

## Board Policy Review Committee: Policy and Procedure Review

2-1-2023

**BP 1200 Mission** – Due as part of the annual review. No legal updates.

**BP 3260 Participation in Local Decision Making** – Due for review as part of the regular review cycle but legally required as part of *AP 3250 Institutional Planning* where this is not included. It appears the District choose to have a separate procedure to address this specifically. The is no CCLC model policy for comparison.

**AP 3260 Participation in Local Decision Making** – Due for review as part of the regular review cycle but legally required as part of *AP 3250 Institutional Planning* where this is not included. It appears the District choose to have a separate procedure to address this specifically. The is no CCLC model policy for comparison.

**AP 3420 Equal Employment Opportunity** – CCLC 39 updated to this procedure to reflect legally required Government Code provisions regarding mandatory and permissible recruiting practices and to reflect all protected classifications identified in the Fair Employment and Housing Act. (Government Code Sections 7400 et seq. and 12940 et seq.) The Service also added legal citations to the same provisions. This is a Chapter 3 *10 +1*.

**BP 6560 Environmental Responsibility** – No CCLC updates. Due for review as part of the regular review cycle. Corresponding AP was updated March 2021. Formatting updated (font change). Sustainability Committee revised and Greg/Administrative Services recommended edits.

For current Board Policies and Administrative Procedures that are posted online please see [Policies & Procedures](#).

### Status Update – Policies and Procedures Currently Under Review

#### ***Administrative – Under Review***

BP 3433 Prohibition of Sexual Harassment under Title IX

AP 3434 Responding to Harassment Based on Sex under Title IX

AP 3435 Discrimination and Harassment Investigations

AP 3540 Sexual and Other Assaults on Campus

BP/AP 4010 Program, Curriculum, and Course Development

BP/AP 4021 Program Revitalization and Discontinuance

BP/AP 4025 Criteria for Associates Degree and General Education

AP 4100 Graduation Requirements for Degrees and Certificates

BP/AP 4103 Work Experience

AP 4104 Contract Education

AP 4105 Distance Education

BP/AP 4225 Course Repetition Non-repeatable Courses

BP/AP 4226 Multiple and Overlapping Enrollments

AP 4228 Course Repetition-Significant Lapse of Time

BP/AP 4240 Academic Renewal

BP/AP 4300 Field Trips and Excursion

BP 4675 Programs for Older Adult Students

BP 5040 Student Records Directory Information and Privacy

***Academic Senate – Under Review***

AP 4026 Philosophy and Criteria for International Education

AP 4230 Grading and Academic Record Symbols

AP 5530 Student Rights and Grievances

AP 5700 Intercollegiate Athletics

**The District**

Updated to reflect recommendations of Board during the 1-17-23 regular Board meeting annual review of the policy. Mici 1-18-2023  
Additional edits. Mici 1-24-2023

**BP 1200 MISSION**

**Reference:**

ACCJC Accreditation Standard I.A.

The mission of the Marin Community College District:

College of Marin's commitment to educational excellence is rooted in equity practices and fostering success for all members of our diverse community by offering:

- preparation for transfer to four-year colleges and universities
- associate degrees and certificates
- career technical education
- basic skills improvement
- English as a second language
- lifelong learning
- community and cultural enrichment

College of Marin responds to community needs by offering student-centered programs and services in a supportive, innovative learning environment that promotes social, racial, and environmental justice.

~~The mission is evaluated and revised on a regular basis.~~ The District believes that our commitment and accountability to diversity, equity, and belonging enriches the District's mission and supports students in achieving their educational goals.

The mission is evaluated on an annual basis and revised on a regularly basis.

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Date Adopted: December 9, 2008 (*Replaced College of Marin Policy 1.7020*)

Date Reviewed/Revised: April 20, 2010, April 11, 2015, November 9, 2021; May 17, 2022

**Date Revised:**

**The District**

Updated to reflect recommendations of Board during the 1-17-23 regular Board meeting annual review of the policy. Mici 1-18-2023  
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Date Adopted: December 9, 2008 (*Replaced College of Marin Policy 1.7020*)

Date Reviewed/Revised: April 20, 2010, April 11, 2015, November 9, 2021; May 17, 2022

**Date Revised:**

**General Institution**

Due for review as part of the regular review cycle but legally required as part of AP 3250 where this is not included. It appears the District choose to have a separate procedure to address this specifically. The is no CCLC model policy for comparison. Mici 8-30-2022  
Reviewed without changes. Mia 8-31-2022  
Approved by AS on 11-3-2022

