

TABLE OF CONTENTS

ARTICLE 2100: ADMINISTRATIVE OPERATIONS

Number	Board Policy	Page No.
BP 2110	Organizational Structure	3
BP 2120	Delegation of Authority	3
BP 2130	Accreditation	3
BP 2140	Institutional Planning	4
BP 2150	District Committees	4
BP 2160	Conflict of Interest Code	5
BP 2161	Place of Filing of Statements of Economic Interests	5
BP 2162	Conflict of Interest Code Categories	6
BP 2163	Conflict of Interest Code Designated Positions	7
BP 2170	Records Management	8
BP 2175	District Records	8
BP 2180	Display of Federal and State Flags	9
BP 2190	Copyright	9

ARTICLE 2200: PARTICIPATORY GOVERNANCE

BP 2210	Academic Senate	10
BP 2220	Classified Senate	13
BP 2230	Associated Students	15
BP 2240	Management Association	17
BP 2250	District Planning and Advisory Council	17

ARTICLE 2300: PUBLIC AFFAIRS

BP 2310	Participation in Community Activities and Organizations	18
BP 2320	Campus Events	18
BP 2330	Solicitation of Funds	18
BP 2340	Public Information	19

ARTICLE 2400: DISTRICT ENVIRONMENT

BP 2410	Non Discrimination on the Basis of Disability	20
BP 2415	Campus Safety	20
BP 2420	SMC Police Department	20
BP 2430	Drug Free Environment and Drug Prevention Program	20
BP 2440	Smoking on Campus	21
BP 2450	Animals on Campus	21
BP 2460	Bicycles, Motorcycles, Mopeds, Rollerskates, Rollerblades, Skateboards, Scooters and Other Human Transporters	21

ARTICLE 2500: INFORMATION TECHNOLOGY

BP 2510	Information Technology Mission Statement	22
BP2511	Information Management and Network Programming	22
BP 2512	Computer Use by Staff and Students	22

ARTICLE -2600: SUPPORT ORGANIZATIONS

BP 2610	District Support Organizations	23
BP 2620	SMC Foundation	23
BP 2621	Alcoholic Beverages at Fundraisers	24
BP 2630	General Advisory Board	24
BP 2640	Advisory Boards	25
BP 2650	Radio Station KCRW-FM	26

ARTICLE 2100 **ADMINISTRATIVE OPERATIONS**

BP 2110 **Organizational Structure**

The Superintendent/President shall establish and operate an organizational structure for the administration of the District.

The Superintendent/President shall be directly responsible and accountable to the Board of Trustees. All other District personnel shall be responsible and accountable, either directly or indirectly, to the Superintendent/President unless through Board action an employee is specifically hired who will report directly to the Board of Trustees.

Reviewed and Adopted: 5/1/2000

Revised: 11/15/2004

BP 2120 **Delegation of Authority**

The Superintendent/President may delegate any powers and duties entrusted to him/her by the Board, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

Reference: Board Policy Sections 1210, 1220, 1262, 1280

Adopted: 11/15/2004

BP 2130 **Accreditation**

The Superintendent/President shall ensure the District complies with the accreditation process and standards of the Western Association of Schools and Colleges (WASC) Accrediting Commission of Community and Junior colleges and of other district programs that seek special accreditation.

The Superintendent/President shall ensure that the Board is involved in a substantive manner in any accreditation process in which Board participation is germane and provide the Board with an accreditation report and any proposed actions to be taken in response to recommendations in an accreditation report.

Adopted: 11/15/2004

ARTICLE 2100 **ADMINISTRATIVE OPERATIONS**

BP 2140 **Institutional Planning**

The Superintendent/President shall ensure that the District implements a Board-approved broad-based comprehensive, systematic and integrated system of planning. This plan should involve appropriate segments of the college community, should be supported by institutional effective research and include plans required by law.

Adopted: 11/15/2004

BP 2150 **District Committees**

The Superintendent/President is empowered to establish District committees as are necessary for the fulfillment of the mission of the college.

For those representative organizations specified by state law, the Superintendent/President shall take the necessary administrative action to insure that designated activities are reasonably carried out.

