

Human Resources Department
Review of Board Policies and Administrative Procedures
2012

No.	Title	Status
BP 7100	Commitment to Diversity	Revised. (To match CCL language).
BP 7120	Recruitment and Hiring	No change/reaffirm.
AP 7120-A	Recruitment and Hiring: Academic Managers	Reviewed in DCHR 4/26/12. Revised.
AP 7120-B	Recruitment and Hiring: Full-Time Faculty	Board review 2/14/12. No change/reaffirm.
AP 7120-C	Recruitment and Hiring: College President	No change/reaffirm.
AP 7120-D	Recruitment and Hiring: Part-Time Faculty	Board review 2/14/12. No change/reaffirm.
AP 7120-E	Recruitment and Hiring: Vice Chancellor(s)	Proposed [separated from 7120-A].
BP 7130	Compensation	No change/reaffirm.
BP 7140	Collective Bargaining	No change/reaffirm.
BP 7205	Employee Code of Ethics	No change/reaffirm.
AP 7205	Employee Code of Ethics	No change/reaffirm.
BP 7210	Academic Employees	No change/reaffirm.
BP 7211	Minimum Qualifications and Equivalencies	Revised.
AP 7211	Minimum Qualifications and Equivalencies	Attachment only revised. Revised attachment reviewed in DCHR 4/26/12.
BP 7220	Academic Employees: Honorific Academic Title	No change/reaffirm.
AP 7220	Academic Employees: Honorific Academic Title	No change/reaffirm.
BP 7230	Classified Employees	No change/reaffirm.
BP 7240	Confidential Employees	No change/reaffirm.
BP 7250	Educational Administrators	Revised. (To correct typographical errors and to match CCL language.)
BP 7260	Classified Supervisors and Managers	Revised. (To match CCL language.)
BP 7270	Student Workers	Revised.
AP 7270	Student Workers	Revised.
BP 7310	Nepotism	No change/reaffirm.
BP 7330	Communicable Diseases	No change/reaffirm.
BP 7335	Health Examinations	No change/reaffirm.
BP 7340	Leaves	No change/reaffirm.
BP 7345	Catastrophic Leave Program	No change/reaffirm.
BP 7350	Resignations	No change/reaffirm.
AP 7350	Resignations	Revised. (To update HR staff titles and attachments only.)
BP 7352	Emeritus Title	No change/reaffirm. (Only correction of typographical error.)
BP 7360	Discipline and Dismissals – Academic Employees	No change/reaffirm.
BP 7365	Discipline and Dismissals – Classified Employees	No change/reaffirm.
BP 7367	Employee Rehiring Prohibition	No change/reaffirm. (Only deleted reference to Chancellor to develop AP as this has been done).

AP 7367	Employee Rehiring Prohibition	No change/reaffirm. (Only corrected typographical error and added reference to attachment).
BP 7370	Political Activity	No change/reaffirm.
BP 7380	Unrepresented Employees	No change/reaffirm.
BP 7385	Salary Deductions	No change/reaffirm.
BP 7510	Domestic Partners	No change/reaffirm. (Only corrected typographical error.)
BP 7600	College Police	Revised.
BP 7700	Whistleblower Protection	No change/reaffirm. (Only correction of typographical error to match CCL language).
AP 7700	Whistleblower Protection	Revised. (Only to update contact information).
BP 2431	CEO Selection	No change/reaffirm.
AP 2431	Recruitment and Hiring: Chancellor	No change/reaffirm.
BP 2710	Conflict of Interest	Revised. (Language not in CCL Policy, but in CCL Procedure.)
AP 2710	Conflict of Interest	Revised to match CCL Procedure.
AP 2712	Conflict of Interest Code - Form 700: Statement of Economic Interests	Revised.
BP 3410	Nondiscrimination	Revised to match CCL language.
AP 3410	Nondiscrimination	Proposed [new].
BP 3420	Equal Employment Opportunity	Revised. (To correct wording to match CCL language.)
AP 3420	Equal Employment Opportunity	Formerly BP 7800. No revisions except numbering change.
BP 3430	Prohibition of Harassment and Discrimination	Revised to match CCL language.
AP 3430	Prohibition of Harassment and Discrimination	Revised to match CCL language.
BP 3560	Alcoholic Beverages	No change/reaffirm.
AP 3560	Alcoholic Beverages	Proposed [new].

AP 7330	Certification of Freedom From Communicable Disease	Will be presented to DCHR in October 2012.
AP 7336	Certification of Freedom from Tuberculosis	Will be presented to DCHR in October 2012.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7100 COMMITMENT TO DIVERSITY
Number	BP 7100
Status	Active
Legal	California Education Code Section 87100 et seq. California Code of Regulations, Title 5, Section 53000 et seq.
Adopted	May 17, 2007
Last Reviewed	<hr/>

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to the success of all college students. The Board recognizes that diversity in the academic environment fosters multi-cultural awareness, promotes mutual understanding and respect, and provides 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.

See Administrative Procedure 3420

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7120 RECRUITMENT AND HIRING
Number	BP 7120
Status	Active
Legal	Accreditation Standard III.1.A California Code of Regulations, Title 5, Section 53000 et seq. California Education Code Section 87100 et seq. California Education Code, Section 70902, subdivision (d)
Adopted	May 17, 2007
Last Reviewed	February 14, 2012 _____

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to:

- The criteria and procedures for the recruitment and selection of management employees including college presidents;
- The criteria and procedures for selection and hiring of academic employees in accordance with established and implemented board policies and procedures regarding the Academic Senate's role in local decision-making. Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors or the equivalent in accordance with established procedures; and
- The criteria and procedures for hiring classified employees shall be established by the Personnel Commission.

See:

Administrative Procedure 7120-A Recruitment And Hiring: Academic Managers
Administrative Procedure 7120-B Recruitment And Hiring: Full-Time Faculty
Administrative Procedure 7120-C Recruitment And Hiring: College President
Administrative Procedure 7120-D Recruitment And Hiring: Part-Time Faculty
Administrative Procedure 7120-E Recruitment and Hiring: Vice Chancellor(s)

Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7120-A Recruitment and Hiring: <u>Academic Managers</u>
Number	AP 7120-A
Status	Active
Legal	California Education Code Section 87100 et seq. California Code of Regulations, Title 5, Section 53000 et seq. Accreditation Standard III.A
Adopted	April 14, 2009
Last Reviewed	March 12, 2009 _____

SELECTION PROCEDURES FOR ACADEMIC MANAGERS

The following practices shall be followed for all academic management positions. ~~Classified management positions will follow the rules and regulations as established by the Personnel Commission.~~

I. NOTIFICATION OF VACANCY/RECRUITMENT STRATEGY

Upon formal notification of an academic manager vacancy, the hiring manager informs the Director of Employment Services of his/her plans to fill the position. Vacancy notification occurs upon the Chancellor's acceptance of the manager's resignation, retirement, contract non-renewal, or the receipt of information regarding death or departure for special circumstances. During the two weeks following the formal notification date, the responsible manager reviews the existing job description with the Director of Employment Services and makes any necessary changes. In the event substantial changes need to be made or there is a restructuring of college's functions, the new or revised job description must be presented to Chancellor's ~~e~~Cabinet for approval. Unless substantial changes are made to the job description, the Director of Employment Services begins the recruitment process two weeks following the formal notification date.

II. COMMITTEE COMPOSITION

College Positions

Academic, classified, and student appointments to the Selection Committee are made by the Chancellor or designee from recommendations from the groups/individuals listed below. The recommended persons forward two (2) names for each seat on the committee to the Director of Employment Services for consideration. ~~The committee composition for classified management positions may be modified to be in compliance with Personnel Commission rules.~~ When subject matter expertise is necessary, committee members may be commissioned from outside the dDistrict.

<u>ACADEMIC COLLEGE-BASED MANAGEMENT POSITIONS</u>	
<u>Committee Composition Number</u>	<u>Recommendations From: of the Following</u>
College Management/Supervisors 4 <u>5</u> (2-3 from the college in which vacancy occurs and 1 each from the other <u>two</u> colleges)	College President(s)
District Administrative Center Representative 1	Chancellor's Cabinet
Faculty (for academic management only) 2 <u>3</u>	<u>College President</u> (following consultation with the <u>Academic Senate</u> <u>President</u>)
Students (for <u>Dean of Student Learning at the discretion of the President, Dean of Student Services Instructional VP, SS VP, and EVP-only</u>) 1	<u>College President</u>
<u>Classified Supervisor/Employee</u> 1	<u>College President</u> (following consultation with the <u>Classified Senate President</u>)
Screening Committee Facilitator (ex-officio) 1	Director of Employment Services
Total 9 <u>12</u>	

District Administrative Positions

Academic and classified appointments are made by the Chancellor or designee from recommendations from the groups/individuals listed below. The recommended persons forward two (2) names for each seat on the committee to the Director of Employment Services for consideration. The committee composition for classified management positions may be modified to be in compliance with Personnel Commission rules. When subject matter expertise is necessary, committee members may be commissioned from outside the District.

<u>Committee Composition Number</u>	<u>Recommendations of the Following:</u>
College Management/Supervisors 3 (1 from each college)	College President(s)
District Administrative Center Representative 2	Chancellor's Cabinet
Screening Committee Facilitator (ex-officio) 1	Director of Employment Services
Total 6	-

III. MANAGEMENT SCREENING COMMITTEE GUIDELINES

A. Committee Appointments

The Director of Employment Services reviews the membership recommendations to ensure the diversity of representation within the Screening Committee. The Director of Employment Services appoints the chair from among the membership, and the chair convenes the committee.

B. Timelines for Screening/Selection Process

Timelines for the Organizational Meeting (where applicable), Application Screening, Application Tally, Oral Interviews, and Oral Interview Tally will be approved by the Director of Employment Services. Timeline approval may be completed after the committee has set the calendar for the screening process.

C. Announcement/Advertising

The Director of Employment Services or designee prepares the vacancy announcement including a description of duties and responsibilities, qualifications, and application procedures. The closing date for the announcement will ensure sufficient time to recruit a diverse pool of well-qualified applicants. The Director of Employment Services or designee is responsible for the recruitment, identification of advertising sources and applicant targets, ad placement, and web posting. If the District selects a recruitment firm to assist in any aspect of the selection process, these responsibilities may be reallocated to the firm.

Vacancy announcements, at a minimum, will be distributed to the community colleges in California. Advertisements will be placed, at a minimum, in the Chronicle of Higher Education, Association of California Community College Administrators (ACCCA), the Registry-California Community College State Chancellor's Office, HigherEdJobs.com, and VCCCD.edu.

D. Organizational Meeting

The Human Resources Department provides the Screening Committee with confidentiality policies and notification that all applicant files are considered confidential and must be maintained and reviewed in a manner to ensure the candidates' identities are not revealed. In order to ensure consistency in the process, each Screening Committee member must be available for all committee meetings.

The Screening Committee, under the direction of the chair and the Screening Committee Facilitator, identifies and discusses application screening criteria, creates oral interview questions and criteria, discusses the basis of the questions in relationship to the job announcement, and determines the relative weighting. All criteria and questions must be based upon the requirements listed in the vacancy announcement.

E. Prescreening

All members of the prescreening committee confer and determine which applicants meet minimum qualifications. The members forward the results of these deliberations to the Screening Committee Facilitator. The Screening Committee Facilitator forwards the

information to the Human Resources Department. The Human Resource Department deactivates (in ORAP) those who fail to meet minimum qualifications or those who fail to meet requirements.

F. Screening

The Human Resources Department forwards the guest user ID and the password for the particular vacancy to the all ~~s~~Screening ~~e~~Committee members. Committee members have an opportunity to review any applicant file which was determined to be unqualified in the prescreening whether based on minimum qualifications or equivalency determination. Each committee member screens the application materials independently and submits their results to the chair. Committee members complete the applicant screening forms emphasizing the following:

- Screening evaluation forms must reflect the level of desired criteria and written comments in support of the overall recommendation.
- Screening evaluation forms must document a recommendation for oral interview (4 - Highly Recommend, 3 - Recommend, 0 - Do Not Recommend).
- Screening Committee members sign and date the screening evaluation forms.

G. Application Tally

All committee members should be present at the application tally meeting and have completed their screening of applicants. Any exceptions must be approved by the Director of Employment Services.

1. ~~a.~~ Chair and the Screening Committee Facilitator tally the results.
2. ~~b.~~ The committee as a whole determines which applicants will be called for interviews. The determination is based on the scores and not the individuals' identity. "Natural breaks" in the tally total should be the determining factor.
3. ~~c.~~ The committee determines if additional candidates are to be interviewed in the event interview invitations are refused by the selected candidates. Additional candidates will be considered for interview based on their rank and may be considered only if invitations are refused by the original invited candidates.
4. ~~d.~~ The Screening Committee Facilitator notifies the Human Resources Department of the candidates who were selected for an interview. The Human Resources Department emails the individuals who were not selected for interview.
5. ~~e.~~ The Screening Committee Facilitator assigns dates and times for oral interviews taking into consideration distance and time of travel of the applicants.

H. Oral Interview/Tally

The Screening Committee Facilitator discusses guidelines pertinent to the interview process, appropriate follow up questions, guidelines for written comments on oral interview forms, District's diversity policy, and procedures for discussion following each candidate's interview. The committee reviews each question and discusses, in general, an appropriate answer. At the oral interview, follow-up questions may be asked and should be based on information presented by the applicants. All follow-up questions

must be for purposes of clarification and expansion of an applicant's response. Follow-up questions may not deviate from the intent of the original questions.

1. At the conclusion of each oral interview, the Screening Committee Facilitator facilitates ~~the following~~ a discussion process that will generally consist of the following:

~~Generally, the discussion will consist of:~~

- a. ~~At the conclusion of each oral interview, e~~Each committee member shares a brief summary of each applicant's strengths and limitations- that may include the following:
 - (1) Clarification of technical questions asked during the interview.
 - (2) Favorable and unfavorable impressions concerning the manner in which the candidate responded to questions asked during the interview
 - (3) Strengths and weaknesses of each candidate, including professional impact
 - (4) Impressions concerning the manner in which the candidate responded to questions asked during the interview
- b. Among those items which are inappropriate for discussion are the following:
 - (1) Advocacy or opposition for a particular candidate based on information obtained outside the interview process
 - (2) Comments based on rumor or unsubstantiated knowledge of a candidate
 - (3) Any comment not related to specific interview information is inappropriate, such as comments on race, gender, age, sexual orientation, and physical characteristics

2. ~~e-~~ The Oral Interview Record Form is used for oral interview rating. Ratings must be supported by clearly written comments. Final ratings should be representative of the candidates' performance across all questions ~~and teaching demonstration~~.

3. ~~d-~~ The committee rates each candidate (4 - Highly Recommend, 3 - Recommend, 0 - Do Not Recommend). The committee reviews the ratings to consider high/low discrepancies. The discussion focuses on information provided in the interview as well as information provided in the candidates' applications. Any committee member may change or remain with original rating after considering the information discussed.

I. Oral Tally

2. ~~a-~~The Chair and Screening Committee Facilitator tally the oral interview ratings and display the ratings to the entire committee with candidates' names redacted for the purpose of determining the natural break in ratings.

3. ~~b.~~—After determining the natural break, candidates' names are displayed to the committee for the purpose of determining who should be forwarded to the ~~e~~College ~~p~~President/~~chancellor~~ for final interview. The committee as a whole may decide if candidates below the natural break should be forwarded to the ~~e~~College ~~p~~President/~~chancellor~~. The committee determines the number of candidates to be forwarded to the ~~e~~College ~~p~~President/~~chancellor~~ based on the candidates' performance and president's preference. If no candidates are deemed to be acceptable to the ~~s~~Screening ~~e~~Committee, the ~~e~~College ~~p~~President/~~chancellor~~ has the option of interviewing the candidates and/or reopening the recruitment. The Human Resources Department emails the individuals who were not selected for interview.
4. ~~e.~~—The committee summarizes, in writing, the strengths and weaknesses of the candidates forwarded to the ~~e~~College ~~p~~President/~~chancellor~~ for review prior to interviewing the candidates.

J. President/~~Chancellor~~ Interview

~~For college positions, t~~The ~~e~~College ~~p~~President ~~and chancellor~~ conducts joint final interviews from an unranked list of a plurality of candidates forwarded from the committee. The ~~e~~College ~~p~~President ~~and chancellor~~ may request the committee forward additional candidates ~~(not applicable for classified management)~~. The ~~e~~College ~~p~~President ~~and chancellor~~ may interview without the presence of the Screening Committee Facilitator. In the event that it is a District Administrative Center position, the hiring manager ~~and the chancellor~~ will conduct final interviews.

K. Reference Checks and Offer of Employment

1. ~~a.~~—The ~~e~~College ~~p~~President/~~chancellor~~ directs the responsible manager (first-line supervisor) to conduct reference checks on the identified individuals in accordance with the VCCCD reference checking procedure.
2. ~~b.~~—The responsible manager forwards the references for the selected candidate to the Director of Employment Services for review.
3. ~~e.~~—Upon review of the selected candidate's references and any other pertinent material, the Director of Employment Services notifies the hiring manager that an official employment offer may be made. The ~~d~~Director of Employment Services and the hiring manager discuss the salary offer.
4. ~~d.~~—The Screening Committee Facilitator completes the Record of Interview form indicating which applicants have not met minimum qualifications, which applicants were not invited to oral interviews, which applicants received oral interviews, and the candidate selected. The ~~e~~College ~~p~~President/~~chancellor~~ signs the form and forwards the original form to the Human Resources Department.
5. ~~e.~~—The Screening Committee Facilitator forwards all screening files, forms, and related notes and records to the Human Resources Department.



Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7120-B Recruitment and Hiring: Full-Time Faculty
Number	AP 7120-B
Status	Active
Legal	<u>California Education Code Section 87100 et seq.</u> <u>California Code of Regulations, Title 5, Section 53000 et seq.</u> <u>Accreditation Standard III.A</u>
Adopted	July 14, 2009
Last Reviewed	February 14, 2012

Selection Procedures for Full-Time Faculty

Notification of Vacancy/Posting Notices

Upon receipt of formal notification of a vacancy, the Human Resources Department reviews the recommended position template to ensure accuracy of minimum qualifications, appropriateness of supplemental questions, if any, and content/procedural accuracy. The Human Resources Department determines the announcement closing date in consultation with the college's needs and policy/contract requirements. The Human Resources Department distributes the following in accordance with negotiated agreements and applicable policies:

- Transfer notice to full-time faculty a minimum of three days prior to opening the position for submission of applications
- Vacancy announcement to all faculty
- Vacancy announcement to mailing lists, CCC registry, publications, newspapers, online websites, list servers, etc.
- Screening committee calendar and composition forms to college president

Announcement/Advertising

Following input of the department and/or division faculty representatives, the Director of Employment Services or designee prepares the vacancy announcement, which includes a description of duties and responsibilities, qualifications, and application procedures. The closing date for the announcement will ensure sufficient time to recruit a diverse pool of well-qualified applicants. Recruitment, identification of advertising sources and applicant targets, ad placement, and web posting is the responsibility of the Director of Employment Services or designee. If the District selects a recruitment firm to assist in any aspects of the selection process, these responsibilities may be reallocated to the firm.

Vacancy announcements, at a minimum, will be distributed to the community colleges in California. Advertisements will be placed, at a minimum, in the Chronicle of Higher Education, the Registry-California Community College State Chancellor's Office, HigherEdJobs.com, edjoin.org and VCCCD.edu.

Committee Composition and Appointments

The College President or designee, in consultation with the dean and/or department chair or coordinator, is responsible for recommending appointments to the screening committee. The College President consults with the Academic Senate President and the Screening Committee Facilitator regarding the recommended committee composition prior to forwarding

the recommendation to the Director of Employment Services for approval. The Director of Employment Services reviews the committee composition to ensure diverse representation within the committee and adherence to District policies and agreements where applicable.

Colleges are encouraged to use academic employees within the discipline from other colleges within VCCCD to maintain discipline expertise, diversity, and to provide a district-wide perspective. A committee typically consists of seven members, and should not have less than five or more than nine members under normal circumstances. The Director of Employment Services may authorize part-time faculty and other individuals to serve on screening committees on an exception basis. The following guidelines should be followed when composing a committee.*

<u>Committee Composition</u>	<u>Number</u>
Faculty from the Division Of the 3-5 faculty members on the committee: A minimum of 2 faculty members must be from the discipline, when possible; A minimum of 1 faculty member must be from another discipline.	3 to 5
Academic Administrator	1
Additional member(s)	1 or more
Screening Committee Facilitator – non-voting ex-officio	---

* Exceptions to this composition may be authorized by the Director of Employment Services.

The composition of the committee should reflect diversity in, but not be limited to, the areas of gender, age, ethnicity, and culture of the community.

Although not required, classified staff, members from other colleges, and community members may be selected to serve on committees.

The academic administrator will serve as the chair of the committee until a co-chair is elected.

The co-chairperson is to be elected by the committee at the first meeting and is expected to perform all co-chair duties.

The College President identifies a Screening Committee Facilitator to serve on the committee from a pre-established list of trained Screening Committee Facilitators provided by the Human Resources Department.

In order to ensure consistency in the process, each screening committee member must be available for the application screening and all committee meetings.

Organizational Meeting

The Screening Committee Facilitator picks up the committee files from the Human Resources Department and the Screening Committee Facilitator file containing the list of VCCCD part-time applicants, applicant gender/ethnicity information, and other materials to be used in the organizational meeting.

The academic administrator calls the organizational meeting at which time the committee will accomplish the following:

- The committee selects a faculty member to co-chair the committee with the academic administrator.
- The Screening Committee Facilitator discusses hiring procedures, timelines, forms, the confidentiality agreement, and diversity sensitivity issues. The Facilitator provides the committee with confidentiality policies and notifies the committee that all applicant files are considered confidential and must be maintained and reviewed in a manner to ensure the candidates’ identities are not revealed. Each member reads and signs a confidentiality statement.

- The committee establishes dates, times, and locations for the prescreening, application screening, application tally, oral interviews, oral interview tally, and final interviews with the College President/Chancellor.
- The committee creates and discusses application screening criteria based upon the requirements listed in the job announcement; creates oral interview questions, teaching demonstration exercises, and criteria to aid in the preparation of the Oral Interview Form; discusses the bases of questions in relation to the job announcement; determines the format of the interview process; and discusses final weighting of assessment items for the Oral Interview Record Form.
- The committee establishes the pre-screening committee composition consisting of one co-chair, two faculty in the discipline (one of whom may be the co-chair) and the Screening Committee Facilitator.

Prior to Close of Application Filing

The Human Resources Department schedules a districtwide equivalency committee to be convened as soon as possible following the close of the application period.

After the organizational meeting, the Screening Committee Facilitator sends to the Director of Employment Services the screening criteria, oral interview questions and the names of those serving on the pre-screening committee.

A few days prior to the close of application filing (close of recruitment period), the Screening Committee Facilitator inquires of the Human Resources Department the number of complete application records and advises the committee accordingly.

After Close of Application Filing

Within three days following the close of application filing, the Human Resources Department e-mails the screening forms with criteria, oral interview records with questions, and electronic copies of the application screening and oral tally sheets to the Screening Committee Facilitator.

The Screening Committee Facilitator is responsible for copying all forms needed for the committee's use.

Districtwide Equivalency Review

Following the close of application filing, the Human Resources Department forwards the requests for equivalency to the appropriate districtwide equivalency committee for review. The districtwide equivalency committee meets within five working days following the closing date and reviews the requests for equivalency. The Human Resources Department will not forward files for applicants who did not request an equivalency or for applicants who request in their application that an equivalency be considered, but fail to attach the Supplemental Questionnaire for Equivalency. The districtwide equivalency committee reviews the requests for equivalency and forwards the recommendations to the Human Resources Department. The Human Resources Department deactivates the applications in Online Requisition and Application Processing (ORAP) for those not recommended for equivalency.

Applications for candidates not recommended for equivalency remain available to the entire Screening Committee in ORAP. Committee members may review the equivalency recommendations and challenge any recommendation to not recommend equivalency. The Director of Employment Services or designee takes the challenges back to the districtwide equivalency committee for consideration. Upon review, the districtwide equivalency committee may choose to sustain or modify its initial recommendation.

Prescreening

Following the review of the requests for equivalency, the Human Resources Department provides the ORAP guest user ID and password to the Screening Committee Facilitator and the prescreening committee. All members of the prescreening committee confer and determine which applicants meet minimum qualifications. The prescreening committee forwards the results of these deliberations to the Screening Committee Facilitator. The Screening Committee Facilitator forwards the information to the Human Resources Department. The Human Resources Department deactivates the applications for the applicants who fail to meet minimum qualifications.

