



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL

June 7, 2017

3:00 p.m. – Room 245

AGENDA

- *1.0 Review Minutes of May 17, 2017
- *2.0 Review of Board Agenda for June 8, 2017
- 3.0 Additional Agenda Items
- 4.0 State Budget Update Carroll, Dowd
- 5.0 2017-18 Tentative Budget Carroll, Dowd
- *6.0 Instructional Services Policies & Procedures Bulger
 - BP 5060 Delineation of Functions Agreement
 - BP 5100 Educational Grants and Contracts Program
 - AP 5100.2 Grants and Contracts Master Plan Development
 - AP 5120.1 Dissemination of Information on Grant and Contract Opportunities
 - AP 5120.3 Development of Projects for Grant and Contracts
 - AP 5120.5 Writing Proposals for Grants and Contracts
 - AP 5120.7 Submission of Proposals for Grants and Contracts
 - AP 5120.9 Evaluation of Proposals Not Funded
- *7.0 Human Resources Policies and Procedures Surbrook
 - BP 7100 Commitment to Diversity
 - AP 7100 Commitment to Diversity
 - BP 7110 Delegation of Authority, HR
 - AP 7110 Delegation of Authority, HR
- 8.0 Equal Employment Opportunity Plan 2017-2020 Surbrook
- *9.0 Resolution - Priority Registration to Student-Athletes Fremland
- *10.0 Release of Information from Employee Records Kovrig
- *11.0 Schedule of DGC Meetings for July – December 2017
- 12.0 Roundtable

*Attachments

Next DGC MEETING scheduled: Wednesday, July 19, 2017 – 3:00 p.m.
District Office – Room 245

Visitors and observers are welcome. The District Governance Council (DGC) follows an open process and conducts open meetings. However, because of limited space, we ask that visitors sit in the extra chairs provided against the walls to leave room available at the table for voting DGC members. Your help is appreciated.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL MINUTES

May 17, 2017

Present: Akers, Alder (for Cortez), Beresford, Bocaya, Bulger, Catano (for Larson), Dowd, Fremland, Hsieh, Kovrig, Lareau (for Manis), Luster, McMahon, Murphy, Neault, Payne, Perigo, Surbrook, Watkins, Weinroth, Whisenhunt and Chairperson Chancellor Carroll

Absent: Cortez, Hubbard, Larson, Manis

1. APPROVAL OF MINUTES

The minutes of April 26, 2017, were approved.

2. NO REVIEW OF BOARD AGENDA

3. STATE BUDGET UPDATE

Chancellor Carroll reported that the Governor's 2017-18 budget is very supportive of community colleges. Some of the highlights include:

- an increase in the Cost-of-Living Adjustment (COLA);
- an increase in apportionment base funding as well as growth funding;
- continuing funds for student success and equity; and
- Proposition 39 funding for energy-efficient projects.

Dr. Carroll indicated that the next steps in the legislative process will lead to some modifications which will be informed in part by local advocacy efforts. The final budget is due to be signed into law by July 1, 2017.

4. AP 4200.1 – EMPLOYMENT OF FACULTY

Vice Chancellor Surbrook shared an updated draft version of AP 4200.1 with the council and received positive feedback from the academic senates, saying that this procedure had been well-vetted with good dialog districtwide. After discussion, and with minor amendments, this procedure was unanimously approved by the council.

Adjourned 3:30 p.m.

Chancellor's Office & Board of Trustees



**SAN DIEGO
COMMUNITY COLLEGE
DISTRICT**

**Thursday, June 8, 2017
Regular Board Meeting**

**San Diego Community College District
Public Meeting of the Board of Trustees**

**Charles W. Patrick Building
District Office
3375 Camino del Rio South Rooms 235-255, 300
San Diego CA 92108**

This agenda includes:

**2:20 p.m. Call to Order – Room 235-255, followed by Closed Session – Room 300
4:00 p.m. Regular Business Meeting – Room 235-255**

DISCLAIMER: If changes are necessary, the San Diego Community College District reserves the right to effect them up until 72 hours in advance of the posted Board meeting.

SUGGESTED ORDER OF BUSINESS

1. Call to Order

- 1.01 Call Meeting to Order, Room 235-255
- 1.02 Announcement of and Public Comment on Closed Session Items
- 1.03 Adjourn to Closed Session, Room 300

2. Closed Session

- 2.01 Confer with labor negotiator Will Surbrook, Vice Chancellor of Human Resources (pursuant to Government Code Section 54957.6).

Bargaining/Meet and Confer Units under Consideration:

- a. AFT Guild Local 1931 College & Continuing Education Faculty
- b. AFT Guild Local 1931 Classified Unit
- c. AFT Guild Local 1931 Non-Academic Non-Classified Employees
- d. AFT Guild Local 1931 Naval Technical Training Program (San Diego)
- e. POA - Police Officers Association
- f. Management Association
- g. SPAA - Supervisory & Professional Administrators Association
- h. ACE - Association of Confidential Employees
- i. Technical Instructors Bargaining Organization (Corry Station, FL)

- 2.02 Removal/Suspension/Expulsion of a Student (pursuant to California Education Code Section 72122, and 20 U.S.C. Section 1232g). There is (1) one item to discuss.

3. Open Session Organizational Items

- 3.01 Reconvene Open Session, Room 235-255
- 3.02 Pledge of Allegiance
- 3.03 Report of Action in Closed Session (if applicable)
- 3.04 Administration of Oath of Office for Student Trustees:
Ignacio Hernandez Valverde – City College; and
Joseph Newell – Mesa College
By Board President Maria Nieto Senour

4. Approval of Minutes

- 4.01 Minutes of the May 9, 2017, Special Board Meeting - 8:00 a.m.
- 4.02 Minutes of the May 11, 2017, Board Meeting - 2:20 p.m.
- 4.03 Minutes of the May 25, 2017, Board Retreat - 11:30 a.m.

5. Development of the Consent Calendar

- 5.01 Call for Removal of Items from the Agenda
- 5.02 Board Development of Consent Calendar
- 5.03 Call for Academic Senates' Agenda Items for Discussion
- 5.04 Adoption of Consent Calendar

6. Public Comment

- 6.01 Public Comments Guidelines

7. Collective Bargaining

- 7.01 Call For Presentations (if any) By Exclusive Agent(s) Representing Employees.
- 7.02 Public Response to Initial Proposal(s) of Employee Organizations.
- 7.03 Announcement(s) of Proposed Tentative Agreement(s) Between the District and Exclusive Agents Representing Employees.
- 7.04 Announcement(s) of Agreement(s) Between the District and Exclusive Agents Representing Employees.

8. Reports

- 8.01 Report on Communications/Statewide & Legislative Issues – Chancellor
- 8.02 Report of the Trustees
- 8.03 Report of the Chancellor

9. Board Policies

10. New Business

- 10.01 Consideration and approval of revisions to the Board Meeting Schedule for July 2017 through December 2017.

