



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL

September 20, 2017

3:00 p.m. – Room 245

AGENDA

- *1.0 Review Minutes of September 6, 2017
- 2.0 No Review of Board Agenda
- 3.0 Additional Agenda Items
- 4.0 State Budget Update Carroll, Dowd
- 5.0 DACA and Other Immigrant Students Carroll
- 6.0 Textbook Affordability Task Force Neault
- *7.0 Review of HR Policies and Procedures Surbrook
 - BP 6800 Occupational Health and Safety
 - AP 6800 Injury and Illness Prevention Program
 - AP 6801 Worker's Compensation – On-The-Job Injuries and Illnesses
 - BP 7130 Compensation
 - AP 7130 Compensation
 - BP 7140 Collective Bargaining
 - BP 7230 Classified Employees
 - BP 7330 Communicable Disease
 - AP 7330 Communicable Disease
 - AP 7343 Industrial Accident and Illness Leave
 - BP 7365 Discipline and Dismissal, Classified Employees
 - AP 7500 Volunteer Policy
 - BP 7800 Employee Conflict of Interest
 - AP 7800 Employee Conflict of Interest
- 8.0 Strategic Planning Committee Composition 2017-2018 Bulger
- 9.0 Roundtable

*Attachments

Next DGC MEETING scheduled: Wednesday, October 4, 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

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DISTRICT GOVERNANCE COUNCIL MINUTES

September 6, 2017

Present: Akers, Anthony-Thomas (for Kovrig), Beresford, Bocaya, Bulger, Cortez, Dowd, Hsieh, Hubbard, Larson, Manis, McGrath (for Luster), Murphy (for McMahon), Neault, Newell, Payne, Perigo, Shabazz, Surbrook, Weinroth and Chairperson Chancellor Carroll

Absent: Kovrig, Luster, McMahon

Guests: Margaret Lamb

1. **APPROVAL OF MINUTES**

The minutes of August 16, 2017, were approved.

2. **REVIEW OF BOARD AGENDA**

The agenda for the September 14, 2017, Board Meeting was opened for review by Chancellor Carroll. Each item was discussed and satisfied.

3. **STATE BUDGET UPDATE**

Executive Vice Chancellor Dowd reported no changes to the state budget.

4. **DISTRICT'S 2017-2018 ADOPTED BUDGET**

Executive Vice Chancellor Dowd went through a draft version of the 2017-18 budget presentation to be heard at the September 14th Board of Trustees meeting.

5. **LEGISLATIVE ISSUES**

Chancellor Carroll referred to a handout showing California Government Code exemptions to the AB 1887 travel ban. Also listed were several exemptions specific to the SDCCD. She gave an update on SB 769, the community college baccalaureate, which was stopped in appropriations for this year but will likely appear next year. She also shared a letter written by Board President Maria Nieto Senour and herself to President Trump, urging him to uphold the 2012 executive order that initiated the Deferred Action for Childhood Arrivals (DACA) program.

6. **REVIEW OF REVISIONS TO BOARD POLICIES & ADMINISTRATIVE PROCEDURES**

Margaret Lamb, Executive Assistant to the Chancellor, brought back revisions to Board policies and administrative procedures from Chapters 1 and 2, and received no comments or questions. The policies will be heard for the first reading of two at the next Board of Trustees meeting.

7. REVIEW OF GUIDELINES FOR FREE SPEECH ACTIVITIES

Vice Chancellor Neault sent out a packet that included free speech guidelines for each of the colleges and Continuing Education, as well as a new one for the District Office. The packet also included BP 3925 – Posting and Distribution of Literature, Political Activities, Free Speech and Freedom of Expression on Campus and District Sites, and guidelines for regulating use of campus spaces by external organizations. Dr. Neault asked that members familiarize themselves with the materials, especially the districtwide brochure because it is new, and to let her know if there were any concerns.

8. ACADEMIC SENATE PRESIDENTS

City College Academic Senate President Justin Akers opened discussion seeking updates on several issues. Vice Chancellor Bulger spoke to the status of the MOU process and upcoming discipline meetings, saying she would send out more information. Vice Chancellor Surbrook brought the updated policy for President Selection – BP 2436 and explained revisions. The timeline for Board Policies and Administrative Procedures will be brought to the DGC at an upcoming meeting. Mr. Akers ended with a report from the districtwide academic senates saying they are working on improved communication and collaboration and will be meeting to discuss their mission statement, values, decision-making process, and strategic plan.

Adjourned 4:44 p.m.

Chancellor's Office & Board of Trustees



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Board Policy

Chapter 7 – Human Resources Chapter 6 – Business, Finance, and Information Technology

BP 6800 – OCCUPATIONAL HEALTH AND SAFETY BP 4800 – INJURY AND ILLNESS PREVENTION PROGRAM

POLICY

The Board of Trustees, recognizing that the health, safety, and well-being of its employees is of paramount importance in the effective management of the San Diego Community College District, affirms its commitment to create and maintain a safe and healthful working environment.

To implement this policy, the District Chancellor is authorized to create and implement an Occupational Health and Safety Program which that will consists of appropriate policies, programs, and procedures to:

1. Identify and evaluate all workplace hazards, including methods to mitigate identified hazards.
2. Delegate responsibility for the implementation and enforcement of the District's Injury and Illness Prevention Plan at each of the District's places of operation.
3. Train all employees, supervisors, and managers in the recognition of workplace hazards and proper safe work practices.
4. Provide Ensure that all employees will comply with safe work practices, giving recognition to employees who demonstrate compliance.
5. Create a system of communications between employees, supervisors, and management which will management and employees to promote a safe working environment, including means for employees to inform the District of potential hazards without the fear of retaliation.
6. Investigate the causes of accidents and illnesses.
7. Correct unsafe or unhealthy conditions or practices in a timely manner.

SUPERSEDES:

Policy 7400, 12/23/76

References: California Code of Regulations, Title 8, Section 3203
Code of Federal Regulations, Title 29, Section 1910

Adopted: 12/23/1976

Revised: 02/29/1996

08/28/2017

(Replaces SDCCD BP 4800)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Administrative Procedure

Chapter 7—Human Resources

Chapter 6 – Business, Finance, and Information Technology

AP 6800 – INJURY AND ILLNESS PREVENTION PLANPROGRAM

FUNCTION

The San Diego Community College District, recognizing that the health, safety, and well-being of its employees is are of paramount importance in the effective management of the San-Diego Community College District, wishes affirms its commitment to create and maintain a safe and healthful working environment.

The District strives to meet and exceed compliance with all applicable California Department of Industrial Relations Health and Safety (Cal-OSHA), Environmental Protection Agency (EPA), and Federal Occupational Safety and Health Administration (OSHA) regulations and requirements as they relate to occupational safety and health.

In order to meet the requirements of California Code of Regulations Title 8, Section 3203, the District will create and maintain a written *Injury and Illness Prevention Program*.

The District Chancellor directs the Office of Risk Management to develop and oversee implementation of the *Injury Illness and Prevention Program*.