Application Screening

Upon completion of the prescreening process, the Human Resources Department forwards the guest user ID and the password for the particular recruitment to all screening committee members. Committee members have an opportunity to review any applicant file that was determined to be unqualified in the prescreening whether based on minimum qualifications or equivalency determination. Committee members complete the applicant screening forms emphasizing the following:

- Screening evaluation forms must reflect the level of desired criteria and written comments in support of the overall recommendation.
- Screening evaluation forms must document a recommendation for oral interview (5 - Highly Recommend for Interview, 3 Recommend for Interview, 2 – Consider for Interview, 0 - Do Not Recommend).
- Screening Committee members must sign and date the screening evaluation forms.
- Each committee member screens the application materials independently and submits their results to the chair.

Application Tally Meeting

All committee members must be present at the application tally meeting and have completed their screening of the applicants. Any exceptions must be approved by the Screening Committee Facilitator.

- a. The Co-Chairs and the Screening Committee Facilitator tally the application screening results.
- b. The committee as a whole determines which applicants will be called for interviews. The determination is based on the scores and not the individual's identity. "Natural breaks" in the tally total should be the determining factor when possible. Per the Agreement between the District and the AFT, Section 5.4(c)(6), a minimum of 25% (or fewer than 3) of non-contract faculty members who apply for a contract position in the District and who meet the minimum qualifications for that position as specified in the job announcement and determined by the screening committee shall be interviewed by the committee.
- c. The committee determines if additional candidates are to be interviewed in the event interview invitations are declined by the selected candidates. Additional candidates will be considered for interview based on their rank and may only be considered if invitations are declined by the initial invited candidates.
- d. The Screening Committee Facilitator notifies the Human Resources Department of the candidates who were selected for an interview. The Human Resources Department e-mails the individuals who were not selected for interview.
- e. The Screening Committee Facilitator assigns dates and times for oral interviews taking into consideration distance and time of travel of the applicants.
- f. The academic administrator serving as a chair or the administrator's designee sends out invitations to the candidates. Any changes that must be made to the interview schedule in order to accommodate candidates' availability must be approved by the Screening Committee Facilitator.

Oral Interview

Oral Interview Briefing (thirty minutes before first interview)

The Screening Committee Facilitator discusses the District's diversity policy and various guidelines pertinent to the interview process including those related to asking follow-up questions, providing written comments on oral interview forms, and discussing candidates' performances.

The committee reviews each question and discusses, in general, an appropriate answer. Follow-up questions may be asked to elicit additional information with regard to responses provided by the applicants. All follow-up questions must be for purposes of clarification and expansion of an applicant's response.

Oral Interview

- a. At the beginning of the interview, the Screening Committee Facilitator welcomes and introduces the candidate, introduces each committee member, and advises the candidate about the process of the interview. This introduction includes the approximate length of the interview, number of questions, roles of the committee members and the fact that the committee will be taking notes, length of the teaching demonstration, and the support role of the Screening Committee Facilitator.
- b. At the close of each interview, the Screening Committee Facilitator thanks the candidate and advises them of the next step in the process.
- c. The Screening Committee Facilitator ensures that all interviews are conducted within the allotted time.

Oral Interview Discussion and Rating

At the conclusion of each oral interview, the Screening Committee Facilitator facilitates the following discussion process:

- a. At the conclusion of each oral interview, each committee member will share a brief summary of each applicant's strengths and limitations.

Generally, the discussion will consist of:

- (1) Clarification of technical questions asked during the interview.
 - (2) The manner in which the candidate responded to questions asked during the interview.
 - (3) Strengths and weaknesses of each candidate, including professional impact.
- b. Among those items that are inappropriate for discussion are the following:
 - (1) Advocacy or opposition for a particular candidate based on information obtained outside the interview process.
 - (2) Comments based on rumor or unsubstantiated knowledge of a candidate.
 - (3) Any comment not related to specific interview information is inappropriate, such as comments on race, gender, age, sexual orientation, and physical characteristics.
 - c. The Oral Interview Record Form shall be used for oral interview rating. Ratings must be supported by clearly written comments. Final ratings should be representative of the candidates' performance across all questions and the teaching demonstration.
 - d. The committee rates each candidate (4 - Highly Recommend, 3 - Recommend, 0 - Do Not Recommend). The committee reviews the ratings to consider high/low discrepancies. The discussion shall only focus on information provided in the interview as well as information provided in the candidates' applications. Any committee member may change or keep his/her original rating after considering the information discussed.

Oral Tally

- a. The Co-Chairs and Screening Committee Facilitator tally the oral interview ratings and display the ratings to the entire committee with candidates' names redacted for the purpose of determining the natural break in ratings.
- b. After determining the natural break, the candidates' names are displayed to the committee for

the purpose of determining who should be forwarded to the College President for final interview; determination shall be based on the candidates' scores rather than the candidates' identities. The committee as a whole may decide if candidates below the natural break should be forwarded to the College President. The committee determines the number of candidates to be forwarded to the President based on the candidates' performances and President's preference. If no candidates are deemed to be acceptable to the screening committee, the committee will meet with the President to discuss the option of reopening the recruitment. The Human Resources Department e-mails the individuals who were not selected for interview.

- c. The committee summarizes the strengths and limitations of the candidates and forwards the summary to the College President for review.
- d. The Co-Chairs and Screening Committee Facilitator meet with the College President to discuss the summaries.

President's Interview

The College President determines who is present in the final interview. The Screening Committee Facilitator may be present at the final interview at the President's discretion.

Reference Checks and Offer of Employment

- a. The President directs the responsible academic administrator (first-line supervisor) to conduct reference checks on the identified individuals in accordance with the VCCCD reference checking procedure.
- b. The academic administrator conducts reference checks for the selected candidate(s) and sends them to the President and Director of Employment Services for review.
- c. Upon review of the selected candidate's references and any other pertinent material, the Director of Employment Services notifies the academic administrator that an official employment offer may be extended.
- d. The College President authorizes the academic administrator to extend an offer of employment.
- e. The Screening Committee Facilitator completes the Record of Interview form indicating which applicants have not met minimum qualifications, which applicants were not invited to oral interviews, which applicants received oral interviews, and the candidate(s) selected. The College President signs the form and forwards the original form to the Human Resources Department.
- f. The Screening Committee Facilitator forwards all screening files, forms, and related notes and records to the Human Resources Department.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7120-C Recruitment and Hiring: College President
Number	AP 7120-C
Status	Active
Legal	California Education Code Section 87100 et seq. California Education Code Section 87400 California Education Code Section 88003 Accreditation Standard III.A
Adopted	June 20, 2006
<u>Last Reviewed</u>	<hr/>

Selection Procedures for PRESIDENTS

Notification of Vacancy/Recruitment Strategy

Upon formal notification of a presidential vacancy, the Chancellor will inform the Board of Trustees of the need to secure new college leadership. Vacancy notification shall be provided in the form of Board acceptance of a presidential resignation, retirement, contract buyout, or the receipt of information regarding death, or departure for special circumstances. At the following Board meeting, the Board will consider, as part of its public deliberations, the approach it wishes to use for the selection of a successor president. The Board, by formal action, will determine whether it wishes to contract for an external recruitment firm, to utilize the District's Human Resources Department (HR), or a combination of consultant and internal HR support services. Should the Board choose to contract for external search services exclusively, the Chancellor or his designees shall serve as the Board's liaison to the firm.

External Searches

In the event that an external search firm is contracted by the Board of Trustees, the procedures, timelines, and activities supporting the search will be determined by the Board, through the Chancellor, in consultation with their consultant firm. The Board is committed to broad community and college participation in its searches, as well as providing equal employment opportunity to qualified candidates.

District Conducted Searches

Should the Board determine it wishes to conduct a district-supported search, the following practices shall be observed.

Committee Composition

Academic, classified, and student appointments will be made from recommendations from the groups/individuals listed below. Each will be requested to forward five (5) names for consideration.

Committee Composition	Number	Selected from Among the Recommendations of the Following:
Faculty	3	Academic Senate President
Classified Representatives	3	Classified Senate President
Students	3	Student Government President
Additional appointments will be selected from among the recommendations of the following:		
Community Members	3	Board of Trustees
College Management	2	Outgoing President or Chancellor*
Current/Retired Community College President	1	Chancellor's Cabinet
District Administrative Center Representative	1	Chancellor's Cabinet
Ex-officio diversity officer	1	Chancellor's Cabinet
TOTAL	17	

*In the absence of a president.

Committee Appointments

Membership recommendations will be reviewed and appointments made by the Chancellor to ensure the diversity of representation within the selection committee. The Chancellor will appoint the chair from among the membership. The Chancellor will report on the composition and diversity of the committee to the Board of Trustees.

Screening/Selection

Timelines for the Organizational Meeting, Application Screening, Application Tally, Oral Interviews, and Oral Interview Tally will be approved by the Vice Chancellor, Human Resources, and the Chancellor. Timeline approval may be completed after the committee has set the calendar for the screening process. Any changes in the approved composition and/or timelines must be submitted to the Chancellor and diversity office for approval.

Announcement/Advertising

Preparation of the vacancy announcement including a description of duties and responsibilities, qualifications and application procedures is the responsibility of the Vice Chancellor, Human Resources or designee. The closing date for the announcement will ensure sufficient time to recruit a diverse pool of well-qualified applicants. Recruitment, identification of advertising sources and applicant targets, ad placement, and web posting is the responsibility of the Vice

Chancellor, Human Resources, or designee. If the district selects a recruitment firm to assist in any aspects of the selection process, these responsibilities may be reallocated to the firm. Vacancy announcements, at a minimum, will be distributed to the community colleges in California. Advertisements will be placed, at a minimum, in the *Chronicle of Higher Education*, Association of California Community College Administrators (ACCCA), the *Los Angeles Times*, the Registry-California Community College State Chancellor's Office, HigherEdJobs.com, and VCCCD.edu.

Organizational Meeting

The search committee will be provided with confidentiality policies and notified that all applicant files are considered confidential and must be maintained and reviewed in a manner to ensure the candidates' identities are not revealed. In order to ensure consistency in the process, each screening committee member must be available for the application screening and all committee meetings. The screening committee, under the direction of the chair and the diversity officer, will identify and discuss application screening criteria, create oral interview questions and criteria, discuss the basis of the questions in relationship to the job announcement, and determine the relative weighting. All criteria and questions must be based upon the requirements listed in the vacancy announcement.

Screening

Each committee member will screen the application materials independently and submit their results to the chair.

Application Tally

All committee members should be present at the application tally meeting. Any exceptions must be approved by the diversity officer. The chair and diversity officer will tally results and present them to the committee without names. The committee will determine which applicants will be invited for an interview. The determination will be based on the scores and not the individuals' identities.

"Natural breaks" in the tally total should be a determining factor. In the event an applicant declines an interview invitation, the committee will determine if additional applicants will be considered for interview.

Oral Interview/Tally

Prior to the oral interview, the committee will review each question and discuss in general an appropriate answer. At the oral interview, follow-up questions may be asked and should be based on information presented by applicant. All follow-up questions must be for purposes of clarification and expansion of an applicant's response. Follow-up questions may not deviate from the original questions.

At the conclusion of the oral interviews, each committee member will share a brief summary of each applicant's strengths and limitations. Following the comments, the chair and the diversity officer will tally the results. All results will be presented to the committee without disclosing the identities of the applicants. The committee will determine which applicants to forward to the Chancellor for consideration. The Chancellor may request a minimum number to be

forwarded. If the committee wishes, the forwarded applicants' identities may be disclosed. If the committee chooses, additional applicants may be forwarded after the identities have been disclosed.

Reference Checks

The Vice Chancellor, Human Resources, or designee, will conduct background checks on the finalist(s) consistent with Board Policy 7120-C.

Board/Chancellor Interview

The Trustees and Chancellor will conduct joint final interviews from an unranked list of a plurality of candidates forwarded from the committee. Trustees and Chancellor may request the committee forward additional applicants. Upon completion of the joint interviews, the Chancellor will, for purpose of discussion with Trustees, declare his or her preferences regarding candidates. A successful candidate may be selected or a determination made that the search process needs to be extended or postponed to a later date. The outcome of the search process will be presented by the Chancellor to the Board at its public meeting.

The diversity officer will attend the Board/Chancellor interview.

Notifications

HR will contact the successful presidential candidate and make all necessary contractual arrangements. The Board will be notified by the Chancellor, within a reasonable period of time, that the candidate has or has not accepted the contract. Release of information to the campus and press regarding the outcome of the search will be undertaken by the Director of Administrative Relations in consultation with the candidate.



Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7120-D RECRUITMENT AND HIRING: PART-TIME FACULTY
Number	AP 7120-D
Status	Active
Legal	<u>California Education Code Section 87100 et seq.</u> <u>California Education Code Section 87400</u> <u>California Code of Regulations, Title 5, Section 53000 et seq.</u> <u>Accreditation Standard III.A</u>
Adopted	June 16, 2010
Last Reviewed	February 14, 2012

SELECTION PROCEDURES FOR PART-TIME FACULTY

A. NOTIFICATION OF VACANCY/POSTING NOTICES

Upon receipt of formal notification of a current or anticipated vacancy, the Human Resources Department does the following:

- Reviews the recommended position announcement template to ensure accuracy of minimum qualifications, appropriateness of supplemental questions, if any, and content/procedural accuracy.
- Determines the announcement closing date in consultation with the college's needs and policy/contract requirements.
- Sends the hiring committee forms to the dean.

B. ANNOUNCEMENT/ADVERTISING

Following input of the department and/or division faculty representatives, the Human Resources Department prepares the vacancy announcement that includes a description of duties and responsibilities, qualifications, and application procedures. Ongoing recruitment pools are advertised and maintained for disciplines with frequent hiring activity. For positions in disciplines that are not advertised on an ongoing basis, the closing date for the announcement will ensure sufficient time to recruit a diverse pool of well-qualified applicants. Recruitment, identification of advertising sources and applicant targets, ad placement, and web posting is the responsibility of the Director of Employment Services or designee.

Vacancy announcements, at a minimum, will be distributed to the community colleges in California. Additionally, advertisements will be placed in appropriate print and online periodicals and databases, in consultation with the department and/or division representatives, as well as the California Community College Registry, HigherEdJobs.com, EdJoin.org, and VCCCD.edu.

C. COMMITTEE COMPOSITION AND APPOINTMENTS

The academic administrator responsible for supervising the position(s) and serving as the administrative co-chair of the screening committee, in consultation with the department chair or coordinator, is responsible for making appointments to the screening committee. Colleges may use academic employees within the discipline from other colleges within VCCCD to maintain discipline expertise, diversity, and to provide a districtwide perspective. The following guidelines should be followed when composing a committee:

COMMITTEE COMPOSITION	NUMBER
Academic administrator	1 minimum
Department chair/coordinator or designee	1 minimum
Academic faculty from the discipline (may include department chair/coordinator)	2 minimum

- The screening committee shall consist of a minimum of three members. At least two members of the committee must be faculty within the discipline. When faculty members within the discipline are not available, faculty members from a related discipline may be substituted for the faculty in the discipline. A related discipline is one that is listed as a qualifying degree in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* for that discipline. If a related discipline is not listed, exceptions to this composition may be authorized by the Director of Employment Services.
- The composition of the committee should reflect diversity in, but not be limited to, the areas of gender, age, ethnicity, and culture of the community.
- Although not required, members from other colleges and community members may be selected to serve on committees.
- The academic administrator and the department chair/coordinator or designee will serve as the co-chairs of the screening committee.
- In order to ensure consistency in the process, each screening committee member should be available for all committee meetings and must be present for all applicant interviews.

D. ORGANIZATIONAL MEETING

The administrative co-chair downloads from HR Tools all materials to be used during the screening process.

The co-chairs coordinate with the screening committee to accomplish the following:

- The co-chairs review hiring procedures, timelines, forms, the confidentiality agreement, and diversity sensitivity issues. The screening committee is provided with confidentiality policies and notified that all applicant files are considered confidential and must be maintained and reviewed in a manner to ensure the candidates' identities are not revealed. Each member reads and signs a confidentiality agreement.
- The screening committee establishes dates, times, and locations for the prescreening, application screening, application tally, oral interviews, and the oral interview tally.
- The screening committee creates and discusses application screening criteria based upon the job announcement, creates oral interview questions and criteria to aid in preparation of the Academic Oral Interview Record form, discusses the basis of questions in relationship to the job announcement, determines the format of the interview procedure, finalizes any details pertaining to the teaching/skills demonstration for the oral interview, and discusses the final weighting for the questions listed on the Academic Oral Interview Record form. All criteria and questions must be based upon the requirements listed in the vacancy announcement.
- Following the creation of the application screening criteria and oral interview questions during the organizational meeting, the co-chairs develop the Academic Application Screening Evaluation form, the Academic Oral Interview Record form, and the Academic Application Screening Tally and Academic Oral Interview Tally sheets using the templates available on HR Tools.
- The screening committee establishes a prescreening committee consisting of at least one co-chair and one faculty member in the discipline.

E. AFTER CLOSE OF FILING (THE HUMAN RESOURCES DEPARTMENT NO LONGER ACCEPTS APPLICATIONS)

The co-chairs are responsible for copying all forms needed for the committee's use.

The following actions shall occur in the order listed below:

1. Districtwide Equivalency

Following the close of filing, the Human Resources Department forwards requests for equivalency to the appropriate districtwide equivalency committee no later than two working days following the closing date of the position and prior to releasing the pool of applicants to the screening committee. The districtwide equivalency committee meets within five working days following the closing date. The Human Resources Department will not forward files for applicants who are not requesting an equivalency or for applicants who request in their application an equivalency be considered but fail to attach the Supplemental Questionnaire for Equivalency.

The districtwide equivalency committee reviews requests for equivalency and provides recommendations to the Human

Resources Department.

2. Release of Candidate Information

The Human Resources Department provides a username and password to the co-chairs for the purpose of accessing candidates' information.

The Human Resources Department forwards all recommended equivalencies to the co-chairs for review along with all other completed application materials not provided in Online Requisition and Application Processing (ORAP).

3. Prescreening

All members of the prescreening committee confer and determine which applicants meet minimum qualifications from the list of candidates not requesting an equivalency. The results of these deliberations are forwarded to the Human Resources Department at the conclusion of the screening process. The Human Resources Department will deactivate those who fail to meet minimum qualifications.

Applications for candidates not recommended for equivalency are made available to the entire screening committee in ORAP. Committee members may review the equivalency recommendations and challenge any recommendations to deny equivalency. Challenges are taken back to the districtwide equivalency committee for consideration. Upon review, the districtwide equivalency committee may choose to sustain or modify its initial recommendation.

4. Screening

Upon completion of the prescreening process, all committee members screen applications in accordance with the predetermined application screening criteria. The committee members complete the Academic Application Screening Evaluations and ensure the following:

- Academic Application Screening Evaluations must reflect the level of desired criteria and written comments in support of the overall recommendation.
- Academic Application Screening Evaluations must document a recommendation for oral interview (5 – Highly Recommend, 3 – Recommend, 2 – Consider, 0 – Do Not Recommend).
- Screening committee members sign and date the Academic Application Screening Evaluations.
- Screening committee members screen the application materials independently and submit their results to the co-chairs.

F. APPLICATION TALLY MEETING

All committee members shall be present at the application tally meeting and shall have completed their screening of the applicants. The following shall occur during the application tally meeting:

1. The co-chairs tally the application screening results.
2. The committee as a whole determines which applicants will be called for interviews. The determination is based on the scores and not the individual's identity. "Natural breaks" in the tally total should be the determining factor.
3. The committee determines if additional candidates are to be interviewed in the event interview invitations are refused by the selected candidates. Additional candidates will be considered for interview based on their rank and may be considered only if invitations are refused by the original invited candidates.
4. The co-chairs assign dates and times for oral interviews taking into consideration distance and time of travel of the applicants.
5. The co-chairs or the administrative co-chair's administrative assistant sends out invitations to the candidates.

G. ORAL INTERVIEW

Oral Interview Meeting (30 minutes before first interview)

The co-chairs discuss the guidelines pertinent to the interview process, including appropriate follow-up questions, guidelines for written comments on the Academic Oral Interview Records, the District's diversity policy, and procedures for discussion following each candidate's interview. The screening committee reviews each question and discusses, in general, an appropriate answer.

Oral Interview

At the beginning of the interview, one of the co-chairs welcomes and introduces the candidate, introduces each committee member, and advises the candidate about the process of the interview. The introduction includes the approximate length of the interview, number of

questions, roles of the committee members and the fact that the committee will be taking notes, and length of the teaching demonstration.

At the oral interview, follow-up questions may be asked and should be based on information presented by the applicants. All follow-up questions must be for purposes of clarification and expansion of an applicant's response. Follow-up questions may not deviate from the original questions.

At the close of each interview, a co-chair thanks the candidate and advises him/her of the next step in the process.

The co-chairs ensure all interviews are conducted within the allotted amount of time.

Oral Interview Discussion and Rating

At the conclusion of each oral interview, the co-chairs facilitate a discussion of the candidate. The following guidelines shall be adhered to during the discussion:

1. Each committee member shall share a brief summary of each applicant's strengths and limitations. Generally, the discussion will consist of:
 - Clarification of technical questions asked during the interview.
 - The manner in which the candidate responded to questions asked during the interview.
 - Strengths and weaknesses of each candidate, including professional impact.
2. Among those items which are inappropriate for discussion are the following:
 - Advocacy or opposition for a particular candidate based on information obtained outside the interview process.
 - Comments based on rumor or unsubstantiated knowledge of a candidate.
 - Any comment not related to specific interview information is inappropriate, such as comments on race, gender, age, sexual orientation, and physical characteristics.
3. The Oral Interview Record Form is used for oral interview rating. Ratings must be supported by clearly written comments. Final ratings should be representative of the candidates' performance across all questions and the teaching demonstration.
4. The committee rates each candidate (4 - Highly Recommend, 3 - Recommend, 0 - Do Not Recommend). The committee reviews the ratings to consider high/low discrepancies. The discussion shall focus on information provided in the interviews as well as information provided in the candidates' applications. Any committee member may change or keep their original rating after considering the information discussed.

Oral Interview Tally

The co-chairs tally the oral interview ratings and display the ratings to the entire committee with the names of the candidates redacted for the purpose of determining the natural break in ratings.

After determining the natural break, the names of the candidates are displayed to the committee for the purpose of determining which candidates have sufficiently demonstrated they are qualified to perform the duties of an adjunct (part-time) faculty member.

H. RECORD OF INTERVIEW AND CANDIDATE SELECTION PROCESS

1. The co-chairs complete the Record of Interview and Candidate Selection Process form indicating which applicants were not invited to oral interviews, which applicants received oral interviews, and the candidates eligible for hire.

Candidates recommended for hire are eligible for employment for up to two semesters from the original semester of consideration. For example, a candidate interviewed for a fall 2012 vacancy is eligible for "future hire" through fall 2013.
2. The co-chairs forward all screening files, forms, and related notes and records to the Human Resources Department.
3. The co-chairs notify all candidates who were invited to the oral interview of their status.

I. CANDIDATE SELECTION, REFERENCE CHECKS, AND OFFER OF EMPLOYMENT

1. The academic administrator conducts reference checks on the individuals identified for immediate hire in accordance with the

VCCCD reference checking procedure and sends the reference checks to the Human Resources Department. The academic administrator conducts reference checks on the individuals identified to be eligible for future hire only at the time that an offer is imminent.

2. Upon review of candidates' references and any other pertinent material, the Director of Employment Services notifies the academic administrator that an official offer of employment may be extended with the approval of the College President.
3. The academic administrator completes the Part-Time Faculty Hiring Authorization and forwards the authorization and references to the College President for approval.
4. The College President authorizes the academic administrator to extend an offer of employment.
5. The academic administrator extends the offer of employment and submits the signed Part-Time Hiring Authorization to the Human Resources Department following acceptance of the offer.
6. When appropriate, the Human Resources Department schedules a new employee orientation upon receipt of the signed Part-Time Hiring Authorization.