11. Instructional Services

- 11.01 Consideration and approval of new or revised courses and programs.
- 11.02 In the matter of the District's Allied Health Occupations program authority is requested to enter into agreements with health care agencies for use of clinical facilities by students enrolled in the District Allied Health Occupations program during the 2016-2017 fiscal year.

12. Student Services

- 12.01 Authority for students at City College, Mesa College, Miramar College, and Continuing Education to travel for purposes of intercollegiate team competition, tournaments, approved out of season competition, student leadership, academic program competition, and related activities from July 1, 2017, through June 30, 2018.
- 12.02 Authorization for twenty five students and one faculty from San Diego City College to conduct the following classes in La Havana, Cuba: Spanish 102 (Second semester Spanish), Spanish 201 (Third semester Spanish) and Independent Study – Spanish 290. International travel to La Havana, Cuba will occur July 2, 2017, through July 16, 2017.
- 12.03 Consideration and adoption of the 2017-2018 College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreements with the San Diego Unified School District; and **PUBLIC HEARING** on: Approval of the CCAP Partnership Agreements.

13. Budget and Finance

- 13.01 In the matter of the San Diego City College Bridges to the Future program, a collaborative grant project with San Diego State University from the National Institute of General Medical Services, to conduct activities at San Diego City College and San Diego State University to strengthen access for minority students to careers in the biological sciences, authority is requested to:
1. Enter into a contract agreement with San Diego State University Research Foundation; and
 2. Accept, budget and spend \$3,790 in the 2016-2017 General Fund/Restricted Budget.
- 13.02 In the matter of the Qualcomm Incorporated Contract awarded by Qualcomm to San Diego City College's Graphic Design Program, authority is requested to accept, budget and spend \$25,000 in the 2016-2017 General Fund/Restricted Budget.
- 13.03 In the matter of the Deputy Sector Navigator Advanced Manufacturing grant renewal by the California Community Colleges Chancellor's Office (CCCCO), Economic and Workforce Development Program (EWD), to San Diego City College, authority is requested to accept, budget and spend an additional \$100,000, increasing the budget from \$200,000 to \$300,000 in the 2016-2017 General Fund/Restricted Budget.
- 13.04 Consideration and adoption of the Tentative Budget for 2017-2018.
- 13.05 Ratification of an amendment to the existing Statement of Work contract with Ciber, Inc. for the completion of the Campus Solutions (CS) pillar within PeopleSoft, at a fixed price of \$6,092,833 with a targeted implementation date of fall 2018.
- 13.06 In the matter of the San Diego City College's Mental Health Services Act (MHSA) Workforce Education and Training (WET) Public Mental Health Academy program grant awarded by the County of San Diego, Health and Human Service Agency (HHS) Workforce Education and Training, authority is requested to accept, budget and spend \$75,000 in the General Fund/Restricted Budget 2017-2018 with yearly options to continue funding at \$75,000 through fiscal year 2021-2022 for a total contract amount of \$375,000.
- 13.07 In the matter of the San Diego City College Journalism Program Partnership Agreement with San Diego Union Tribune to provide mentorship and support to San Diego City College Journalism students as evidenced in the Memorandum of Understanding between San Diego Community College District (SDCCD) and the San Diego Union Tribune (SDUT), authority is requested to:
1. Enter into a one year agreement from July 1, 2017, through June 30, 2018; and
 2. Accept, budget and spend \$5,000 in the 2017-2018 General Fund/Restricted Budget.
- 13.08 In the matter of the University of San Diego (USD) Integrated Teacher Preparation Program (ITPP) grant and San Diego City College, USD is requesting a San Diego City College representative with knowledge of the general curriculum and courses offered in the areas of mathematics and science that can assist with developing an articulation agreement between San Diego City College and USD for students interested in single subject teaching credential. Authority is requested to:
1. Enter into a contract agreement with the University of San Diego; and
 2. Accept, budget and spend \$10,000 in the 2017-2018 General Fund/Restricted Budget.
- 13.09 In the matter of the University of San Diego (USD) Integrated Teacher Preparation Program (ITPP) grant and San Diego Miramar College, USD is requesting a San Diego Miramar College representative with knowledge of the general curriculum and courses offered in the areas of mathematics and science. Authority is requested to:
1. Enter into a contract agreement with the University of San Diego; and
 2. Accept, budget and spend \$10,000 the 2017-2018 General Fund/Restricted Budget.
- 13.10 In the matter of the Statewide Sector Navigator Advanced Transportation and Renewables Sector grant awarded by the California Community Colleges Chancellor's Office (CCCCO), Economic and Workforce Development Program (EWD) to San Diego Miramar College, authority is requested to accept, budget and spend \$372,500 in the 2017-2018 General Fund/Restricted budget.
- 13.11 In the matter of the Sector Navigator Life Science/Biotechnology grant awarded by the California Community Colleges Chancellor's Office (CCCCO), Economic and Workforce Development Program (EWD) to San Diego Miramar College, authority is requested to accept, budget and spend \$372,500 in the 2017-2018 General Fund/Restricted budget.

13. Budget and Finance (Continued)

- 13.12 In the matter of the Deputy Sector Navigator Advanced Transportation and Renewables Sector grant awarded by the California Community Colleges Chancellor's Office (CCCCO), Economic and Workforce Development Program (EWD) to San Diego Miramar College, authority is requested to accept, budget and spend \$200,000 in the 2017-2018 General Fund/Restricted budget.
- 13.13 In the matter of the Deputy Sector Navigator Life Sciences/Biotechnology grant awarded by the California Community Colleges Chancellor's Office (CCCCO), Economic and Workforce Development Program (EWD) to San Diego Miramar College, authority is requested to accept, budget and spend \$200,000 in the 2017-2018 General Fund/Restricted budget.
- 13.14 In the matter of the San Diego Miramar College Co-curricular change fund, consideration and adoption of a resolution to increase an established change fund from \$5,000 to \$10,000, effective June 9, 2017.
- 13.15 Approval of purchase orders prepared during the period of April 01, 2017, through April 30, 2017.

