



# COLLEGE COUNCIL AGENDA

August 26, 2021 | 2:30-3:30 pm | Zoom

## Agenda Item

### LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

### LPC Planning Priorities

❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.

❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

### College Council

Quorum: 9

#### Non-Voting Members:

Dyrell Foster, President (Chair)

#### Voting Members:

Kristina Whalen, V.P. Academic Services  
& Accreditation Steering Cmte, CEMC  
Anette Raichbart, V.P. Administrative Services &  
Budget Development Cmte  
Jeanne Wilson, V.P. Student Services  
Rajinder Samra, IPEC  
Tom Orf, CEMC, Faculty Association  
TBD, Facilities & Sustainability  
Titian Lish, Resource Allocation  
Mike McQuiston, Technology  
Kristy Woods, Guided Pathways  
Sarah Thompson, Academic Senate President  
Craig Kutil, Academic Senate V.P.  
Jean O'Neil-Opipari, Classified Senate President  
Elizabeth McWhorter, Classified Senate V.P.  
Kyle Johnson, LPCSG President  
Lara Wiedemeier, LPCSG Vice President  
Mike Alvarez, LPC SEIU

1. **Call to Order** Foster
2. **Review and Approval of Agenda (1)** Foster
3. **Review and Approval of Minutes (5/13/21) and 5/14/21 Email Vote on Expanded Accreditation Steering Committee (3)** Foster
4. **Action Items**
  - Vocational ESL (VESL) for Retail (9) Foster
5. **Old Business (13)**
  - COVID-19 Update Foster
    - High Risk Programs (14)
    - Board Policies on Communicable Disease (50)
      - BP 5210 Communicable Disease Protocol (83)
      - BP 7330 Communicable Disease (85)
  - 2021-22 Return to Campus Plan (87) Foster
  - Budget/CARES Update Raichbart
  - Planning and Budget Cycle: Degree of Integration Foster
  - 2019-2020 Shared Governance Committee Tasks Foster
  - 2020-2021 Shared Governance Committee Tasks Foster
6. **New Business (94)**
  - President's Goals 2021-22 (95) Foster
  - Native Land Acknowledgement (96) Foster
  - BPs and APs (8/9/21 SLT) Foster
    - BP 5140 Disabled Student Programs (97)
    - AP 5140 Disabled Student Programs (98)
    - BP 5200 Student Health Services (99)
    - AP 5200 Student Health Services (100)
    - BP 5300 Student Equity (102)
    - AP 5300 Student Equity (103)
  - BPs and APs (8/23/21 SLT) Foster
    - BP 5016 Transfer of Units from Other Colleges (104)
    - AP 5017 Response to Inquiry of Immigration Status (105)
    - BP 5530 Student Rights and Grievances (107)
    - AP 5530 Student Rights and Grievances (108)
7. **Information Items (116)**

**8. Updates (116)**

- LPC Student Government Johnson
- SEIU Alvarez
- Faculty Association Orf
- Academic Senate Thompson
- Classified Senate O'Neil-Opipari
- Guided Pathways Committee Woods
- Accreditation Steering Committee Whalen
  - Summer Update on Accreditation Timeline (117)
- College Enrollment Management Committee Whalen/Orf
- VP Academic Services Whalen
- Budget Development Committee Raichbart
- VP Administrative Services Raichbart
- VP Student Services Wilson
- Facilities and Sustainability Committee TBD
- Institutional Planning and Effectiveness Committee Samra
- Resource Allocation Committee Lish
- Technology Committee McQuiston

**9. Adjournment****10. Next Regular Meeting:** September 23, 2021



# DRAFT COLLEGE COUNCIL MINUTES

May 13, 2021 | 3:30 – 4:30 p.m. | Confer Zoom

## Meeting Minutes

### LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

### LPC Planning Priorities

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.
- ❖ Coordinate resources and provide professional development for effective online instruction and remote delivery of student support services and college processes to advance equitable student outcomes.

### College Council

Quorum: 10

#### **Non-Voting Members:**

Dr. Dyrell Foster, President (Chair)

#### **Members Present (voting):**

Dyrell Foster, Interim V.P. Student Services

Kristina Whalen, VP Academic Svcs & Accred.

Steering Cmte

Anette Raichbart, V.P. Admin. Services & Budget Development Cmte

Rajinder Samra, IPEC

Titian Lish, Resource Allocation

Kristy Woods, Guided Pathways

Sarah Thompson, Academic Senate President

Craig Kutil, Academic Senate VP

Thomas Orf, Faculty Association

David Rodriguez, Classified Senate President

Jean O'Neil-Opipari, Classified Senate VP

Mike Alvarez, LPC SEIU

#### **Members Absent:**

Mike McQuiston, Technology

Mike Ansell, Facilities & Sustainability

Saba Salehifar, LPCSG President

Esmāa Elgarguri, LPCSG V.P.

**Guests:** Jin Tsubota, Amy Mattern

### 1. Call to Order

Dr. Foster called the meeting to order at 3:36 p.m.

### 2. Review and Approval of Agenda

Mr. Kutil/Ms. Woods/unanimous

### 3. Review and Approval of Minutes (4/22/21)

Ms. Woods/Ms. O'Neil Opipari/one abstention

### 4. Action Items

- New Marketing Certificate  
Ms. Woods/Mr. Kutil/unanimous
- 2020-22 Shared Governance Worksheets
  - Basic Skills: Name change to Math and Language Equity and Achievement; updated charge and reporting relationship
  - Curriculum Committee – updated charge
  - Guided Pathways Steering Committee – updated charge
  - Professional Development Committee – updated membership
  - Program Review Committee – removal of reference to “Administrative Unit Outcomes (AUOs) and the Student Services Administrative Outcomes (SAOs) from the Shared Governance Handbook  
Mr. Kutil/Ms. Lish/Unanimous
- BPs and APs
  - BP 5050 Student Success and Support Program
  - AP 5050 Student Success and Support Program
  - BP 5220 Shower Facilities for Homeless Students
  - AP 5220 Shower Facilities for Homeless Students
  - BP 5300 Student Equity
  - AP 5300 Student Equity
  - BP 5500 Standards of Student Conduct
  - AP 5500 Standards of Student Conduct
  - BP 5530 Student Rights and Grievances
  - AP 5530 Student Rights and GrievancesMr. Kutil/Ms. Woods/Mr. Rodriguez moves to amend motion to table approval of above BPs and APs to the next College Council meeting in August/Ms. Woods/unanimous.

## 5. Old Business

- **COVID-19 Update and College Reopening Considerations and Plans**  
Dr. Foster shared the draft 2021-22 Return to Campus Plan which list programs and services that are available to students. Ms. Thompson indicated that the CDC just released guidelines that indicate masks are not required indoors if a person is vaccinated. Council members discussed District policy on vaccinations and following Cal OSHA mandates.
- **College Reopening Considerations and Plans: Reopening Forums:** Dr. Foster indicated that the District will be holding Reopening Forums on May 17 and May 19.
- **Budget/CARES Update:** No update given.
- **2019-2020 Shared Governance Committee Tasks:** No update to report. Ms. Thompson and Mr. Samra are still reviewing the committee tasks.
- **2020-2021 Shared Governance Committee Tasks:** No update to report. Ms. Thompson and Mr. Samra and/or members of College Council may review these in the future. The idea of posting the completed committee tasks on each committee web site was presented.

## 6. New Business

- **Vocational ESL (VESL) for Retail:** Ms. McGurk presented information on the Vocation ESL for Retail, indicating that this is very different from LPC's current ESL program. The intent is to serve an underserved and vulnerable population in our area. Ms. McGurk has partnered with Whole Foods Market in Dublin and they are looking to onboard clients as soon as this fall. She has also connected with local non-profits who are ready to send clients. This program would enable LPC to partner with and support local businesses and provide training and support to immigrants in our community. This program has been approved by the Academic Senate and the Curriculum Committee, and it has the support of the SLO Committee. This item will be put as an Action Item on the August College Council agenda.
- **Planning and Budget Cycle: Degree of Integration.** Dr. Foster reminded College Council members that part of our charge is to assess the degree of integration as it relates to budget, planning and allocation. Mr. Samra reviewed the LPC Integrated Planning and Budget Cycle Diagram, detailing the Program Review Process, the College Planning Process and College Planning Priorities, the Resource Allocation Process, and the Budget Development Process. He shared that the IPEC committee just finished assessing the degree of effectiveness of each of the processes. Now the job of College Council is to assess the degree of integration of planning, budget, and allocations. This is an introduction and discussion will continue in the fall. College Council needs to determine what integration means and how we know whether we have high or low level integration. Do things work smoothly from one process into another? Ms. Thompson indicated that some of the process on the diagram is part of the Budget Development Committee's charge. Dr. Foster thanked Mr. Samra and shared that College Council needs to be able to articulate the level of integration for ourselves as well as for the accreditation process. It was confirmed that part of the charge for the Budget Development Committee was to "review long-term and short-term financial plans that are aligned with LPC's Educational Master Plan and College Planning Priorities and provide feedback. Mr. Samra agreed there is overlap between the long term and short term financial plans.

- 2021-22 Shared Governance Worksheets
  - Accreditation Steering Committee: College Council reviewed the change to membership for the Expanded Accreditation Steering Committee.

## 7. Information Items

- BPs and APs for August/September 2021
  - BP 5016 Transfer of Units from Other Colleges
  - BP 5031 Instructional Materials Fees
  - AP 5031 Instructional Materials Fees
  - BP 5052 Open Enrollment
  - AP 5052 Open Enrollment

The above BPs and AP are scheduled to be reviewed at the District in the August/September 2021 timeframe.

## 8. Updates

LPC Student Government: no report.

SEIU: no report.

Guided Pathways Committee: Ms. Woods indicated next year is the second year of action.

Faculty Association: no report.

Academic Senate: Ms. Thompson reported that the last couple of Academic Senate meetings were discussions about vaccine mandates.

Classified Senate: Mr. Rodriguez indicated they are waiting to hear back from Caring Campus regarding funding. The new Classified Senate President for next year is Jean O'Neil Opipari. Carmen Ortiz will continue as an Ambassador. Daisy Valley will continue as Treasurer.

Accreditation Steering Committee: Dr. Whalen indicated there has been much discussion on when our ISER will be due to the ACCJC. It is an ambitious timeline. The goal is to do a constituency review of a finished document in the fall. The first reading of the Board will be in September.

College Enrollment Management Committee: Dr. Whalen indicated the last meeting will be this Friday and they will review summer enrollment. Early news is positive, with same enrollment patterns from last summer.

VP Academic Services: Mr. Kutil shared that LPC received their G results today. One course was cross listed and three approved.

Budget Development Committee: no report.

VP Administrative Services: no report.

VP Student Services: Dr. Jeanne Wilson has been selected as the new VPSS with a start date of July 1, 2021.

Facilities and Sustainability Committee: no report.

Institutional Planning and Effectiveness Committee: Mr. Samra reported that IPEC went through the process of evaluating each of the four key processes. Two College Planning Priorities will be graduated. Resource Allocation Committee: Ms. Lish reported that in the last meeting of the year, the RAC calendar and rubrics for 2021-22 were approved. The committee discussed co-chairs and tri-chairs, but could not take action on that. The new Chairperson of the committee will come up for vote on the first meeting in fall.

Technology Committee: no report.

- 9. Good of the Order:** Mr. Gagnon reported that a campus-wide email was sent regarding the Guided Pathways Workgroup: Program Mapping and Career Exploration meeting on Friday, May 14.
- 10. Adjournment:** 4:29 p.m. Ms. Woods/unanimous.
- 11. Next Regular Meeting:** August 26, 2021

## College Council

### Email Vote

In the May 13, 2021 College Council meeting, the members reviewed the Shared Governance Worksheet for the Accreditation Steering Committee. The change being proposed for 2021-22 is to allow the Expanded Accreditation Steering Committee to be voting members when the committee is expanded. Since College Council closely follows the Brown Act, this agenda item was in the “New Business” section and no vote was to be taken until the next College Council meeting in August. Since LPC’s Shared Governance Handbook was to be presented at the June or July Board Meeting, it was decided on May 14, 2021 to take an email vote in order to incorporate the proposed change by the Accreditation Steering Committee.

Below are the results:

May 14, 2021

Mr. Ansell moves to approve allowing the Expanded Accreditation Steering Committee to be voting members when the committee is expanded.

Mr. Samra: seconds

Ms. Woods: aye

Mr. Ansell: aye

Ms. Lish: aye

Mr. McQuiston: aye

Ms. O’Neil Pipari: aye

Mr. Alvarez: aye

Mr. Samra: aye

Mr. Orf: yes

Mr. Kutil: I approve

Motion passes with 10 votes.

## **Action Items**

- Vocational ESL (VESL) for Retail

Foster



## VESL for Retail: Short-term Vocational CDCP Certificate

Program Cover:

Program Cover	
<b>Program Title</b>	Vocational ESL: Retail
<b>Department</b>	NESL
<b>Award Type</b>	Certificate of Completion (Noncredit CDCP)
<b>Program Goal</b>	CDCP Eligibility Criteria Short-Term Vocational (I)
Proposal Information	
<b>Proposed Effective Date</b>	Year: 2022 Semester: Fall
<b>TOP Code</b>	4931.00 - Vocational ESL*
<b>CIP Code</b>	16.1701 - English as a Second Language.
Total Hours for Certificate	
<b>Minimum</b>	20.00
<b>Maximum</b>	20.00
When will this program undergo review as part of college's Program Evaluation Plan?	
<b>Month</b>	October
<b>Year</b>	2022
<b>Apprenticeship</b>	No
<b>Distance Education</b>	0%

## Narrative:

### **Program Goals and Objectives**

Vocational ESL: Retail is a noncredit, short-term, CDCP certificate of completion designed for high-beginning and intermediate ESL students seeking immediate employment. Students gain knowledge in occupation-specific application and intake processes, terminology and communication skills, as well as an understanding of company culture, such as benefits and promotion opportunities. Upon completion of the Vocational ESL: Retail program, students will be prepared for workforce entry and provided the opportunity to interview with LPC retail partners.

### **Catalog Description**

Vocational ESL: Retail is a noncredit, short-term certificate of completion designed for high-beginning and intermediate ESL students seeking immediate employment. Students gain knowledge in occupation-specific application and intake processes, terminology and communication skills, as well as an understanding of company culture, such as benefits and promotion opportunities. Upon completion of the Vocational ESL: Retail program, students will be prepared for workforce entry and provided the opportunity to interview with LPC retail partners.

### **Career Opportunities**

Employment opportunities in any retail environment, and with specific LPC retail partners.

### **Master Planning**

This program fits with the Las Positas College Educational Master Plan strategies A1 "Address the educational needs of a diverse student population and global workforce," A4 "Address the needs of basic skills students," A5 "Assist underprepared students," and A6 "Focus on workforce readiness."

Course Sequence: NESL 201 (10 hours); NESL 202 (10 hours)

## PSLOs

1. Upon completion of the VESL for Retail Program, students are able to complete application requirements for a retail position
2. Upon completion of the Certificate of Completion in VESL for Retail, students are able to use occupation-specific terminology and communication skills
3. Upon completion of the Certificate of Completion in VESL for Retail, students are able to demonstrate an awareness of retail company structure.

