



Santa Cruz County Provisional Community College District Board Policy

<i>Board Policy Title:</i>	Prime Policy
<i>Board Policy Number:</i>	BP 1.01
<i>Adoption Date:</i>	XX/XX/XX
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	XX/XX/XX
<i>Revision Date(s):</i>	XX/XX/XX
<i>Sponsoring Unit/Department:</i>	Governing Board/CEO/Exec. Director
<i>Motion Number:</i>	5928
<i>Legal Reference:</i>	ARS § 15-1445(1)
<i>Cross Reference:</i>	Delegation of Authority to the CEO/Exec. Director, BP 1.05

PURPOSE

This Prime Policy applies to the development, revision, and deletion of non-personnel policies and administrative procedures for Santa Cruz County Provisional Community College District.

DEFINITIONS

A Santa Cruz County Provisional Community College District Governing Board “*Board Policy*” is a statement officially adopted by the Governing Board at a public meeting that defines general goals and acceptable practices for the operation of the College.

Board Policies create frameworks for:

- defining acceptable practices;
- establishing educational and other expectations;
- guiding the actions of those to whom the Board delegates authority and responsibility;
- ensuring compliance with state and federal law.

Administrative Procedures provide specific guidance to district staff in implementing and enacting Board Policies in the day-to-day operations of the College. These are approved through the process detailed in AP 1.01.02.

Additionally, College units may create *Operations Manuals* to detail specific processes for implementing Board Policies or Administrative Procedures. The unit is responsible for internal approvals and regular updates of Operations Manuals.

AUTHORITY

Policies of the Santa Cruz County Provisional Community College District are adopted by the Governing Board under authority granted by the legislature of the State of Arizona.

RESPONSIBILITY

The Santa Cruz County Provisional Community College District Governing Board is the governing entity of the Santa Cruz County Provisional Community College District. In this role, the Governing Board retains authority to enact, rescind or modify all policies governing the District.

INITIATION

The policy formulation process may be initiated either by the Governing Board or by the various college constituencies, i.e., administration, faculty, staff and/or students.

FORMULATION, REVIEW AND REVISION/DELETION

Proposed policies subject to this prime policy shall follow the review process specified in the Administrative Procedure.

The Board expects Board Policies to be reviewed by the College governance bodies including the governing bodies of students, faculty, and staff; All College Council; other appropriate groups and general counsel. The process shall be led by the sponsoring unit and shall include representatives of pertinent stakeholders.

The Administrative Procedure shall include provisions for the following:

- A. A clearly delineated review process which includes stakeholder input;

- B. Submission of proposals to the CEO/Exec. Director's Office prior to Board review;
- C. Presentation by the CEO/Exec. Director or designee of the proposed policy or revision to the Governing Board at a public meeting for discussion. At this time, the Governing Board and/or the CEO/Exec. Director may propose further modifications to the proposed policy;
- D. Presentation of the new or revised Board Policy as an information item at a regularly scheduled Board meeting for its first reading;
- E. Presentation of the proposed policy to governance bodies and posting on the Santa Cruz Center website for 21 calendar days for public comment;
- F. Action by the Governing Board at the earliest possible regular meeting after the conclusion of the 21-day comment period, including any modifications it deems necessary.

The CEO/Exec. Director and the administration are authorized to prepare and implement administrative procedures necessary to affect all approved policies. Review and revision shall be a collaborative and inclusive process which involves all identified stakeholders. Once these administrative procedures have been finalized, they will be published on the public website and presented to the Board as an information item.

REGULAR REVIEW AND EVALUATION

Policies will be calendared through the CEO/Exec. Director's office for review, update and possible revision/deletion by sponsoring units at least every three years. Changes to policies may be of two types:

- *non-substantive* changes are (1) edits that leave the meaning of the policy unchanged, (2) title changes, and/or (3) those that reflect current organizational structure;
- *substantive* changes modify the policy's intent.

Non-substantive changes may be presented to the Board as part of the consent agenda at any regular Board meeting. Substantive changes are subject to the review process above and that which is specified in the Administrative Procedure.

EXCEPTIONS

The Governing Board may make exceptions to this review and approval process when deemed necessary by the Board.