14. Human Resources

- 14.01 Certification of short-term personnel service effective on or after June 9, 2017, per California Education Code Section 88003.
- 14.02 Approval of academic, classified, substitute and student personnel actions relating to appointments, assignment changes, salary changes, status changes, leaves of absence, separations and volunteerism during the period May 1, 2017, through May 31, 2017.
- 14.03 In the matter of the Cooperative Agreement with the California Community Colleges Chancellor's Office (CCCCO), awarded to San Diego City College to improve the quality and increase the quantity of Workforce and Economic Development, effective June 9, 2017, authority is requested to (contingent upon review by Human Resources) establish a 1.0 FTE restricted Special Projects Manager position (#00120145), Range 16 (\$7,498.38-\$11,993.49) Management Unit.
- 14.04 In the matter regarding the San Diego Continuing Education Strong Workforce Program restricted positions (previously established at the January 26, 2017, Board meeting, item #14.08), effective June 9, 2017 (contingent upon review by Human Resources) authority is requested to:
1. Delete a 1.0 FTE Program Activity Manager position (#00120121), Range 14 (\$6,616.67-\$10,557.70) Management Unit; and
 2. Establish a 1.0 FTE Program Activity Manager position (#00120143), Range 14 (\$6,616.67-\$10,557.70) Management Unit. Authority is requested to revise the funding definition of the 1.0 Program Activity Manager, Strong Workforce Program, Range 14 (\$6,616.67-\$10,557.70) Management Unit.
- 14.05 In the matter of the "Humanities Collaborative" grant from the Andrew W. Mellon Foundation, awarded to the San Diego Community College District, authority is requested (contingent upon review by Human Resources) effective July 1, 2017, to reduce the 1.0 FTE Restricted Program Activity Manager position (#00120097) and incumbent, Range 14 (\$4,433.17-\$7,073.66) Management unit to 0.670 FTE.
- 14.06 In the matter regarding reorganization in the District Student Services Department, effective June 9, 2017, authority is requested to (contingent upon review by Human Resources) establish Business Systems Analyst classification and 5 positions (#00120146, 00120147, 00120148, 00120149, 00120150), Range 11 (\$5,121.07-\$8,549.82) Supervisory and Professional Administrators Association.
- 14.07 In the matter regarding contract positions in the Human Resources Division, effective June 9, 2017, authority is requested to:
1. Delete a 1.0 FTE vacant Accounting Technician position (#011885), Range 21 (\$3,398.83-\$5,425.29) AFT Classified Staff Office/Technical unit;
 2. Establish a 1.0 FTE Payroll Technician position (#00120144), Range 21 (\$3,398.83-\$5,425.29) AFT Classified Staff Office/Technical unit; and
 3. Implement the restructure according to the attached Organization Charts.
- 14.08 In the matter of contract positions districtwide as a result of the 2017 Window-Period and recent classification and organizational reviews, authority is requested to reallocate or reclassify positions or remove classifications, effective July 1, 2017.

14. Human Resources (Continued)

- 14.09 Consideration and approval of sabbatical leaves for the 2017-2018 academic year.
- 14.10 Consideration and adoption of the San Diego Community College District Equal Employment Opportunity (EEO) Plan 2017-2020.

15. Facilities, Buildings, and Real Estate

- 15.01 Approval of Master List of Off-Campus Locations for the 2017-2018 Academic Year.
- 15.02 In the matter of Proposition N, authority is requested to award a contract to Tellard Construction, the lowest responsible, responsive bidder, on the basis of their listed base bid for the Culinary Arts Exhaust Fan Installation at Mesa College.
- 15.03 Authority to award a contract to AOS Inc., dba Superior Roofing, the lowest responsible, responsive bidder, on the basis of their listed Base Bid for the Miramar College Child Development Center re-roof.
- 15.04 In the matter of program and construction management activities districtwide, authority is requested to:
 - 1. Enter into a contract for program management for Propositions S and N projects with J. E. Moore;
 - 2. Enter into a contract for program management for Propositions S and N projects with AECOM; and
 - 3. Enter into a contract for program management for Propositions S and N projects and non-proposition construction management support in connection with the SANDAG funded parking structure at Miramar College with Gafcon.
- 15.05 In the matter of Propositions S and N contractor outreach services for small and disadvantaged business enterprises, authority is requested to enter into consultant agreement with Winstead & Co.
- 15.06 In connection with Propositions S and N projects pertaining to the District's outreach effort, authority is requested to enter into a contract with the San Diego Contracting Opportunities Center for counseling services for small and disadvantaged business enterprises.
- 15.07 In connection with the membership of the Propositions S and N Citizens' Oversight Committee, authority is requested to reappoint the following member to serve a two-year term from July 1, 2017, to June 30, 2019: Jane Gawronski (nominated by Trustee Grosch)
- 15.08 Authority is requested to declare an emergency pursuant to Public Contract Code 20654 for expenditures to complete repairs to the hot water storage tank serving the Ned Baumer Aquatic Center and Fieldhouse located at Miramar College. (Note: Approval of this action requires a unanimous vote of the Board. Approval by the County Superintendent of Schools is also required.)

16. Information Items

17. Reconvene Closed Session (if applicable)

- 17.01 Reconvene Closed Session (if applicable)
- 17.02 Announcement of Action Taken in Closed Session

18. Adjournment

- 18.01 Adjournment

All exhibits are available for inspection by the public at the Board of Trustees meeting or prior to such meeting, when reports are available. Contact the Board Office at (619) 388-6957.

PUBLIC PRESENTATIONS:

In accordance with Education Code Section 72121.5, members of the public are invited to participate in the governance system of the District by utilizing the PUBLIC COMMENT section of the Board meeting agenda.

Public comment on items listed on the Board meeting agenda shall be heard at the time the item is discussed and prior to Board action on the item. Each presentation shall be limited to five minutes (a total of twenty minutes on the same subject) unless this time limit is waived by action of the Board.

Public comment on matters not listed on the Board meeting agenda may do so during the PUBLIC COMMENTS section of the Board meeting for Regular Board meetings only; for Special Meetings and Retreats, comments are only allowed for items on the posted agenda. In accordance with Education Code Section 72121.5, the Board shall take no action on such matters, other than an action of referral. Each presentation shall be limited to five minutes (total of 20 minutes on the same subject) unless this time limit is waived by action of the Board.

If you wish to submit questions to the Board in your presentation, they should be in writing. At the Board's request, the Chancellor will provide written responses to your questions as soon as possible after the Board meeting.

In compliance with the Americans with Disabilities Act, the San Diego Community College District will make every effort to honor requests for reasonable accommodations made by individuals with disabilities. [ADA TITLE II, SEC. 202. 42 USC 12132]

If you need an accommodation, please call 72 hours prior to the scheduled meeting. (619) 388-6983.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

Board Policy

Chapter 7 – Human Resources

BP 7100 - COMMITMENT TO DIVERSITY

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to the success of all students. The Board [of Trustees](#) recognizes that cultural competency is an important component of being qualified. The Board [of Trustees](#) further recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board [of Trustees](#) is committed to hiring and staff development processes that support the goals of equal opportunity, diversity, and cultural competency, to provide equal consideration for all qualified candidates.

[Also see BP/AP 3410 titled Nondiscrimination and BP/AP 3420 titled Equal Employment Opportunity](#)

References: Education Code Sections 87100 et seq.; and
Title 5 Sections 53000 et seq.