## SLOs

### NESL 201

1. Upon completion of NESL 201, students will be able to complete required initial application documents for a retail position. (Maps to PSLO 1)
2. Upon completion of NESL 201, students are able to secure an interview for a retail position. (Maps to PSLO 2)
3. Upon completion of NESL 201, students are able to demonstrate American interview communication skills. (Maps to PSLO 2)

### NESL 202

1. Upon completion of NESL 202, students will be able to analyze workplace organizational structure. (Maps to PSLO 3)
2. Upon completion of NESL 202, students will be able to use occupation-specific terminology and communication skills for interacting with employers and co-workers. (Maps to PSLO 2)
3. Upon completion of NESL 202, students will be able to evaluate workplace progress. (Maps to PSLO 3)

## Hiring needs, Whole Food Market, Dublin

- In-Store Shopper requisition: (40-50) open positions
- Maintenance: (1-2) FT and (1-2) PT
- Prepared Foods: Dish washer: (2) PT
  - Cook: (1-2) PT
  - Service Counter: (1-2) PT
  - Pizza: (1-2) PT
- Grocery: Overnight stocking TM (1-2) PT shift starts at 11:00pm
  - 6am shift: (1) PT
- Produce Value Added:
  - (1-2) FT cutting and packaging fruit, vegetables and making salsa/  
Guacamole in a room that is about 40 degrees
  - (1-2) PT
  - These shifts typically start at 4am or 6am
  - Overnight (1-2) stocking shift starts at 11:00pm

## Old Business

- COVID-19 Update Foster
  - High Risk Programs
  - Board Policies on Communicable Disease
    - BP 4210 Communicable Disease Protocol
    - BP 7330 Communicable Disease
- 2021-22 Return to Campus Plan Foster
- Budget/CARES Update Raichbart
- Planning and Budget Cycle: Degree of Integration Foster
- 2019-2020 Shared Governance Committee Tasks Foster
- 2020-2021 Shared Governance Committee Tasks Foster

## **Old Business**

- High Risk Programs

Foster

# Student Vaccine Mandate



The COVID-19 landscape continues to evolve and requires us to act quickly to protect the health and safety of our students and employees.

Alameda County's case numbers continue at elevated levels, levels last seen during the spike in early spring of 2021.

According to the Alameda County Department of Public Health, this spike is primarily attributed to unvaccinated county residents contracting the Delta variant.

# Student Vaccine Mandate



For the fall term, vaccine mandate required for students enrolled and participating in programs and courses identified as being at higher risk for contraction and spread of COVID-19.

*\* Currently, this mandate does not apply to employees*



# Student Vaccine Mandate



Discuss the implementation plan with regards to process, reporting requirements, and timeline.

- Student-Centered Approach/Retention
- Student Health and Safety
- Inform and Support

# Student Vaccine Mandate



Presently, the following programs at LPC have been identified for this mandate:

- Athletics (all sports)
- Early Care and Education
- Emergency Medical Services/Paramedic
- Fire Service Technology

# Student Vaccine Mandate



Factors used to identify such programs and courses include:

- Proximity of physical interaction between students, faculty, classified professionals, and administrators;
- And based upon existing and known district case data.

# Student Vaccine Mandate



Participating students are required to complete and submit to the appropriate designated administrator:

- 1) CLPCCD COVID Vaccine Verification – Student Form
  - I am vaccinated (name and date of most recent dose)
  - I am unvaccinated (face covering, socially distance, surveillance testing)
  - I decline to state my vaccination status (subject to requirements of unvaccinated individuals)

# Student Vaccine Mandate



Participating students are required to complete and submit to the appropriate designated administrator:

2) Student Authorization for The District's Use and Disclosure of Confidential Medical Information form.

\*Both forms are due to Student Health Center by Friday, September 3<sup>rd</sup>.

# Student Vaccine Mandate



Students who indicate that they are unvaccinated or decline to state their vaccinate status have the following options:

1. Request an exemption (medical condition or religious belief) by Friday, September 10<sup>th</sup>
2. To become fully vaccinated (must show documentation that they've receive their first vaccination shot by Friday, September 17<sup>th</sup>)
3. Withdraw (student initiated)

# Student Vaccine Mandate



## Medical Accommodation Request Form

- Requires completion by Medical Provider
- Reviewed by Student Health Center

## Religious Accommodation Request Form

- Reviewed by VPSS and HR

If approved students are permitted to continue in the course/program but may be subject to frequent (weekly) surveillance testing

# Student Vaccine Mandate



## Medical Accommodation Request Form

- Requires completion by Medical Provider
- Reviewed by Student Health Center

## Religious Accommodation Request Form

- Reviewed by VPSS and HR

If not approved, students will need to become fully vaccinated or withdrawal (student initiated) – *case by case basis*



# Student Vaccine Mandate



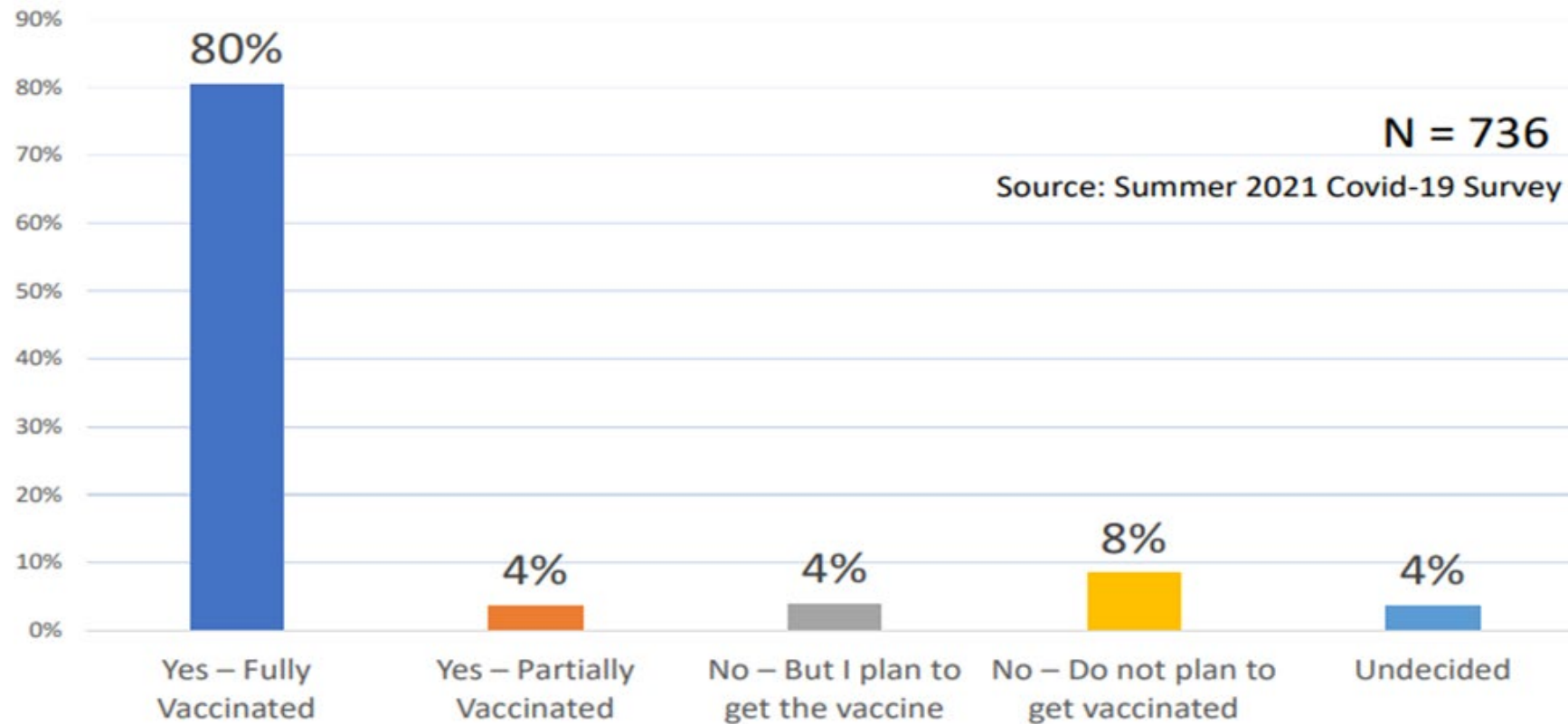
## Timeline:

- Friday, September 3<sup>rd</sup> – Vaccine Verification Form & Authorization Forms are due to Student Health Center
- Friday, September 10<sup>th</sup> – Exemption Forms due (Medical or Religious) – these are optional
- Friday, September 17<sup>th</sup> - Deadline for students who are unvaccinated to show documentation indicating that they have received their 1st vaccination shot and date scheduled for the second shot

# Student Vaccine Mandate



## Vaccination Status of LPC Students

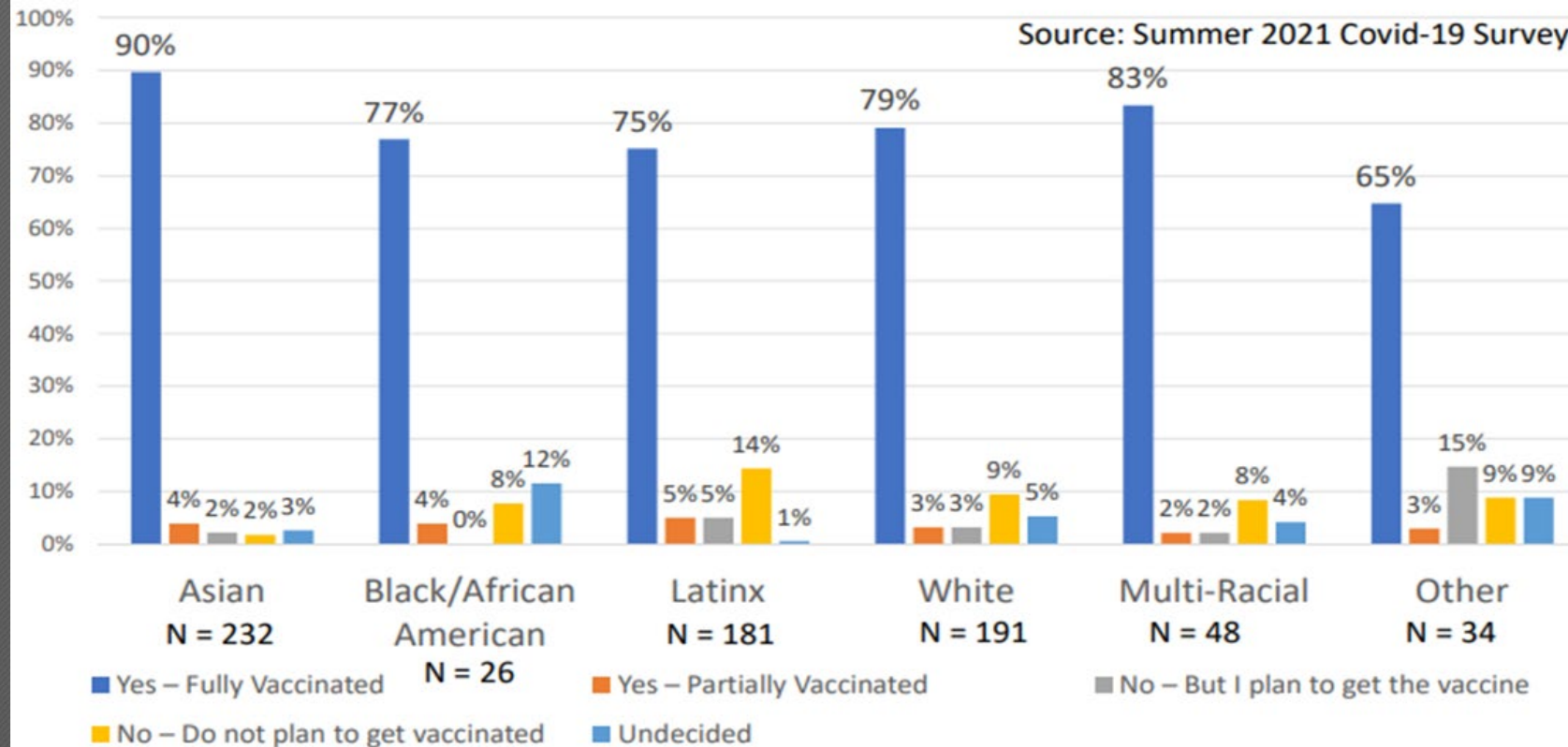


# Student Vaccine Mandate



## Vaccination Status of LPC Students by Race-Ethnicity

Source: Summer 2021 Covid-19 Survey



# Student Vaccine Mandate



Reasons why students do not plan to get the vaccine or are undecided about it (Multiple Selections Possible)	Overall	
	#	%
I am concerned about the <b>vaccine's side effects.</b>	54	<b>64%</b>
I am concerned about the <b>vaccine's safety.</b>	51	<b>61%</b>
I do <b>not trust the information</b> about the vaccine.	36	<b>43%</b>
I need <b>more information</b> about the vaccine.	33	<b>39%</b>
I have a fear of needles.	10	12%
I can't get the vaccine due to underlying medical condition(s).	9	11%
I'd rather take my chances getting COVID-19.	9	11%
My religious beliefs prevent me from getting the vaccine.	8	10%
Other (please specify:)	14	17%
	Unduplicated Responses	84 100%
Source: Summer 2021 Covid-19 Survey		

# Student Vaccine Mandate



## Additional Information:

- The Student Health Center will provide updates to Deans/Directors regarding the status of students who have completed the COVID Vaccine Verification Form
- Please remind students of these dates/deadlines

## Before Friday, September 17<sup>th</sup>:

- Schedule a COVID-19 Vaccination Information Session
- Host a Vaccination Program on campus to allow students the opportunity to receive their 1st vaccination shot

# Student Vaccine Mandate



For students who have not submitted required forms, received approved accommodations or if unvaccinated, have not indicated that they have received their 1st vaccination shot by Friday, September 17<sup>th</sup>:

If a student fails to comply with the policy, then students can only be removed from a course due to excessive absences or as a result of disciplinary action, which in this case would be based on the student code of conduct. Students are entitled to due process in accordance to student conduct procedures.

# Student Vaccine Mandate



## Vaccine mandates:

UC System - mandate

CSU System - mandate

K-12 – mandate or submit to weekly testing

Community college – as of 8/17, 26 districts with student/staff mandates, 1 district with student only mandate, and 2 districts with employee only mandate. Most are mandates with no option for weekly testing.

# Student Vaccine Mandate



The Board of Trustees recently discussed recommended drafts of two Board Policies (BP 5210 and BP 7330) that would mandate COVID-19 vaccinations for all employees and students.

If these Board Policies are approved, administrative procedures will be developed through our district governance process to inform how these mandates will be implemented across the district, for spring 2022.





# Chabot-Las Positas Community College District

7600 Dublin Blvd. 3<sup>rd</sup> Floor, Dublin CA 94568

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## Student Vaccine Mandate Procedures

Date: August 25, 2021

Vaccine mandate procedure for students enrolled and participating in programs and courses identified as being at higher risk for contraction and spread of COVID-19. Factors used to identify such programs and courses include: proximity of physical interaction between students, faculty, classified professionals, and administrators; and based upon existing and known district case data.