Adopted: 11/15/2004

ARTICLE 2100 **ADMINISTRATIVE OPERATIONS**

BP 2160 **Conflict of Interest Code**

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730) which contains the terms of a standard conflict of interest code. After public notes and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the Board Policy sections designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Adopted: 11/15/2004 per LA County Board of Supervisors

BP 2161 **Place of Filing of Statements of Economic Interests**

All officials and employees required to submit a statement of economic interests shall file their statements with the Superintendent/President or his/her designee. The agency shall make and retain a copy of all statements filed by Governing Board Members and its Superintendent/President and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copies, shall be available for public inspection and reproduction.

Reference: Government Code Section 81008

Adopted: 11/15/2004 per LA County Board of Supervisors

BP 2162 **Conflict of Interest Code Categories**

- Category 1: Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency. Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.
- Category 2: Persons in this category shall disclose all investments and business positions.
- Category 3: Persons in this category shall disclose all income and business positions.
- Category 4: Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.
- Category 5: Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interest by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be determined by the Superintendent/President.

BP 2163 Conflict of Interest Code Designated Positions

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members of the Board of Trustees	1, 2, 3
Superintendent/President	1, 2, 3
Executive Vice President, Business & Administration	1, 2, 3
Associate Vice President, Fiscal Services	1, 2, 3
Director, Auxiliary Services	1, 2, 3
Bookstore Manager	4
Associate Vice President, Facilities	4
Director, Facilities & Planning	4
Director, Purchasing	1, 2, 3
Vice President, Human Resources	4
Vice President, Academic Affairs	4
Assistant Dean, Continuing Education	4
Associate Vice President, Planning & Development	4
Vice President, Student Affairs	4
Dean, International Education	4
Director of Athletics	4
Director of Marketing	4
Dean, Information Technology	4
Director, Events & Contracts	4
Executive Assistant to Superintendent	4
Consultants	5

Revisedd: 11/15/2004



ARTICLE 2100 ADMINISTRATIVE OPERATIONS

BP 2170 Records Management

The Superintendent/President shall ensure that the District maintains a records management program for the appropriate retention and destruction of all District records, including but not limited to student records, employment records and financial records, that comply with Title 5 and other relevant laws.

Adopted: 11/15/2004

BP 2175 District Records

Records of the District shall be accessible to the public during normal hours of business. When access to District records is granted, examination thereof will be made in the presence of the record custodian regularly responsible for maintenance of files or designee.

If requested, copies of records of the District shall be provided at a reasonable cost per copy to be paid in advance at a rate determined by the District.

If requested, records of the District shall be provided in appropriate alternative formats at a reasonable rate as determined by the District so as to be accessible to persons with a disability.

Not included in the category of records to which the privilege of access is given are the following:

1. Personnel records
2. Student records
3. Personal correspondence
4. Records exempt from public disclosure under the California Public Records Act such as those pertaining to pending litigation and closed sessions.

Reference: Education Code Sections 72000, 72121
Government Code Section 54954.3, 54957.5
California Public Records Act Sections 6253.5, 6254, 6254.7

Reviewed and Adopted: 5/1/2000

Revised: 11/15/2004



ARTICLE 2100 ADMINISTRATIVE OPERATIONS

BP 2180 Display of Federal and State Flags

Display of Federal or State flags shall show respect and honor to these flags and shall conform to Title 36, Sections 174 and 175 of the United States Code and Sections 430 through 439 of the California Government Code.

Federal or State flags may be lowered to half-staff only as a mark of respect to a deceased person by order of the Superintendent/President, upon proclamation of the President of the United States or the Governor of California. The Board of Trustees may issue a special directive ordering the lowering of the flag upon the death of a person directly affiliated with the District.

Reviewed and Adopted: 5/1/2000

Revised: 11/15/2004

BP 2190 Copyright

Santa Monica College requires that all college personnel and students adhere to the provisions of the United States Copyright Law (Title 17, United States Code) and amendments; the Technology, Education, and Copyright Harmonization (TEACH) Act of 2002; and the Digital Millennium Copyright Act of 1998. These laws apply to anyone at the College who wants to reproduce, alter, perform or post online works that are protected by copyright. Examples of these works include printed materials, sound recordings, video recordings, visual art, computer software, and multimedia.

The District shall inform and educate faculty and staff about their rights and responsibilities regarding the use of copyrighted materials.

