DATE: January 27, 2000

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Policy Manual
Amending the San Francisco Community
College District Policy Manual
(Resolution No. 000127 – P1)
May Require Five Affirmative Votes

BACKGROUND INFORMATION:

The Administrative staff of the College has been reviewing the Policy Manual of the District, updating it as appropriate with an eye to having a revised version ready for the visiting accreditation team in February, 2000. This first phase of revision consists primarily of changes that reflect title changes and how the District is actually operating. These changes (by and large “house cleaning” issues) reflect the new organizational structure and current realities. More substantive changes will follow at a later date pending review by staff, and when appropriate, campus governance organizations.

San Francisco Community College District Policy Manual 1.05 D reads as follows: “Adoption of Policies. Any policy may be adopted by the Board, be amended or repealed by an affirmative vote of four members at any meeting, providing notice of said intended action has been given at a previous meeting. Any policy or by-law which is regulatory as to the Board but is not otherwise required by law may be suspended temporarily by a vote of at least five (5) members or of all those present if four members are present, if such suspension is in the best interest of the District.” Notice was given at a prior meeting(December 16, 1999) of the Board of Trustees of the San Francisco Community College District that certain proposed amendments to the San Francisco Community College District Policy Manual would be acted upon at the next meeting of the Board of Trustees on January 27, 2000.
Since that last Board meeting, however, staff has determined that further changes, beyond those noticed at the December 16, 1999 Board meeting, should be made at the January 27, 2000 meeting. These additional changes need not be subject to a prior notice and can be accomplished at the January Board meeting if Board members so approve.

Notwithstanding the foregoing, further review of the Policy Manual discloses yet more “house-cleaning” revisions that need to be made. This resolution would also delegate to the Chancellor the authority to make such additional changes in consultation with the Academic Senate and other appropriate shared governance entities, with the proviso that any such additional changes be brought back to the Board for final approval. It should be noted also that the underlying principle governing many of the proposed revisions to the Policy Manual is to produce a document that truly contains policies as contrasted to detailed procedures. Much of the current detailed language considered now as policy, which is proposed to be deleted, will be placed into Administrative Regulations or other appropriate documents.

RECOMMENDATION:

WHEREAS: San Francisco Community College District Policy Section 1.05 D provides that any policy may be adopted by the Board, be amended or repealed by an affirmative vote of four members at any meeting, provided notice of said intended action has been given at a previous meeting; but

WHEREAS: This Section 1.05 D also provides that any policy or by-law which is regulatory as to the Board but is not otherwise required by law may be suspended temporarily by a vote of at least five (5) members or of all those present if four members are present, if such suspension is in the best interest of the District; and

WHEREAS: The process requires prior notice to amend the policy is not required by law; and

WHEREAS: The Chancellor seeks to amend the attached policy manual sections in as an expedient manner as possible in order to have a revised version for the visiting accreditation team in February, 2000.

WHEREAS: The usual two readings to change the policy manual to effectuate this change will unnecessarily delay the amending of these policies; and

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WHEREAS: The Board finds that the temporary suspension of that part of Policy Manual Section 1.05 D requiring prior notice to amend the policy manual is in the best interest of the District.

THEREFORE BE IT RESOLVED: That the Board of Trustees of the San Francisco Community College District hereby temporarily suspends that part of the Policy Manual Section 1.05D which would require that prior notice be given at a previous meeting in order to amend specific policy manual provisions;

AND FURTHER BE IT RESOLVED: That the San Francisco Community College District Policy Manual Sections be amended to read as enumerated in the attachment. (Additions or substitutions are indicated by bold italics and deletions are indicated by strikeout for those provisions which were noticed on December 16, 1999. Additions or substitutions are indicated by underlined bold italics and deletions are indicated by underlined strikeout for those provisions which were not previously noticed.)

AND FURTHER BE IT RESOLVED: That the Board of Trustees further delegates to the Chancellor the authority to approve yet additional non-substantive revisions to the Policy Manual for publication purposes, over and above what is explicitly contained in this resolution, after consultation with appropriate shared governance entities, provided that any and all such additional revisions be brought back to the Board of Trustees for final approval as soon as possible, but not later than the regular March, 2000 Board meeting.

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PM 1.05 Meetings
PM 1.07 Powers and Duties of the Board
PM 1.08 Function and Services
PM 1.09 Control and Direction
PM 1.10 The Community and the Governing Board
PM 1.11 Chief Administrator: Authority, Selection, and Term of Office
PM 2.01 Assignment of Authority in the SFCCD
PM 2.05 Legal Service
PM 2.06 Official Publications
PM 3.01 Certificated Personnel
PM 3.03 Employee Classifications
PM 3.07 Basis for Employment
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PM 3.13  Health and Welfare Benefits
PM 3.14  Salary
PM 3.15  Certificated Employees' Load Policy
PM 3.16  Transfer
PM 3.17  Absences – Leaves of Absence
PM 3.19  Tenure/Administrator's Right to a Faculty Position
PM 3.20  Termination of Services
PM 3.24  Employee Organization
PM 3.25  Publication of Articles and Productions by Employees
PM 4.02  Salaries
PM 4.09  Use of Slurs
PM 5.01  Student Activities
PM 5.03  Student Services
PM 5.05  Admission, Classification, Tuition and Enrollment
PM 5.11  Completion or Graduation Rates
PM 5.12  Withholding of Student Grades, Transcripts or Diplomas
PM 6.02  Instructional Organization and Standards
PM 6.03  Course Development
PM 6.10  Student Instructors and Faculty Interns
PM 6.14  Vocational and Occupational Training Programs
PM 7.03  Planning Projects
PM 7.04  Approval of Sites, Plans, and Acceptance of Buildings
PM 7.05  Plans and Specifications to be Checked for Unusual Devices
PM 7.06  Compliance with State Laws
PM 7.07  Requisitions, Service and Work orders, and Encumbrances
PM 7.08  Selection of Architects
PM 7.09  Equal Employment Opportunity Policy in the Procurement of Supplies and Services
PM 7.10  Policy Regarding Hiring Union Labor
PM 7.12  Policy Regarding Flags at Half-Staff
PM 7.13  Maintenance and Operation
PM 7.14  Repair and Maintenance of Plant
PM 7.15  Safety
PM 7.16  Memorials and Naming Buildings
PM 7.18  Art Enrichment of Construction Projects
PM 7.20  Conservation
PM 7.21  Minority/Women Business Enterprises - Public Works Contract
PM 8.03  Auditing

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PM 8.04  Solicitation of Funds and Use of District Name
PM 8.05  Supplies and Services
PM 8.09  Contracting for Window Washing Services

Ronald Lee, Originator

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