The *Injury and Illness Prevention Program* shall:

1. Articulate the District's Safety Policy
2. Assign authority, roles, and responsibilities for the creation, implementation, and enforcement of all District and Facility occupational health and safety programs
3. Delineate required occupational health and safety programs for each District Facility
4. Outline methods of determining compliance
5. Outline methods of communication regarding occupational health and safety topics
6. Direct the formation of site Safety Committees
7. Outline the process of hazard assessment
8. Outline the process of hazard abatement
9. Outline the process for accident and incident investigations
10. Outline the process for occupational health and safety-related training.

The *Injury and Illness Prevention Program* will provide the basis for all of the District's occupational health and safety programs as well as those for each College and Facility.

In order to meet the requirements of 8 CCR §3203, each College and Facility must develop or adopt the regulatory-required programs delineated in the District's *Injury and Illness Prevention Program*.

IMPLEMENTATION

The District Chancellor directs the following Cabinet Members designees to submit to the Chancellor for approval before implementation, site Safety Plans in accordance with this procedure no later than July 1, 1996: to provide for the adoption and implementation of the required occupational health and safety programs pursuant to the District's Injury Illness and Prevention Program;

For City College sites, the President of City College, For Mesa College sites, the President of Mesa College,
 For Miramar College sites, the President of Miramar College,
 For the Educational Cultural Complex, the Provost for Continuing Education, For Continuing Education Sites, the Provost for Continuing Education,
 For the District Administrative Offices, the Assistant Chancellor, Human Resources,
 For the District Service Center, the Assistant Chancellor, Facilities.

<u>Location</u>	<u>Designee</u>
<u>San Diego City College</u>	<u>President of San Diego City College</u>
<u>San Diego Mesa College</u>	<u>President of San Diego Mesa College</u>
<u>San Diego Miramar College</u>	<u>President of San Diego Miramar College</u>
<u>San Diego Continuing Education</u>	<u>President of San Diego Continuing Education</u>
<u>SDCCD District Administrative Offices</u>	<u>Vice Chancellor, Human Resources</u>
<u>SDCCD District Service Center</u>	<u>Vice Chancellor, Facilities</u>

Additionally, the District Chancellor directs the designees to make provisions and resources available for the compliance and maintenance of the required programs.

SITE SAFETY PLANS

1. The site Safety Plans will be uniform to the extent allowed by the various geographical and occupational environments.
2. Each site Safety Plan will provide for:
 - a. A restatement of the District's Safety Policy.
 - b. Declaration that the designated Chancellor's Cabinet Member is responsible to the Chancellor for the effective implementation of Site Safety Plans for his/her area of responsibility.
 - c. The appointment of Safety Officers appropriate in number and training to the occupational groups.
 - d. The formation of a site Safety Committee.
 - e. Training for employees in workplace hazards and the safety rules prescribed for the workplace. <P<
 - f. Supervisor training in hazard recognition, accident investigation, workers' compensation reporting, American with Disabilities Act requirements, and workplace self-inspections.
 - g. Accident Investigation Procedures by supervisors and Safety Officers.
 - h. Scheduled workplace inspections by Safety officers, documented by written

reports-

i. ~~The distribution of an Employee Safety Manual to all employees which shall include the following:~~

- 1) ~~District safety policy.~~
- 2) ~~Requirement for employee compliance and discipline measures for failure to comply with safe work practices.~~
- 3) ~~Recognition of employee compliance with safe workplace practices.~~
- 4) ~~Role of Safety Officers and of supervisors.~~
- 5) ~~Accident and hazard reporting, training, and procedures.~~
- 6) ~~Scheduled monthly workplace safety meetings conducted by supervisors.~~
- 7) ~~Workplace self-inspections by supervisors and Safety Officers.~~
- 8) ~~Workers' Compensation rights and reporting procedures.~~
- 9) ~~Safety rules, specific to particular workplaces.~~

j. ~~Emergency and Evacuation Procedures including, as required:~~

- 1) ~~Definition of emergency.~~
- 2) ~~Responsibility/authority to declare emergency or evacuation.~~
- 3) ~~Safety Officer role.~~
- 4) ~~Campus Police role.~~
- 5) ~~Site Emergency Response teams.~~
- 6) ~~Communication to senior management and District office.~~
- 7) ~~Determination of exits and escape routes.~~
- 8) ~~Determination of critical employees who must remain.~~
- 9) ~~Procedure to account for all employees and students.~~
- 10) ~~Reporting and further interface with civil authorities.~~
- 11) ~~Procedures for cleanup of hazardous materials and chemical spills; notification of appropriate authorities.~~
- 12) ~~Alarm System procedures, including employee access, periodic testing, back-up system, distinctive sounds.~~

k. ~~A Fire Prevention Program (Cal Code Regs., Sections 3221/6184)~~

Each program must:

1. Be uniform in content to similar programs throughout the District to the extent allowed by the various geographical, occupational, and physical environments
2. Be written and include
 - a. A restatement of the District's Safety Policy
 - b. The individual with the authority and responsibility for the effective implementation of each Program and portions, therein
 - c. Procedures for each Facility to meet the requirements for the relevant local, state and federal occupational safety and environmental laws, regulations, codes, and standards as well as any referenced consensus standards
 - d. Appropriate regulatory and code references
 - e. Training topics

- f. Required records, including retention time frames
- g. A Revision Record
- h. A Program Authorization record.
- 3. Be subject to a review process that should include affected managers, supervisors, and employees
- 4. Be approved by the Chair of the site Safety Committee through a process of their choosing
 - a. District safety programs shall be approved by the Risk Manager
- 5. Be reviewed by the Risk Management Office prior to implementation
- 6. Be made available to all affected employees upon request.

SITE SAFETY COMMITTEE

Specifically, the site Safety Committee will:

- a. ~~Be chaired by the site Business Manager or other appropriate manager.~~
- b. ~~Consist minimally of the Business Manager, the site Safety Officers and the District Risk Manager.~~

~~Meet not less than monthly to review reports and recommendations of the Safety Officers, determine and implement safety training, direct measures for hazard abatement, promulgate workplace safety rules.~~

- c. ~~Create and maintain the Employee Safety Manual.~~
- d. ~~Semiannually advise the District Safety and Occupational Health Committee on site safety matters and policy implementation.~~

DISTRICT SAFETY AND OCCUPATIONAL HEALTH COMMITTEE

~~The Chancellor and the designated Cabinet Members shall meet not less frequently than semi-annually to review the District's Safety and Health requirements as reported by the chairs of the site Safety Committees and to direct appropriate measures to fulfill the District's Safety Policy.~~

FORMS/REFERENCES

~~SDGCD, February 29, 1996~~

~~Title 8, CCR, Section 3203 California
Labor Code Section 6400~~

~~Adopted: February 29, 1996~~

~~SUPERSEDES:~~

~~Policy 7400, 12/23/76~~

References: California Labor Code 6400

California Code of Regulations, Title 8, Section 3203

Adopted: 12/23/1976 (Policy 7400)

Revised: 02/29/1996

08/28/2017

(Replaces SDCCD AP 4800.1)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Administrative Procedure

Chapter 6 – Business, Finance, and Information Technology

AP 6801 - WORKER'S COMPENSATION – ON-THE-JOB INJURIES AND ILLNESSES

This procedure is applicable to all District activities. It outlines the reporting requirements and the benefits available under Workers' Compensation for industrial accidents and illnesses.

