

The G.R.O.V.E  
A proposal by College of the Redwoods



Dear RFP Evaluation Committee,

College of the Redwoods (CR), the North Coast's community college, serves Humboldt, Del Norte, and western Trinity Counties, offering instruction at its Eureka main campus, the Del Norte Education Center in Crescent City, and at the instructional site in Hoopa. CR educates about 8,000 students per year. A public community college within the 114 California Community College (CCC) system, CR meets and maintains federal, state, and local policies, procedures, rules, and regulations to remain in compliance in its day to day operations.

Every day and night, many of our students experience housing and food insecurity while attending CR. The challenges and circumstances faced by these students are substantial and diverse. Many go without enough food on a daily or monthly basis, having to use external resources like food banks and pantries to supplement their food supply. Some of them live in their cars, some sleep in shelters when available, others camp in the woods, or stay briefly with friends or relatives. They become homeless for many reasons including our local housing crisis, lack of financial resources, fleeing domestic violence situations, fluctuating housing situations such as losing a roommate, eviction, or untreated mental illness. Some of these students are single, some married, they are with or without kids, some are unaccompanied youth, some are seniors, some are local, others are newcomers to the area attending CR and many represent diverse cultures and backgrounds. The effect of homelessness and food insecurity are profound and can shatter our students' ability to become productive global citizens.

Realizing the extent of the problem facing our students, CR began to work on these challenges. The college's Director of Special Programs assists students with enrolling in academic support services like our Disabled Students Programs and Services, Extended Opportunity Programs and Services, TRiO, and the Veterans Resource Center. The DHHS CalFresh program awarded CR a contract to open a food pantry and resource center project on the Eureka campus to assist students facing food insecurity, to assist students with CalFresh enrollment and retention, and to create a weekly food bag service. The local and CR college community continue to support the pantry financially and through private donations yearly. A housing liaison was hired to help students finding housing, and the pantry was expanded to provide our students clothing and other living supplies while they work on attaining their educational goals. The CR President created a scholarship to provide on-campus housing for eight students experiencing homelessness or housing insecurity on a semester by semester basis as needed. This led to the vision to create a program, the Growth Resources Outreach Valued Empowerment (G.R.O.V.E.) program, which would provide intensive services to our population of students with diverse needs.

Sincerely,



Kintay D. Johnson  
Director, Special Programs  
College of the Redwoods  
7351 Tompkins Hill Rd.  
Eureka, CA, 95501  
(707)476-4560

**REQUEST FOR PROPOSALS – NO. DHHS2019-01  
HOMELESS EMERGENCY AID PROGRAM**


**ATTACHMENT A – SIGNATURE AFFIDAVIT  
(Submit With Proposal)**

<b>REQUEST FOR PROPOSALS – NO. DHHS2019-01 SIGNATURE AFFIDAVIT</b>	
<b>NAME OF ORGANIZATION/AGENCY:</b>	College of Redwoods
<b>STREET ADDRESS:</b>	7351 Tompkins Hill Rd
<b>CITY, STATE, ZIP</b>	Eureka, CA, 95501
<b>CONTACT PERSON:</b>	Kintay Johnson, Director, Special Programs
<b>PHONE #:</b>	707-476-4560
<b>FAX #:</b>	kintay-johnson@redwoods.edu
<b>EMAIL:</b>	707-476-4432

Government Code Sections 6250, *et seq.*, the “Public Records Act,” define a public record as any writing containing information relating to the conduct of public business. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

In signing this Proposal, I certify that this firm has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or agency to submit or not to submit a Proposal; that this Proposal has been independently arrived at without collusion with any other Proposer, competitor or potential competitor; that this Proposal has not been knowingly disclosed prior to the opening of Proposals to any other Proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned is an authorized representative of the above-named agency and hereby agrees to all the terms, conditions and specifications required by the County in Request for Proposals No. DHHS 2019-01 and declares that the attached Proposal and pricing are in conformity therewith.

  
\_\_\_\_\_  
**Signature**  
  
Kintay D. Johnson  
\_\_\_\_\_  
**Name**

3/15/19  
\_\_\_\_\_  
**Date**  
  
3/15/19  
\_\_\_\_\_  
**Date**

This agency hereby acknowledges receipt / review of the following Addendum(s), if any)  
Addendum # [ ] Addendum # [ ] Addendum # [ ] Addendum # [ ]

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## **Professional Profile**

College of the Redwoods (CR), the North Coast's community college, serves Humboldt, Del Norte, and western Trinity Counties, offering instruction at its Eureka main campus, the Del Norte Education Center in Crescent City, and at the instructional site in Hoopa. CR has one of the largest service areas in California. Home to nearly 280,000 residents, the district covers almost 10,000 square miles. With a population of more than 27,000, Eureka is the largest city in the service area and is home to CR's largest campus. Eureka's nearest metropolitan neighbors are more than 260 miles to the south (San Francisco), and 420 miles to the north (Portland, Oregon). CR educates about 8,000 students per year. Founded in 1964 by a vote by the people of Humboldt County, the Eureka campus was created, and Del Norte County location opened in 1978. As one of the 114 California community colleges, CR meets and maintains federal, state, and local policies, procedures, rules, and regulations to remain in compliance in its day to day operations.

Our mission at CR is to put student success first by providing accessible and relevant developmental, career technical, and transfer education. College of the Redwoods partners with the community to contribute to the economic vitality and lifelong learning needs of its service area. CR continually assesses student learning and institutional performance and practices to embrace diversity, to encourage a healthy community environment and to improve upon the programs and services we offer, all to promote student learning.

Devoted to the success of each of its students, CR offers over 1,000 different classes. These courses and programs cover a broad range of topics and subjects in everything from plant science, bookkeeping, computer science, woodworking, and dental assisting, to game art and

animation, early childhood education, restaurant management, manufacturing technology, and nursing. CR offers A.S. and A.A. degrees, as well as numerous certificate options.

### **Organization Overview**

Under the direction of the Director of Special Programs, the college has undertaken many initiatives to support students' experiencing housing and food insecurity including the operation of an on-campus Food Pantry; providing showers, lockers and laundry facilities; designating a housing liaison to help students find housing; and making emotional/mental health counseling and health clinic services available. Students also receive assistance signing up for CalFresh and other public assistance as needed.

All students are assisted in applying for any of the college's special support programs for which they may qualify. These programs include: Extended Opportunity Programs & Services (EOPS), TRIO Student Success Program and Disability Services and Programs for Students (DSPS). Students qualifying for these programs receive various supports including but not limited to: textbook vouchers; free bus passes; career, academic and personal counseling; free tutoring; priority registration; laptop and calculator loan program; free printing; textbook lending library; free cap and gown rental for graduation; and application fees paid for university applications.

In the spring of 2019, College of the Redwoods began piloting the Room and Board Scholarship to more fully support students experiencing homelessness and food insecurity. CR has awarded five scholarships in its pilot program this spring. Scholarship recipients are provided a bed in a double occupancy residence hall room, a meal plan that can be used at CR's dining facility, and support services as needed. The program is designed to provide transitional housing for students experiencing homelessness or housing insecurity.

Each scholarship award is for one semester and is renewable for a maximum of two academic years if the student continues to meet the scholarship requirement criteria. The program provides each student with the support and life skills needed to transition to off-campus housing as soon as they are capable. Each student can meet multiple times a semester with a college counselor to develop, implement and review their career and academic goals. They also meet with the college's Financial Literacy Specialist who will assist each student with personal finance management, and federal financial aid and scholarship applications to ensure students acquire the financial and money management skills needed to live independently.

### **Overview of Qualifications and Experience**

Since 1965, CR has been a vital part of the community on the North Coast. One of 114 CCC's throughout California, CR is affiliated with the Western Association of Schools and Colleges (WASC) and has been accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC). The Director of Special Programs, a Counselor, a Student Services Specialist IV, Public Safety Officer, and Administrative Office Coordinator will be assigned to assist the target population of this program. The Director of Special programs has the experience and knowledge to lead this project. The Director will ensure that staff members go through annual training to gain knowledge of the legal and procedural requirements pertaining to the provision of services provided by the proposed Homeless Emergency Aid Program (HEAP) project prior to working with the target population in this project. The job descriptions, qualifications, necessary education and experience for each primary position working with the target population have been provided below.