J. EXCEPTION TO SCREENING PROCESS

In the event there is a need to expeditiously hire an instructor due to unforeseen circumstances and provided there is less than five working days before the instructor shall begin working, the Director of Employment Services may authorize a waiver to the hiring procedure as described above and allow the committee to give selective consideration to current District faculty in the discipline at the other colleges without giving consideration to external candidates. Provided there is no existing applicant pool for the vacancy, the committee may selectively consider qualified external applicants. Such applicants shall be screened in accordance with the above procedures.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7120-AE Recruitment and Hiring: <u>Vice Chancellor(s) Managers</u>
Number	AP 7120-AE
Status	Active
Legal	California Education Code Section 87100 et seq. California Code of Regulations, Title 5, Section 53000 et seq. Accreditation Standard III.A
Adopted	April 14, 2009
Last Reviewed	March 12, 2009 _____

SELECTION PROCEDURES FOR MANAGERS VICE CHANCELLOR POSITIONS

The following practices shall be followed for all ~~management~~ vice chancellor positions. ~~Classified management positions will follow the rules and regulations as established by the Personnel Commission.~~

I. NOTIFICATION OF VACANCY/RECRUITMENT STRATEGY

Upon formal notification of a ~~manager~~ vice chancellor vacancy, the ~~hiring manager~~ Chancellor informs the Director of Employment Services of his/her plans to fill the position. Vacancy notification occurs upon the Chancellor's acceptance of the ~~manager~~ vice chancellor's resignation, retirement, contract non-renewal, or the receipt of information regarding death or departure for special circumstances. During the two weeks following the formal notification date, the ~~responsible manager~~ Chancellor reviews the existing job description with the Director of Employment Services and makes any necessary changes. In the event substantial changes need to be made or there is a restructuring of ~~college's~~ the District administration functions, the new or revised job description must be presented to ~~Chancellor's cabinet~~ the Board of Trustees and the Personnel Commission (if applicable) for approval. ~~Unless substantial changes are made to the job description, the Director of Employment Services begins the recruitment process two weeks following the formal notification date.~~

II. COMMITTEE COMPOSITION

College Positions

~~Academic, classified, and student appointments are made by the Chancellor or designee from recommendations from the groups/individuals listed below. The recommended persons forward two (2) names for each seat on the committee to the Director of Employment Services for consideration. The committee composition for classified management positions may be modified to be in compliance with Personnel Commission rules. When subject matter expertise is necessary, committee members may be commissioned from outside the district.~~

<u>Committee Composition Number</u>	<u>Recommendations of the Following:</u>
College Management/Supervisors 4 (2 from the college in which vacancy occurs and 1 each from the other colleges)	College President(s)
District Administrative Center Representative 1	Chancellor's Cabinet
Faculty (for academic management only) 2	President (following consultation with the academic senate president)
Students (for Instructional VP, SS VP, and EVP only) 1	President
Screening Committee Facilitator (ex-officio) 1	Director of Employment Services
Total 9	

District Administrative Positions

Academic and classified appointments to the screening committee are made by the Chancellor or designee from recommendations from the groups/individuals listed below. The recommended persons forward two (2) names for each seat on the committee to the Director of Employment Services for consideration. The committee composition for classified management positions may be modified to be in compliance with Personnel Commission rules. When subject matter expertise is necessary, additional committee members may be commissioned from outside the dDistrict.

<u>VICE CHANCELLOR POSITIONS</u>	
<u>Committee Composition Number</u>	<u>Recommendations from of the Following:</u>
College Management/Supervisors 3 (1 from each college)	College President(s)
District Administrative Center Representatives 2	Chancellor's Cabinet
<u>Faculty Representative 1</u>	<u>Academic Senate Presidents</u>
<u>Classified Representative 1</u>	<u>Chancellor's Cabinet</u>
<u>Representative from outside the District for subject-matter expertise 1</u>	<u>Chancellor</u>
Screening Committee Facilitator (ex-officio) 1	Director of Employment Services
Total 6-9	

III. VICE CHANCELLOR POSITIONS SCREENING COMMITTEE GUIDELINES

A. Committee Appointments

The Director of Employment Services reviews the membership recommendations to ensure the diversity of representation within the Screening Committee. The ~~Director of Employment~~

Services Chancellor appoints the chair from among the membership, and the chair convenes the committee.

B. Timelines for Screening/Selection Process

Timelines for the Organizational Meeting (where applicable), Application Screening, Application Tally, Oral Interviews, and Oral Interview Tally will be approved by the Director of Employment Services. Timeline approval may be completed after the committee has set the calendar for the screening process.

C. Announcement/Advertising

The Director of Employment Services or designee prepares the vacancy announcement including a description of duties and responsibilities, qualifications, and application procedures. The closing date for the announcement will ensure sufficient time to recruit a diverse pool of well-qualified applicants. The Director of Employment Services or designee is responsible for the recruitment, identification of advertising sources and applicant targets, ad placement, and web posting. If the District selects a recruitment firm to assist in any aspect of the selection process, these responsibilities may be reallocated to the firm.

Vacancy announcements, at a minimum, will be distributed to the community colleges in California. Advertisements will be placed, at a minimum, in the Chronicle of Higher Education, Association of California Community College Administrators (ACCCA), the Registry-California Community College State Chancellor's Office, HigherEdJobs.com, and VCCCD.edu.

D. Organizational Meeting

The Human Resources Department provides the Screening Committee with confidentiality policies and notification that all applicant files are considered confidential and must be maintained and reviewed in a manner to ensure the candidates' identities are not revealed. In order to ensure consistency in the process, each screening committee member must be available for all committee meetings.

The Screening Committee, under the direction of the chair and the screening committee facilitator, identifies and discusses application screening criteria, creates oral interview questions and criteria, discusses the basis of the questions in relationship to the job announcement, and determines the relative weighting. All criteria and questions must be based upon the requirements listed in the vacancy announcement.

E. Prescreening

All members of the prescreening committee confer and determine which applicants meet minimum qualifications. The members forward the results of these deliberations to the Screening Committee Facilitator. The Screening Committee Facilitator forwards the information to the Human Resources Department. The Human Resource Department deactivates (in ORAP) those who fail to meet minimum qualifications or those who fail to meet requirements.

F. Screening

The Human Resources Department forwards the guest user ID and the password for the particular vacancy to the all sScreening eCommittee members. Committee members have an opportunity to review any applicant file which was determined to be unqualified in the prescreening whether based on minimum qualifications or equivalency determination. Each committee member screens the application materials independently and submits their results to the chair. Committee members complete the applicant screening forms emphasizing the following:

- Screening evaluation forms must reflect the level of desired criteria and written comments in support of the overall recommendation.
- Screening evaluation forms must document a recommendation for oral interview (4 - Highly Recommend, 3 - Recommend, 0 - Do Not Recommend).
- Screening Committee members sign and date the screening evaluation forms.

G. Application Tally

All committee members should be present at the application tally meeting and have completed their screening of applicants. Any exceptions must be approved by the Director of Employment Services.

- a. Chair and the Screening Committee Facilitator tally the results.
- b. The committee as a whole determines which applicants will be called for interviews. The determination is based on the scores and not the individuals' identity. "Natural breaks" in the tally total should be the determining factor.
- c. The committee determines if additional candidates are to be interviewed in the event interview invitations are refused by the selected candidates. Additional candidates will be considered for interview based on their rank and may be considered only if invitations are refused by the original invited candidates.
- d. The Screening Committee Facilitator notifies the Human Resources Department of the candidates who were selected for an interview. The Human Resources Department emails the individuals who were not selected for interview.
- e. The Screening Committee Facilitator assigns dates and times for oral interviews taking into consideration distance and time of travel of the applicants.

H. Oral Interview/~~Tally~~

The Screening Committee Facilitator discusses guidelines pertinent to the interview process, appropriate follow up questions, guidelines for written comments on oral interview forms, District's diversity policy, and procedures for discussion following each candidate's interview. The committee reviews each question and discusses, in general, an appropriate answer. At the oral interview, follow-up questions may be asked and should be based on information presented by the applicants. All follow-up questions must be for purposes of clarification and expansion of an applicant's response. Follow-up questions may not deviate from the intent of the original questions.

1. At the conclusion of each oral interview, the Screening Committee Facilitator facilitates ~~the following a discussion process~~ during which the following actions occur:

Generally, ~~the discussion will consist of:~~

- a. ~~At the conclusion of each interview,~~ Each committee member shares a brief summary of each applicant's strengths and limitations- that may include the following:
 - (1) Clarification of technical questions asked during the interview
 - (2) Favorable and unfavorable impressions concerning the manner in which the candidate responded to questions asked during the interview
 - (3) Strengths and weaknesses of each candidate, including professional impact
 - (4) Impressions concerning the manner in which the candidate responded to questions asked during the interview
- b. Among those items which are inappropriate for discussion are the following:
 - (1) Advocacy or opposition for a particular candidate based on information obtained outside the interview process
 - (2) Comments based on rumor or unsubstantiated knowledge of a candidate
 - (3) Any comment not related to specific interview information is inappropriate, such as comments on race, gender, age, sexual orientation, and physical characteristics
- c. The Oral Interview Record Form is used for oral interview rating. Ratings must be supported by clearly written comments. Final ratings should be representative of the candidates' performance across all questions ~~and teaching demonstration.~~
- d. The committee rates each candidate (4 - Highly Recommend, 3 - Recommend, 0 - Do Not Recommend). The committee reviews the ratings to consider high/low discrepancies. The discussion focuses on information provided in the interview as well as information provided in the candidates' applications. Any committee member may change or remain with original rating after considering the information discussed.

I. Oral Tally

~~a. The Chair and Screening Committee Facilitator tally the oral interview ratings and display the ratings to the entire committee with candidates' names redacted for the purpose of determining the natural break in ratings.~~

~~b. After determining the natural break, candidates' names are displayed to the committee for the purpose of determining who should be forwarded to the college president/chancellor for final interview. The committee as a whole may decide if candidates below the natural break should be forwarded to the college president/chancellor. The committee determines the number of candidates to be forwarded to the college president/chancellor based on the~~

~~candidates' performance and president's preference. If no candidates are deemed to be acceptable to the screening committee, the college president/chancellor has the option of interviewing the candidates and/or reopening the recruitment. The Human Resources Department emails the individuals who were not selected for interview.~~

~~c. The committee summarizes, in writing, the strengths and weaknesses of the candidates forwarded to the college president/chancellor for review prior to interviewing the candidates.~~

1. The Chair and Screening Committee Facilitator tally the oral interview ratings and display the ratings to the entire committee with candidates' names redacted for the purpose of determining the natural break in ratings.
2. After determining the natural break, candidates' names are displayed to the committee for the purpose of determining who should be recommended to the Chancellor for final consideration. The committee as a whole may decide if candidates below the natural break should be recommended for final consideration. For classified positions, the Director of Employment Services will establish an unranked eligibility list to be certified to the Chancellor based on the recommendations of the screening committee. All candidates on the unranked eligibility list will be forwarded to the Chancellor for consideration.
3. The committee summarizes, in writing, the strengths and weaknesses of the candidates recommended to the Chancellor for consideration.
4. The Human Resources Department emails the individuals who were not selected for final consideration.

J. President/Chancellor Interview

~~For college positions, the college president and chancellor conduct joint final interviews from an unranked list of a plurality of candidates forwarded from the committee. The college president and chancellor may request the committee forward additional candidates (not applicable for classified management). The college president and chancellor may interview without the presence of the Screening Committee Facilitator. In the event that it is a District Administrative Center position, the hiring manager and the chancellor will conduct final interviews.~~

The Chancellor conducts final interviews from an unranked list of candidates recommended by the Screening committee. The Chancellor may interview without the presence of the Screening Committee Facilitator.

For both classified and academic positions, the Chancellor has the option of reopening the recruitment if no selection is made. For academic positions, the Chancellor has the option of interviewing the candidates not recommended by the committee for final consideration.

K. Reference Checks and Offer of Employment

1. a. The college president/cChancellor or designee directs the responsible manager (first-line supervisor) to conduct reference checks on the identified individuals in accordance with the VCCCD reference checking procedure.

- ~~b. The responsible manager forwards the references for the selected candidate to the Director of Employment Services for review.~~
2. ~~e.~~ Upon review of the selected candidate's references and any other pertinent material, the Director of Employment Services notifies the ~~hiring manager~~ Chancellor that an official employment offer may be made. The ~~e~~Director of Employment Services and the ~~hiring manager~~ Chancellor discuss the salary offer.
3. ~~d.~~ The Screening Committee Facilitator completes the Record of Interview form indicating which applicants have not met minimum qualifications, which applicants were not invited to oral interviews, which applicants received oral interviews, and the candidate selected. The ~~college president/e~~Chancellor signs the form and forwards the original form to the Human Resources Department.
4. ~~e.~~ The Screening Committee Facilitator forwards all screening files, forms, and related notes and records to the Human Resources Department.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7130 COMPENSATION
Number	BP 7130
Status	Active
Legal	California Education Code Sections 70902, subdivision (b)(4) California Education Code Section 87801 California Education Code Section 88160 California Education Code Section 88087 California Government Code Section 53200
Adopted	May 17, 2007
Last Reviewed	<hr/>

The Board shall establish salary schedules and health and welfare benefits for all classes of employees. The Personnel Commission shall recommend to the Governing Board salary schedules for the classified service.

No Administrative Procedure required.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7140 COLLECTIVE BARGAINING
Number	BP 7140
Status	Active
Legal	California Government Code Section 3540 et seq.
Adopted	May 17, 2007
Last Reviewed	

If eligible employees of the District select an employee organization as their exclusive representative, and if after recognition by the District or after a properly conducted election, an exclusive representative is certified as the representative of an appropriate unit of employees under the provisions of the Educational Employment Relations Act, Government Code Section 3540 et seq., the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by law.

No Administrative Procedure required.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7205 EMPLOYEE CODE OF ETHICS
Number	BP 7205
Status	Active
Legal	Accreditation Standard III.A.1.d Administrative Procedure 7205
Adopted	June 16, 2010
Last Revised	August 9, 2011
Last Reviewed	July 14, 2011 _____

Ventura County Community College District (“District”) employees are guided by principles that call for the respect of students, citizens, state policy makers, and the educational community at large. This Code of Ethics demonstrates to the public that our educational community has a vested interest in advancing the reputation and goodwill of the District and higher education.

Employees of the District will:

- Act with integrity and be accountable for their actions.
- Abide by the Code of Ethics and adhere to its principles.
- Abide by the District’s procedures and adopted policies.
- Conduct themselves in a manner consistent with applicable laws, regulations, and codes.
- Be familiar with Administrative Procedure 7700-Whistleblower Protections.

See Administrative Procedure AP 7205.

Book VCCCD Administrative Procedure Manual
 Section Chapter 7 Human Resources
 Title AP 7205 EMPLOYEE CODE OF ETHICS
 Number AP 7205
 Status Active
 Legal Accreditation Standard 3.A.1.d
 Board Policy/Administrative Procedure 7205
 Board Policy 7310
 Board Policy 7370
 Board Policy/Administrative Procedure 7700
 California Education Code Section 7054
 California Education Code Sections 87100-87103
 California Education Code Sections 87160-87164
 California Education Code Section 87732
 California Government Code Section 1090
 California Government Code Section 1098
 California Government Code Section 1126
 California Government Code Section 8314
 California Government Code Section 87100
 California Government Code Section 87103
 California Government Code Section 87200
 California Government Code Section 89500
 California Government Code Section 89502
 California Government Code Section 89503
 California Government Code Section 89506
 California Fair Political Practices Commission
 Personnel Commission Rule 263

Adopted _____
 Last Revised ~~August 9, 2011~~
 Last Reviewed July 14, 2011 _____

Preamble

The Ventura County Community College District is comprised of professionals who are dedicated to promoting a climate that enhances the worth, dignity, potential, and uniqueness of each individual within the college community. Although employees work in various settings and positions, they are committed to protecting human rights and pursuing academic excellence. While demanding for themselves freedom of inquiry and communication, they accept the responsibility these freedoms require: competency; objectivity in the application of skills; concern for the best interest of students, colleagues, and the college community; and avoidance of conflicts of interest and the appearance of impropriety.

Operational Definition of Ethics

Ethical behavior is defined as behavior that distinguishes right from wrong as measured by the accepted rules of conduct for a society and/or profession. Ethical behavior is based on integrity. An ethical person is fair, honest, straightforward, trustworthy, objective, moral, and unprejudiced.

Pursuant to BP 7205, the following administrative procedure identifies employee commitments and processes related to the Employee Code of Ethics.

1. Employee Responsibilities

- A. Employees will abide by the Code of Ethics and adhere to its principles.**
- B. Employees will abide by the District's procedures and adopted policies as listed on the District website.**
- C. Employees will conduct themselves in a manner consistent with applicable laws, regulations, and codes.**
- D. Employees will be familiar with Administrative Procedure 7700 - Whistleblower Protections.**
- E. Employees will act with integrity.**

2. Responsibilities to the College Community

This administrative procedure does not attempt to provide comprehensive examples as to what constitutes ethical or unethical behavior. Instead, it attempts to provide guidance for employees regarding the conduct of individuals as they work towards modeling ethical behavior and/or making ethical decisions in the workplace.

When making decisions, employees should always use sound judgment to fulfill the spirit as well as the letter of the policy. In addition, employees must be aware that as stewards of the public trust, they should avoid making decisions that give the appearance of participating in unethical behavior.

The following illustrates broad areas of concern where questions of ethics need to be considered prior to taking a course of action:

- A. Being honest when dealing with others and performing job duties.**
Employees are truthful in their discussions and in their work-related business, and do not intentionally withhold information, ignore data, or misrepresent facts or circumstances. They uphold the highest standards of honesty in their daily work.

- B. Maintaining appropriate relationships.**

Appropriate relationships within the District are free of coercion, harassment, and the abuse of authority.

Employees: Employees should refrain from entering into intimate relationships with District colleagues if a reasonable person could conclude that an abuse of power exists or might exist in those relationships. Supervisor/subordinate romantic or physical relationships are prohibited as is nepotism (see VCCCD Board Policy 7310).

Students: A romantic or physical relationship between an employee of the District and a student is prohibited in those instances where the employee has responsibility for directly supervising, evaluating, instructing, counseling, treating or otherwise overseeing the student. This is to protect the student from possible coercion and harassment where an unequal balance of power is inherent in the relationship.

Federal and State regulations regarding sexual harassment applies to this Administrative Procedure where appropriate.

C. Maintaining confidential information. Employees respect the privacy and confidentiality rights of co-workers and of students. All confidential information will be used only for the purpose for which it was originally collected and shared only with authorized parties on a need-to-know basis unless consent is given or required by law.

D. Keeping political affiliations and activities separate from the workplace. As responsible and interested citizens in our democratic society, employees are encouraged to participate in the political process. However, employees do not use District resources in political campaigns and activities or in support of or opposition to state bond measures, ballot propositions, or particular candidates. Employees holding elected office do not allow their political activities to interfere with the performance of their District work.

E. Exercising caution when accepting gifts, including honoraria. Employees may accept gifts from others in limited circumstances, but must also be aware that accepting any gift, favor, service, employment, or other thing of value could be inferred by a third party to influence the employee in the discharge of their duties and therefore should be avoided.

Employees will not accept from any person, directly or through another person or party, any gift, favor, service, employment, or other thing of value that is intended to influence the employee in the discharge of his or her duties at the District. The acceptance of honoraria for most public officials is prohibited.

F. Avoiding conflicts of interest and the appearance of conflicts of interest. Employees do not use their position or District property for non-District, personal purposes. They do not allow their private interests, whether personal, financial, or of any other type, to conflict or appear to conflict with their work-related duties and responsibilities. Employees avoid any conduct that would lead a reasonable person to conclude the individual is biased or motivated by personal gain or private interest in the performance of their work.

Full-time employees do not engage in any other employment that conflicts with, or is incompatible with their District responsibilities. Any exception for incidental emergencies are authorized by the employee's supervisor.

G. Entering into unauthorized contracts. Employees do not make unauthorized commitments or promises of any kind purporting to bind the District in a contractual agreement, relationship or partnership.

3. What to do when there is an ethical concern and/or steps for reporting violation ethics

A. Employees may seek the advice of a supervisor or a human resources manager to clarify rules and regulations impacting their duties. Employees governed by professional and/or discipline conduct standards will comply with these requirements, in addition to those described in this Employee Code of Ethics.

B. Allegations of unlawful activities may be filed pursuant to VCCCD Board Policy 7700-Whistleblower Protections and its associated administrative procedure.

C. Violations of VCCCD Board Policy 3430-Prohibition of Harassment and Discrimination may be reported pursuant to its associated administrative procedure when the allegation relates a complaint of discrimination or harassment regarding gender, race, color, religion, national origin, age, disability, Veteran's status, sexual orientation, or political affiliation.

4. Consequences for exhibiting unethical behavior that may also be in violation of law.

Employees should be aware of various policies, statutes, laws, and rules that touch on ethics. Sometimes unethical behavior can also be illegal behavior. Exhibiting or participating in unethical behavior can have serious consequences, including adverse employment actions (that is discipline up to and including dismissal per California Education Code section 87732 and Personnel Commission Rule 263), civil penalties and criminal penalties. The following information is non-exhaustive and is listed as a resource for employees to refer to regarding:

A. Reporting of improper conduct and keeping colleagues safe from retaliation for filing such reports: i) California Education Code sections 87160 and 87163; ii) VCCCD Board Policy and Administrative Procedure 7700 - Whistleblower Protections

B. Potential problems associated with the improper influence of family members and associates: i) California Government Code sections 87100-87103; ii) VCCCD Board Policy 7310 - Nepotism

C. Employee's obligation to maintain appropriate relationships with students: California Education Code section 87732.

D. Employee's obligation to uphold confidentiality: California Government Code section 1098.

E. Potential problems associated with conflicts of interest and outside income: i) California Government Code sections 1090, 1098, 1126, 87100, 87103,

87200; ii) California Penal Code section 504; iii) California Fair Political Practices Commission (www.fppc.ca.gov).

F. Potential problems associated with using a District position to support political candidates or parties: i) California Education Code section 7054; ii) California Government Code sections 8314 and 8900.

G. Potential problems associated with the acceptance of gifts: i) California Government Code sections 89500-89503, 89506; ii) California Fair Political Practices Commission (www.fppc.ca.gov).

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7210 ACADEMIC EMPLOYEES
Number	BP 7210
Status	Active
Legal	California Education Code Sections 87400 et seq. California Education Code Section 87419.1 California Education Code Section 87600 et seq. California Education Code Section 87482.8 California Code of Regulations, Title 5, Section 51025
Adopted	May 17, 2007
Last Reviewed	

Academic employees are all persons employed by the District in academic positions. Academic positions include, but are not limited to, 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 professional 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 and applicable collective bargaining agreements. 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.

No Administrative Procedure required.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7211 MINIMUM QUALIFICATIONS AND EQUIVALENCIES
Number	BP 7211
Status	Active
Legal	California Code of Regulations, Title 5, Section 53400 et seq. California Education Code Section 87001 California Education Code Section 87003 California Education Code Section 87359 California Education Code Section 87743.2
Adopted	October 13, 2009
Last Reviewed	October 30, 2009 _____

It is the policy of Ventura County Community College District (District) to provide an opportunity for individuals applying for academic positions within the District to demonstrate their qualifications as presented in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* or through an equivalency process should the individuals not possess a valid California Community College Teaching Credential appropriate to the discipline.

Review of minimum qualifications for applicants including equivalencies will be done in accordance with established procedure. The procedure will ensure a fair and objective process for determining if an applicant has the equivalent qualifications and is not intended to grant waivers for lack of the required qualifications.

I. QUALIFICATIONS FOR EMPLOYMENT

Minimum Qualifications: Minimum qualifications are established by the Legislature and the Board of Governors in consultation with the Academic Senate of the California Community Colleges. A current list of the Board of Governors' approved Minimum Qualifications for Faculty and Administrators in California Community Colleges is available on the District's website (<http://jobs.vcccd.edu>).

Diversity Qualifications: In accordance with California Code of Regulations, Title 5, section 53022, job requirements shall include "sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students." These criteria are included in standard language on all District faculty job announcements.

Local Qualifications: The District may establish local qualifications which focus on knowledge, skills, and abilities of instructors, counselors, librarians, and other student services faculty. These local qualifications are to be determined by the ~~D~~dean after consultation with faculty in the discipline and in collaboration with the Human Resources Department. The hiring process will focus on ensuring the District selects instructors who can inspire learning and who are experts in the subject matter of the curriculum as well as counselors, librarians, and other instructional and student service faculty who can foster community college effectiveness and who are subject matter experts in their area of specialty.

II. EQUIVALENCY

A. Definition: Equivalency, as defined in California Education Code section 87359, California Code of Regulations, Title 5, section 53430, and by the Academic Senate of California Community Colleges, was established to credit those whose preparation is at least equal to the state-adopted minimum qualifications as defined in *Minimum Qualifications for Faculty and Administrators in California Community Colleges*. Equivalency for disciplines in which a master's degree is required means equal to a master's degree. In disciplines for which a master's degree is not generally available nor expected as determined by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, equivalency means equal to either a required lower-level degree, or a combination of degree and experience. Employees approved for an equivalency in a discipline in the District are determined to have met equivalency standards Districtwide. The authority to grant equivalency resides with the Board of Trustees or designee relying primarily on the expertise of the faculty in the discipline utilizing the Board's policy and procedures developed and agreed upon jointly by the Academic Senate(s) and approved by the Board. It does not give the District the authority to waive or lower standards and accept less-qualified individuals. Minimum qualifications shall be determined for disciplines, not for courses or subject areas within disciplines. In compliance with the California Community Colleges State Chancellor's Office regulations, "[A] district is not authorized to establish a single-course equivalency as a substitute for meeting minimum qualifications in a discipline." The District Board of Trustees or designee will not approve single-course equivalencies.

