request to the administration at the beginning of the meeting that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken by the Board on such items.

2. Members of the public may place items on the prepared agenda in accordance with Board Policy 2340.

A written summary of the item must be submitted to the Chancellor at least two weeks prior to the board meeting. The summary must be signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any.

Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the board meeting. Written communication regarding items on the Board's agenda should reach the office of the Chancellor not later than five working days prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.

Reference: Government Code Sections 54954.3, 54957.5; Education Code Section 72121.5

Adopted by the Governing Board: May 8, 1979; November 4, 2003

Revised: February 3, 1981

**Recording**

If the Board causes any tape or video recording of a meeting, the recording shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code sections 6250, et seq. The Chancellor is directed to enact administrative regulations to ensure that any such recordings are maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

See Administrative Regulation 2365

Reference: Government Code Sections 54953.5, 54953.6; Education Code Section 72121(a)

Adopted by the Governing Board: November 4, 2003

**Review of Board Policies**

The Board shall regularly review and evaluate its policies.

Each individual trustee is responsible to read, understand, and follow all Board Policies. The Chancellor shall enact regulations and procedures to assist the Board in fulfilling this responsibility.

Reference: Accreditation Standards IV.B.1.e., IV.B.3.g.

Adopted by the Governing Board: October 2, 2012

**Delegation of Authority to Chancellor**

The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Chancellor may delegate any powers and duties entrusted to him or her by the Board including the administration of colleges and centers, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written board policy if one is required.

The Chancellor is expected to perform the duties contained in the Chancellor's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Chancellor.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Chancellor shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Chancellor, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be available to all trustees.

The Chancellor shall act as the professional advisor to the Board in policy formation.

Reference: Education Code Sections 70902(d), 72400;  
Accreditation Standard IV.B.1.j, IV.B.2

Adopted by the Governing Board: November 4, 2003

**Accreditation**

The Chancellor shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of other District programs that seek special accreditation. The Chancellor shall provide for Academic Senate involvement.

The Chancellor shall keep the Board informed of approved accrediting organizations and the status of accreditations.

The Chancellor shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The 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.

See Administrative Regulation 3200

Reference: Accreditation Eligibility Requirement 20, Standard IV.B.1.i

Adopted by the Governing Board: October 5, 2004

### **Institutional Planning**

The 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.

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

- Long range educational or academic master plan, which shall be updated periodically as deemed necessary by the Board.
- Facilities plan
- Faculty and staff diversity plan
- Student equity plan
- Matriculation
- Transfer Center
- Cooperative Work Experience
- EOPS

The Chancellor shall submit those plans for which Board approval is required by Title 5 to the Board.

The Chancellor shall inform the Board about the status of planning and the various plans.

The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

See Administrative Regulation 3250

References: Accreditation Standard I.B; Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, 56270, et seq.

Adopted by the Governing Board: April 2, 1985; October 5, 2004  
Revised: July 1, 2008



**Grants**

The Board will be informed about all grants received by the District.

Administrative regulations shall be established 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. The regulations shall provide opportunity for Academic Senate involvement in the grant application process.

See Administrative Regulation 3280

Reference: Education Code Section 70902

Adopted by the Governing Board: June 8, 1978; October 5, 2004

Revised: January 10, 1984

**Nondiscrimination**

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

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 (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or 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.

Administrative regulations shall be established 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. The regulations shall provide for Academic Senate involvement.

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 (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because someone is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

See Administrative Regulation #3410

References: Education Code Sections 66250, et seq., 72010, et seq., 87100 et seq.;  
Title 5 Sections 53000, et seq., 59300, et seq., Penal Code Section 422.55;  
Government Code Sections 12926.1, 12940, et seq.

Adopted by the Governing Board: July 21, 1994; October 5, 2004  
Revised: March 17, 1996; June 25, 1996; May 5, 1997; February 1, 2000;  
October 3, 2006; July 1, 2008

**Equal Employment Opportunity**

The Board 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 Chancellor 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.

See Administrative Regulation 3420

Reference: Education Code Sections 87100, et seq. Title 5 Section 53000, et seq.

Adopted by the Governing Board: June 8, 1978; June 25, 1996; October 5, 2004  
Revised: April 8, 1980; September 4, 1984; January 15, 1985;  
September 3, 1985; March 5, 1991

**Delegation of Authority**

The Board delegates to the Chancellor the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (See Board Policy 6340.)

