

**District Technical Review Workgroup**  
**Student Services – DTRW-SS**  
**AGENDA**

**September 10, 2015 – DAC Lakin Boardroom**  
**3:00 p.m. – 5:00 p.m.**

- Approval of August 27, 2015 Meeting Notes
- Additional Agenda Items

**Old Business**

- BP/AP 5070 Attendance – Proposed/Registrars
- BP/AP 5075 Course Adds and Drops – Proposed/Registrars
- Admission of Minors MOU - Registrars

**New Business**

- Title 9 Update – item suggested at August meeting
- ASG Policies and Procedures 5400/5410/5420 – VCCCD version/CCLC version – Linda Kama’ila
- Future suggested agenda items

Next Meeting Date: October 8 – 3 pm – DAC Lakin Boardroom  
Submission deadline: October 2, 2015

Ventura County Community College District

**District Technical Review Workgroup – DTRW-SS Meeting Notes**

August 27, 2015 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

**DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT SEPTEMBER 9, 2015 DTRW-SS MEETING**

**Members:**

Chancellor’s Designee: Oscar Cobian, Chair (OC)  
 Co-Chair: Traci Allen, Co-chair (VC)  
 Executive Vice President and Vice Presidents: Lori Bennett (MC), Oscar Cobian (OC), Ken Sherwood, (OC), Kim Hoffmans (VC), Patrick Jefferson (VC)  
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Alex Kolesnik (VC)  
 Deans of Student Services: Karen Engelsen, Assistant Dean (VC), Pat Ewins, Dean (MC)  
 Registrars: Dave Anter (MC), Joel Diaz (OC), Celia Rodriguez, Assistant Registrar (VC)  
 Non-instructional designee: Marnie Melendez (Counselor, OC), Traci Allen (Counselor, MC), Angelica Gonzalez (Counselor, VC)  
 Associated Student Government: ASG Rep vacant (OC), ASG Rep vacant (MC), ASG Rep vacant (VC)  
 Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

**Absent:**

Clare Geisen

**Recorder:**

Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome and Approval of April 9, 2015 Meeting Notes</b>	Oscar Cobian welcomed everyone to DTRW-SS and introductions were made for new members. The meeting commenced at 3:05 pm.  The April 9, 2015 meeting notes were approved as presented with abstention from Oscar Cobian, Marnie Melendez, and Celia Rodriguez.			
<b>Selection of Co-Chair</b>	Traci Allen was selected as Co-Chair of DTRW-SS			
<b>DTRW-SS Calendar</b>	The DTRW-SS Calendar was approved as			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Approval</b>	presented.			
<b>OLD BUSINESS</b>				
<b>BP/AP 5520 and 5530 – Written Rationale Required</b>	Ms. Ewins provided an overview of the history on the issue of the written rationale. It was decided to leave BP and AP 5520 and 5530 as approved by the Board in September 2014.			
<b>Fall Registration Date 2016</b>	Dr. Bennett indicated this issue has moved to the District Council on Accreditation and Planning (DCAP) through an ad hoc committee. The earlier fall registration date is now tentatively scheduled for 2017.			
<b>NEW BUSINESS</b>				
<b>Medical Withdrawal – Pat Ewins</b>	Ms. Ewins indicated medical withdrawal should not be counted against students and should be treated similar to military withdrawal. AP 5075 is limited to Title 5 language and medical withdrawal will be incorporated into the drafted procedure.			
<b>BP/AP 5070 Attendance – Proposed/Registrars</b>	This item was tabled to the September meeting.			
<b>BP/AP 5075 Course Adds and Drops – Proposed/ Registrars</b>	This item was tabled to the September meeting.			
<b>Future Suggested Agenda Items</b>	<ul style="list-style-type: none"> <li>• Minors MOU which requires parent to attend class with their child.</li> <li>• Title 9 Update</li> </ul>			
<b>NEXT MEETING</b>	Thursday, September 10, 2015 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline September 4, 2015			

Book Administrative Procedures  
Section Chapter Five, Student Services  
Title Attendance  
Number BP\_ 5070  
Status Active  
Legal [Title 5 Sections 58000 et seq](#)  
Adopted

## BP 5070 Attendance

### References:

~~Title 5 Sections 58000 et seq.~~

The Chancellor or a designee shall establish procedures to ensure attendance accounting, census reporting and apportionment reporting in compliance with Title 5.