Presently, the following programs have been identified for this mandate:

Athletics (all)	Fire Technology / Fire Service Technology
Dental Hygiene	Medical Assisting
Nursing	Sheriff's Academy
Early Childhood Lab School /	Emergency Medical Services / Emergency
Early Care & Education/ Early	Medical Technician / Paramedic
Childhood Development	

*This list is subject to change based upon evolving circumstances, changes in case data, and as instructional delivery methods change.*

### Administration of this procedure is as follows:

- 1) Participating students are required to complete and submit to the appropriate designated administrator: 1) CLPCCD COVID Vaccine Verification Form – Students, and 2) Student Authorization for The District's Use and Disclosure of Confidential Medical Information form.
  - a. If the student selects the first option, indicating that he/she is a vaccinated individual, they must identify the name of the vaccine they received and the date of the last shot.
    - i. If this option is selected and information is provided, the student is permitted to continue in the program or class(es).

- b. If the student selects the second option, indicating that they are an unvaccinated individual, the appropriate faculty member or administrator will discuss the options that are available to the students. These options may include:
  - i. Option 1 – become fully vaccinated. To show evidence of efforts to become fully vaccinated, students must show documentation indicating that they have received their 1st vaccination shot and date scheduled for the second shot (for Moderna and Pfizer). Under this option, students may continue to participate in the class or program but must continue to wear face coverings, socially distance (to the extent possible), and subject themselves to frequent surveillance testing until such time as they are fully vaccinated (defined as 14 days beyond the date of their last).
  - ii. Option 2 – withdraw.
  - iii. Option 3 – request an exemption based upon an existing underlying medical condition or request an exemption based upon a strongly held religious belief. Requests for exemption will be reviewed and evaluated on an individual basis and should not be viewed as perfunctory and automatic. Exemption request forms shall be submitted to the Student Health Center, or other locations identified by the College President and shall be kept in a manner appropriate for confidential and protected records and documents. On a reoccurring basis, these forms will be reviewed and evaluated with district staff and legal counsel, where necessary.
    - 1. Should a request for exemption be denied, students have options 1 and 2 to consider only.
    - 2. Should a request for exemption be approved, students are permitted to continue in the course or program. While participating, students are required to continue to wear face coverings, socially distance (to the extent possible), and subject themselves to frequent surveillance testing.
- c. If the student selects the third option, declining to state their vaccination status, they are viewed as if they are unvaccinated and have the same three options available to them as those students who selected the second option. These options may include:
  - i. Option 1 – become fully vaccinated. To show evidence of efforts to become fully vaccinated, students must show documentation indicating that they have received their 1st vaccination shot and date scheduled for the second shot (for Moderna and Pfizer). Under this option, students may continue to participate

in the class or program but must continue to wear face coverings, socially distance (to the extent possible), and subject themselves to frequent surveillance testing until such time as they are fully vaccinated (defined as 14 days beyond the date of their last).

- ii. Option 2 – withdraw.
- iii. Option 3 – request an exemption based upon an existing underlying medical condition or request an exemption based upon a strongly held religious belief. Requests for exemption will be reviewed and evaluated on an individual basis and should not be viewed as perfunctory and automatic. Exemption request forms shall be submitted to the Student Health Center, or other location identified by the College President and shall be kept in a manner appropriate for confidential and protected records and documents. On a reoccurring basis, these forms will be reviewed and evaluated with district staff and legal counsel, where necessary.
  - 1. Should a request for exemption be denied, students have options 1 and 2 to consider only.
  - 2. Should a request for exemption be approved, students are permitted to continue in the course or program. While participating, students are required to continue to wear face coverings, socially distance (to the extent possible), and subject themselves to frequent surveillance testing.

Attachments: CLPCCD COVID Vaccination Verification Form – Students (8-19-2021)  
Student Authorization for The District’s Use and Disclosure of  
Confidential Medical Information



# Chabot-Las Positas Community College District

7600 Dublin Blvd. 3<sup>rd</sup> Floor, Dublin CA 94568

Date: August 19, 2021

## Student Form

The Chabot Las Positas Community College District is committed to the health and safety of all employees and students. In furtherance of this commitment, the District is requiring **all students enrolled in programs and courses identified as being at higher risk for contraction of COVID-19** to either be vaccinated or subject to the approval of a medical or religious exemption, wear face coverings and be subject to other health and safety related requirements. In order to implement this protocol, the District will require such students to provide an attestation of vaccination status. Until such time of submission of vaccination status on the form below and corresponding signed Confidentiality of Medical Information Act (“CMIA”) authorization, students taking part in the above programs and courses will be treated as unvaccinated and are required to wear face coverings and socially distance to the extent possible, and may be subject to surveillance testing for the virus that causes COVID-19 at no cost. Please note all related student records will be kept in a confidential manner according to the District’s policies and the District will only disclose such information to the extent necessary and only to employees with a legitimate need for such information. The District prohibits discourteous and unprofessional conduct based on vaccination status or the use of face coverings. The District has chosen to require self-attestation of vaccination status and maintenance of the attestation form, and to not maintain a copy of the vaccination card issued to the student at the time of vaccination. If a student’s vaccination status changes after submission of this form, the student shall immediately submit an updated form and contact the college president or designee.

Student Name: \_\_\_\_\_ Student ID No.: \_\_\_\_\_

– I am a vaccinated individual, have signed a CMIA authorization and self-attest that I have received my full vaccination and am at least 14 days beyond my full vaccination dosage.

List the name of the manufacturer of the COVID-19 vaccine that you received and the date you received the most recent dose:

\_\_\_\_\_  
Name of Vaccine and Manufacturer

\_\_\_\_\_  
Date

– I am an unvaccinated individual. I agree to wear a face covering<sup>1</sup>, socially distance to the extent possible, and participate in surveillance testing for the virus that causes COVID-19 while engaged in courses identified as being at higher risk for contraction of COVID-19.

– I decline to state my vaccination status and understand that I will be subject to requirements of unvaccinated individuals. I agree to wear a face covering<sup>1</sup>, socially distance to the extent possible, and participate in surveillance testing for the virus that causes COVID-19 while engaged in courses identified as being at higher risk for contraction of COVID-19.

<sup>1</sup> A “face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must covers the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.  
9730776.4 CH030-001

I certify that the information I am submitting to the Chabot-Las Positas Community College District regarding my status of vaccination against the COVID-19 virus is true and correct. I understand that the District is relying on the truth of this information to make legitimate non-discriminatory decisions regarding how to protect District staff, students, and members of the community from transmission of the COVID-19 virus. If the District determines that I have submitted false information, I understand that I may be subject to discipline up to and including expulsion.

Student Signature \_\_\_\_\_

Student Services \_\_\_\_\_

Date \_\_\_\_\_

Date: \_\_\_\_\_



# Chabot-Las Positas Community College District

7600 Dublin Blvd. 3<sup>rd</sup> Floor, Dublin CA 94568

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## **Student Authorization For The District's Use And Disclosure Of Confidential Medical Information**

### **Confidentiality of Medical Information Act ("CMIA"), Civil Code §§ 56.20, 56.21.**

Pursuant to California's Confidentiality of Medical Information Act, I, \_\_\_\_\_ [Name of Student], authorize the Chabot-Las Positas Community College District to use and disclose information regarding my COVID-19 vaccination status for legitimate, non-discriminatory business purposes where my vaccination status is necessary for the District to make decisions authorized by or in order to comply with District protocols, federal, state, or local law, or regulation that takes a person's vaccination status into account.

#### **This authorization is limited to the following types of information:**

Information regarding my COVID-19 vaccination status.

#### **The District is authorized to use this information for the following purposes:**

For legitimate, non-discriminatory business and academic purposes where information regarding my vaccination status is necessary for the District to make decisions authorized by or in order to comply with District protocols, federal, state, or local law, or regulation that takes a person's vaccination status into account.

#### **The following parties are authorized to disclose this information for the above purposes:**

I have provided the information pursuant to this authorization so that the District may allow me not to wear a mask or so the District may allow other work-related decisions to apply to me that apply to vaccinated employees. In order for me to take part in activities that apply to vaccinated employees, I authorize the disclosure of vaccination information to:

The District and the District's designated agent(s):

1. I authorize disclosure of my vaccination status because my actions may imply my vaccination status. For example, if I do not wear a mask on District property or at District events, employees, students, or the public may assume that I have been fully vaccinated; and/or
2. I authorize disclosure of my vaccination status because my vaccination status may be implied by the District or the District's designated agent(s) allowing me not to wear a mask on District property or at District events. For example, if the District allows me not to wear a mask on District property or at District events, employees, students, or the public may assume that I have been vaccinated.

The following parties are authorized to receive disclosure of this information for the above purposes:

I understand that because I am choosing to disclose my vaccination status to the District and my actions may disclose my vaccination status, I authorize disclosure to an agent or employee of the District accessing the District's premises or facilities, who may become aware of my vaccination status by my action(s) (i.e. not wearing a mask) and/or those actions of the District (i.e. the District allowing me not to wear a mask).

**Authorization period:**

The parties specified above are authorized to disclose information regarding my COVID-19 vaccination status in the manner specified above through **June 30, 2022**.

**Right to receive a copy of this authorization:**

I understand that if I sign this authorization, I have the right to receive a copy of this authorization. Upon request, the District will provide me with a copy of this authorization.

**I authorize the limited uses and disclosures of my medical information as described above for the purposes listed above. I understand that this authorization is voluntary and that I am signing this authorization voluntarily.**

\_\_\_\_\_  
Student's Name (PLEASE PRINT)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Chabot-Las Positas Community College District

7600 Dublin Blvd. 3<sup>rd</sup> Floor, Dublin CA 94568

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Date: August 19, 2021

## Student Form

### RELIGIOUS ACCOMMODATION REQUEST FORM FOR COVID-19 VACCINATION

The Chabot-Las Positas Community College District affords equal educational and employment opportunity for all students and for all qualified employees, applicants, and volunteers as to all terms of employment and prohibits discrimination against students, employees, applicants, and volunteers based on classifications protected by law, including, but not limited to, religion, creed, and religious belief, practice, or observance. Accordingly, the District provides reasonable accommodations for students, applicants, employees, and volunteers who's sincerely held religious belief, practice, or observance conflicts with an educational or employment requirement, unless providing a reasonable accommodation would result in undue hardship on the conduct of the District's operations.

To promote a safe and healthful workplace for employees and volunteers, and to promote the health and safety of students, employees, and volunteers working and learning on the District's campus and facilities, and members of the community, the District requires that all students participating in programs and courses identified as being at higher risk for contraction of COVID-19 receive a COVID-19 vaccination in order to be physically present on District premises, participate in District activities for an extended amount of time, or be inside a District building or office. Students may use this form to request a religious accommodation if they have a sincerely held religious belief, practice, or observance that conflicts with the District's requirement that such students receive to a COVID-19 vaccination. The District will consider requests for exemptions for sincerely held religious beliefs on an individual basis. Exemptions will not be approved based on a purely personal preference to not take the COVID-19 vaccine. Opposition to the COVID-19 vaccine due to medical beliefs does not constitute a conflict with the vaccination requirement based on your sincerely held religious belief.

Student to complete the following information:

#### Section A: General Information

Student's Name: \_\_\_\_\_

Student's Program or Courses: \_\_\_\_\_

Student's Phone Number: \_\_\_\_\_

Student's email: \_\_\_\_\_

Student's Student ID Number: \_\_\_\_\_



Student Religious Accommodation Request Form  
Chabot Las Positas Community College District

**Section B: General Position and College Information**

Please check all that currently apply to you:

- I am a District student engaged in learning on-campus
- I interact with students, other employees, visitors, or members of the public while participating in the instructional program or class(es)
- I perform work in shared or communal spaces or areas where students, other employees, visitors, or members of the public may also be present

**Section C: Description of Religious Belief, Practice, or Observance**

Please describe your sincerely held religious beliefs, practices, or observances that conflicts with the requirement that you receive a COVID-19 vaccination:

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Does your sincerely held religious belief have formal services, ceremonial functions, and observation of holidays? Please describe below:

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How have you applied your sincerely held religious beliefs about vaccines and preventive medicine in other contexts? Please describe below:

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If you have requested religious accommodations to the District before, please state the nature of the request, the approximate date the request was made, and the outcome of the request:

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Student Religious Accommodation Request Form  
Chabot Las Positas Community College District

**Section D: Requested Accommodation**

Please describe the accommodation\* you are requesting.\*\*

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*\* For students, reasonable academic adjustments include but are not limited to learning or hybrid learning to the extent practicable or increased mitigation measures, such as the use of an N95 mask and weekly COVID-19 testing where distance learning is not practicable.*

*\*\* Please note that the District will consider your preferred accommodation and other possible accommodations that would resolve the conflict between your religious beliefs, practices, or observances and will select, approve, and implement the accommodation that it deems effective.*

In some cases, the District will need to obtain documentation or other authority in support of your accommodation request. This may include documentation from your religious or spiritual leader.

If requested, can you provide documentation to support your sincerely held religious belief and need for an accommodation?

- YES
- NO

My signature below indicates that the information I have provided in this form accurately reflects my sincerely held religious beliefs, practices, or observances and its conflict with the District's requirement that students participating in identified programs/classes receive a COVID-19 vaccination. I also understand that in evaluating my request for an accommodation, the District may require me to provide additional supporting documentation and may not grant my request if it creates an undue hardship on the conduct of the District's operations. I understand that the District is relying on the information in this request to manage the health and safety of the District's employees, students and community. If the District determines that I have submitted false information I can be disciplined up to and including termination or expulsion.

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Employee/Volunteer/Student Signature

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Date



**Chabot-Las Positas Community College District**  
7600 Dublin Blvd. 3<sup>rd</sup> Floor, Dublin CA 94568

**MEDICAL ACCOMMODATION REQUEST FORM COVID-19  
REQUIRED VACCINATION POROCEDURE - STUDENTS**

To request a medical exemption from the required COVID-19 vaccination for students participating in courses identified as being higher risk for contraction of COVID-19, please complete Section 1 below and have your medical provider complete Section 2 before returning to the Campus Health Center. Please be advised that you will need to give a copy of your course description / syllabus to your medical provider with this form. Course description / syllabus can be obtained from the course instructor.

**Section 1 – Student Completes**

Name:		Student ID:	
Phone:		Email:	
Course:		Dept:	
Instructor:			

I verify that the information I am submitting to substantiate my request for exemption from Chabot - Las Positas Community College vaccination procedure is true and accurate to the best of my knowledge. I understand that any falsified information can lead to disciplinary action, up to and including removal from programs. I further understand that the District is not required to provide an exemption accommodation if doing so would pose a direct threat to myself or others in the instructional environment or would create an undue hardship for the college.

Student Signature:		Date:	
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**Section 2 - Licensed Medical Provider Completes**

Dear Medical Provider,

Chabot – Las Positas Community College District requires all students participating in courses identified as being at higher risk for contraction of COVID-19 to be fully vaccinated against COVID-19 as a condition of in-person participation. The student listed above is seeking an exemption to the District’s mandatory COVID-19 vaccination policy due to a disability or serious medical condition. Please complete this form to assist the College in the disability accommodation process. Should you have any questions, please contact the Office of the President – Chabot College 510-723-6641 or Las Positas College 925-424-1001

# Student Covid-19 Medical Accommodation Request Form

**(Check boxes and insert text as appropriate)**

1. Does your patient have a medical and/or psychological impairment that limits their ability to engage in a major life activity, such as the ability to work, care for themselves, perform manual tasks, walk, see, hear, eat, sleep, or engage in social activities.  
  
 NO, my patient does not have a physical or mental impairment that limits their ability to engage in a major life activity.  
  
 YES, my patient has a  PHYSICAL and/or  MENTAL impairment that limits their ability to engage in a major life activity.
  