## **Staff Qualifications and Experience**

**College of the Redwoods**

### **Position Description**

**Position: Director, Special Programs**

**Department: Student Development**

**Reports to: Vice President, Chief Student Services Officer**

### **Summary**

Provides leadership in the district-wide planning, development, implementation, supervision, evaluation, budget and quality control of specially funded programs and services to include EOPS, CARE, CalWORKs, FKCE, Food Pantry. Works collaboratively with DSPS, Student Development, TRIO, Veterans, and other campus administrators and counseling staff to coordinate the delivery of program services.

**College of the Redwoods**

### **Position Description**

**Position: Associate Faculty, Counselor**

**Department: Student Development**

**Reports to: Director, Special Programs**

### **Essential Duties and Responsibilities**

Demonstrates effective performance of duties and responsibilities of the assignment. Shows currency and depth of knowledge in the discipline and/or area of assignment. Demonstrates patience, fairness, and promptness in the evaluation and discussion of student work. Shows sensitivity and responsiveness to the needs of individual students and their special circumstances, when appropriate. Shows sensitivity to and knowledge of the diverse ways' students learn and is



responsive to individual needs. Uses effective written and oral communication skills with students and colleagues.

### **College of the Redwoods Position Description**

**Position: Student Services Specialist, IV**

**Department: Special Programs**

**Reports to: Director, Special Programs**

#### **Summary**

Performs technical, clerical and paraprofessional duties in connection with admitting and registering students for courses, advising students on financial aid and loans, doing the initial analysis and making recommendations regarding the disposition of transcripts of incoming students, providing outreach services and activities related to initial enrollment, and planning and implementing special programs for students as requested. Provides technical assistance and information to students, staff and the public regarding College services, programs, policies, and procedures.

### **College of the Redwoods Position Description**

**Position: Administrative Office Coordinator**

**Department: Special Programs**

**Reports to: Director, Special Programs**

#### **Summary**

Performs advanced secretarial and clerical duties for a program coordinator or work section that is a part of a larger department, or the equivalent in volume and complexity. Provides assistance leading, coordinating, and performing administrative projects and overseeing and monitoring the workflow and clerical support activities performed by a small team in the office.

## **College of the Redwoods Position Description**

**Position: Public Safety Officer**

**Department: Public Safety**

**Reports to: Director, Public Safety**

### **Summary**

Performs security, surveillance, and emergency medical duties to provide a safe environment for the students/staff and protect College property. Patrols campus grounds and facilities, preserves order, and performs as a liaison/resource to local law enforcement as needed.

### **Project Description**

Led by the Director of Special Programs, a higher education administrator with over nine years' experience working with at-risk populations, the program will provide each student it serves with the wrap around support and life skills needed to transition to out of the program as soon as they are capable. The goal of this proposed, college-focused rapid rehousing HEAP project is to provide services, including, without limitation, emergency assistance, homelessness prevention services and activities, and housing and motel vouchers to student's experiencing homelessness or housing insecurity while attending CR. The aim of this project is to achieve improved academic and social outcomes by increasing student retention, success, and completion rates among students who are homeless or housing insecure.

Approximately 18% of the campus community is experiencing homelessness or housing insecurity. This project intends to serve 300 students with services and assistance that prevent or reduce the risk of students becoming homeless during the life of this grant. 44% of 9-12 grade students from our feeder high schools have been identified as homeless. 258 students have self-identified as being homeless or at risk of being homeless this semester (Spring 2019). 49% are

first-generation; 17.6% of these students have dependents; and 6.3% are veterans according to the most recent data. In fact, the most recent data released by the HOPE Center has identified much of the northern region of California as having the highest rate of basic need insecurity, which included food insecurity (59%), housing insecurity (70%), and homelessness (24%) (Hope Center, 2019).

The G.R.O.V.E. program will provide students with services such as housing identification, rent, move-in assistance, and culturally competent intensive case management services will be provided to students through this program to assist with basic needs. Additionally, by having our students' basic needs taken care through this proposed HEAP program, the hope is that student's dependency upon County resources declines over time and that our institution and community partners has built the framework to sustain this important work.

This project will become an official partner in the Humboldt Housing and Homeless Coalition (HHHC) and join the County's Continuum of Care efforts to end homelessness in Humboldt County. The target population this program will focus its service are the students who live in our County experiencing homelessness or at imminent risk of being homeless. This program will use a streamlined system designed to efficiently match people experiencing homelessness to available housing, shelter, and services. The project staff will prioritize those who are most in need of assistance and provide crucial information that help communities strategically allocate resources and identify gaps in service. We will work with Humboldt County's Coordinated Entry system to ensure that a Housing First model is employed within our District that prioritizes individuals and families facing the highest vulnerability and needs for permanent, supportive housing.

Each student will meet with the program counselor, who will serve as a case manager, to develop, implement and review their career, academic, and personal goals. The assessment/intake form used during these appointments have been provided and is included in the attachments for reference. The Student Services Specialist IV will assist each student with personal finance management, and federal financial aid and scholarship applications to ensure students acquire the financial and money management skills needed to live independently. All students will be assisted in applying for any of the college's special support programs for which they may qualify. These programs include: Extended Opportunity Programs & Services (EOPS), Food Pantry, TRIO Student Success Program and Disability Services and Programs for Students (DSPS). Students qualifying for these programs receive various supports including but not limited to: text-book vouchers; free bus passes; career, academic and personal counseling; free tutoring; priority registration; laptop and calculator loan program; free printing; textbook lending library; free cap and gown rental for graduation; and application fees paid for university applications.

### **Project Target Population**

The target population for project G.R.O.V.E will be students attending College of the Redwoods who are homeless or at imminent risk of being homeless. The age of the target population to be served is homeless youth (18-24). Homeless youth” means a student under 25 years of age, who has been verified at any time during the 24 months immediately preceding the receipt of his or her application for admission by a postsecondary educational institution that is a qualifying institution pursuant to Section 69432.7, as a homeless child or youth, as defined in subsection (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a (2)). Once a student 18-24 is verified as a homeless youth, they will retain that status for a

period of six years or until they reach age 25, whichever comes first. The following living/housing situation qualify under the McKinney-Vento:

<h1>McKinney-Vento Homeless Assistance Act</h1>	
<p>"individuals who lack a fixed, regular, and adequate nighttime residence as a result of economics, circumstances, or natural disasters"</p>	<ul style="list-style-type: none"> <li>• Sharing of housing (doubled/tripled)</li> <li>• Motels/Hotels</li> <li>• Public/private place not designed for sleeping</li> <li>• Cars, parks, abandoned buildings</li> <li>• Trailer parks w/o sufficient access to plumbing/electricity, physical space/etc</li> <li>• Campgrounds</li> <li>• Couchsurfing</li> <li>• Transitional Housing Programs</li> <li>• Safe Houses</li> <li>• Youth Shelters</li> <li>• Substandard housing</li> <li>• Runaways (often not actively in school, however, they should be noted and tracked)</li> <li>• Unaccompanied Youth</li> </ul>
<p><i>Federal Law: Every Student Succeeds Act ESSA (42If.S.C   1435)</i></p>	

This project will also serve students over the age of 24 as well. The average age of our students is 27 years old. Of the students who self-identified as homeless or at imminent risk of being homeless, approximately half of the population is over the age of 24. Any student who lacks a fixed, regular, and adequate nighttime residence will meet the McKinney-Vento definition for

the G.R.O.V.E. In addition to those in homeless shelters or sleeping on the street, in cars, or other places not meant for human habitation, including students who are “couch surfing” or at imminent risk of being homeless is included in the target population for this program.

### **Project Scope/Services**

- **Case Management**

The Director of Special Programs and the Case Manager will ensure that members of the target population are connected to appropriate services and resources on an individual, case-by-case basis. This includes, without limitation, connecting students to on-campus resources, primary care providers, behavioral health, employment, benefits advocacy and legal assistance.