B. Criteria for Equivalency: Disciplines Requiring a Master's Degree

Equivalency may never mean fewer qualifications than the published minimum qualifications. Equivalency may be granted based upon any of the following:

1. Anticipated Completion of a Degree: Equivalency may be considered based on the completion or anticipated completion of course-work necessary for the required degree. However, the applicant must possess the master's degree required by the discipline as listed ~~on~~ in the job announcement and consistent with the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* prior to date of employment. Validation of conferred degree is required prior to beginning employment.
2. Completion of Appropriate Coursework in a Related Degree: Equivalency may be considered based on a completion of appropriate coursework for a related degree. In the event an applicant lacks the specific degree or experience listed in the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, the applicant must meet one of the following minimum standards:

a. Possess a master's degree in a discipline not specifically listed in the job announcement and upon review by the Districtwide equivalency subcommittee, it is determined the coursework is closely related and/or parallel to the required discipline; OR

~~1.~~

b. Possess a bachelor's degree in the required discipline, plus an additional 30 graduate-level semester units of coursework specific to the discipline and relevant to the position. The coursework must be from an "accredited institution" as defined by Title 5, section 53406.

~~2.~~

3. Eminence: Eminence may be considered for an individual who is eminent in a specific endeavor and is recognized as such beyond the boundaries of his or her community; has demonstrably advanced his or her field; has been acknowledged by his or her peers beyond the norm for others in the specific endeavor, and attained prominence and celebrity status in the specific industry and/or community at-large. Eminence alone is not sufficient to grant equivalency. In addition, the individual must provide:

Evidence he or she possesses the equivalent of the minimum general education component of the appropriate degree; and

Evidence of the specialized knowledge of a particular discipline; and:

~~A.~~ Eminence criteria must include all of the following:

a. The applicant is recognized as eminent beyond the boundaries of his or her community. The applicant must be renowned outside of the individual's geographic community, whose professional reputation, expertise, and influence is beyond the norm within the field;

AND

b. The applicant has demonstrably advanced his or her field. The applicant must provide documentation to demonstrate advancement of the field by advanced degrees OR distinguished employment within the field OR evidence of research and authorship activities substantially contributing to the field;

AND

c. The applicant is acknowledged by his or her peers beyond the norm for others in the specific endeavor and provides evidence of several of the following:

1) Letters from other experts, former employers, or professional colleagues in the field (beyond those with whom he or she currently works) relating to the individual's recognized expertise, position, or prominence within the field;

- 2)___–Documents evidencing an extraordinary ability worthy of distinction, such as written advisory opinions from peer groups or organizations representing the field;
- 3)___–Evidence of a major, nationally or internationally recognized award for uncommon achievement in or advancement of a particular field;
- 4)___–Evidence of a significant contribution made to their fields;
- 5)___–Publications and/or articles published in established trade or professional journals;
- 6)___–Evidence of having been invited to present to discipline-related professional organizations;
- 7)___–Evidence of extraordinary success in their field;

AND

- d. ___–The applicant has attained prominence and celebrity status in the specific industry or community at-large. This may include appropriate local, state, national, and international associations, organizations, trade unions, guilds, or communities comprised of experts, who are themselves renowned in the specific field and who can attest, in writing, the prominence and celebrity status of the individual;

B2. ___–Documentation verifying eminence.

It is the applicant's responsibility to provide supporting documentation and information for consideration. Documentation shall include a completed Supplemental Questionnaire for Equivalency from the individual describing his or her accomplishments that support a claim of eminence and shall include:

Academic background documentation:

- ___ Transcripts showing completion of advanced degrees;

OR

- ___ Transcripts showing academic work equivalent to general education required for the degree listed under the minimum qualifications for the discipline.

Eminence-supporting documentation:

- Distinguished employment or performance records in the specific field of endeavor;
-
- Evidence of leadership in state or national professional organizations;
-
- Authored publications in their entirety;
-
- Evidence of work products demonstrating a command of the discipline;
-
- Awards or honors attained for contributions to his or her field of endeavor;
-
- Statements/letters from individuals or groups (beyond those with whom he or she currently works) whose evaluations would support eminence.

C. Criteria for Equivalency: Disciplines in which a ~~M~~master's ~~D~~degree is ~~N~~not ~~G~~generally ~~E~~expected or ~~A~~available, but ~~W~~hich ~~R~~require a ~~R~~specific ~~B~~bachelor's or ~~A~~associate ~~D~~degree

The Board may elect to grant equivalency for a related bachelor's or associate degree based on any of the following criteria ~~for faculty in disciplines not requiring a master's degree but where a related bachelor's or associate degree is generally expected or available:~~

1. A. Anticipated completion of a degree: Equivalency may be considered based on the completion or anticipated completion of coursework necessary for the required degree. However, the applicant must possess the bachelor's or associate degree required by the discipline as listed in the job announcement and consistent with the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* prior to date of employment. Validation of conferred degree is required prior to beginning employment.
2. Completion of related college or university-level coursework may be substituted for the required bachelor's or associate degree requirement as follows:
 - 120 semester units AND two year of occupational experience in the discipline; or
 - 60 semester units AND six years of occupational experience in the discipline; or
 - 30 semester units or industrial certification AND eight years of occupational experience in the discipline.

Note: All semester or equivalent units must be earned from a regionally accredited postsecondary educational institution.

~~B3.~~ Teaching experience in the discipline may be substituted for related occupational experience on a year-for-year basis.

~~C4.~~ Recency: An individual shall demonstrate current knowledge of the discipline.

D. Criteria for Equivalency: Disciplines in which a ~~M~~-master's ~~D~~degree is ~~N~~not ~~G~~generally ~~E~~expected or ~~A~~available, and in ~~W~~which a ~~R~~related ~~B~~bachelor's or ~~A~~associate ~~D~~degree is ~~N~~not ~~G~~generally ~~E~~expected or ~~A~~available

The Board may elect to grant equivalency for a bachelor's or associate degree based on any of the following criteria ~~for faculty in disciplines not requiring a master's degree, but where a bachelor's or associate degree is not generally expected or available:~~

1. Anticipated completion of a degree: Equivalency may be considered based on the completion or anticipated completion of coursework necessary for the required degree. However, the applicant must possess a bachelor's or associate degree as listed in the job announcement and consistent with the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* prior to date of employment. Validation of conferred degree is required prior to beginning employment.

~~A.~~

2. Completion of college or university-level coursework may be substituted for the required bachelor's or associate degree requirement as follows:

120 semester units AND two years of occupational experience in the discipline; or

60 semester units AND six years of occupational experience in the discipline; or

30 semester units or industrial certification AND eight years of occupational experience in the discipline.

Note: All semester or equivalent units must all be earned from a regionally accredited postsecondary educational institution.

~~B3.~~ Teaching experience in the discipline may be substituted for related occupational experience on a year-for-year basis.

~~C4.~~ Recency: An individual shall demonstrate current knowledge of the discipline.

~~Review of minimum qualifications for applicants including equivalencies will be done in accordance with established procedure. The procedure will ensure a fair and objective process for determining if an applicant has the equivalent qualifications and is not intended to grant waivers for lack of the required qualifications.~~

See Administrative Procedure 7211.

Book: VCCCD Administrative Procedure Manual
Section: Chapter 7 Human Resources
Title: AP 7211 Minimum Qualifications and Equivalencies
Number: AP 7211
Status: Active
Legal: California Code of Regulations, Title 5, Section 53400 et seq.
California Education Code Section 87001
California Education Code Section 87003
California Education Code Section 87359
California Education Code Section 87743.2
Adopted: December 14, 2010
Last Reviewed: ~~November 11, 2010~~ _____

A. Procedure for the Determination of Qualifying Degrees. (When not specifically defined by the Minimum Qualifications for Faculty and Administrators in California Community Colleges)

1. Committees of faculty evaluate the disciplines listed in the Minimum Qualifications for Faculty and Administrators in California Community Colleges that allow for any qualifying degree in a specified area, but that do not specifically list the exact titles of the degrees which qualify (e.g., Biological Sciences, Dance) for the purpose of developing lists of specific degrees meeting the minimum qualification requirements. Composition of these discipline-specific qualification committees consists of two full-time faculty members in the discipline from each college, an Academic Senate President, and a Human Resources Department representative. The committees convene each time the Minimum Qualifications for Faculty and Administrators in California Community Colleges is revised and published, or more often as necessary.
2. The Human Resources Department maintains lists approved by the discipline-specific qualifications committee and provides such lists to screening committees as necessary.
3. All screening committees refer to the established lists, as appropriate, when determining if candidates meet the minimum qualification requirements. Screening committees may not consider a degree as qualifying unless it is specifically listed in the Minimum Qualifications for Faculty and Administrators in California Community Colleges, or it is determined to qualify under the list developed by the discipline-specific qualification committee(s).

B. Procedure for the Determination of Equivalency

1. All faculty position announcements state the required qualifications as specified by the Minimum Qualifications for Faculty and Administrators in California Community Colleges, local qualifications, if any, and diversity qualifications, including the possibility of meeting the degree requirements by equivalency.
2. Each fall term, the Human Resources Department identifies the need for specific districtwide equivalency committees for the following academic year and in

consultation with the Academic Senates, establishes such committees. Composition of the committee(s) includes one tenured faculty member in the discipline from each of the colleges in the District who are the only voting members of the committee, an Academic Senate President serving in an ex-officio capacity, and a Human Resources Department representative responsible for meeting facilitation. A minimum of two faculty members, the Academic Senate President and the Human Resources Department representative must be present for there to be a quorum. For disciplines in which tenured faculty are not available at all three colleges, a tenured faculty member from a related discipline may be substituted for the tenured faculty member(s) in the discipline. A related discipline is one that is listed as a qualifying degree in the Minimum Qualifications for Faculty and Administrators in California Community Colleges for that discipline. The Director of Employment Services approves exceptions to the above composition as necessary following consultation with the Academic Senate Presidents. Should an equivalency be requested in a discipline that exists at only one college, a local college equivalency committee shall convene for the purpose of reviewing the request for equivalency. The committee will consist of two tenured faculty members in the discipline. The Director of Employment Services approves exceptions to committee compositions as necessary.

3. Following the closing date of the recruitment, the Human Resources Department forwards requests for equivalencies for faculty positions to the appropriate districtwide equivalency committee no later than two working days following the closing date of the position and prior to releasing the pool of applicants to the screening committee. The equivalency committee will meet within five working days following the closing date. The Human Resources Department will not forward files for applicants who are not requesting an equivalency or for applicants who request in their application an equivalency be considered but fail to attach the Supplemental Questionnaire for Equivalency.
4. The equivalency committee reviews requests for equivalency and provides recommendations to the Human Resources Department. Recommendations to grant equivalency are forwarded for consideration provided there is a unanimous vote by all committee members present. Less than a unanimous vote results in the denial of the equivalency request. The districtwide equivalency committee documents in writing whether the equivalency is recommended or not recommended on the Declaration of Equivalency Form.
5. The Human Resources Department forwards all recommended equivalencies to the full screening committee(s) for review along with all other completed application materials.
6. Applications for candidates not recommended for equivalency are made available to the entire screening committee(s). Committee members may review the equivalency recommendation and challenge any recommendations to deny equivalency. Challenges are taken back to the districtwide equivalency committee for consideration. Upon review, the committee may choose to sustain or modify its initial recommendation.

7. The local Academic Senate President, Executive Vice President, College President, Director of Employment Services, Vice Chancellor, Human Resources, Chancellor, and Board of Trustees or designee, in that order, reviews those applicants who are recommended for hire and for whom equivalency is required. The individuals endorse or deny the recommendation for equivalency, relying primarily on the advice and judgment of the equivalency committee, in accordance with California Education Code section 87359, subdivision (b). Individuals sign the Declaration of Equivalency form for the purpose of indicating endorsement of the equivalency. In the event a recommendation for equivalency is denied at any level of review in the process, the denying individual sends the recommendation back to the previous reviewer for discussion. The authority to approve the hiring of employees with equivalency remains with the Board of Trustees or designee.
8. Representatives of the collective Academic Senates and the Human Resources Department will review the equivalency process after one year, no later than spring 2011, to ensure its effectiveness and adherence to established policy and procedures.

See Attachment: Disciplines Unique to a College (Spring 2012).

Disciplines Unique to a College
~~Fall 2010~~ Spring 2012

Moorpark College		Oxnard College		Ventura College	
Discipline	Title	Discipline	Title	Discipline	Title
EATM	Exotic Animal Training and Management	AB	Automotive Body Technology	ARCH	Architecture
GR	Graphic Arts	AC	Air Conditioning & Refrigeration	CT	Construction Technology
HIM	Health Information Technologies	ADS	Addiction/Paraprofessional Training	FDM	Fashion & Related Technologies
HUM	Humanities	CRM	Culinary Arts/Food Tech	MT	Manufacturing Technology
ID	Interior Design	DTDA and DH	Dental Technology* (*Dental Assisting and Dental Hygiene)	RE	Real Estate
NTS	Nutritional Science	ENGT	Engineering Technology	WEL	Welding
RADT	Radiological Technology	FT	Fire Technology		
<u>FILM</u>	Film Studies	LA	Legal Assisting		

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7220 ACADEMIC EMPLOYEES: HONORIFIC ACADEMIC TITLE
Number	BP 7220
Status	Active
Legal	California Education Code Section 87400 et seq. Accreditation Standard 3 Administrative Procedure 7220
Adopted	July 14, 2009
Last Revised	May 17, 2007
Last Reviewed	June 25, 2009 _____

Community colleges are an integral part of higher education in California based on their assigned roles as defined by the California Master Plan for Higher Education.

The conferring of academic title is a traditional practice in institutions of higher education and its function is to recognize professional preparation and experience. The existence of academic title is instrumental in attracting and retaining qualified personnel and enhances the stature of Ventura County Community College District as an institution of higher learning in this community. A system of academic titles clarifies and strengthens faculty applications for grants and scholarships and places faculty members on a professional level with their peers at other academic institutions.

A system of academic titles also serves to remind new students that they are entering into the field of higher education and it strengthens correspondence written by faculty members on behalf of students who are applying for scholarships, admission to other institutions of higher education and employment.

Per Article 2 of the agreement between Ventura County Community College District and Ventura County Federation of College Teachers AFT Local 1828, AFL-CIO, official titles for faculty are: Instructor, Counselor, Associate Librarian, Specialist, Coordinator, Student Personnel Worker, Facilitator, Coach/Athletic Director, and Department Chair. This policy refers to honorary titles for faculty only.

See Administrative Procedure 7220.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7220 Academic Employees: Honorific Academic Title
Number	AP 7220
Status	Active
Legal	California Education Code Section 87400 et seq. Accreditation Standard 3
Adopted	July 14, 2009
Last Reviewed	June 25, 2009 _____

Qualifications for Title

The honorific titles for faculty of Professor, Associate Professor, Assistant Professor, Adjunct Professor and Instructor/Lecturer, shall be assigned in accordance with the following requirements:

- A. Academic titles bestowed on faculty are honorific.
- B. The following academic titles are awarded to faculty as follows:
 - Associate Professor Full-time tenured faculty
 - Assistant Professor Full-time non-tenured faculty; full-time non-tenure track faculty; full-time temporary leave replacement faculty
 - Adjunct Professor Temporary (part-time) faculty completing seven (7) semesters or greater in the District
 - Instructor/Lecturer Temporary (part-time) faculty with less than seven (7) semesters in the District
 - Professor Tenured full-time faculty with seven (7) years of full-time faculty experience in the District
- C. These titles will be implemented with all faculty effective spring 2010 semester.
- D. Leave replacement faculty titles will revert back to the appropriate title after the expiration of the leave replacement assignment.
- E. Members of the faculty current holding academic administrative positions may retain their academic rank as earned.
- E. Faculty not wishing to hold honorific academic title of any type may choose to use their official title as specified in Article 2 of the Agreement between Ventura County Community College and Ventura County Federation of College Teachers AFT Local 1828, AFL-CIO.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7230 CLASSIFIED EMPLOYEES
Number	BP 7230
Status	Active
Legal	California Education Code Section 88004 California Education Code Section 88009 California Education Code Section 88076 California Education Code Section 88080 California Education Code Section 88120
Adopted	May 17, 2007
Last Reviewed	

Classified employees are those who are employed in positions that are not academic positions. The employees and positions shall be known as the classified service.

The classified service does not include:

- Academic positions
- Professional experts employed on a temporary basis for a specific project.
- Full-time students employed part-time, and part-time students employed part-time in any college work-study program or in a work experience education program conducted by the District, financed by state or federal funds.

The Board shall fix and prescribe the duties of the members of the classified service. (See Board Policy 7110.)

The Personnel Commission shall establish rules to assure that the requirements of state law and regulations regarding the classified service are met.

The probationary period for classified employees shall be six (6) months with the exception of police, administrative and executive classes.

No Administrative Procedure required.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7240 CONFIDENTIAL EMPLOYEES
Number	BP 7240
Status	Active
Legal	California Government Code Section 3540.1, Subdivision (c)
Adopted	May 17, 2007
<u>Last Reviewed</u>	_____

Confidential employees are those who are required to develop or represent management position with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

A determination whether a position is confidential one shall be made by the Board in accordance with applicable law and with the regulations of the California Public Employment Relations Board.

Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

The terms and conditions of employment for confidential employees shall be provided for by procedures developed by the Personnel Commission. Such terms and conditions of employment shall include, but not limited to, procedures for evaluation and rules regarding leaves, transfers and reassignments.

No Administrative Procedure required.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7250 EDUCATIONAL ADMINISTRATORS
Number	BP 7250
Status	Active
Legal	California Education Code Section 72411 et seq. California Education Code Section 87002, Subdivision (b) California Education Code Sections 87457-87460 California Government Code Section 3540.1, Subdivisions (g) and (m)
Adopted	May 17, 2007
<u>Last Reviewed</u>	_____

An administrator is a person employed by the Board in a supervisory or management position as defined in Government Code section 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 procedures 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, subdivisions (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 contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor. Educational administrators shall 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 administrative procedures adopted by the Board of Trustees.

Educational administrators may be employed by contract up to three years in duration.

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.

No Administrative Procedure required.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7260 CLASSIFIED SUPERVISORS AND MANAGERS
Number	BP 7260
Status	Active
Legal	California Education Code Section 72411 California Government Code Section 3540.1, subdivisions (g) and (m)
Adopted	May 17, 2007
<u>Last Reviewed</u>	_____

Classified administrators are administrators who are not employed as educational administrators.

Classified supervisors are those classified administrators, regardless of job description, having authority to recommend hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Classified managers are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational program of the District.

Classified administrators may be employed in the same manner as the other members of the classified service. If a classified administrator is employed as a regular member of the classified service, employment shall be consistent with other provision of these policies regarding employment of classified employees. If a classified administrator is employed by an appointment or contract, the appointment or contract shall be subject to the same conditions as applicable to educational administrators. Classified administrators may be employed by contract of up to three years in duration.

No Administrative Procedure required.

Book VCCCD Board Policy Manual
 Section Chapter 7 Human Resources
 Title BP 7270 STUDENT WORKERS
 Number BP 7270
 Status Active
 Legal California Education Code Section 69960, Subdivision (f)
 California Education Code Section 88076
 California Government Code Section 18220
 Adopted March 8, 2011
 Last Reviewed ~~February 10, 2011~~ _____

I. BACKGROUND

In accordance with California Education Code section 88076, the District may employ full-time students in a part-time capacity. The District may also employ part-time students who participate in a college work-study program or work experience education program that is conducted by the District and is financed by state or federal funds.

II. STUDENT WORKER CLASSIFICATIONS AND COMPENSATION

Students may be hired to work in the following classifications:

Category	Skill Requirements	Examples	Compensation
Student Aide	Little skill required Little initial experience Limited prior knowledge in the field Immediate supervision required	<u>Clerical</u> <u>Door control/ushering</u> <u>Equipment control</u>	<u>Step 1 - \$8.00</u> <u>Step 2 - \$8.25</u> <u>Step 3 - \$8.50</u>
Student Assistant	Moderate degree of skill Prior experience required General supervision required	<u>Child care</u> <u>Maintenance</u> <u>Clerical</u> <u>Lab support</u> <u>Cashiering</u>	<u>Step 1 - \$8.50</u> <u>Step 2 - \$8.75</u> <u>Step 3 - \$9.00</u>
Student Specialist	Highly skilled Required e Experience in area of specialization required General supervision required	<u>Stage crafts</u> <u>Tutor</u> <u>Science/technology</u> <u>lab support</u> <u>Peer advising</u> <u>Police Cadets</u> <u>Information</u> <u>Technology support</u>	<u>Step 1 - \$9.00</u> <u>Step 2 - \$9.25</u> <u>Step 3 - \$9.50</u>
Student Specialist II	<u>Advanced tutoring skills, including group facilitation or supplemental instruction (with advanced knowledge of subject matter)</u> General supervision required	<u>Supplemental Instruction Tutor</u>	<u>Step 1 - \$9.50</u> <u>Step 2 - \$9.75</u> <u>Step 3 - \$10.00</u>

Initial placement of students will be on Step 1. Students will move to the next step after completion of approximately 800 hours of service. Step increases shall be recommended by the supervisor.

III. ELIGIBILITY

Student workers must be enrolled full-time (a minimum of 12 semester units or equivalent quarter units) at any educational institution during the semester in which they are employed, unless the student is an eligible participant in the Federal Work Study or CalWORKs programs. Students eligible for services under the Disabled Student Programs and Services (DSP&S) program will be considered to be in full-time status if enrolled in the minimum number of units as determined appropriate by DSP&S. Student workers employed during the summer must have been enrolled full-time during the previous spring semester or be enrolled full-time for the upcoming fall semester.

When hiring student workers, preference shall be given to student applicants up to 26 years of age who are, or have been, dependent children in foster care.

IV. ALLOWABLE HOURS PER WEEK

Student workers are limited to working 20 hours per week while classes are in session and 35 hours per week during the summer and when classes are not in session (i.e., winter and spring breaks). Students participating in federal or state work-study/work experience programs may work up to 35 hours per week as dictated by the program.

Student workers cannot work simultaneously within the District in any other capacity.

See Administrative Procedure 7270.

Book VCCCD Administrative Procedure Manual
Section Chapter 7 Human Resources
Title AP 7270 RECRUITMENT AND HIRING: STUDENT WORKERS
Number AP 7270
Status Active
Legal California Education Code Section 88076
Adopted March 8, 2011
Revised/Last Reviewed ~~February 10, 2011~~ _____

RECRUITMENT AND SELECTION PROCEDURES FOR STUDENT WORKERS

Identification of Vacancy

College management identifies the need for student workers.

Announcement/Advertising

The Human Resources Department posts and maintains general student worker recruitment pools for each District location in the Online Requisition and Application Processing (ORAP) system, through which prospective student workers may apply for employment. Pools are created two months prior to the start of the semester and closed at the end of the semester.

The colleges may announce specific positions and advertise accordingly at the college.

Selection Process/Offer of Employment

1. The hiring supervisor identifies the need for a student worker and contacts the designated point person at the location with access to student worker applications in ORAP.
2. The designated point person provides the hiring supervisor with applications for those students who are eligible for employment in the specific position(s).
3. The hiring supervisor reviews the applications and interviews the most qualified applicants. The hiring supervisor gives preference to applicants up to 26 years of age who are, or have been, dependent children in foster care as indicated in their application for employment. During the interview, the hiring supervisor discusses the applicant's criminal history with the applicant. The hiring supervisor shall not recommend employment where a nexus exists between the applicant's criminal history and the responsibilities of the position. The hiring supervisor shall also not recommend employment of individuals who have been convicted of any sex offense listed under California Education Code section 87010. Careful consideration shall be given to convictions listed under California Education Code section 87011.
4. Upon identifying a candidate for hire, the hiring supervisor completes the *Authorization of Employment for Student Hourly Help*. The hiring supervisor routes the paperwork to the appropriate administrator responsible for final

approval (authorizing administrator). This authority typically resides with the Executive Vice Presidents or the Vice Presidents, Business Services, at the colleges. The Vice Chancellor, Business and Administrative Services, and the Vice Chancellor, Human Resources, are the authorizing administrators for positions in their respective operations at the District Administrative Center.