Santa Cruz County Provisional Community College District Board Policy

<i>Board Policy Title:</i>	Interpretation of Revised Policies
<i>Board Policy Number:</i>	BP 1.02
<i>Adoption Date:</i>	XX/XX/XX
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	XX/XX/XX
<i>Revision Date(s):</i>	XX/XX/XX
<i>Sponsoring Unit/Department:</i>	Governing Board/CEO/Exec. Director
<i>Motion Number:</i>	5170
<i>Legal Reference:</i>	A.R.S. § 15-1445(1)
<i>Cross Reference:</i>	

During a process of Board policy revision or re-organization, there may be situations in which for a limited time, a newly adopted or revised Board policy contains language that may be duplicative or in conflict to some extent with language in a policy that has not yet been revised or repealed. In this situation, the language of the most recently revised or adopted Board policy supersedes all prior language.



Santa Cruz County Provisional Community College District Board Policy

<i>Board Policy Title:</i>	Delegation of Authority to the CEO/Exec. Director
<i>Board Policy Number:</i>	BP 1.03
<i>Adoption Date:</i>	01/14/2020
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	XX/XX/XX
<i>Revision Date(s):</i>	XX/XX/XX
<i>Sponsoring Unit/Department:</i>	Governing Board/ CEO/Exec.
<i>Director Motion Number:</i>	201404-03
<i>Legal Reference:</i>	A.R.S. §§ 15-1444, 15-1445, 11-952; FAR 1.000, <i>et.al</i>
<i>Cross Reference:</i>	

The CEO/Exec. Director serves as the Chief Administrator of Santa Cruz County Provisional Community College District, reporting directly to the Governing Board. On an annual basis, the Board, in consultation with the CEO/Exec. Director, will define the goals for the CEO/Exec. Director and evaluate the CEO/Exec. Director's performance, including the progress in achieving the goals.

THE CEO/EXEC. DIRECTOR'S ROLE

The Governing Board defines the role of the CEO/Exec. Director as follows:

- A. Serves as primary link between the Board and the College's day-to-day operations.
- B. Provides to the Board information that is timely, accurate, and clear about key issues that impact the College.
- C. Leads the development and execution of short and long-term plans of the College.

- D. Provides leadership to the College through academic and resource management, community involvement, fiscal management, relationship building, and strategic planning.
- E. Oversees day-to-day operations of the College.
- F. Serves as the primary spokesperson for the College to students, employees, government authorities, and the public.

POWERS AND DUTIES OF THE CEO/EXEC. DIRECTOR

The Board delegates to the CEO/Exec. Director the responsibility to implement and administer the policies governing the College, subject to limitations set in this policy and in Arizona law.

- A. The CEO/Exec. Director shall design, implement, and evaluate an organizational structure for the College.
- B. The CEO/Exec. Director shall ensure the Board receives information that is sufficiently thorough and timely so that the Board may carry out its legal and oversight duties.
- C. The CEO/Exec. Director is authorized, to the extent permitted by law, to enter all agreements on behalf of the College, except for those which require approval of the Board as set forth in the list below:
 - 1. Agreements with total value exceeding the Simplified Acquisition Threshold amount, as defined in the Federal Acquisition Regulations and in effect at the time of execution;
 - 2. Intergovernmental agreements;
 - 3. Dual enrollment agreements; and
 - 4. All agreements for the purchase, sale, or permanent encumbrance of real property.

The CEO/Exec. Director may delegate this authority, in which case the CEO/Exec. Director shall maintain and publish a list of all College positions, employees, and limitations so delegated.

- D. The CEO/Exec. Director is authorized to adopt such administrative procedures, make all decisions, and take all actions as needed to implement the policies adopted by the Board, to achieve the goals set by the Board, and to ensure financial and operational integrity and College compliance with all applicable local, state, and federal laws. In every case, the standard for compliance shall be a reasonable interpretation of the Board Policies by the CEO/Exec. Director.
- E. The CEO/Exec. Director is authorized to delegate any powers and duties entrusted by the Board to the appropriate member of the College administration. While the CEO/Exec. Director may delegate to others, the CEO/Exec. Director remains ultimately responsible to the Board.
- F. The CEO/Exec. Director shall ensure that all Board Policies are reviewed and updated at least every three years, or sooner when necessary.