- **Housing Assistance**

Rental subsidies and supportive services will be provided to students who are homeless or at imminent risk of being homeless so that they can live independently and continue their education. Rental assistance will be provided to help pay rent on the private market or to property management organizations, application fees, security deposits, utility deposits, furniture, moving, and other housing expenses.

- **Room and Board Scholarship Rooms**

Room and Board Scholarship to more fully support students experiencing homelessness and food insecurity. CR has awarded five scholarships for the pilot program this spring. Scholarship recipients are provided a bed in a double occupancy residence hall room, a meal plan that can be used at CR’s dining facility, and support services as needed. The program is designed to provide transitional housing for students experiencing homelessness or housing insecurity.

Each scholarship award is for one semester and is renewable for a maximum of two academic years as long as the student continues to meet the scholarship requirement criteria. The program provides each student with the support and life skills needed to transition to off-campus housing as soon as they are capable.

- **Emergency/Temporary Housing**

A minimum of eight rooms in the CR Residence halls are dedicated as emergency/temporary housing for up to 14 days while the students work with G.R.O.V.E staff to locate and secure a long-term housing solution. In cases where all beds are occupied the G.R.O.V.E case management team will work with the students on locating shelter options and/or determining the feasibility of G.R.O.V.E securing a local hotel room temporarily on their behalf. 48-hours prior to the end of a student's stay, the College of the Redwoods Residence Life Housing Director or their designee and the Director of Special Programs will review and determine if the stay can be extended. An extension will be based on the viability of securing long-term housing within an additional 14-day cycle, as well as upon the student's noticeable commitment to continually working with the G.R.O.V.E case management team to seek and utilize campus and area resources. If the stay can be extended, it will be on a case by case basis.

- **Hotel/Motel Vouchers**

Students in immediate need of shelter or a safe place to stay, who are either homeless or at imminent risk of being homeless, will have the option to choose to receive a hotel/motel voucher while they are provided wrap around services to find permanent housing. Based on occupancy of \$75 per night per student, the project would have the ability to house 20 students per semester, for a maximum of 14 days per student.

- **On-Campus Safe Overnight Parking/Pass**

For those students who prefer to live in their cars, a parking pass will be paid for by the G.R.O.V.E program that will allow for them park overnight. A public safety officer will be assigned to the area at night to provide students a safe place to sleep and study while attaining their educational goals. Safe overnight parking will be available in a designated area with access to laundry, shower and restroom facilities. If this happens, this would be the first of its kind in our county.

- **Transportation Assistance**

Transportation assistance will be provided to students in the form of monthly bus passes or monthly Renner gas vouchers so that they can continue their education. In critical situations, Uber, Lyft, and taxi services to important off campus appointments will be made available to students and have been included in the budget.

### **Data Collection**

This program will follow all rules, polies, regulations regarding privacy of client data and information. Any data collected for the purposes of this program will be stored in digital and paper format in a secured database and location. The Director of Special Programs or his designee, will be responsible for the collection, maintaining, reporting and project goals and outcomes for this project. This project will use the Fidelity Matrix model used by Humboldt County Homeless Education Project, as well as CR's internal assessment such as Program Review to assess the health of the program.

### **Sustainability**

The program will work with the CR Foundation to sustain the services provided as part of this proposed HEAP project beyond the period that HEAP funding is available. So far, the foundation



has raised over 50,000 to assist in address the issue of student food and housing insecurity. We will also continue to look for federal and state funding though the Department of Education, California Department of Education

## Attachment A

### Project Budget

A. Personnel Costs	
<i>Formula for salary calculations and any benefits should be clearly identified</i>	
Title: Student Services Specialist IV Hourly Rate of Pay or Salary Calculation: Salary \$ 3,459.73 + Benefits \$2,698.69 per mo x 24 mos Duties Description: Outreach, service enrollment assistance, mentoring, financial literacy, etc.	
<b>Total</b>	<b>\$ 147,802.16</b>
Title: Administrative Office Coordinator Hourly Rate of Pay or Salary Calculation: Salary \$4,012.67 + Benefits \$2,853.80 per mo x 24 mos Duties Description: Office coordination, appointment scheduling, budget tracking assistance	
<b>Total</b>	<b>\$ 164,795.38</b>
Title: Public Safety Officer Hourly Rate of Pay or Salary Calculation: Salary \$3,296.80 + Benefits \$2,652.98 per mo x 24 mos Duties Description: Trained EMT, provide a safe environment, security, observation, reporting	
<b>Total</b>	<b>\$ 142,794.92</b>
Title: Case Manager/Counselor Hourly Rate of Pay or Salary Calculation: Salary \$4,074.37 & Benefits \$781.05 per mo x 24 mos Duties Description: Intensive case management, academic and personal counseling, advocacy, engag	
<b>Total</b>	<b>\$ 116,530.34</b>
<b>B. Operational Costs</b>	
Item: Printing Services Description: Printing of information and materials relevant to The Grove project, program promotional materials to generate student and community awareness of services.	
	<b>\$ 2,500.00</b>
Item: Hotel/Motel Vouchers \$75.00 per night x 14 days = \$1050.00 per student x 20 Description: expenses related to emergency housing for students with immediate need	
	<b>\$ 22,000.00</b>
Title: Permanent Housing Assistance Description: Rent assistance, rental application fees, deposits, utility deposits, etc. for 50 students	
	<b>\$ 279,000.00</b>
<b>Total Operational Costs:</b>	<b>\$ 303,500.00</b>
<b>C. Supplies</b>	
Item: Consumables Description: Cost of food and food preparation supplies for student events, such as nutritional education events, college cafeteria meal cards.	
	<b>\$ 10,000.00</b>
Item: Non-Consumables Description: Paper goods for events and meal supplies.	
	<b>\$ 1,500.00</b>
Item: Office Supplies Description: General office supplies as related to the needs of the project: ink cartridges, signage, paper supplies, etc.	
	<b>\$ 1,500.00</b>
<b>Total Supply Costs:</b>	<b>\$ 13,000.00</b>
<b>D. Transportation/Travel (Travel expenses must follow Humboldt County Travel Policy Limits)</b>	
Item: Moving students i.e.: from temporary housing to permanent housing Description: expenses related to rental moving equipment and general moving expenses	
	<b>\$ 6,000.00</b>
Item: Staff and Students travel Description: in alignment with Humboldt County Travel policy limits expenses related to staff travel to professional development, training, activities, and transportation for students to attend relevant events and appointments	
	<b>\$ 20,000.00</b>
Item: College of the Redwoods Parking Permit Description: 200 parking permits @ \$60 to give 200 students access to free on campus housing	
	<b>\$ 12,000.00</b>
<b>Total Transportation/Travel Costs:</b>	<b>\$ 38,000.00</b>
<b>E. Other Costs</b>	
Item: Indirect Costs to College of the Redwoods (Administrative Costs) 10% of overall budget Description: Billing, Maintenance Services, Custodial Services and Payroll services.	
	<b>\$ 92,642.28</b>
<b>Total Other Costs:</b>	
<b>Grand Total:</b>	<b>\$ 1,019,065.08</b>

**Supplemental Documentation**

**March 13, 2019**

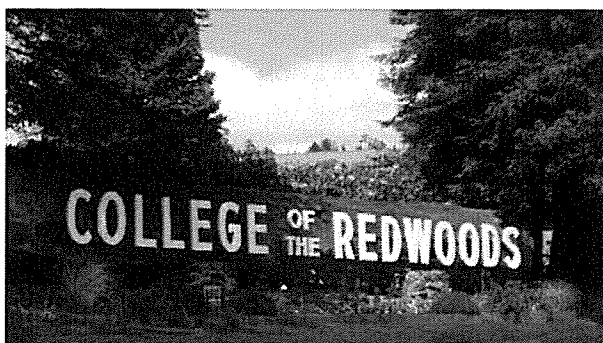
Article XXXIV Compliance Letter

The prosper, College of the Redwoods, has considered both the legal requirements of Article XXXIV of the California Constitution, as clarified by Sections 37000, et seq. of the California Health and Safety Code, and the relevant facts of the HEAP project. It is to the best of our knowledge that we possess the ability to comply with the program objectives, local funding priorities, requirements, specifications and standards set forth in this RFP. All the administrative policies and procedures and best practices are in place prior to the execution of this HEAP Agreement.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kintay D. Johnson', enclosed within a large, loopy oval flourish.