2. If the answer to question number one is yes, does the impairment currently affect your patient's ability to perform the essential functions of learning or participation as described in the course description / syllabus provided?  
  
 NO, my patient's impairment does not limit their ability to perform all of the essential functions of learning or participation as defined in the course description / syllabus provided.  
  
 YES, my patient's impairment does affect their ability to perform **one or more** of the essential functions of learning or participation as defined in the course description / syllabus provided.
  
3. Does your patient have a disability and/or medical condition that can make them "more likely" to get severely ill if they were to contract coronavirus as outlined by the Centers for Disease Control (CDC) as it pertains to COVID-19?  
  
 My patient DOES NOT HAVE a disability and/or medical condition that make them "more likely" to get severely ill if they were to contract coronavirus as outlined by the Centers for Disease Control (CDC) as it pertains to COVID-19. **(Please skip to the end of the questionnaire, sign, date and return the form).**  
  
 My patient DOES HAVE a disability and/or medical condition that can make them "more likely" to get severely ill if they were to contract coronavirus as outlined by the Centers for Disease Control (CDC) as it pertains to COVID-19.
  
4. **CURRENT INSTRUCTIONAL ENVIRONMENT:** Chabot-Las Positas Community College District has implemented the following protocols which meet or exceed OSHA and CDC guidelines for workplace safety:
  - Daily symptom screening for all students, employees and visitors to campus;
  - Increased cleaning and disinfection measures for frequently touched surfaces or shared workspaces by custodial staff;
  - Provision of disinfectants and cleaning supplies to all to disinfect their

# Student Covid-19 Medical Accommodation Request Form

instructional and workspaces in between regular cleaning schedules;

- Increased hand-sanitizing procedures. This includes providing students and employees with effective hand sanitizers throughout campus and in all shared classrooms; encouraging and allowing time for increased handwashing; encouraging everyone to wash hands for at least 20 seconds each time through increased signage and marketing campaigns; and regular monitoring and evaluation of campus facilities for supplies;
- Maximizing the quantity of outdoor air in instructional environment's, and increasing filtration efficiency to the highest level compatible with facilities and existing ventilation systems;
- Providing clean, undamaged face coverings to unvaccinated individuals and ensuring they are properly worn by everyone over the nose and mouth when indoors, when in vehicles, and where required by law;
- Providing N-95 respirators upon request to unvaccinated employees, including proper training in the use of a respirator;
- Requiring anyone not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, to be outside or in an individual instructional or workspace;
- Excluding anyone with COVID-19 exposure from the instructional environment for 10 days after the last known COVID-19 exposure to a COVID-19 case, unless the exposed individual is fully vaccinated;
- Providing COVID-19 testing at no cost to employees during their working hours to all employees who had potential close contact COVID-19 exposure;
- Prohibiting the use of shared PPE, e.g., gloves, goggles, and face shields; and
- Requiring periodic inspections of District worksites and facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the District's COVID-19 policies and procedures.
- Other \_\_\_\_\_

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The above list of safety measures has been taken to protect your patient and their fellow students as their participation in in-person learning has been deemed necessary for the successful instructional outcomes of the program the student is enrolled in. Are the above measures sufficient to support your patient to return to the instructional environment?

YES, the above measures are sufficient to support my patient to return to the college.

# Student Covid-19 Medical Accommodation Request Form

NO, the above measures are insufficient to support my patient to safely return to the college. The following safety precautions also need to be implemented if my patient is to return to in-person instruction at the physical college: (please be specific) \_\_\_\_\_

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NO, there are no instructional environment accommodations or modifications that can be made that will support me to release my patient to in-person instruction at this time.

OTHER / ADDITIONAL INFORMATION: \_\_\_\_\_

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## 5. VACCINATION CLARIFICATION:

a. Is your patient medically expected to be eligible to receive a COVID-19 vaccine?

NO, my patient is medically restricted from being administered a COVID-19 vaccination due to their personal medical condition.

YES, my patient is medically ABLE to receive a COVID-19 vaccination.

OTHER: \_\_\_\_\_

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b. If you have RESTRICTED your patient from being in the instructional environment at this time, and if you have indicated above that your patient IS medically able to be administered a COVID-19 vaccine, will any restrictions listed above end 2 weeks after their final dose?

YES, 2 weeks after my patient has their final dose of vaccine, my patient will have no instructional environmental restrictions. They will not require additional

# Student Covid-19 Medical Accommodation Request Form

limitations.

NO, even after receiving the vaccines, my patient's instructional environmental restrictions will remain in place. The vaccine does not change their COVID-related accommodation needs.

OTHER / ADDITIONAL INFORMATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. If you have answered NO to the question above and that your patient's restrictions will remain in place even after they are vaccinated, please clarify how long the District would need to expect your patient to be restricted.

PERMANENTLY

TEMPORARILY THROUGH \_\_\_\_\_(DATE), on or about this date it would be expected they will be medically released to return to in-person instruction.

UNKNOWN, Please clarify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. **COURSE DESCRIPTION / SYLLABUS REVIEW:** In reviewing the attached Course Description / Syllabus are there any unmodified activities listed that you would restrict your patient from doing, either partially or wholly, in addition to what is listed above?

NO, my patient is unrestricted in the performance of any additional physical, mental and emotional demands listed in the attached Course Description / Syllabus, other than what is listed above.

YES, my patient has the following additional in-person learning restrictions / functional limitations:

a. Page \_\_\_\_\_ Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Student Covid-19 Medical Accommodation Request Form

Limitation: (clarify what patient is able to do for each restricted activity) \_\_\_\_\_

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b. Page \_\_\_\_\_ Activity: \_\_\_\_\_

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Limitation: (clarify what patient is able to do for each restricted activity) \_\_\_\_\_

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c. Page \_\_\_\_\_ Activity: \_\_\_\_\_

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Limitation: (clarify what patient is able to do for each restricted activity) \_\_\_\_\_

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d. Page \_\_\_\_\_ Activity: \_\_\_\_\_

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Limitation: (clarify what patient is able to do for each restricted activity) \_\_\_\_\_

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e. Page \_\_\_\_\_ Activity: \_\_\_\_\_

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Limitation: (clarify what patient is able to do for each restricted activity) \_\_\_\_\_

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# Student Covid-19 Medical Accommodation Request Form

8. **DURATION OF RESTRICTIONS:** Please confirm the duration of the restrictions in paragraph 7 by checking the appropriate box below:

- Accommodation Needs / Restrictions are **TEMPORARY** through \_\_\_\_\_ **(DATE)**
- Accommodation Needs / Restrictions are **PERMANENT**
- Accommodation Needs / Restrictions are for and **UNKNOWN** duration
- OTHER / ADDITIONAL INFORMATION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. **Additional Restrictions / Accommodation Suggestions:** Please use the space below to include any additional information that you believe would be helpful to the interactive process for this student. You may attach additional pages as needed. **Please do not list any information pertaining to medical condition or diagnosis.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Health Care Provider's Original Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Health Care Provider's Name Printed

\_\_\_\_\_  
License Number

**RETURN A COPY OF THIS FORM TO YOUR PATIENT/ CLPCCD STUDENT FOR SUBMISSION TO THE INSTRUCTIONAL DEAN / ACADEMIC COORDINATOR FOR THE ARE OF IN-PERSON INSTRUCTION TO BE FILED IN THE STUDENTS PERMANENT RECORD**

For any questions, please call the following at each campus  
Chabot College Office of the President – Phone 510-723-6641  
Las Positas College Office of the President – Phone 925-424-1001

## **Old Business**

- Board Policies on Communicable Disease

Foster



C H A B O T - L A S P O S I T A S

| *Community College District*

# COVID-19 Safe Work Practices

Special Meeting - Fall 2021



# Safe Work Practices at CLPCCD

- March 2020 thru December 2020
  - 28 COVID-19 cases managed within District
- January 2021 thru August 10, 2021
  - 49 COVID-19 cases managed within District
    - Chabot College 30 cases
    - Las Positas College 14 cases
    - District/EDCE/M&O 5 cases



# Safe Work Practices at CLPCCD

- January 2021 thru August 10, 2021
  - 49 COVID-19 cases managed within District
    - Student Cases
      - » 13 among Essential Workforce Classes
      - » 18 among Student Athletes
    - Staff Cases
      - » 5 among Instructional Staff (Instructor/Counselor/Librarian)
      - » 13 among Office/M&O/Bond Management



# Safe Work Practices at CLPCCD

- January 2021 thru August 10, 2021
  - 49 COVID-19 cases managed within District
    - Identified/assigned cause of infection
      - » 2 known or suspected at CLPCCD
      - » 38 from household contact
      - » 9 other work site or outside exposure
    - Identified Close Contacts from on-campus activities
      - » 145 total close contacts identified
        - Duplicated headcount



# Safe Work Practices at CLPCCD

- Team approach to manage COVID-19
  - Reopening Task Force Members
    - Wyman Fong, Theresa Fleisher-Rowland, Bruce Griffin, Debbie Trigg, Paulette Lino, Jennifer Aries, Jamal Cooks, Stacy L Thompson, Sara Woods, Amy Mattern, Jeanne Wilson, Nan Ho, Tamica Ward, Elizabeth David, Alex Clark, David Betts, Mujeeb Dadgar, Kristina Whalen, Matthew Kritscher, Owen Letcher
  - District M&O Staff
  - Senior Leadership Team
  - Forensic Analytical Consultants Inc (FACS) – Certified Industrial Hygiene consulting firm from Hayward, CA. includes medical professional Dr. Jill Merek.
  - Legal Counsel – Liebert Cassidy & Whitmore – Meredith Karasch



# Safe Work Practices at CLPCCD

- Before the Blueprint for a Safer Economy (May 2020 to August 2020)
  - Four Tiered system with defined recommendations for Schools for when instruction could be provided in-person.
    - Purple – Essential Workforce employees & courses only
    - Red – Hard to Convert courses added, approved employees
    - Orange – 25% room capacity with safety protocols
    - Yellow – 50% room capacity, community use allowed





# Safe Work Practices at CLPCCD

- Blueprint for a Safer Economy (Sept 2020- June 2021)
  - Statewide Four Tiered system with defined recommendations for Schools for when instruction could be provided in-person.
    - Widespread – closed to in-person with certain exceptions
    - Substantial – 25% capacity in classrooms
    - Moderate – 50% capacity not to exceed 100
    - Minimal – 50% capacity not to exceed 200
  - Vaccination status in state allowed additional opening and modified the tiers at 2 million doses and 4 million doses.



# Safe Work Practices at CLPCCD

- June 4, 2021 – CDC issues outdated guidance to Institutions of Higher Education
- June 15, 2021 – Governor Newsom reopens California – Beyond the Blueprint
- June 17, 2021 – Cal OSHA Safety Standards Board modifies the Emergency Temporary Standards
  - Includes vaccine verification by employers



# Safe Work Practices at CLPCCD –CDC Update

- Offer and Promote COVID-19 Vaccination
  - Available at both campus health clinics
- Guidance to IHE Where not Everyone is Fully Vaccinated
  - Wear a Mask – Indoors and in crowded Outdoor settings
  - Physical Distancing – Limit capacity of indoor spaces
  - Hand Hygiene and Respiratory Etiquette
  - Case Investigation and Contact Tracing
  - Testing for individuals who are symptomatic
  - At home symptom screening



# Safe Work Practices at CLPCCD – Cal OSHA

- Fully Vaccinated and Unvaccinated Employees
- Physical Distancing is not required
- Employer provided N-95 Respirator to unvaccinated upon request
- Training and instructional program
- Outbreak – 3 or more from one workgroup
- Major Outbreak – 20 or more from one workgroup
- Testing for not fully vaccinated



# Safe Work Practices for Summer & Fall 2021

- Physical Distancing –reduced capacity of classrooms, conference rooms and congregate spaces
- Face Coverings in indoor locations for students and the public
- Face Coverings not required outdoors when 6 feet apart
- Personal Hygiene
- Medical Screening at home



# Safe Work Practices at CLPCCD



## Physical Distancing:

COVID-19 SAFETY PLAN

COVID-19 Safe Practices (Public Area, Special)  
Chabot College  
Classroom Posting

**Classroom 1802**

MAXIMUM OCCUPANCY

**31**  
(Fall 2021)

**USE INSTRUCTIONS**

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:

- Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.
- Physical Distancing.** Maintain a distance of at least four feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.
- Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid sharing personal items on surfaces unless necessary. Cover cough/sneezes.
- Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.
- Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.

Rev 6/4/2021      Forum & Forensic Analytical Consulting Services      Page 1 of 1





# Safe Work Practices at CLPCCD



## Face Covering and Personal Protective Equipment:

### Putting On The Respirator



Position the respirator in your hands with the nose piece at your fingertips.



Cup the respirator in your hand allowing the headbands to hang below your hand. Hold the respirator under your chin with the nosepiece up.



The top strap (on single or double strap respirators) goes over and rests at the top back of your head. The bottom strap is positioned around the neck and below the ears. Do not crisscross straps.



Place your fingertips from both hands at the top of the metal nose clip (if present). Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose.

### Checking Your Seal<sup>2</sup>



Place both hands over the respirator, take a quick breath in to check whether the respirator seals tightly to the face.



Place both hands completely over the respirator and exhale. If you feel leakage, there is not a proper seal.



If air leaks around the nose, readjust the nosepiece as described. If air leaks at the mask edges, re-adjust the straps along the sides of your head until a proper seal is achieved.



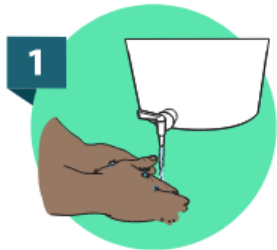
If you cannot achieve a proper seal due to air leakage, ask for help or try a different size or model.



# Safe Work Practices at CLPCCD



## Personal Hygiene:



Wet hands with water.



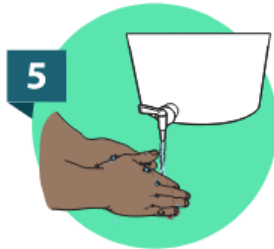
Apply enough soap to cover all hand surfaces.



Rub hands together and scrub everywhere.



Wash the front and back of your hands, in between your fingers, and under your nails.



Rinse hands with water.



Dry hands completely using a single-use towel or air dry.





