



Agenda
District Participatory Governance Council
Monday, April 11, 2022
2:15 p.m.

Zoom Meeting Link:

<https://smccd.zoom.us/j/82282092785?pwd=TGHmZERocEZqYW9uakh1V1NDR3JyQT09>

1. **CALL TO ORDER/ESTABLISH A QUORUM** *(Time Allotted: 5 minutes)*
2. **STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**
(Time Allotted: 5 minutes)
3. **BOARD POLICIES/ADMINISTRATIVE PROCEDURES FOR REVIEW**
(Time Allotted: 25 minutes)
 - a. Second Review
 - i. BP 2.13 (7145) – Dissemination of Employee Information
 - ii. BP 2.14 (7135) – Outside Employment
 - iii. BP 7120 – Recruitment and Hiring – Combining of BPs 2.09 Categories of Employment; 2.10 Selection Procedures; 4.15 Employment Requirements
 - iv. BP 7150 – Employee Evaluations – Combining of BPs 3.20 – Evaluation of Faculty; 5.16 Managers: Evaluation; 5.26 Academic Supervisors: Evaluation; 5.56 Classified Professional/Supervisory Employees; 5.66 Confidential Employees: Evaluation
 - b. Third Review
 - i. BP 3510 – Workplace Violence
 - ii. BP 3710 – Securing of Copyright
4. **CLOSING REMARKS/FUTURE AGENDA ITEMS** *(Time Allotted: 5 minutes)*
5. **ADJOURNMENT**

CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.13 (7145)

BOARD POLICY
San Mateo County Community College District

Subject: BP 2.13 Dissemination of Employee Information

Revision Date: 12/10; Reviewed 11/18

References: Education Code Section 87031; Labor Code Section 1198.5

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1. For employment verification inquiries, the District shall provide only verification of employment, dates of employment, the location of assignment and position held or job title, and the gross salary of an employee.
 2. Upon the written permission of an employee, any information about the employee may be released. In addition, information about an employee shall be furnished in compliance with law, a court order, subpoena, or to an official, employee or contractor of this District or another public agency, provided that such person has a legitimate reason to have the information. Except as otherwise authorized by law or in this policy, disclosure of employees' information and personal data to others, including but not limited to creditors, other governmental agencies or other individuals, is permitted only as authorized above.
 3. The District will promptly notify an employee whose employment records or personal data have been requested pursuant to law, subpoena or individual order.
 - ~~4. The District reserves the right to release information to the public regarding its employees provided there is good reason to do so and the release of such information would not be an unwarranted invasion of privacy.~~

Also see the related collective bargaining agreements for applicable employee groups.

CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.14 (7135)

BOARD POLICY
San Mateo County Community College District

Subject: ~~BP 2.14~~ Outside Employment
Revision Date: 5/09; Reviewed 5/15

1. An employee of the District shall be permitted to engage in outside employment as long as it does not in any way interfere with his/her/their ability to carry out his/her/their assignment.
2. The sole determination of whether or not outside employment is in conflict with the employee's work shall be made by the respective College President or by the District Chancellor.

BOARD POLICY
San Mateo County Community College District

Subject: NEW - Recruitment and Hiring
Revision Date:
Policy Reference: Education Code Sections 70901.2, 709012 subdivisions (b)(7) & (d), 87100 et seq., 87400, and 87458 ; Title 5 Sections 51023.5 and 53000 et seq.; ACCJC Accreditation Standard III.A.1

NOTE: This new policy combines BP 2.09 Categories of Employment, BP 2.10 Selection Procedures, and BP 4.15 Employment Requirements

The District's recruitment and hiring procedures will demonstrate a commitment to diversity, equity, and inclusion in order to achieve the District's mission and support students in achieving their educational goals. The District's recruitment and hiring procedures will allow the District to engage in diversity hiring that increases the representation of underrepresented communities in the District's workforce. Diversity hiring includes a hiring process that mitigates unconscious bias and eliminates irrational barriers to employment to allow the District to hire the best candidate regardless of the candidate's protected classes. Underrepresented communities consist of individuals holding identities broadly underrepresented in the District's workforce in comparison to their representation in the field or job category within the San Francisco Bay Area, state of California or nationally in higher education.