1. Eligibility:
 - a. All paid District employees are covered for injuries on-the job as well as illnesses associated with their duties.
 - b. All authorized volunteers are covered for injury-related to their volunteer activity. In order that a volunteer be authorized, a Volunteer Registration form containing the following must be sent by the supervising District official to the Risk Management office, room 385.
 - i. Period of volunteer service
 - ii. Description of volunteer activity
 - iii. Location where activity will take place; and
 - iv. Name of the volunteer
 - v. Possible LiveScan and TB Assessment documentation.
2. Benefits
 - a. All medical, surgical, and hospital expenses to treat the accepted injury or illness
 - i. Temporary disability benefits
 - ii. Permanent disability benefits
 - iii. Death benefit
 - iv. Burial expenses
 - b. Disability benefits begin after the third calendar day of disability exclusive of the day of injury. If the disability exceeds twenty-one (21) days, the first three (3) days will be paid retroactively. Also, if hospitalization is required, disability benefits begin immediately upon hospitalization.
 - c. Amount of Compensation- salary plus accident leave compensation shall not exceed the employee's normal salary.
 - d. Emergency Medical Care: The District's primary responsibility is to provide prompt medical care for employees injured on the job.
3. Mandatory Reports
 - a. Workers' Compensation Law requires that the District file reports on all employee job injuries within twenty-four (24) hours of the injury.
 - b. The employee must report all injuries to their supervisor immediately or in the event of a severe injury, as soon as practical.

Accident Reporting Process

1. Employee
 - a. Informs supervisor of accident or injury that occur during work hours immediately, no matter how minor the injury may seem.
 - i. If the employee is rendered incapable of notifying their supervisor, any staff member who knows the details of the injury can effect notification.
 - b. Obtains necessary medical care.
 - i. The employer has the right under the provisions of Section 4600, Workers' Compensation Laws of California, to designate the attending physician for the first thirty (30) days of treatment after which the employee may change to the physician of their choice.
 - ii. If an employee has completed a Designation of Attending Physician form prior to the date of injury, the employee shall have the right to be treated by that physician from the date of injury.
 - iii. In an emergency, the employee should be taken to the nearest available facility. The employee or the employee's supervisor should notify the attending physician that this is an industrial accident.
 - c. Sends itemized bills or receipts for miscellaneous items such as prescriptions to the District's insurance carrier for reimbursement. The doctor and hospital will bill the carrier directly and may not charge more than Industrial Commission scheduled fees.
2. Supervisor
 - a. Completes an Injury and Illness Incident and Investigation Report and forwards to the Risk Management Office. (**Note:** the supervisor and **not** the injured employee **must** complete the accident report.) When there is any injury or work-related illnesses, regardless of the nature, reported to a supervisor, this Report must be submitted. Refer to the District's Injury and Illness Prevention Plan for additional details. A report of injury doesn't necessarily constitute an admission of liability.
3. Risk Management Office
 - a. Upon receipt of an Injury and Illness Incident and Investigation Report, the Risk Management Office performs the steps to produce a Form 5020, Employer's Report of Occupational Injury or Illness, and forwards to the insurer.
 - b. Will notify the District Payroll Office of an accepted claim and Industrial Accident Leave provision.
4. Insurer
 - a. Processes claims after performing such investigation and research as they deem necessary
 - b. Makes determination as to approval of claim and notifies injured employee as to benefits.
 - c. Determines from District Risk Management office if employee continues in a paid leave status. If so, advises the Risk Management Office and the District Payroll Office of the amount of Total Temporary Disability benefit due the employee, so that the employee's paid leave benefit can be offset in accordance with District procedures. In all other cases, including hourly employees, without paid leaves, and volunteers the insurer mails benefits directly to the employee.
5. District Payroll Office
 - a. Adjusts employee's Gross Income to offset Worker's Compensation benefits for Income Tax purposes.

- b. Adjusts employee's sick leave account to compensate for Worker's Compensation leave entitlement.

References: [California Labor Code, Division 4](#)
[California Labor Code, Division 4.5](#)
[BP 7500 Volunteer Policy](#)

Supersedes AP 4800.10

Adopted: 01/15/1973

Revised: [06/02/1981](#)

Revised: [08/29/2017](#)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Board Policy

Chapter 7 – Human Resources

BP 7130 – COMPENSATION

Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each contract employee shall be established by the Board of Trustees following appropriate collective bargaining obligations as provided in Board Policy 7140 titled Collective Bargaining.

Prohibition on Incentive Compensation

The District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

References:

Education Code Sections 70902(b)(4), 72411, 87801, and 88160;

Government Code Section 53200;

34 Code of Federal Regulations 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)

Adopted: 9/11/07

Revised:

(Replaces current SDCCD BP 7130)



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Administrative Procedure

Chapter 7 – Human Resources

AP 7130 – COMPENSATION

This procedure is applicable to all District employees. The District Chancellor shall identify any covered employees of the District and determine whether the District's compensation arrangements comport with the prohibition on incentive compensation, and to the extent that they do not, make necessary modifications to comply. Similarly, the District Chancellor shall identify any covered service providers, evaluate whether the contract pricing structure is consistent with the prohibition on incentive compensation, and if not, determine what modifications the District can make to any applicable contract.

Also see the collective bargaining agreements/handbook for applicable employee groups.

References:

Education Code Sections 87801 and 88160;

Government Code Section 53200;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

Adopted: __/__/__

Revised:

(This is a new procedure)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Board Policy

Chapter 7 – Human Resources

BP 7140 COLLECTIVE BARGAINING

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 Sections 3540 et seq., the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by law.

References:

Government Code Sections 3540 et seq.

[Also see BP/AP 2610 titled Presentation of Initial Collective Bargaining Proposals](#)

Adopted: 09/11/07

Revised:

(Replaces current SDCCD BP 7140)



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Board Policy

Chapter 7 – Human Resources

BP 7230 – CLASSIFIED EMPLOYEES

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:

- Substitute and short-term employees who are employed and paid for less than 75 percent of the fiscal year.
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.
- 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.

The Board [of Trustees](#) shall fix and prescribe the duties of the members of the classified service. [\(See BP 7110 titled Delegation of Authority, Human Resources\)](#)

Before a short-term employee is employed, the Board of Trustees, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Board of Trustees may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year.

The [District](#) Chancellor shall establish procedures to assure that the requirements of state law and regulations regarding the classified service are met.

The probationary period for classified employees shall be not greater than one year.

References:

Education Code Sections 88003, 88004, 88009, [and](#) 88013

Adopted: 09/11/07

Revised:

(Replaces current SDCCD BP 7230)



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Board Policy

Chapter 7 – Human Resources

BP 7330 – COMMUNICABLE DISEASE

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired academic or classified employees must show that they have been examined within the past 60 days to determine that they are free from active tuberculosis by providing the District with a certificate from the employee's examining physician showing that the employee was examined and found to be free from active tuberculosis.