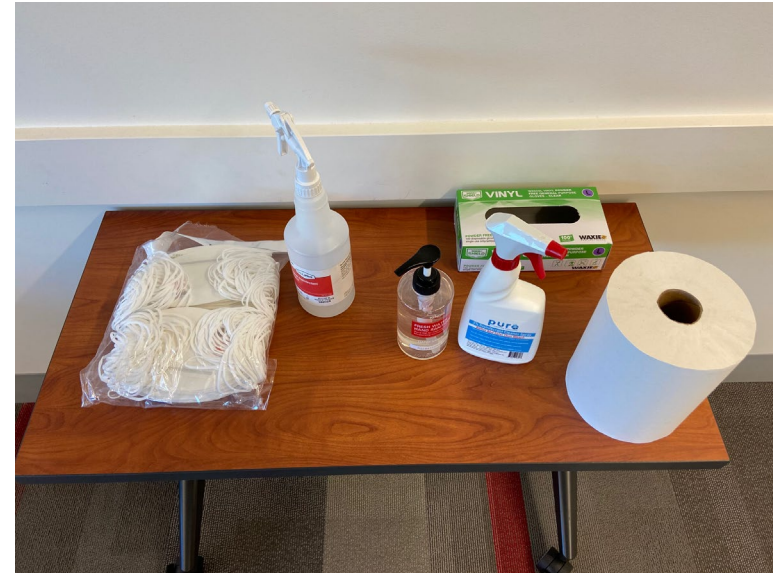


# Safe Work Practices at CLPCCD



## Environmental Cleaning:

- Daily cleaning of all facilities
- Response cleaning to known cases or outbreaks
- Custodial staff will perform duties as necessary
- Classroom & Office self-cleaning supplies available



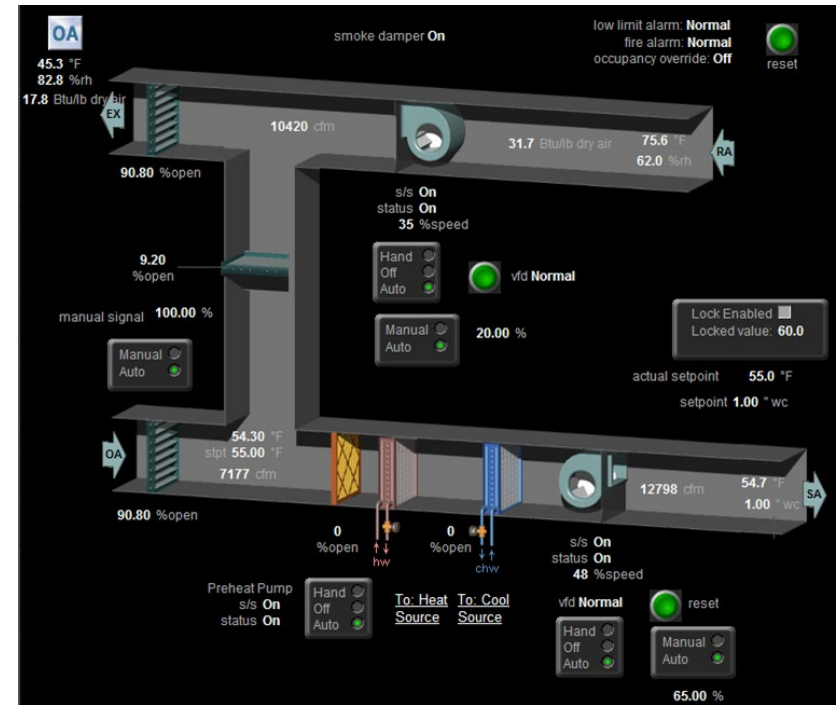


# Safe Work Practices at CLPCCD



## Enhanced Ventilation and Filtration:

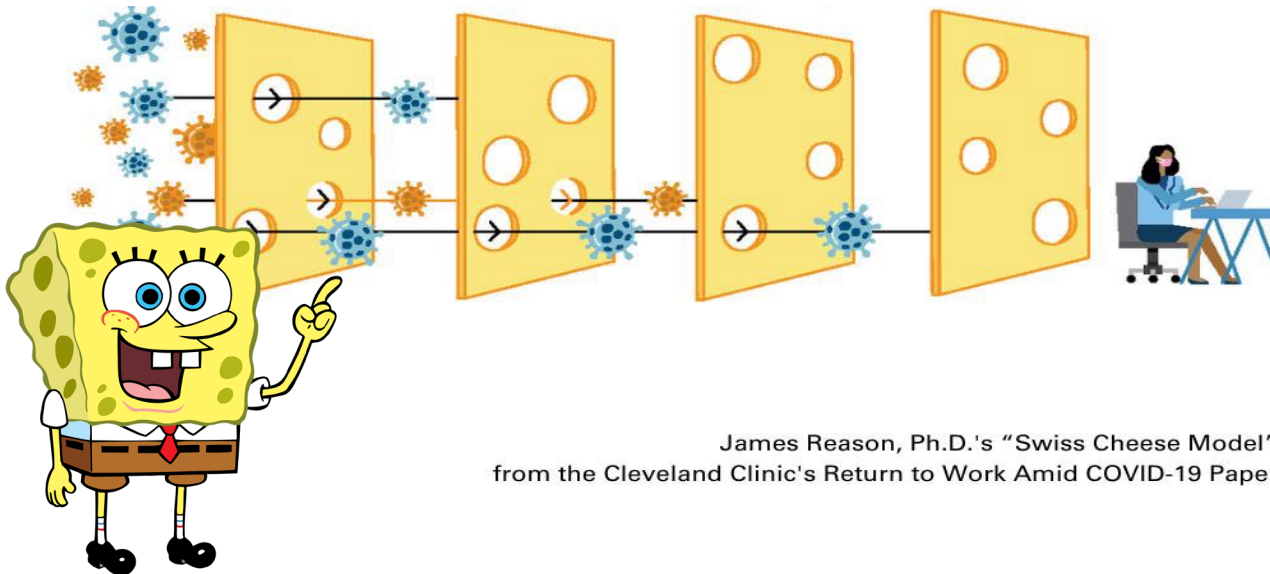
- Filter verification at least MERV 8
- Optimized outside air
- Open doors and windows
  - Below 90 degrees
  - AWI below 100
- California Community College Facilities are designed with 6 to 8 air changes per hours (Cal OSHA recommendation is 3)



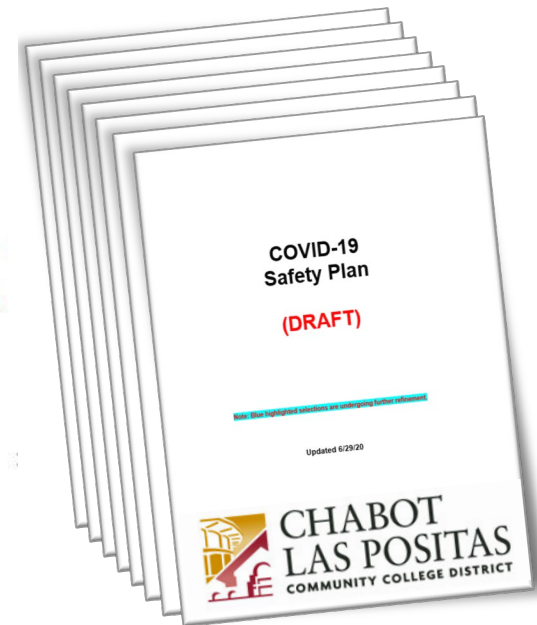


# Safe Work Practices at CLPCCD

- Training Program, Injury and Illness Prevention Plan Documents and Frequently Asked Questions:



James Reason, Ph.D.'s "Swiss Cheese Model" from the Cleveland Clinic's Return to Work Amid COVID-19 Paper





# Safe Work Practices at CLPCCD

- Training Offerings (In-Person/ Zoom Conference/ Webinar)  
March 1 thru August 18<sup>th</sup>, 2021
  - Chancellor’s Forum Held
    - Three different times
    - 532 participants
  - Webinar/ Zoom Conferences with FACS & Dr. Merek
    - 17 different times
    - 238+ participants
  - In- Person workplace walk through (FACS/ Dr. Merek/ VC Letcher)
    - 36 different times
    - 290+ participants
  - On-line Video Training / Q&A Documents / Safety Plan / Information Links



# Safe Work Practices at CLPCCD

- Your safety and the safety of our students is our Number 1 concern!
- Safe Work Practices are effective if followed.
- Vaccines work, even against the latest variants
- What if we experience an outbreak
  - Universal face coverings
  - 6 foot social distancing
- Information from a reliable source
- Know you are in control and can ask or raise concerns



# Safe Work Practices at CLPCCD

- For the fall term, vaccine mandate implemented for students enrolled and participating in programs and courses identified as being at higher risk for contraction and spread of COVID-19. Factors used to identify such programs and courses include:
  - Proximity of physical interaction between students, faculty, classified professionals, and administrators;
  - And based upon existing and known district case data.



# Safe Work Practices at CLPCCD

- Effective August 16<sup>th</sup> all employees are required to complete the CLPCCD Verification of Vaccination form.



## Chabot-Las Positas Community College District

7600 Dublin Blvd. 3<sup>rd</sup> Floor, Dublin CA 94568

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Date: July 26, 2021

The Chabot Las Positas Community College District is currently requiring all employees to wear masks while working indoors or while working in outdoors in large group settings ([for more information, see the District's Plan for a Safe Return to Campus – Fall 2021 webpage](#)). The District may, in the future, allow fully vaccinated employees to not wear a mask in the workplace, depending on guidance from the local public health authority and transmission rates of the COVID-19 virus. In accordance with the State of California Department of Industrial Relations Occupational Health and Safety Board COVID-19 Emergency Temporary Standards, 8 CCR Sections 3205-3205, effective June 17, 2021 ("ETS"), the California Department of Public Health Vaccine Record Guidelines and Standards published June 14, 2021, and the California Department of Fair Employment and Housing Information on COVID-19 published March 4, 2021. In order to ensure the health and safety of all employees and students the District requires individuals to provide an attestation of vaccination. Please note all related employee records will be kept in a confidential manner according to the District's policies and the District will only disclose such information to the extent necessary and only to managers with a legitimate need for such information. The District prohibits discourteous and unprofessional conduct based on vaccination status or the use of face coverings. CLPCCD has chosen to have all individuals self-certify their vaccination status and to keep a record of the self-certification but to not keep a physical record of the vaccination card issued to the employee at the time of vaccination. If an employee's vaccination status changes after submission of this form, the employee shall immediately submit an updated form and contact Human Resources for an additional record review and change in status regarding face covering requirements.

Employee Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_





# Safe Work Practices at CLPCCD

- As of August 19<sup>th</sup>, out of 644 employees who have submitted the form, 624 have certified that they are fully vaccinated, 11 unvaccinated, and 9 declined to state.





# Safe Work Practices at CLPCCD

- Legally required exemption requests are available to both students and employees based upon:
  - Medical conditions
  - Sincerely held religious belief



# Safe Work Practices at CLPCCD

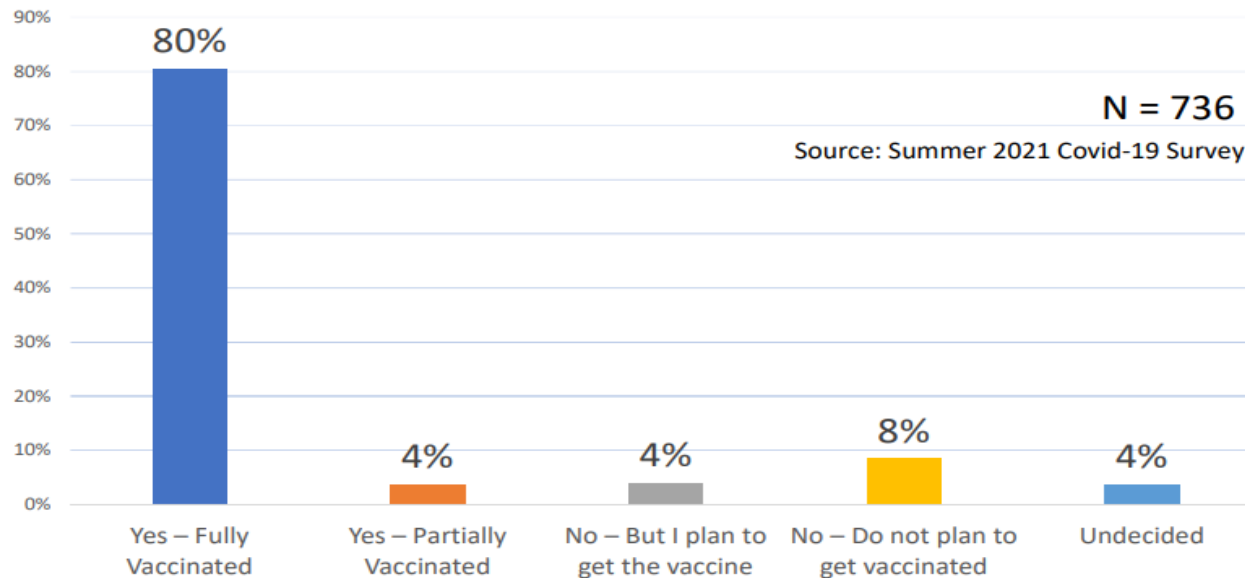
- Vaccine mandates:
  - UC System - mandate
  - CSU System - mandate
  - K-12 – mandate or submit to weekly testing
  - Community college – as of 8/17, 26 districts with student/staff mandates, 1 district with student only mandate, and 2 districts with employee only mandate. Most are mandates with no option for weekly testing.