The following language is from BP 2.09 Categories of Employment

Categories of Employment

1. Employees may be categorized as follows:
 - a. Faculty (Contract, Regular or Part-time) – for description and applicable policy, see ~~Chapter III~~ BP/AP 7210 Academic Employees.
 - b. Classified (Probationary or Permanent) – for description and applicable policy, see ~~Chapter IV~~ BP/AP 7230 Classified Employees.
 - c. Short-term temporary, Non-Faculty – for description and applicable policy, see ~~Chapter IV~~ AP 7212 Temporary Faculty.
 - d. Student Assistants – for description and applicable policy, see ~~Chapter IV~~ AP 7270 Student Workers.
 - e. Management, Confidential, Supervisory, and Professional – for the purpose of labor relations, certain positions in the District are designated as management, confidential, supervisory and professional pursuant to the Government Code. For descriptions and applicable policy, see ~~Chapter V~~ BP/AP 7240 Confidential Employees, BP/AP 7250 Educational Administrators, and BP/AP 7260 Classified Supervisors and Managers.
2. An employee given an interim or temporary assignment in a classification different from his/her/~~their~~ regular assignment will have the rights, benefits, salary placement and other terms and conditions of employment of the classification to which ~~she~~~~he~~~~she~~~~they~~ is/are assigned. The rights, benefits, salary placement and other terms and conditions of employment of the employee's regular assignment will not apply. Prior arrangements, made in writing with the Office of Human Resources, may modify the application of this provision.

The following language is from BP 2.10 Selection Procedures

Selection of Employees

The District Chancellor and the College Presidents shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

1. An Equal Opportunity plan shall be implemented according to ~~Title 5 and Board Policy 2.20~~ BP 3420 Equal Employment Opportunity.

The District's Equal Employment Opportunity Plan will document the multiple measures that capture the broad array of strategies and actions the District uses or will use to ensure equal employment opportunity. The District Chancellor will provide the Board with an annual report regarding the District's Equal Employment Opportunity Plan.

2. Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.
3. The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies and procedures ~~incorporating regarding~~ the Academic Senate's mandated role in local decision-making.
4. The criteria and procedures for hiring classified employees shall be established after first affording CSEA an opportunity to participate in the decisions under the Board's policies regarding local decision-making.
5. The District Chancellor and the College Presidents, after appropriate consultation with faculty and administration, shall identify faculty positions to be filled to meet changing enrollments or changing curricular demands at the Colleges.
6. The selection process to be followed in hiring faculty is specified in the Faculty Selection Procedures as adopted by the Board of Trustees and maintained by the Office of Human Resources.
7. The selection process to be followed in hiring classified staff and managers is specified in the Administrative and Classified Staff Selection Procedures as adopted by the Board of Trustees and maintained by the Office of Human Resources.
8. Campus authorities, in conjunction with the Office of Human Resources, shall determine salary placement for contract and regular faculty, classified staff and managers, and shall prepare all appropriate pre- and post-employment documents. Salary placement and related paperwork for hourly temporary faculty, short-term temporary employees and student assistants are prepared by the appropriate administrator at the College in collaboration with the Office of Human Resources and in accordance with collective bargaining agreements as applicable.
9. Formal notice of selection of regular faculty and classified staff shall be given by the Office of Human Resources to each person selected for employment for Board approval of the hiring.

