Chapter One: The District

District Statement of Philosophy

Values
The Governing Board, Faculty, Staff and Administration of Cabrillo College affirm the following values which form the foundation of this institution. We believe that:

• Education is a necessity to a democratic society
• The quality of life is improved through education
• Learning is a lifelong process
• The desire to learn should be encouraged
• Community members of all backgrounds have the right to pursue their life goals through higher education
• Educational institutions must respect and accommodate the diversity of individual backgrounds, abilities and interests, and ensure the integrity of institutional actions in all matters.

Mission
Cabrillo College is a dynamic, diverse and responsive educational community dedicated to helping all students achieve their academic, career, and personal development goals.

The Cabrillo College Mission Statement expresses the general purposes for which the college exists. It is intended to embody the collective values held by the members of the college.

Vision Statement
Cabrillo College is passionate about developing critical thinking, honing oral and written communication and enhancing global awareness, while cultivating personal and professional responsibility in our students. Exploration, innovation, creativity, and implementation of a variety of teaching methods, including technology literacy, are hallmarks of our approach to learning. We help students of varying skill levels achieve their potential, and consider everyone in the college part of a community of learners who are treated with dignity and respect. Cabrillo College supports a climate of diversity, self-empowerment and sustainability, with a strong sense of social justice.

As an integral part of Santa Cruz County, Cabrillo College is an accessible gateway to prosperity that provides education for all, supporting the local economy and improving economic vitality. We serve students who have goals of transfer, career preparation, basic skills, personal fulfillment and retraining through an inclusive and effective learning environment. Students will leave with greater knowledge and a richer expectation of themselves.

The mission and visions statement are evaluated and revised on a regular basis.

Goals
To accomplish our mission, specific goals will be established as part of an annual planning process which also will set priorities among goals.

Legal Reference: None
Accreditation Standard I
Chapter One: The District

Adopted: March 7, 1988
Revised: February 6, 2012
Revised: January 14, 2013
Revised: May 5, 2014
CANDIDATE’S STATEMENTS OF QUALIFICATIONS

By policy of the Cabrillo Community College District Governing Board, candidates filing for election to the Board shall comply with following:

1. Each statement of qualifications shall be limited to 200 words or less, and shall conform to all of the requirements contained in Section 13307 of the Elections Code. No candidate shall be permitted to supply additional materials for inclusion with the sample ballot.

2. Each candidate for office shall pay for all costs associated with each statement of qualifications printed.
   a. Each candidate filing a statement shall pay in advance to the College his or her pro rata share as a condition of having his or her statement included in the voter’s pamphlet. In the event of overpayment, the clerk shall prorate the excess amount among the candidates and refund the excess amount paid within thirty (30) days.

Candidates shall comply with all election filing dates “except as provided in Section 13309, the statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period.”

The Registrar of Voters shall provide all candidates with a written statement setting forth the Board resolution and policy with regard to Section 13307 and all other related statements.

Candidates desiring to visit college classrooms may do so by following established visitor procedures. If a candidate is invited to speak on campus, in the interests of fairness, all candidates shall be invited to speak.

Legal Reference: Elections Code 13307

Adopted: February 1, 1988
Revised: April 8, 2013
May 5, 2014
Regular meetings of the Board shall be held on the first or second Monday of the month. Regular meetings of the Board shall normally be held at the Cabrillo College Sesnon House, 6500 Soquel Drive, Aptos, CA.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney’s office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

**Agenda and Public Notice**
An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decide there is an “emergency situation” as defined for emergency meetings;
- two thirds of the members (or all members if less than two thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Superintendent/President. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of
Chapter Two: Board of Trustees

Agenda items submitted by members of the public must be received by the office of the President two weeks prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the Board’s agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission.

Public Comment

The Board shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:

1. There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda.

Members wishing to present such items shall submit a written request at the beginning of the meeting to the Superintendent/President that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken on such items.

