WEST VALLEY -MISSION COMMUNITY COLLEGE DISTRICT
Board Policies
Chapter 3 ±General Institution

BP 3050 Institutional Code of Ethics
BP 3100 Organizational Structure
BP 3200 Accreditation
BP 3250 Institutional Planning
BP 3280 Grants
BP 3300 Public Records
BP 3310 Records Retention and Destruction
BP 3410 Nondiscrimination
BP 3420 Equal Employment Opportunity
BP 3430 Prohibition of Harassment
BP 3440 Service Animals
BP 3500 Campus Safety
BP 3501 Campus Security and Access
BP 3505 Emergency Response Plan
BP 3510 Workplace Violence Plan
BP 3515 Reporting of Crimes
BP 3518 Child Abuse Reporting
BP 3520 Local Law Enforcement
BP 3530 Weapons on Campus
BP 3540 Sexual and Other Assaults
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BP 3560 Alcoholic Beverages
BP 3570 Smoking and the Use of E-Cigarette Devices on Campus
BP 3600 Auxiliary Organizations
BP 3710 Securing of Copyright
BP 3715 Intellectual Property
BP 3720 Computer and Network Use
BP 3810 Claims Against the District
BP 3820 Gifts
BP 3900

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Referen ce:
Accreditation Standard III.A.1.d

Definition of Ethics
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commonly accepted rules of conduct for a society or for a profession. The ethical person is often described in absolute terms as one who is fair, honest, straightforward, trustworthy, dispassionate, and unprejudiced. If, however, one is inconsistently fair or honest, one loses credibility and is perceived to be unethical. The ethical person must be conspicuously c

To provide and protect student access to the educational resources of the

References:

ACCJC Accreditation Eligibility Requirement 21 and;
ACCJC Standards I.C.12 and 13;

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References:

ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5; Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, and 56270 et seq.

The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic, and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

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

Long Range Educational or Academic Master Plan, which shall be updated periodically as deemed necessary by the Board of Trustees

Facilities Plan

Equal Employment Opportunity Plan

Student Equity Plan

Student Success and Support Program Plan

Transfer Center Plan

master plans shall be submitted to the Board of Governors of the California Community Colleges for review and approval.

The Educational Master Plans shall be modified and brought up-to-date annually and VKDOO EH VXEPLWWHG WR WKH 6WDWH &KDQFHOORU¶V 2IIL

The Educational Master Plans shall contain the educational objectives of the Colleges, within the overall context of the District Strategic Plan and future plans for transfer programs, occupational programs, continuing education courses, and remedial and developmental programs. On the basis of current and future enrollment, they shall contain plans for development and expansion of auxiliary services, including services in the library and for counseling, placement, financial aid, and other student services.

,Q DGGLWLRQ WKH 'LVWULFW¶V LQVWLWXWLRQDO SODQQLQJ is guided by the principles reflected in the District Mission Statement (see BP 1200 titled District Mission), Values Statements, and Vision Statement.

Values Statements
We value the following core principles and qualities as the foundations for our work and our vision for the future:

a. Student Success ² In all our activities, we are committed to facilitating the success of our students.
b. Excellence ² We continually strive to meet the highest standards in our educational programs and services and in our internal processes.
c. Diversity and Inclusion ² The District provides a welcoming environment for people of all backgrounds, groups, and perspectives.
d. Service ² We strive to make positive contributions in the lives of our students, our colleagues, and our communities.
e. Engaged Learning ² We create collaborative, hands-on learning experiences WKDW DUH UHOHYDQW WR RXU VWXGHQWV¶ OLYHV DQG
f. Effective Communication ² We exchange ideas through open and inclusive channels and in a spirit of mutual respect and civility.
g. Exploration and Creativity ² Our educational programs and organizational culture encourage innovation and creativity.
h. Stewardship and Accountability ² We manage resources effectively.
i. Partnerships ² We build mutually beneficial relationships internally within the District organization and externally with partners in our service area and beyond.

Vision Statement
Our vision is to be:

a. Student Centered
   Student Focused Decision -making ±Basing all decision-making

including K-12 schools, other community college districts, and four-year institutions.

Ongoing Relationships with Our Alumni ± Maintaining mutually beneficial relationships with alumni to provide an ongoing value to alumni and to create opportunities for faculty, staff, and students to benefit from the success of our graduates.

A Global Presence and Perspective ± Facilitating study abroad opportunities for District residents, providing opportunities for foreign students at West Valley-Mission, and developing partnership opportunities with organizations and individuals in other countries.

Education for an Interdependent World ± Helping students to become global citizens who are sensitive to the differences and commonalities across nations, and among cultures, and who are prepared to participate actively in international and multi-cultural opportunities.

Positive Relationships ±Creating productive relationships between and among students, staff, and faculty to facilitate student success and organizational effectiveness.

A Team Environment ± Building an organizational culture charcT1erized by shared purposes, clear communication, and a culture of evidence.