Adopted: 7/6/2005

 **ARTICLE 2200: PARTICIPATORY GOVERNANCE**

Santa Monica College is a community composed of students, faculty, staff, administration and the Board of Trustees who are committed to the implementation of the Participatory Governance Policy (AB 1725). The Board of Trustees honors the concept of participatory governance in all areas defined by State laws and regulations as policy of the Santa Monica Community College District, while retaining its own rights and responsibilities as the ultimate authority.

The Board of Trustees has adopted the following participatory governance policies developed by the Academic Senate, Classified Senate, Associated Students and Management Association.

Revised: 11/15/2004

BP 2210 Academic Senate

The Board recognizes and endorses the rights and responsibilities assigned to faculty by Assembly Bill 1725 (1988) and in order that the faculty may have formal and effective procedures for participating in the formation and implementation of District policies on academic and professional matters, an Academic Senate is hereby established at Santa Monica College.

The Board recognizes the Academic Senate (The Senate) as the body which represents the faculty in collegial governance relating to academic and professional matters. The Academic Senate President or designee shall be accorded an opportunity on the Board's regular agenda to address the Board regarding its concerns. The Board of Trustees shall consider and respond to such views and recommendations.

Formation, Procedures, Membership

The Board of Trustees of the Santa Monica Community College District hereby authorizes the faculty of the college to:


1. Fix and amend by vote of the faculty the composition, structure, and procedures of the Academic Senate.
2. Provide for the selection, in accordance with accepted democratic election procedures, of the members of the Academic Senate.
3. Provide for the membership of part-time faculty members in the Academic Senate.

Powers

The Board shall rely primarily upon the advice and judgment of the Academic Senate in the areas listed below. Rely primarily means that the recommendations of the Academic Senate will normally be accepted and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted.

1. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
2. The assessment of faculty professional development needs;


If a Senate recommendation in the above areas is not accepted, the Board or its designee shall promptly

 communicate its reasons in writing to the Senate.



The process for mutual agreement shall be used for all other academic and professional matters and shall occur primarily through the Academic Senate's joint committee process. Mutual agreement means that the policy and implementation recommendations shall be prepared by an Academic Senate joint committee and/or the joint Educational Policies Committee of the Academic Senate and ratified by the Academic Senate and the Superintendent/President.

1. The Board of Trustees designates and directs the Superintendent/ President or designee to meet and confer with representatives of the Academic Senate with respect to recommendations made or proposed to be made by the Senate.
2. The list of academic and professional matters which are to be resolved by mutual agreement, includes but is not limited to:
 - A. Curriculum, including establishing prerequisites and placing courses within disciplines.
 - B. Degree and certificate requirements.
 - C. Grading policies.
 - D. Educational program development.
 - E. Standards or policies regarding student preparation and success.
 - F. District and college governance structures, as related to faculty roles.
 - G. Policies for faculty professional development activities.
 - H. Processes for program review.
 - I. Processes for institutional planning and budget development.
 - J. Policies for academic personnel matters
 - K. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.
3. The Educational Policies Committee consists of Senate Executive Committee members and senior staff.
4. The structure and composition of the Academic Senate joint committees will be based on the tradition of joint committees at the college. Each Academic Senate joint committee shall be constructed as follows:
 - A. Faculty members shall be appointed by the Academic Senate.
 - B. Administrators shall be appointed by the Superintendent/President.
 - C. The committee chair shall be a faculty member appointed by the Academic Senate President after consultation with the Superintendent/President or designee.
 - D. The committee secretary shall be an administrator appointed by the Superintendent/President or designee after consultation with the Academic Senate President.
 - E. All academic Senate joint committees shall be comprised in such a manner so that the ratio of the faculty appointees to administrative appointees is approximately 2:1.
 - F. The Academic Senate and the Superintendent/President shall mutually agree on the addition of any classified staff and students to the designated joint committees.

5.  Within one month, during the Fall and Spring semesters when the Academic Senate is in session, either party fails to ratify the policy development and implementation recommendation, the Academic Senate President and the Superintendent/President shall decide, within ten working days from the date, which of the following options shall be used to resolve the impasse.
- A. Send the recommendations back to the committee of origin and direct them to develop a new recommendation.
 - B. The Academic Senate and the Superintendent/President shall both delegate their ratification authority to the committee of origin and the committee's final recommendation shall become the recommendation on the issue
 - C. The Academic Senate President and the Superintendent/ President shall resolve the issue independent of the committee of origin.
6. The Senate reserves the right, after consultation with the administration, to present its concerns and recommendations directly to the Board and the Board shall respond to the Senate.
7. District standing committees (e.g., budget advisory committee, coordinating council, matriculation advisory committee, staff diversity/affirmative action advisory committee) shall be structured to include appropriate representation of the Academic Senate, administrators, and classified staff when matters being considered are within their purview. Student representation shall be included on such groups whenever appropriate and possible.
8. The appointment of faculty members to serve on college or District committees, task forces, or other groups dealing with academic and professional matters shall be made by the Senate, after consultation with the Superintendent/ President or designee.

