



ADMINISTRATIVE ORGANIZATION

Effective Date: July 15, 2004

District Policy: 2.1.1 - 2.1.4

Department: Chancellor's Office

Exhibits: None

Refer Questions To: Chancellor's Office

Purpose: These policies delineate the high-level organizational structure of the District and the flow of authority from the Board.

Where to obtain forms: None required.

Procedures: No procedures are necessary in relation to these policies.



ORGANZATIONAL CHARTS

Effective Date: July 15, 2004

District Policy: 2.1.5

Department: Chancellor's Office

Exhibits: None

Refer Questions To: Department of Human Resources

Purpose: This Policy delineates the high-level organizational structure of the District and the flow of authority from the Board.

Where to obtain forms: None required.

Procedures: The Associate Vice Chancellor of Human Resources will ensure the maintenance of an overall organizational chart of the West Valley - Mission Community College District.

The President of each College will ensure that the College's organizational chart is maintained and updated regularly, and will ensure that the Associate Vice Chancellor of Human Resources is periodically provided with the College's updated chart for inclusion in the overall District chart.

The Executive Coordinator of Human Resources will ensure that the organizational chart of Administrative Services is maintained and updated regularly.



CHANCELLOR

Effective Date: July 15, 2004

District Policy: 2.3.1 - 2.3.9

Department: Chancellor's Office

Exhibits: None

Refer Questions To: Chancellor's Office

Purpose: The Board of Trustees employs a full-time Chancellor to serve as the Chief Executive Officer of the District. These policies delineate the delegation of authority to the Chancellor, the duties of the Chancellor, the manner of the Chancellor's compensation, the terms of the Chancellor's annual evaluation, the Chancellor's ability to delegate authority, and the Chancellor's relationship with the Presidents of the Colleges.

Where to obtain forms: None

Procedures: There are no procedures necessary to implement these policies.



ACCESS TO PUBLIC RECORDS POLICY

Effective Date: 2007

District Policy: 2.5

Department: Chancellor's Office

Exhibits: N/A

Refer Questions to: Executive Assistant to the
Board of Trustees

Purpose:

To explain how to inspect or copy District public records.

Where to obtain forms:

N/A

Procedures:

Submit a written request indicating the specific records to be inspected or copied to:

West Valley-Mission Community College District
Chancellor's Office
14000 Fruitvale Avenue
Saratoga, CA 95070

A copying fee of \$.20 per page will be charged.



COMMUNITY RELATIONS POLICY

Effective Date: July 15, 2004

District Policy: 2.14

Department: Chancellor's Office

Exhibits: None

Refer Questions To: Chancellor's Office

Purpose: In order to fulfill the mission of the District regarding its obligation to the community, the Board seeks to promote complete public understanding of the objectives, activities, and benefits related to the educational programs of the District. This policy sets forth the responsibilities of the Board, the Chancellor, and the District as they relate to Community Relations.

Where to obtain forms: None

Procedures: There are no procedures necessary to implement this policy.



POLITICAL ACTIVITIES

Effective Date: July, 2004

District Policy: 2.16

Department: Chancellor's Office

Exhibits: Exhibit A. Sample notification to employees regarding political activities.

Refer Questions To: Chancellor's Office

Purpose: In order to balance the rights of all employees to exercise citizenship with the need to avoid the misuse of District time and/or resources, District Policy 2.16 was developed to guide employee and candidate political activities.

Where to obtain forms: None.

Procedures: Employees wishing to engage in political activities, including campaigning, advocating for or against a candidate or ballot measure, or inviting candidates to address employees or students, should refer to District Policy 2.16 to ensure that they adhere to the directives set forth therein.

To remind staff of this policy, the Chancellor will send out an advisory email prior to each Primary Election, General Election, any election in which an election for a member of the Board of Trustees is on the ballot, and any election in which a College or District Measure is on the ballot.

Exhibit A
Sample Notification to Employees Regarding Political Activities

To: All West Valley-Mission Community College District Employees
From: Chancellor
Date:
Subject: Guidelines for Employee Participation in Elections

In order to balance the rights of all employees to exercise citizenship with the need to avoid the misuse of West Valley-Mission Community College District time and/or resources, please consider the following guidelines which reflect generally accepted practices and protocols regarding employee participation in political activities:

EMPLOYEE ACTIVITIES: WVMCCD employees may exercise all rights of citizenship, including campaigning for or against a candidate or ballot measure, on their own time, provided the following conditions are met:

- (a) Campaign activities may be undertaken only at times when the employee is not required to perform duties for the WVMCCD. Distributing campaign materials while on duty as an employee of the WVMCCD is inappropriate.
- (b) WVMCCD resources may not be used to campaign for or against a candidate or issue. WVMCCD resources include computers, copying equipment, telephones, mailboxes, e-mail, phonemail, faxes, staff time, etc.
- (c) Reasonable steps must be taken to clarify that the WVMCCD employee is acting in an individual capacity and does not represent the Colleges or District.
- (d) All other restrictions imposed by the Political Reform Act of 1976 and other provisions of law are followed.
- (e) All College and/or District regulations are respected.
- (f) A careful accounting of the time used in campaigning should be maintained so that there is no question of impropriety.