THE CEO/EXEC. DIRECTOR'S LIMITATIONS

As the Chief Administrator of the College, the CEO/Exec. Director shall not cause, create, or allow any decision, activity, practice, or circumstances involving College personnel, students, or resources that are unlawful, imprudent, unsafe, unethical, or in violation of generally-accepted business, professional, and higher-education standards and practices.

MONITORING THE CEO/EXEC. DIRECTOR'S PERFORMANCE

The Board shall conduct a formal evaluation of the CEO/Exec. Director on an annual basis for the performance during the previous twelve months. In addition to any method of evaluation it may select, the Board shall consider the following:

1. Input from the CEO/Exec. Director; and
2. Input from College employees, students, and members of the public.



Santa Cruz County Provisional Community College District Board Policy

<i>Board Policy Title:</i>	Personnel Governance and Policy for College Employees
<i>Board Policy Number:</i>	BP 1.04
<i>Adoption Date:</i>	XX/XX/XX
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	XX/XX/XX
<i>Revision Date(s):</i>	XX/XX/XX
<i>Sponsoring Unit/Department:</i>	CEO/Exec. Director / Human Resources
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

The Board delegates to the CEO/Exec. Director responsibility to develop, implement, and maintain Administrative Procedures and personnel policies/handbooks governing employment with the Santa Cruz Center. No Administrative Procedure or personnel policy/handbook may limit or supersede the Board's authority.

The Board values employee input into the decision-making processes of the College. The Board expects management and employees to work toward mutual agreement, guided by the College's vision, mission and strategic goals, and seek input and feedback from employees in an inclusive and systematic manner. Accordingly, the Board recognizes employee representative groups to provide input for the development and revision of personnel Administrative Procedures and policies/handbooks. In the future, duly elected representative groups may be invited to provide input related to the above to the Board.

Representative groups shall be selected or elected through a fair and open process to represent:

Full-time regular classified employees - non-exempt;

Full-time regular classified employees - exempt;

The CEO/Exec. Director is the only employee who reports to the Board, and will be evaluated on an annual basis.



Santa Cruz County Provisional Community College District Board Policy

<i>Board Policy Title:</i>	Governance
<i>Board Policy Number:</i>	BP 1.05
<i>Adoption Date:</i>	XX/XX/XX
<i>Schedule for Review & Update:</i>	Annually
<i>Review Date(s):</i>	XX/XX/XX
<i>Revision Date(s):</i>	XX/XX/XX
<i>Sponsoring Unit/Department:</i>	Gov. Board/CEO/Exec. Dir.
<i>Motion Number:</i>	3766 ARS § 15-1445; <i>Godbey v. Roosevelt School District</i> , 131 Ariz. 13, 638 P.2d 235 (App. 1981)
<i>Cross Reference:</i>	SCCPCCD Board Bylaws Article III

As the legally constituted and final authority for the operation of the Santa Cruz County Provisional Community College District, the Governing Board’s responsibility includes:

- Governing the District as a whole;
- Delegating authority with guidelines to the CEO/Exec. Director for the daily operation of the District;
- Selecting a governance model for the District.

Further, the Governing Board believes:

- An effective governance model is necessary and vital to the operation of the District, so that the decisions of the Board and CEO/Exec. Director are fully informed.

- Effective governance is achieved in a College atmosphere emphasizing contribution, cooperation, collaboration, civility, transparency and respect.
- Effective governance involves the College groups – regular and adjunct (part-time) faculty, exempt and non-exempt regular and temporary staff, administrators and students – to provide input, as requested by the Board and CEO/Exec. Director.

Therefore, the Governing Board delegates to the CEO/Exec. Director the responsibility for implementing a *College Cabinet*, based on the following principles:

1. For Santa Cruz Center governance is defined as a communication model involving all college groups, as noted above, and a *College Cabinet*.
2. The goal of this governance model shall be mutual accountability both for the College Mission and for student success.
3. Ongoing communication and input into decision-making shall be the driving purpose of governance model. Communication shall be based on critical analyses, ongoing inquiry and continuous learning. The *College Cabinet* shall advise the CEO/Exec. Director on matters of college-wide importance which are not directly and substantially related to wages, salaries and working conditions.
4. Representatives of College groups, as well as all College employees and students, shall be part of an interactive governance communication and information system.
5. Representatives to the *College Cabinet* shall be responsible for keeping their campuses/members informed and for relaying their constituencies' concerns and recommendations to the *College Cabinet*.
6. The *College Cabinet* shall consist of 5 representatives as follows:
 - 2 Students, 1 SCC Staff member, and 2 additional representatives selected by the CEO