Internal Partnerships ± Building an interdependent organization linking the Colleges and the District office.

h. Dedica tcTsto Quality and Excellence
Excellence ±Ensuring the highest quality in educational programs and services, professional growth opportunities, learning and work environments, and administra1ive systems.

"Customer Oriented" Service ±Providing all of our services with a focus on the individual needs of our clients regardless of the manner in which they contact us.

The Employer of Choice ± 0 D L Q W D L Q L Q J D Q G H Q K D Q F L Q J W K H ' L an empowering and employee-focused place to work.

Opportunitie s for Employee Development ± Developing the skills and competencies of all employees through promotional opportunities, training programs, and support services.

Continuous Fiscal Responsibility ±Building on the commitment among faculty and staff to implement cost-effective strategies and financial accountability.

A Learning Organization ± Developing an organization in which people continually expand their capacity to create the results they truly desire, where new and expansive patterns of thinking are nurtured, and where people are continually learning how to learn together.

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Reference:
Education Code Section 70902

The Board will be informed about all grant applications made and grants received by the District.

The Chancellor shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

The Chancellor shall approve the submission of applications for external grant funds that are consistent with current planning and goals. New grants awarded must be agendized for acceptance by the Board pr

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References:
Government Code Sections 6250 et seq.

The District is committed to open government, governance, and access for all members of the public and for all members of the District community.

Public records, as defined by the Government Code, are open to inspection by the public during regular office hours of the District Offices and Colleges.

The Chancellor shall establish procedures for records management, including access by the public, which comply with the requirements of the California Public Records Act.

Date Adopted: January 17, 2012

References:
Title 5 Sections 59020 et seq.;
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

In accordance with the provisions set forth in the California Code of Regulations, Title 5, a records management program, covering the life cycle of all records of the District and Colleges from the time they are originated, shall be implemented in order to:

Ensure that records which are required to be preserved or which may be useful for future reference are permanently retained and safely stored, and that those which have outlived their usefulness are destroyed, and

Minimize the expense related to record keeping.

The Chancellor shall establish administrative procedures to assure the retention and destruction of all District records, including electronically stored information as defined

References:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
Title 5 Sections 53000 et seq., and 59300 et seq.;
Penal Code S

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

The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural

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References:
Education Code Sections 212.5, 44100, 66252, and 66281.5;
Government Code Section 12950.1;
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

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

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

Any student or employee who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 titled Discrimination and Harassment Investigations. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placem l13(s,)3(isci)4(p)g6ipo3(y( )-441(a)-3(d)-3

compensation.

To this end, the Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination and procedures for students to resolve complaints of harassment and discrimination. All participants are mp(a)-3(n)-3(tn)-3(tn)-3

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References:

The Americans with Disabilities Act of 1990 ±42 United States Code Sections 12101 et seq.;
28 Code of Federal Regulations Part 35;
28 Code of Federal Regulations Part 36;
34 Code of Federal Regulations Part 104.44(b)

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

Date Adopted: January 17, 2012
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Reference:
Education Code Section 67380(a)(4)

The District shall provide a safe environment for students, employees and visitors. The District is committed to the implementation of safety and health policies and procedures involving workplace security for employees and students.

Employees and students shall be directly responsible for conducting themselves, at all times, in a manner that is consistent with current District policies.

The Board is committed to a safe and secure District work and learning environment. To that end, the Chancellor shall establish a campus safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding eighteen (18) months to increase safety, and any changes in safety precautions to be made during the nex4 368 368 368ET BT 1 0 0 1 72.024 332Sn

References:

Education Code Sections 32280 et seq., and 71095;
Government Code Sections 3100 and 8607(a);
Homeland Security Act of 2002;
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
Executive Order S-2-05;
19 California Code of Regulations Sections 2400-2450;
34 Code of Federal Regulations 668.46(g)

College personnel must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The Chancellor should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management, including mitigation and prevention,

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References:
Education Code Section 67381;
34 Code of Federal Regulations Section 668.46(b)(4)

The District, on behalf of each campus or center, shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each a J H Q F \ ¶ V R S H U D W L R Q D O U H V S R Q V L E L O L W \ L Q F

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.

The District and each campus encourages accurate and prompt reporting of all crimes to the District Police and/or the appropriate police agencies. The Chancellor shall establish procedures that encourage pastoral counselors and professional counselors, if and when they deem it appropriate,

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References:
Penal Code Sections 626.9 and 626.10

The District strives to provide employees, visitors, and students with a safe environment in which to work, learn, and visit; therefore, the District does not tolerate violence or threats of violence within the District.

Firearms or other weapons shall be prohibited on any college or District center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

Date Adopted: January 17, 2012

References:
Education Code Sections 67382, 67385, and 67386;
20 U.S. Code Section 1092(f);
34 Code of Federal Regulations Section 668.46(b)(11)

Any sexual assault or physical abuse, including, but not limited to rape, domestic

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enforcement agency, education and promotion of the policy, and tobacco and vapor cessation treatment options.