Book	Administrative Procedures
Section	Chapter Five, Student Services
Title	Attendance
Number	AP_ 5070
Status	Active
Legal	<a href="#">Title 5 Sections 58000 et seq</a>

Adopted

## AP 5070 Attendance

### References:

~~Title 5 Sections 58000 et seq.~~

This procedure implements Board Policy 5070, as well as section 70901.5 of the California Education Code and section 58000 et seq of Title 5, California Code of Regulations to ensure accurate Attendance Accounting practices.

### **A. The District shall develop and adopt an academic calendar annually.**

1. The calendar shall contain at least 175 days during the fiscal year, shall identify and include holidays and other non-instructional days.
2. The calendar will include at least 32 weeks.
3. Adult or continuing education calendars may be scheduled differently than the college calendar due to facility use and program need.
4. Class hours will be scheduled in accordance with State regulations, regardless of the number of weeks in the session.

### **B. The District shall schedule classes in accordance with State regulations including observance of the following attendance accounting methods and requirements.**

1. Census Week – credit classes that meet on a regular basis each week for a full semester (primary term); applicable only to fall and spring semesters. The enrollment count is taken on the Census date as determined by attendance accounting requirements.
2. Census Day – short-term credit classes which meet on a regular basis for at least 5 days but do not meet for a full semester (primary term). This includes classes held during summer sessions and Intersession. The enrollment count is taken on the census day which is 20% of the class meeting days, excluding holidays.
3. Positive Attendance – classes which do not meet on a regular basis or which operate on an open entry/open exit basis. Requires the collection and reporting of the actual hours of attendance of each student for each hour are counted. The following classes are always positive attendance: in-service academy, non-credit, and apprenticeship.
4. Independent Study or Work Experience – classes which are identified as independent study or work experience during the curriculum approval process.

### **C. FTES reporting**

1. All scheduled classes shall be advertised and open to the public unless special circumstances provide for an allowable restriction of enrollment in accordance with state regulation.

2. In-service training courses in the areas of police, fire, corrections, and other criminal justice system occupations will conform to all apportionment attendance and course of study requirements imposed by law, and be fully open to the enrollment and participation of the public. Prerequisites for these courses shall not be established or construed so as to prevent academically qualified persons who are not employed by agencies in the criminal justice system from enrolling in and attending the courses.

a. Preference in enrollment may be given to persons who are employed by, or serving in a voluntary capacity with a fire protection or fire prevention agency in any course of in-service fire prevention agency or association.

b. In-service training courses which are restricted to employees of police, fire, corrections, and other criminal justice agencies, shall not report attendance for the restricted courses for purposes of state funding.

3. Scheduled classes where the full cost of instruction is paid by an organization, ~~or~~ agency or third party may not be claimed for apportionment.

### C. Faculty shall maintain accurate attendance records.

1. Faculty shall take and record attendance at each regularly scheduled class meeting up to the census date for census week (full-semester length) and census day based (short-term) classes.

2. Faculty shall record the actual attendance hours of each student for each class meeting for positive attendance classes. The records must be in a legible manner that can be clearly interpreted by others. The attendance records must be submitted to the division office and/or the Admissions and Records Office.

3. Where a class has both scheduled meeting times and ~~positive attendance hours~~ hours by arrangement, faculty shall record the attendance hours of each student for both the scheduled meeting times and the positive attendance hours, and shall document the instructional activities that take place during the positive attendance hours.

4. Any student absent from the first class meeting may be dropped by the instructor.

5. All rosters must be cleared of inactive enrollment (drop students) as of the end of the business day before the census date (full semester classes) or census day (short-term classes). Inactive enrollment is defined as:

a. "No shows" or

b. "Is no longer attending or actively participating" such as students who have accumulated excessive unexcused absences.

6 Instructors of distance education classes, especially those that are 100% online, must incorporate drop policies into their syllabus that include the following:

- Students enrolled in online classes must meet a standard of participation to be considered actively enrolled by regularly logging in and actively participating in the course, or they may be considered inactive and may thus be dropped by the instructor.
- Specific assignments within an online course can act as attendance or student activity indicators. If the assignment or activity is not completed by a given date, then a student may be considered inactive and may be dropped. Attendance assignments or student activity indicators will be determined by individual instructors.

7. Faculty may include a statement in the course syllabus to the effect that it is the student's responsibility to drop or withdraw from the class; however, this does not alleviate the faculty member from the requirement to clear his/her roster of inactive enrollments before the census day/date of each course.

8. Faculty may but are not required to drop students for lack of attendance or participation after the census date and are not required to notify the student after having provided every student access to the drop policy in the course syllabus. ~~After the census date, it is the instructor's discretion to drop students who have accumulated excessive absences as stated in the course syllabus.~~

9. Tardiness and/or leaving class early may be treated in the same manner as absences per the class syllabus.

10. Final grades may be affected by attendance to the extent that the instructor has included attendance, noted as participation, in the "method by which the final grade is determined," and has provided this information in the class syllabus.

11. Faculty may excuse absences when the absence results from illness, accident, other circumstances beyond the student's control, or participation in authorized professional or college activities.
12. Faculty will determine if work missed during any absence can be made up.
13. All drops (administrative, instructor or student initiated) shall be recorded in the same manner.
14. Students remaining in a class beyond the published withdrawal deadline as stated in the class schedule will receive an evaluative grade.
15. Faculty will be required to enter the last date of known activity attendance and/or participation for all students enrolled in specified Federal programs who receive F or NP grades.

DRAFT

Book Board Policy  
Section Chapter Five, Student Services  
Title Course Adds and Drops  
Number BP 5075  
Status Proposed  
Legal [Title 5 Sections 55024 and 58004](#)  
Adopted

### BP 5075 Attendance

#### References:

Title 5 Sections 58000 et seq.

The Chancellor shall establish procedures to ensure that course adds, drops, withdrawals and instructor-initiated census drops occur in compliance with Title 5.



AP 5075  
COURSE ADDS AND DROPS

Legal [Title 5 Sections 55024 and 58004](#)

The District may allow students to add and drop courses pursuant to policy.

### **Adding Courses**

A. Students may add courses during the first two weeks for a full term course, or the first 15% of a short term course contingent upon:

- 1) the course still having available space
- 2) the instructor's judgment regarding pedagogical and safety issues

B. After the add period concludes:

- 1) students may add a course only with an add authorization code through the last business day before the census date/day.
- 2) students not officially registered in a course shall not be permitted to attend that course.

### **C. Late Enrollment Procedures:**

Students who were in attendance prior to census and have extenuating circumstances that prevented them from registering by add deadlines may petition to add classes by submitting a Late Add Petition. Verifiable documentation of extenuating circumstances may be required and must be attached to the petition at the time of submission.

- 1) The Late Add petition can be picked up in the Admissions and Records Office or downloaded from the ~~Admissions and Records website~~ college website.
- 2) Students must obtain approval from the instructor, subject area Dean and/or the EVP/VP or designee.

### **Withdrawal/Military Withdrawal**

Students may withdraw from class using the online process described in the current class schedule or they may submit a Drop Form to the Office of Admissions and Records. It is the student's responsibility to withdraw from class by the official deadline dates published in the most recent Catalog, Schedule of Classes, and the website.

A. Withdrawal Prior to Census (20% of instruction)

Students who withdraw or are withdrawn from weekly census sections prior to census (or 20% of the instructional time frame for all other section accounting methods) shall have no notation made to the permanent record.

#### B. Withdrawal 20% - 75% of Instruction

Students who withdraw or are withdrawn from weekly census sections on or after census (or 20% of the instructional time frame for all other section accounting methods) and through the end of the fourteenth week (or 75% of the instructional time frame) shall have a "W" posted to the permanent record.

The "W" shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal.

#### C. Withdrawal After 75% of Instruction

The permanent record of students who remain in class beyond the fourteenth week of the term in a weekly census section (or 75% of the instructional time frame for all other section accounting methods) must reflect a grade symbol other than W.

#### D. Extenuating Circumstances

Students who withdraw from weekly census sections after the fourteenth week of the term (or 75% of the instructional time frame for all other sections accounting methods) may, in the case of extenuating circumstances, be assigned the W. Such cases will require verification and will be handled by the appropriate college official in consultation with the instructor(s). Extenuating circumstances are defined as illness, accident, and other circumstances beyond the control of the student. Withdrawal under these provisions may also be allowed prior to the 75% of instructional time frame, and after the Census deadline may be notated as "Medical Withdrawal" if student is dropping due to an illness and is approved by the appropriate college official.

A "W" symbol shall not be assigned, or if assigned shall be removed, from a student's academic record when a;

- Determination is made pursuant to Title 5 Sections 59300 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.
- Student withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions and the withdrawal is authorized by the district pursuant to section 58509.

## E. Military Withdrawal

An MW (Military Withdrawal) shall be assigned for students who are members of an active or reserve United States military service who receive orders compelling a withdrawal from courses. Upon verification of such orders, the symbol may be assigned at any time. The MW shall not be counted in progress probation and dismissal calculations.

### **Instructor Initiated Drops Prior to Census**

A. For purpose of census collection, instructors shall drop students due to inactive enrollment not later than the end of the last business day before the census day for all students who have:

- 1) Been identified as a no show
- 2) Students who are no longer attending or participating in the course
- 3) Students who have officially withdrawn

Faculty may, but are not required to, drop students for lack of active participation after the census date of a course has passed.

The requirement to clear rosters of inactive enrollment is predicated by state law and applies to all courses regardless of the mode of instruction delivery including distance education.

Instructors of distance education classes, especially those that are 100% online, must incorporate drop policies into their syllabus that include the following:

- Students enrolled in online classes must meet a standard of participation to be considered actively enrolled by regularly logging in and actively participating in the course, or they may be considered inactive and may thus be dropped by the instructor.
- Specific assignments within an online course can act as attendance or student activity indicators. If the assignment or activity is not completed by a given date, then a student may be considered inactive and may be dropped. Attendance assignments or student activity indicators will be determined by individual instructors.
- Faculty may but are not required to drop students for lack of participation after the census date and are not required to notify the student after having provided every student access to the drop policy in the course syllabus.

### **Course Repetition**

The District will comply with Title 5 regulations regarding course repetition and withdrawals.

See BP/AP 4225 and 4227 for more information about course repetition policy and procedures.  
See BP/AP 4230 for more information about grading and academic record symbols.

DRAFT



# Ventura County Community College District MEMORANDUM OF UNDERSTANDING

## Admission of Minors

Dear Student and Parent:

The colleges of the VCCCD may, under special circumstances, admit minors to attend classes at the colleges. To be considered for admission, the student must complete the following steps: 1. Submit an application for admission online at [www.vcccd.edu/apply](http://www.vcccd.edu/apply) 2. Students may be required to complete assessment to satisfy prerequisites. Consult the schedule of classes for more information. 3. Complete a "Recommendation for Special Part-Time Admission" form with appropriate signatures (required each semester). 4. Submit an unofficial high school transcript. 5. Home-schooled students must present their State Affidavit 6. Register for classes in person at the Admissions & Records Office. Refer to the current schedule of classes for registration dates and further information.

Please read and acknowledge the following by your signature:

1. Special Admission students are expected to abide by all college rules and standards of conduct. It is the student's responsibility to know these rules. We strongly recommend that you review the following with your son/daughter:
  - The college catalog regarding: student conduct, student grievance, student health services, sexual harassment, and sexual assault.
  - The college catalog and schedule of classes regarding: requirements for admission, the procedures for adding and dropping classes, the registration calendar and the "Important Deadlines" calendar for drop and withdrawal deadlines.
    - It is the student's responsibility to drop classes. All drops must be done in person at the Admissions & Records Office by the appropriate deadline. Deadlines can be obtained online at [www.vcccd.edu/schedule](http://www.vcccd.edu/schedule). Failure to drop a class will result in a letter grade of "F" noted on the student's permanent record.
2. Although the colleges of the VCCCD are considered to be safe campuses, there have been incidences on and around the campuses that warrant particular caution where the presence of minors is concerned. In accordance with federal "Right to Know" legislation, crime statistics are available from the Campus Police Office. The college is generally considered an adult environment, and does not provide special monitoring of minor students on campus. We strongly recommend the following:
  - Encourage your child to enroll in day classes. ~~If night attendance is necessary, we strongly recommend that you enroll and attend class with your child.~~
  - Make sure that your child always has a way to contact you. Classes can be cancelled on very short notice. Take your child on a walking tour of the campus to locate the classroom, Campus Police Office and the Administration Building.
  - We strongly encourage you to pre-arrange a pick-up location. If your child has to wait, identify a waiting area in our student centers of activity, such as the library.
3. Courses taken at a college are intended to supplement the course work your child is doing at the home campus, not to replace it. Students admitted to a college are expected to take classes that are not available at their home campus. Courses must be stated and approved on the "Recommendation for Special Admission" form.
4. The coursework that your child completes will be awarded college credit. It is a permanent record and is subject to all standards of scholarship observed by the college. The courses taken at the college may also be used by your student's "home" campus at that school's discretion. You and your child should confer with a counselor at the home campus for more information.
5. The coursework that your child completes is subject to the same standards of progress that apply to mainstream students. College policies governing academic progress, probation and dismissal are found in the college catalog.
6. College courses are designed for adult college students. The content of the course may include adult materials, and discussions may include adult subject matter. Course content will not be altered because a minor is present in the classroom. Some courses may have physical requirements as well.
7. **Right of access to student records:** In compliance with the Federal Educational Rights and Privacy Act (Buckley Amendment), once a student of any age enters a post-secondary educational institution, the student assumes rights and responsibilities previously conferred upon the parent. Translation: your child must complete and sign the application for admission and registration forms, and is responsible for requesting copies of his/her transcript. Student attendance and progress may not be discussed with the parent unless the student is present or has given written permission.
8. **Parent Authorization to Consent to Medical Treatment or Personal Counseling of Minors.** I give my permission for emergency first aid and treatment for my minor child/legal ward. I also give my permission for him/her to be treated by a nurse, nurse practitioner, physician and/or personal counseling in the Student Health Center at the colleges of Ventura County Community College District (Moorpark/Oxnard/Ventura Colleges).

By signature below I confirm that I have read and do understand the above information pertaining to my child's participation as a VCCCD College student.

Print Parent/ Legal Guardian Name	Parent/ Legal Guardian Signature	Date	Emergency Contact Phone Number

Print Student Name	Student's Signature	Date	Student ID Number

**MOORPARK COLLEGE**  
[www.moorparkcollege.edu](http://www.moorparkcollege.edu)

**OXNARD COLLEGE**  
[www.oxnardcollege.edu](http://www.oxnardcollege.edu)

**VENTURA COLLEGE**  
[www.venturacollege.edu](http://www.venturacollege.edu)



Book VCCCD Board Policy Manual  
Section Chapter 5 Student Services  
Title BP 5400 ASSOCIATED STUDENTS ORGANIZATION  
Number BP 5400  
Status Active  
Legal [California Education Code, Section 76060](#)  
Adopted April 18, 2006  
Last Reviewed June 18, 2013

The students of the District are authorized to organize student body associations. The Board hereby recognizes these associations as the Associated Students of Moorpark, Oxnard, and Ventura Colleges.

The Associated Students organization is recognized as the official voice for the students in District decision-making processes. It may conduct other activities as approved by the Chancellor. The Associated Students activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students organizations shall conduct themselves in accordance with state laws and regulations and administrative procedures established by the Chancellor. Guidance will be provided to the Associated Students for proper direction and assistance with all student activities.

The Associated Students organizations shall be granted the use of the District premises subject to such administrative procedures as may be established by the Chancellor. Such use shall not be construed as transferring ownership or control of the premises.

See [Administrative Procedure 5400](#).

Last Modified by Laurie Nusser on July 2, 2013



Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5400 ASSOCIATED STUDENTS ORGANIZATIONS  
Number AP 5400  
Status Active  
Legal [California Education Code, Section 76060](#)  
Adopted June 18, 2013  
Last Reviewed June 18, 2013

Each college of the Ventura County Community College District shall have one Associated Students Organization.

Membership in student organizations is open to all students. Both day and evening student representatives shall be encouraged.

Policies and practices of the Associated Students shall be outlined in the Constitution and By-laws as established and reviewed regularly by student leadership.

The Associated Students Organizations may conduct such activities as are consistent with the purposes of the organization, the educational and social goals of the college, and approved policies and procedures of the college and the District.

A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations, and policies established. Meetings will be held in compliance with the Brown Act.

A simple majority of the elected voting members of the Associated Students Organization governing body shall constitute a quorum.

Last Modified by Laurie Nusser on July 2, 2013



**COMMUNITY COLLEGE LEAGUE**  
OF CALIFORNIA

Book	Board Policies
Section	Chap 5 Student Services
Title	Associated Students Organization
Number	BP 5400
Status	Active
Legal	<a href="#">Education Code Section 76060</a>
Adopted	November 1, 2000

## BP 5400 Associated Students Organization

### Reference:

Education Code Section 76060

**NOTE:** This policy is **legally required**.

The students of the District are authorized to organize a student body association[s]. The Board hereby recognizes that *[those]* association[s] as the Associated Students of the District *[ list the A. S. of each college ]*.

The Associated Students organization is recognized as the official voice for the students in district [and college] decision-making processes. It may conduct other activities as approved by the *[ CEO ]*. The Associated Students activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students shall conduct itself in accordance with state laws and regulations and administrative procedures established by the *[ CEO ]*.

**NOTE:** The following language is suitable for use in those districts where the ASO has been granted use of district facilities, e.g., for offices, meetings, etc.

The Associated Students shall be granted the use of District premises subject to such administrative procedures as may be established by the *CEO*. Such use shall not be construed as transferring ownership or control of the premises.

See Administrative Procedures *[ # ]*.

[BP 5400 Associated Students Organization.doc \(25 KB\)](#)

Last Modified by Jane Wright on March 13, 2012





Book	Administrative Procedures
Section	Chap 5 Student Services
Title	Associated Students
Number	AP 5400
Status	Active
Legal	<a href="#">Education Code Section 76060</a>
Adopted	November 1, 2000

## AP 5400 Associated Students

### Reference:

Education Code Section 76060

**Note:** *This procedure is **legally advised** if the Board has established a student body organization under Education Code Section 76060. Local practice may be inserted here. **The following are the minimum standards required.***

***The District/Each college in the District*** shall have one Associated Students Organization.

Both day and evening student representatives shall be encouraged.

A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations and policies established.

A simple majority of the elected voting members of the Associated Students Organization governing body shall constitute a quorum.

[AP 5400 Associated Students.doc \(28 KB\)](#)

Last Modified by Jane Wright on March 13, 2012



Book VCCCD Board Policy Manual  
Section Chapter 5 Student Services  
Title BP 5410 ASSOCIATED STUDENTS ELECTIONS  
Number BP 5410  
Status Active  
Legal [California Education Code, Section 76061](#)  
Adopted April 18, 2006  
Last Reviewed February 10, 2015

The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance *VCCCD Student Election Standard Operating Practices for Associated Students' Positions and Student Trustee Position*.

Any student elected as an officer in the Associated Students shall meet the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his or her term of office, with a minimum of five semester units.
- The student shall meet and maintain the minimum standards of scholarship.

No Administrative Procedure is required.

[StudentElectionStandardOperatingPracticesFinal2-10-15.pdf \(784 KB\)](#)

Last Modified by Laurie Nusser on March 3, 2015



Book	Board Policies
Section	Chap 5 Student Services
Title	Associated Students Elections
Number	BP 5410
Status	Active
Legal	<a href="#">Education Code Section 76061</a>
Adopted	November 1, 2000

## BP 5410 Associated Students Elections

### Reference:

Education Code Section 76061

NOTE: This policy is legally required.

The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the [ *CEO* ].

Any student elected as an officer in the Associated Students shall meet both of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his/her term of office, with a minimum of five semester units or the equivalent.
- The student shall meet and maintain the minimum standards of scholarship (see BP 4220 titled Standards of Scholarship and related administrative procedures).

See Administrative Procedures [ # ].

[BP 5410 Associated Students Elections.doc \(24 KB\)](#)

Last Modified by Jane Wright on March 13, 2012



Book	Administrative Procedures
Section	Chap 5 Student Services
Title	Associated Students Elections
Number	AP 5410
Status	Active
Legal	<a href="#">Education Code Section 76061</a>
Adopted	November 1, 2000

## AP 5410 Associated Students Elections

### Reference:

Education Code Section 76061

**Note:** *This procedure is **legally required** if the District has an Associated Students Organization created by the Board pursuant to Education Code Section 76060.*

The Associated Students shall conduct annual elections to elect officers.

Any student elected as an officer in the Associated Students shall meet the requirements in **Board Policy**.

**Note:** *Insert local election procedures.*

[AP 5410 Associated Students Elections.doc \(27 KB\)](#)

Last Modified by Jane Wright on March 13, 2012



Book VCCCD Board Policy Manual  
Section Chapter 5 Student Services  
Title BP 5420 ASSOCIATED STUDENTS FINANCE  
Number BP 5420  
Status Active  
Legal [California Education Code, Sections 76063-76065](#)  
Adopted April 18, 2006  
Last Reviewed September 9, 2014

Associated Student funds shall be deposited with and disbursed by the Chancellor.

The funds shall be deposited, loaned or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three (3) persons, which shall be obtained each time before any funds may be expended:

- the Chancellor or designee;
- the employee who is the designated adviser of the particular student body organization; and
- a representative of the student body organization.

The funds of the Associated Students shall be subject to an annual audit.

See [Administrative Procedure 5420](#).

Last Modified by Laurie Nusser on October 2, 2014



Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title ASSOCIATED STUDENTS FINANCE  
Number AP 5420  
Status Active  
Legal [California Education Code, Sections 76063-76065](#)  
Adopted September 9, 2014  
Last Reviewed September 9, 2014

Associated Student Funds are maintained in accordance with the following procedures:

Associated Student Organization Fund books and financial records are to be maintained through the District's central financial management system (Banner) and are subject to annual audit. Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the Vice Chancellor, Business Services or designee.

Associated Student funds shall be collected and/or deposited by the College's Student Business Office.

All funds shall be expended in accordance with an approved annual budget and subject to such procedures as may be established by the Associated Students subject to the approval of each of the following four persons: (1) the District Vice Chancellor, Business and Administrative Services; (2) the college Vice President, Business; (3) the officer or employee of the District who is the designated advisor of the particular student body organization; and (4) a representative of the student body organization. Approval shall be obtained each time before any funds may be expended.

Last Modified by Laurie Nusser on September 17, 2014



Book	Board Policies
Section	Chap 5 Student Services
Title	Associated Students Finance
Number	BP 5420
Status	Active
Legal	<a href="#">Education Code Sections 76063–76065</a>
Adopted	November 1, 2000

## BP 5420 Associated Students Finance

### References:

Education Code Sections 76063–76065

NOTE: This policy is legally required.

Associated Student funds shall be deposited with and disbursed by the [ CEO ].

The funds shall be deposited, loaned or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- the [ CEO ] or designee;
- the employee who is the designated adviser of the particular student body organization; and
- a representative of the student body organization.

The funds of the Associated Students shall be subject to an annual audit.

[BP 5420 Associated Students Finance.doc \(24 KB\)](#)

Last Modified by Jane Wright on March 13, 2012



COMMUNITY COLLEGE LEAGUE  
OF CALIFORNIA

Book	Administrative Procedures
Section	Chap 5 Student Services
Title	Associated Students Finance
Number	AP 5420
Status	Active
Legal	<a href="#">Education Code Sections 76063-76065</a>
Adopted	November 1, 2000

## AP 5420 Associated Students Finance

### References:

Education Code Sections 76063-76065

**Note:** *This procedure is **legally required** if the Board has established an associated students organization in accordance with Education Code Section 76060. Local practice may be inserted. The following is an example:*

Associated Student Funds are maintained in accordance with the following procedures:

- Associated Student Organization Fund books, financial records and procedures are subject to annual audit.
- Reports of the annual audit of A. S. funds are submitted to the **designate authority**.
- Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the **designate authority**.
- Associated Student funds shall be deposited with and disbursed by the District's **designate authority**.

The funds shall be deposited, loaned or invested in **[insert depository and/or investments, which must be one or more of the following ways authorized by law]**:

- Deposits in trust accounts of the centralized State Treasury System pursuant to Government Code Sections 16305 - 16305.7 or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.



- Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
- Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
- Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.
- Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended:

- the CEO or designee;
- the officer or employee of the District who is the designated advisor of the particular student body organization; and
- a representative of the student body organization.

 [AP 5420 Associated Students Finance.doc \(33 KB\)](#)

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