**AP 3260 PARTICIPATION IN LOCAL DECISION-MAKING****References:**

Education Code Section 70902(b)(7);  
Title 5 Sections 51023.5, 51023.7, and 53200 et seq.;  
ACCJC Accreditation Standards IV.A.2 and IV.A.5

**Constituent Group Representation**

The District recognizes the following constituent groups as participants in matters related to participatory governance:

**Academic Senate**

In matters related to participatory governance, the Academic Senate represents academic instructional personnel including credit, non-credit, full and part-time faculty, which includes instructors, counselors, college nurse(s) and librarians. The faculty elects fifteen members to the Academic Senate.

**Classified Senate**

In matters related to participatory governance, the Classified Senate represents staff other than academic and management.

**Student Senate**

In matters related to participatory governance, the Student Senate represents all registered credit and non-credit students. The Student Senate consists of the Senate President (elected by the student body) and students appointed by each student association.

**Other Components:****Board of Trustees**

The Marin Community College District Board of Trustees is an elected board which as a unit sets the policy direction that defines the educational, legal, ethical, and prudent standards for college operations, institutional performance, fiscal health, and stability. The Superintendent/President works under the direction of the Board of Trustees.

**President's Cabinet**

The Cabinet is advisory to the Superintendent/President in all matters related to college operations, student learning and success, and the implementation of Board Policies. The Cabinet is composed of administrators who report directly to the Superintendent/President.

### **Management College Council**

The Management College Council is comprised of Academic Senate, Student Senate, and Classified Senate representatives, Executive management, and staff resources and staff support as needed. ~~appointed administrators to various units, departments or divisions.~~ All Management College Council meetings are staff meetings where Board Policies, Administrative Procedures, and operational matters may be discussed. Managers are appointed to college governance committees by the Superintendent/ President.

### **Participatory Governance System Committees and Councils**

Participatory Governance System committees and councils support the Board Policy on District Governance to ensure effective participation in decision-making. PGS committees and councils are composed of faculty, staff, students and administrators. Participatory Governance System operating guidelines and committee charges and responsibilities are outlined in the PGS Plan which is posted on the Participatory Governance Page of the College website.

### **Legally Defined Areas of Participation in Title 5 And Other Codes**

#### **Academic Senate**

For the purposes of this Section, the term "academic and professional matters" means the following policy development and implementation matters:

1. curriculum, including establishing prerequisites and placing courses within disciplines
2. degree and certificate requirements
3. grading policies
4. educational program development
5. standards or policies regarding student preparation and success
6. district and college governance structures, as related to faculty roles
7. faculty roles and involvement in accreditation processes, including self-study and annual reports
8. policies for faculty professional development activities
9. process for program review
10. process for institutional planning and budget development
11. other academic and professional matters as are mutually agreed upon between the governing board and the academic senate

Other code sections that legally require participation by faculty:

1. Education Code Section 66450 - distribution of academic presentations
2. Education Code Section 87458 - administrative retreat rights
3. Education Code Section 87359 - equivalencies to minimum qualifications
4. Education Code Section 87360 - faculty hiring
5. Education Code Section 87663 - faculty evaluation
6. Education Code Section 87610.61 - faculty tenure
7. Education Code Section 87743.2 - faculty service areas
8. Title 5, Section 55022 - curriculum committees
9. Title 5, Section 53204 - academic senate/union agreements

**Staff** (~~Education Code Section 51023.5~~)

Staff shall be provided with opportunities to participate in the formulation and development of Board Policies and Administrative Procedures, and in those processes for jointly developing recommendations for action by the Board of Trustees, that the Board reasonably determines, in consultation with staff, have or will have a significant effect on staff ([Education Code Section 51023.5](#)). Including:

1. District and College governance structures, as related to staff roles;
2. processes for institutional planning and budget development;
3. staff roles and involvement in accreditation process, including self-study and annual reports;
4. policies for staff professional development activities; and
5. any other Board Policy, Administrative Procedure or related matter that the district Board of Trustees determines will have significant effect on staff.