- Or— 2 Faculty members (one regular faculty and one adjunct faculty); 2 Students, and 1 additional representative selected by the CEO
 - Or—1 SCC Staff member, 2 Students, and 2 additional representatives selected by the CEO
7. College employees and students shall be able to express their views in various ways: through representatives of the College, through the Governing Board representatives, or directly to the *College Cabinet*.
 8. The *College Cabinet* shall be evaluated each year and modified as necessary.

The Governing Board shall not permit the delegation or dilution of its powers as prescribed by law through any process.



Santa Cruz County Provisional Community College District Board Policy

<i>Board Policy Title:</i>	Conflict of Interest
<i>Board Policy Number:</i>	BP 1.06
<i>Adoption Date:</i>	XX/XX/XX
<i>Schedule for Review and Update: Review Date(s):</i>	XX/XX/XX
<i>Revision Date(s):</i>	XX/XX/XX
<i>Sponsoring Unit/Department:</i>	Gov. Board / CEO/Exec. Dir.
<i>Motion Number:</i>	6834
<i>Legal Reference:</i>	A.R.S. § 38-501 through 38-511
<i>Cross Reference:</i>	Use of Facilities, BP 2.05

Members of the Governing Board will conduct Board activities in a manner that will exemplify ethical behavior and conduct. Members will not advance or protect their own interests, or the interest of others with whom they have relationships, in ways that are detrimental to College's service to the community. Governing Board members will comply with the Arizona Conflict of Interest laws found in A.R.S. § 38-501 through 38-511.

When a Governing Board member is faced with a situation in which the Board member, or a relative of the Board member as specified by A.R.S. § 38-502, has what the Arizona Conflict of Interest laws define as a substantial interest in a contract, grant, purchase or other decision coming before the Board, the Board member will (1) publicly declare the interest, (2) file an appropriate disclosure of the interest in the College's conflict file, and (3) refrain from voting upon or otherwise participating as a Board member in such decision.

If a Governing Board member has any question about whether a particular interest of a Board member or a Board member's relative fits within the definition of a substantial interest, the Board member should contact the CEO/Exec. Director for assistance with respect to such determination.



Santa Cruz County Provisional Community College District Board Policy

<i>Board Policy Title:</i>	Board Participation in Employee Benefit Plan
<i>Board Policy Number:</i>	BP 1.07
<i>Adoption Date:</i>	XX/XX/XX
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	XX/XX/XX
<i>Revision Date(s):</i>	XX/XX/XX
<i>Sponsoring Unit/Department:</i>	Governing Board
<i>Motion Number:</i>	4740
<i>Legal Reference:</i>	A.R.S. §15-1450
<i>Cross Reference:</i>	

1. Governing Board members, their spouses and dependent children may participate in the district's health, accident, life and disability insurance plans if they pay the full amount of the premium(s).
 - a. Board members who participate in the above plans may continue to participate after leaving the Board if:the member served at least six consecutive years on the Board, and
 - b. the Board member pays the full premium(s).

2. The surviving spouse and/or dependent child of a Board member or former Board member may continue to participate in the above plans if:
 - a. they were covered under the Board member's plan, and
 - b. they pay the full premium(s).

3. It is strictly prohibited for the district to expend any funds to subsidize the participation of any Board member, spouse or dependent.



Santa Cruz County Provisional Community College District Board Policy

<i>Board Policy Title:</i>	Workplace Violence Prevention
<i>Board Policy</i>	BP 1.08
<i>Number: Adoption</i>	XX/XX/XX
<i>Date:</i>	Every three years
<i>Schedule for Review &</i>	XX/XX/XX
<i>Update: Review Date(s):</i>	XX/XX/XX
<i>Revision Date(s):</i>	Governing Board
<i>Sponsoring Unit/Department:</i>	6555
<i>Motion Number:</i>	A.R.S. Title 23, Chapter 403
<i>Legal Reference:</i>	Personnel Governance and Policies
<i>Cross Reference:</i>	for College Employees, BP 5.01 and Student Rights and Responsibilities

Santa Cruz County Provisional Community College District Promotes a safe environment for its employees, students and visitors. The College is committed to maintaining an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. The College provides training, education and resources to promote a safe environment and to help prevent instances of work place violence.