2. Members of the public may place items on the prepared agenda in accordance with the section above titled agendas.

Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the Board meeting. Written communication regarding items on the Board’s agenda shall reach the office of the President not later than five working days prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author’s organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.

Public Comment

Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.
Chapter Two: Board of Trustees

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.

- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.

- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

Legal References:

- Education Code Sections 72000 (d), 72121 and 72121.5; and
- Government Code Sections 54950, et seq. and 6250 et seq., 54952.2, 54953 et seq., and 54961

Adopted: February 1, 1988
Revised: May 2, 1994
Revised: November 7, 2011
Revised:
RESPECTIBILITY FOR PUBLIC RELATIONS

The Superintendent/President is responsible for implementing the Board’s public relations policies. The Superintendent/President shall assume leadership in the day to day college community relations program.

All employees, instructional and non-instructional, shall be involved in the total public relations effort of the college.

The Superintendent/President is responsible for interpreting Board policies to the staff and to the public. The Superintendent/President shall require an active and comprehensive informational program to be conducted for the promotion of widespread understanding of the college’s programs.

The Superintendent/President shall take necessary precautions to avoid exploitation of the college, staff, or students in the interest of commercial, ideological, or other non-college organizations under the pretense of creating good relationships.

Legal Reference: None

Adopted: February 1, 1988
Reviewed: February 11, 2013
May 5, 2014
Overview:
Evaluation of the Superintendent/President by the Board is to be based upon performance of the
duties outlined in the job description for that position and upon goals and objectives developed
annually by the Board and the Superintendent/President, consistent with BP 2435 Evaluation of
the Superintendent/President.

The Board of Trustees shall conduct an evaluation of the Superintendent/President annually and
will be completed by June 30 of each year. The evaluation process will be designed in
accordance with the following principles:

1. The annual goals for the Superintendent/President shall be mutually agreed upon by the
   Superintendent/President and the Board of Trustees by July 31 of each year. These will
   form a significant basis for the annual evaluation process.
2. The Board will work with the Superintendent/President to develop an evaluation tool
   which assesses the Superintendent/President’s job performance, goal accomplishment
   and leadership.
3. The first year of employment and every 3 years thereafter a comprehensive evaluation
   should be administered by the Board where mutually agreed upon members of the college
   community and/or county community members respond to an agreed upon evaluation tool.
4. Prior to the close of the academic year, preferably by the end of May, the
   Superintendent/President will prepare a self-assessment related to the progress toward
   goals and objectives.
5. The Superintendent/President’s self-assessment will be sent to each Board member for
   review. Each Board member will individually assess the Superintendent/President’s job
   performance and will review the comprehensive evaluation no later than mid-June. The
   Board may use a written instrument or survey to assist in reviewing the
   Superintendent/President’s performance. Each judgment will be based upon an objective
   review derived from an examination of available information. These assessments will be
   discussed and will inform the final written evaluation prepared by the Board.
6. The final written evaluation will be written by the President of the Board or his/her
   designee(s) and furnished in advance to the Superintendent/President. The Board will
   meet in Closed Session at a June Board Meeting, (a special board meeting may need to be
called), with the Superintendent/President to discuss the final evaluation.
7. The final written evaluation shall signed by all parties, be kept confidential and not
   released to the public. A signed copy shall be retained by the Superintendent/President
   and a signed copy will be placed in the Superintendent/President’s personnel file.

Reference: Accreditation Standard IV.A

Adopted: March 6, 1995
Revised: X
Chapter Two: Board of Trustees

PRESIDENT'S PERFORMANCE EVALUATION
EVALUATION OF SUPERINTENDENT/PRESIDENT

I. General Guidelines

A. The President will be evaluated annually. During the first two years of employment, and then at least once every three years, the President will receive an expanded performance evaluation which will include input by administrative management staff, faculty, classified staff, students, and community members. Input by members of the college community will be coordinated by the President’s Performance Assessment Feedback Team (described below).