The Chancellor shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

See Administrative Regulation 6100

Reference: Education Code Sections 70902(d); 81655, 81656

Adopted by the Governing Board: October 10, 1978; March 7, 2006

### **Budget Preparation**

Each year, the Chancellor shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the District's master and educational plans.
- Assumptions upon which the budget is based are presented to the Board for review.
- A schedule is provided to the Board by March of each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
- Unrestricted general reserves for economic uncertainty shall be no less than 6% of the District's annual budget exclusive of funds designated by the Board for special activities.
- Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.
- Budget projections address long-term goals and commitments.

See Administrative Regulation 6200

Reference: Education Code Section 70902(b)(5); Title 5 58300, et seq.

Adopted by the Governing Board: October 10, 1978; March 7, 2006

**Purchasing**

The Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time.

All such transactions shall be reviewed by the Board of Trustees every 60 days.

See Administrative Regulation 6330

Reference: Education Code Section 81656; Public Contracts Code Section 20650

Adopted by the Governing Board: March 7, 2006

**Capital Construction**

The Chancellor is responsible for planning and administrative management of the District's capital outlay and construction program.

District construction projects shall be supervised by the Chancellor. The Vice Chancellor-Finance and Administration shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work. The Vice Chancellor-Finance and Administration shall assure compliance with laws related to use of state funds to acquire and convert existing buildings.

The Board shall approve and submit to the Board of Governors a five-year capital construction plan as required by law. The Chancellor shall annually update the plan and present it to the Board for approval. The plan shall address, but is not limited to, the criteria contained in law.

See Administrative Regulation 6600

References: Education Code Sections 81005, 81820; Title 5 Section 57150 et seq.

Adopted by the Governing Board: October 10, 1978; March 7, 2006

Revised: July 1, 2008

**Commitment to Diversity**

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the educational and working environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

Reference: Education Code Section 87100, et seq.; Title 5 Section 53000, et seq.

Adopted by the Governing Board: June 8, 1978; June 28, 1978; September 3, 198;  
April 4, 2006

Revised: April 8, 1980; September 4, 1984; March 5, 1991



**Delegation of Authority**

The Board delegates authority to the Chancellor to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative regulations have been followed subject to confirmation by the Board.

See Administrative Regulation 7110

Reference: Education Code Section 70902(d)

Adopted by the Governing Board: June 8, 1978; April 4, 2006

### **Recruitment and Hiring**

Administrative regulations shall be established for the recruitment and selection of employees including, but not limited to, the following criteria.

- An Equal Employment Opportunity plan shall be implemented according to Title 5 and Board Policy 3420.
- Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.
- The criteria and regulations for hiring academic employees shall be established and implemented in accordance with board policies and regulations regarding the Academic Senate's role in local decision-making.
- The criteria and regulations for hiring classified employees are governed by Education Code and Personnel Commission rules.

See Administrative Regulation 7120

References: Education Code Sections 70901.2, 70902 (b) (7) & (d), 87100, et seq.;  
Title 5 Sections 53000, et seq., 51023.5; Accreditation Standard III.1.A

Adopted by the Governing Board: June 8, 1978; June 28, 1978; September 3, 1985;  
June 4, 1996; April 4, 2006

Revised: July 1, 2008

**Academic Employees**

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been established by the Board of Governors for the California Community Colleges.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPS, and EOPS.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. The Board reserves the right to determine whether a faculty member shall be granted tenure.

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full time or part time. The Board delegates authority to the Chancellor to determine the extent of the District's needs for temporary faculty.

Notwithstanding this policy, the District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

Reference: Education Code Sections 87400, et seq; 87419.1; 87482.8; 87600, et seq.;  
Title 5, Section 51025

Adopted by the Governing Board: October 3, 2006

### **Educational Administrators**

An administrator is a person employed by the Board in a supervisory or management position as defined in Government Code Sections 3540, et seq.

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his or her administrative assignment expires or is terminated, if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with established regulations developed jointly by the Chancellor and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
- The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.
- Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor. Educational Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Chancellor.
- Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and established administrative regulations.
- Every educational administrator shall be employed by an appointment or contract of up to four years in duration.
- Educational administrators are subject to discipline for the causes set forth in Education Code section 87732 unless otherwise specified in his or her contract of employment.

**Educational Administrators** (continued)

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his or her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

See Administrative Regulation 7250

Reference: Education Code Sections 72411, et seq., 87002(b), 87457-87460, 87732,  
Government Code Section 3540.1(g) and (m)

Adopted by the Governing Board: May 8, 1979; June 25, 1996; April 4, 2006  
Revised: June 24, 1980; September 7, 1982