Violence, threats, harassment, intimidation, and any other disruptive behavior, which carries an expressed, implied or perceived intent to cause harm to a person or property at any Santa Cruz Center facility or sponsored event will not be tolerated. It is the responsibility of every employee, student, or visitor to the Santa Cruz Center to report any occurrence of such conduct. The College will investigate all reports, deal with all violations in accordance with the College Personnel Policy Statement for College Employees and/or the Student Rights and Responsibilities and report to legal authorities, as appropriate, for criminal prosecution.



Santa Cruz County Provisional Community College District Board Policy

<i>Board Policy Title:</i>	Workplace Violence Prevention
<i>Board Policy</i>	BP 1.08
<i>Number: Adoption</i>	XX/XX/XX
<i>Date:</i>	Every three years
<i>Schedule for Review &</i>	XX/XX/XX
<i>Update: Review Date(s):</i>	XX/XX/XX
<i>Revision Date(s):</i>	Governing Board
<i>Sponsoring Unit/Department:</i>	6555
<i>Motion Number:</i>	A.R.S. Title 23, Chapter 403
<i>Legal Reference:</i>	Personnel Governance and Policies
<i>Cross Reference:</i>	for College Employees, BP 5.01 and Student Rights and Responsibilities

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Santa Cruz County Provisional Community College District Board Policy

<i>Board Policy Title:</i>	Institutional Effectiveness
<i>Board Policy Number:</i>	BP 1.09
<i>Adoption Date:</i>	XX/XX/XX
<i>Schedule for Review & Update: Review Date(s):</i>	Every three years XX/XX/XX
<i>Revision Date(s):</i>	XX/XX/XX
<i>Sponsoring Unit/Department:</i>	CEO/Exec. Dir.
<i>Motion Number:</i>	
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

The College is committed to ensuring institutional effectiveness through continuous assessment and quality improvement. Accordingly, the Governing Board delegates to the CEO/Exec. Director the responsibility of establishing strategic planning, evaluation, development, and project-support systems to help the College fulfill its mission in the most effective and efficient manner.

With support from the accredited college partner, the College's Institutional Effectiveness program shall include at least the components noted below:

- Mission fulfillment framework
- Strategic and operational planning
- Student learning outcomes assessment
- Program and service review
- Operational effectiveness
- Employee performance evaluation



Santa Cruz County Provisional Community College District Board Policy

<i>Board Policy Title:</i>	Public Access and Free Expression on College Property
<i>Board Policy Number:</i>	BP 1.10
<i>Adoption Date:</i>	XX/XX/XX
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	XX/XX/XX
<i>Revision Date(s):</i>	XX/XX/XX
<i>Sponsoring Unit/Department:</i>	Governing Board
<i>Motion Number:</i>	6163
<i>Legal Reference:</i>	ARS § 15-1866
<i>Cross Reference:</i>	Public Access and Expression on College Property, API.17.01

The Governing Board believes that freedom to teach and learn, to express oneself freely, and the right to assemble and protest lawfully are essential to the College's educational mission and academic freedom.

In particular, the Governing Board affirms:

1. The primary function of the College is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate. To fulfill this function, the College shall strive to ensure the fullest degree of intellectual freedom and free expression.
2. The College role does not include shielding individuals from speech protected by the First Amendment, including, without limitation, ideas and opinions that may be unwelcome, disagreeable, or deeply offensive.
3. Students, faculty, employees, and community members have the freedom to express their own opinions and beliefs and to discuss any issue that presents itself, as allowed by the First Amendment and within the limits of the content-neutral time, place, and manner restrictions established by the College. Students, faculty, employees, and community members may assemble and engage in spontaneous expressive activities if those activities are not unlawful and do not materially and substantially disrupt the functioning of the College.

4. Students, faculty, and employees of the College who engage in conduct that materially and substantially infringes on the rights of other persons to engage in or listen to lawful expressive activity may be subject to disciplinary sanctions. Community members who engage in such activity may be removed from College property.

The Board delegates to the CEO/Executive Director responsibility to develop and enact procedures to implement this Policy in compliance with applicable federal and state law, in particular ARS § 15-1866.