Adopted: April 16, 2009

Revised:



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Administrative Procedure

Chapter 7 – Human Resources

AP 7100 - COMMITMENT TO DIVERSITY

The District demonstrates its commitment to diversity by complying with all federal, state, and local laws and regulations regarding equal employment and nondiscrimination in employment, and by maintaining an Equal Employment Opportunity Plan. All participants in the hiring process shall receive training and shall become knowledgeable about the District's Equal Employment Opportunity policies and procedures.

Also see BP/AP 3410 titled Nondiscrimination, BP/AP 3420 titled Equal Employment Opportunity, and AP 3435 titled Discrimination and Harassment Investigations

References: Education Code Sections 87100 et seq.; and Title 5 Sections 53000 et seq.

Adopted: April 16, 2009

Revised:

(This is a new procedure)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Board Policy

Chapter 7 – Human Resources

BP - 7110

BP 7110 DELEGATION OF AUTHORITY, HUMAN RESOURCES

Reference:

Education Code Section; 70902(d)

The Board [of Trustees](#) delegates authority to the [District](#) Chancellor to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed.

Adopted: 9/11/07

Revised:

Legal Citation for BP 7110

Education Code Section 70902(d)

70902.

(a) (1) Every community college district shall be under the control of a board of trustees, which is referred to herein as the "governing board." The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program, activity, or may otherwise act in any manner that is not in conflict with or inconsistent with, or preempted by, any law and that is not in conflict with the purposes for which community college districts are established.

(2) The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.

(b) In furtherance of subdivision (a), the governing board of each community college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.

(2) Establish policies for and approve courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. Courses of instruction that are not offered in approved educational programs shall be submitted to the board of governors for approval. The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the board of governors.

(3) Establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum standards adopted by the board of governors and establish employment practices, salaries, and benefits for all employees not inconsistent with the laws of this state.

(5) To the extent authorized by law, determine and control the district's operational and capital outlay budgets. The district governing board shall

determine the need for elections for override tax levies and bond measures and request that those elections be called.

(6) Manage and control district property. The governing board may contract for the procurement of goods and services as authorized by law.

(7) Establish procedures that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(8) Establish rules and regulations governing student conduct.

(9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.

(10) In its discretion, receive and administer gifts, grants, and scholarships.

(11) Provide auxiliary services as deemed necessary to achieve the purposes of the community college.

(12) Within the framework provided by law, determine the district's academic calendar, including the holidays it will observe.

(13) Hold and convey property for the use and benefit of the district. The governing board may acquire by eminent domain any property necessary to carry out the powers or functions of the district.

(14) Participate in the consultation process established by the board of governors for the development and review of policy proposals.

(c) In carrying out the powers and duties specified in subdivision (b) or other provisions of statute, the governing board of each community college district shall have full authority to adopt rules and regulations, not inconsistent with the regulations of the board of governors and the laws of this state, that are necessary and proper to executing these prescribed functions.

(d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the governing board may designate. However, the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.

(e) This section shall become operative on January 1, 2014.

(Amended (as added by Stats. 2006, Ch. 817, Sec. 5) by Stats. 2011, Ch. 112, Sec. 4. Effective January 1, 2012. Section operative January 1, 2014, by its own provisions.)



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Administrative Procedure

Chapter 7 – Human Resources

AP 7110

AP 7110 DELEGATION OF AUTHORITY, HUMAN RESOURCES

References:

Education Code Section 70902(d);
WASC/ACCJC Accreditation Standard III.A.11

The Chief Human Resources Officer is delegated responsibility from the District Chancellor to recommend employment, develop job responsibilities, and perform other personnel actions provided that all federal and state law and regulations, Board policies, and administrative procedures are followed, subject to confirmation by the District Chancellor or the Board of Trustees.

Date Approved:

(This is a new procedure)



SAN DIEGO MESA COLLEGE ACADEMIC SENATE

7250 MESA COLLEGE DRIVE, SAN DIEGO, CA 92111-4996 (619) 388-2733 FAX (619) 388-2929

Resolution 17.3.1 - PRIORITY REGISTRATION TO STUDENT-ATHLETES: **Jim Fegan/Henry Browne**

1st Reading: March 20, 2017

Mover: Parsons

Seconded: Perigo

Whereas, The Institute for Evidence-Based Change, July 2011, research demonstrated participation in intercollegiate athletics programs closes the achievement gap for minority students, results in higher grade point averages (GPAs), and increases the rate and percentage of transfer to four-year institutions in comparison to a full-time, nonathletic cohort; AND

Whereas, Student-athletes must maintain full-time status (12 semester units or more, 9 semester units academic) during their season of competition and complete 24 semester units (18 semester units academic) between their first season of competition and their second season of competition for eligibility, and due to the fact that the California State University system requires 60 transferrable units for community college transfers, these student-athletes must take more than the minimum number of units; AND

Whereas, California Community College Athletic Association (CCCCAA) Bylaw 1.3.7.A/B requires member colleges to certify that student athletes have a comprehensive individual educational plan on file; AND

Whereas, Under the National Collegiate Athletic Association (NCAA) regulation for athletic eligibility, student-athletes aspiring to transfer to the four-year level are limited to a five-year window of opportunity for competition once enrolled as a full-time student in any post-secondary institution; AND

Whereas, The standing NCAA 40-60-80 Rule requires a two-year transfer student to have completed 40% of course work in a certificated major prior to gaining junior-year eligibility status for competition at a four-year institution of destination; AND

Whereas, Intercollegiate athletic practices and competition times are typically scheduled between 2 pm and 7 pm daily, limiting course selections and creating challenges to the athletes' opportunities to enroll in the proper courses to maintain athletic eligibility, graduate, and transfer in four semesters; AND

Whereas, Student-athletes comprise a small percentage (3%) of the population of all full-time students at Mesa College; AND

Whereas, In a survey (2010) of all 103 California Community Colleges offering intercollegiate athletic programs, it was found that 48% of CCCCCAA member schools had priority registration for student athletes; AND

Whereas, under the California Ed Code Title 5 provision, student athletes identify as a special program; AND

Whereas, a prioritized process to enroll in required course offerings at times and days allowing for rigorous athletic commitment will enhance the opportunity for our students to succeed both academically and athletically; AND

Whereas, the San Diego Mesa College mission statement includes a commitment to access, success and equity; AND

Therefore, be it resolved that the Academic Senate of the San Diego Mesa College support priority registration for student athletes at the Tier 2 level, behind EOPS, DSPS, veterans and foster youth.

Presented to the Mesa College Academic Senate: March 20, 2017

Approved by the Mesa College Academic Senate: April 10, 2017

#9.0



~~April 11, 1989~~ June XX, 2017

RELEASE OF INFORMATION FROM EMPLOYEE RECORDS

Many factors are involved in the balance between the release of information related to employees and an employee's right to privacy. It is the intent of this guideline to discuss the major of these issues and provide a base from which a functional area manager may provide internal direction/instructions.