Other code sections that legally pertain to participation by staff:

1. Education Code Section 70901.2 - appointment of classified staff representatives by exclusive bargaining unit representative

### **Students** (~~Education Code Section 51023.7~~)

Students shall be provided with opportunities to participate in the formulation and development of Board Policies and Administrative Procedures, and in those processes for jointly developing recommendations for action by the Board of Trustees, that the Board reasonably determines, in consultation with staff, have or will have a significant effect on students ([Education Code Section 51023.7](#)). Including:

1. grading policies;
2. codes of student conduct;
3. academic disciplinary policies;
4. curriculum development;
5. courses or programs which should be initiated or discontinued;
6. processes for institutional planning and budget development;
7. standards and policies regarding student preparation and success;
8. student services planning and development;
9. student fees within the authority of the District to adopt; and
10. any other Board Policy, Administrative Procedure or related matter that the district Board of Trustees determines will have significant effect on students.

Offices of Primary Responsibility: Superintendent/President's Office

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Date Approved: June 28, 2011 (*Replaced College of Marin Procedure 7.0007*)

**Date Reviewed/Revised:**

**General Institution**

Due for review as part of the regular review cycle but legally required as part of AP 3250 where this is not included. It appears the District choose to have a separate procedure to address this specifically. The is no CCLC model policy for comparison. Mici 8-30-2022  
Approved without changes. Mia 8-30-2022  
Approved by AS on 11-3-2022

**BP 3260 PARTICIPATION IN LOCAL DECISION MAKING****References:**

Education Code Section 70902(b)(7);  
Title 5 Sections 53200 et seq. (~~Academic Senate~~), 51023.5 (~~staff~~), and 51023.7 (~~students~~);  
ACCJC Accreditation Standard IV.A

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for board action and administrative procedures for the Superintendent/President's action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the ~~d~~District:

**Academic Senate(s)** (Title 5, Sections 53200-53206.)

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

In accordance with the provisions of Title 5 of the California Education Code, the Board of Trustees of the Marin Community College District (MCCD) shall rely primarily on the advice and recommendations of the Academic Senate in the following matters:

1. curriculum, including establishing prerequisites and placing courses within disciplines;
2. degree and certificate requirements;
3. grading policies;
4. educational program development;
5. standards or policies regarding student preparation and success;
6. district and college governance structures, as related to faculty roles;
7. faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. policies for faculty professional development activities;
9. process for program review; and
10. process for institutional planning and budget development.

In instances where the governing board elects to rely primarily upon the advice of the Academic Senate, the recommendations of the Senate will normally be accepted, and only in exceptional circumstances



and for compelling reasons, will the recommendations not be accepted. If a recommendation is not accepted, the governing Board or its designee, upon request of the Academic Senate, shall communicate its reasons in writing.

Additionally, in accordance with the provisions of Title 5 of the California Education Code, the Board of Trustees of the ~~MCCD Marin Community College District~~ will mutually agree with the advice and recommendations of the Academic Senate on the following item 11:

11. other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

In instances where ~~the governing board elects to provide for~~ mutual agreement ~~and agreement~~ has not been reached, existing policy will remain in effect unless continuing with such a policy exposes the District to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy or in cases where exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act, after a good faith effort to reach agreement for compelling, legal, fiscal or organizational reasons.

**Staff** (Title 5, Section 51023.5.)

Staff shall be provided with opportunities to participate in the formulation and development of ~~d~~District policies and procedures that have a significant effect on staff. The opinions and recommendations of the classified staff will be given every reasonable consideration.

**Students** (Title 5, Section 51023.7.)

Students shall be given an opportunity to participate effectively in the formulation and development of ~~d~~District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Student Senate will be given every reasonable consideration. The selection of student representatives to serve on ~~d~~District committees or task forces shall be made by the Student Senate.

Except for unforeseeable circumstances and for compelling reasons, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

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Date Adopted: May 10, 2005 (*Renumbered College of Marin Policy 7.0007 to new COM/CCLC numbering system*)

**Date Reviewed/Revised:**

**General Institution**

**CCLC 39 Update** to this procedure to reflect **legally required** Government Code provisions regarding mandatory and permissible recruiting practices and to reflect all protected classifications identified in the Fair Employment and Housing Act. (Government Code Sections 7400 et seq. and 12940 et seq.) The Service also added legal citations to the same provisions. ***This is a 10 +1.*** Mici 2-1-2022  
Approved without changes. Nikki/Human Resources 9-27-22  
Approved by AS with minor change. 11-3-2022

**AP 3420      EQUAL EMPLOYMENT OPPORTUNITY****References:**

Education Code Sections 87100 et seq.;  
Title 5 Sections ~~51010~~, 53000 et seq., and 59300 et seq.;  
ACCJC Accreditation Standard III.A.12  
Government Code Sections 7400 et seq. and 12940 et seq.