# Safe Work Practices at CLPCCD

- LPC Student Survey

Vaccination Status of LPC Students

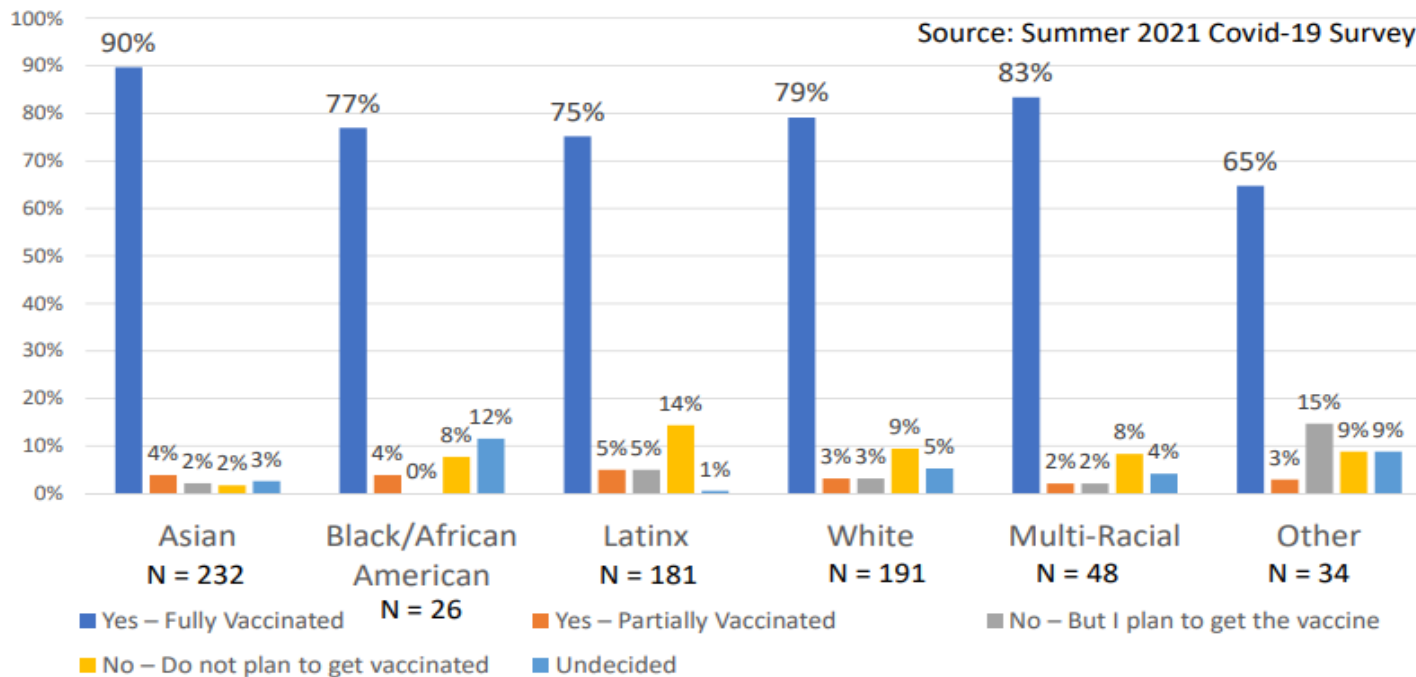




# Safe Work Practices at CLPCCD

## LPC Student Survey

### Vaccination Status of LPC Students by Race-Ethnicity





# Safe Work Practices at CLPCCD

## LPC Student Survey

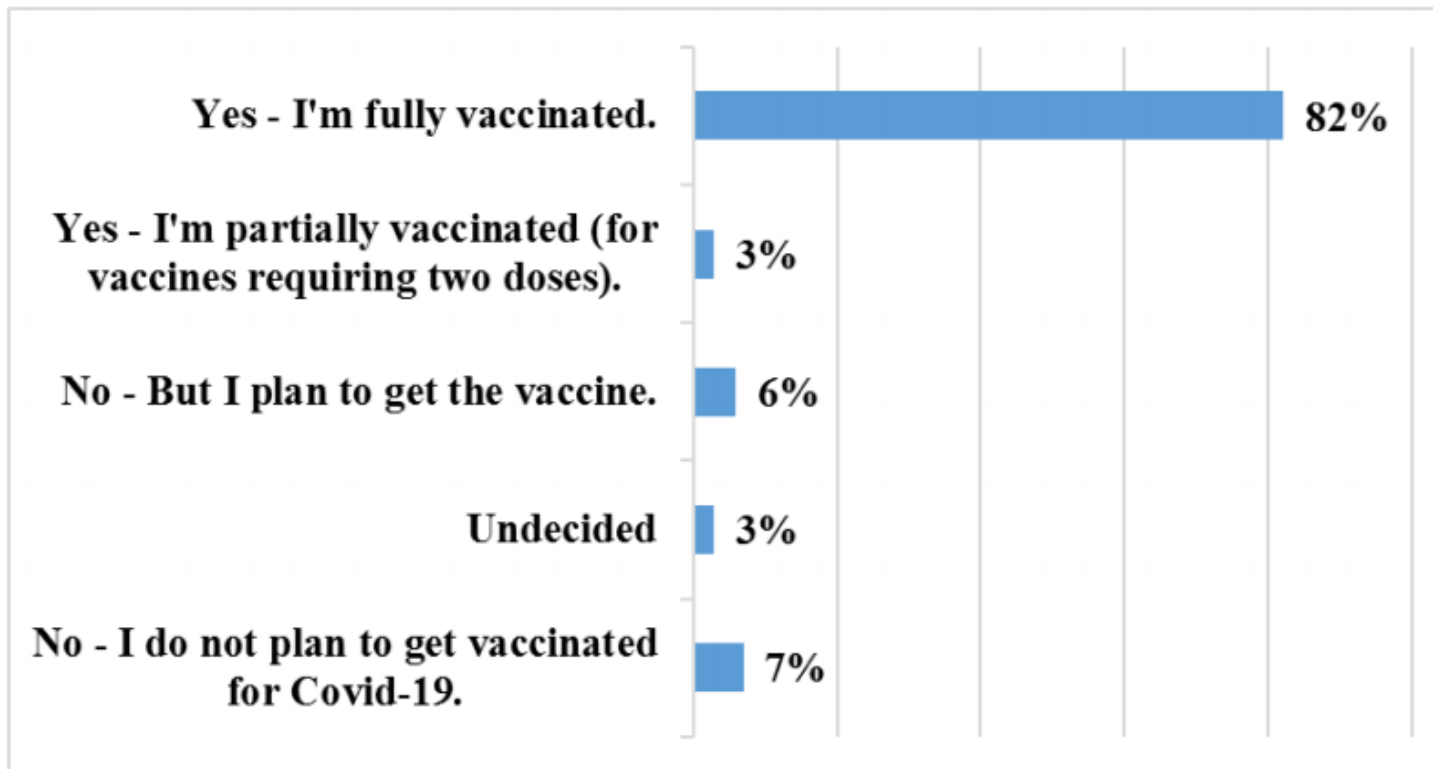
Reasons why students do not plan to get the vaccine or are undecided about it (Multiple Selections Possible)	Overall	
	#	%
I am concerned about the <b>vaccine's side effects.</b>	54	<b>64%</b>
I am concerned about the <b>vaccine's safety.</b>	51	<b>61%</b>
I do <b>not trust the information</b> about the vaccine.	36	<b>43%</b>
I need <b>more information</b> about the vaccine.	33	<b>39%</b>
I have a fear of needles.	10	12%
I can't get the vaccine due to underlying medical condition(s).	9	11%
I'd rather take my chances getting COVID-19.	9	11%
My religious beliefs prevent me from getting the vaccine.	8	10%
Other (please specify:)	14	17%
Unduplicated Responses	84	100%

Source: Summer 2021 Covid-19 Survey



# Safe Work Practices at CLPCCD

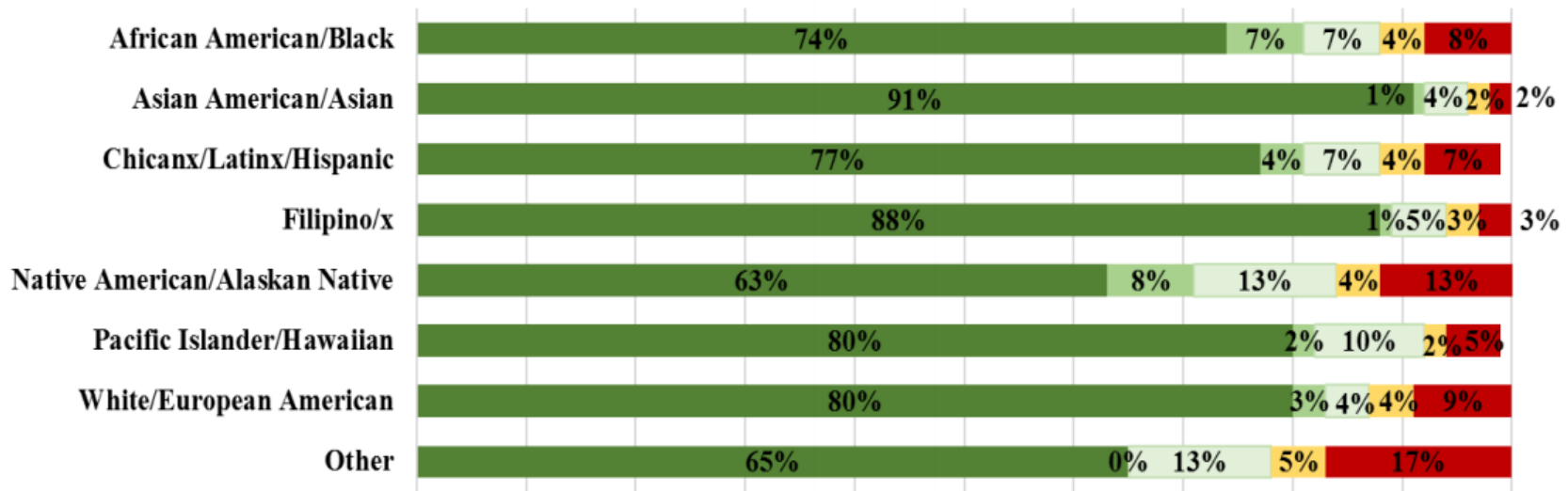
- Chabot Student Survey





# Safe Work Practices at CLPCCD

- Chabot Student Survey



■ Yes - I'm fully vaccinated.

■ No - But I plan to get the vaccine.

■ No - I do not plan to get vaccinated for Covid-19.

■ Yes - I'm partially vaccinated (for vaccines requiring two doses).

■ Undecided



# Safe Work Practices at CLPCCD

- Chabot Student Survey – Reasons for Not Wanting Vaccination
- Seventy-five students said they did not plan to get the Covid-19 vaccine.
- Thirty-seven are undecided.
- “What are your main reasons for choosing “undecided” or “do not plan to get vaccinated”? (Check all that apply.)”
- Top Three Reasons:
  - 1) I am concerned about the vaccine's safety. (n=62)
  - 2) I am concerned about the vaccine’s side effects. (n=60)
  - 3) I do not trust the information about the vaccine. (n=56)





# Safe Work Practices at CLPCCD

- Recommended Board Policies Requiring Vaccination (with legally required exemption requests):
  - Revised Board Policy 5210
  - Revised Board Policy 7330



# Safe Work Practices at CLPCCD

Thank you!

**Student Services**

**BP 5210 COMMUNICABLE DISEASE PROTOCOLS FOR STUDENTS**

**Reference:**

Education Code Section 76403

~~The Chancellor shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.~~

~~Also see BP/AP 5200 Student Health Services, BP 5205 Student Accident Insurance, AP 5210 Communicable Disease—Students, and BP/AP 7330 Communicable Disease—Employees~~

~~The Chabot-Las Positas Community College District is committed to providing a safe and healthy learning and working environment. The District fully cooperates with county and state health officers in measures deemed necessary for the prevention and control of communicable diseases in students.~~

~~The novel coronavirus and the disease it causes, COVID-19, is a global pandemic and has resulted in widespread severe illness and death worldwide, in the United States, and in California.~~

~~In furtherance of this commitment to a safe environment, the district shall also establish administrative procedures regarding COVID-19 vaccination to mitigate the risks surrounding exposure to COVID-19. These administrative procedures will require that all students attending classes, programs, utilizing services or participating in any activity on any campus or otherwise in-person must be fully vaccinated against COVID-19, unless approved as exempt due to the verified medical or religious reason (as defined in federal or state laws and regulations). Students who qualify as exempt may be subject to other safety measures in accordance with applicable federal, state, or county regulations. Further, the District may require vaccine boosters or supplemental administrations of vaccines, as circumstances warrant.~~

~~The Chancellor shall establish administrative procedures to implement this policy.~~

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**Adopted:** June 17, 2014

**Board Reviewed:** May 18, 2021

(Replaces former CLPCCD Policy 2318)



Human Resources

BP 7330 COMMUNICABLE DISEASE

Reference:

Education Code Sections 87408, 87408.6, and 88021

The Chabot-Las Positas Community College District is committed to providing a safe and healthy learning and working environment. The District shall establish administrative procedures necessary to assure cooperation with local public health officials in measure necessary for the prevention and control of communicable diseases.

**COVID-19**

The novel coronavirus and the disease it causes, COVID-19, is a global pandemic and has resulted in widespread severe illness and death worldwide, in the United States, and in California. In furtherance of this commitment to providing a safe and healthy environment, the district shall establish administrative procedures regarding COVID-19 vaccination to mitigate the risks surrounding exposure to COVID-19. These administrative procedures will require that all District employees and volunteers who access campuses or other District facilities, and/or participate in off-site work in-person for the District, must be fully vaccinated against COVID-19, unless approved as exempt due to verified medical or religious reasons (as defined in federal or state laws and regulations).

Employees who qualify as exempt may be subject to other safety measures in accordance with Cal/OSHA regulations.

As part of this vaccine requirement, the District may require vaccine boosters or supplemental administrations of vaccines as circumstances warrant.

**Tuberculosis Risk Assessment**

All newly hired academic and classified employees shall have on file with the District a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic or classified employee shall commence service until such medical certificate has been provided to the District.

All newly hired academic and classified employees must show that within the past 60 days they have submitted to a tuberculosis risk assessment and, if risk factors are

present, been examined to determine that they are free from active tuberculosis. If risk factors were present at the tuberculosis risk assessment, and an examination occurs, after the examination, the employee shall provide the District with a certificate from the employee's examining physician showing that the employee was examined and found to be free from active tuberculosis.

All employees shall be required to undergo a tuberculosis risk assessment within four years of employment and every four years thereafter to determine if they are free from tuberculosis.

Visitors to campuses or other District facilities (e.g. those individuals not considered students, employees, or volunteers of the District) during normal hours of operations must comply with all Cal/OSHA safety guidelines and other District policies and procedures, as well as any other District COVID-19 health and safety protocols in effect. Such health and safety protocols may include requiring vaccinations as deemed appropriate by the District.

The Chancellor shall establish administrative procedures to implement this policy.

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**Adopted:** July 21, 2015; Edited November 20, 2017

*(This is a new policy recommended by the Policy and Procedure Service.)*



## 2021-22 Return to Campus Plan

The college will take necessary precautions and will follow all orders in place by state and county public health departments. The college will also follow the COVID-19 Safe Practices: Return to Campus guidelines and safety plan established by CLPCCD facilities, in partnership with an environmental health & safety consulting company. The safety plan includes global, area and task-specific Safe Work Practices.

The college planning process recognizes that the temporary Telecommuting Agreement between SEIU Local 1021 and the Chabot-Las Positas Community College District remains in place until further negotiations occur to further inform conditions to return to campus. This planning process will also be further informed by the ongoing negotiations between the Faculty Association and the District.

Implementation of this plan is informed by the understanding that the 2021 summer and fall terms are a transition period. Supervisors will work with individual employees on an as needed basis during the transition. This plan was developed based on the status of the pandemic in our local community, using California's Blueprint for a Safer Economy COVID-19 color tiers and county risk levels. The Governor has since outlined plans to move beyond the Blueprint to fully open the state economy on June 15, 2021.

As of June 30, 2021:

- 80.8% of all eligible Alameda County residents over age 12 have received at least one dose, and 68.0% are fully vaccinated
- 82.4% of female Alameda County residents over age 12 have received at least one dose, and 69.4% are fully vaccinated
- 79.0% of all male Alameda County residents over age 12 have received at least one dose, and 66.3% are fully vaccinated
- 83.4% of all Asian Alameda County residents over age 12 have received at least one dose, and 72.2% are fully vaccinated
- 71.8% of all White Alameda County residents over age 12 have received at least one dose, and 62.9% are fully vaccinated
- 60.2% of all Hispanic/Latino Alameda County residents over age 12 have received at least one dose, and 49.4% are fully vaccinated
- 56.9% of all African American/Black Alameda County residents over age 12 have received at least one dose, and 47.4% are fully vaccinated

This information is current as of June 30, 2021, as guidance from the state/county changes, there may be implications that could modify these plans.

# Fall 2020 and Spring 2021 (Phase I)

College administrators are on a rotating shift to provide on-site campus support.

## **M&O**

Business Days and Hours: 24 hours per day / 7 days per week

## **IT**

Monday through Friday from 7:00 a.m. to 5:00 p.m. and/or as needed

## **Campus Safety & Security**

Business Days and Hours: 24 hours per day / 7 days per week

## **Admissions & Records**

Monday through Friday from 9:00 a.m. to 1:00 p.m.

## **Disabled Student Programs & Services (DSPS)**

Monday through Friday from 9:00 a.m. to 1:00 p.m. – *Appointment Basis Only*

## **Student Health & Wellness Center**

Monday, Wednesday, and Thursday from 9:00 a.m. to 5:00 p.m.; Tuesday from 11:00 a.m. to 7:00 p.m.; and Friday from 9:00 a.m. to 1:00 p.m.

## **Child Development Center**

Monday through Friday from 7:30 a.m. to 5:00 p.m.

## **Information Desk**

Monday through Friday from 9:00 a.m. to 1:00 p.m.