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

References:

Education Code Sections 87408, 87408.6, and 88021.

Also see BP/AP 5210 Communicable Disease (Students), BP/AP 7335 titled Health Examinations, and AP 7336 titled Certification of Freedom from Tuberculosis.

Adopted: 09/11/07

Revised:

(Replaces current SDCCD BP 7330)



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Administrative Procedure

Chapter 7 – Human Resources

AP 7330 – COMMUNICABLE DISEASE

All newly hired academic or classified employees must show that they have been examined within the past 60 days to determine that they are free from active tuberculosis by providing the District with a certificate from the employee's examining physician showing that the employee was examined and found to be free from active tuberculosis.

For successful applicants for academic or classified positions:

- A medical certificate is required showing that the applicant is free from any communicable disease, including, but not limited to, active tuberculosis, unfitting the applicant to instruct or associate with students.
- The medical certificate shall be submitted by a physician as authorized by code.
- The medical examination is conducted not more than six months before the submission of the certificate and is at the expense of the applicant.
- A contract of employment may be offered to an applicant subject to the submission of the required medical certificate.
- The medical certificate becomes a part of the personnel record of the employee and is open to the employee or his/her designee.

New and current employees shall be required to submit a tuberculosis risk assessment to a medical provider who is a licensed physician or physician assistant. If risk factors are identified, a tuberculosis examination shall be required to determine whether the employee is free from active tuberculosis.

All employees shall be required to undergo an assessment within four years of employment and every four years thereafter.

References:

Education Code Sections 87408, 87408.6, and 88021.

Also see BP/AP 5210 Communicable Disease (Students), BP/AP 7335 titled Health Examinations, and AP 7336 titled Certification of Freedom from Tuberculosis.

Adopted: 09/11/07

Revised:



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Administrative Procedure

Chapter 7 – Human Resources

AP 7343 - INDUSTRIAL ACCIDENT AND ILLNESS LEAVE

Academic Employees

Academic employees shall be entitled to not less than sixty (60) days of leave on account of an accepted industrial accident or illness in any one (1) fiscal year for the same accident.

Allowable leave shall not be accumulated from year to year.

Industrial accident or illness leave shall commence on the first day of absence.

When an academic employee is absent from their duties on account of an industrial accident or illness, the employee shall be paid the portion of the salary due to them for any month in which the absence occurs as, when added to their temporary disability indemnity under the Labor Code, will result in a payment to the employee of not more than their full salary. "Full salary," shall be computed so that it shall not be less than the employee's "average weekly earnings" as that phrase is used in Labor Code Section 4453. For purposes of this section, however, the maximum and minimum average weekly earnings set forth in the California the California Labor Code Section 4453 shall otherwise not be deemed applicable.

Industrial accident or illness leave shall be reduced by one (1) day for each day of authorized absence regardless of a temporary disability indemnity award.

When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due to them for the same illness or injury.

Upon termination of the industrial accident or illness leave, the employee shall be entitled to the benefits provided in the California Education Code Sections 87780, 87781 and 87786, and, for the purposes of each of these sections, their absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave. However, if the employee continues to receive temporary disability indemnity, they may elect to take as much of their accumulated sick leave which, when added to their temporary disability indemnity, will result in a payment to the employee of not more than their full salary.

During any paid leave of absence, the employee may endorse to the District the temporary disability indemnity checks received on account of their industrial accident or illness. The District shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by the salary warrants.

Classified Employees

Classified employees shall be entitled to not less than sixty (60) days leave on account of an accepted industrial accident or illness, in any one (1) fiscal year for the same accident.

Allowable leave shall not be accumulative from year to year.

Industrial accident or illness leave of absence will commence on the first day of absence.

Payment for wages lost on any day shall not, when added to an award granted the employee under the workers' compensation laws of this state, exceed the normal wage for the day.

Industrial accident leave will be reduced by one (1) day for each day of authorized absence regardless of a compensation award made under workers' compensation.

When an industrial accident or illness occurs at a time when the full sixty (60) days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred, for the same illness or injury.

The industrial accident or illness leave of absence is to be used in lieu of entitlement acquired under California California Education Code Section 88191. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave will then be used; but if an employee is receiving workers' compensation, the person shall be entitled to use only so much of the person's accumulated or available sick leave, accumulated compensating time, vacation or other available leave which, when added to the workers' compensation award, provide for a full day's wage or salary.

Periods of leave of absence, paid or unpaid, shall not be considered to be a break in service of the employee.

During all paid leaves of absence, whether industrial accident leave as provided in this procedure, sick leave, vacation, compensated time off or other available leave provided by law or the action of the District, the employee shall endorse to the District wage loss

benefit checks received under the workers' compensation laws of this state. The District, in turn, shall issue the employee appropriate warrants for payment of wages or salary and shall deduct normal retirement and other authorized contributions. Reduction of entitlement to leave shall be made only in accordance with this procedure.

When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of the person's position, the person, if not placed in another position, shall be placed on a reemployment list for a period of thirty-nine (39) months. When available, during the thirty-nine (39) month period, the person shall be employed in a vacant position in the class of the person's previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case the person shall be listed in accordance with appropriate seniority regulations.

The District may require that an employee serve, or have served continuously, according to the employee's governing Collective Bargaining Agreement, before the benefits provided by this section are made available to the person. All service of an employee prior to the effective date of any such requirement shall be credited in determining compliance with the requirement.

An employee who has been placed on a reemployment list, as provided above, who has been medically released for return to duty and who fails to accept an appropriate assignment, shall be dismissed.

Also see the collective bargaining agreements for applicable employee groups.

References:

Education Code Section 44984
Education Code Section 45292
Education Code Section 87780
Education Code Section 87781
Education Code Section 87786
Education Code Section 88192

*NOTE: The red ink signifies language that is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This procedure reflects updates/revisions from the Policy and Procedure Service in February 2011.*

Adopted: 08/30/2017



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Board Policy

Chapter 7 – Human Resources

BP - 7365 DISCIPLINE AND DISMISSAL, CLASSIFIED EMPLOYEES

Also see the collective bargaining agreements/handbook for applicable employee groups.

The District Chancellor shall enact procedures for the disciplinary proceedings applicable to permanent classified employees of the District. Such procedures shall conform to the requirements of the Education Code. The District Chancellor shall assure collective bargaining agreements and employee organization handbooks reflect language regarding disciplinary proceedings.

The Board's determination of the sufficiency of the cause for disciplinary action of a classified employee shall be conclusive.

No disciplinary action shall be taken for any cause that arose prior to the employee becoming permanent, or for any cause that arose more than two years preceding the date of the filing of any charge against the employee, unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

A permanent member of the classified service shall be subject to disciplinary action, including, but not limited to, oral reprimand, written reprimand, reduction in pay, demotion, suspension, or discharge, for any of the following grounds unless separate grounds are contained within collective bargaining agreements or within employee organization handbooks:

- Fraud in securing employment or making a false statement on an application for employment.
- Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.
- Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee in the position.