The District has an Equal Employment Opportunity (EEO) Plan which is a District-wide, written plan that implements the District's EEO Program, including the definitions contained in Title 5, Section 53001, and addressing the following:

- Submission of plans and revisions to the State Chancellor's Office for review and approval as required;
- The designation of the District employee or employees who have been delegated responsibility and authority for implementing the plan and assuring compliance with the requirements of this procedure;
- The procedure for filing complaints and the person with whom such complaints are to be filed;
- A process for notifying all District employees of the provisions of the plan and the policy statement required;
- A process for ensuring that District employees who are to participate on screening or selection committees shall receive appropriate training on the requirements of the applicable Title 5 regulations and of state and federal nondiscrimination laws;
- A process for providing annual written notice to appropriate community-based and professional organizations concerning the District's plan and the need for assistance from such organizations in identifying qualified applicants for openings within the District;
- The steps the District will take to promote diversity in its work force;
- Methods for addressing any discrimination that is detected in the District's hiring practices;
- A process for gathering information and periodic, longitudinal analysis of the District's employees and applicants, broken down by number of persons from "monitored groups", as defined by Title 5 Section 53001 subdivision (i), who are employed in the District's work force and those who have applied for employment in each of the job categories listed below;
- To the extent data regarding potential job applicants is provided by the Chancellor of the California Community Colleges, an analysis of the degree to which monitored groups are

underrepresented in comparison to their representation in the field or job category in numbers of persons from such groups whom the California Community Colleges Chancellor's Office determines to be available and qualified to perform the work required for each such job category and whether or not the underrepresentation is significant;

- The steps the District will take to promote diversity in its work force;
- Methods for addressing any discrimination that is detected in the District's hiring practices; and
- The Plan shall be a public record.

The District shall make a continuous good faith effort to comply with the requirements of the Plan.

### **Annual Evaluation**

- The District annually shall collect the demographic data of its employees and applicants for employment in order to evaluate progress in implementing the EEO Plan and to provide data needed for required analyses.
- The District annually shall report this demographic data to the State Chancellor's Office. The report shall identify each employee as belonging to one of the following seven job categories:
  - executive/administrative/managerial
  - faculty and other instructional staff
  - professional non-faculty
  - secretarial/clerical
  - technical and paraprofessional
  - skilled crafts
  - service and maintenance
- The opportunity for each employee to identify his/her/their gender, ethnicity and, if applicable, disability. This opportunity must allow for a person to designate multiple ethnic groups with which he/she/they identifies. However, the person may only be counted in one group for reporting purposes.
- The District shall review the annually collected demographic data to determine if significant underrepresentation of a monitored group may be the result of non-job-related factors in the employment process. For the purposes of this subdivision, the phases of the employment process include but are not limited to recruitment, hiring, retention, and promotion. The information to be reviewed shall include, but need not be limited to: longitudinal analysis of data regarding job applicants to identify whether over multiple job searches, a monitored group is disproportionately failing to move from the initial applicant pool, to the qualified applicant pool; and analysis of data regarding potential job applicants, to the extent provided by the Chancellor of the California Community Colleges, which may indicate significant underrepresentation of a monitored group.

### **EEO Advisory Committee**

The District has established an EEO Advisory Committee, which shall include a diverse membership whenever possible. The Advisory Committee shall receive training in all of the following: applicable Title 5 regulations and of state and federal nondiscrimination laws; the educational benefits of workforce

diversity, the identification and elimination of bias in hiring decisions; and the role of the advisory committee in carrying out of the District's EEO Plan.

The responsibilities of the EEO Advisory Committee shall include but not be limited to the following:

- Review and advise on recruitment efforts, job announcements, interview protocols, retention efforts, and other aspects of the hiring, retention, and promotion processes that impact the District's ability to attract and retain a diverse faculty and staff;
- Advise on implementing the District's obligation to hire faculty and administrators with a demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students;
- Promote communication with community groups and organizations for people with disabilities;
- Promote hiring of faculty who have, themselves, graduated from a community college;
- Develop communications among departments to foster understandings of the plan;
- To advise the Superintendent/President regarding special training or staff development needs;
- Review the plan and monitor its progress;
- Recommend changes needed in the plan; and
- Review and approve the annual written report to the Superintendent/President, the Governing Board, and the state Chancellor's Office.