## **Performing Arts**

- Stream live and pre-recorded events with small groups (14 performers and up to 2 staff)
- Drive-in Theater Performances and Productions
- Use of Music Practice Rooms and labs by appointment

## **Intercollegiate Athletics**

- Continue to follow the Return to Play plan (as revised and approved by the District & College)
- Competition is based on availability of other teams to travel/compete



# Summer 2021 (Phase II)

Below is a summary of the proposed limited student support services that will be available on campus for summer 2021. The conversations and planning will begin regarding the logistics of a return to work for the following respective areas (i.e. Proper PPE, staffing considerations and days/hours will need to be confirmed. The summer 2021 term will be a transition period. Safety is the highest priority and telecommuting agreements remain in place. Supervisors will be flexible in working with classified professionals regarding the return to work. The College will be closed each Friday from June 11 to July 23.

## Effective June 1, 2021

**College administrators will be on a rotating shift to ensure on-site campus support.**

### **Computer Center**

Tuesday & Thursday 10:00 a.m. to 7:00 p.m. (closed from 1pm - 2pm)

### **Financial Aid Office**

Monday through Thursday from 9:00 a.m. to 1:00 p.m.

### **Bookstore**

Monday through Thursday from 9:00 a.m. to 1:00 p.m.

### **Performing Arts**

Outdoor performances with audiences (masks required for unvaccinated) or indoor performances with audiences (masks required for all); maximum capacity 250 people

***All departments offering in-person student support services during spring 2021 will continue to offer in-person services during summer 2021.***

# Fall 2021 (Phase III)

**Effective August 2, 2021**

**College administrators will return to campus effective August 2021.  
Administrators will work with their direct supervisors and administrative support staff  
regarding specific days/times for on-campus support based upon departmental needs.**

## **Counseling Center Front Desk**

Monday through Friday from 9:00 a.m. to 1:00 p.m.  
Tuesdays 9:00 a.m. to 7:00 p.m.

## **Assessment Center**

Monday through Friday from 9:00 a.m. to 1:00 p.m. – *Appointment Basis Only*

## **Reading and Writing (RAW) Center**

Faculty tutors available for in-person drop-in on Tuesday from 12:00 pm. to 2:00 p.m.,  
Wednesday and Thursday from 2:00 p.m. to 4:00 p.m.  
Check <http://www.laspositascollege.edu/raw/index.php> during Fall 2021 for any updates to  
hours or protocols.

## **Community Education**

Monday through Friday from 9:00 a.m. to 1:00 p.m. – *Appointment Basis Only*

## **International Student Program**

Monday through Friday from 9:00 a.m. to 1:00 p.m. – *Appointment Basis Only*

## **Veterans Resource Center**

Monday through Friday from 9:00 a.m. to 1:00 p.m. – *Appointment Basis Only*

## **Extended Opportunity Programs & Services (EOPS), Cooperative Agencies Resources for Education (CARE), and California Work Opportunity and Responsibility to Kids (CalWORKs)**

Monday through Friday from 9:00 a.m. to 1:00 p.m. – *Appointment Basis Only*

## **Career/Transfer Center**

Monday through Friday from 9:00 a.m. to 1:00 p.m. – *Appointment Basis Only*  
Essential Services: Assist students with completing applications for transfer. Scheduling  
meetings for students to meet with college/university representatives.

**All departments offering in-person student support services during summer 2021 will  
continue to offer in-person services during fall 2021.**

## **Effective August 18, 2021**

### **Library**

The library will be open for circulation, reference help, and individual study on Mondays 11am to 7 pm and on Thursdays 9am to 5 pm. On Tuesdays and Wednesdays students can pick up and drop off circulation materials outside of the library (curbside pickup/grab n go).

### **Tutoring**

The Tutoring Center will be open Tuesday and Wednesday from 10am - 5pm. The Tutoring Center will have limited space for individual study. In-person scheduled and drop-in tutoring will be available.

### **Food services**

Monday through Friday from 8:00 a.m. to 1:00 p.m.

**Use of locker rooms for showers for homeless students (as needed, per request, per AB 1995)**

***All departments offering in-person student support services during summer 2021 will continue to offer in-person student support services during fall 2021.***

# Spring 2022 (Phase IV)

**Effective: January 3, 2022**

**All college employees will fully return to campus.**

All departments will fully return to campus and provide support services, including the departments offering in-person student support services during fall 2021 and the following departments:

- Outreach Services
- Student Life Office/Welcome Center

With a full return to campus, the following activities will also be available:

- Campus Meetings
- Campus Events & Activities
- Theater/Performing Arts Events
- Athletic/Sporting Events
- Field trips/Travel
- Commencement

**NOTES:**

*This plan will be further informed by recommendations by the District-wide Reopening Task Force, the Senior Leadership Team, and the LPC Emergency Task Force.*

*This document does not reflect instructional courses and the types and percentage of courses that will be offered in a face to face format.*

## **Old Business (contd)**

- Budget/CARES Update Raichbart
- Planning and Budget Cycle: Degree of Integration Foster
- 2019-2020 Shared Governance Committee Tasks Foster
- 2020-2021 Shared Governance Committee Tasks Foster

## New Business

- President's Goals 2021-22 Foster
  
- Native Land Acknowledgement Foster
  
- BPs and APs (8/9/21 SLT) Foster
  - BP 5140 Disabled Student Programs
  - AP 5140 Disabled Student Programs
  - BP 5200 Student Health Services
  - AP 5200 Student health Services
  - BP 5300 Student Equity
  - AP 5300 Student Equity
  
- BPs and APs (8/23/21 SLT) Foster
  - BP 5016 Transfer of Units from Other Colleges
  - AP 5017 Response to Inquiry of Immigration Status
  - BP 5530 Student Rights and Grievances
  - AP 5530 Student Rights and Grievances

## President's Goals 2021-22

### Goal #1:

**Ensure institutional stability and long-term institutional health by strengthening fiscal stability, providing appropriate staffing levels, meeting evolving technology needs, and expanding or updating facilities**

Aligns with Educational Master Plan:

- Goal C: Supportive Organizational Resources

### Goal #2:

**Improve organizational processes, promote safety and wellness, and foster professional development to enhance quality academic programs and support services to ensure student learning and success**

Aligns with Educational Master Plan:

- Goal A: Educational Excellence
- Goal D: Organizational Effectiveness

### Goal #3:

**Prioritize equity and anti-racism**

Aligns with Educational Master Plan:

- Goal E: Equity and Anti-Racism

### Goal #4:

**Collaborate with K-12 partners, 4-year educational partners, business, and industry partners to provide educational opportunities that best serve the needs of our students and our community**

Aligns with Educational Master Plan:

- Goal B: Community Collaboration

### Goal #5:

**Develop a strategic, targeted, and expansive outreach and marketing strategy.**

Aligns with Educational Master Plan:

- Goal B: Community Collaboration

**College Council  
August 26, 2021**

**Native Land Acknowledgement**

**Typical Land Acknowledgement Definition:**

A Land Acknowledgment is a simple, powerful way of showing respect and a step toward correcting the stories and practices that erase Indigenous people's history and culture and toward inviting and honoring the truth. Acknowledgment by itself is a small gesture. It becomes meaningful when coupled with authentic relationships and informed action. But this beginning can be an opening to greater public consciousness of Native sovereignty and cultural rights, a step toward equitable relationship and reconciliation (U.S. Department of Arts and Culture [Honor Native Land Guide](#), 2017)

**Examples:**

1. [Chabot College: Ohlone Land Acknowledgement](#)
2. [Holy Names University: Muwekma Ohlone Land Acknowledgement](#)
3. [San Jose State University: Muwekma Ohlone SJSU Area Land Acknowledgement](#)
4. [Santa Clara University: Ohlone and the Muwekma Ohlone People Land Acknowledgement](#)



## BP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

### References:

Education Code Sections 67310 and 84850;  
Title 5 Sections 56000 et seq. ~~and 5602~~

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The Disabled Students Programs and Services (DSPS) program shall be the primary provider for reasonable support programs ~~academic adjustments, auxiliary aids, and services, or instruction~~ that facilitate equal-equitable educational opportunities for disabled students who can profit benefit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities. ~~The services to be provided include, but are not limited to, reasonable accommodations, reasonable academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling and academic counseling.~~

No student with disabilities is required to participate in the DSPS program.

The District shall respond in a timely manner to ~~provide reasonable accommodations upon requests~~ involving academic adjustments. ~~The Chancellor shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.~~

The Chancellor shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

Also see AP 5140 Disabled Student Programs and Services.

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**Adopted:** June 17, 2014;

**~~Edited Revised:~~** November 2016.

**Revised:**

## AP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

### References:

Title 5 Sections 56000 et seq. ~~and 56027~~

The District maintains a plan for the provision of programs and services to disabled students designed to assure ~~that they have equality of~~ equitable access to District classes and programs.

### The Disabled Student Programs and Services Plan includes:

- ~~procedure-processes~~ for timely response to reasonable accommodation requests involving academic adjustments which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee;
- long-range goals and short-term measurable objectives for the program;
- definitions of disabilities and students eligible for the program;
- support services and instruction that is provided;
- technology and accessibility;
- verification of disability;
- student rights and responsibilities;
- ~~student educational contract or~~ academic accommodation plan that is developed by a designated person in consultation with the student;
- reasonable academic adjustments, auxiliary aids, and services accommodations;
- provisions for course substitution and waivers;
- staffing; and
- advisory committee.

Also see BP 5140 Disabled Student Programs and Services.

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**Approved:** March 18, 2014

**Revised:**

~~(This is a new procedure recommended by the Policy and Procedure Service)~~

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Student Services

**BP 5200 STUDENT HEALTH SERVICES**

**Reference:**

Education Code Section 76401

Student health services shall be provided in order to contribute to the education aims of students by promoting health-oriented programs and services.

~~Pursuant to the provisions of Title 5, a Student Services Health Plan is herewith adopted for the purpose of facilitating the physical, emotional, psychological, and social well-being of students thereby increasing their potentials for success in college. The plan will provide guidelines for use in the District to meet the "Diligent Care" requirements of the Education Code. The plan shall relate to the District's resources, to its overall educational programs and services, and to the utilization of community resources.~~

Also see AP 5200 Student Health Services, BP/AP 5030 Fees, ~~BP 5205 titled Student Accident Insurance~~, and ~~BP/AP 5210 titled Communicable Disease — Students~~

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**Adopted:** June 17, 2014

(~~This policy r~~Replaces former CLPCCD Policy 5312)

Revised:

Student Services

AP 5200 STUDENT HEALTH SERVICES

References:

Education Code Section 76401, [76355](#)

Student Health Services is staffed by health care professionals who are trained to assist students with medical information/issues in a confidential manner.

Student Health Services is supported by the health fee paid at the time of registration. There is no charge for students to consult/visit the office staff including the medical doctors, nurse practitioners, registered nurses, and psychological counselors. There are, however, minimal fees for additional services, such as lab tests, immunizations, and prescription medications.

Pursuant to Section 76355 of the Education Code, students who can provide documentation of active membership in a religious organization that relies exclusively on prayer for healing may request to have the Health Fee waived. Applications for waiver are available in the Student Health Services Office [and online](#). Students may have their health fee waived if they are approved for a Board of Governors Fee Waiver.

A student's medical records and all discussions with the student health services staff are completely confidential. Records are only released with written consent of the student, unless required by law.

~~The services provided by Health Services:~~

- ~~• Clinical Care Services — basic primary care, health assessments, screening for short-term episodic care and services necessary for the treatment of acute illness, injuries and emergencies~~
- ~~• Mental Health Services — direct and/or referral services by a registered nurse including crisis management, short-term personal counseling, alcohol/drug counseling, stress management, suicide prevention, mental health assessment and eating disorders counseling~~
- ~~• Laboratory Services — provided by a licensed, contracted laboratory~~
- ~~• Prescriptions — provided for what is not available through Health Services~~
- ~~• Community Referrals — radiology, dental, optometric, and other services~~
- ~~• Health Education and Wellness Programs — provided by registered nurses and health education personnel~~
- ~~• Physical Examinations — the required pre-admission history and physical for students to enter academic programs~~

The Health Services facilities and environment shall comply with all applicable local, state, and federal building codes and regulations.

~~Also refer~~ The latest information on Student Health Services is updated regularly to in the college catalog and class schedule.

Education Code Section 76355 authorizes community colleges to offer health supervision and services and to charge students a fee for those services. (See BP/AP 5030 titled Fees) Students who enroll for credit classes in the District pay the student health fee during Fall, Spring and Summer Sessions.

Both colleges maintain a Student Health Service designed to facilitate emergency response to limited medical care and nursing assessment for the well-being of students in ways which increase their potential for educational success. Specific services may include personal counseling, limited medical treatment, contraceptive counseling, and screening procedures for blood pressure, vision, pregnancy, hearing, and tuberculosis. The Health Services offer optional Illness/Accident and Dental/Vision Insurance Plans at nominal cost to all registered students. Health education materials and referrals to community health resources are available daily.

Health Services may carry out special programs such as health education, blood drives, weight reduction, smoking cessation, and stress management workshops as well as various screenings and consultations.

Any currently enrolled student may use the colleges' Student Health Services. While students in non-credit programs, such as community education programs do not pay health fees, they may be charged the student health fee if they use the colleges' Student Health Services.

Non-students, such as employees, may receive services such as flu vaccine or tuberculin skin testing, and are charged a fee for these services.

The college general budget may augment the Student Health Services budgets for services and supplies that are used by non-students.

Operational hours maintained by each college's Student Health Services are designed to support student needs, as resources permit.

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**Approved:** March 18, 2014

(~~This new procedure r~~Replaces former CLPCCD Administrative Rules and Procedures 5312)

Revised:

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Student Services

**BP 5300 STUDENT EQUITY**

**References:**

Education Code Sections 66030, 66250 et seq., and 72010 et seq.;  
Title 5 Section 54220

The Board of Trustees is committed to assuring student equity in educational programs and college services. The Chancellor shall establish and implement a student equity plan that meets the Title 5 standards for such a plan.

Also see AP 5300 Student Equity.

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**Adopted:** June 17, 2014

~~(This is a new policy recommended by the Policy and Procedure Service and its legal counsel)~~ **Revised:**

Student Services

AP 5300 STUDENT EQUITY

**References:**

Education Code Sections 66030, 66250 et seq., and 72010 et seq.;  
Title 5 Section 54220

The District has a Student Equity Plan. The Plan is filed as required to the California Community Colleges Chancellor's Office, following approval by the Board of Trustees.

The Student Equity Plan shall be developed, maintained, and updated under the supervision of the Chief Student Services Officer at each college.

The Student Equity Plan addresses and includes:

- the active involvement of and input from groups on campus
- involvement by appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups.
- campus-based research as to the extent of student equity.
- institutional barriers to equity.
- goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group.
- activities most likely to be effective to attain the goals, including coordination of existing student equity-related programs.
- sources of funds for the activities in the Plan.
- a schedule and process for evaluation of progress toward the goals.
- an executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the District will undertake to achieve the goals, the resources budgeted for that purpose, and the District officer or employee who can be contacted for further information.

Also see BP 5300 Student Equity.

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**Approved:** March 18, 2014

**Edited:** \_\_\_\_\_ August 21, 2018

**Revised:** \_\_\_\_\_

Student Services

BP 5016 TRANSFER OF UNITS

Reference:

None

Students who enroll at Chabot [College](#) or Las Positas College and wish to transfer academic credit for courses taken at other accredited colleges/universities must submit official transcripts of that work to the admissions and records office.

To be credited by Chabot [College](#) or Las Positas College, the course work must meet the following criteria:

1. The course(s) must have been taken at an accredited college/university.
2. The course(s) must be lower division.
3. The course(s) must have been completed with a grade of "D" or higher.
4. The content of the course(s) must be recognized as equivalent to current Chabot [College](#) or Las Positas College course standards.