The following language is from BP 4.15 Employment Requirements

NOTE: It is shown below as struck because this language is very prescriptive and is more appropriate to codify in new AP 7120 Recruitment and Hiring

Prior to starting work and as a condition of employment, all members of the Classified Service must meet the following requirements:

- ~~1. File a loyalty oath with the Office of Human Resources.~~
- ~~2. Be fingerprinted at a location designated by the County Office of Education District within the first ten working days of employment.~~
- ~~3. Submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray that has been performed within 60 days prior to employment. All continuing classified employees shall submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray. All employees shall be required to undergo a tuberculosis risk assessment every four years thereafter. A report of a negative tuberculin skin test reaction is valid for a period of four years from the date of examination. A negative chest x-ray is valid for two years.~~
- ~~4. The provisions of the above paragraph do not apply to any employee who files an affidavit stating that he/she adheres to the faith or teaching of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge and belief he/she is free from active tuberculosis. If at any time there should be probable cause to believe that such affiant is afflicted with active tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not so afflicted.~~
- ~~5. Furnish proof of authorization to work in the United States, pursuant to the Immigration Reform and Control Act of 1986 (IRCA).~~
- ~~6. Complete other paperwork required by the District or by the federal or state governments, or any other regulatory agency.~~

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.09 (BP 7130)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.09 Categories of Employment
Revision Date: 5/09
Policy Reference: Government Code 3540

1. Employees may be categorized as follows:
 - a. Faculty (Contract, Regular or Part-time) – for description and applicable policy, see Chapter III.
 - b. Classified (Probationary or Permanent) – for description and applicable policy, see Chapter IV.
 - c. Short-term temporary, Non-Faculty – for description and applicable policy, see Chapter IV.
 - d. Student Assistants – for description and applicable policy, see Chapter IV.
 - e. Management, Confidential, Supervisory, and Professional – for the purpose of labor relations, certain positions in the District are designated as management, confidential, supervisory and professional pursuant to the Government Code. For descriptions and applicable policy, see Chapter V.

2. An employee given an interim or temporary assignment in a classification different from his/her regular assignment will have the rights, benefits, salary placement and other terms and conditions of employment of the classification to which s/he is assigned. The rights, benefits, salary placement and other terms and conditions of employment of the employee's regular assignment will not apply. Prior arrangements, made in writing with the Office of Human Resources, may modify the application of this provision.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.10 (BP 7120)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.10 Selection Procedures
Revision Date: 5/10; 11/18
Policy References: Education Code Sections 70901.2, 70901(b)(7), 70901(d), 87100 et seq., 87400, 87458 and 88003; Title 5 Sections 53000 et seq. and 51023.5; ACCJC Accreditation Standard III.A.1

The Chancellor and the College Presidents shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

1. An Equal Opportunity plan shall be implemented according to Title 5 and Board Policy 2.20.
2. Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.
3. The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies and procedures incorporating the Academic Senate's mandated role in local decision making.
4. The criteria and procedures for hiring classified employees shall be established after first affording CSEA an opportunity to participate in the decisions under the Board's policies regarding local decision making.
5. The Chancellor and the College Presidents, after appropriate consultation with faculty and administration, shall identify faculty positions to be filled to meet changing enrollments or changing curricular demands at the Colleges.
6. The selection process to be followed in hiring faculty is specified in the Faculty Selection Procedures as adopted by the Board of Trustees and maintained by the Office of Human Resources.
7. The selection process to be followed in hiring classified staff and managers is specified in the Administrative and Classified Staff Selection Procedures as adopted by the Board of Trustees and maintained by the Office of Human Resources.
8. Campus authorities, in conjunction with the Office of Human Resources, shall determine salary placement for contract and regular faculty, classified staff and managers, and shall prepare all appropriate pre- and post-employment documents. Salary placement and related paperwork for hourly temporary faculty, short-term temporary employees and student assistants are prepared by the appropriate administrator at the College in collaboration with the Office of Human Resources and in accordance with collective bargaining agreements as applicable.
9. Formal notice of selection of regular faculty and classified staff shall be given by the Office of Human Resources to each person selected for employment for Board approval of the hiring.