B. Input by members of the college community will be provided through a survey questionnaire. The questionnaire will address the following performance areas:

- College leadership
- Faculty, staff, administrative and student relations
- Budgetary and fiscal management
- State and community relationships
- Relationship with the Governing Board (this section will be completed by the Governing Board only)

Appendix A contains a copy of the initial questionnaire. In any given year, the contents of the questionnaire may be modified by mutual agreement of the President and the President’s Performance Assessment Feedback Team.

C. Members of the college community asked to complete the questionnaire will include representatives from administration/management, faculty, classified staff and students. The specific sample group asked to complete the questionnaire will include at least 15 individuals whose selection process will be mutually agreed upon by the President and the President’s Performance Assessment Feedback Team.

In addition to those specifically asked to complete a questionnaire, any other member of the college community will be provided an opportunity to complete a questionnaire.

D. Membership and Role of the President’s Performance Assessment Feedback Team (PPAFT)

1. Membership
   a. One administrator selected by that group.
   b. One manager selected by that group.
   c. One faculty member selected by the Faculty Senate.
   d. One classified staff selected by SEIU.
   e. One confidential staff selected by the confidential staff.
   f. One student selected by the Student Senate.
2. The role of the PPAFT will be to plan and conduct the President’s assessment survey and provide a summary report to the Governing Board.

E. Confidentiality will be maintained. Members of the PPAFT will sign an assurance of confidentiality statement. The contents of all documents will remain confidential.

F. Participation in the President’s performance assessment process will not cause any reflection on the participant, nor will it affect his/her future business dealings with the Cabrillo Community College District, his/her employment, compensation or work assignments, or in the case of students, grades, class selection or other matters pertaining to his or her status as a student of the Cabrillo College District.

G. Summary evaluation and final PPAFT report records will be retained in the President’s Office and the Personnel Office. Completed questionnaire forms will be destroyed at the completion of the expanded annual process.

II. Annual Process and Timetable

A. President and Governing Board agree upon personal objectives for the year _____________________________ August Board Meeting

B. President and Governing Board meet to review mid-year progress toward _____________________________ March Board Meeting objectives.

*C. PPAFT formed (initiated by the President) _____________________________ February 15

*D. The PPAFT reviews and refines the survey questionnaire in cooperation with the President and determines (in cooperation with the President) who will be asked to complete the questionnaires. These may include specific individuals and/or randomly selected individuals from various campus constituencies (at least 15) _____________________________ March 15

*E. The PPAFT distributes questionnaires to designated individuals, and also provides an opportunity for anyone else to complete a survey who wishes to do so (questionnaires will be color coded to distinguish between those specifically asked to complete a questionnaire and those who volunteered). The PPAFT will also arrange to receive all questionnaires, with the exception of those completed by Governing Board members _____________________________ April 15

*F. The PPAFT tallies results and arranges for typing of summary report, including all comments received. Questionnaires completed by individuals who were not specifically asked will be tallied and summarized separately _____________________________ May 15

*G. The PPAFT meets with the President to share results in order to obtain Prior to June Board agenda pertinent clarifications, and prepares mailing and submits a
H. The President prepares a written self-evaluation to include effectiveness of performance in position (based on the official job description), progress toward personal objectives previously agreed upon with the Governing Board, and professional growth activities.

I. Evaluation conference between the President and Governing Board. This conference shall include discussion of overall effectiveness, progress on annual objectives, PPAFT input (during an expanded evaluation year), and professional growth activities.

J. Chair of the Governing Board or other designated Board member prepares a written evaluation, to include effectiveness of performance, progress towards objectives, a summary of input provided by the PPAFT (during an expanded evaluation year) professional growth activities, and the identification, if appropriate, of performance areas needing special attention or improvement in the next year.

K. Chair of the Governing Board provides a verbal summary of the evaluation reported at the July Governing Board meeting.

*These steps occur only during an expanded evaluation year.

Adopted: March 6, 1995
In administering District policies, the Superintendent/President shall be guided by the knowledge that the Governing Board values an open interchange of ideas among all employees of the District. Nothing herein shall be interpreted as intended to interrupt free and open flow of ideas and assistance among personnel at every level.