- Willful disobedience and insubordination, a willful failure to submit to duly appointed and acting supervision, conform to duly established orders or directions of, or insulting or demeaning the authority of a supervisor or manager.
- Dishonesty involving employment.
- Being impaired by or under the influence of alcohol or illegal drugs or narcotics while on duty, which could impact the ability to do the job.
- Excessive absenteeism.
- Unexcused absence without leave.
- Abuse or misuse of sick leave.
- The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any employee. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. A plea or verdict of guilty, or a conviction showing a plea of nolo contendere made to charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this section.
- Improper or unauthorized use of District property.
- Refusal to subscribe to any oath or affirmation which is required by law in connection with District employment.
- Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department or division.
- Inattention to duty, tardiness, indolence, carelessness or negligence in the care and handling of District property.
- Mental or physical impairment which renders the employee unable to perform the essential functions of the job with reasonable accommodation or without presenting a direct threat to the health and safety of self or others.
- Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his/ or her official duties.
- The refusal of any officer or employee of the District to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the District is involved. Violation of this

provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.

- Willful violation of policies, procedures and other rules which may be prescribed by the District, college(s) or departments.
- Working overtime without authorization.
- Sexual Harassment ([also see BP/AP 3430 titled Prohibition of Harassment](#)).

References: [Education Code Sections 88013](#)

Adopted: 09/11/07

Revised:

(Replaces current SDCCD BP 7365)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Administrative Procedure

Chapter 7 – Human Resources

AP 7500 – VOLUNTEER POLICY

A volunteer worker shall be defined as an individual who performs an identifiable service without compensation under the supervision, control and management of the District. Each volunteer may be subject to the screening process set forth in this policy, with the following exceptions:

- Volunteers serving in single-day College events.
- Individuals serving as volunteers in Associated Student Organization (ASO) officer positions at the colleges. ASO officers are not entitled to defense and indemnity by the District.

The Risk Management Department may authorize suspension of the screening process when they believe that this process is not necessary for the volunteers serving in the particular event.

General

The District may enter into agreements with outside organizations to provide volunteers to the District to work at college locations. Such agreements will contain appropriate defense and indemnification language to protect the District from liability in connection with the volunteer services.

Volunteers serve the District in an "at will" capacity. The District may terminate a volunteer's services for any reason or no reason at all.

Pursuant to California Government Code Section 3119.5, no person aged sixty, (60) years or older may be excluded from volunteer service if the person is physically, mentally and professionally capable of performing the services involved. A person shall be deemed "professionally capable" if they can demonstrate reasonable proficiency or relevant certification and performs the professional duties in accordance with laws, regulations or the technical standards that govern their area of volunteer responsibility.

Volunteers may not be used in lieu of classified employees. The District may not refuse to employ a person in a vacant classified position and use volunteers instead, nor may it abolish any classified positions and use volunteers instead.

Screening

The District shall/may use a written application form that requires, at a minimum, the volunteer's name, address, phone number and history of **criminal felony** convictions.

A volunteer's service record shall be maintained by the District.

Subject to the limitations of this policy, employees assigned to other **full or part time** positions within the District may serve as volunteers during off-hours. **Employees are prohibited from performing volunteer duties during their normal work hours.**

Each volunteer may be required to submit to **Live Scan background and TB Assessment prior to volunteer assignments. Organizations that provide volunteers for the District are responsible for complying with this requirement.**

No person may serve as a volunteer in the District if:

- They have been convicted of or if **they have** charges pending which pertains to any sex offense (as defined in **California** Education Code Section 87010), or controlled substance offense (as defined in **California** Education Code Section 87011).
- They have been convicted of a crime and the **District Manager** determines that: the nature of the crime is too serious to serve as a volunteer; the crime was too recent; and/or the crime is inconsistent with obligations in performing assigned duties as a volunteer.
- They have a health condition that would preclude them from satisfactorily performing essential duties of the position.
- They make a false statement or **omit** a statement as to any material fact on the application form.

Incidental Expenses

Persons serving as volunteers may receive reimbursement for incidental expenses **that occur while performing activities for the District.**

Injuries or Illnesses

Volunteers are employees of the District only for the purpose of workers' compensation benefits for injuries sustained while engaged in the performance of any service under the direction and control of the District. All accidents and injuries that occur to volunteers as a result of the activities they perform for the District shall be handled through the normal accident reporting and occupational injury treatment procedure.

Benefits

With the exception of worker's compensation (**California** Education Code Section 72401), volunteers shall serve without any type of compensation or any other benefits granted to district employees. Volunteers shall not be entitled to defense and indemnity from the District.

Volunteer/Visitor Conduct Expectations

~~In accordance with Policy 3100, Student Rights, Responsibilities, Campus Safety and Administrative Due Process, all students shall have the right to a campus learning environment free from interference or disruption.~~

1. All visitors and volunteers are expected to adhere to the policies and procedures of the ~~San Diego Community College~~ District, as well as all federal, state, and local laws. Visitors and volunteers will be subject to removal from classrooms, service areas, and activities of the campus for any of the acts listed below. Any violation may be subject to permanent removal from all colleges, campuses, sites, programs, and activities of the District in accordance with *Section 2, Implementation*.
 - a. Act or threat of damage to or theft of property belonging to or located on District-controlled property or facilities.
 - b. The physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities, the orderly operation of the campus, or prevention of authorized visitors from carrying out the purposed for which they are on campus.
 - c. Physical, verbal, or written intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or a District employee's work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
 - d. Any expression which is obscene, libelous, or slanderous according to current legal standards, which so incites others as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the college/campus/District.
 - e. Physical altercation or threats of violence including assault or battery upon a student or District personnel on District premises or at any time or place while under the authority of District personnel.
 - f. Unlawful conduct of a sexual nature including but not limited to indecent exposure, prostitution, voyeurism, or loitering for the purpose of soliciting or engaging in any lewd act or conduct.
 - g. Sexual assault or physical abuse including but not limited to rape, sexual assault, domestic violence, dating violence, or stalking as defined by California law below: Consent – Affirmative consent to sexual activity by both parties. "Affirmative consent" means affirmative, conscious, and voluntary

agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other party. Lack of protest or resistance does not mean consent, nor does silence mean consent. Consent must be ongoing and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

Sexual Assault – Includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

Domestic Violence – Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse; by a person similarly situated to a spouse of the victim under California law; or by any other person against an adult or youth victim who is protected from that person's acts under California law.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress

- h. Any conduct that threatens the health or safety of any person, including oneself.
- i. Participation in hazing (California Education Code Sections 32050 through 32052).
- j. Possession of weapons, explosives, unlicensed dangerous chemicals or objects which may be used as weapons or to threaten bodily harm, as specified in the California Penal Code or other applicable laws.
- k. Conduct which is in violation of federal, state, or local laws or ordinances; while on District premises or at District-sponsored or supervised activities. (Ref. 76020, 76120)
- l. Failure to comply with directions of staff members of the District who are acting within the scope of their employment. Continued and willful

disobedience or open and persistent defiance of the authority of District personnel providing such conduct is related to District policies, activities or college/campus attendance.