**CHAPTER 4: Classified Personnel
BOARD POLICY NO. 4.15 (BP 7330)**

**BOARD POLICY
San Mateo County Community College District**

Subject: 4.15 Employment Requirements
Revision Date: 11/10; 2/19
Policy References: Education Code Sections 88003, 88004, 88009, 88013

Prior to starting work and as a condition of employment, all members of the Classified Service must meet the following requirements:

1. File a loyalty oath with the Office of Human Resources.
2. Be fingerprinted at a location designated by the County Office of Education District within the first ten working days of employment.
3. Submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray that has been performed within 60 days prior to employment. All continuing classified employees shall submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray. All employees shall be required to undergo a tuberculosis risk assessment every four years thereafter. A report of a negative tuberculin skin test reaction is valid for a period of four years from the date of examination. A negative chest x-ray is valid for two years.
4. The provisions of the above paragraph do not apply to any employee who files an affidavit stating that he/she adheres to the faith or teaching of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge and belief he/she is free from active tuberculosis. If at any time there should be probable cause to believe that such affiant is afflicted with active tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not so afflicted.
5. Furnish proof of authorization to work in the United States, pursuant to the Immigration Reform and Control Act of 1986 (IRCA).
6. Complete other paperwork required by the District or by the federal or state governments, or any other regulatory agency.

BOARD POLICY
San Mateo County Community College District

Subject: Employee Evaluations

Revision Date:

Policy Reference: Accreditation Standard III.A.5

NOTE: This new policy combines BP 3.20 Evaluation of Faculty, BP 5.16 Managers: Evaluation, and BP 5.26 Academic Supervisors: Evaluation, BP 5.56 Classified Professional/Supervisory Employees: Evaluation, and BP 5.66 Confidential Employees: Evaluation

The following language is from BP 3.20 Evaluation of Faculty

The District Chancellor shall establish administrative procedures to address employee evaluations.

Evaluation of Faculty

1. The objectives of the evaluation of members of the faculty are:
 - a. To improve instruction and other educational services.
 - b. To evaluate individual performance as a basis for judgments regarding retention and non-retention.
2. The employee shall be evaluated to determine whether:
 - a. The employee possesses such knowledge of a specialized field as is required for the satisfactory performance of assigned duties including knowledge of the subject matters dealt with in the courses the instructor is assigned to teach.
 - b. The employee possesses the ability to apply the knowledge of a specialized field in the execution of assigned duties including, for instructors, the ability to teach effectively.
 - c. The employee in fact performs the duties assigned to him/her satisfactorily.
3. The procedures for evaluation of faculty shall be specified in the collective bargaining agreement between the District and the San Mateo Community College Federation of Teachers, Local 1493, as approved by the Board of Trustees.

The following language is from BP 5.16 Managers: Evaluation

Evaluation of Managers

1. The purposes of management evaluations are to:
 - a. Recognize excellence.
 - b. Provide objective data for decisions on promotion, retention, non-retention or transfer.
 - c. Identify areas of performance needing improvement.

- d. Identify areas for general management development training.
2. All employees in management positions shall be evaluated annually by their immediate supervisor.
3. Within a three-year period, each manager will undergo a comprehensive evaluation which ~~may~~ shall include self-assessment, evaluation by peers and others (including those supervised) and evaluation by the supervisor.
4. The annual evaluations shall be conducted confidentially and anonymously, according to adopted procedures which are maintained in the office of Human Resources.
5. A manager has the right to present a written response to the evaluation and to have it placed along with the evaluation in his/her personnel file.
6. A manager has the right to appeal his/her evaluation to the next level of management.
7. Decisions on retention, non-retention or transfer of managers are based upon needs of the District and are reserved to the Board of Trustees. These actions need not be based upon performance evaluations and shall not be affected by failure to adhere to specific procedural steps in the evaluation process or by the lack of one or more evaluations required by this section.