FUNCTION

1. Definition

- a. Employee Personnel record means all information related to an identified employee which is created or received in the conduct of District business, without regard for how it is recorded or where it is located.
- b. Access means a personal inspection, review or a copy of a record and includes communication written or oral of any information taken from the records.
- c. Personnel file is a term frequently used to describe collectively the information maintained by the District related to an employee. (The term, however, must be used with an understanding that recorded information concerning an identified employee is afforded the same protection without regard for its location.)

2. Laws

- a. In order to determine which records must be disclosed, which ones may be disclosed, and which ones may not be disclosed, there are several sources to be checked. Among these are: the Freedom of Information Act of 1967 (5 USC 552), the Privacy Act of 1974 (5 USC 552a), the Family Educational Rights and Privacy Act of 1974 (20 USC 1232g), the California Public Records Act (Government Code Section 6250 et. seq.), the California Information Practices Act of 1977 (Civil Code Section 1798 et. seq.), and various sections of the California Education Code.
- b. Some of these "Freedom of Information Acts" provide access by all to public records. They state that laws concerning information held by a public agency should be liberally construed in favor of disclosure, and strictly construed when examining exceptions, in order to provide more information to the public. The others "Privacy Acts" are designed to provide privacy protection for individuals. The laws state that information held by public agencies regarding named individuals should be liberally construed in favor of nondisclosure, and strictly construed when examining exceptions, in order to provide more privacy to individuals.

- c. These various statutes may be reconciled. All of these basically "say" the same thing, but vary on how they apply their provisions. The 'Privacy' laws prohibit disclosure unless you show certain types of need for this information, while the "Access' laws permit disclosure unless you show a certain need for privacy. The exceptions in one cover the requirements of the other. To reconcile all of these, you should generally regard any information kept on employees that is personally identifiable as being protected under the privacy laws, and information not personally identifiable as being disclosed under the free access laws.
- d. District employees are public employees and as such some information about them is public information. For example:

Any contract between an individual and the District is public information;

The name of any employee, the position and duties of the position, in which they are employed; and

The employment location and telephone number. (not home address nor home phone.)

- e. There is no legal requirement to provide information related to employees via a telephone request. The information above may be provided however, at the discretion of the functional area manager.
- f. A request by the public to inspect employee records should be refused. A written request pursuant to California Government Code Sections 6250 et. seq. should be required. This recommendation would then give the District sufficient time to separate the records which contain protected information from the information contained in the same record which is releasable as public information.

~~3. OTHER REFERENCES~~

- ~~4. 3. Court orders and subpoenas should be directed for service on the President of the Board of Trustees, the Chancellor, or the Assistant Chancellor - Human Resources and Administrative Services. (Procedure 2003.1, LEGAL SERVICES)~~
- ~~5. 4. Inspection by the named employee is generally a right found in contract, Education Code, and the California Labor Code. As a general rule an employee has a right of access to records which personally identify the employee.~~
- ~~6. 5. Inspection by other staff is limited to persons-in-the-employees-chain-of-command- Human Resources and to the limited scope of those records; knowledge-of-which-is-needed-for-District-operations.~~
 - ~~a. Employee contact information, to include home phone, cell phone, and personal e-mail addresses, will be provided only at the employee's discretion and shall not be published for general information purposes without express permission.~~
- ~~6. Under extraordinary circumstances, access to employee records may be obtained by other individuals following appropriate verification of the urgent need, in a method and manner to be prescribed by the District.~~

SUPERSEDES:

~~New-Guideline-Guideline 0002.2 4/11/1989~~



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

SCHEDULE OF MEETINGS

DISTRICT GOVERNANCE COUNCIL (DGC)

JULY THROUGH DECEMBER 2017

DGC meetings are scheduled on the 1st and/or 3rd Wednesdays of each month, unless otherwise noted.

The following are scheduled DGC meeting dates to be held at the District Office, Room 245 at 3:00 p.m.

July 19

August 16

September 6
September 20

October 4
October 18

November 1

December 6

Instructional Services

Policies and Procedures

BP 5060	Delineation of Functions Agreement
BP 5100	Educational Grants and Contracts Program
AP 5100.2	Grants and Contracts Master Plan Development
AP 5120.1	Dissemination of Information on Grant and Contract Opportunities
AP 5120.3	Development of Projects for Grant and Contracts
AP 5120.5	Writing Proposals for Grants and Contracts
AP 5120.7	Submission of Proposals for Grants and Contracts
AP 5120.9	Evaluation of Proposals Not Funded



SAN DIEGO COMMUNITY COLLEGE DISTRICT

BP 5060 4060

Board Policy
Chapter 4 – Academic Affairs

BP 5060 4060 DELINEATION OF FUNCTIONS AGREEMENTS

References:

Education Code Sections 8535, [and](#) 8536

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the [District](#) Chancellor shall present an appropriate memorandum of understanding to the Board of Trustees for approval.

~~See Administrative Procedures: To Be Determined~~

~~References:~~

~~Education Code Sections 8535; 8536~~

~~Adopted: 7/07/11~~

~~Supersedes : New Policy~~

NOTE: The **red ink** signifies language that is **legally advised** by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SDCCD BP 5060 titled Delineation of Functions Agreements adopted on July 7, 2011. The language in **blue ink** is included for consideration.

Adopted: July 7, 2011

Revised:

(Replaces current SDCCD BP 5060)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Policy
5100

August 11, 1977

EDUCATIONAL GRANTS AND CONTRACTS PROGRAM

CONDITION

The Board of Trustees of the San Diego Community College District utilizes special funding through grants and contracts to supplement local property tax and state apportionment funds for specific program purposes. Programs funded from external sources are an integral and significant part of the overall District program.

POLICY

The Board of Trustees hereby establishes a program entitled GRANTS AND CONTRACTS. The purpose of this program is to seek and obtain funds from external sources for the purpose of enriching existing programs, accelerating the implementation of new programs, conducting research regarding District activities, and obtaining financial aids for students so they may pursue their educational objectives. The program contributes directly to Goals I and XI as set forth in the District's adopted Educational Master Plan (Policy 0001). Specifically, these goals read as follows:

Goal I: To minimize any situation that acts as a barrier to education.

Goal IX: To ensure that the organization structure and administrative procedures are designed so as to provide quality service and economical use of resources.

RULES

In developing the procedures to implement this policy, the Chancellor shall consider the following:

1. The development of an Educational Grants and Contracts Master Plan which will set forth annually the estimates for that college year of all known grants and contracts for which applications will be submitted. The Board shall be informed when the proposals are actually dispatched.