Duties Assigned by Administration and the Board of Trustees

The Academic Senate may assume such responsibilities and perform such functions as may be requested of it by the administration or by the Board of Trustees.

Scope of Regulations

Nothing in this Board policy shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees.

It is the intent of the Board of Trustees to respect agreements between the Academic Senate and the Faculty Association as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to the Academic Senate pursuant to these recognitions.

Reference: Education Code Sections 66700, 70901, 70902

Reviewed and Adopted: 5/1/2000

 **ARTICLE 2200: PARTICIPATORY GOVERNANCE**

BP 2220 Classified Senate

The Board recognizes and endorses the rights and responsibilities assigned to non-management classified staff by Assembly Bill 1725 (1988). Further, the Board recognizes the technical, professional and skilled expertise of the classified staff whose functions are critical to the successful operation of the District and to the success of the faculty and students. In order that classified staff may have formal and effective procedures for participating in the formation and implementation of District policies on professional, technical and skilled matters, a Classified Senate is hereby established at Santa Monica College.

The Board recognizes the Classified Senate as the body which represents classified staff in collegial governance not within the scope of collective bargaining. The President of the Classified Senate or designee shall be accorded an opportunity to address the Board regarding the Classified Senate's concerns and the concerns of the classified staff exclusive of collective bargaining issues as a regular agenda item. The Board of Trustees shall consider and respond to the views and recommendations of the Classified Senate.

Formation, Procedures, Membership

Classified staff represented by the Classified Senate shall ~~be defined as~~ include permanent non-management, non-confidential, full-time and part-time non-academic employees.

The Board of Trustees of the Santa Monica Community College District hereby authorizes the classified staff of the college to:

1. Fix and amend by vote of the classified staff the composition, structure, and procedures of the Classified Senate.
2. Provide for the selection, in accordance with accepted democratic election procedures, of the members of the Classified Senate and to the extent possible, ensure that the composition of the Senate be representative of all segments of the permanent classified staff.

Professional Matters


Board of Trustees

The Board shall give consideration to the advice and professional judgment of the Classified Senate in the following areas:

1. Classified staff roles and involvement in accreditation process, including self study.
2. The assessment of classified staff professional development.
3. The assessment of technology needs for the classified staff as a whole.
4. District policies affecting classified employees not within the scope of collective bargaining.

Administration

In view of the management structure of the District as it pertains to classified staff, and pursuant to AB 1725 (Title 5, Section 51023.5 subsection 4), classified staff shall be afforded opportunities to participate in the formation and development of District and college policies and procedures, and in processes which

 have or will have a significant effect on classified staff.

Participation

The process of participatory governance shall be used for all professional, technical and skilled matters on which classified staff have expertise and shall occur through the representation on college-wide and Classified Senate committees exclusive of collective bargaining issues. This includes participation in the formulation and development of all District policies and procedures which have or will have a significant effect on classified staff.

1. Except in unforeseeable emergency situations, the Board of Trustees shall not take action on matters affecting classified staff until it has provided classified staff an opportunity to participate in the formulation and development of recommendations regarding those matters through appropriate structures and procedures referred to herein.
2. In developing and carrying out policies and procedures necessary to facilitate this policy, the Board of Trustees shall ensure that its actions do not dominate or interfere with the formulation or administration of any employee organization, or in any way encourage employees to join any organization in preference to another.
3. The Superintendent/President or designee will meet with the Classified Senate President or Vice President at the beginning of each academic year or upon creation of a new college-wide committee, to discuss/review appropriate representation.
 - A. To ensure that the recommendations and opinions of classified staff are given every reasonable consideration, advisory committees should be composed of representative members from each campus group (i.e. classified, faculty, administration and students).
 - B. Non-management classified staff will be afforded a fair opportunity to serve as chairs of college-wide committees.
4. The classified staff may assume such responsibilities and perform such functions as may be requested of it by the administration or by the Board of Trustees.