The following principles shall govern the administrative operations of the District:

1. Responsibility shall flow simply and clearly from students through faculty, administrators, and the Superintendent/President to the Governing Board.

2. Each member of the staff shall be advised as to whom he/she is responsible, and for what functions and duties.

3. Each staff member shall be advised as to whom he/she can appeal in case of disagreement with the person to whom he/she is responsible.

4. Each staff member shall be kept advised of the policies, functions, and progress of the District.

5. Each staff member shall be evaluated in accordance with appropriate negotiated agreement procedures or on an annual basis.

Legal Reference: None

Adopted: February 1, 1988
Reviewed: January 14, 2013
May 5, 2014
Chapter Two: Board of Trustees

This Procedure is Legally Required

1.0 From time to time, the District receives tickets or passes to community facilities, events, shows or performances for entertainment, amusement, recreational, or similar purpose. The District may distribute these tickets or passes, or at the behest of, an official of the District.

1.1 The distribution of any ticket or pass by the District shall accomplish a public purpose of the district including, but not limited to, furtherance of the District’s mission, enhancement of District programs, or contribution to the professional development of an employee or member of the Board of Trustees.

1.2 A ticket or pass distributed to an official of the District pursuant to this procedure shall not be transferred to any other person.

2.0 A ticket or pass provided by the District to an official of the District is not subject to the provisions of this procedure provided that the official treats the ticket or pass as income consistent with applicable state and federal income tax laws and the District reports the distribution of the ticket or pass as income.

Legal Reference: Title 2, Section 18944.1

Adopted: X
Reimbursement for Professional Meeting Expenses and Other Professional Development Expenses

Governing Board members may be reimbursed by the District for the cost of attendance at professional development activities, conferences, and other meetings relevant to the trustee role. Board members may also be reimbursed for other trustee-related professional development expenses such as the purchase of books or periodicals. Board members will follow the same reimbursement procedures and guidelines applicable to college staff. While the Student Board member is eligible for reimbursement for professional development expenses, it is expected that he/she will first determine if funding is available through the Student Senate budget—as noted in the ASCC Constitution and Bylaws.

Any professional meeting or professional development expense to be reimbursed by completing the appropriate District form, and pre-approved by the Chair of the Board. A Board member may appeal a disapproval to the full Board. Reimbursement is subject to the availability of budgeted funds.

Governing Board members who attend professional meetings at District expense are expected to provide a brief report on the meeting at the next Governing Board meeting.

Adopted: August 1, 1994
Updated: X
Chapter Two: Board of Trustees

BOARD SELF-EVALUATION

AP 2745

On at least an annual basis, normally during the regular meeting in July, the Board will review and discuss Board performance during the past year. Based on this review, the Board may develop goals for improvement. In addition to identifying specific issues, the discussion of the Board’s roles and responsibilities can build communication and understanding among Board members of each others’ values and strengths, and lead to a stronger, more cohesive, working group.

At least one month prior to the review and discussion meeting, evaluation forms will be distributed to Board members to assist in preparation for the collective review and discussion. The content and format of the form will be developed and revised as appropriate by the Superintendent/President in consultation with the Board. The Superintendent/President’s Office will also distribute evaluation forms to all members of the Cabrillo College College Council prior to the end of the spring semester. Forms will also be made available to any other member of the College community who wishes to provide input to the evaluation process. All forms will be submitted on an anonymous basis. Prior to the evaluation meeting, the Superintendent/President’s Office will collect and compile forms for review by the Board.

Comprehensive Board self-evaluations will be conducted at least once every three years using an evaluation instrument designed to produce constructive feedback for improved performance. Accomplishment of current year goals, development of next year’s goals will be completed along with the self-evaluation. The board in its discretion may deviate from this schedule but will complete an annual evaluation in a timely way. Following approval, the Board’s annual goals are posed on the District’s website.