Kintay D. Johnson  
Director, Special Programs  
College of the Redwoods



Time:

AM/PM

Date Intake  
Completed:

## OFF-CAMPUS HOUSING INTAKE FORM

After completing this form, please return to the Housing Liaison for further assistance.

<b>Name</b> <i>(First Middle Last):</i>						
<b>Age:</b>						
<b>Gender:</b> Female   Male   Trans Female   Trans Male   Non-Binary   Gender Queer   Decline to Answer   Other _____						
<b>Preferred Gender Pronouns:</b> She/Her   He/Him   They/Them   ZE/HIR   Decline to Answer   Other _____						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <b>Ethnicity/Race:</b> </td> <td style="width: 33%; vertical-align: top;">           Black/African American            Caucasian (White)            Native American         </td> <td style="width: 33%; vertical-align: top;">           Latino (a)/Hispanic            Asian            Pacific Islander/Native Hawaiian         </td> <td style="width: 33%; vertical-align: top;">           Mixed Ethnicity            Decline to Answer            Other _____         </td> </tr> </table>			<b>Ethnicity/Race:</b>	Black/African American Caucasian (White) Native American	Latino (a)/Hispanic Asian Pacific Islander/Native Hawaiian	Mixed Ethnicity Decline to Answer Other _____
<b>Ethnicity/Race:</b>	Black/African American Caucasian (White) Native American	Latino (a)/Hispanic Asian Pacific Islander/Native Hawaiian	Mixed Ethnicity Decline to Answer Other _____			
<b>Person Completing Intake:</b> Name _____   Relationship:   Self   Parent   Legal Guardian   Other						
<b>Phone Number(s)</b>						
<b>Email Address</b>						
<b>Do you work?</b> Full Time   Part Time   Other						
<b>How much do you earn per month?</b>						



Book	Board Policies
Section	Chapter 2 - Board of Trustees
Title	Conflict of Interest Code
Code	AP 2712
Status	Active
Adopted	September 11, 2005
Last Revised	December 9, 2014
Last Reviewed	July 10, 2018

#### Adoption

In compliance with the Political Reform Act of 1974, California Government Code 81000 et seq., the Redwoods Community College District hereby adopts this Conflict of Interest Code, which shall apply to all governing board members and designated employees of this district, as specifically required by California Government Code 87300.

#### Designated employees

Employees of the Redwoods Community College District, including governing board members, who hold positions which involve the making, or participation in making, of decisions which may foreseeably have a material effect on any financial interest shall be designated employees. All persons who hold the positions enumerated in Exhibit "A" are designated employees.

#### Disclosure statement – filing

Each designated employee, including governing board members, shall file annual statements at the time and in the manner prescribed in this Code, disclosing reportable interests in real property, investments in business entities, and income, which might foreseeably be affected materially by the operations of the District.

It has been determined that it is foreseeable that the types of investments, interests in real property, and income listed in the disclosure categories in Exhibit "B" may be affected materially by decisions made or participated in by the designated employee by virtue of his or her position. Such interests are reportable if held by the designated employee.

Initial statements shall be filed by each designated employee within 30 days after the effective date of this Conflict of Interest Code disclosing investments and interests in real property.

Annual statements shall be filed by April 1 disclosing investments, interests in real property, and income held or received in the period since the closing date of the employee's previously filed statement.

Leaving office statements shall be filed by every person who leaves a designated position specified in Exhibit "A" within 30 days after leaving the position, disclosing his or her reportable investments, interests in real property, and income during the period since the closing date of the previous statement filed pursuant to this Code. The statement shall include any investments in business entities, interests in real

property, and income held or received at any time during the period covered by the statement, whether or not they are still held at the time of filing.

Employees appointed, promoted, or transferred to designated positions shall file initial statements within 30 days after the date of assuming the position.

The statements shall be filed with the Redwoods Community College District in the President's Office.

#### Disclosure statement - contents

Disclosure statement shall be made on forms supplied by the Redwoods Community College District.

Contents of Investment and Interest in Real Property Reports. When an investment or interest in real property is required to be disclosed, the statement shall contain the following:

A statement of the nature of the investment or interest;

The name of the business entity in which each investment is held and a general description of the business activity in which the business is engaged;

The address or other precise location of the real property;

A statement whether the fair market value of the investment or interest in the real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000); or exceeds one million dollars (\$1,000,000);

If the property or investment was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal.

#### Contents of Income Reports

When income is required to be reported under this Code, the statement shall contain the following:

The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;

A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);

A description of the consideration, if any, for which the income was received;

In the case of a gift, the name, address, and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

When the filer's pro rata share of income to a business entity, including income to a sole proprietorship, is required to be reported under this article, the statement shall contain:

The name, address, and a general description of the business activity of the business entity;

The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000) during a calendar year.

Contents of Management Position Reports: When management positions are required to be reported, a designated employee shall list the name and address of each business entity not specified above in which

he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

#### Disqualification

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonable foreseeable material financial effect, distinguishable from its effect on the public generally, on the official, or a member of his or her immediate family, or on:

Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;

Any real property in which the designated employee has a direct or indirect interest worth two thousand (\$2,000) or more;

Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$320 or more in value provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that a vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

#### Definition of terms

Except as otherwise provided, the definitions contained in the Political Reform Act of 1974, Government Code 82000 et seq., the Regulations to the Act and Regulations, shall be incorporated into this Conflict of Interest Code.

### **NEW EXHIBIT "A" DESIGNATED EMPLOYEES**

Persons\* occupying the following positions are designated employees and must disclose financial interests in all categories defined in Exhibit "B":

Board of Trustees President/Superintendent  
Vice President, Administrative Services  
Vice President, Instruction and Student Development Director, HR/Professional Development  
Director, Del Norte Center Director, Facilities and Grounds

Persons\* occupying the following positions are designated employees and must disclose financial interests defined in categories 2 and 3 of Exhibit "B":

Deans Controller  
Manager, Information Technology Services

\* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The President/Superintendent may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a

description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The President/Superintendent determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

#### EXHIBIT "B" DISCLOSURE CATEGORIES

##### Category 1

Interest in real property which is located in whole or in part (1) within the boundaries of the District, (2) within two miles of the boundaries of the District, or (3) within two miles of any land owned by the District, including any leasehold, beneficial, or ownership interest or option to acquire such interest in real property, if the fair market value of the interest is greater than \$2,000.

Investments and business positions in business entities or income, including gifts, loans, and travel payments, from sources that engage in building construction or design within the District.

Investments and business positions in business entities or income, including gifts, loans, and travel payments, from sources that engage in the acquisition or disposal of real property within the jurisdiction.

##### Category 2

Investments and business positions in business entities or income, including gifts, loans, and travel payments, from sources which manufacture or sell supplies, books, machinery or equipment of the type utilized by the department for which the designated employee is Manager or Director.

##### Category 3

Investments and business positions in business entities or income, including gifts, loans, and travel payments, from sources, which are contractors or sub-contractors, engaged in the performance of work or services of the type utilized by the department for which the designated employee is Manager or Director.

A time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.

Assets whose fair market value is less than \$2,000.

Interests in real property of an individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse owns, directly/indirectly, or beneficially, a ten percent interest or greater.

Investments include:

Any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments, and any partnership interest or other ownership interest;

A pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, or beneficially, a ten percent interest or greater.

No source of income is reportable unless the income received by or promised to the public official aggregates \$500 in value during the preceding 12 month reporting period.