Scope of Regulations

Nothing in this Classified Participatory Governance Policy shall be construed to impinge upon the due process rights of non-management classified staff, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees.

It is the intent of the Board of Trustees to respect agreements made known to the District between the Classified Senate and the exclusive bargaining representative of the classified employees as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to the Classified Senate pursuant to these regulations.

Reference: Title 5 Sections: 51023.5

Reviewed and Adopted: 5/1/2000


 **ARTICLE 2200: PARTICIPATORY GOVERNANCE**


BP 2230 Associated Students

The Board of Trustees recognizes the Associated Students as the duly elected representatives of the student body of Santa Monica College, as provided by Education Code Section 76060. The Associated Students are encouraged to voice opinions and make recommendations to the administration of the college and the Board of Trustees with regard to District and college policies and procedures that have or will have a significant effect on the student body.

The Board of Trustees of Santa Monica Community College District hereby authorizes the students of the college to establish the Associated Students and charges them with the responsibility to:

- A. Fix and amend by vote of the A.S. Board of Directors the composition, structure, and procedures of the Associated Students.
 - B. Provide for the selection, in accordance with accepted democratic election procedures, of the members of the Associated Students.
1. District policies and procedures that have or will have a significant effect on students include the following:
 - A. grading policies
 - B. codes of student conduct
 - C. academic disciplinary policies
 - D. curriculum development
 - E. courses or programs which should be initiated or discontinued
 - F. processes for institutional planning and budget development
 - G. standards and policies regarding student preparation and success
 - H. student services planning and development
 - I. student fees the adoption of which are within the authority of the District
 - J. any other District and college policy, procedure, or related matter the Board of Trustees (and the Associated Students) determine(s) will have a significant effect on the student body.
 - K. This list does not preclude the opportunity for students to request participation in other District committees as appropriate.
 2. The Associated Students of Santa Monica College shall be provided an opportunity to participate in the formulation and development of District and college policies and procedures that have or will have a significant effect on the student body, as defined in item 3. This right includes the opportunity to participate in processes for developing recommendations for the Board of Trustees regarding such policies and procedures in collaboration with the appropriate college organization(s).
 3. The Board of Trustees, except in an unforeseeable emergency, shall not take action on a matter having significant effect on the student body until it has provided the Associated Students with an opportunity to participate in the formulation of the policy or the procedure or the joint development of recommendations regarding the action.

-  The Board of Trustees shall ensure that at the District and college levels, recommendations and positions developed by the Associated Students are given every reasonable consideration.

The selection of all student representatives to serve on all appropriate college committees, appropriate Academic Senate Joint Committees, task forces, or other governance groups shall be made by the Associated Students after consultation with the Superintendent/President and the President of the Academic Senate.

- A. In order that the recommendations and opinions of students are given every reasonable consideration, the Associated Students will designate students to participate in each of the appropriate college committees: Academic Senate Joint committees, task forces, or other governance groups, according to item number 3 and in the spirit of AB 1725.
 - B. To facilitate student attendance, the prior commitments of all student members of any given committee should receive equal consideration in scheduling meetings. Students should have ready access to campus resources to carry out adequately committee responsibilities.
 - C. Student members on committees will annually review, evaluate, and make recommendations for any changes in the governance structure, if needed, to insure an adequate voice. The recommendations will be given to the appropriate committee chairs, organizational leaders, administrators and the Board of Trustees.
6. Administration, faculty, and staff should provide appropriate means and understanding of governance issues in order to increase student preparedness, self-confidence, and credibility in the collegial governance process.
 - A. Administration, faculty, and committee chairs will provide training and orientation at the beginning of each academic year for the purpose of building trust, fostering teamwork, and preparing for meaningful participation in the governance process.
 - B. Both faculty and administration will provide ongoing consultative services such as regular, timely meetings with committee chairpersons, the development of mentorships, or other alternative means of sharing with students.
 7. The A.S. President, or a designee, regularly shall be accorded the opportunity to present positions and recommendations of the Associated Students to the Board of Trustees.
 8. The Board of Trustees shall give reasonable consideration to recommendations and positions developed by the Associated Students regarding District and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.
 9. The Associated Students embrace the philosophy of participatory governance by encouraging faculty, staff, and administration to participate effectively on appropriate Associated Student boards, committees, and task forces. Appointment of faculty and staff to A.S. Committees shall be made by appropriate representative organizations after consultation with the President of the Associated Students.
 10. Nothing in this section shall be construed to impinge upon the due process rights of faculty, staff, and administration, nor to detract from any negotiations or negotiated agreements between collective bargaining agents and the Board of Trustees.