- m. Smoking on District premises; or in vehicles provided by the District used for transporting students except as permitted by applicable ordinances, laws, college and District guidelines and procedures.
- n. Use, possession, distribution, or sale of alcoholic beverages on campus except as permitted by law.
- o. Use, possession, distribution, manufacture or sale of narcotics or other hallucinogenic drugs or substances or inhaling or breathing the fumes of, or ingesting, any poison classified as such by the California Business and Professions Code Section 4160, Schedule "D," except as provided by law, is prohibited when on District premises.

Violations of state, federal, or local laws or ordinances, while on District premises, will be addressed by college police in accordance with the California Penal Code.

2. Implementation:

- a. In the event of disruption, **volunteer/visitor** will be asked to leave the classroom or office/service area by faculty or staff.
- b. If the **volunteer/visitor** does not comply, the Vice President, Student Services, or other appropriate administrator should be contacted.
- c. The Vice President will respond and assess the incident.
- d. In the event of serious disruption, **College Police** should be contacted immediately.
- e. In the event the **volunteer/visitor** does not cooperate, or if apparent conflict arises between the **volunteer/visitor** and any member of District faculty or staff, the **College Police** will be contacted to assist. College police will assist with removing the disruptive person from campus as appropriate.

References:

[Education Code Section 35021](#)

[Education Code Section 44836](#)

[Education Code Section 49024](#)

[Education Code Section 49406](#)

Approved by
The Chancellor: March 2, 2015

Supersedes: Procedure 3100.4 — 4/24/07, 6/1/11

Also see BP/AP 3430 titled Prohibition of Harassment, BP/AP 3510 titled Workplace Violence, BP/AP 3540 titled Sexual and Other Assaults on Campus, BP/AP 5500 titled Standards of Student Conduct, AP 5520 titled Student Discipline Procedures, and AP 5530 titled Student Rights and Grievances.

Approved: March 2, 2015

Revised:

(Replaces current SDCCD AP 3100.4)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Board Policy

Chapter 7 – Human Resources

BP 7800 – EMPLOYEE CONFLICT OF INTEREST

CONDITION

District officers/employees are required to be alert to situations where a conflict of interest may occur in relation to their duties with the District.

POLICY

All District employees/officers are by law subject to restrictions of their outside activities/enterprises/employment where a conflict of interest would occur.

A District employee/officer shall not engage in any outside employment, activity or enterprise for compensation which is inconsistent, incompatible, or in conflict with his/her their duties with the District. A District employee/officer shall not perform any work, service, or counsel for compensation outside of his/her their District where any part of his/her their efforts will be subject to approval by any other officer, employee, committee of the District, or of the Board of Trustees.

Prohibited activities shall include the following, as well as other legal provision:

- The use of District time, facilities, equipment, supplies, prestige or influence for private gain or advantage.
- Receipt or acceptance of money or other consideration from other than the District for any activity which the employee/officer is expected to render in the regular course of work hours of his/her their employment with the District.
- Performance of an act in other than his/her their capacity as an employee/officer which may later be subject to control, inspection, review, audit, or enforcement of any other District employee/officer.
- Time demands which would render his/her their duty performance less efficient.

Any violation of these prohibited activities shall be cause for disciplinary action which may result in dismissal or prosecution under current law regarding dismissal proceedings. Any such disciplinary action is subject to appeal rights in accordance with current law and District policies/procedures.

October 14, 1998

SUPERSEDES: AC 4857, 7/27/73

[Also see BP 2710 titled Conflict of Interest, BP 2715 titled Code of Ethics/Standards of Practice and AP 4460.2 titled Conflict of Interest](#)

Adopted: 08/14/98

Revised:

(Replaces current SDCCD Policy 4460)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Administrative Procedure

Chapter 7 – Human Resources

AP 7800 – EMPLOYEE CONFLICT OF INTEREST

This procedure is applicable to all officers and employees. It specifies activities which are inconsistent, incompatible, or conflicting with their duties or offices and requires action be taken by supervisory/management personnel.

FUNCTION - Regulations

A District employee or officer shall not engage in any activity or enterprise for compensation which is inconsistent with or inimical to either ~~his/her~~ **their** own duties with the District or to the functions or responsibilities of the District.

This prohibition includes, but is not limited to, the following:

- a. Use of District time, facilities, equipment, supplies or name in a manner clearly for private gain or advantage.
- b. Receipt or acceptance of money or other consideration from other than the District for activity which the employee or officer is expected to render in the regular course or hours of ~~his/her~~ **their** employment with the District.
- c. Employment involving time demands which would render performance of ~~his/her~~ **their** duties as a local agency officer or employee less efficient.
- d. Sale or promotion, on District property during employee's or officer's duty hours, of products or services, rental of property or products, or promotion of any academic or non-academic enterprise in which the employee or officer may have a pecuniary interest.
- e. Acceptance of remuneration, direct or indirect, for tutoring a student who is, or was during the past two semesters, enrolled in a faculty member's classes. No faculty member shall engage in tutoring for which ~~his/her~~ **their** receives a fee on any of the campuses of the District nor may any equipment belonging to the District be used for this purpose.
- f. Outside employment and attendance at classes/courses at colleges and universities must be scheduled outside of the assigned hours.
- g. Receiving or giving of gifts, presents, or articles of value between students and staff.
- h. Submission of bids to purchase surplus District personal property when such is offered for public sale by the District.

- i. Outside activity which involves the use for private gain or advantage of the prestige or influence of the individual's position as a faculty or staff member, or employee of a particular department or office. This includes the use of information not readily available to the general public, gained in the course of District employment, for private gain or advantage, or the gain or advantage of another.
- j. Performance, outside of the District, of any work or service for compensation where any part of his/her **their** efforts will be subject to approval or control by any other District employee, unless reported and approved in accordance with paragraph 1 below.

IMPLEMENTATION

1. All officers and employees should apprise their immediate supervisor, in writing, when they are engaged or intend to engage in any activity, employment or enterprise which could be in violation of the regulations enumerated above.

This requirement is in addition to the reporting requirements for designated employees covered by the District Conflict of Interest Code.

2. When a conflict of interest is suspected, the issue shall be resolved in the following sequence:
 - a. The immediate supervisor/manager shall confront the employee with the allegation that activities engaged in by the employee violate a specific prohibition of this procedure. (If this step is verbal, a follow-up written memo shall be sent confirming the verbal allegation.)
 - b. The employee shall be informed of his/her **their** right to appeal any determination of conflict of interest, and from its application in his/her **their** specific case. Questions regarding conflicts of interest shall be resolved by and referred, in order, to the president/director via the appropriate chain of command. Presidents and directors may contact County Counsel for advice, and shall report each such question and decision to the Chancellor's Cabinet.
 - c. Continued or willful disregard for the restrictions of this procedure shall be cause for disciplinary action which could result in dismissal and/or prosecution.