Reference: Title 2, Section 18730; Government Code Sections 87103(e), 87300-87302, 89501, 89502, 89503

Approved: 9/11/05

Former Policy #607: "Conflict of Interest Code;" Adopted by Board of Trustees: 6/19/78 Amended: 2/1/93, 12/4/01

Former Administrative Regulation #607.01: "Exhibit A," "Designated Employees;" Revised: 2/1/93, 9/2/94, 7/11/00, 12/4/01, 8/5/03

Former Administrative Regulation #607.02: "Exhibit B," "Disclosure Categories;" Revised 2/1/93, 12/4/01, 5/4/04



Revised: 7/11/06

Revised: December 9, 2014

Revised: March 6, 2018



Book	Board Policies
Section	Chapter 3 - General Institution
Title	Accreditation
Code	AP 3200
Status	Active
Adopted	March 1, 2011
Last Revised	April 5, 2016
Last Reviewed	April 5, 2016

The District maintains regional accreditation at all times. The District also recognizes the need for maintaining accreditation from external agencies in support of career, technical and professional programs. In accordance with the standards of the external accrediting bodies for Programs within the District (e.g., Board of Registered Nursing, Automotive Technician, Construction Technology, et.al.), the District shall support the completion of required accrediting agency documents including accreditation team visits.

Each accredited program will submit notice of accreditation requirements and dates to the administration.

Self-study reports will be made available to the Board and to the public.

Results of the accreditation visits will be announced to the Board of Trustees.

When a Self-Study is completed, it must undergo review through established institutional processes.

Final approval resides with the president or his/ her designee before submission to the accrediting body.

References: ACCJC Accreditation Eligibility Requirement 21; ACCJC Accreditation Standards I.C.12 and 13 (formerly IV.B.1.i); Title 5 Section 51016

Adopted by the Board of Trustee: March 1, 2011 Amended: April 5, 2016



Book	Board Policies
Section	Chapter 3 - General Institution
Title	Public Records
Code	AP 3300
Status	Active
Adopted	June 2, 2015
Last Revised	June 2, 2015
Last Reviewed	June 2, 2015

Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the President/Superintendent's office.

1.0 Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the President/Superintendent's office or designee may request it be provided in writing.

2.0 Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.

3.0 Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

4.0 Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.

5.0 Within ten days, the President/Superintendent's office or designee will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).

The Public Records Act presumes that all records of a public agency are public, unless specifically exempted by law. Any questions about whether a document is exempt should be referred to the President/Superintendent's office or designee who may need to consult with legal counsel. The most common exemptions for community colleges include:

- i. Student records. (Education Code Section 76243)
- ii. Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code Section 6254(a)).
- iii. Records pertaining to pending litigation, or to claims, until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section 6254(b))
- iv. Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy. (Government Code Section 6254(c))
- v. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination (except for standardized tests provided for by Education Code Sections 99150, et seq.). (Government Code Section 6254(g))
- vi. The contents of real estate appraisals or engineering or feasibility estimates and evaluations relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section 6254(h))
- vii. Internet posting of home address or telephone numbers of local elected officials. (Government Code Section 6254.21)
- viii. Home addresses and home telephone number of employees of a school district or county office of education (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan). (Government Code Section 6254.3)
- ix. Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.
- x. Information security records, if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, the District's information technology system.

Approved: June 2, 2015



Book	Board Policies
Section	Chapter 3 - General Institution
Title	Records Retention and Destruction
Code	AP 3310
Status	Active
Adopted	June 2, 2015
Last Revised	June 2, 2015
Last Reviewed	June 2, 2015

1. The President/Superintendent delegates authority to supervise the classification and destruction of records and electronically stored information (ESI) to the Chief Business Officer. Redwoods Community College District (District) must preserve ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The District shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records and ESI.
2. "Records" means all records, maps, books, papers, data processing output, and documents of the District required by Title 5 to be retained, including but not limited to records created originally by computer and ESI, as that term is defined by the Federal Rules of Civil Procedure. Records shall be classified as required by Title 5 and other applicable statutes, federal and state regulations. District records also include student records.
3. Records shall annually be reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title 5).

#### Class 1- Permanent Records

- The original of each record listed below, or one exact copy when the original is required by law to be filed with another agency, is a Class 1-Permanent record. It shall be retained indefinitely, unless copied or reproduced, as appropriate, and includes the following annual reports, official actions, student records, and property records:
- Official budget;
- Financial report of all funds, including cafeteria and student body funds;
- Audit of all funds;
- Full-time equivalent student, including Class 1 and Class 2 reports;
- Other major annual reports, including: those containing information relating to property, activities, financial condition, or transactions; and those declared by board minutes to be permanent;
- Minutes of the Board or committee thereof, including the text of a rule, regulation, policy, or resolution not set forth verbatim in minutes but included therein by reference only;
- Elections, including the call, if any, for and the result (but not including detail documents, such as ballots) of an election called, conducted, or canvassed by the governing board for a board member, the board member's recall, issuance of bonds, incurring any long-term liability, change in maximum tax rates, reorganizations, or any other purpose;
- Records transmitted by another agency that pertain to that agency's action with respect to district reorganization;

- The following personnel records: All detail records relating to employment, assignment, employee evaluations, amount, and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deduction or withholdings made, and the person or agency to whom such amounts were paid. In lieu of the detail records, a complete proven summary payroll record for each employee of the school district containing the same data may be classified as Class 1-Permanent, and the detail records may then be classified as Class 3-Disposable;
- The records of enrollment and scholarship for each student. Such records of enrollment and scholarship may include but need not be limited to: name of student, date of birth, place of birth, name and address of a parent having custody or a guardian, if the student is a minor, entering and leaving date for each academic year and for any summer session or other extra session, subjects taken during each year, half year, summer session, or quarter; and if grades or credits are given, the grades and number of credits toward graduation allowed for work taken;
- All records pertaining to any accident or injury involving a student for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto, except that these records cease to be Class 1- Permanent records, one year after the claim has been settled or after the applicable statute of limitations has run;
- All detail records relating to land, buildings, and equipment. In lieu of such detail records, a complete property ledger may be classified as Class 1-Permanent, and the detail records may then be classified as Class 3-Disposable, if the property ledger includes: all fixed assets, an equipment inventory, and for each unit of property, the date of acquisition or augmentation, the person from whom acquired, an adequate description or identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss, or otherwise.

#### Class 2 - Optional Records

Any record worthy of further preservation but not classified as Class 1-Permanent, may be classified as Class 2-Optional. It shall then be retained until reclassified as Class 3- Disposable. If the Chief Business Officer, or designee determines that classification should not be made annually, all records of the prior year may be classified as Class 2- Optional, pending further review and classification within one year.

- Purchase Orders, Written Contracts: Any purchase orders, contracts, or other documents of this type should be retained for at least five years from the date last performance become due. This is done because any contract in writing may be the subject of a suit within four years after final performance of any act under the contract becomes due.
- Financial Records: Any records involving financial transactions for which a public officer would become liable for malfeasance or misfeasance of duty should be retained for a period of at least four years.
- Email records: Electronic mail (email) includes any message sent or received through or stored on the District's email servers. Such emails may include, but are not limited to, correspondence and attachments, calendar schedules, and forms transmitted electronically. The District will retain emails and attachments in inboxes, folders, outboxes, etc. on email servers for twenty-four (24) months after emails have been received or sent. All emails and attachments remaining on email servers longer than twenty-four (24) months will be deleted.

#### Class 3 - Disposable Records

- Disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.
- Retention and Destruction of Student Records
- The retention and destruction of student records, where not otherwise specifically provided for in the Education Code, shall be in accordance with regulations of the Board of Governors that appear in the California Administrative Code.
- The following documents, listed under Section 59020(b), are not records and may be destroyed at any time:
- Additional copies of documents beyond the original or one copy. (A person receiving a duplicated copy need not retain it.)
- Correspondence between District employees that does not pertain to personnel matters or constitutes a student record.
- Advertisements and other sales material received.

- Textbooks used for instruction, and other instructional materials, including library books, pamphlets, and magazines.