Reference: Title 5, Section 51023.7
Education Code 76060

 *Reviewed and Adopted: 5/1/2000*

 **ARTICLE 2200: PARTICIPATORY GOVERNANCE**

BP 2240 Management Association

The Board recognizes the Santa Monica College Management Association as a professional organization chartered to promote the success and professional development of all academic managers, classified administrators and managers, and confidential staff. The goal is to assist and support managers and confidential employees in developing their skills to promote professional achievement and support student success. Through mentoring and professional development, the goal and objectives further the college's mission and vision statements. This provision does not confer any collective bargaining rights.

Formation and Membership

Members of the Management Association are comprised of academic managers (Superintendent/President, Vice-Presidents, Associate Vice-President, Deans, Associate Deans, Assistant Deans, Directors and Assistant Directors) and classified administrators, managers, and confidential employees.

The officers of the SMC Management Association are: president, vice president, a secretary and a treasurer. The officers are nominated by the managers at large and elected by a majority vote to serve a term of one year. Elections shall be held in May of each year for the following fiscal year.

Participation

The process of participatory governance shall be used for all professional matters on which managers have expertise and shall occur through the representation on collegewide committees exclusive of collective bargaining issues.

Adopted: 11/15/2004

BP 2250 District Planning and Advisory Council

The Board of Trustees establishes the District Planning and Advisory Council. The Board recognizes the Council as the body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate (BP 2210), Classified Senate (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240). Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services and technology planning. Discussion of these issues by the Council will not supplant the collective bargaining process.

The District Planning and Advisory Council shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff (Classified Senate and CSEA), students (Associated Students) and management (Administration/Management Association), who shall mutually agree upon the numbers, privileges, and obligations of Council members. The District Planning and Advisory Council shall establish its own procedures in conformity with the law.

Adopted: 1/10/05



ARTICLE 2300: PUBLIC AFFAIRS

BP 2310 Participation in Community Activities and Organizations

Santa Monica College should reflect the policies and practices of the local community and, therefore, the Board of Trustees actively encourages and expects an interchange among the Board of Trustees, the staff, the students and the community.

The Board of Trustees encourages the staff to maintain an active liaison with community groups and when possible, have members of the staff actively participate in community organizations.

Reviewed and Adopted: 5/1/2000

BP 2320 Campus Events

All campus organizations sponsoring events on District property that are open to the public and charge admission are required to arrange and report ticket sales and receipts through the Events Box Office.

Reviewed and Adopted: 5/1/2000

BP 2330 Solicitation of Funds

1. In the Classroom
There shall be no solicitation of funds in the classroom. The college is an educational institution, and the solicitation of funds in the classroom may well interfere with that process.
2. From Employees
The institution shall not solicit funds from its employees.
3. By Students On Campus
Fund raising on campus by students is permitted under the supervision of the appropriate administrator.

Reference: Education Code Sections 76062, 82537, 82542-4

Reviewed and Adopted: 5/1/2000



ARTICLE 2300: PUBLIC AFFAIRS

BP 2340 Public Information

Public Information Office

The Public Information Officer is the official college representative to the media and releases all college-related matters, including news of employees, students, and events. The Public Information Office will exercise judgment on what constitutes news and the timing of the release of news. Official college press releases, publications and responses to the press should be channeled through the Public Information Office. When interviews are made which involve a District position, the Public Information Officer should be consulted or present when appropriate.

Statements by Individual Staff Members

Unless representing an official college/District position, it should be made clear that the statements made by the faculty and staff do not necessarily reflect the position of the Board of Trustees or the District. When speaking or writing as an individual, the individual should be free from institutional censorship or discipline. Persons should be accurate, should show respect for the opinions of others, and should indicate that they are not institutional spokespersons.

Listing of Board of Trustees on District Publications

All college publications, flyers, written programs and other materials should include a list of the SMC Board of Trustees, including the Student Trustee, and the name of the Superintendent/President. Restrictions as set forth in regulations of the state Fair Political Practices Commission ("Mass Mailings Sent at Public Expense") will be followed.

