BOARD POLICIES

ADMINISTRATIVE PROCEDURES

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY

2105

Election of Student Members

Reference: Education Code Section 72023.5, 72103 Constitution and By-Laws of the Associated Students of Palo Verde College

The student member(s) shall be chosen by the students enrolled in the District as follows:

The student member shall be elected by all the students enrolled in the District in a general election held for that purpose. Normally an election will be held in the Spring semester so that the office is filled by June 1. The student member may be recalled by all the students of the student body in an election held for that purpose in accordance with administrative procedures established by the Superintendent/President.

The office shall become vacant if the student member becomes ineligible for the office, resigns, is recalled, or dies. If the seat of a student member becomes vacant during his or her term, the governing board may authorize the officers of student body associations established pursuant to Section 76060 to appoint a student to serve the remainder of the term.

See Administrative Procedure 2105

(Formerly a part of PVC Board Policy 7040 and 7070)

09/07/10 College Council Approval
09/28/10 Board First Read
10/26/10 Board Second Read and Approval
06/02/15 College council Approval
06/09/15 Board First Read

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

2105

Election of Student Members

Reference: Education Code Section 72023.5;
Constitution and By-Laws of the Associated Students of Palo Verde College

The student member shall be elected by a plurality vote of those voting in a regular election of the student body. All members of the student body may vote. Normally, the election will be conducted during the spring semester and will be completed in time for the student member to take office on June 1.

All elections shall be conducted as outlined in the Constitution and By-Laws of the Associated Students of Palo Verde College.

The Student Member may be recalled in an election conducted in the same manner as the election to office. An election will be called upon presentation to the Superintendent/President of a petition signed by at least 3% of the students enrolled at the time of filing the petition. No recall election will be held if the petition is received within 30 days of a regularly scheduled election for student member.

09/07/10 College Council Approval
10/26/10 Board Information Item
06/02/15 College Council Approval
06/09/15 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **2315**

Closed Sessions

Reference: Government Code Sections 54956.8, 54956.9, 54957, 54957.6, 11125.4; Education Code Section 72122

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Superintendent/President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the

closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

The advisory voting student Board member shall not attend closed sessions.

(Formerly a part of PVC Board Policy 7110)

01/14/06 Board First Read
01/24/06 Board Second Read and Approval
05/19/15 College Council Approval
06/09/15 Board First Read

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **2330**

Quorum and Voting

Reference: Education Code Sections 72000(d)(3), 81310 et seq., 81365, 81511, 81432; Government Code Section 53094, 54950, et seq.
Code of Civil Procedure Section 1245.240;

A quorum of the Board shall consist of a simple majority of members.

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

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

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

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

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

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

See Administrative Procedure 2330

(Formerly a part of PVC Board Policy 7110)

01/14/06 Board First Read
01/24/06 Board Second Read and Approval
06/02/15 College Council Approval
06/09/15 Board First Read

Accreditation

Reference: Accreditation Eligibility Requirement 21, Standard IV.B.1.i
Title 5 Section 51016

The Superintendent/President shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of other District programs that seek special accreditation.

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

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

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

See Administrative Procedure 3200

09/03/08 College Council Approval
09/23/08 Board First Read
10/28/08 Board Second Read and Approval
05/19/15 College Council Approval
06/02/15 Board First Read

NEW ADMINISTRATIVE PROCEDURE

PALO VERDE COMMUNITY COLLEGE DISTRICT
NEW ADMINISTRATIVE PROCEDURE **3200**

Accreditation

References: Accreditation Eligibility Requirement 21, Standard IV.B.1.i
Title 5 Section 51016

In accordance with the standards of the Accrediting Commission for Community and Junior Colleges, the college shall conduct a comprehensive self-evaluation every seven years and host a visit by an accreditation team. Mandatory midterm reports are prepared and submitted to the Accrediting Commission in the Third year of each seven-year cycle.

Those employees who are responsible for the functions related to the accreditation standards must be involved in the self-evaluation and team visit.

The process for producing the written document that is the comprehensive Self-Study must include:

- Self-evaluations Chairs for each standard, appointed by the Superintendent/President in accordance with college procedures. All faculty members, chair or member, must be approved by the Academic Senate;
- Accreditation Liaison Officer, appointed by the Superintendent/President;
- Active, campus-wide involvement of administrators, faculty, classified staff, and students; and
- A Steering committee.

When the self-evaluation is completed, it must be reviewed and approved by the Board of Trustees prior to submission to the Accrediting Commission.

See also Board Policy 3200

05/19/15 College Council Approval
06/09/15 Board Information Item

Alcoholic Beverages

Reference: Business and Professions Code Section 25608
34 Code of Federal Regulations Section 668.46(b)

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

See Administrative Procedure 3560

09/03/08 College Council Approval
09/23/08 Board First Read
10/28/08 Board Second Read and Approval
06/02/15 College Council Approval
06/09/15 Board First Read

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **3560**

Alcoholic Beverages

Reference: Business and Professions Code Section 24045.4, 24045.6 25608, and 25658; 34 Code of Federal Regulations Section 668.46(b)

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 Chief Business Officer. 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 Chief Business Officer. 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 in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a community college campus, and the instructor or individual has been authorized to acquire, possess, use, sell, or consume it by the Chief Business Officer.

- The alcoholic beverage is for use during a fundraiser held to benefit a nonprofit corporation 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.

- The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained for special events held at the facilities of a public community college during the special event. "Special event" means events that are held with the permission of the governing board of the community college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.

- The alcoholic beverage is acquired, possessed, or used during an event sponsored by the District or an organization operated for the benefit of the District at a community college-owned facility in which any grade from kindergarten to grade 12, inclusive, is taught, if the event is held at a time when

students in any grades from kindergarten to grade 12, inclusive, are not present at the facility.

See Board Policy 3560

09/03/08 College Council Approval
09/23/08 Board First Read
10/28/08 Board Second Read and Approval
06/02/15 College Council Approval
06/09/15 Board Information Item

BOARD BYLAWS

PALO VERDE COMMUNITY COLLEGE DISTRICT BOARD POLICY

2610

Public Presentation of Initial Collective Bargaining Proposals

Reference: Government Code Section 3547

The Superintendent/President is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration in accordance with the following timelines:

1. Meeting and negotiating between district and employee organization representatives shall not take place on initial proposals until a reasonable time has elapsed after the submission of such proposals in order to enable the public to become informed and to express itself regarding the proposals at a public Board meeting.

2. After the public has had an opportunity to provide input, the Board shall adopt its initial proposal at a public meeting. Thereafter, meeting and negotiating with respect to the proposal may take place.

3. New subjects of meeting and negotiating arising after the presentation of initial proposals shall be made public within 24 hours. If a vote is taken on any such subject by the Board, each Board member's vote also shall be made public within 24 hours.

See Administrative Procedure 2610

(Formerly a part of PVC Board Policy 7291)

1/14/06 Board First Read
1/24/06 Board Second Read and Approval