#### Transfer of Records - Student Records

Whenever a student transfers to another post-secondary education institution, appropriate records or a copy may be transferred by the District. The student may be notified that records will be transferred upon payment by the student of all fees and charges due. The student shall be notified of the records transfer in accordance with the Education Code and California Administrative Code requirements.

- Destruction is by any method that assures the record is permanently destroyed, e.g. shredding, burning, and pulping.

#### References:

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

Approved: June 2, 2015

Amended: June 7, 2016



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## NONDISCRIMINATION

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The President/Superintendent shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

### Reference:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;  
Title 5 Sections 53000 et seq. and 59300 et seq.;  
Penal Code Section 422.55;  
Government Code Sections 12926.1 and 12940 et seq.;  
ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard  
Catalog Requirements (formerly Accreditation Standard\_II.B.2.c)  
Title 2 Sections 10500 et seq.



Book	Board Policies
Section	Chapter 4 - Academic Affairs
Title	Program Revitalization, Suspension, or Discontinuation
Code	AP 4021
Status	Active
Adopted	July 12, 2011
Last Revised	January 8, 2019
Last Reviewed	January 8, 2019

### **Philosophy and Purpose**

The College of the Redwoods District is committed to upholding the vitality and integrity of its educational programs through processes of regular and ongoing evaluation. There may be instances where there are concerns about program viability, which may cause a program to be recommended to the President/Superintendent for analysis. This procedure delineates a transparent and data-driven process to consider the relevant issues and to bring an appropriate and timely resolution regarding program revitalization, suspension, or discontinuation.

#### **Definitions**

**An instructional program** is defined as a discipline and/or as an organized sequence or grouping of credit or non-credit courses leading to a defined objective such as a major (area of emphasis), degree, or certificate of achievement.

**Program Viability Committee (PVC)** is a standing College committee tasked with reviewing data and making recommendations relevant to the revitalization, suspension, or discontinuance of an instructional program.

**Program revitalization** is an alteration to an existing program that includes a written plan documenting intervention and a timetable for reassessment of program vitality.

**Program suspension** is the cessation of courses and services related to the program for a period of up to two years.

**Program discontinuance** is the termination of an existing instructional program.

#### **Consideration of Collective Bargaining Rights**

Nothing contained in this Administrative Procedure is intended to infringe upon, diminish, or supersede any collective bargaining rights established for employees of the

District. Consideration of issues that fall under the scope of bargaining will be addressed through the regular processes established for such consideration by the District and its collective bargaining units.

### **Program Viability Committee Membership**

The membership of the Program Viability Committee (PVC) is designed to promote broad representation of disciplines and programs while minimizing potential conflicts of interest when programs are being evaluated. The PVC shall be composed of the following:



- One Academic Senate Co-President or their designee (co-chair).
- Vice President of Instruction/Chief Instructional Officer
- One faculty member from each division, as appointed by the Senate Co- Presidents for a two-year term.
- One member of the Multicultural and Diversity Committee (MDC), if no other PVC faculty member represents the MDC.
- Two Deans or Directors appointed by the Chief Instructional Officer (CIO) for a two-year term.

The committee co-chairs will require any committee member whose discipline is being evaluated to remove themselves from the relevant discussions and decisions. If this committee member is a co-chair, the remaining co-chair will appoint a new temporary co-chair from the existing PVC.

#### Program Revitalization, Suspension, or Discontinuation Analysis Process

##### Step One: Program Analysis Request

Analysis of a program for possible revitalization, suspension, or discontinuance can be initiated by the administration, faculty, the Program Review Committee, or the Academic Senate. The Program Analysis Request (Appendix A) is submitted to the appropriate Dean/Director and shall be forwarded to the CIO. The decision to move the request forward to the President/Superintendent is made jointly by the CIO and the Academic Senate Co-Presidents.

##### Step Two: Program Viability Committee (PVC) Responsibilities

If a Program Analysis Request is approved by the President/Superintendent, the request will be forwarded to the PVC. The work of the PVC is strictly confidential. Information relating to the process may only be discussed with other PVC members.

The PVC's responsibilities include, but are not limited to, the following:

- Gathering information and resources relevant to the program evaluation from:
  - The Office of Institutional Research.
  - A spokesperson chosen by members of the program under evaluation.
  - Relevant discipline experts from the local and professional community.
- Providing a venue for the college community to give input regarding the program under review.
- Preparing a written summary of each meeting.
- Producing a PVC Recommendation.

The co-chairs are responsible for coordinating and delegating the above tasks among committee members.

##### Step Three: Program Analysis

Program Analysis involves completion of Appendices B and C. The Office of Institutional Research is responsible for completing the quantitative data within Appendix B. The PVC is responsible for researching and gathering the qualitative data within Appendix C. When data collection is complete, the Dean/Director and faculty from the program shall be given two weeks to review and/or supplement the data from Appendices B and C. The PVC will then commence analysis of all data.

##### Step Four: Program Viability Committee Recommendation

The PVC shall prepare a report that consists of a summary followed by data analysis and a final recommendation within two weeks of receiving the program's response to Appendices B and C. The report will include a tally of the final vote and reasons for any disagreement among PVC members.

The Dean/Director responsible for and faculty who teach in the program under review will have two weeks to review the PVC's initial recommendation and craft a formal response that shall become part of the final recommendation. The final report shall normally be submitted to the CIO and the President/Superintendent within sixty (60) days of the PVC receiving the recommendation for Program Analysis unless otherwise agreed to between the CIO and the PVC co-chairs.

The PVC shall generate one of three possible recommendations, Program Revitalization, Program Suspension, or Program Discontinuance.

**Program Revitalization** -- The PVC Recommendation for Program Revitalization shall include:

- Detailed description of proposed interventions. Such strategies may include but are not limited to the following:
  - activities designed to recruit new students
  - new articulation agreements with transfer institutions
  - alterations in the scheduling of program courses
  - curriculum revisions and/or development
  - faculty retraining
  - investment in updated equipment
  - other changes supported by annual or comprehensive program review
- Timeline indicating when these interventions will occur
- Expected outcomes following program revitalization

**Program Suspension** -- The PVC Recommendation for Program Suspension shall include:

- Recommended timeline for the suspension of the program, not to exceed two years, and not renewable
- Cost savings incurred by program suspension
- All significant factors revealed by analysis of data in Appendix B and C
- Specific consideration of how program suspension will impact the Student Equity Plan
- Specific consideration of grant requirements
- Recommendation for how currently enrolled students will meet their educational objectives through alternative means while the program is under suspension
- Consequences of program suspension for contractual rights of staff and faculty under collective bargaining agreements
- Conditions necessary for program reinstatement

**Program Discontinuance** -- A recommendation to discontinue a program will occur when, after a full evaluation study, it is concluded that it is no longer in the best interest of the College, its students, and the larger community for the program to continue.

The PVC Recommendation for Program Discontinuance shall include the following:

- Recommended timeline for the discontinuance of the program
- Cost savings incurred by program discontinuance
- All significant factors revealed by analysis of data in Appendix B and C
- Specific consideration of how program discontinuance will impact the Student Equity Plan
- Specific consideration of grant requirements
- Recommendation for how currently enrolled students will meet their educational objectives through alternative means when the program is discontinued
- Consequences of program discontinuance for contractual rights of staff and faculty under collective bargaining agreements

#### Step Five: Decision & Implementation of Program Viability Recommendation

If the President/Superintendent concurs with the PVC recommendation, the President/Superintendent will direct the appropriate administrators to work with faculty and staff to create a detailed implementation plan incorporating mutually agreed upon strategies.

If the President/Superintendent decides not to implement the recommendation for revitalization, suspension, or discontinuance, then he or she shall communicate the reasons in writing to the College community.

#### Step Six: Follow-Up of Program Viability Recommendation

A program receiving a revitalization or suspension recommendation will be monitored by the PVC through an annual review process for the duration of the program's existence, as stipulated by the timeline in the original PVC recommendation. This review will coincide with the annual Program Review process.