5. The authorizing administrator reviews the assignment to ensure the dates of the assignment, total number of hours requested, and the nature of the work are in compliance with District policy and practice pertaining to student workers. The authorizing administrator also reviews the Relative Status Disclosure form to ensure the student is not working under the direct or indirect supervision of a relative.
6. The authorizing administrator forwards the paperwork for all approved student workers to the location-designated point person (processor) responsible for the processing of student worker authorizations. Upon receipt and review of the paperwork, the processor informs the hiring supervisor that they may proceed with extending an offer of employment and completes the post-offer paperwork. The student may begin working once the hiring supervisor receives notice that they may extend an offer of employment.
7. The processor contacts the Police Department to arrange for the student worker to be fingerprinted within ten (10) days of beginning employment with the District. The processor tracks the student to ensure the fingerprinting is completed within the ten-day timeframe. Student workers working in the Child Development Center must be fingerprinted prior to starting employment.
8. The processor forwards all of the student worker paperwork to the Human Resources Department.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7310 NEPOTISM
Number	BP 7310
Status	Active
Legal	California Government Code Section 1090 et seq. California Government Code Section 12920 et seq.
Adopted	May 17, 2007
Last Reviewed	

The District does not prohibit the employment of relatives [or domestic partners as defined by Family Code Section 297 et seq.] in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division or site that has an immediate family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative [or domestic partner as defined by Family Code Section 297 et seq.]

Immediate family means spouse [or domestic partner as defined by Family code Section 297 et seq.], parents, grandparents, siblings, children, grandchildren and in-laws or any other relative living in the employee's home.

The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place spouses [or domestic partners as defined by Family Code Section 297 et seq.] in the same department, division or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

No Administrative Procedure required.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7330 COMMUNICABLE DISEASE
Number	BP 7330
Status	Active
Legal	California Education Code Section 87408 California Education Code Section 87408.6 California Education Code Section 88021
Adopted	May 17, 2007
Last Reviewed	_____

All individuals initially employed in an academic or classified position shall have on file a medical certificate issued by a physician and surgeon licensed under Chapter 5 (commencing with Section 2000) of Division 2 of the Business and Professions Code indicating within the past 60 days that he or she is free of active tuberculosis.

All newly hired academic employees who have not previously been employed in an academic position in California, shall have on file a medical certificate indicating freedom from any communicable diseases unfitting the employee to instruct or associate with students, including but not limited to, active tuberculosis. The medical examination shall have been conducted not more than six (6) months before the submission of the certificate and shall be at the expense of the applicant.

All employees shall be required to undergo an examination within four (4) years of employment and every four (4) years thereafter, to determine if they are free from tuberculosis.

See Administrative Procedures 7330 and 7336.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7335 HEALTH EXAMINATIONS
Number	BP 7335
Status	Active
Legal	California_Education Code Section 88021
Adopted	May 17, 2007
Last Reviewed	

The Chancellor may require medical examinations of candidates for appropriate positions prior to assuming the duties of the position. Such pre-employment medical examinations shall be required only after a conditional job offer has been made, and shall be required of any candidate for a position for which a pre-employment medical examination has been deemed appropriate. No candidate shall be required to participate in such an examination on the basis of the candidate's age or disability.

With the interest of protecting employees, students, the district and the public from potentially dangerous or inefficacious behavior, the Chancellor may require any employee to undergo a physical or mental examination at any time an employee demonstrates symptoms of conditions that may affect the employee's ability to perform his or her job in a safe and effective manner and it appears to be in the District's interest to obtain verification of an employee's fitness for duty. Such medical examinations shall be at the District's expense and shall be conducted by a physician chosen jointly by the District and the employee. Should the employee and the District fail to reach agreement on said physician, the physician shall be chosen by the District.

No Administrative Procedure required.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7340 LEAVES
Number	BP 7340
Status	Active
Legal	California Education Code Section 87700 California Education Code Section 87701 California Education Code Section 87036 California Education Code Section 87037 California Education Code Section 87763 et seq. California Education Code Section 87766 California Education Code Section 87768.5 California Education Code Section 87784 California Education Code Section 88190 et seq. California Education Code Section 88193 California Education Code Section 88207 California Education Code Section 88210 California Government Code Section 12945
Adopted	May 17, 2007
<u>Last Reviewed</u>	

The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- Illness leaves for all classes of permanent employees;
- Vacation leave for members of the classified service, administrators, supervisors and managers;
- Leave for service as an elected official of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated; Education Code Sections 87768.5; 88210;
- Leave of absence to serve as an elected member of the Legislature; Education Code Section 87701;
- Pregnancy leave; Education Code Sections 87766; 88193; Government Code Section 12945;
- Personal necessity leave; Education Code Sections 87784 and 88207;
- Industrial accident leave;
- Bereavement leave;
- Jury service or appearance as a witness in court; Education Code Section 87036; 87037;
- Military service; Education Code Section 87700;
- Sabbatical leaves for permanent faculty and administrators.

Vacation leave for classified employees shall not accumulate beyond 240 hours of paid leave.

Vacation leave for educational and classified administrators, classified supervisors and managers shall not accumulate beyond 480 hours of paid leave. Such employees' leave balances must be at or below 320 hours by June 30 of each fiscal year to accrue for the subsequent year.

Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

No Administrative Procedure required.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7345 CATASTROPHIC LEAVE PROGRAM
Number	BP 7345
Status	Active
Legal	California Education Code Section 87045
Adopted	May 17, 2007
Last Reviewed	_____

The Board authorizes implementation of a catastrophic leave program to permit employees of the District to donate eligible leave credits to an employee when that employee or a member of his or her family suffers from a catastrophic illness or injury.

The Chancellor shall establish administrative procedures to administer the program that comply with the requirements established by the Education Code. The policy and procedures shall not be applied in an arbitrary, capricious, or discriminatory manner.

No Administrative Procedure required.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7350 RESIGNATIONS
Number	BP 7350
Status	Active
Legal	California Education Code Section 87730 California Education Code Section 88201
Adopted	May 17, 2007
Last Revised	June 16, 2010
Last Reviewed	May 13, 2010 _____

The Board shall accept the resignation of any employee and shall fix the time when the resignation takes effect, which shall not be later than the close of the fiscal year during which the resignation has been received by the Board.

The Board hereby delegates to the Chancellor the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board when accepted in writing by the Chancellor. The resignation is final when accepted by the Chancellor or his designee and may not be rescinded unless unique circumstances arise that require the Chancellor's review and authorization to rescind.

See Administrative Procedure AP 7350.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7350 RESIGNATIONS
Number	AP 7350
Status	Active
Legal	Personnel Commission Rule 251 Personnel Commission Rule 253 Article 15 of the Agreement Between the VCCCD and the Ventura County Federation of College Teachers, AFT Local 1828, AFL-CIO, dated July 1, 2010 through June 30, 2013
Adopted	June 16, 2010
Last Reviewed	May 13, 2010 <u>September 11, 2012</u>

1. Resignation Acceptance Process:

a. For All Employees:

i. Employees should submit resignations on the appropriate resignation form provided by the District at My VCCCD (see attached forms). Should a signed resignation letter be submitted in lieu of the resignation form, the Chancellor or his designee will accept the letter, but may require the employee to complete the District resignation form to ensure that the District has all the information that is needed to properly process the resignation.

ii. The Human Resources Department shall provide separate resignation forms for academic and classified employees.

iii. When submitting a resignation form, the employee must complete and sign both the first and the second pages of the form.

iv. After completing and signing the form, the employee submits the form to his or her direct supervisor.

v. The supervisor signs the form and forwards it to the College President or appropriate District administrator.

vi. The College President or appropriate District administrator reviews and signs the resignation form and sends the resignation form to the Human Resources Department for processing. The resignation is considered accepted when received by the Human Resources Department.

b. For Classified Employees:

i. The District prefers that the employee provide at least two weeks' notice prior to the date of resignation. Resignations are effective on the date they are accepted by the Chancellor or his designee.

ii. Resignations only apply to the position the employee occupies at the time of the resignation.

iii. Resignation does not impair an employee's right to be selected from eligibility lists on which the employee may have been placed. However, if an employee resigns, the Human Resources Department will remove service points associated with the employee's previous employment with the District and will adjust the employee's ranking on any eligibility lists on which he/she may be listed, if it is appropriate to do so.

c. For Academic Employees:

i. Contract Faculty:

1) Resignations submitted by contract faculty members are considered final when accepted by the Chancellor.

2) Should the contract faculty member choose to withdraw his/her resignation before it is accepted by the Chancellor, he/she must do so in writing.

3) Effective dates of contract faculty resignations may be adjusted depending on the District's ability to find a replacement for the contract faculty member.

ii. Non-contract faculty:

1) Resignations by non-contract faculty members are considered final on the closing of the fifth working day after the faculty member submits the resignation to his/her direct supervisor.

2) Should the non-contract faculty member choose to withdraw his/her resignation, he/she must do so in writing before the resignation becomes final.

3) Effective dates of these resignations are determined by the faculty member at the time of resignation.

2. Human Resources Resignation Documentation Process: After the resignation has been accepted in accordance with section 1 above, the original resignation form must be forwarded to the Human Resources Department at the District Administrative Center. Once received by the Human Resources Department, the following steps must occur:

a. The Human Resources Department will deliver the resignation to the Director of Human Resources Operations who will:

i. Review the information on the form to determine if it is appropriate to contact the employee for an exit interview.

ii. Contact the employee to schedule an exit interview if appropriate.

iii. Conduct an exit interview and follow the process identified in section 4 of this procedure.

iv. Forward the resignation to the Executive Assistant to the Personnel Commission.

b. The Executive Assistant to the Personnel Commission then enters the resignation information into HR Actions and then forwards:

i. Copies of the resignation to the appropriate Human Resources Technician, the Payroll Services Supervisor, and the ~~Employment Benefits Specialist~~ Analyst.

ii. The original resignation to the Clerical Assistant in charge of personnel files.

c. Upon receipt of the copy of the resignation, the Human Resources Technician checks the resignation. If it was submitted by a contract academic employee, the Human Resources Technician will note whether the employee has chosen to continue to work in part-time academic status.

d. Upon receipt of the original resignation, the ~~Clerical Assistant~~ staff member in charge of personnel files:

i. Removes the employee's information from the Department of Justice website.

ii. Files the original resignation in the employee's file.

e. Upon receipt of the resignation copy, the Payroll Services Supervisor:

i. Enters a code in Banner identifying the effective date of the resignation.

ii. Ensures that the employee receives his/her final paycheck, including any pay due to the employee for outstanding vacation and/or comp time.

iii. Ensures that if the employee has chosen to retire from District service, any information regarding the employee's retirement date, sick leave balances, or other information is communicated to the State Teachers Retirement System (STRS) and/or the Public Employees Retirement System (PERS).

f. Upon receipt of the resignation copy, the Employment Benefits Specialist will provide the employee with enrollment information regarding the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). If the employee chooses to exercise his/her rights under this act, he/she must complete the documentation in the COBRA packet and return it to the Employment Benefits Specialist within sixty (60) days of the date of the resignation. If the former employee returns the enrollment information, the Employment Benefits Specialist will:

i. Contact the insurance providers.

ii. Ensure that the former employee pays the medical insurance premium for the first month (the medical insurance provider then direct bills the former employee thereafter).

iii. Ensure that the former employee pays the dental and vision care premiums if the former employee has chosen to continue coverage for these items.

3. Separation Checklist Process: Prior to the employee's last day on the job, the employee's direct supervisor must:

a. Collect the items on the Employee Separation Checklist (see attached) from the employee.

b. Forward the items collected to the appropriate departments.

c. Ensure that all tasks on the checklist are completed.

d. Forward a copy of the Employee Separation Checklist to the Human Resources Department.

4. Exit Interview Process:

a. If an employee wishes to be heard in an exit interview, the employee may complete an Exit Interview Form and submit it to the appropriate College President or the Vice Chancellor, Human Resources.

b. If an Exit Interview form is received by the College President, the Vice Chancellor, Human Resources, or their designees, the appropriate administrator will conduct an exit interview with the employee. The interviewing administrator will share any exit interview results that appear to require follow up, changes in procedure, process improvements, or some other type of administrative action, with appropriate management personnel.

c. Exit interviews may be conducted in a manner consistent with Section 2.a. above.

5. Resignation in Lieu of Disciplinary Action: An employee who resigns to avoid disciplinary action is generally prohibited from rehire with the District (see Administrative Procedure 7367).

6. Resignation Reversal for Academic Employees:

a. Resignations submitted by academic employees that have been received and are final may be withdrawn and reversed if it is in the best interests of the District to do so. Such requests must be submitted in writing by the employee to the Chancellor.

b. The Chancellor or his designee will respond in writing to such requests. The Chancellor's decision to accept or not to accept the resignation reversal shall be final.

Attached to this procedure are samples of the following documents:

- **Academic ~~Employee~~ Resignation Form**
- **Classified ~~Employee~~ Resignation Form (Permanent Employees)**
- **Classified Resignation Form (Non-Permanent Employees)**
- **Exit Interview Form**
- **~~Employee Separation Checklist~~**



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT

Academic Resignation

I, _____, Employee ID Number _____, do hereby tender my resignation from my position as _____ Department/Discipline: _____ () full-time contract / () part-time academic employee - (v) only one box) with the Ventura County Community College District, at:

- () Moorpark College () Oxnard College () Ventura College

This resignation will be effective at the close of business on _____, my last day of work in a paid status. This resignation is executed by me freely and voluntarily and of my own free will for the reason that:

NOTE:

If this resignation is for the purpose of retirement from STRS (State Teachers' Retirement System) or PERS (Public Employee's Retirement System), please be aware that it is your responsibility to submit the necessary application forms. Questions may be directed to the Teachers' Retirement Office of the County Superintendent of Schools Office, 5189 Verdugo Way, Camarillo, CA 93012, at (805) 383-1993.

- () Resignation for purposes of Retirement Only - intend to continue teaching part-time

Employee Name (Please Print) _____

Employee ID No. _____

Employee Signature: _____ Date: _____

Submit completed form to the office of your Dean and/or appropriate College Administrator who will forward to the Human Resources Department at the District Administration Center for processing.

FOR REVIEW / SIGNATURE:

College Dean: _____ Date: _____

Chancellor, College President and/or Designee _____ Date: _____

IMPORTANT: If you have health, vision and dental benefits at the time of resignation/retirement complete the COBRA information on the second page of this form. If you qualify for District-paid retirement benefits, it is NOT necessary to complete the second page.





VENTURA COUNTY COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES DEPARTMENT

-NOTICE-

FEDERAL HEALTH INSURANCE LAW

Federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), provides eligible employees and certain family members the right to continue health care coverage under our group health plans with the eligible member paying the premium costs.

Please complete the information below so that we may notify you and your spouse of each of your rights to continued coverage as required by COBRA.

	<u>Name</u>	<u>Birthdate</u>
Employee:	_____	_____
Address:	_____	_____
	Street	City State Zip
Spouse:	_____	_____
Address:	_____	_____
	Street	City State Zip
Children:	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Signature:	_____	Date: _____





**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT**

**Classified Resignation Form
(Permanent Employees)**

I do hereby tender my resignation as _____

at _____, _____
(Department) (Location)

to take effect at the close of business on _____

for the reason that: _____

I hereby certify this resignation is executed by me freely and voluntarily and of my own free will and is not given by reason of any threat, force, duress, or undue influence by any person. I understand that the effect of this resignation is to cancel all of my civil service rights with reference to this position. I also understand that if I were a permanent employee at the time of this resignation, I may, within 39 months, apply for reinstatement to this same position or any other position of the same or substantially similar classification upon the recommendation of authority and with the approval of the Personnel Commission.

Employee Name (please print)

Employee Signature

Date

Employee ID Number

REVIEWED BY:

Supervisor

Date

President/Chancellor

Date

IMPORTANT:

If you have health, vision and dental benefits at the time of resignation/retirement, please complete the COBRA information on the second page of this form. If you qualify for the District-paid retirement benefits, do not complete the second page.

Note: Return completed form to the Human Resources Department.





**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT**

- NOTICE -

FEDERAL HEALTH INSURANCE LAW

Federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), provides eligible employees and certain family members the right to continue health care coverage under our group health plans with the eligible member paying the premium costs.

Please complete the information below so that we may notify you and your spouse of each of your rights to continued coverage as required by COBRA.

Employee Name:	_____	Birthdate:	_____
Address:	_____		
City:	_____	State:	_____
		Zip Code:	_____

Spouse Name:	_____	Birthdate:	_____
Address:	_____		
City:	_____	State:	_____
		Zip Code:	_____

<i>Children:</i>			
Name:	_____	Birthdate:	_____
Name:	_____	Birthdate:	_____
Name:	_____	Birthdate:	_____
Name:	_____	Birthdate:	_____

Signature: _____ Date: _____





VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT

Classified Resignation Form
(Non-Permanent Employees)

I do hereby tender my resignation as _____
at _____, _____ to take
(Department) (Location)
effect at the close of business on _____ for the
reason that: _____.

I hereby certify this resignation is executed by me freely and voluntarily and of my own free will and is not given by reason of any threat, force, duress, or undue influence by any person.

Employee Name: _____ Signature: _____
Date: _____ Employee ID: _____

REVIEWED BY:

Supervisor Date

President/Chancellor Date





VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT

Exit Interview Form

Employee Name:

Classification:

College Supervisor:

Date of Hire/Reinstatement: Date of Resignation:

1. What is your reason for leaving the district/college/site?

2. Were the following benefits satisfactory or unsatisfactory?
A. Health insurance
B. Dental insurance
C. Vacation time
D. Sick leave time
E. Personal leave

3. Did you feel your salary was comparable to others in your field?
Have you accepted another job? Yes No

A. If yes, what is the company's name?

B. How does the starting salary on your new job compare with your salary here?
Higher Approximately equal Lower

5. Please rate your supervision received, on the following points:
Almost
A. Followed policies and practices
B. Demonstrated firm and equal treatment
C. Provided recognition
D. Developed cooperation
E. Resolved complaints, grievances and problems

6. Was your workload usually: Too great Too light About right

7. What suggestions do you have for improving the Ventura County Community College District?





**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT**

CHECK-OFF LIST

Item	Description (Key #, tag # of the equipment, etc.)	Date Returned
Key(s)		
Cell phone, pager, etc.		
VCCCD credit card		
IT Department clearance for: <ul style="list-style-type: none"> • Banner/LotusNotes • FAX machine • Palm Pilot or other PDA • Desktop computer • Laptop computer • Printer • Online service subscription paid by DAC • DSL or cable modem line paid by DAC • Other IT equipment: _____ _____ 		
Library: Contact the Library to ensure there are no holds on account.		
Other		

Interview conducted by: _____ Date: _____

Please return to the DAC HR Department: 255 W. Stanley Ave. Ste. 150, Ventura, CA 93001



Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7352 EMERITUS TITLE
Number	BP 7352
Status	Active
Legal	
Adopted	February 9, 2010
Last-Reviewed	January 21, 2010 _____

Only the Board can grant emeritus title to former ~~employers~~ employees. The use of an emeritus status is limited to those granted the privilege through Board action.

No Administrative Procedure required.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7360 DISCIPLINE AND DISMISSALS - ACADEMIC EMPLOYEES
Number	BP 7360
Status	Active
Legal	California Education Code Section 87669 California Education Code Section 87732
Adopted	May 17, 2007
<u>Last Reviewed</u>	

A contract or regular employee may be dismissed or disciplined for one or more of the grounds set forth in Education Code Section 87732. If the employee is to be disciplined, the Board shall determine the nature of the discipline. If the Board decides to dismiss or discipline a contract or regular employee, it shall assure that each of the following has been satisfied:

- The employee has been evaluated in accordance with standards and procedures established in accordance with the provisions of Education Code Sections 87660 et seq., and any administrative procedure for evaluation contained in a collective bargaining agreement;
- The Board has received all statements of evaluation which considers the events for which dismissal or discipline may be imposed;
- The Board has received a recommendation from the Chancellor;
- The Board has considered the statements of evaluation and the recommendations in a lawful meeting.

If the Board decides it intends to dismiss or discipline a contract or regular employee, it shall take the actions required by the Education Code, and the Chancellor or designee shall thereafter assure that the employee is afforded the full post-termination due process required by the Education Code Sections 87666 through 87681, and 87740.

The Chancellor shall establish procedures that define the conditions and processes for dismissal, discipline, and due process and ensure they are available to employees.

No Administrative Procedure required.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7365 DISCIPLINE AND DISMISSALS - CLASSIFIED EMPLOYEES
Number	BP 7365
Status	Active
Legal	California Education Code Section 88013
Adopted	May 17, 2007
<u>Last Reviewed</u>	

Disciplinary action may result from a wide range of types and severity of rules, regulations, policies, or laws. The types of action may involve suspension, demotion, or dismissal.

1. Suspension refers to exclusion of an employee from his/her job without pay for a prescribed number of days. Suspension must occur only for a reasonable cause and shall not be for more than thirty (30) days.
2. Demotion refers to a downward movement of an employee from a class of positions to another, and involves a reduction in pay.
3. Dismissal refers to the permanent separation of the employee from employment within the District.

No person in the classified service shall be disciplined except for reasonable cause designated by rule of the Personnel Commission. Notification procedures and due process rights for disciplinary actions are as designated by rule of the Personnel Commission.

No Administrative Procedure required.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7367 EMPLOYEE REHIRING PROHIBITION
Number	BP 7367
Status	Active
Legal	
Adopted	October 12, 2009
Last Reviewed	September 25, 2009 _____

The Ventura County Community College District shall not rehire former employees who have been dismissed for cause, negotiated resignation settlements in lieu of termination of employment, or resigned following a notice of disciplinary action. Exceptions may be made with full consideration by the Board of Trustees. ~~The Chancellor will develop administrative procedures to ensure that this policy is implemented District-wide.~~

See Administrative Procedure 7367.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7367 EMPLOYEE REHIRING PROHIBITION
Number	AP 7367
Status	Active
Legal	
Adopted	December 8, 2009
Last Reviewed	

Background:

Pursuant to Board policy, the District will not rehire former employees who have been dismissed for cause, negotiated settlement agreements in lieu of termination, or resigned after receiving a notice of disciplinary action.

Procedure:

When an employee separates from the District for the reasons cited above, the Vice Chancellor, Human Resources, or designee will complete a Notice of Rehiring Prohibition (see Attachment A) and will place it in the employee's personnel file.

Reemployment Attempts:

Reinstatement requests submitted by employees who have a Notice of Rehiring Prohibition on file will not be approved.

Employees who attempt to become reemployed by the District via the recruitment and selection process will not be allowed to compete in exams if their employment file contains a Notice of Rehiring Prohibition.

If an employee is hired, did or did not disclose on their job application that they previously worked for the District, and their personnel file contains a Notice of Rehiring Prohibition, the employee will be dismissed when the Notice of Rehiring Prohibition is discovered.

A former employee may request an exception to this procedure and its associated policy, but only by making the request in writing to the Vice Chancellor, Human Resources. An exception can only be granted with the full consideration by the Board of Trustees.

See Attachment A – Notice of Rehiring Prohibition

****NOTICE OF REHIRING PROHIBITION****

This employee, _____, was previously dismissed for cause, negotiated a resignation settlement in lieu of termination of employment, or resigned after receiving a notice of disciplinary action. Pursuant to Board Policy 7367, **this employee cannot be reinstated or rehired.**

Any questions or concerns regarding the attempted reinstatement or rehire of this employee must be directed to the Vice Chancellor, Human Resources.

Vice Chancellor, Human Resources

Date

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7370 POLITICAL ACTIVITY
Number	BP 7370
Status	Active
Legal	California Education Code Section 7054 California Education Code Section 7056 California Government Code Section 8314
Adopted	May 17, 2007
<u>Last Reviewed</u>	<hr/>

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

No Administrative Procedure required.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7380 UNREPRESENTED EMPLOYEES
Number	BP 7380
Status	Active
Legal	California Education Code Section 70000 et seq.
Adopted	May 17, 2007
Last Reviewed	_____

Except that which is addressed by the Personnel Commission within its jurisdiction, the Board of Trustees shall establish policy regarding salary, benefits and otherwise negotiable terms and conditions of employment of unrepresented employees. The Chancellor shall act as the representative of unrepresented employees before the Board of Trustees.

No Administrative Procedure required.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7385 SALARY DEDUCTIONS
Number	BP 7385
Status	Active
Legal	California Education Code Section 87040 California Education Code Section 87833 California Education Code Section 87834 California Education Code Section 88167
Adopted	May 17, 2007
Last Reviewed	

An employee may request reduction of or deduction from his or her salary, without charge, in any amount for any or all of the following purposes:

- participation in a deferred compensation program;
- paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance plans we administer, or any of them;
- union dues and 125 plans;
- contribution to District foundations; and/or
- charitable contributions for any plans administered by the District.

The request provided for above shall be revocable upon written request by the employee.

The District shall without charge reduce the salary payment by the amount which the employee has authorized in writing for the purpose of paying his or her membership dues in any local, statewide or other professional organization.