[Also see BP 7800 titled Conflict of Interest, BP 2710 titled Conflict of Interest, BP 2715 titled Code of Ethics/Standards of Practice and AP 4460.2 titled Conflict of Interest](#)

Adopted: 08/14/98

Revised:

(Replaces current SDCCD Policy 4460.2)



Strategies for Decreasing Student Spending on Textbooks

Decreasing student spending on textbooks throughout SDCCD requires the combination of:

1. Increased student options for cost savings
2. Dramatic reductions in textbook costs to zero

Both require faculty leadership and increased partnerships between the faculty and the campus store, as well as the exploration and application of innovations for increasing textbook affordability.

1. Increasing Options for Cost Savings:

Textbook Rentals & Used Textbooks

Goal: Increase the sales of both rentals and used books (*numerical goal TBD*).

Tracking: Rental sales and used book sales; average cost savings to students compared to national average year over year; total sales from year to year.

Digital Textbooks (E-Books)

Goal: Increase number of sections* using digital textbooks (*numerical goal TBD*).

Tracking: Number of sections using digital textbooks; average cost savings to students from year to year; total sales from year to year.

Custom Publishing & Custom Course Packs

Goal: Increase number of sections using custom publishing and/or custom course packs (*numerical goal TBD*).

Tracking: Number of sections using custom publishing or custom course packs; average cost savings to students from year to year; total sales from year to year.

2. Dramatic Reductions in Textbook Costs to Zero:

No Textbook Required

Goal: Collect and track number of sections requiring no textbook (*no numerical goal*).

Tracking: Number of sections requiring “no textbook required” from year to year; average cost savings to students.

Open Educational Resources (OER)

Goal: Increase number of sections requiring use of OER-Full Textbooks.

Tracking: number of sections using OER-Full Textbooks and OER-Supplemental Teaching Materials; average cost savings to students.

- Five-year adoption goals by sections
- 2017-2018 baseline year TBD; Fall 2017 baseline is 1% of sections; summer 2017 baseline is 2% of sections.

*Where tracking of number of sections occurs, tracking of number of faculty will also occur.

Addressing Challenges to Decreasing Student Spending on Textbooks

Concerns: Paucity; quality; stability; and transferability.

Challenges: Time; unfamiliarity; access to OER textbooks and teaching materials.

Solutions: Institutional mini grants to incentivize and reward (e.g. Austin Community College); State & Federal grants (e.g. CCCCO Z-degree grants); exploration and application of innovations.

- Faculty Leadership is essential for increasing textbook affordability.
 - Increase faculty familiarity with cost saving methods and avenues for reducing textbook costs to zero.
 - Provide support through library staff and professional development workshops
 - Increase communication between campus store and faculty by program and by discipline regarding textbook costs year to year
 - Cultivate Faculty Champions to serve as mentors
 - Solicit faculty feedback on barriers, challenges, and possible solutions via faculty survey

Incorporating Innovations in Textbook Affordability:

- **Inclusive Access** (e.g. DeAnza, San Matea, UC Davis)
- **HERO** (cost awareness and comparisons, connection to a wide variety of options, and provision of data used for improvement)
- **OER notation in the online schedule** (Summer 2018)
- **Faculty training courses for OER**

*Based on estimate of 17,000 total sections per academic year (2016-2017: 17,128)

**Sections
by Strategies for Decreasing Textbook Costs
Fall 2017**

DRAFT

Sections <i>Number of sections by category of strategy</i>													
		Current Practices						New Models					
College	Campus Store Supported*	Digital Textbooks	Custom Publishing	Custom Course Packs	No Textbook Required		OER - Full Textbooks		OER - Supplemental Teaching				
City	1274					195	15%	9	1%	3	0.2%		
Mesa	2038					127	6%	4	0.2%	3	0.1%		
Miramar	1166					67	6%	43	4%	0	0.0%		
CE													
Total	4478					389	9%	56	1%	6	0.1%		

Source: SDCCD Bookstore, Fall 2017, 8/26/17

Percentage Summary of Sections by Current Practices and New Models

College	Current Practices		New Models		Current & New	
City	195	15%	12	1%	207	16%
Mesa	127	6%	7	0%	134	7%
Miramar	67	6%	43	4%	110	9%
CE						
Total	389	9%	62	1%	451	10%

*Cabinet Update as of 9/9/17 reports the following for total sections: City: 1629; Mesa: 2349; Miramar: 1279; CE: 1297

**Faculty
by Strategies for Decreasing Textbook Costs
Fall 2017**

DRAFT

Faculty <i>Number of faculty by category of strategy</i>													
		Current Practices						New Models					
College	Campus Store Supported	Digital Textbooks	Custom Publishing	Custom Course Packs	No Textbook Required		OER - Full Textbooks	OER - Supplemental Teaching					
City	540						96	18%	5	1%	2	0.4%	
Mesa	781						62	8%	3	0.4%	1	0.1%	
Miramar	376						21	6%	19	5%	0	0.0%	
CE													
Total	1697						179*	11%	27**	2%	3	0.2%	

Source: SDCCD Bookstore, Fall 2017, 8/26/17

Percentage Summary of Faculty by Current Practices and New Models

College	Current Practices		New Models		Current & New	
City	96	18%	7	1%	103	19%
Mesa	62	8%	4	1%	66	8%
Miramar	21	6%	19	5%	40	11%
CE						
Total	179	11%	30	2%	209	12%

*179 total identifiable faculty members from textbook information provided by bookstore. Of 389 sections categorized as "No Textbook Required", 28 Sections had unassigned faculty (13 from City and 15 from Miramar).

**27 total identifiable faculty members from textbook information provided by bookstore. Of 56 sections categorized as "OER," 19 sections had unassigned faculty (19 from Miramar).

**Cost Savings
by Strategies for Decreasing Textbook Costs
FA17**

DRAFT

Cost Savings to Students

College	Current Practices					New Models		
	Textbook Rental Program	Used Books	Digital Textbooks	Custom Publishing	Custom Course Packs	No Textbook Required	OER - Full Textbooks	OER - Supplemental Teaching Materials
City								
Mesa								
Miramar								
CE								

Total

Total Cost Savings by Current Practices & New Models

College	Current Practices	New Models	Current & New
City			
Mesa			
Miramar			
CE			

Total

Sales
by Strategies for Decreasing Textbook Costs
FA17

DRAFT

Sales								
Current Practices							New Models	
College	Textbook Rental Program	Used Books	Digital Textbooks	Custom Publishing	Custom Course Packs	No Textbook Required	OER - Full Textbooks	OER - Supplemental Teaching Materials
City								
Mesa								
Miramar								
CE								

Total

Total Sales by Current Practices & New Models			
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College	Current Practices	New Models	Current & New
City			
Mesa			
Miramar			
CE			

Total

Three-Year Comparisons

Cost Savings and Sales by Strategies for Decreasing Textbook Costs

DRAFT

Textbook Rentals

	FA15		FA16		FA17	
	Cost Savings	Total Sales	Cost Savings	Total Sales	Cost Savings	Total Sales
City						
Mesa						
Miramar						
CE						