**Program Revitalization** – A revitalization recommendation requires that the PVC review the following documents annually:

- An updated Appendix B prepared by Institutional Research when prompted by the PVC
- Appendix D prepared by faculty and/or the Dean/Director of the program

The PVC will evaluate Appendix B and Appendix D to determine whether the program has made observable progress towards achieving the outcomes of the Program Revitalization plan. The PVC will denote their assessment and any further recommendations on Appendix D, return Appendix D to the Dean/Director of the program, and forward it to the CIO. The PVC may recommend program suspension or discontinuance if they decide sufficient progress has not been made.

**Program Suspension** – A suspension recommendation requires that the PVC reviews annually the following documents:

- An updated Appendix C prepared by faculty and/or the Dean/Director of the program
- A report prepared by faculty and/or the Dean/Director of the program addressing how the program has met conditions for reinstatement detailed in the PVC recommendation

The PVC will evaluate Appendix C as well as the program's report to determine whether the program has met the conditions necessary for program reinstatement. The PVC will denote their assessment and any recommendations to the Dean/Director of the program and forward it to the CEO. The PVC may recommend program reinstatement, revitalization, or discontinuance depending on the progress that has been made.

**Program Discontinuance** – After a discontinuance recommendation is affirmed by the CEO, the program enters the phase-out process during which there is no further review by the PVC. A discontinued program cannot be reinstated except through the Program Initiation process (see AP 4020).

Approved: by Academic Senate 1-19-2018

Revised: ASPC 3-9-2018

Approved: by Academic Senate 4-6-2018

AP 4021 Appendix A-2.pdf (675 KB)

AP 4021 Appendix B.pdf (111 KB)

AP 4021 Appendix C.pdf (678 KB)

AP 4021 Appendix D.pdf (657 KB)



Book	Board Policies
Section	Chapter 5 - Student Services
Title	Student Records, Directory Information and Privacy
Code	AP 5040
Status	Active
Adopted	December 6, 2011
Last Revised	April 7, 2015
Last Reviewed	April 7, 2015

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

1.0 Release of Student Records: No instructor, official, employee, or governing board member shall authorize access to student records to any person except under the following circumstances:

1. Student records shall be released pursuant to a student's written consent. The College must obtain written consent of the student before releasing personally identifiable information from records to other than a specified list of persons and agencies.
2. "Directory information" may be released in accordance with the definitions in Board Policy 5040.
3. Students are asked on the admissions application to authorize the release of Directory

2.0 Information: Information under "Directory Information" will be released only if students clearly mark "yes" on the admissions application. This designation may be changed by submitting the request in writing to the Admissions and Records Office.

Directory information shall include:

- Student name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams,
- Degrees and awards received

Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. The District shall make a reasonable effort to notify the student in advance of compliance with a lawfully issued subpoena and, in the case of compliance with a court order, if lawfully possible within the requirements of the order.

Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.

Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record.

Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where

that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. The Admissions and Records Office will be responsible for releasing student information in matters of state or federal law.

Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225. The Admissions and Records Office will be responsible for authorizing the release of student information in accordance with Education Code 76225.

Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. The Financial Aid Office will be responsible for releasing information concerning financial aid.

Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted. The Admissions and Records Office will be responsible for authorizing the release of student information.

Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law. In time of emergency, various college officials may be in a position to release such information. Whenever possible, without endangering health or safety, such releases should be carried out by the Admissions and Records Office.

The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates of birth, and/or degrees received. The Admissions and Records Office will be responsible for authorizing release of information to the military.

**3.0 Charge for Transcripts or Verifications of Student Records:** A student/former student shall be entitled to two free copies of the transcript of his/her record. Additional copies shall be made available to the student, or to an addressee designated by him/her, after payment of the established fee and, if requested via the college web interface, are processed within two working days after receiving payment.

"Official" transcript requests made in person or by mail are produced the first and third Tuesdays of each month. "Unofficial" transcripts can be printed via the college web interface and are free.

#### **4.0 Use of Social Security Numbers**

Effective January 1, 2007, the District shall not do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit his or her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his or her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication device; or

- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
  - Application or enrollment purposes;
  - Confirmation of an individual's academic activity;
  - To establish, amend, or terminate an account, contract, or policy; or
  - To confirm the accuracy of the social security number

If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that he or she has the right to stop the use of his or her social security number in a manner otherwise prohibited;
- Redwoods Community College District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
- No fee shall be charged for implementing this request; and the district shall not deny services to an individual for making such a request.

References: Education Code Sections 76200 et seq.; Title 5 Sections 54600 et seq.,; ACCJC Standard II.C.8

U.S. Patriot Act; Civil Code Section 1798.85

Approved: December 6, 2011

Revised: April 7, 2015



Book	Board Policies
Section	Chapter 6 - Business and Fiscal Affairs
Title	Budget Management
Code	AP 6250
Status	Active
Adopted	August 15, 1977
Last Revised	May 7, 2013
Last Reviewed	May 7, 2013

Title 5 requires that budget management conforms to the following minimum standards: Title 5 §58307  
District Budget Limitation on Expenditure:

- Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the school year, except as specifically authorized by the Board.
- Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board, and must be approved by a two thirds vote of the members of the Board.
- Transfers may be made between expenditure classifications by written resolution of the Board, and may be approved by a majority of the members of the Board.

Title 5 §58308 Appropriation of Excess Funds and Limitations:

- Excess funds must be added to the general reserve of the District, and are not available for appropriation except by resolution of the Board setting forth the need according to major classification.

Reference: Title 5, Sections 58305, 58307, 58308, 58311

Approved: 10/3/06

Former Policy #602: "Fiscal Services," Adopted by Board of Trustees: 8/15/77

Amended: 7/83, 11/4/91; 5/7/2013



Book	Board Policies
Section	Chapter 6 - Business and Fiscal Affairs
Title	Fiscal Management
Code	AP 6300
Status	Active
Adopted	October 3, 2006
Last Revised	November 5, 2013
Last Reviewed	November 5, 2013

The following guidelines are established to assure that the District's fiscal management is in accordance with the principles contained in Title 5 §58311 Principles of Sound Financial Management :

- Each district shall be responsible for the ongoing fiscal stability of the district through the responsible stewardship of available resources.
- Each district will adequately safeguard and manage district assets to ensure the ongoing effective operations of the district. Management will maintain adequate cash reserves, implement and maintain effective internal controls, determine sources of revenues prior to making short-term and long-term commitments, and establish a plan for the repair and replacement of equipment and facilities.
- District personnel practices will be consistent with legal requirements, make the most effective use of available human resources, and ensure that staffing costs do not exceed estimates of available financial resources.
- Each district will adopt policies to ensure that all auxiliary activities that have a fiscal impact on the district comport with the educational objectives of the institution and comply with sound accounting and budgeting principles, public disclosures, and annual independent audit requirements.
- Each district's organizational structure will incorporate a clear delineation of fiscal responsibilities and establish staff accountability.
- Appropriate district administrators will keep the governing board current on the fiscal condition of the district as an integral part of the policy- and decision-making processes.
- Each district will effectively develop and communicate fiscal policies, objectives, procedures, and constraints to the governing board, staff, and students.
- Each district will have an adequate management information system that provides timely, accurate, and reliable fiscal information to appropriate staff for planning, decision making, and budgetary control.
- Each district will adhere to appropriate fiscal policies and procedures and have adequate controls to ensure that established fiscal objectives are met.
- District management will have a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial and educational adjustments.
- District financial planning will include both short-term and long-term goals and objectives, and broad-based input, and will be coordinated with district educational planning.
- Each district's capital outlay budget will be consistent with its five-year plan and reflect regional planning and needs assessments.
- Provide both short-term and long-term goals and objectives, and broad based input coordinated with District educational planning.

Reference: Education Code Section 84040(c); Title 5 Section 58311; Accreditation Standard III.D.9





Book	Board Policies
Section	Chapter 7 - Human Resources
Title	Commitment to Diversity
Code	BP 7100
Status	Active
Adopted	August 6, 2013
Last Revised	August 6, 2013
Last Reviewed	August 6, 2013

The District is committed to equal employment opportunity.