- ~~2. Income from grants and contacts shall, whenever possible, cover total grant and contract costs, including the establishment and operation of the grants and contacts office.~~
- ~~3. Matching fund requirements and District in-kind contributions should be identified and included for consideration in the annual budget adoption process.~~
- ~~4. Proposals for grants and contacts not included in the annually approved Grants and Contracts Master Plan shall be considered by the Board at the time the request for submission of application is desired and when approval is requested to accept, budget and implement the program.~~

SUPERSEDES:
New Policy



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 4—Instructional Services

5100.2—GRANTS AND CONTRACTS MASTER PLAN DEVELOPMENT

This Procedure Outlines the tasks that must be completed to establish a grants and contracts master plan for each college and adult program.

FUNCTION

1. Definitions

- a. **Grant:** A grant is a gift of money given to the District by an external funding agency to carry out an agreed upon project or activity. Most grants are competitive, which means that many colleges are competing for funds. Some grants are not competitive and are allocated according to a formula or entitlement. To secure a competitive grant the District must develop a proposal that convinces the funding agency that the District has a worthwhile project that falls within the scope and priorities of the funding agency.
- b. **Contract:** Contracts differ from grants in that the funding agency has a service it wants performed. The District may submit a bid for performing the service. Contracts are usually awarded to bidders based on the cost of the service and the bidder's ability to perform the service.
- c. **External Funding Agency:** An external funding agency may be a government agency, a foundation, a corporation, or a person.
- d. **Program Goals:** Identified goals of the college/adult program which are used in setting priorities in securing grants and contracts.
- e. **Grants and Contracts Master Plan:** The planned intentions of the college/adult program to secure grants and contracts. A multi-part document which is submitted for Board approval.

2. Restrictions

Grant and contract proposals not included in the Board approved master plan must be submitted to the Board individually prior to proposal submission to the funding agency.

IMPLEMENTATION

1. Responsibility

- a. The District grants and contracts coordinator is responsible for collecting information on funding opportunities and presenting them to the presidents.
 - b. Each program president is responsible for the development of a grants and contracts master plan for his/her program.
 - c. The Chancellor will review each master plan to insure compatibility with District goals and objectives and make recommendation to the Board.
 - d. The Board considers and approves or rejects the master plan.
2. Development and approval of the grants and contracts master plan.
- a. Grants and contracts coordinator collects information on funding and writes an abstract of each program.
 - b. President causes a meeting of his/her staff to match college/adult program goals with funding opportunities.
 - c. Grants and contracts coordinator presents funding program abstracts to president's staff.
 - d. President and staff select those funding opportunities that meet the goals and objectives of their program.
 - e. President is responsible for the development of the master plan, which will follow the outline presented in paragraph 3 (Suggested Outline of Grants and Contracts Master Plan) of this procedure.
 - f. Completed master plan shall be submitted to Chancellor by July 1.
 - g. Chancellor will review and evaluate master plan in light of District goals and objectives.
 - h. Chancellor will submit master plan to Board of Trustees by July 15 for approval.
 - i. Board considers master plan by August 8.
 - j. President notifies project managers to begin development of project plan and sends each manager a copy of form 5100.2, Master Planning Guide for Grants and Contracts and form 5100.2a, Grants and Contracts Project Managers Planning Guide to use in planning for development of the proposals.
3. Suggested Outline of Grants and Contracts Master Plan
- a. Cover Page
 - b. Introduction
 - 1) District policy on grants and contracts (this would be a reference to the Board's adopted policy on grants and contracts so as to emphasize the fact that we apply for grants and contracts for specific reasons).
 - 2) Definition of grants and contracts.
 - 3) College/adult educational programs and services to be impacted/implemented by grants and contracts after including the identification of the specific goals and objectives of that program or service.
 - c. Calendar of events
 - d. Budget summary of grants and contracts master plan
 - e. Abstracts of grant and contract proposals

FORMS/REFERENCES

1. ~~Form 5100.2 Master Planning Guide for Grants and Contracts.~~
2. ~~Form 5100.2a Grants and Contracts Project Manager's Planning Guide.~~

~~(Forms are stocked and issued by the District Office, Grants and Contracts Coordinator.)~~

Adopted: _____ September 7, 1977

SUPERSEDES:

New Procedure



SAN DIEGO COMMUNITY COLLEGE DISTRICT

~~Administrative Procedure~~

~~Chapter 4—Instructional Services~~

~~5120.1 – DISSEMINATION OF INFORMATION ON GRANT AND CONTRACT OPPORTUNITIES~~

~~This procedure outlines the tasks that must be completed in order to collect and disseminate information on funding opportunities.~~

~~FUNCTION~~

~~1. Definitions~~

~~a. Information: Information on grant and contract opportunities comes from a variety of sources.~~

- ~~1) News articles published in newsletters~~
- ~~2) Deadline lists~~
- ~~3) The FEDERAL REGISTER~~
- ~~4) BUSINESS COMMERCE DAILY~~
- ~~5) FEDERAL DOMESTIC ASSISTANCE CATALOG~~
- ~~6) Brochures published by various agencies~~
- ~~7) FOUNDATION DIRECTORY~~
- ~~8) FOUNDATION GRANTS INDEX~~
- ~~9) FOUNDATION NEWS~~
- ~~10) Foundations' newsletters~~
- ~~11) Workshops and conferences~~
- ~~12) Word of mouth through personal contacts or telephone calls~~

~~b. Collection of Information:~~

- 1) Information is collected primarily by the grants and contracts office.
- 2) Presidents receive information because they are listed on the mailing lists of government agencies.
- 3) Some directors, coordinators and project managers are contacted directly by the funding agencies.
- 4) Faculty members often read or hear about grant opportunities.
- 5) Students occasionally receive information about scholarship programs.
- 6) Social service agencies receive information about opportunities that might be worthwhile for the college district.

c. Dissemination: Dissemination of information means sending relevant information from a receiver to potentially interested users of the information.

2. Restrictions

Dissemination of information in this procedure is limited to that information collected by the grants and contracts office and sent to potential users in the District.

IMPLEMENTATION

1. Responsibility

- a. The grants and contracts office is responsible for the collection and dissemination of information on funding opportunities.
- b. Presidents and Directors are responsible for evaluating information received and deciding whether to develop a proposal.

2. Sequence of Events

- a. Grants and contracts coordinator receives, reviews, and evaluates information regarding each funding opportunity.
- b. Grants and contracts coordinator sends information to appropriate Presidents, Directors, and/or other interested persons.
- c. President or Director receives, reviews, and evaluates funding opportunity information to determine if opportunity falls within the goals, objectives and priorities of the program.
- d. President or Director reports to grants and contracts coordinator if interested in submitting an application.
- e. Grants and contracts coordinator secures proposal guidelines from funding agency if there is an interest.
- f. Grants and contracts coordinator sends guidelines to President or person assigned to manage proposal development.
- g. President or persons assigned to manage proposal development (project manager) implements a proposal development plan designed in accordance with 5100 series procedures.
- h. Grants and contracts coordinator maintains a file of all proposal guidelines received from funding agencies.