The following language is from BP 5.26 Academic Supervisors: Evaluation

Evaluation of Academic Supervisors

1. The purposes of academic supervisor evaluations are to:
 - a. Recognize excellence.
 - b. Provide objective data for decisions on promotion, retention, non-retention or transfer.
 - c. Identify areas of performance needing improvement.
 - d. Identify areas for general management development training.
2. All employees in academic supervisory positions shall be evaluated annually by their immediate supervisor.
3. Within a three year period, each academic supervisor will undergo a comprehensive evaluation which shall include self-assessment, evaluation by peers and others (including those supervised) and evaluation by the supervisor.
4. The annual evaluations shall be conducted according to adopted procedures which are maintained in the Office of Human Resources.
5. An academic supervisor has the right to present a written response to the evaluation and to have it placed along with the evaluation in his/her personnel file.
6. An academic supervisor has the right to appeal his/her evaluation to the next level of management.
7. Decisions on retention, non-retention or transfer of academic supervisors are based upon the needs of the District and are reserved to the Board of Trustees. These actions need not be based upon performance evaluations and shall not be affected by failure to adhere to specific procedural steps in the evaluation process or by the lack of one or more evaluations required by this section.

The following language is from BP 5.56 Classified Professional/Supervisory Employees: Evaluation

Evaluation of Classified Professional/Supervisory Employees

1. Classified professional/supervisory group members are evaluated using the same method and forms as are used for classified employees represented by collective bargaining agents in the District. Appropriate adjustments to the classified evaluation process may be made.
2. Procedures for the evaluation of classified professional/supervisory employees shall be maintained by the Office of Human Resources.

The following language is from BP 5.66 Confidential Employees: Evaluation

Evaluation of Confidential Employees

1. Confidential employees are evaluated using the same method and forms that are used for classified employees represented by collective bargaining in this District. Appropriate adjustments to the classified evaluation process may be made.
2. Procedures for the evaluation of confidential employees shall be maintained by the Office of Human Resources.

Also see BP/AP 2435 Evaluation of the District Chancellor, BP/AP 7145 Personnel Files, AP 7150 Employee Evaluations, and the collective bargaining agreements for applicable employee groups.

**BOARD POLICY
San Mateo County Community College District**

Subject: 3.20 Evaluation of Faculty
Revision Date: 11/10; 12/18
Policy Reference: Education Code Section 87663; Accreditation Standard III.A.1.b

1. The objectives of the evaluation of members of the faculty are:
 - a. To improve instruction and other educational services.
 - b. To evaluate individual performance as a basis for judgments regarding retention and non-retention.
2. The employee shall be evaluated to determine whether:
 - a. The employee possesses such knowledge of a specialized field as is required for the satisfactory performance of assigned duties including knowledge of the subject matters dealt with in the courses the instructor is assigned to teach.
 - b. The employee possesses the ability to apply the knowledge of a specialized field in the execution of assigned duties including, for instructors, the ability to teach effectively.
 - c. The employee in fact performs the duties assigned to him/her satisfactorily.
3. The procedures for evaluation of faculty shall be specified in the collective bargaining agreement between the District and the San Mateo Community College Federation of Teachers, Local 1493, as approved by the Board of Trustees.

**BOARD POLICY
San Mateo County Community College District**

Subject: 5.16 Managers: Evaluation
Revision Date: 10/11; Reviewed 5/19
Policy Reference: Accreditation Standard III.A.1.b

1. The purposes of management evaluations are to:
 - a. Recognize excellence.
 - b. Provide objective data for decisions on promotion, retention, non-retention or transfer.
 - c. Identify areas of performance needing improvement.
 - d. Identify areas for general management development training.
2. All employees in management positions shall be evaluated annually by their immediate supervisor.
3. Within a three-year period, each manager will undergo a comprehensive evaluation which ~~may~~ shall include self-assessment, evaluation by peers and others (including those supervised) and evaluation by the supervisor.
4. The annual evaluations shall be conducted according to adopted procedures which are maintained in the office of Human Resources.
5. A manager has the right to present a written response to the evaluation and to have it placed along with the evaluation in his/her personnel file.
6. A manager has the right to appeal his/her evaluation to the next level of management.
7. Decisions on retention, non-retention or transfer of managers are based upon needs of the District and are reserved to the Board of Trustees. These actions need not be based upon performance evaluations and shall not be affected by failure to adhere to specific procedural steps in the evaluation process or by the lack of one or more evaluations required by this section.