The District, and each individual who represents the District, shall consider all qualified applicants for employment without regard to national origin, religion, age, sex, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The President/Superintendent and/or his/her designee shall establish administrative procedures that ensure all members of the College community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

Reference: Education Code Section 87100 et seq.; Title 5, Section 53000, et seq.

Adopted by Board of Trustees: August 6, 2013



Book	Board Policies
Section	Chapter 7 - Human Resources
Title	Grievance Procedure
Code	BP 7351
Status	Active
Adopted	September 19, 1977
Last Revised	November 1, 2016
Last Reviewed	November 1, 2016

The policy of the College is to maintain an open door as an easy channel of communication for all District employees whereby they can promptly and efficiently resolve any grievances that may arise out of working conditions or job relations within the District. Employees represented by CSEA or CRFO have detailed grievance procedures within their bargaining agreements. For all other employees, the following steps should be followed:

1. The employee shall first meet with their immediate supervisor to try to resolve the grievance informally.
2. If the employee is unable to have their grievance resolved informally with their immediate supervisor, the employee must submit their grievance in writing to their immediate supervisor within 5 business days of the information meeting. The immediate supervisor has 5 business days to respond in writing to the employee and copy Human Resources
3. If the employee is not satisfied with the immediate supervisors written response, they must follow the appropriate reporting structure and submit a grievance within 5 business days of receiving the immediate supervisor response. The department receiving the response has 5 business days to respond in writing to the employee and copy Human Resources.
4. If the employee is not satisfied with the written response from the Department Manager, they must submit their written grievance to the Department Vice President within 5 business days of receiving the Department Manager's response. The Department Vice President has 5 business days to respond to the employee and copy Human Resources.
5. If the employee is not satisfied with the written response of the Department Vice President, they must submit their written grievance and all written responses to the President/Superintendent within 5 business days of receiving the Department Vice President's response. The President/Superintendent has 5 business days to respond in writing to the employee and copy Human Resources.
6. If the employee is still dissatisfied after receiving the response from the President, they may then request in writing their grievance to the Board of Trustees, at which time the facts shall be reviewed and every effort made to effect an acceptable solution. The decision of the Board of Trustees shall be final.

Former Board of Trustees Policy No. 420, number change only on August 7, 2012  
Adopted by Board of Trustees: September 19, 1977 Revised: November 1, 2016

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### Human Resources

#### Strategic Hiring Plan

#### College of the Redwoods EEO Plan

The Redwoods Community College District Equal Employment Opportunity Plan (*Plan*) was adopted by the governing board on September 10, 2012. The *Plan* reflects the district's commitment to equal employment opportunity. It is the district's belief that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment, which is welcoming to all, will foster diversity and promote excellence.

Through an educational experience in an inclusive environment, our students will be better prepared to work and live in an increasingly global society. The *Plan's* immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable title 5 regulations (section 53000 et seq.) and the steps the district shall take in the event of underrepresentation of monitored groups. The *Plan* contains an analysis of the demographic makeup of the district's workforce population and an analysis of whether underrepresentation of monitored groups exists. The *Plan* also includes the requirements for a complaint procedure for noncompliance with the title 5 provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; establishment of an Equal Employment Opportunity Advisory Committee; methods to support equal employment opportunity and an environment which is welcoming to all; and procedures for dissemination of the *Plan*. To properly serve a growing diverse population, the district will endeavor to hire and retain faculty and staff who are sensitive to, and knowledgeable of, the needs of the continually changing student body it serves.

Kathryn G. Smith  
President/Superintendent

[Human Resources Home](#)[Frequently Asked Questions](#)[Information for Job Seekers](#)[Information for Current Employees](#)[Employment Manual](#)[Professional Development Program](#)[Convocation](#)[Onboarding](#)[Multicultural and Diversity Resources](#)

#### Resources

[CSEA Contract \(2013-2015\)](#)[CRFO Contract \(2013-2016\)](#)[2016-17 Academic Calendar](#)[Manager's Handbook](#)[2015-16 Personnel Requests](#)

#### Related Links

[Staff Directory](#)[Student Employment](#)[CSEA](#)[Minimum Qualifications for Faculty & Administrators](#)[Foreign Transcript Evaluation](#)[D.O.J. Fingerprint Service Locations and Hours of Operation](#)[CCC Registry Plus](#)

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### Institutional Research

#### External Data Sources

The Chancellor's Office Data Mart An online source of California college information available to the general public. CR MIS data is reported to and displayed on this site and can be accessed using the variety of queries for individual district information (by District) or Statewide. Data Mart Queries include Student Demographics, Full Time Equivalent Students (FTES), Program Retention and Success Rates, Student Services Programs (DSPS/EOPS/CalWORKS), and others.

California Department of Education Includes the DataQuest and Ed-Data applications. This site includes High School Graduation data, High School Exit Exams (CAHSEE) and Standardized Testing and Reporting (STAR) Test Scores by School, District, and County. Data also includes students who graduate from High School having taken courses required for UC/CSU Admission.

California Department of Finance Provides data on population projections, demographic data, and economic forecasts and analyses.

California Employment Development Department Includes links on Labor Market Info and Unemployment that is useful in program planning and advising.

California Postsecondary Education Commission Provides data on Transfer Pathways and Incoming Freshmen.

The National Center for Educational Statistics NCES is located within the U.S. Department of Education and the Institute of Education Sciences. It is the primary federal entity for collecting and analyzing data related to education. Some of the most viewed NCES sites include Nation's Report Card, Data Tools, Digest of Education Statistics, College Opportunities Online (COOL), and Postsecondary Education System (IPEDS). CR submits IPEDS data annually at the conclusion of fall semester.

[U.S. Census Bureau](#) Includes data on population demographics and economic indicators.

U.S. Bureau of Labor Statistics Contains information on Employment and Wage data.

#### Internal Data Sources

Datatel "Colleague" is the integrated data management system in place at CR. Datatel modules include Enrollment Management, Financials, Scheduling, Human Resources & Payroll, and the Foundation. The data in Colleague is entered by and

available to staff having authorized access. Much of the information from Datatel can be viewed through the online WebAdvisor program. Data and information not visible on WebAdvisor can be requested by submitting an ITS Data Request form or IR Services Request form with appropriate approval from a supervisor.

**WebAdvisor** The online system linked to CR's Datatel information, and used by faculty, staff, and students. Students use WebAdvisor to register for classes, drop or add classes, view grades or GPA, request transcripts and access financial aid information. Faculty can view instructor schedules, check enrollments, print rosters, look up student profiles, view lists of dropped students, and report grades using this program. All employees can access position summary information, leave plan summary information, total compensation, pay advices, and other information. Advisors and counselors have access to advisees, student educational planning and other tools.

**Institutional Research Reports and Publications** appropriate for public access are posted on College of the Redwoods' IR web site. Current publications available to the general public are the "Fast Facts 2006-2007" and the CR Student Data Indicators report. These are accessible from the IR Website.

**Outlook Public Folders at CR** contain information and data available to CR employees who use the CR Outlook email system. Documents such as the Education Master Plan and Strategic Plan, information such as Educational Outcomes Assessment, scheduling information, notes and minutes from meetings of various groups are available in Outlook Public Folders. In the Institutional Research folder, CR employees will find reports intended for CR employees only such as enrollment snapshots.

**Accuplacer** is a series of placement tests administered to all CR students upon entry to the college as part of the matriculation process. Accuplacer assessments are administered in the Academic Support Center located in the Learning Resource Center. These tests determine the appropriate course level for students in Math and English, and indicate whether or not remedial work is needed. Accuplacer scores are stored in Datatel, available to staff in the ASC and counseling/advising.

**LASSI** - Learning and Study Strategies Inventory - assesses student learning and study strategies using 10 separate scales. The LASSI provides standardized scores and provides students with a diagnosis of their strengths and weaknesses as compared to other college students. Interested students can request the LASSI assessment at the Academic Support Center. Upon completion of the online assessment, a two-page report is displayed. Assessed students are referred to an instructor, counselor or an advisor after they receive the results. Authorized personnel can access the student information on LASSI'S website.