No Administrative Procedure required.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7510 DOMESTIC PARTNERS
Number	BP 7510
Status	Active
Legal	California Family Code Section 297 California Family Code Section 297.5 California Family Code Section 298 California Family Code Section 298.5 California Family Code Section 299 California Family Code Section 299.2 California Family Code Section 299.3
Adopted	May 17, 2007
Last Reviewed	<hr/>

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

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

No Administrative Procedure required.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7600 COLLEGE POLICE
Number	BP 7600
Status	Active
Legal	California Education Code Section 72330.5
Adopted	May 17, 2007
Last Reviewed	

~~The District shall employ campus police officers, who shall provide police and security services as patrol officers on or about the campuses owned and/or operated by the district in accordance with Section 67381(a) of the California Education Code. Their duties include, but are not limited to, protecting persons and property, preventing the theft or damage of District property, and reporting any unlawful activity to the District and other local law enforcement agencies as appropriate.~~

~~The selection and training of all campus police officers will comply with those requirements and standards set forth by the Commission on Peace Officer Standards and Training (P.O.S.T.) of the State of California. Each officer shall obtain a P.O.S.T. Basic Certification upon completion of at least one (1) year of police employment by the District.~~

~~The Chief of Police shall establish procedures necessary for the administration of campus security. In addition, the Chief shall enter into a written agreement with local law enforcement agencies, which includes that campus police officers shall cooperate with local law enforcement in the performance of their duties in accordance with Section 67381(b) (c) (d) and (e) of the California Education Code.~~

~~Police officers employed by the District, when so appointed and duly sworn, are peace officers as defined in Chapter 4.5 (commencing with Section 830) of title 3 of Part 2 of the California Penal Code.~~

~~Each campus police officer shall meet the other requirements set forth in Education Code 72330.5.~~

The Board has established a Police Department under the supervision of one Chief of Police, who shall report directly to the Vice Chancellor of Business and Administrative Services. The purpose of the Department is to provide safe and secure campuses for students, faculty, staff and visitors, as well as protect and to safeguard all properties owned and operated by the VCCCD.

District police officers shall be employed as members of the classified service, but shall, when duly sworn, be peace officers as defined by California Education Code Section 72330, subdivision (c), and as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of the California Penal Code. Prior to employment, they shall satisfy all training requirements set forth by the Commission on Peace Officer Standards and Training (POST.)

The Vice Chancellor of Business and Administrative Services shall establish minimum qualifications of employment for the Chief of Police, including but not limited to, prior employment as a peace officer or completion of a basic peace officer training course approved by POST.

The Vice Chancellor of Business and Administrative Services shall ensure that every member of the Police Department first employed by the District before July 1, 1999, satisfies the requirements set forth by (POST) regarding qualifications for sworn peace officers.

Every member of the Police Department first employed by the District before July 1, 1999, must, in order to retain employment, meet the requirements of California Education Code Section 72330.2.

Every member of the Police Department shall be issued a suitable identification card and authorized to wear a badge bearing the words "Ventura County Community College District Police Department."

The Vice Chancellor of Business and Administrative Services, in cooperation with the Chief of Police, shall issue such regulations as may be necessary for the administration of the Police Department.

The Chief of Police shall cooperate with local law enforcement, in accordance with an agreement (Memorandum of Understanding (MOU)) to be entered into in accordance with the requirements of California Education Code Section 67381. Agreements shall address, but not be limited to, the following:

- Operational responsibilities for investigations of the following violent crimes: willful homicide, forcible rape, robbery, aggravated assault;
- Geographical boundaries of the operational responsibilities;
- Mutual aid procedures.

No Administrative Procedure required.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7700 WHISTLEBLOWER PROTECTION
Number	BP 7700
Status	Active
Legal	California Education Code Sections 87160-87164 California Government Code Section 53296 California Labor Code Sections 1102.5 Private Attorneys General Act of 2004 (California Labor Code Section 2698 et seq.)
Adopted	May 17, 2007
Last Reviewed	

The Chancellor shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity – intentional or negligent – that violates state or federal law, local ordinances, or District policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, ~~and that remedies~~ are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy including discipline of those who violate it up to and including termination.

See Administrative Procedure 7700.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7700 Whistleblower Protection
Number	AP 7700
Status	Active
Legal	California Education Code Sections 87160-87164 California Government Code Section 53296 California Labor Code Section 1102.5 Private Attorneys General Act of 2004 (California Labor Code Section 2698 et seq.) Board Policy 2710 Board Policy 7205 Board Policy 7700
Adopted	March 8, 2011
Last Reviewed	February 10, 2011 _____

A. Statement of Intent

Individuals are encouraged to report suspected incidents of unlawful activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the district in the investigation will be protected from retaliation.

This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in BP 2710 Conflict of Interest and BP 7700 Whistleblower Protection, and addressing complaints of retaliation for making such reports.

B. Filing a Report of Suspected Unlawful Activities

Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.

1. Anonymous reports

Anonymous reporting impedes the District's ability to investigate thoroughly. However, anonymous allegations will be investigated to the extent possible. Anonymous allegations may be submitted as follows:

- Telephoning: ~~800-472-50201-888-FRAUDALERT (1-888-372-8325)~~
- Reporting online: reportlineweb.com/vcccd
- Writing to: ~~Fraud Alert, Post Office Box 220, La Verne, California, 91750~~
- Contacting the following website: ~~1888fraudalert.com, Code: alert280~~

2. Reporting options for those who come forward

Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised. Allegations may be made orally. Reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his or her signature that it is accurate and complete.

- a. A report by a District employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit.
- b. If the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of the District.
- c. If the report is about a College President, Vice Chancellor, or other administrator who reports directly to the Chancellor, the report must be made to the Chancellor.
- d. When the alleged unlawful activity involves the Chancellor, the report should be made to the Chair of the Board of Trustees.
- e. When the alleged unlawful activity involves the Board of Trustees or one of its members, the report should be made to the Chancellor, who will confer with the Chair of the Board of Trustees and/or legal counsel on how to proceed.

3. Receipt of allegations

Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity, he or she must immediately forward to the President of the College where the alleged activity has occurred. If the activity has occurred at the District Administrative Center (DAC), the report must be forwarded to the Chancellor.

- a. If this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined, above.
- b. The high-level administrator or Trustee who receives the written report pursuant to this section is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured, if deemed necessary.
- c. In the course of investigating allegations of unlawful conduct, all individuals who are contacted and/or interviewed shall be advised of the District's no-retaliation policy. Each individual shall be:

- i. Warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and
- ii. Advised that if he or she experiences retaliation for cooperating in the investigation, then it must be reported immediately.

C. Protection from Retaliation

When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation.

Any employee who believes he or she has been subjected to or affected by retaliatory conduct for reporting suspected unlawful activity or for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct).

1. Any college work site supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise their College President.
2. If the supervisory employee works at the DAC, that employee must report the problem to the Chancellor.
3. If the allegations of retaliation or the underlying allegations of unlawful conduct involve the President or Chancellor, the supervisor shall report to the highest level administrator and/or Trustee who is not implicated in the reports of unlawful activity and retaliation.

D. Investigations

In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.

As set forth fully above, retaliation against individuals who report suspected unlawful activities will not be tolerated. All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis.

At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

E. Whistleblower Contact Information

Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees should contact the California Community College Chancellor's Office or the District's Board of Trustees. Employees can contact the State Personnel Board with complaints of retaliation resulting from whistleblower activities. The State Personnel Board hotline is (916) 653-1403.

F. Other Remedies and Appropriate Agencies

In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency.

Book	VCCCD Board Policy Manual
Section	Chapter 2 Board of Trustees
Title	BP 2431 CEO SELECTION
Number	BP 2431
Status	Active
Legal	Accreditation Standard IV.B.1 Accreditation Standard IV.B.1.j. California Code of Regulations, Title 5, Section 53000 et seq.
Adopted	November 8, 2005
Last Revised	April 12, 2011
Last Reviewed	March 10, 2011 _____

In the case of a Chancellor vacancy or notification of a vacancy, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

See Administrative Procedure 2431.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 2 Board of Trustees
Title	AP 2431 RECRUITMENT AND HIRING: CHANCELLOR
Number	AP 2431
Status	Active
Legal	BP 2431
Adopted	December 8, 2009
Last Revised	April 12, 2011
Last Reviewed	March 10, 2011 _____

The following practices shall be followed for the recruitment and selection of the Chancellor.

Notification of Vacancy/Recruitment Strategy

Upon notification of a Chancellor vacancy, the Board Chair informs the Trustees of the need to secure new District leadership. Vacancy notification shall be provided in the form of Board receipt of the Chancellor’s resignation, retirement, contract buyout, or information regarding death or departure for special circumstances. At its earliest opportunity, the Board considers, as part of its public deliberations, the approach it wishes to use for the selection of a succeeding Chancellor. The Board, by formal action, determines whether it wishes to contract for an external recruitment firm, utilize the District’s Human Resources Department for a District conducted search, or utilize a combination of contracted recruitment firm and Human Resources Department support services. Should the Board choose to contract for external recruitment services exclusively, the Vice Chancellor, Human Resources, serves as the Board’s liaison to the firm.

Externally-Conducted Recruitment

In the event an external recruitment firm is contracted by the Board of Trustees, the Board, through the Vice Chancellor, Human Resources, determines the procedures, timelines, and activities supporting the search in consultation with the contracted recruitment firm. The Board will ensure commitment to broad community and college participation in its searches, as well as providing equal employment opportunity to qualified candidates.

Internally-Conducted Recruitment

The following procedure shall be observed for internally conducted recruitments:

Committee Composition and Appointments

Academic, classified, and student appointments are made by the Board from the groups/individuals listed below. Appointments are made by the Board of Trustees which ensures diversity of representation within the selection committee. The Board of Trustees appoints the screening committee chair from among the committee membership. The Board announces the composition of the committee without reference to specific names in open session at the Board of Trustees meeting and approves any changes to the committee composition. The screening committee shall consist of the following:

Committee Composition Number	Recommendations of the Following:
Academic Senate Presidents 3	N/A
College Classified Senate Representatives 4	N/A
Student ASB Presidents 3	N/A
Community Members (one from each Area 1-5) 5	Board of Trustees
College Managers 3	Board of Trustees
College President 1	Board of Trustees
District Administrative Center Manager 1	Board of Trustees
Vice Chancellor, Human Resources/Screening Committee Facilitator 1	N/A
Total 21	

Screening/Selection

The Vice Chancellor, Human Resources, approves timelines for the organizational meeting, application screening, application tally, oral interviews, and oral interview tally.

Timeline approval may be completed after the committee has set the calendar for the screening process. Any changes in the approved composition and/or timelines must be submitted to the Board for approval.

Announcement/Advertising

The Vice Chancellor, Human Resources, or designee, prepares the vacancy announcement, including a description of duties and responsibilities, qualifications, and application procedures. The closing date for the announcement will ensure sufficient time to recruit a diverse pool of qualified applicants. Recruitment, identification of advertising sources and applicant targets, ad placement, and web posting is the responsibility of the Vice Chancellor, Human Resources, or designee. If the District selects a recruitment firm to assist in any aspect of the recruitment and selection process, these responsibilities may be reallocated to the firm.

Vacancy announcements, at a minimum, will be distributed to the community colleges in California. Advertisements will be placed, at a minimum, in the *Chronicle of Higher Education*, Association of California Community College Administrators (ACCCA), *Los Angeles Times*, Registry-California Community College State Chancellor's Office, HigherEdJobs.com, and VCCCD.edu.

Organizational Meeting

The Vice Chancellor, Human Resources, provides the screening committee with confidentiality policies and informs the committee that all applicant files are considered confidential and must be maintained and reviewed in a manner to ensure candidates' identities are not revealed. In order to ensure consistency in the process, each screening committee member must be available for all committee meetings.

The screening committee, under the direction of the Chair and the Vice Chancellor, Human Resources, identifies and discusses application screening criteria, creates oral interview questions and criteria, discusses the basis of the questions in relationship to the job

announcement, and determines the relative weighting. All criteria and questions are based upon the requirements listed in the vacancy announcement.

Prescreening

The prescreening committee consists of the chair of the screening committee and at least one additional member of the screening committee as agreed upon by majority vote of all screening committee members at the organizational meeting.

- A. The prescreening committee confers and determines which applicants meet minimum qualifications.
- B. The prescreening committee forwards the results of these deliberations to the Vice Chancellor, Human Resources.
- C. The Human Resources Department deactivates (in ORAP) those who fail to meet minimum qualifications or those who fail to meet requirements.

Screening

The Human Resources Department forwards the guest user ID and the password for the particular vacancy to the all screening committee members. Committee members have an opportunity to review any applicant file which was determined to be unqualified in the prescreening whether based on minimum qualifications or equivalency determination. Each committee member screens the application materials independently and submits their results to the Chair. Committee members complete the applicant screening forms emphasizing the following:

- Screening evaluation forms must reflect the level of desired criteria and written comments in support of the overall recommendation.
- Screening evaluation forms must document a recommendation for oral interview (4 - Highly Recommend, 3 - Recommend, 0 - Do Not Recommend).
- Screening Committee members sign and date the screening evaluation forms.

Application Tally

All committee members shall be present at the application tally meeting and have completed their screening of applicants. Any exceptions must be approved by the Vice Chancellor, Human Resources.

- A. The Chair and the Vice Chancellor, Human Resources, tally the results.
- B. The committee as a whole determines which applicants will be called for interviews. The determination is based on the scores and not the individuals' identity. "Natural breaks" in the tally total should be the determining factor.
- C. The committee determines if additional candidates are to be interviewed in the event interview invitations are refused by the selected candidates. Additional candidates are considered for interview based on their rank and may only be considered if invitations are refused by the original invited candidates.

D. The Human Resources Department e-mails the individuals who are not selected for interview.

E. The Vice Chancellor, Human Resources, assigns dates and times for oral interviews taking into consideration distance and time of travel of the applicants.

Oral Interview

The Vice Chancellor, Human Resources, discusses guidelines pertinent to the interview process, appropriate follow up questions, guidelines for written comments on oral interview forms, District's diversity policy, and procedures for discussion following each candidate's interview. The committee reviews each question and discusses, in general, an appropriate answer. At the oral interview, follow-up questions may be asked and should be based on information presented by the applicants. All follow-up questions must be for purposes of clarification and expansion of an applicant's response. Follow-up questions may not deviate from the intent of the original questions.

At the conclusion of each oral interview, the Vice Chancellor, Human Resources, facilitates the following the discussion process:

A. At the conclusion of each oral interview, each committee member shares a brief summary of each applicant's strengths and limitations.

Generally, the discussion will consist of:

- (1) Clarification of technical questions asked during the interview
- (2) Favorable and unfavorable impressions concerning the manner in which the candidate responded to questions asked during the interview
- (3) Strengths and weaknesses of each candidate, including professional impact
- (4) Impressions concerning the manner in which the candidate responded to questions asked during the interview.

B. Among those items which are inappropriate for discussion are the following:

- (1) Advocacy or opposition for a particular candidate based on information obtained outside the interview process
- (2) Comments based on rumor or unsubstantiated knowledge of a candidate
- (3) Any comment not related to specific interview information is inappropriate, such as comments on race, gender, age, sexual orientation, and physical characteristics

C. Each committee member individually rates each candidate (4 - Highly Recommend, 3 - Recommend, 0 - Do Not Recommend). The Oral Interview Record Form is used for oral interview rating. Ratings must be supported by clearly written comments. Final ratings should be representative of the candidates' performance across all questions and any demonstrations.

Oral Tally

- A. The Chair and Vice Chancellor, Human Resources, tally the oral interview ratings and display the ratings to the entire committee with candidates' names redacted for the purpose of determining the natural break in ratings.
- B. After determining the natural break, candidates' names are displayed to the committee to consider high/low discrepancies. The discussion focuses on information provided in the interview as well as information provided in the candidates' applications. Any committee member may change or remain with the original rating after considering the information discussed.
- C. The committee as a whole reviews the ratings and determines who should be forwarded to the Board of Trustees for final interview based on the candidates' performance. The committee as a whole may decide if candidates below the natural break should be forwarded to the Board. If no candidates are deemed to be acceptable to the screening committee, the Board has the option of interviewing the candidates and/or reopening the recruitment. The Human Resources Department emails the individuals who were not selected for interview.
- D. The committee summarizes, in writing, the strengths and weaknesses of the candidates and forwards the summary to the Board for review prior to interviewing the candidates.

Reference Checks

The Vice Chancellor, Human Resources, conducts reference checks for all candidates forwarded by the screening committee to the Board for consideration. Upon review of the candidates' references and any other pertinent material, the Vice Chancellor, Human Resources, notifies the Board Chair of any areas of concern pertaining to the candidates.

Board of Trustees Interview

The Board of Trustees conducts final interviews from an unranked list of candidates forwarded by the screening committee. The Vice Chancellor, Human Resources, will attend the Board interview. The Board may request the committee forward additional candidates. A successful candidate may be selected by the Board, or the Board may determine the recruitment and selection process needs to be extended or postponed to a later date.

Offer of Employment/Notifications

- A. The Vice Chancellor, Human Resources, and the Board Chair discuss the salary offer.
- B. The Vice Chancellor, Human Resources, contacts the successful candidate and makes all necessary contractual arrangements. The Vice Chancellor, Human Resources, notifies the Board Chair, within a reasonable period of time, whether the candidate has or has not accepted the contract.
- C. The Vice Chancellor, Human Resources, or designee, completes the Record of Interview form indicating which applicants have not met minimum qualifications, which applicants were not invited to oral interviews, which applicants received oral interviews, and the candidate selected. The Trustees sign the form.

D. The Board Chair presents the outcome of the recruitment and selection process at the Board's next scheduled public meeting.

E. Release of information to District staff and the press regarding the outcome of the search will be undertaken by the Director of Administrative Relations in consultation with the candidate.

Book	VCCCD Board Policy Manual
Section	Chapter 2 Board of Trustees
Title	BP 2710 CONFLICT OF INTEREST
Number	BP 2710
Status	Active
Legal	California Government Code Section 1090 et seq. California Government Code Section 1126 California Government Code Section 87200 et seq. Title 2, Section 18730 et seq.
Adopted	October 14, 2008
Last Reviewed	March 13, 2012 _____

Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members.

A Board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code section 1091.5.

A Board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with, or inimical to his or her duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible.

Upon leaving ~~the Board~~ their positions, former members of the Board of Trustees and the Chancellor shall not, for a period of one year, act as an attorney, agent, or otherwise represent for compensation, others appearing before the Board.

In compliance with law and regulation, the Chancellor shall establish administrative procedures to provide for disclosure of assets of income of Board members who may be affected by their official actions, and prevent members from making or participating in the making of Board decisions that may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the Administrative Procedure(s).

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

See Administrative Procedures 2710 and 2712.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 2 Board of Trustees
Title	AP 2710 CONFLICT OF INTEREST
Number	AP 2710
Status	Active
Legal	California Government Code Section 87105 California Government Code Sections 87200-87210 Title 2, Section 18700 et seq.
Adopted	March 10, 2009
Last Reviewed	March 13, 2012 _____

Incompatible Activities (Government Code Sections 1126, and 1099)

Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

Financial Interest (Government Code Section 1090 et seq.)

Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as designated employees.

A Board member shall not be considered to be financially interested in a contract if his or her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if he or she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091, subdivision (b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

No Employment Allowed (Education Code Section 72103, subdivision (b))

An employee of the District may not be sworn in as an elected or appointed member of the Governing Board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part-time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103, subdivision (b)).

Financial Interest in a Decision (Government Code Section 87100 et seq.)

If a Board member or designated employee determines that he or she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of an designated employee, this announcement shall be made in writing and submitted to the Board. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse himself or herself from discussing and voting on the matter; and
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A board member may, however, discuss the issue during the time the general public speaks on the issue.

Gifts (Government Code Section 89503)

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for Board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501, and 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. The term “honorarium” does not include:

- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
- Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

Representation (Government Code Section 87406.3)

Elected officials and the Chancellor shall not, for a period of one year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

Also see Administrative Procedure 2712.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 2 Board of Trustees
Title	AP 2712 CONFLICT OF INTEREST CODE - FORM 700: STATEMENT OF ECONOMIC INTERESTS
Number	AP 2712
Status	Active
Legal	California Government Code Section 87103, subdivision (e) California Government Code Sections 87300-87302 California Government Code Section 89501 California Government Code Section 89502 California Government Code Section 89503 California Code of Regulations, Title 2, Section 18730
Adopted	August 12, 2008
Last Reviewed	March 13, 2012 _____

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of Article 2 of Chapter 7 of the Political Reform Act, Government Code Section 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

Section 1. Definitions

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs., section 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 2. Designated Employees

The persons holding positions listed in the ~~Designated Positions List~~ Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on ~~financial~~ economic interests.

Section 3. Disclosure Categories

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their ~~financial~~ economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code Section 87200, et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

- (A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;
- (B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code Section 87200; and
- (C) The filing officer is the same for both agencies.¹ Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of ~~financial~~ economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those ~~financial~~ economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the ~~financial~~ economic interests set forth in a designated employee's disclosure categories are the kinds ~~financial~~ economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

Section 4. Statements of Economic Interests

Place of Filing. The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.² Maintenance and management of Statement of Economic Interest forms will be administered through the ~~VGCCD Human Resources Department~~ Chancellor's Office.

Section 5. Statements of Economic Interests

Time of Filing.

- (A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.
- (B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.
- (C) Annual Statements. All designated employees shall file statements no later than April 1.

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.

² See Government Code Section 81010 and 2 California Code of Regulations Section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

Section 5.5. Statements for Persons Who Resign Prior to Assuming Office

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

- (A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:
1. File a written resignation with the appointing power; and
 2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

Section 6. Contents of and Period Covered by Statements of Economic Interests

- (A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.
- (B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.
- (C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.
- (D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 7. Manner of Reporting

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investments and Real Property Disclosure. When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

(B) Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

⁶ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal during Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

Section 8. Prohibition on Receipt of Honoraria

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

(B) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

Section 8.1. Prohibition on Receipt of Gifts in Excess of ~~\$390~~420

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than ~~\$390~~420 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

Section 8.2. Loans to Public Officials

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public

official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

Section 8.3. Loan Terms

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.

2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code, ~~Section 66703.1~~.

Section 8.4. Personal Loans

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 9. Disqualification

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

- (A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;
- (B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;
- (C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
- (D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating ~~\$390420~~ or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 9.3. Legally Required Participation

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

Section 9.5. Disqualification of State Officers and Employees

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

- (A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or
- (B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

Section 10. Disclosure of Disqualifying Interest

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11. Assistance of the Commission and Counsel

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 12. Violations

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 - 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

Appendix

Section 13. Designated Positions and Disclosure Requirements

1. The persons occupying the following positions manage public investments. They shall file a full statement of economic interests pursuant to Government Code Section 87200 et seq. These persons shall file their statements electronically with the Clerk of the Board of Supervisors of the County of Ventura:

- ~~Governing Board~~ Members of the Board of Trustees (including Student Trustee)
- ~~Chief Executive Officer~~ Chancellor
- ~~Chief Business Officer~~ Vice Chancellor, Business and Administrative Services

All other designated positions shall file their statements of economic interests with the VCCCD filing officer. The Chancellor shall appoint the VCCCD filing officer.

2. **Disclosure Categories:** The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclosure for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within in the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two (2) years.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the District.

Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two (2) years.

Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee’s Department.

Designated Positions, and the Disclosure Categories assigned to them, are as follows:

DESIGNATED POSITIONS

POSITIONS	CATEGORY
A. Members of Governing Board (including Student Trustee)	1
B. Members of the Personnel Commission	1
C. Chancellor	1
D. Staff	1
Vice Chancellors	1
Presidents	1
Executive Vice Presidents	2,3
Associate Vice Chancellors	2,3
Vice Presidents	2,3
Deans	3
Assistant Deans	3
Directors	3
Chief of Police	2,3
College Business Manager	2,3
Supervisor of Accounting – Accounts Payable Supervisor	2,3
Budget Officer	3
<u>Payroll Supervisor</u>	<u>2, 3</u>
Consultants* [‡]	<u>1,2,3,4,5,6</u>
HE Consulting, Inc.	1
Heery International, Inc.	1

Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The Chancellor or designee may determine in writing that a particular consultant, although a “designated

position,” is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant’s duties and, based on that description, a statement of the extent of disclosure requirements. The Chancellor’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

See attached California Form 805 – Agency Report of Consultants.
Also see Administrative Procedure 2710.

1. Agency Name (Also include, Division, Department, or Region (if applicable))		<input checked="" type="checkbox"/> Amendment
Agency Contact (Name, Title)		Date of Original Filing: _____ (month, day, year)
Area Code/Phone Number	E-mail	

2. Firm Information

Firm Name

Firm Address	E-mail (optional)	E-mail (optional)
---------------------	--------------------------	--------------------------

Describe General Purpose of Contract

3. Consultant Information

Consultant Name (Last, First)	Assigned Category	OR	Disclosure Requirement	Assuming/Start Date Leaving/End Date (if known)
				Start ___/___/___ d / m / yr End ___/___/___ d / m / yr
				Start ___/___/___ d / m / yr End ___/___/___ d / m / yr
				Start ___/___/___ d / m / yr End ___/___/___ d / m / yr

4. Verification

I have read and understand FPPC Regulations 18701 and 18734. I have verified that the disclosure assignment(s) set forth above, is in accordance with its provisions.