Reviewed and Adopted: 5/1/2000

Revised: 11/15/2004



DISTRICT ENVIRONMENT

BP 2410 Nondiscrimination on the Basis of Disability

In accordance with federal and state laws the Santa Monica Community College District prohibits discrimination on the basis of disability in the provision of services, programs, contracts, employment, and other activities. Standards for what constitutes discrimination on the basis of mental or physical disability, the definition of disability and qualified individual with a disability, and the establishment of a complaint mechanism for resolving allegations of discrimination are also upheld as specified in public law.

Reference: (Americans with Disabilities Act, Public L. 101-336)
Adopted: 11/15/2004

BP 2415 Campus Safety

The Board of Trustees recognizes the importance of faculty, staff, students and the community to a safe campus environment. Violent or coercive behavior or the threat of such behavior will not be tolerated. The District through the development and enforcement of violence prevention procedures, will seek to provide a safe environment for students, staff and faculty.

Revised: 11/15/2004

BP 2420 Santa Monica College Police Department

Police Traffic Regulations

Santa Monica Community College District Police Department operates under the rules and regulations of the Santa Monica Municipal Code Sections contained in Article III, Public Safety, Chapter 3, Traffic Regulations.

BP 2430 Drug Free Environment and Drug Prevention Program

The unlawful possession, use or distribution of illicit drugs, controlled substances and/or alcohol by students and employees of Santa Monica College is prohibited in all property owned or controlled by the District.

Any student or employee who violates this policy will be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

The Superintendent/President shall assure that the District distributes annually to each student the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

Reference: Drug Free Schools and Communities Act
Drug Free Workplace Act of 1988



Revised 1/15/2004



ARTICLE 2400

DISTRICT ENVIRONMENT

BP 2440 Smoking on Campus

Smoking shall not be permitted in any District building, vehicle or facility, or within 25 feet of any main exit, entrance or operable window of a public building. Smoking shall be permitted in any outdoor areas except where prohibited.

Reference: California Government Code Sections 7596-7598

BP 2450 Animals on Campus

The District follows the City of Santa Monica Municipal Code Section 4.94.160, which states that dogs shall not be permitted on campus. Exceptions are limited to dogs used by disabled persons as guide or service dogs, while such dogs are being used for such purposes. Roaming or unattended animals will be controlled by the local Humane Society.

BP 2460 Bicycles, Motorcycles, Mopeds, Roller Skates, Roller Blades, Skateboards Scooters and other Human Transporters

- Bicycles, motorcycles and mopeds shall be parked in designated areas only for purposes of security, safety, and noise control.
- Bicycles, motorcycles and mopeds shall not be taken inside of buildings.
- Riding of bicycles, motorcycles, and mopeds is prohibited on pedestrian walkways.
- The use of roller skates, roller blades, skateboards, scooters and other human transporters is prohibited on campus.

Revised: 11/15/2004

 **ARTICLE 2500: INFORMATION TECHNOLOGY**

BP 2510 Information Technology Mission Statement

The Information Technology mission, in academic and instructional computing, administrative information systems, multimedia support, network services and telecommunications, shall be designed to support institutional goals and objectives as adopted by the Board of Trustees.

BP 2511 Information Management and Network Programming

The function of Information Management and network programming is to provide administration and all college departments with data and technology needs critical for their operation and function at the college.

BP 2512 Computer Use by Staff and Students (pending)



ARTICLE 2600: SUPPORT ORGANIZATIONS

BP 2610 District Support Organizations

The Board of Trustees may recognize and approve support organizations established for the purpose of providing supportive services and specialized programs for the general benefit of the District.

Any District support organization recognized by the Board shall conduct its business in accordance with Administrative Regulation 2610.

Reference: Education Code Section 72670
Title 5, Sections 59250, et seq

Reviewed and Adopted: 5/1/2000
Revised: 11/15/2004

BP 2620 SMC Foundation

The SMC Foundation is a fund raising organization of Santa Monica College. It is a (501 c3) non-profit organization governed by an independent Board of Directors which proposes and administers private fundraising and private funds management for the College.