## **Employment Procedures**

An equitable and inclusive employment process is essential to improve diversity, reduce barriers to employment, and allow potential applicants the opportunity to demonstrate that they meet or exceed the minimum qualifications for employment. The District's employment procedures are driven by diversity, equity, and inclusion.

**Job Analysis and Validation:** The Chief Human Resources Officer shall assure that a proper job analysis is performed for every job filled by the District to determine and validate the knowledge, skills, abilities, and characteristics an employee must possess to perform the job satisfactorily.

A statement of bona fide essential functions and minimum qualifications shall be developed for all positions.

**Job Description:** Every job description shall provide a general statement of job duties and responsibilities.

Job specifications shall include functions and tasks, knowledge, skills, ability, and job-related personal characteristics, including but not limited to sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students.

**Recruitment:** Recruitment must be conducted actively within and outside of the District's work force.

Open recruitment is mandated for all new full-time and part-time positions, except under limited circumstances involving interim hires.

Recruitment must utilize outreach strategies designed to ensure that qualified individuals are provided the opportunity to seek employment with the District.

Recruitment for administrative and faculty positions (full and part-time) may include advertisement in appropriate professional journals, job registries and newspapers of general circulation; distribution of job announcements to the EEO Registry, K-12 districts, two and four year colleges, and graduate schools where appropriate candidates might be enrolled; recruitment at conferences, fairs, and professional meetings; notices to institutions and professional organizations that serve diverse and underrepresented populations.

Recruitment for classified positions include notices to District personnel, notice to Employment Development Department, and advertising in websites of general and broad circulation.

**Applicant Pools** -- The application for employment shall afford each applicant an opportunity to identify himself/herself/themselves voluntarily as to gender, ethnicity and, if applicable, his/her/their disability. This information shall be maintained in confidence and shall be used only for research, validation, monitoring, evaluation of the effectiveness of the plan, or as authorized by law.

After the application deadline has passed, the initial applicant pool shall be recorded and reviewed by the Chief Human Resources Officer or designee. All initial applications shall be screened to determine which candidates satisfy job specifications set forth in the job announcement. The group of candidates who meet the job specifications shall constitute the "qualified applicant pool."

Once the qualified applicant pool is formed, the pool shall again be analyzed. If the Chief Human Resources Officer or designee finds that the composition of the qualified applicant pool may have been influenced by factors which are not job related, the District may, before the selection process continues, consult with legal counsel to determine what, if any, corrective action is required by law.

**Screening and Selection** -- Screening, selecting and interviewing candidates for all positions shall include thorough and fair procedures that are sensitive to issues of diversity. The procedures provide that:

- Hiring procedures will be provided to the State Chancellor's Office on request.
- All tests conform to generally applicable legal standards for uniformity.
- A reasonable number of candidates are identified for interview.
- Screening and selection committees are developed that are representative of the District community and campus; include administrators, faculty and classified staff; include a diverse membership when possible; do not include applicants or persons who have written letters of recommendation.
- Every screening and selection committee includes an individual trained to monitor conformance with EEO requirements. The Chief Human Resource Officer assures that the screening and selection process conforms to accepted principles and practices, including preparation of job-related questions in advance; maintains records of screening checklists and rating scales, which shall be signed and kept on file; and maintains notes for all interviews and record relevant factual reasons stating why a candidate was not hired or was not invited to interview.

- Selection shall be based solely on the stated job criteria.

If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District shall take the following additional steps:

- Review its recruitment procedures;
- Consult with counsel to determine whether there are other, additional measures that may be undertaken that are required or permitted by law;
- Consider various other means of reducing the underrepresentation which do not involve taking monitored group status into account and implement any such techniques that are feasible; and
- If significant underrepresentation persists:
  - review each locally-established job qualification to determine if it is job related and consistent with business necessity;
  - discontinue the use of any non-job-related local qualification;
  - continue using job-related local qualifications only if no alternative standard is reasonably available; and
  - consider the implementation of additional measures designed to promote diversity.

### **Delegation of Authority**

The District designates the Chief Human Resources Officer as the “EEO Officer” charged with overseeing the day-to-day implementation of the EEO Plan and programs.

When the EEO Officer is named in a complaint or implicated by the allegations in a complaint, the complaint shall be overseen by the Superintendent/President or the Superintendent/President’s designee other than the EEO Officer.