Adopted: June 6, 1994

Revised:
Chapter Two: Administration and Organization

General Institution

BP 3100
ORGANIZATIONAL STRUCTURE
BP 2050
Organization Chart
BP 2060
Line of Responsibility
BP 3101
REPRESENTATIVE AND DELIBERATIVE GROUPS

In order for the Superintendent/President to provide an effective system of accountability in the execution of his/her delegated responsibility by the Governing Board of Trustees in the management of the Cabrillo Community College District, he/she shall provide an Organizational Chart. This chart shall facilitate the understanding of the administrative relationships and shall provide certificated academic and classified staff employees with a comprehensive outline that delineates administrative areas of responsibility, the lines of responsibility and fix the general duties of employees within the District.

The Organizational Chart is subject to review by the Board of Trustees.

- From Current Cabrillo BP 2060 Line of Responsibility

The Superintendent/President shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District.

- From Current Cabrillo BP 3101 Line of Responsibility

In addition, the Governing Board encourages the Superintendent/President and the administrative staff to create and maintain appropriate mechanisms such as councils, cabinets, and committees to achieve the following:

- To foster good communications within the staff;
- To allow members of the college community to have a representative voice in policy development and decision making areas affecting them;
- To establish reasonable and easily used avenues of communication for the public, the students, and the District staff;
- To carry out assigned tasks or to implement required activities.

Legal Reference: None Education Code Section 72400

Adopted: February 1, 1988
Reviewed: February 11, 2013
Revised:

BP 2050 3100
Organization Chart Organizational Structure
Chapter Two

Administration and Organization

General Institution

(Replaces BP 2050, BP 2060, and BP 3101)
The Governing Board encourages the Superintendent/President and the administrative staff to create and maintain appropriate mechanisms such as councils, cabinets, and committees to achieve the following:

1. To foster good communications within the staff.

2. To allow members of the college community to have a representative voice in policy development and decision-making areas affecting them.

3. To establish reasonable and easily used avenues of communication for the public, the students, and the District staff.

4. To carry out assigned tasks or to implement required activities.

Legal Reference: None

Adopted: February 1, 1988
Reviewed: February 13, 2013
May 5, 2014
The Superintendent/President or designee shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act.

From Current Cabrillo BP 1270 Public Records

The Superintendent/President shall establish procedures for records management, including access by the public that comply with the requirements of the California Public Records Act.

Legal References: CA Government Code Sections 6250, et seq.

Adopted: March 1, 2010
Revised: (Replaces BP 1270 and BP 4500)
Chapter Three: General Institution

BP 3825
SOLICITATION OF FUNDS AND/OR GOODS

The solicitation and collection of funds and/or material goods (food, clothing, etc.) on campus may be carried out by Cabrillo College student organizations for any lawful purpose.

Teachers and other employees shall not solicit students to subscribe or contribute to funds of, to become members of, or to work for any organization not directly affiliated with the college, unless the organization is a nonpartisan, charitable organization organized for charitable purposes by an act of Congress or under the laws of the state, and the solicitation has been approved by the County Board of Education or by the Governing Board.

In the event of an adverse ruling, a student organization may appeal to a special committee composed of the chairperson of the Student Affairs Committee of the Faculty Senate, one other faculty member of this committee appointed by the chairperson, the Dean of Student Services, the Student Body President, and two members of the Student Senate selected by that body.

Adopted: June 6, 1988
May 5, 2014
On or before April 1st of the fiscal year, the Board shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.

An auditing firm’s contract shall be for no longer than 5 years. The audit shall include all funds under the control or jurisdiction of the District. The audit shall identify all expenditures by source of funds and shall contain:

- A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5, and
- a summary of audit exceptions and management recommendations.

Audit reports for the preceding fiscal year must be presented to the Board and submitted to the California Community College Chancellor’s Office by December 31.

*Legal References: Education Code Sections 84040(b) and 81644*

Adopted: X

ASM Council subcommittee review: 2/6/14
VL review: 3/10/14
ASM Council review: x
Cabinet review:
PPTF review:
Approved: