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 **ARTICLE 2100 ADMINISTRATIVE OPERATIONS**

BP 2110 Organizational Structure

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

The Superintendent/President shall be directly responsible to the Board of Trustees. All other District personnel shall be responsible, either directly or indirectly, to the Superintendent/President.

Reviewed and Adopted: 5/1/2000

BP 2120 Delegation of Authority

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

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

BP 2130 Accreditation (new)

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

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

BP 2140 Institutional Planning (new)

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

BP 2150 District Committees (new)

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

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



ARTICLE 2100 ADMINISTRATIVE OPERATIONS

BP 2160 Conflict of Interest Code (Revised per LA County Board of Supervisors)

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

BP 2161 Place of Filing of Statements of Economic Interests

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

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

Reference: Government Code Section 81008



BP 2162 **Conflict of Interest Code Categories**

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

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

BP 2163  **Conflict of Interest Code Designated Positions**

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

 **ARTICLE 2100** **ADMINISTRATIVE OPERATIONS**

BP 2170 **Records Management (new)**

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

BP 2175 **District Records**

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

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

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

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

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

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

Reviewed and Adopted: 5/1/2000

BP 2180 **Display of Federal and State Flags**

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

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

 *Reviewed and Adopted: 5/1/2000*

 **ARTICLE 2200: PARTICIPATORY GOVERNANCE**

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

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

BP 2240 Management Association (new)

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

Formation and Membership

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

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

Participation

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

 **ARTICLE 2300: PUBLIC AFFAIRS**

BP 2340 Public Information (Rewritten)

Public Information Office

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

Statements by Individual Staff Members

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

Listing of Board of Trustees on District Publications

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

Reviewed and Adopted: 5/1/2000



DISTRICT ENVIRONMENT

BP 2410 Nondiscrimination on the Basis of Disability (new)

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

(Americans with Disabilities Act, Public L. 101-336)

BP 2415 Campus Safety

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

BP 2430 Drug Free Environment and Drug Prevention Program

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

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

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

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



DISTRICT ENVIRONMENT

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

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

ARTICLE 2500: INFORMATION TECHNOLOGY

BP 2512 Computer Use by Staff and Students (new)

Employees and students, who use District computers and networks, the information they contain and related resources, have a responsibility not to abuse those resources and to respect the rights of others.

Administrative Regulation 2513 provides guidelines to students and staff for the appropriate use of information technologies. The guidelines include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.



ARTICLE 2600: SUPPORT ORGANIZATIONS

BP 2610 District Support Organizations

The Board of Trustees may recognize and approve support organizations established for the purpose of providing supportive services and specialized programs for the general benefit of the District. Any District support organization recognized by the Board shall conduct its business in accordance with Administrative Regulation 2610.

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

Reviewed and Adopted: 5/1/2000

BP 2620 SMC Foundation

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

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

Reviewed and Adopted: 5/1/2000

 **ARTICLE 2600: SUPPORT ORGANIZATIONS**

BP 2630 General Advisory Board

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

1. To provide the college with community participation in the various aspects of college activities, primarily through participation in periodic general meetings and as the need arises through service on specific college committees.
2. To become better informed about the college through general meetings.
3. To interpret the college to the community.

Reviewed and Adopted: 5/1/2000

BP 2640 Advisory Boards

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

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

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

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

Reviewed and Adopted: 5/1/2000