1. **Fund-Raising:** The Foundation coordinates campus fund raising programs to ensure appropriate recognition of donors, standardization of donor benefits, strategic growth of overall fund raising on campus, and adherence to professional fundraising practices in accordance with the Foundation's non-profit status.
2. **Money Management:** The Foundation manages an endowment which is carefully invested to provide annual income in perpetuity. In addition, the Foundation monitors funds for scholarships and other SMC programs as designated.
3. **Expertise:** The Foundation staff provides fundraising planning and expertise to assist and coordinate departments, programs and clubs in their fundraising efforts, in accordance with established regulations.

Reviewed and Adopted: 5/1/2000
Revised: 11/15/2004

 **ARTICLE 2600: SUPPORT ORGANIZATIONS**

BP 2621 Alcoholic Beverages at Fundraisers

Alcoholic beverages may be served at non-student events on the Santa Monica College campus or on District-owned property, provided that the event is to benefit a non-profit entity, such as the SMC Foundation. (Event "specifically excludes all athletic contests or games sponsored by the college.)"

Reference: Business and Professions Code Section 25608

Reviewed and Adopted: 5/1/2000

BP 2630 General Advisory Board

The General Advisory Board is an advisory group comprised of representative community members interested in the concerns of the College. The General Advisory Board provides a valuable resource to the College and its prime functions are:

1. To provide the college with community participation in the various aspects of college activities, primarily through participation in periodic general meetings and as the need arises through service on specific college committees.
2. To become better informed about the college through general meetings.
3. To act as informed college "ombudspersons" to the community by extending and sharing their knowledge of the college with a broader population.

Reviewed and Adopted: 5/1/2000

Revised: 11/15/2004



ARTICLE 2600: SUPPORT ORGANIZATIONS

BP 2640 Advisory Boards

The District may appoint community advisory boards for vocational or other programs. Appointments may be made directly by the Superintendent or by the Superintendent's designee. Advisory boards may also establish procedures by which recommendations for advisory board membership may be made to the Superintendent.

Advisory boards are chaired by the President or designee, unless another structure has been established. Advisory boards may develop a set of standing rules or operational procedures, provided such rules or procedures are in compliance with District policies and procedures, and state rules and regulations.

The role of vocational program advisory boards is to make recommendations on curriculum and other issues relative to insuring students enrolled in the programs are trained to meet industry demands. These advisory boards may also provide additional opportunities such as mentorships and internships, recommend adjunct faculty, and assist in fundraising or other development activities for the program.

The role of other program advisory boards is to serve as a conduit for student and community issues relative to the program and to assist in fundraising or other development activities for the program. Advisory boards may make recommendations on any topic relative to the program but all program decisions are the responsibility of the District. The District may not assign to advisory boards responsibilities or powers for which the District is legally or fiscally responsible. A list of advisory boards shall be submitted annually to the Office of the Superintendent and provided to the Board of Trustees.

Reviewed and Adopted: 5/1/2000

Revised: 11/15/2004



ARTICLE 2600: SUPPORT ORGANIZATIONS

BP 2650 Radio Station KCRW-FM

KCRW-FM is owned and operated by the Santa Monica Community College District. In addition to all District policies dealing with personnel, budgeting, and finance, KCRW-FM is subject to the rules, regulations and laws of the Education Code and Title V of the State of California. The rules and regulations of the Federal Communications Commission set requirements for operational standards for KCRW-FM.

Programming

The objective of KCRW-FM is to serve the public interest by presenting educational, cultural and informational material. The station will support the mission of the college through the promotion of creativity and the free exchange of ideas, encouraging development of individual talents, and the understanding of social, cultural, political, economic, technological and natural environments.

KCRW-FM programs are to reflect the highest broadcast performance standards of the radio profession. These broadcasts should adhere to the highest standards of broadcast journalism in preparation, format, and production. It is essential that the station maintain an objective posture making sure that differing points of view have a fair hearing. KCRW-FM permits the various educational functions of the college to be extended through the radio station's broadcast capabilities. The station shall use these capabilities to further the college's mission of lifelong learning and shall on a regular basis inform the public of the programs provided by the college.

Funding

KCRW-FM may accept gifts, contributions, and memberships to help defray costs of operating the station. These funds will be audited annually in the prescribed legal manner. KCRW-FM may not sell air time to promote a product or a commercial organization. However, KCRW-FM may accept underwriting donations for specific programs to cover the cost of production, KCRW-FM may give public service credit to the underwriter as allowed under FCC regulations.

Reviewed and Adopted: 5/1/2000