Santa Cruz County Provisional Community College District Board Policy

<i>Board Policy Title:</i>	Receipt of Gifts
<i>Board Policy Number:</i>	BP 1.11
<i>Adoption Date:</i>	XX/XX/XX
<i>Schedule for Review and Update:</i>	Every three years
<i>Review Date(s):</i>	XX/XX/XX
<i>Revision Date(s):</i>	XX/XX/XX
<i>Sponsoring Unit/Department:</i>	Governing Board/CEO/Exec. Dir.
<i>Motion Number:</i>	3599
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

The Governing Board shall approve the receipt of gifts for the benefit of the College under its jurisdiction, providing that the gift is lawful and consistent with existing College goals. With CEO/Executive Director discretion, providing that the receipt of the gift is lawful and consistent with existing College goals.

The Governing Board may receive by gift or devise and hold in trust real property, wheresoever located.



Santa Cruz County Provisional Community College District Board Policy

<i>Board Policy Title:</i>	Naming Opportunities
<i>Board Policy Number:</i>	BP 1.12
<i>Adoption Date:</i>	XX/XX/XX
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	XX/XX/XX
<i>Revision Date(s):</i>	XX/XX/XX
<i>Sponsoring Unit/Department:</i>	CEO/Exec. Director
<i>Motion Number:</i>	5955
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	Receipt of Gifts, BP 1.11

The Governing Board shall approve the naming of existing or new buildings, facilities, awards, or academic entity (for example, a program or endowed chair), when such designations are in the best interests of the College. Nominations shall be submitted to the Board for consideration and approval. Nominations may honor an individual, family, or organization who has demonstrated a unique and extraordinary commitment, or who make significant financial gifts, to the Santa Cruz Center.

The Board delegates to the CEO/Executive Director or his/her designee, in collaboration with the SCCPCCD Foundation, the responsibility for developing nominating processes and criteria for individuals, groups, business or corporations. The Board retains its discretion to make exceptions or alter criteria or conditions as needed and appropriate.

In the event that a naming opportunity results from a financial gift, the receipt of the gift must comply with BP 1.11.



Santa Cruz County Provisional Community College District Board Policy

<i>Board Policy Title:</i>	Data and Information Sharing
<i>Board Policy Number:</i>	BP 1.13
<i>Adoption Date:</i>	XX/XX/XX
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	XX/XX/XX
<i>Revision Date(s):</i>	XX/XX/XX
<i>Sponsoring Unit/Department:</i>	Information Technology
<i>Motion Number:</i>	4895
<i>Legal Reference:</i>	Family Educational Rights and Privacy Act of 1974 (20 United States Code 1232g)
<i>Cross Reference:</i>	Official Student Records, BP 3.11; Family Educational Rights and Privacy Act (FERPA) Educational Records Compliance and Procedures, AP 3.11.01

The College is committed to sharing data for the benefit of its students and the effectiveness of Arizona institutions, subject to the provisions of the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and related laws and regulations. The College is further committed to work toward common standards and linkages to support the sharing of data and information.



Santa Cruz County Provisional Community College District Board Policy

<i>Board Policy Title:</i>	Non-Discrimination Policy
<i>Board Policy Number:</i>	BP 1.14
<i>Adoption Date:</i>	XX/XX/XX
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	XX/XX/XX
<i>Revision Date(s):</i>	XX/XX/XX
<i>Sponsoring Unit/Department:</i>	Human Resources
<i>Motion Number:</i>	Family Educational Rights and Privacy
<i>Legal Reference:</i>	Act of 1974 (20 United States Code 1232g)
<i>Cross Reference:</i>	Official Student Records, BP 3.11; Family Educational Rights and Privacy Act (FERPA) Educational Records Compliance and Procedures, AP 3.11.01

It is the policy of the Santa Cruz County Provisional Community College District to:

1. Recruit, hire, and promote in all job groups, and to ensure that all [Human Resources \(HR\)](#) employment selection and decision practices do not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.
2. All HR employment selection and decision practices pertaining to advertising, benefits, compensation, discipline (including probation, suspension, and/or involuntary termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training will continue to be administered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.
3. Hold each level of staff and management responsible for ensuring that all employment policies, procedures, and activities are in full compliance with all applicable federal, state, and local EEO statutes, rules, and regulations.