Signature	Print Name	Title	(month, day, year)
-----------	------------	-------	--------------------

Comment: (Use this space or an attachment for any additional information.)

A Public Document

State and local government agencies may use this form to identify consultants that will make or participate in making governmental decisions on behalf of the agency. A consultant must file a Statement of Economic Interests (Form 700) within 30 days of assuming office.

This form identifies the Statement of Economic Interests, Form 700, disclosure requirements for individuals serving in these positions. This form is for the agency's internal use and should be maintained by the agency in the same manner as the agency's conflict-of-interest code. For more information, refer to the FPPC website www.fppc.ca.gov and Regulation 18701 and 18734.

Disclosure Requirements

- Disclosure requirements should conform to the range of duties.
- Alternatively, the agency must require an individual to file under the broadest disclosure category in the agency's conflict-of-interest code or, if the agency does not have a conflict-of-interest code, full disclosure.

Full disclosure includes reporting all investments, business positions, and interests in real property held on the date of assuming office and income received during the 12 months immediately preceding assuming office.

Examples:

An agency hired a law firm to act as its general counsel. An individual will make recommendations to the agency's board and provide general legal services. The individual qualifies as a consultant and based on the indefinable duties will be assigned the broadest or full disclosure under the agency's conflict-of-interest code.

Not all outside contractors meet the consultant definition in FPPC Regulation 18701 requiring of the Form 700. When an agency determines that an individual is a consultant with limited duties, tailored disclosure should be used.

An agency hired a firm to prepare an environmental impact report ("EIR") on airport expansion. The individual at the firm who will prepare the EIR should be assigned a disclosure requirement that reflects the contract's scope of authority. An example might include real property, investments and business positions in business entities, and income from only those sources engaging in air traffic or aviation goods or services. Note: The agency can assign an existing disclosure category, if applicable.

Instructions

An individual must file the Form 700 within 30 days of assuming office and an annual statement for each calendar year of the contract. At the conclusion of services a leaving office statement is required.

Part 1

Identify the agency, contact information, and provide the amendment explanation in the comment section when applicable.

Part 2

Identify the consultant's firm name and address. Briefly describe the general purpose of the contract.

Part 3

Identify the name of those individuals that qualify as consultants and will file the Form 700. Identify the disclosure by:

- Assigning an existing category(s) in the agency's code, or
- Writing a disclosure requirement.

Provide the start and end dates of service if known.

Part 4

The Agency's conflict-of-interest code should identify the position that is responsible for the verification.

Example of Part 2 & 3

2. Firm Name

ABC Company		
Firm Address	E-mail (optional)	E-mail (optional)
1010 Capital St., Sacramento, CA 95814	abcco@company.com	
Describe General Purpose of Contract		
Prepare an EIR on airport expansion.		

3. Consultant Information

Consultant Name (Last, First)	Assigned Category	OR	Disclosure Requirement	Assuming/Start Date Leaving/End Date (if known)
Hector Rodriguez	3			Start 7/7/XX d /m /yr End 12/12/XX d /m /yr

Book	VCCCD Board Policy Manual
Section	Chapter 3 General Institution
Title	BP 3410 NONDISCRIMINATION
Number	BP 3410
Status	Active
Legal	California Code of Regulations, Title 5, Section 53000 et seq. California Code of Regulations, Title 5, Section 59300 et seq. California Education Code Section 66250 et seq. California Education Code Section 72010 et seq. California Education Code Section 87100 et seq. California Government Code Section 12926.1 California Government Code Section 12940 et seq. California Penal Code Section 422.55
Adopted	December 13, 2005
Last Revised	October 14, 2008
Last Reviewed	

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 (or gender, gender identity, gender expression)~~, race, color, medical condition, genetic information, 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.

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

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, ~~sex (or gender, gender identity, gender expression)~~, race, color, medical condition, genetic information, 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 because of his or her association with a person or group with one or more of these actual or perceived characteristics.

See Administrative Procedure 3410.

<u>Book</u>	<u>VCCCD Board Policy Manual</u>
<u>Section</u>	<u>Chapter 3 General Institution</u>
<u>Title</u>	<u>AP 3410 NONDISCRIMINATION</u>
<u>Number</u>	<u>AP 3410</u>
<u>Status</u>	<u>Active</u>
<u>Legal</u>	<u>Accreditation Standard 1.6</u> <u>California Code of Regulations, Title 5, Section 59300 et seq.</u> <u>California Education Code Section 200 et seq.</u> <u>California Education Code Section 66250 et seq.</u> <u>California Education Code Section 72010 et seq.</u> <u>California Government Code Section 12926.1</u> <u>California Government Code Section 12940 et seq.</u> <u>California Penal Code Section 422.55 et seq.</u>

Adopted

Nondiscrimination References for Education Programs:
Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;
Penal Code Sections 422.55 et seq.;
Title 5 Sections 59300 et seq.;
Accreditation Standard 1.6

Education Programs

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

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, "gender" means sex, and includes a person's gender identity and gender expression. "Gender expression" means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Nondiscrimination References for Employment:
California Education Code Section 87100 et seq.

California Code of Regulations, Title 5, Section 53000 et seq.
California Government Code Section 11135 et seq.
California Government Code Section 12940 et seq.

Employment

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran.

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District's needs.

The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.

Book	VCCCD Board Policy Manual
Section	Chapter 3 General Institution
Title	BP 3420 EQUAL EMPLOYMENT OPPORTUNITY
Number	BP 3420
Status	Active
Legal	California Code of Regulations, Title 5, Section 53000 et seq. California Education Code Sections 87100 et seq.
Adopted	December 13, 2005
<u>Last Reviewed</u>	

The Board supports the intent set forth by the California's Legislature~~ive Intent~~ to assure that effort is made to create communities in which opportunity is equalized. VCCCD's colleges will strive to foster a climate of acceptance and tolerance through the inclusion of faculty and staff from a wide variety of backgrounds. It supports diversity in the academic environment leading to multi-cultural awareness, mutual understanding and respect. Its employees should serve as suitable role models for all students. The Board therefore commits itself to promote the realization of equal employment through a 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 Procedure 3420.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7800 AP 3420 Equal Employment Opportunity Plan
Number	BP 8900 AP 3420
Status	Active
Legal	California Code of Regulations, Title 5, Section 53000 et seq. California Education Code Section 87100 et seq.
Adopted	November 9, 2010
Last Reviewed	October 14, 2010 _____

Introduction

The Ventura County Community College District Equal Employment Opportunity Plan (the Plan) was adopted by the Board of Trustees on November 9, 2010. The Plan reflects the District's commitment to equal employment opportunity. It is the District's belief that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment, which is welcoming to all, will foster diversity and promote excellence. The Plan's immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable Title 5 regulations (California Code of Regulations, title 5, section 53000 et seq.) The Plan also includes the requirements for a complaint procedure for noncompliance with the Title 5 provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; establishment of an Equal Employment Opportunity Advisory Committee; methods to support equal employment opportunity and an environment which is welcoming to all; and procedures for the dissemination of the Plan.

Definitions

Adverse Impact: A statistical measure (such as those outlined in the EEO Commission's Uniform Guidelines on Employee Selection Procedures) that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group defined in terms of ethnic group identification, gender, or disability. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.

Business Necessity: Circumstances which justify an exception to the requirements of Title 5, section 53021(b)(1), because compliance with that section would result in substantial additional financial cost to the District or pose a significant threat to human life or safety. Business necessity requires greater financial cost than mere business convenience. Business necessity does not exist where there is an alternative that will serve business needs equally well.

Diversity: Means a condition of broad inclusion in an employment environment that offers equality and respect for all persons. A diverse educational community recognizes the educational benefits that flow from employee populations that are varied by race, gender, disability status, belief, age, national origin, cultural background, life experience, and other enriching characteristics.

Equal Employment Opportunity: Means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories listed in Title 5, section 53004(a). Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination by Title 5, section 53000 et seq.

Equal Employment Opportunity Plan: A written document in which the District's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

Equal Employment Opportunity Programs: All the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of Title 5, section 53006.

Ethnic Minorities: American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, and Hispanics/Latinos.

Ethnic Group Identification: Means an individual's identification in one or more of the ethnic groups reported to the California Community Colleges Chancellor pursuant to Title 5, section 53004. These groups shall be more specifically defined by the California Community Colleges Chancellor consistent with state and federal law.

Goals for Persons with Disabilities: A statement that the District will strive to attract and hire additional qualified persons with a disability in order to achieve the level of projected representation for that group by a target date established by taking into account the expected turnover in the workforce and the availability of persons with disabilities who are qualified to perform a particular job. Goals are not "quotas" or rigid proportions.

In-House or Promotional Only Hiring: Means that only existing District employees are allowed to apply for a position.

Monitored Group: Means those groups identified in Title 5, section 53004(b), for which monitoring and reporting is required pursuant to Title 5, section 53004(a).

Person with a Disability: Any person who (1) has a physical or mental impairment as defined in California Government Code section 12926 which limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.

Projected Representation: The percentage of persons from a monitored group determined by the California Community Colleges Chancellor to be available and qualified to perform the work in question.

Reasonable Accommodation: The efforts made on the part of the District to remove artificial or real barriers which prevent or limit the employment and upward mobility of

persons with disabilities. "Reasonable accommodations" may include the items designated in Title 5, section 53025.

Screening or Selection Procedures: Any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to traditional paper and pencil tests; performance tests; physical, educational, and work experience requirements; interviews; and evaluations of application materials.

Significantly Underrepresented Group: Any monitored group for which the percentage of persons from that group employed by the District in any job category listed in Title 5, section 53004(a), is below eighty percent (80%) of the projected representation for that group in the job category in question.

Target Date: A point in time by which the District plans to meet an established goal for persons with disabilities and thereby achieve projected representation in a particular job category.

Timetable: A set of specific annual hiring objectives that will lead to meeting a goal for persons with a disability by a projected target date.

Policy Statement

The Ventura County Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

Delegation of Responsibility, Authority and Compliance

It is the goal of the Ventura County Community College District that all employees promote and support equal employment opportunity because equal employment opportunity requires a commitment and a contribution from every segment of the District. The general responsibilities for the prompt and effective implementation of this Plan are set forth below.

1. Board of Trustees

The Board of Trustees is ultimately responsible for proper implementation of the District's Plan at all levels of District and college operation, and for ensuring equal employment opportunity as described in the Plan.

2. Chancellor

The Board of Trustees delegates to the Chancellor the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The Chancellor shall advise the Board of Trustees concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on Plan implementation. The Chancellor shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the Plan.

3. Equal Employment Opportunity Officer

The District has designated the Director of Employment Services as its Equal Employment Opportunity Officer who is responsible for the day-to-day implementation of the Plan. If the designation of the Equal Employment Opportunity Officer changes before this Plan is next revised, the District will notify employees and applicants for employment of the new designee. The Equal Employment Opportunity Officer is responsible for administering, implementing and monitoring the Plan and for assuring compliance with the requirements of Title 5, section 53000 et seq. The Equal Employment Opportunity Officer or designee is also responsible for receiving complaints described in the Complaints section of the Plan and for ensuring that applicant pools and selection procedures are properly monitored.

4. Equal Employment Opportunity Advisory Committee

The District will establish an Equal Employment Opportunity Advisory Committee to act as an advisory body to the Equal Employment Opportunity Officer and the District as a whole to promote understanding and support of equal employment opportunity policies and procedures. The Equal Employment Opportunity Advisory Committee shall assist in the implementation of the Plan in conformance with state and federal regulations and guidelines, monitor equal employment opportunity progress, and provide suggestions for Plan revisions as appropriate.

5. Agents of the District

Any organization or individual, whether or not an employee of the District, who acts on behalf of the Board of Trustees with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this Plan.

6. Good Faith Effort

The District shall make a continuous good faith effort to comply with all the requirements of its Plan.

The District's Equal Employment Opportunity Advisory Committee will assist the District in implementing its Plan. The Equal Employment Opportunity Officer shall train the advisory committee on equal employment compliance and the Plan itself. The Equal

Employment Opportunity Advisory Committee shall hold a minimum of one meeting per fiscal year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the advisory committee shall make recommendations to the Board of Trustees, the Chancellor, and the Equal Employment Opportunity Officer.

The committee will consist of three faculty members (one from each college) appointed by the Academic Senate Presidents at each college; three classified members appointed in accordance with the agreement between the Ventura County Community College District and the Service Employees International Union Local 99, AFL-CIO; and three administrators/managers/supervisors appointed by the Chancellor. Ex officio members shall include the Equal Employment Opportunity Officer (Director of Employment Services) and the Vice Chancellor, Human Resources. The composition of the committee should reflect diversity in, but not limited to, the areas of gender, age, and ethnicity. When the District has been unable to meet the requirement of diversity with regard to the monitored groups identified in Title 5, section 53004(b), the Committee will document that efforts were made to recruit advisory committee members who are members of such groups.

Complaints

Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Title 5, Section 53026).

The District has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation. Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60) day limitation. Complaints alleging violations of the Plan that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing. A complainant may not appeal the District's determination pursuant to Title 5, section 53026, to the Chancellor's Office, but under some circumstances, violations of the equal employment opportunity regulations in Title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the California Community Colleges Chancellor's Office, but the complainant will be required to demonstrate that he/she made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the college and/or District level using the process provided by Title 5, section 53026. See California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints at:

<http://www.cccco.edu/divisions/legal/guidelines/Guidelines%20for%20Minimum%20Conditions%20Complaints.htm>

The District may return without action any complaints that are inadequate because they do not state a clear violation of the EEO regulations. All returned complaints must include a District statement of the reason for returning the complaint without action.

The complaint shall be filed with the Equal Employment Opportunity Officer. If the complaint involves the Equal Employment Opportunity Officer, the complaint may be filed with the Vice Chancellor, Human Resources. To the extent practicable, a written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. The Equal Employment Opportunity Officer will forward copies of all written complaints to the California Community Colleges Chancellor's Office upon receipt.

In the event that a complaint filed under Title 5, section 53026, alleges unlawful discrimination, it will be processed according to the requirements of Title 5, section 59300 et seq.

Complaints Alleging Unlawful Discrimination or Harassment (Title 5, Section 59300 et seq.)

The District has adopted procedures for complaints alleging unlawful discrimination or harassment. The Vice Chancellor, Human Resources, is responsible for receiving such complaints and for coordinating their investigation.

Notification to District Employees

The commitment of the Board of Trustees and the Chancellor to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement and the Plan. The policy statement will be printed in the college catalogs and class schedules. The Plan and subsequent revisions will be distributed to the District's Board of Trustees, the Chancellor, administrators, the academic senate leadership, union representatives and members of the District Equal Employment Opportunity Advisory Committee. The Plan will be available on the District's website, and when appropriate, may be distributed by e-mail. The Equal Employment Opportunity Policy Statement and Plan will also be posted to the online employee portal to which all District personnel have access.

Training for Screening/Selection Committees

An employee of the District who is involved in the recruitment and screening/selection of personnel shall receive appropriate training on the requirements of the Title 5 regulations on equal employment opportunity (Title 5, section 53000 et seq.); the requirements of federal and state nondiscrimination laws; the requirements of the District's Equal Employment Opportunity Plan; the District's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency; the value of a diverse workforce; and recognizing bias. Persons serving in the above capacities will be required to receive training within the 12 months prior to service. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees. The Equal Employment Opportunity Officer is responsible for ensuring training is provided.

Annual Written Notice to Community Organizations

The Equal Employment Opportunity Officer will provide annual written notice to appropriate community-based and professional organizations concerning the Plan. The notice will inform these organizations that they may obtain a copy of the Plan and shall solicit their assistance in identifying diverse qualified candidates. The notice will include a summary of the Plan. The notice will also include the website address where the District advertises its job openings and contact information of the individuals to call in order to obtain employment information. A list of organizations that will receive this notice shall be developed by the Equal Employment Opportunity Advisory Committee. This list may be revised from time to time as necessary.

Analysis of District Workforce and Applicant Pool

The Human Resources Department will establish a process to either annually survey the District's workforce composition or to allow for employees to self-report and update their gender, ethnicity, and disability information. The District will also monitor applicants for employment on an ongoing basis to evaluate the District's progress in implementing the Plan, to provide data needed for the reports required by this Plan, and to determine whether any monitored group is underrepresented. Monitored groups are men, women, American Indians/Alaskan Natives, Asians or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Caucasians and persons with disabilities.

For purposes of the survey and report, each applicant or employee will be afforded the opportunity to voluntarily identify her or his gender, ethnic group identification and, if applicable, her or his disability. Persons may designate as many ethnicities as they identify with but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrator(s). This survey will be done for each college in the District and the District Administrative Center. The District will annually report to the CCC Chancellor the results of its annual survey of employees. At least every three years, the Plan will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

- 1) Executive/Administrative/Managerial
- 2) Faculty and other Instructional Staff
- 3) Professional Non-faculty
- 4) Secretarial/Clerical
- 5) Technical and Paraprofessional
- 6) Skilled Crafts
- 7) Service and Maintenance

Templates for the reporting of the District's workforce and applicant pools for Ventura College, Moorpark College, Oxnard College, and the District Administrative Center are attached as Appendix A.

Analysis of Degree of Underrepresentation and Significant Underrepresentation

The Chancellor's Office has officially determined that it will no longer utilize methodologies requiring availability data. Additionally, new Title 5 EEO regulations are

being developed. Completion of this section is delayed pending further direction from the Chancellor's Office.

Methods to Address Underrepresentation

The Chancellor's Office has officially determined that it will no longer utilize methodologies requiring availability data. Additionally, new Title 5 EEO regulations are being developed. Completion of this section is delayed pending further direction from the Chancellor's Office.

Additional Steps to Remedy Significant Underrepresentation

The Chancellor's Office has officially determined that it will no longer utilize methodologies requiring availability data. Additionally, new Title 5 EEO regulations are being developed. Completion of this section is delayed pending further direction from the Chancellor's Office.

Other Measures Necessary to Further Equal Employment Opportunity

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination.

The District will employ the following measures to ensure equal employment opportunity:

- Implement practices and procedures to ensure that the application process is accessible to all potential candidates
- Implement procedures for auditing and updating job descriptions and job qualifications, including procedures for identifying and eliminating dated or otherwise non-job related criteria that act as barriers to traditionally excluded groups
- Include guest speakers from underrepresented groups who are in leadership positions and who may inspire students and employees alike
- Implement recruitment strategies designed to maximize the diversity of applicant pools and qualified applicant pools
- Implement protocols for screening and hiring committees to follow with respect to screening, interviewing, and evaluating candidates
- Review and revise District publications and other marking tools to reflect diversity in pictures, graphics, and text to project an inclusive image

Persons with Disabilities: Accommodations and Goals for Hiring

The Chancellor's Office has officially determined that it will no longer utilize methodologies requiring availability data. Additionally, new Title 5 EEO regulations are

being developed. Completion of this section is delayed pending further direction from the Chancellor's Office.

Graduate Assumption Program of Loans for Education

The District will encourage community college students to become qualified for and seek employment as community college employees. The District shall research and inform students about programs that may assist them in completing their graduate studies and becoming community college employees. The District will ensure information pertaining to such program is made available in student newspapers, course catalogs, and in locations accessible to students. Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a community college.

Attachment: EEO Plan Appendix A



EQUAL EMPLOYMENT OPPORTUNITY PLAN

Workforce Analysis

Ventura College
 Moorpark College
 Oxnard College
 District Administrative Center

Annual Report Date: _____

	Total	Male	Female	American Indian/ Alaskan Native (Male/Female ¹)	Black/ African American (Male/ Female)	Asian/ Pacific Islander (Male/ Female)	Hispanic/ Latino (Male/ Female)	White (Male/ Female)	Other/ Unknown (Race/ Sex)
Executive/ Administrative									
Professional/ Non-Faculty									
Secretarial/Clerical									
Technical and Paraprofessional									
Skilled Craft									
Service and Maintenance									
Faculty									
Persons with Disabilities									

¹ Title 5 does not require a gender breakdown within the ethnicity and disability groupings. It has been included here to provide greater clarity.



EQUAL EMPLOYMENT OPPORTUNITY PLAN

Asian/Pacific Islander Subgroup Workforce Analysis

- Ventura College
 Moorpark College
 Oxnard College
 District Administrative Center

Annual Report Date: _____

	Total	Chinese	Japanese	Filipino	Korean	Vietnamese	Asian Indian	Hawaiian	Guamanian	Laotian	Cambodian	Samoan
Executive/ Administrative												
Professional/ Non-Faculty												
Secretarial/Clerical												
Technical and Paraprofessional												
Skilled Craft												
Service and Maintenance												
Faculty												
Persons with Disabilities												



EQUAL EMPLOYMENT OPPORTUNITY PLAN

Analysis of Applicant Pools

- Ventura College
 Moorpark College
 Oxnard College
 District Administrative Center

Annual Report Date: _____

	Total	Male	Female	American Indian/ Alaskan Native (Male/Female ²)	Black/ African American (Male/ Female)	Asian/ Pacific Islander (Male/ Female)	Hispanic/ Latino (Male/ Female)	White (Male/ Female)	Other/ Unknown (Race/ Sex)
Executive/ Administrative									
Professional/ Non- Faculty									
Secretarial/Clerical									
Technical and Paraprofessional									
Skilled Craft									
Service and Maintenance									
Faculty									
Persons with Disabilities									

² Title 5 does not require a gender breakdown within the ethnicity and disability groupings. It has been included here to provide greater clarity.



EQUAL EMPLOYMENT OPPORTUNITY PLAN

Asian/Pacific Islander Subgroup Analysis of Applicant Pools

Ventura College
 Moorpark College
 Oxnard College
 District Administrative Center

Annual Report Date: _____

	Total	Chinese	Japanese	Filipino	Korean	Vietnamese	Asian Indian	Hawaiian	Guamanian	Laotian	Cambodian	Samoan
Executive/ Administrative												
Professional/ Non-Faculty												
Secretarial/Clerical												
Technical and Paraprofessional												
Skilled Craft												
Service and Maintenance												
Faculty												
Persons with Disabilities												

Book	VCCCD Board Policy Manual
Section	Chapter 3 General Institution
Title	BP 3430 PROHIBITION OF HARASSMENT AND DISCRIMINATION
Number	BP 3430
Status	Active
Legal	California Education Code Section 212.5 California Education Code Section 44100 California Education Code Section 66252 California Education Code Section 66281.5 California Government Code Section 12950.1 Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e
Adopted	December 13, 2005
Last Reviewed	January 17, 2012 _____

All forms of harassment and discrimination are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other harassment and discrimination, including that which is based on any of the following statuses: ~~ethnic group identification~~ race, religion, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, ~~veteran status~~, marital status, sex, ~~or gender~~, gender identity, gender expression, age, or sexual orientation of any person, or on the basis of these perceived characteristics or based on the association with a person or group with one or more of these perceived characteristics.

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

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3430. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities,

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

To this end, the Chancellor or his designee shall ensure that the institution undertakes education and training activities to counter harassment or discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment. The Chancellor or his designee shall establish procedures that define harassment on campus. The Chancellor or his designee shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

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

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

See Administrative Procedure 3430.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 3 General Institution
Title	AP 3430 PROHIBITION OF HARASSMENT AND DISCRIMINATION
Number	AP 3430
Status	Active
Legal	Title VII of the Civil Rights Act of 1964, U.S. Code Annotated California Education Code Section 212.5 California Education Code Section 66281.5 California Education Code Section 66252 California Education Code Section 44100 California Government Code Section 12950.1
Adopted	June 16, 2010
Last Reviewed	_____

1. Statement of Intent

Members of a college community--students, faculty, administrators, staff, and visitors--must be able to study and work in an atmosphere of mutual respect and trust. The Ventura County Community College District (District) is actively committed to creating and maintaining an environment which respects the dignity of individuals and groups.

Therefore, the District will not tolerate harassment or discrimination against any person. Discrimination is defined as special or disparate treatment based on ~~ethnic group identification, race, religious creed, color, national or ethnic origin, religion, ancestry, veteran status,~~ physical disability, or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or on the basis of these perceived characteristics or based on the association with a person or group with one or more of these perceived characteristics. The District will enforce all state and federal laws prohibiting discrimination.

Furthermore, the District is committed to maintaining a working and education environment free of sexual harassment. The District will not tolerate any behavior that constitutes sexual harassment of staff, students, or visitors. It is the policy of the District that all members of the collegial community including staff, students, visitors, guests, or contractors, will not sexually harass one another or retaliate against one another for filing sexual harassment complaints.

Finally, the District will comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and will respond to and resolve discrimination complaints regarding accessibility.