[Also see BP/AP 4100 Graduation Requirements for Degrees and Certificates.](#)

**Adopted:** March 19, 1996;

~~**Renumbered:** April 2014~~

**Revised:**

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Student Services

**AP 5017 RESPONDING TO INQUIRIES OF IMMIGRATION STATUS,  
CITIZENSHIP STATUS, AND NATIONAL ORIGIN  
INFORMATION**

**References:**

Education Code Sections [66093](#), [66093.3](#), and [68076](#);  
[Title 5 Section 41905XXXX](#)

~~xxxx~~Unless required by federal or state law, the District shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.

Where any law contemplates submission of immigration status or citizenship status information to satisfy the requirements of a special program, the District shall not use that documentation or information for decisions related to admissions or enrollment in courses or degree programs.

The District is not permitted to use immigration status, citizenship status, or national origin information in personal statements outside the application process, other than for legitimate educational interests, including the provision of a service or benefit relating to the student, such as health care, counseling, job placement or financial aid.

If the District learns of a student's immigration status through its application process (including the students' personal statement or answers to personal insight questions), the District shall create policies and procedures to protect such personal identifiable information and retain the information only to the extent it is necessary or required by law. The District shall avoid the disclosure of information that might indicate a student or family's citizenship or immigration status if the disclosure is not authorized by the Family Educational Rights and Privacy Act (FERPA) or state law.

Where permitted by law, the Vice Chancellor of Educational Services or designee of the District shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status or citizenship status, and that do not reveal information related to citizenship or immigration status.

Examples of documents that can be used as proof of residency include but are not limited to:

- Registering a motor vehicle operated in California;
- Obtaining a California driver's license or California identification card;
- Filing a resident or nonresident California state income tax return;
- Listing a California address on a federal income tax return;
- Listing a permanent military address or home of record in California;
- A professional or vocational license obtained from a California state licensing agency (e.g., nursing, teaching credentials);
- Maintaining active resident memberships in California based professional organizations (e.g., police union, teachers' union); and
- Maintaining an active bank account at a California bank.

Where a District is permitted by law to request a minor student's parent's residency information in order to determine tuition or aid, the educational institution shall only require documentation or information that is available to persons regardless of immigration status (as noted above).

Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or this administrative procedure, the District's procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this administrative procedure.

Specifically, where the District must determine a student's residency for purposes of in-state tuition, the District shall not inquire about a parent/guardian's citizenship or immigration status and shall enumerate alternative means of establishing a parent/guardian's residency. If the student is considered a minor dependent of a California resident, the college or university shall only require documents to determine whether the parent has resided in California for one year (e.g. vehicle registration, lease agreements, etc.)

Also see BP/AP 3410 Nondiscrimination, AP 3415 Immigration Enforcement Activities, BP/AP 5015 Residence Determination, and BP/AP 5040 Student Records, Directory Information, and Privacy.

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**Approved:** Date

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Student Services

**BP 5530 STUDENT RIGHTS AND GRIEVANCES**

**References:**

Education Code Section 76224 [subdivision \(a\)](#);  
[ACCJC Accreditation Eligibility Requirement 20](#);  
[ACCJC Accreditation Standard IV.D](#);  
Title IX, Education Amendments of 1972

The Administrative Rules and Procedures include the process which enables a student to initiate a grievance alleging violation of college/District policies and procedures. The grievance may be against another student, an instructor, an administrator, or a member of the classified staff.

[Also see AP 5530 Student Rights and Grievances.](#)

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**Adopted:** June 17, 2014

(~~This policy r~~Replaces [former](#) CLPCCD Policy 5513)

**Revised:**

Student Services

AP 5530 STUDENT RIGHTS AND GRIEVANCES

References:

Education Code Section 76224 [subdivision \(a\)](#);  
~~Title IX, Education Amendments of 1972~~ [ACCJC Accreditation Eligibility Requirement 20](#);  
[ACCJC Accreditation Standard IV.D](#)

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances.

**Grievance:** [A claim by any student who reasonably believes a college decision or action has adversely affected ~~his/her~~ their status, rights, or privileges as a student. A Grievance includes but is limited to, claims regarding:](#)

- [Course grades, to the extent permitted by Education Code Section 76224 subdivision \(a\), which provides: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors;](#)
- [The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.](#)

[A Grievance is not:](#)

- [Student disciplinary actions, which are covered under separate board policies and administrative procedures.](#)
- [Financial Aid actions, which are covered under separate board policies and administrative procedures.](#)
- [Police citations \(i.e. "tickets"\); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.](#)

~~These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his/ or her/their status, rights or privileges as a student. The procedures shall include grievances regarding:~~

~~—Course grades, to the extent permitted by Education Code Section 76224 subdivision (a), which provides: —"When grades are given for any course of~~

~~instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors.~~

- ~~• Violation of policies and procedures by the college to the extent they have a direct and significant impact on the student, such as on the student's exercise of rights of free expression. Under this section, a grievance may be initiated by a student alleging the violation of college/district policies and procedures against an instructor, an administrator or a member of the classified staff.~~

~~This procedure does not apply to:~~

- ~~• Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.~~
- ~~• Sex discrimination, sexual harassment, or illegal discrimination which are covered under separate Board Policies and Administrative Procedures.~~
- ~~• Financial aid actions, which are covered under separate Board Policies and Administrative Procedures.~~
- ~~• Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.~~

## **Definitions:**

**Grievant** – A student who has filed a Grievance.

**Party** – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

**Student** – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224 subdivision (a).

**Designee** – A person designated by the college or District. The Vice President of Student Services or college President may name a designee for Vice President of Student Services. The Vice President of Academic ~~Affairs~~ Services or college President may name a designee for Vice President of Academic ~~Affairs~~ Services. The Chancellor or college President may name a designee for President. The Chancellor may name the college President or another designee for Chancellor.

**Respondent** – Any person claimed by a grievant to be responsible for the alleged grievance.

**Day** – Days during fall and spring semesters when the College is in session and regular classes are held, excluding Saturdays and Sundays. For the summer session, days—for purposes of notice and response under this Administrative Procedure—may be reasonably extended to ensure the responsible parties are able to appropriately attend to the issue. Notice of extension will be provided to the student.

**Informal Resolution** – Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

**Grievance Officer** - The Chancellor or designee shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called the Grievance Officer.

The Vice President of Academic ~~Affairs~~ Services or designee shall serve as Grievance Officer on grade disputes and grievances arising out of instructional services. The Vice President of Student Services or designee shall serve as Grievance Officer for grievances arising outside of instructional services. The Grievance Officer and the student may also seek the assistance of the Associated Student Organization in attempting to resolve a grievance informally.

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

Any student who believes ~~he/she/they~~ has ~~have~~ a grievance shall file a Statement of Grievance with the appropriate Grievance Officer within 10 days of the incident on which the grievance is based, or 10 days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within 5 working days following receipt of the Statement of Grievance Form, the Grievance Officer shall advise the student of ~~his/ or her/their~~ rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form.

If at the end of 10 days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing.

**Grievance Hearing Committee:** The college President shall at the beginning of each academic year, establish a standing panel of ~~15-9~~ members of the college community, including ~~5-3~~ students, ~~5-3~~ faculty members and ~~5-3~~ administrators, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization and the Academic Senate, who shall each submit names to the Chancellor for inclusion on the panel. A Grievance Hearing Committee shall be constituted in accordance with the following:

- It shall include at least 1 student, 1 instructor, and 1 college administrator selected from the panel described above.
- No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the ~~Grievance Officer-Chancellor or designee~~ who shall determine whether cause for disqualification has been shown. If the ~~Grievance Officer-Chancellor or designee~~ feels that sufficient ground for removal of a member of the committee has been presented, the ~~Grievance Officer-Chancellor or designee~~ shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.

The Grievance Officer shall sit with the Grievance Hearing Committee but shall not vote, except to break a tie. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.

**Request for Grievance Hearing** – A request for a grievance hearing ~~shall be filed on a Request for a Grievance Hearing Form can be made via email directly from the student to the Vice President of Student Services within no later than 10 days after filing the Statement of Grievance as described above no later than 10 days following the student's first meeting with the Grievance Officer.~~

Within 10 days following receipt of the request for grievance hearing, the college President shall appoint a Grievance Hearing Committee as described above, and the Grievance Hearing Committee shall meet in private and without the parties present to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing.

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student as defined in these procedures, which include applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Grievance ~~Officer~~Hearing Committee chair shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within 5 days of the date the decision is made by the Grievance Hearing Committee.

If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer shall schedule a grievance hearing. The hearing will begin within 15 days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than 5 days notice of the date, time, and place of the hearing.

### **Hearing Procedure**

The decision of the Grievance Hearing Committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.

~~The~~The Grievance Officer will provide members of the Grievance Hearing Committee ~~shall be provided~~ with a copy of the grievance and any written response provided by the respondent before the hearing begins.

Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.

Each party to the grievance may self-represent~~himself/herself~~, and may also have the right to be represented by a person of his/her/their choice; except that a party shall not be represented by an attorney unless, in the judgment of the Grievance ~~Officer~~Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an



attorney, a request must be presented not less than 5 days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the ~~Grievance Officer~~ Chancellor or designee. Any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than 5 days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.

The ~~hearing shall be recorded by the~~ Grievance Officer will record the hearing either by tape recording or stenographic recording, and that shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. ~~In the event the recording is by tape recording,~~ The Grievance Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The ~~tape~~ recording shall remain in the custody of the District, either at the college or the District office, at all times, unless released to a professional transcribing service. Any party may request a copy of the ~~tape~~ recording.

~~All testimony shall be taken~~ All witnesses must testify under oath; the oath shall be administered by the Grievance Hearing Committee Chair. The Grievance Hearing Committee will only admit written statements of witnesses under penalty of perjury ~~shall not be used unless if~~ the witness is unavailable to testify. A witness who refuses to be ~~tape~~ recorded shall be considered to be unavailable.

Within 10 days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the college President a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether the hearing established a grievance ~~has been established~~ as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The Grievance Hearing Committee will base its decision ~~shall be based~~ only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

Appeal: Any appeal relating of a Grievance Hearing Committee decision that the Statement of Grievance does not present a Grievance as defined in these procedures shall be made in writing to the college President within 3 days of that decision. The college President shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a Grievance provided in these

procedures, but shall not consider any other matters. The college President's decision whether or not to grant a Grievance hearing shall be final and not subject to further appeal.

**College President's Decision:** Within 5 days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the college President shall send to all parties his/hers written decision, together with the Hearing Committee's decision and recommendations. The President may accept or reject the findings, decisions, and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight. If the President does not accept the decision or a finding or recommendation of the Hearing Committee, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President shall be final, subject only to appeal as provided below.

~~Appeal: Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the college President within 5 days of that decision. The President shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The President's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.~~

~~Any party to the grievance may appeal the decision of the President after a hearing before a Grievance Hearing Committee by filing an appeal with the President. The President may designate a college administrator or request that the Chancellor designate a District administrator to review the appeal and make a recommendation.~~

~~Any such appeal shall be submitted in writing within five days following receipt of the President's decision and shall state specifically the grounds for appeal.~~

~~The written appeal shall be sent to all concerned parties. All parties may submit written statements on the appeal.~~

~~The President's designee shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record. Following the review of the record and appeal statements, the President's designee shall make a written recommendation to the President regarding the outcome of the appeal.~~

~~The President may decide to sustain, reverse or modify the decision of the President's designee. The President's decision shall be in writing and shall include a statement of reasons for the decision. The President's decision shall then be final.~~

~~The decision on appeal shall be reached within five days after receipt of the appeal documents. Copies of the appeal decision shall be sent to all parties.~~

**Time Limits:** Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties

[Also see BP/AP 3410 Nondiscrimination, BP/AP 3430 Prohibition of Harassment, BP/AP 3433 Prohibition of Sexual Harassment under Title IX, AP 3434 Responding to Harassment Based on Sex under Title IX, AP 3435 Discrimination and Harassment Complaints and Investigations, AP 5130 Financial Aid, BP/AP 5500 Standards of Student Conduct, AP 5520 Student Discipline Procedures, and BP 5530 Student Rights and Grievances.](#)

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**Approved:** March 18, 2014;

**Revised:** \_\_\_ August 2016

**Revised:**

(~~This procedure r~~Replaces former Administrative Rules and Procedures 5513)

## Information Items –None

### Updates

- LPC Student Government Johnson
- SEIU Alvarez
- Faculty Association Orf
- Academic Senate Thompson
- Classified Senate O’Neil-Opipari
- Guided Pathways Committee Woods
- Accreditation Steering Committee Whalen
  - Summer 2021 Update on Timeline
- College Enrollment Management Committee Whalen
- VP Academic Services Whalen
- VP Administrative Services Raichbart
- Budget Development Committee Raichbart
- VP Student Services Wilson
- Institutional Planning and Effectiveness Committee Samra
- Resource Allocation Committee Lish
- Technology Committee McQuiston
- Facilities and Sustainability Committee TBD

Summer 2021 update on Timeline to Reaffirming Accreditation for Chabot & Las Positas Colleges

Timeline	District Milestones	status
August 12, 2021	District-wide Accreditation Coordinating (DAC) Committee meets	
August 2021	College ISERs are written, evidence cited, ready for Shared Governance review	
September and October 2021	ISERs go through Senates for first and second readings, reports are strengthened	
October 28, 2021	College ALOs send informational materials to District ALO for Board of Trustees, i.e. ISER and presentation slidedecks	
November 16, 2021	<u>CLPCCD Board of Trustees</u> first reading of College ISERs	
November 22, 2021	College ALOs send final ISERs to District ALO for action on Board agenda.	
December 14, 2021	<u>CLPCCD Board of Trustees</u> action item to approve College ISERs	
December 23, 2021	Chabot College and Las Positas College <u>ISERs due to ACCJC</u> no later than this date.	
January – February 2022	Peer Teams assigned to our colleges review our submitted ISERs, consider evidence related to the Standards, and form any requests for additional evidence.  During this time period, the Team Chairpersons will contact our College CEOs to schedule virtual meet and greet sessions between each team and key college personnel.	
February 22-24, 2022	Peer Teams meet to develop Core Inquiries for Chabot College, Las Positas College, and district elements of the college ISERs. Following these dates, the colleges will be notified of the Core Inquiries specific to their ISER Review.	
March-September, 2022	<u>Colleges and District prepare for the Focused Site Visit</u> , based on the Core Inquiries (e.g. gather additional evidence, schedule meetings).	
Week of October 10, 2022	<u>Colleges and District host the Peer Team visit</u> . Additional information is gathered via interviews, data requests, and meetings focused on the Core Inquiries.	
January 2023	<u>ACCJC Commission meets to determine accreditation status</u> for Chabot College and Las Positas College	

Sources:

<https://accjc.org/wp-content/uploads/Guide-to-Institutional-Self-Evaluation-Improvement-and-Peer-Review.pdf>

<https://accjc.org/announcement/accjc-formative-summative-review/>

[http://districtazure.clpccd.org/accreditation/files/docs/2020/SP22-CLPCCD\\_ReviewDates.pdf](http://districtazure.clpccd.org/accreditation/files/docs/2020/SP22-CLPCCD_ReviewDates.pdf)

## **Adjournment**

**Next Regular Meeting: September 23 2021**