FORMS/REFERENCES

None.

Adopted: ~~September 7, 1977~~

SUPERSEDES:
New Procedure



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 4—Instructional Services

5120.3—DEVELOPMENT OF PROJECTS FOR GRANTS AND CONTRACTS

This procedure outlines the planning tasks that must be completed BEFORE a writer is assigned to write a proposal.

FUNCTION

1. Definition

- a. **Project Manager:** Any staff or faculty person assigned by a president or director to develop a project for grant or contract funding is a project manager. Generally, the manager will be responsible for a project in his/her area of specialization and will manage the project if it is funded.
- b. **Proposal Writer:** A professional writer assigned to put the plans for the project into a proposal format. The writer will be assigned after the planning encompassed in this procedure is completed by the project manager.
- c. **Grant and Contract Project Manager's Guide (Form - 5100.2a):** An outline to be followed in the step by step development of the project plan, developed to help project managers in their planning. This is a general outline designed to cover all the major areas needed in developing a proposal narrative and rationale.

IMPLEMENTATION

1. Responsibility

- a. President or director is responsible for the:
 - 1) General management of the proposal development
 - 2) Appointment of one of his/her staff or faculty to manage development of project proposal and management of project if funded
 - 3) Reviewing of project plan when it is developed
 - 4) Requesting of the assignment of a writer after plan has been developed

b. Project manager is responsible for:

- 1) Creating the idea for the project
- 2) Planning the project by using the project manager's planning guide (Form 5100.2a)
- 3) Consulting with the grants and contracts coordinator on the development of the plan
- 4) Consulting with Human Resources on classification and salaries of personnel in project
- 5) Consulting with facilities and equipment services on facilities needed for the project
- 6) Consulting with purchasing on equipment and supplies needed for project
- 7) Consulting with planning and evaluation services for statistical information
- 8) Consulting with any other staff or faculty required to successfully plan the project
- 9) Having the plan reviewed by the president or designee and the grants and contracts coordinator

c. Grants and contracts coordinator is responsible for:

- 1) Consulting with project manager on the development of project plan
- 2) Reviewing plan and assuring compliance with funding agency guidelines and District policy/procedures
- 3) Assigning a writer if requested to write proposal

2. Sequence of Events

- a. President or director appoints a project manager to plan project proposal
- b. Project manager, in consultation with President or director, grants and contracts coordinator, and others, creates the idea for the project.
- c. Project manager develops a detailed plan of the project by using the Project Manager's Planning Guide (Form 5100.2a).
- d. Project manager consults with one or more of the following and obtains their approval:
 - 1) Human Resources for classification and salary data
 - 2) Facilities and equipment services for facilities planning
 - 3) Business services for budget format, overhead rates, etc.

- 4) ~~Planning and evaluation services for statistical information and research and evaluation design~~
 - 5) ~~Grants and contracts coordinator for general project design and strategy~~
 - 6) ~~Other persons on campus or in community who may be able to make a contribution~~
-
- e. ~~President or director reviews completed plan and approves.~~
 - f. ~~President or director requests a writer to write proposal.~~
 - g. ~~Grants and contracts coordinator secures suitable writer, if necessary, in consultation with project manager and allocates funds to pay writer.~~
 - h. ~~Grants and contracts coordinator employs, assigns, and keeps time cards on writer.~~

FORMS/REFERENCES

- 1. ~~Form 5100.2a—GRANT AND CONTRACT PROJECT MANAGERS PLANNING GUIDE.
(Stocked and issued by District office, Grants and contracts coordinator.)~~

Adopted: — September 7, 1977

SUPERSEDES:
New Procedure



SAN DIEGO COMMUNITY COLLEGE DISTRICT

~~Administrative Procedure~~

~~Chapter 4—Instructional Services~~

~~5120.5—WRITING PROPOSALS FOR GRANTS AND CONTRACTS~~

~~This Procedure outlines the tasks that must be completed in order to complete the writing of a project proposal.~~

~~FUNCTION~~

~~1. Definitions~~

- ~~a. Grants and Contracts Project Manager's Planning Guide (Form 5100.2a):— A planning outline used by project managers to develop a project idea into a detailed plan. The document from which the proposal writer gleans required data.~~
- ~~b. Proposal Guidelines:— A multi-paged document published by the funding agency which outlines rules and regulations governing the funding program and guidelines for writing the proposal.~~
- ~~c. Project Manager:— The person assigned by the president or director to develop the proposal and manage the operation of the project if funded.~~
- ~~d. Proposal Writer:— The person employed to write the proposal.~~
- ~~e. Grants and Contracts Coordinator:— The person who hires and assigns the writer and works with the project manager and writer to develop a successful proposal.~~
- ~~f. The Proposal:— The multi-paged document written for submission to the funding agency.~~

~~2. Restrictions~~

- ~~a. Foundations do not provide guidelines for proposals. The grants and contracts coordinator shall furnish suggested format for foundation proposals.~~
- ~~b. Foundations must be sent short letters requesting funding before a proposal is submitted. The grants and contracts coordinator shall consult with project manager to develop such a letter to be sent to selected foundations.~~

~~IMPLEMENTATION~~

~~1. Responsibility~~

- ~~a. Project manager is responsible for:~~

- 1) Developing project according to planning guide (Form 5100.2a)
- 2) Furnishing written outline to writer
- 3) Working with writer on writing project proposal
- 4) Directing writer to sources of statistical information needed in proposal which are not included in planning guide
- 5) Supervising the writing of the project
- 6) Submitting the proposal for approval by the president

b. Proposal writer is responsible for:

- 1) Obtaining a copy of guidelines from project manager or grants and contracts coordinator
- 2) Studying guidelines to become familiar with the requirements of a successful proposal
- 3) Obtaining a copy of completed planning guide from project manager
- 4) Writing narrative part of proposal according to guidelines by using information from planning guide and consultations with project manager
- 5) Completing statistical part of proposal by collecting required statistical information from planning and evaluation services, business services, student services, etc.
- 6) Submitting proposal to be typed in accordance with the college/center program or District headquarters procedures.
- 7) Obtaining signatures from:
 - a) Business Services representative on back of budget pages;
 - b) Assistant Chancellor – Business Services on certification of nonprofit status of District;
 - c) A representative of Human Resources on back of page detailing project personnel;
 - d) District affirmative action officer on non-discrimination and grievances certificates;
 - e) President or director on front page and other certification pages.
- 8) Submitting a final copy to grants and contracts coordinator for review and filing
- 9) Submitting original copy of proposal to project director