Direct that the District post signs stating its smoking, tobacco, and use of e-cigarette devices policy on campus, as follows:

- the locations at which smoking, tobacco, or e-cigarette device use is prohibited on campus
- the locations at which smoking, tobacco, or e-cigarette device use is permitted on campus

Inform employees and students of the smoking, tobacco, and use of e-cigarette devices policy and enforcement

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References:
Education Code Sections 72670 et seq.;
Title 5 Sections 59250 et seq.

The Board may recognize and approve auxiliary organizations established for the purpose of providing to the District any and all supportive services, specialized programs, and functions identified in Title 5.

The Chancellor shall establish the administrative procedures necessary to fully comply with California law relating to auxiliary organizations, and to submit this policy and those SURFHGXUHV WR WKH 6WDWH &KDQFHOORU¶V 2IILFH DV U procedures shall address the subjects required by Title 5.

Recognition and establishment of auxiliary organizations shall include a public hearing on the recommendation to recognize or establish an auxiliary organization; Board approval of the auxiliary organization; and approval of a written agreement between the District and the auxiliary organization describing the services, programs, or functions to be performed. All such written agreements shall comply fully with the requirements of Title 5 Section 59257(j).

Any auxiliary organization recognized by the Board shall conduct its business in accordance with the administrative procedures adopted by the Chancellor pursuant to this policy. rocedoon (e)6( )w(o)-3(li(u)-3(rsu)9(a)S311B9eW3(rocO3-3(s)-1311WO3-ic)-81(Cha)4(n)

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providing the District with an unfair advantage with respect to any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.

Bookstores, cafeterias, and vending services may be operated under contract with an outside firm.

Contracts for outside vendors to operate bookstores, cafeterias, and vending services shall be awarded by competitive bid, submitted to the Board for approval, and awarded in the best interests of the students. Student organizations shall be encouraged to submit bids and given preference if they meet all other bid criteria.

Auxiliary organizations shall submit financial reports to the Board on at least a quarterly basis and shall submit a general report annually.

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policies 6.25.1 and 6.25.2)

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References:
Education Code Sections 72207 and 81459;
17 U.S. Code Section 201

The Chancellor is directed to develop appropriate administrative procedures to implement the provisions of the Education Code that authorize the securing of copyright protection for works including, but not limited to, registering copyrights and policing infringements, on behalf of the District. The procedures developed by the Chancellor shall assure that the District may use, sell, give, or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

In the development of these procedures, the Chancellor shall solicit the input of the proper representatives of the college community in accordance with the ' L V W U L F W ¶ V policies regarding participatory local decision making.

References:

17 U.S. Code Sections 101 et seq.;
35 U.S. Code Sections 101 et seq.;
37 Code of Federal Regulations Sections 1.1 et seq.

The Chancellor shall develop procedures that define the rights, interests, protection, and transfer of intellectual property created by the District employees and students.

Date Adopted: January 17, 2012
*(This is **new** policy language recommended by the Policy and Procedure Service)*

References:
Education Code Section 72502;
Government Code Sections 900 et seq., 910, and 935 et seq.

& R Q V L V W H Q W Z L W K W K H % R D U G ¶ V J H Q H U D O G H O H J D W L R Q and subject to any reporting and ratification requirements, the Chancellor and his/her designees are specifically empowered to act on a claim filed against the District under the California Tort Claims Act in accordance with Government Code Section 935.4. Further, this delegation authorizes the Chancellor to allow, compromise, or settle a claim against the District. The Chancellor shall report to the Board any action taken in regard to a claim filed against the District pursuant to the California Tort Claims Act. Upon written order of the Chancellor, the District shall cause a warrant to be issued in the amount for which a claim has been allowed, compromised, or settled, not to exceed Ten Thousand Dollars ($10,000). Claims exceeding the amounts specified above are subject to ratification of the Board.

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

Claims by public entities: claims by the state or by a state department or agency or by another public entity.

Claims for fees, wages, and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place(s) for service of claims, lawsuits, or other types of legal process

In recognition of major financial or educational contributions, the Board may name 'LVWULFW IDFLOLWLHV LQ KRQRU RI D GRQRU 7KH WHUP buildings, rooms, plazas, gardens, walkways, streets, and other spatial areas or structures on District property. The funding does not necessarily need to involve the named facility. Proposals for such naming may come from any source. The President of the Board, the Chancellor, and the President of the appropriate College (in consultation with the campus community) shall constitute a committee to make recommendation to the Board, which shall have final authority. In addition to facilities, special campus events such as athletics, fine arts, lectures, and other activities may be eligible for naming under this policy.

Also see BP/AP 6620 titled Naming of Facilities and Other Naming Opportunities.

Date Adopted: January 17, 2012
Date Revised: June 16, 2015

Attempt to involve as many programs, services, and other elements of the District in community relations activities as practical.

Recognize, respond to, and positively support the special relationship that exists between each individual College and the neighborhood immediately surrounding it.

Work closely and cooperatively with the individual communities within the District, seeking out opportunities for cooperative ventures and participating in civic organizations.

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policy 2.14)