Grand Total:

Used Books

	FA15		FA16		FA17	
	Cost Savings	Total Sales	Cost Savings	Total Sales	Cost Savings	Total Sales
City						
Mesa						
Miramar						
CE						

Grand Total:

Custom Publishing

	FA15		FA16		FA17	
	Cost Savings	Total Sales	Cost Savings	Total Sales	Cost Savings	Total Sales
City						
Mesa						
Miramar						
CE						

Grand Total:

Three-Year Comparisons

Cost Savings and Sales by Strategies for Decreasing Textbook Costs

DRAFT

Digital Textbooks

	FA15		FA16		FA17	
	Cost Savings	Total Sales	Cost Savings	Total Sales	Cost Savings	Total Sales
City						
Mesa						
Miramar						
CE						

Grand Total:

Course Packs

	FA15		FA16		FA17	
	Cost Savings	Total Sales	Cost Savings	Total Sales	Cost Savings	Total Sales
City						
Mesa						
Miramar						
CE						

Grand Total:

"No Textbook Required"

	FA15		FA16		FA17	
	Cost Savings	Total Sales	Cost Savings	Total Sales	Cost Savings	Total Sales
City						
Mesa						
Miramar						
CE						

Grand Total:

Three-Year Comparisons

Cost Savings and Sales by Strategies for Decreasing Textbook Costs

DRAFT

OER - Full Textbook

	FA15		FA16		FA17	
	Cost Savings	Total Sales	Cost Savings	Total Sales	Cost Savings	Total Sales
City						
Mesa						
Miramar						
CE						

Grand Total:

OER - Supplemental Teaching Materials

	FA15		FA16		FA17	
	Cost Savings	Total Sales	Cost Savings	Total Sales	Cost Savings	Total Sales
City						
Mesa						
Miramar						
CE						

Grand Total:

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Of all the things that can be done with an eye toward student success, perhaps none is more important than ensuring every student has the instructional materials they need, without limitations or delays. And getting content into student's hands comes down to essentially one thing: cost. It's time to remove cost as a barrier to student success. Hero helps you get there, and stay there forever. Here's how:

FIRST: ELIMINATE COST OBSCURITY ON YOUR CAMPUS

Hero makes it impossible for an educator to not know the price of the content they are using. The majority of faculty report not actually knowing the cost of the content they adopt. This happens for a variety of reasons. For one, they receive content for free from the publisher and then simply require it of their students with no cost awareness along the way. This gap in awareness has allowed the price of content to skyrocket to the point of inaccessibility, causing millions of students to forego the purchase of content and even forego their initial career path. Hero closes this gap entirely. Our visual course materials display shows faculty the cost of every piece of content they adopt. It may sound too simple, but this is the first, and most pivotal step in the content revolution.

SECOND: USE NEWFOUND COST AWARENESS TO CREATE A CONVERSATION

Once educators are aware of the price of each piece of content they adopt, they have the foundational knowledge to perform value assessments and exploration of alternatives based on cost. For example: "The book you have adopted will cost your students approximately \$210 each. Are you aware that if you get this same book digitally, it may cost just \$85 per student? Also, would you like to see the highest rated textbook in this category which costs students only \$40?" These types of questions carry no meaning without first being aware of cost. But once transparency is provided at the critical point of decision making, performing further assessment on the basis of cost and value comes naturally and can put your campus on a trajectory of lower cost, higher value content which becomes the new normal.

THIRD: PROVIDE AS MUCH CONTENT IN ONE PLACE AS POSSIBLE

The value conversation becomes meaningful when faculty are connected to an array of content options and alternatives in one place. Finding quality content across a fragmented marketplace is not easy. Hero tries to make sense of the fragmented content market, and puts discovery atop cost awareness a keystone of your content strategy. Faculty can save time and get results by looking to your campus as the primary resource for content discovery and procurement.

FOURTH: CAPTURE THE DATA AND IMPROVE THE CYCLE

With Hero you see the spectrum of information necessary to understand at a department and campus level where your content strategy is succeeding and where it is falling short. Are faculty adopting in advance of the term to procure content at the best prices? What is the response to digital offerings and lower alternatives? Are students being made aware of the content required in each course? Is the campus in compliance with HEOA? Hero tells the story. What is measured can be improved, and Hero brings transparency and data, often for the first time, to these critical content processes.

HERO IS EASY TO DEPLOY AND INSTANTLY CHANGES THE CONTENT LANDSCAPE ON YOUR CAMPUS WITH:

- Full Adoptions Management
- Course Materials Discovery & Analysis
- Faculty, Student & Campus Communication
- Inclusive Access Materials
- OER & Alternative Content
- HEOA Compliance Abilities
- Campus Integration with Single Sign On
- Publisher Resources
- Bookstore Integration
- Library Integration
- Faculty Commons
- Customized Student Booklist
- Price Comparison Shopping

INCLUSIVE ACCESS

Adaptive Digital Technology

Inclusive Access program is two main goals:

1. **Reducing the cost** of course materials.
2. **Improving educational outcomes** for students.

How it works for FACULTY:

- Express interest in the program.
- Bookstore will work with faculty member and publisher to verify use of availability as an adaptive learning solution for the text selected.
- Negotiates a lower price than print for students.
- Distributes digital content to students on or before first day of class.

How it works for STUDENTS:

- Access to content distributed via email.
- Student pays for access by opting-in before a certain cutoff period.
- If opting-back-in, students will need to submit their request via email for purchase.
- In most cases, a print upgrade option will be available for students at a discount after add/drop.

Benefits of using Inclusive Access:

- Reduce price of textbook for all students.
- Day one access to course content.
- Most current information provided to students.
- Adaptive and interactive content (beyond eBook) included.
- Academic freedom for faculty members to select content.
- Content available to students beyond the classroom.

FAQs:

What is Inclusive Access?

The Inclusive Access program is a new textbook model in collaboration with top publishers that convert books into digital content, usually with a Learning Management System that can be integrated into Canvas for adaptive learning. All students in class buy into the content on the first day, and won't be billed for it until after the add/drop date.

How much does Inclusive Access cost?

Prices are negotiated and vary depending upon the course materials chosen by the instructor, but are lower than competitive market rates.

How will I get my access code?

If your instructor is using Inclusive Access, you are already enrolled. You will be notified via email prior to the start of class with access instructions, the discounted pricing and information on opting in.

How do I pay for my access?

The access is free through the add/drop date. After that, all enrolled students who have not opted-in the program or dropped the course will have their access removed. Students must come to the bookstore or online website and pay for access before the two week free access expires. No waiting in line with a heavy, expensive book!

What does it mean to opt-in?

If you wish to participate in Inclusive Access, you have until the add/drop day (usually the first 10 days of class) to opt-in to the program. If you chose not to opt-in, your access will be removed and you have no obligation to purchase anything.

I did not opt-in by the add/drop date, my access was removed, and I need access. Can I still opt back in?

Yes, if it is after the add/drop deadline simply email the Inclusive Access team.

Questions? Inquire at dainclusiveaccess@fhda.edu.