**BOARD POLICY
San Mateo County Community College District**

Subject: 5.26 Academic Supervisors: Evaluation
Revision Date: 12/11; 5/19
Policy Reference: Accreditation Standard III.A.1.b

1. The purposes of academic supervisor evaluations are to:
 - a. Recognize excellence.
 - b. Provide objective data for decisions on promotion, retention, non-retention or transfer.
 - c. Identify areas of performance needing improvement.
 - d. Identify areas for general management development training.
2. All employees in academic supervisory positions shall be evaluated annually by their immediate supervisor.
3. Within a three year period, each academic supervisor will undergo a comprehensive evaluation which shall include self-assessment, evaluation by peers and others (including those supervised) and evaluation by the supervisor.
4. The annual evaluations shall be conducted according to adopted procedures which are maintained in the Office of Human Resources.
5. An academic supervisor has the right to present a written response to the evaluation and to have it placed along with the evaluation in his/her personnel file.
6. An academic supervisor has the right to appeal his/her evaluation to the next level of management.
7. Decisions on retention, non-retention or transfer of academic supervisors are based upon the needs of the District and are reserved to the Board of Trustees. These actions need not be based upon performance evaluations and shall not be affected by failure to adhere to specific procedural steps in the evaluation process or by the lack of one or more evaluations required by this section.

**CHAPTER 5: Non-Represented Personnel
BOARD POLICY NO. 5.56**

**BOARD POLICY
San Mateo County Community College District**

Subject: 5.56 Classified Professional/Supervisory Employees: Evaluation
Revision Date: 6/11
Policy Reference: Accreditation Standard III.A.1.b

1. Classified professional/supervisory group members are evaluated using the same method and forms as are used for classified employees represented by collective bargaining agents in the District. Appropriate adjustments to the classified evaluation process may be made.
2. Procedures for the evaluation of classified professional/supervisory employees shall be maintained by the Office of Human Resources.

**CHAPTER 5: Non-Represented Personnel
BOARD POLICY NO. 5.66**

**BOARD POLICY
San Mateo County Community College District**

Subject: 5.66 Confidential Employees: Evaluation
Revision Date: 6/11; 3/19
Policy Reference: Accreditation Standard III.A.1.b

1. Confidential employees are evaluated using the same method and forms that are used for classified employees represented by collective bargaining in this District. Appropriate adjustments to the classified evaluation process may be made.
2. Procedures for the evaluation of confidential employees shall be maintained by the Office of Human Resources.

CHAPTER 2: Administration and General Institution
BOARD POLICY NO. **3510**

BOARD POLICY
San Mateo County Community College District

Subject: BP 3510 Workplace Violence
Revision Date: NEW
Policy Reference: Cal/OSHA: Labor Code Sections 6300 et seq.; 8 California Code of Regulations Section 3203; "Workplace Violence Safety Act of 1994" (Code of Civil Procedure Section 527.8 and Penal Code Section 273.6)

The Board of Trustees is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

~~The District Chancellor shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.~~

The District Chancellor shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, either actual or potential, and requiring any employee who is the victim of any violent conduct or threat of violent conduct in the workplace, or is a witness to violent conduct or threat of violent conduct to report the incident, and the employees are informed that there will be no retaliation for such reporting.

Also see AP 3510 Workplace Violence.

CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 3710

BOARD POLICY
San Mateo County Community College District

Subject: BP 3710 Securing of Copyright
Revision Date: NEW
Policy Reference: Education Code Sections 72207 and 81459; 17 U.S. Code Section 201

The District Chancellor is directed to develop appropriate administrative procedures to implement the provisions of the Education Code which 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 District 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 District Chancellor shall solicit the input of the proper representatives of the college community in accordance with the board policy and administrative procedure regarding participation in local decision-making.

Also see AP 3710 Securing of Copyright, BP/AP 3715 Intellectual Property, AP 3750 Use of Copyrighted Material, and the most current version of the collective bargaining agreement(s) for applicable employees.