### **Complaint Procedure**

Any person may file a complaint alleging the District violated this policy and procedures. An individual should file a written complaint with the Chief Human Resources Officer. The District shall immediately forward a copy of the complaint to the California Community Colleges Chancellor’s Office, which may require that the District provide a written investigative report within ninety (90) days. The District shall also process complaints that allege unlawful discrimination according to procedures set forth in AP 3430 Prohibition of Harassment and AP 3435 Discrimination and Harassment Complaints and Investigations.

### **Job Announcements**

All job announcements shall contain a statement in substantially the following form: The District is an equal opportunity employer. The policy of the District is to encourage applications from persons who are economically disadvantaged and individuals belonging to significantly underrepresented groups within the District’s workforce, including ethnic and racial minorities, women, and persons with disabilities, ~~and Vietnam-era veterans~~. No person shall be denied employment because of ethnicity or race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, ~~or~~ gender, gender expression, age, ~~religion~~, marital status, ~~disability~~, sexual orientation, ~~national origin, medical conditions, status as a Vietnam-era veteran, ancestry~~veteran or military status, or political or organizational affiliation.

### **Dissemination and Revision of the Plan**

All managers and supervisors shall be given copies of the plan as revised from time to time and any guidelines for implementing the plan. Copies of the plan shall be provided to the Faculty Senate and the exclusive representatives of any units of employees.

Statements of nondiscrimination shall be posted at locations where applications for employment are distributed.

Such plans shall be reviewed at least every three years and, if necessary, revised and submitted to the state Chancellor's Office within 90 days of the effective date of the revision or amendment(s). If the Chancellor determines that the District's policies ~~are not in compliance~~ do not comply with Section 59300 et al., the Chancellor may require the District to modify its policies.

### **Accountability and Corrective Action**

The District shall certify annually to the Chancellor of the California Community Colleges that they have timely:

- Recorded, reviewed and reported the data required regarding qualified applicant pools;
- Reviewed and updated, as needed, the Strategies Component of the District's EEO Plan; and
- Investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with Section 59300) of chapter 10 of this division.

*Also see* BP/AP 7120 ~~titled~~ Employment Recruitment, BP/AP 3410 ~~titled~~ Nondiscrimination, BP/AP 3430 ~~titled~~ Prohibition of Harassment BP/AP 7120 ~~titled~~ Employment Recruitment, and BP/AP 7310 ~~titled~~ Nepotism

*Office of Primary Responsibility:* Human Resources

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Date Approved: March 19, 2013

Date Revised: May 11, 2021

**Date Reviewed/Revised:**

**Business and Fiscal Affairs**

No CCLC updates. Reviewed as part of the regular review cycle. Corresponding AP was updated March 2021. Formatting updated (font change). Mici B.  
 Approved without changes. Eresa/Administrative Services 9-3-2022  
 Board Sustainability Committee revised. 9-22-2022  
 Mia/General Counsel had no recommended edits but asked for input by administration. 10-14-2022  
 Greg/Administrative Services recommended edits. 1-24-2023

**BP 6560 ENVIRONMENTAL RESPONSIBILITY****References:**

Title 5 Sections 57050-57055

[Link: Making Peace With Nature UN Document](#)

~~The Board recognizes that our current environmental crisis deserves a proactive, up-to-date and coordinated response from the District our college. Such a response must use the best available information to develop procedures that help us the District meet the three inter-related emergencies of biodiversity loss, climate change and pollution. energy and other resources are finite resources and should be used responsibly.~~

The Superintendent/President shall be responsible for ensuring that college systems are designed and operate to meet these three emergencies as best we can, while supporting in support of the educational goals and objectives of the District. Environmentally responsible practices shall be considered in at least the following areas:

- Instructional Programs
- Maintenance and Operations
- Transportation Demand Management
- Renewable Energy
- Capital, ~~and~~ Scheduled Maintenance and general Construction Projects

~~In crafting the District's our college's response, good-~~ The District may use various rating and certification systems that have been developed to aid institutions organizations elsewhere in pursuit of similar goals and to recognize their progress toward reaching them to achieve District objectives.

~~Furthermore, to comply with the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) rating system, the Superintendent/President shall be responsible for the development and implementation of practices, procedures, and programs that address LEED credit requirements for all projects seeking LEED certification.~~

*Office of Primary Responsibility:* ~~College Operations-Administrative Services~~

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Date Adopted: January 20, 2009 *(This replaced College of Marin Policy 8.0024)*

**Date Reviewed/Revised:**