2. Sequence of Events

- a. Grants and contracts coordinator assigns writer to project and allocates funds to pay writer.
- b. Writer obtains:
 - 1) Copy of program guidelines from grants and contracts coordinator or project manager
 - 2) Copy of completed grants and contracts project manager's planning guide from project manager
- c. Writer reads and analyzes guidelines to determine:
 - 1) How to organize narrative
 - 2) What statistical and budgetary information is needed
 - 3) What should be included in appendix
 - 4) How to slant the proposals
- d. Writer reads completed grants and contracts project manager's planning guide to:
 - 1) Acquire an overview of what the project is about
 - 2) Assess the information included in the planning guide
 - 3) Decide what information not included in the planning guide is required
- e. Writer consults with project manager to:
 - 1) Secure clarification on information and fill in information gaps
 - 2) Secure clarification on slanting proposal and funding strategy
 - 3) Secure instruction on obtaining missing information
- f. Grants and contracts coordinator is available to advise both writer and project manager on proposal development.
- g. Writer:
 - 1) Writes narrative
 - 2) Collects and organizes statistical data
 - 3) Completes budget, statistics and assurances in proposal
 - 4) Procures various required signatures and sign-offs from business

~~services, personnel, etc.~~

- ~~h. Writer consults with grants and contracts coordinator and project manager during the development of the proposal.~~
- ~~i. Project manager arranges for final draft of proposal to be typed and assembled at the college/adult/EDD/District headquarters.~~
- ~~j. Writer submits:~~
 - ~~1) One copy of proposal to grants and contracts coordinator for revision and filing~~
 - ~~2) One original with required copies of proposal to project manager for submission and filing.~~

FORMS/REFERENCES

- ~~1. Form 5100.2a Grants and Contracts Project Manager's Planning Guide.~~
- ~~2. Funding Agency's Program Guidelines.~~
- ~~3. Funding Agency's Proposal Forms.~~

~~(Forms are stocked and issued by the District Office, Grants and Contracts Coordinator.)~~

Adopted: _____ September 7, 1977

SUPERSEDES:
New Procedure



SAN DIEGO COMMUNITY COLLEGE DISTRICT

~~Administrative Procedure~~

~~Chapter 4 – Instructional Services~~

~~5120.7 – SUBMISSION OF PROPOSALS FOR GRANTS AND CONTRACTS~~

This procedure outlines the tasks to be completed in order to submit a written proposal to a funding agency.

FUNCTION

1. Definitions

- a. Proposal: A multi-part document written by the District to convince a funding agency that the project described in the proposal is worthy of agency funding.
- b. Submission: The process by which the proposal passes from project manager to the funding agency. This process includes the functions of review, approval and authorization.
- c. Review: The evaluation of the proposal by higher authority such as the president or director, Chancellor and the Board of Trustees.
- d. Approval: The signing of the proposal by the president or director and the signing of the Master Plan or Board docket exhibit by the president or director and Chancellor.
- e. Authorization: Action by the Board of Trustees taken by a vote in a public meeting to authorize the District to submit a proposal to a funding agency.

2. Restrictions

- a. Letters of inquiry and preliminary proposals do not require Board approval.

IMPLEMENTATION

1. Responsibility

- a. Project manager is responsible for preparing docket exhibit if project is not included in Master Plan.
- b. The president or director is the advocate of the proposal in that he/ she:
 - 1) Signs proposal and Master Plan or docket exhibit
 - 2) Defends the proposal before the Chancellor and the Board of Trustees
- c. Chancellor has a review and approval function in that he/she:
 - 1) Signs Master Plan or Board docket exhibit

- 2) ~~Recommends approval of proposal to Board of Trustees~~
- d. ~~Board of Trustees approves proposal and authorizes District to submit proposal to funding agency.~~
2. ~~Sequence of Events~~
 - a. ~~Submission of a proposal that is included on a Board-adopted grants and contracts project Master Plan:~~
 - 1) ~~Project manager mails the proposal by certified mail or courier service (see Procedure 5110.1).~~
 - 2) ~~The president/director shall inform the Chancellor and grants and contracts coordinator via Information Memo that the proposal has been dispatched.~~
 - b. ~~Submission of a proposal that is not on the Master Plan:~~
 - 1) ~~Project manager develops Board docket exhibit (see sample exhibit for project submission in SPECIAL PROJECTS HANDBOOK).~~
 - 2) ~~President or director reviews and signs exhibit.~~
 - 3) ~~President or director sends exhibit to grants and contracts coordinator.~~
 - 4) ~~Grants and contracts coordinator reviews exhibit for format and consistency with proposal and signs exhibit.~~
 - 5) ~~Grants and contracts coordinator sends exhibit to Board office for inclusion in upcoming docket.~~
 - 6) ~~Chancellor reviews exhibit and signs if he approves.~~
 - 7) ~~Chancellor puts exhibit on upcoming Board docket.~~
 - 8) ~~Board reviews and approves docket item.~~
 - 9) ~~President/director notifies project manager and grants and contracts coordinator of Board action.~~
 - 10) ~~Project manager sends proposal by certified mail or courier to funding agency.~~

FORMS/REFERENCES

1. Procedure 5100.2
2. Special Projects Handbook
3. ~~Sample docket exhibit: Proposal Submission.~~
~~(Stocked and issued by grants and contracts coordinator)~~

Adopted: _____ September 7, 1977

SUPERSEDES:
New Procedure



SAN DIEGO COMMUNITY COLLEGE DISTRICT

~~Administrative Procedure~~

~~Chapter 4 – Instructional Services~~

~~5120.9 – EVALUATION OF PROPOSALS NOT FUNDED~~

This procedure outlines the tasks required to evaluate those proposals that are not funded.

~~FUNCTION~~

- ~~1. Definitions~~
 - ~~a. Unfunded proposal: A proposal that has been turned down by the funding agency.~~
 - ~~b. Evaluation: An assessment of why the proposal was rejected, including:~~
 - ~~1) Eligibility of applicant~~
 - ~~2) Quality of written proposal~~
 - ~~3) Strategy~~
 - ~~4) Congruence of objective of applicant and funding agency~~

~~IMPLEMENTATION~~

- ~~1. Responsibility~~
 - ~~a. Grants and contracts coordinator is responsible for securing evaluation of proposal from funding agency.~~
 - ~~b. Project manager is responsible for participating in evaluation process.~~
- ~~2. Sequence of Events~~
 - ~~a. Funding agency notifies District that project was not funded.~~
 - ~~b. Written rejection or notices that proposal will not be funded shall be forwarded to grants and contracts office.~~
 - ~~c. Grants and contracts coordinator will initiate contact with the funding agency to obtain a written or oral evaluation.~~
 - ~~d. Grants and contracts coordinator meets with project manager and interested persons to review evaluation and assess the pertinence of submitting the project to the same agency/other agency at a later date.~~

~~FORMS/REFERENCES~~

- ~~1. Application Guidelines~~
- ~~2. Completed Proposal~~
- ~~3. Proposal Evaluation Summary~~

~~Adopted: September 7, 1977~~

~~Supersedes:~~