Though the goal of the District is to be sensitive to the needs of students, staff and those who interact with the college community while at the same time preserving the rights of those against whom allegations have been made, employees or students of the District who feel that they have been harassed or discriminated against based on the factors discussed previously have the right to file a complaint.

The procedures outlined here govern the process for all discrimination complaints filed by employees or students, including sexual harassment, and are pursuant to division 6, title 5, section 59300 et seq. of the California Code of Regulations. Complaints may be filed by a student against a student, a student against an employee, an employee against a student, an employee against an employee, a visitor against an employee, or an employee against a visitor.

Because the District is committed to maintaining an environment that is free from harassment and discrimination, any legitimate harassment and discrimination complaint or concern that is brought to the District's attention will be investigated and resolved, even if the complaint or concern comes to light in a manner that is not addressed in this procedure.

2. Non-Retaliation for Filing a Complaint

No individual will suffer retaliation as a result of filing a claim, for referring a matter for investigation or complaint, for acting as an advocate for a complainant or respondent, or being a witness in regard to harassment/discrimination allegations. Persons engaging in retaliation are subject to disciplinary action.

3. Academic Freedom

The Board of Trustees reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow sexual harassment or any other form of discrimination. The lecture, content, and discourse that are an intrinsic part of the course content shall in no event constitute sexual harassment or other form of discrimination. It is recognized that an essential function of education is a probing of received opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirement for a specific community college program, course or activity.

4. Dissemination of Policy, Procedures, and Training

i. A copy of the written policy on the prohibition of harassment and discrimination will be displayed in a prominent location in the main administrative building or other areas where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.

ii. Every District employee will receive training and a copy of the written policy and procedure on the prohibition of harassment and discrimination during the first year of their employment. Because of their special responsibilities under the law, supervisors will undergo mandatory bi-annual training. Thereafter, in years in which a substantive policy or procedural change has occurred, all District employees will attend a training update and receive a copy of the revised policies and procedures.

5. Definitions

Complainant: An individual who brings a complaint against another because he/she believes that he/she has been the victim of harassment or discrimination.

Complaint: A written allegation that a student, staff member, or other individual who interacts with the District has subjected someone to harassment or discrimination.

Days: “Days” means calendar days.

Chancellor: The Chancellor of the Ventura County Community College District.

Governing Board: The Board of Trustees for the Ventura County Community College District.

Intake Facilitator: The person at the college or at the District Administrative Center who is responsible for conducting the informal and/or formal processing of all harassment/discrimination complaints.

Investigator: The person at the college or at the District Administrative Center who is responsible for investigating complaints of harassment and discrimination filed against the Responsible District Officer, the Vice Chancellor of Human Resources, the Chancellor, or members of the Governing Board.

Mental Disability: Includes, but is not limited to, all of the following:

1) Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:

A) “Limits” shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.

B) A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.

C) “Major life activities” shall be broadly construed and shall include physical, mental, and social activities and working.

2) Any other mental or psychological disorder or condition not described in paragraph (1) that requires specialized supportive services.

3) Having a record or history of a mental or psychological disorder or condition described in paragraphs (1) or (2), which is known to the District.

4) Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.

5) Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraphs (1) or (2).

Mental disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

Physical Disability: Includes, but is not limited to, all of the following:

1) Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:

A) Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; and

B) Limits a major life activity. For purposes of this section:

i) "Limits" shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.

ii) A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.

iii) "Major life activities" shall be broadly construed and includes physical, mental, and social activities and working.

2) Any other health impairment not described in paragraph (1) that requires specialized supportive services.

3) Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraphs (1) or (2), which is known to the District.

4) Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.

(5) Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraphs (1) or (2).

Physical disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

Respondent: An individual against whom a claim of harassment or discrimination is made.

Responsible District Officer: The person at the District who is responsible for coordinating the investigations of all harassment and discrimination complaints. The current Responsible District Officer is the Director of Human Resource Operations.

Sexual Harassment: "Sexual harassment" is discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical

conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, under the following conditions:

- 1) Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress;
- 2) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual;
- 3) The conduct has the purpose or effect of having a negative impact on the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment;
- 4) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the District.

Examples of behavior which could constitute sexual harassment include, but are not limited to:

Verbal harassment, including repeated sexual innuendoes, or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;

Visual/non-verbal harassment, including derogatory posters, cartoons or drawings, suggestive objects or pictures, graphic commentaries, leering, or obscene gestures;

Physical harassment, including unwanted physical contact and/or touching, interference with an individual's normal work movement or blocking a person's movement, or assault.

State Chancellor: The Chancellor of the State of California's Community College Districts.

Title 5: California Code of Regulations, division 6, title 5, sections 59300 et seq.

Vice Chancellor of Human Resources: The Vice Chancellor of Human Resources for the Ventura Community College District.

6. General Contact Information

Administrators, faculty members, other District employees, and students shall direct all initial complaints of discrimination or sexual harassment to the Intake Facilitators at each college or to the Director of Human Resources Operations, or the Chancellor if the complaint involves a member of Human Resources.

To request accommodation in filing a complaint in accordance with this procedure, contact the Responsible District Officer at (805) 652-5506.

7. Informal Process Prior to the Filing of a Formal Complaint

A. For the Complainant:

1) An individual who has reason to believe that he or she has been a victim of harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, veteran status, or physical or mental disability, may resolve the matter through an informal process under this procedure.

2) In order to ensure that the complaint process is handled efficiently, the Complainant should speak to an Intake Facilitator regarding his/her concerns.

3) Participation in the informal process is optional and not a prerequisite to filing a formal complaint.

B. For the Intake Facilitator:

1) Listen to the Complainant to understand the nature of the concern. Ask the Complainant if there is a way to resolve the complaint informally. If the answer is yes, contact the Responsible District Officer to discuss the proposed resolution to the problem. However:

a. Do not investigate the complaint.

b. Advise the Complainant that he or she need not participate in trying to resolve the complaint informally.

2) Give Complainant a copy of the District's Policy of Prohibition of Harassment and Discrimination.

3) Advise the Complainant of their right to file a formal complaint and explain the procedure for doing so.

4) Advise the Complainant that he or she may file a non-employment based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) when such a complaint is within that agency's jurisdiction.

5) If the complaint is employment-related, the Complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) when such a complaint is within that agency's jurisdiction.

C. For the Responsible District Officer:

1) If an Intake Facilitator contacts the Responsible District Officer with a proposed informal resolution to the complaint, the Responsible District Officer must take appropriate action to resolve the complaint if it is possible to do so. Resolution of the complaint could involve multiple parties, including the Respondent and the administration, and must be vetted appropriately.

2) If a resolution is reached, the informal process shall be concluded. At any time during the informal process, the Complainant may initiate a formal complaint.

3) The Responsible District Officer shall keep a written log of discussions and a record of the resolution. This information shall become part of the official investigation file if the Complainant initiates a formal complaint. If the parties reach a tentative

agreement upon resolution of the complaint, the Responsible District Officer will send a letter to the Complainant and Respondent summarizing the resolution.

Efforts at informal resolution need not include any investigation unless the Responsible District Officer determines that an investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the time limitations for filing a formal complaint.

8. Threshold Requirements Prior to Investigation of a Formal Written Complaint

For both Complainants and Intake Facilitators:

District employees involved in any aspect of investigating or resolving a complaint of harassment or discrimination will receive training from a qualified source in advance of their service.

A. Formal complaints must be filed by someone who alleges that he or she has personally suffered discrimination or by one who has learned of such discrimination in his/her official capacity as a faculty member, supervisor, manager or administrator. Other complaints that do not meet the threshold may be informally investigated.

B. Formal complaints should be filed on a form prescribed by the State Chancellor's Office (see attachment) and must allege discrimination under California Code of Regulations, division 6, title 5, section 59300 et seq.

C. Formal complaints must be filed with the Responsible District Officer for the District or with the State Chancellor.

D. Formal complaints not related to employment discrimination must be filed with the District within one year of the alleged harassment or discrimination or within one year of the date on which the Complainant knew or should have known of the facts of the alleged incident.

E. Formal complaints related to employment discrimination must be filed with the District within one hundred eighty (180) days of the date that the alleged harassment or discrimination occurred. However, this timeframe will be extended by no more than 90 days if the complainant first obtained knowledge of the alleged violation after the expiration of the 180-day filing period.

Any complaint that does not meet the criteria described in this section will be deemed defective.

9. Defective Complaints

For Complainants, Intake Facilitators, and the Responsible District Officer:

If a complaint is found to be defective, it will be immediately returned to the Complainant with a complete explanation of why an investigation will not be initiated under the California Code of Regulations, title 5, section 59300 et seq. The notice will inform the Complainant that the formal complaint does not meet the requirements of California Code of Regulations, title 5, section 59328, and shall specify in what requirement the complaint is defective. A copy of the notice to the Complainant will also be sent to the

State Chancellor's Office. Defective complaints do not necessarily stop other investigative or disciplinary processes should they be warranted by the seriousness of the allegations.

10. Formal Complaint Process

A. For Complainants and Intake Facilitators:

Should there be no informal resolution to the complaint, the following must occur:

1) On the complaint form, the Complainant shall describe in detail such alleged harassment or discrimination and the action the Complainant requests to resolve the matter. All written complaints shall:

- a. Be signed and dated by the Complainant.
- b. Contain at least:
 - i. The name(s) of the individual(s) involved. Names, addresses and phone numbers of witnesses or potential witnesses should also be included, when possible.
 - ii. The date(s) of the event(s) at issue.
 - iii. A detailed description of the actions constituting the alleged harassment or discrimination.

2) The Intake Facilitator will review the complaint to determine if has been completed accurately and whether or not the complaint is defective.

3) If the complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding whether the alleged misconduct is covered under these procedures, the complaint will be returned and the Complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.

4) Once the form is completed, it will be forwarded to the Respondent District Officer for review and action.

B. For Complainants and the Responsible District Officer:

- 1) After a proper complaint is received, the Responsible District Officer shall:
 - a. Send a copy of the complaint to the State Chancellor of the California Community College System after consultation with the Vice Chancellor of Human Resources and the Chancellor. A copy of the complaint will be maintained in the Human Resources Department at the District Administrative Center.
 - b. Meet with the Complainant to review the nature of the complaint and identify the scope and nature of the investigation. If the Complainant fails to meet with the Responsible District Officer within a reasonable time (usually 10 working days), the

Responsible District Officer will continue the investigation to the best of his/her abilities based on the written formal complaint.

c. Advise the Complainant that he or she may file a non-employment based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction.

d. If the complaint is employment-related, the Complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) when such a complaint is within that agency's jurisdiction.

e. Give the Respondent an opportunity to meet with him/her to receive the Respondent's answer to the complaint and to review with Respondent the scope and nature of the investigation. The Respondent may inform the Responsible District Officer of witnesses to contact and may present documents in support of his/her position. The Responsible District Officer shall interview witnesses and review any other relevant documentation or information to determine whether or not the allegations made in the complaint can be substantiated.

f. Prior to completing the investigation, the Responsible District Officer may meet again separately with the Complainant and the Respondent, to give an overview of the steps taken during the investigation, and to ask the Complainant and the Respondent for any additional information that might be helpful to the investigation.

2) The Responsible District Officer shall determine whether a violation of the District's Policy of Prohibition of Harassment and Discrimination did or did not occur with respect to each allegation in the complaint. The findings shall take into consideration the severity of the conduct, the pervasiveness of the conduct, the pertinent background, and other relevant District policies.

3) If disciplinary action is recommended, appropriate contractual due process and statutory processes will be invoked.

11. Investigator Appointment

For Complainants and the Responsible District Officer:

In the event the complaint is against the Responsible District Officer, the Chancellor, or a member of the Governing Board, the Vice Chancellor of Human Resources shall appoint an Investigator to review and process the complaint in a manner consistent with this procedure. In the event the complaint is against the Vice Chancellor of Human Resources, the Chancellor or designee shall appoint an Investigator to review and process the complaint in a manner consistent with this procedure.

12. Administrative Determination

For Complainants and the Responsible District Officer:

A. The District shall complete its investigation within ninety (90) days of receiving a complaint. Once the investigation is complete, the Responsible District Officer shall:

1) Generate an administrative determination summarizing the investigation. A copy of the administrative determination will be submitted to the Complainant. When the case involves non-employment-related discrimination, the Responsible District Officer will also send a copy of the administrative determination to the State Chancellor's Office. When the case involves employment-related discrimination, the Responsible District Officer will also send a copy of the administrative determination to the State Chancellor's Office.

2) Send a written notice to the Complainant setting forth:

a. The findings of the Responsible District Officer (or District investigator) as to whether a violation of the District's Policy of Prohibition of Harassment and Discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status, or physical or mental disability did or did not occur with respect to each allegation in the complaint.

b. A description of actions to be taken, if any, to remedy any policy violation that occurred and to prevent similar problems from occurring in the future.

c. The proposed resolution of the complaint.

d. The Complainant's right to appeal to the Governing Board and the State Chancellor of the California Community College System when the case does not involve non-employment-related discrimination.

e. The Complainant's right to appeal to the Governing Board and to file a complaint with the California Department of Fair Employment and Housing when the case involves employment discrimination.

B. In the event disciplinary action is recommended for the Respondent, he/she shall be entitled to all due process procedures provided by statute and/or the employee collective bargaining agreement.

13. Complainant Appeal Rights and Process

For Complainants and the Responsible District Officer:

A. First Level of Appeal: If the Complainant is not satisfied with the results of administrative determination of the formal complaint, the Complainant may appeal the determination by submitting objections to the Governing Board within fifteen (15) days of the receipt of the determination.

B. First Level Response: Within forty-five (45) days of receiving the Complainant's appeal, a copy of the final District decision rendered by the Governing Board shall be forwarded to the Complainant, the State Chancellor of the California Community College system, and, if appropriate, the Respondent. If the Governing Board does not act within 45 days, the administrative determination shall be deemed approved and shall become the final District decision in the matter.

C. Second Level of Appeal: For any case involving non-employment-related discrimination, Complainants have the right to file a written appeal with the State Chancellor of the California Community College System within thirty (30) days after the Governing Board has issued the final District decision or permits the administrative determination to become final. The appeal must include:

- i. A copy of the Governing Board's decision regarding the case, or
- ii. Evidence to show that no response was received by the Complainant within 45 days of filing the first level of appeal.

Any case involving employment-related discrimination has no second level of appeal, but the Complainant may file a complaint with the California Department of Fair Employment and Housing (DFEH) within the jurisdiction of that agency.

D. Second Level Investigation and Response: See Section 16 below.

14. Provision of Information to the State Chancellor

For the Responsible District Officer:

For cases involving non-employment-related discrimination, the Responsible District Officer must, within one hundred fifty (150) days of receiving a complaint, forward to the State Chancellor either:

A. For open cases:

- 1) A copy of the final District decision rendered by the Governing Board or a statement indicating the date upon which the District's decision became final.
- 2) A copy of the notice that the District provided to the employee regarding the decision.
- 3) A copy of the Complainant's appeal of the Governing Board's decision.

OR

B. For closed cases: A notice that the appeal has been resolved or that the Complainant has not filed an appeal with the Governing Board and the case has been closed.

15. Extensions; Failure to Comply

For the Complainant and District Responsible Officer:

If the District, for reasons beyond its control, is unable to comply with the deadlines described in Sections 12 and 14 above, the District may file for a written request of an extension of the deadlines.

A. When an extension is deemed necessary by the District, it must be requested from the State Chancellor regardless of whether or not the case involves employment discrimination.

B. The request must be made no later than ten (10) days prior to the deadline for the timeframe in question.

C. A copy of the request for extension shall be sent to the Complainant who shall be notified that he or she may file written objections with the State Chancellor within five (5) days of receipt of the copy of the request for extension.

D. The State Chancellor may grant a request for the extension unless the delay would be prejudicial to the investigation. If the State Chancellor grants an extension of the 90-day deadline described in Section 12, the 150-day deadline described in Section 14 will be extended by an equal amount.

E. If the District fails to comply with the deadline requirements spelled out in Sections 12 and 14 and/or fails to respond after an extension has been granted pursuant to this section, the Chancellor may proceed with a review of the case per Section 16 below.

16. Second Level of Investigation and Response

For Complainants and the Responsible District Officer:

A. Once the State Chancellor receives an appeal from a Complainant regarding the District's response to a complaint, the State Chancellor shall review the appeal to determine if there is reasonable cause to believe that the District has violated the provisions of Title 5.

1) Failure of the Complainant to file an appeal shall not preclude the State Chancellor from finding reasonable cause to believe that the District has violated Title 5 if such a finding is appropriate.

2) If upon a review of the materials submitted by the Complainant during the appeal process the State Chancellor finds new issues or facts have been raised by the Complainant that were not previously known by the District, the State Chancellor will provide the District reasonable opportunity to respond to the new issues or facts raised by the Complainant.

3) If the State Chancellor finds that there is no reasonable cause to believe that a violation has occurred, the State Chancellor shall immediately notify both the Complainant and the District.

4) If the State Chancellor finds that there is reasonable cause to believe that a violation has occurred, the State Chancellor shall investigate to determine whether there is probable cause to believe a violation has occurred. Within one hundred twenty (120) days of initiating the investigation, the State Chancellor must take one of the following actions:

a. If the State Chancellor finds that there is probable cause to believe that the District violated the provisions of Title 5, the State Chancellor shall notify the District and the Complainant of such a finding. In response, the District can:

i. Acquiesce to the finding prior to the State Chancellor filing an accusation against the District.

ii. Respond that it does not acquiesce to the finding. If the District responds in this manner, the State Chancellor shall initiate the hearing process pursuant to chapter 5 (commencing with section 11500) of California Government Code part 1, division 3, title 2 to determine whether a violation occurred.

b. If the State Chancellor finds that there is no probable cause to believe that the District violated the provisions of Title 5, the State Chancellor shall notify the District and the Complainant that there is no probable cause to believe the District has violated the provisions of Title 5.

B. If it is determined that the District violated the provisions of Title 5, the State Chancellor may use any means authorized by law to effect compliance, including:

1) Withholding all or part of the State's support to the District, including state general apportionment and/or growth funding.

2) Make the District eligible for future state support conditional on compliance with specified conditions.

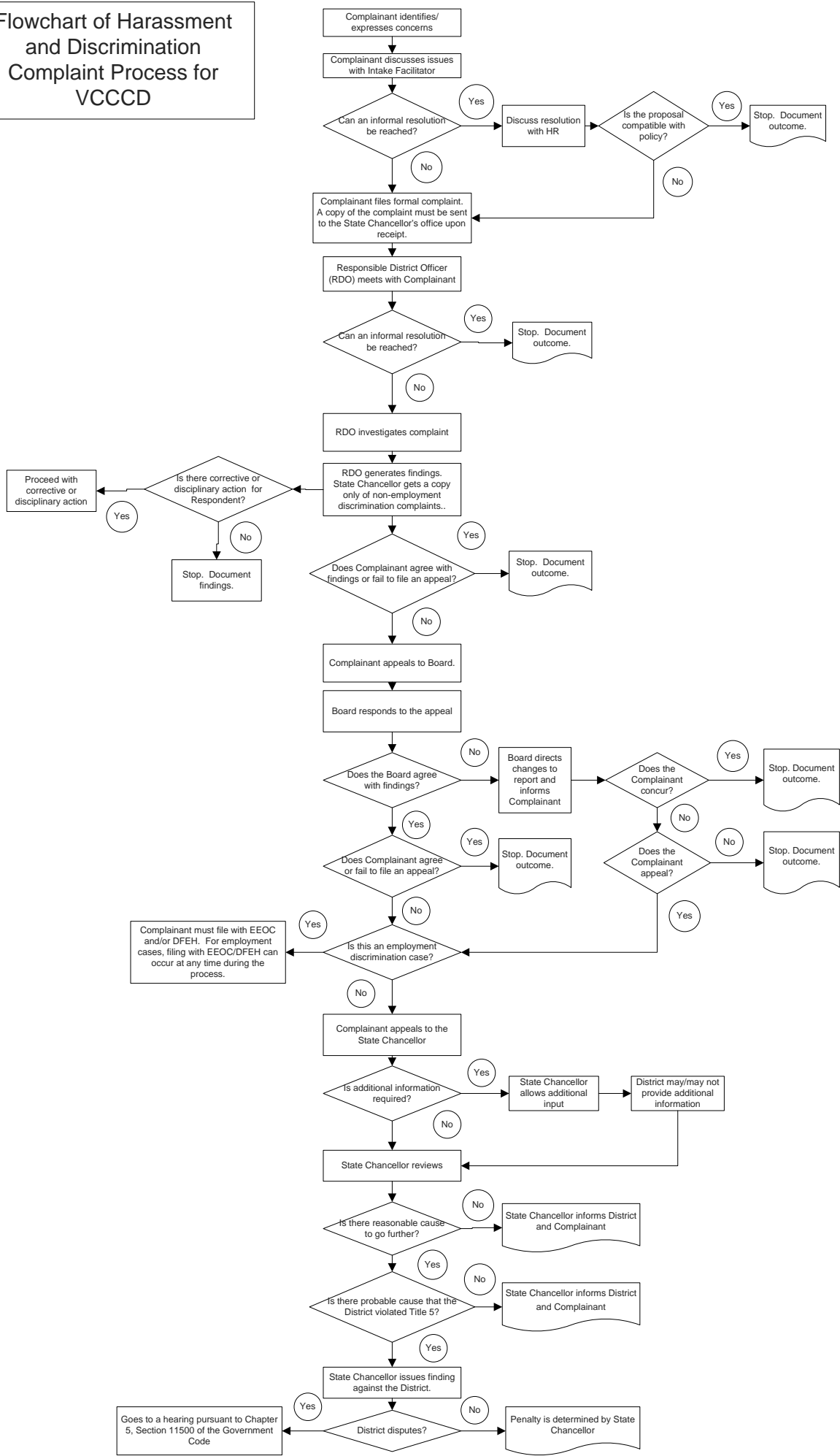
3) Pursue a court order compelling the District to comply with Title 5.

Note: No decision to curtail state funding to a district pursuant to this process can be made until the State Chancellor determines that compliance cannot be secured by voluntary means. In addition, any decision made by the State Chancellor pursuant to this procedure is subject to judicial review by the District, as provided in California Code of Civil Procedure section 1094.5.

Attachments:

- 1) Flowchart of Harassment and Discrimination Complaint Process for VCCCD**
- 2) Sexual Harassment/Discrimination Complaint Form**

Flowchart of Harassment and Discrimination Complaint Process for VCCCD





VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT

Sexual Harassment/Discrimination Complaint Form

This form is to be completed by either the Complainant or the Sexual Harassment Intake Facilitator.

Name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ Student Employee Guest

I wish to complain against _____

Location: Moorpark College Oxnard College Ventura College District Service Center

Other location: Where? _____

Is this person a: Student Employee Other

Alleged Harassment/Discrimination based on: Ethnic Group Identification Disability Color Race Sexual Harassment Gender (includes harassment) Retaliation Religion

Have you tried an informal resolution? Yes No Date: _____

If so, how? _____

Summary of alleged sexual harassment/discrimination complaint:

Blank lines for summary of complaint

Date(s) on which alleged sexual harassment/discrimination occurred: (Complaints must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination.)

Other employees, students, or others who witnessed the allegations (name, address, phone):

Blank lines for witnesses

Who did you tell these allegations? _____

When? _____

HR Tools http://my.vcccd.edu





VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT

To your knowledge, what corrective action, if any, has been taken?

Have you filed a grievance or complaint with any other agency? Yes No

If yes, with whom? _____ When? _____

I understand the District will conduct an investigation of this complaint including, but not limited to, interviewing me, the alleged harasser, witnesses, and others as deemed necessary.

I certify this information is correct to the best of my knowledge.

Complainant Signature: _____ Date: _____

Facilitator Signature: _____ Date: _____

HR Tools
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Book	VCCCD Board Policy Manual
Section	Chapter 3 General Institution
Title	BP 3560 ALCOHOLIC BEVERAGES
Number	BP 3560
Status	Active
Legal	Business and Professions Code Section 25608
Adopted	December 13, 2005
<u>Last Reviewed</u>	

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

See Administrative Procedure 3560.

Book	VCCCD Board Policy Manual
Section	Chapter 3 General Institution
Title	AP 3560 Alcoholic Beverages
Number	AP 3560
Status	Active
Legal	34 Code of Federal Regulations Part 668.46(b)
	California Business and Professions Code Section 24045.4
	California Business and Professions Code Section 24045.6
	California Business and Professions Code Section 25608

Adopted

The possession, sale or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on-campus is the primary responsibility of the District Police Department. The campus has been designated “drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the District Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted if:

The alcoholic beverage is for use during a fundraiser held to benefit **College Foundation(s)** that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.

or

The alcoholic beverage is acquired, possessed or used in connection with a course of instruction, sponsored dinner or meal demonstration given as part of a culinary arts program.