REMINDER: The primary purpose of the classroom is to cover an approved curriculum. Discretion is advised in discussing personal political opinions.

CANDIDATE ACTIVITIES: WVMCCD employees, employee organizations, or student organizations may invite declared candidates for office to address groups or forums on campus provided the following conditions are met:

- (a) The presentation does not interfere with the educational programs or processes of the Colleges and/or District.
- (b) All candidates for a particular office should be offered the same opportunity to address groups on a campus, although not necessarily at the same time.
- (c) All candidates for a particular office should be offered the same opportunity to address the class, although not necessarily at the same time.

SUMMARY: Declared candidates for office and proponents or opponents of political issues and candidates who wish to speak or distribute materials on campus may do so provided all District and College regulations are respected. Candidates or proponents or opponents of specific issues may not use District resources as described above to prepare or distribute materials on campus.



EMERITUS STATUS, CLASSIFIED AND ADMINISTRATOR

Effective Date: July, 2004

District Policy: 2.19

Department: Chancellor's Office

Exhibits: Exhibit A: Nomination Form

Exhibit B: Sample Agenda Item

Refer Questions To:

Chancellor, Vice Chancellor of Administrative Services, College Presidents

Purpose: In 2004, the Board of Trustees adopted a policy allowing them to grant emeritus status to retired or retiring administrative and classified staff in recognition of exceptional service rendered and significant contributions made over time.

(This procedure only covers the process for requesting Emeritus status for classified and administrative employees. Emeritus status for academic employees is governed by the negotiated agreement with the academic employees' exclusive representative.)

Where to obtain forms: On-line or from the Chancellor, Vice-Chancellor, or College Presidents (the executive administrators).

How forms are processed: Forms should be submitted to the Chancellor, Vice-Chancellor, or College President. He/she will review the form and approve or decline the nomination. He/she will then forward the form to the Chancellor's Office for Board approval.

Procedure

Note: Emeritus status cannot be awarded without Board approval.

Nominations for emeritus status may be submitted by any employee. The nominee must be retired or retiring from the District to be eligible for nomination.

Completed nominations must be submitted to the Chancellor, Vice-Chancellor, or College President (the executive administrators).

The executive administrator will approve or deny the nomination, and return a copy to the individual who submitted the nomination. If approved, the executive administrator will submit a Board agenda item and a copy of the approved nomination form to the Board Secretary for inclusion on the next available Board Agenda.

Nominations must be submitted to the executive administrator at least six weeks prior to the date of the Board meeting at which the Board agenda item should appear. The completed Board agenda item must be submitted by the executive administrator to the Board Secretary in accordance with the published schedule of Board Due Dates.

EXHIBIT A



WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT



EMERITUS STATUS NOMINATION FORM

In 2004, the Board of Trustees adopted a policy allowing them to grant emeritus status to retired or retiring administrative and classified staff in recognition of exceptional service rendered and significant contributions made over time. If you would like to nominate someone for emeritus status, please complete this form and submit it to the Chancellor, Vice Chancellor, or College President for consideration.

Emeritus status cannot be awarded without prior Board approval. Nominations must be submitted at least one month prior to the date of the Board meeting at which the Board agenda item should appear.

Nominee's Name _____

Position Title _____

Address _____

City _____

Phone _____

Retirement Date _____

Years of Employment _____

Location of Service: District WVC MC

Submitted by:

Name _____

Phone _____

Location: District WVC MC

Attach a brief history of the nominee's accomplishments and contributions to the District/College, students, staff and why you think he/she deserves to receive an Emeritus status upon retirement. You may send additional supporting information, such as resume or other relevant information.

EMERITUS STATUS RECOMMENDATION

Recommended Not Recommended

Please write a brief statement on your recommendation.

Name _____ Title _____

Phone _____ Date _____

EXHIBIT B

ITEM 8.X
[BOARD MEETING DATE]
ACTION ITEM

PREPARED BY: _____

APPROVED BY: STAN ARTERBERRY

SUBJECT: GRANTING OF EMERITUS STATUS TO _____

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees bestow the honorific of "emeritus/a" on [name of nominee].

Funding Source/Fiscal Impact

As a retired employee of the District, this individual already receives benefits associated with retirement. The fiscal impact of this action is only the cost of the emeritus certificate, which is covered under the regular budget for retiree recognition.

Background/Alternatives

The Board has approved a District policy allowing for the conferring of the honorific title of "emeritus" on retired employees. The following [classified/administrative] employee is forwarded for consideration with the title indicated below. [His/her] years of exemplary service, leading up to [his/her] retirement, have garnered [him/her] the appreciation and admiration of the District community [he/she] so ably served.

[Name of nominee]

[Emeritus Title]

Coordination

This recommendation was made to the Chancellor by [the President of West Valley College, the President of Mission College, or the Vice Chancellor of Administrative Services] in recognition of [nominee's name'] [length of service] years of exemplary service. [You may include additional information regarding the nominee.]

Follow-up/Outcome

Effective immediately, the above-named retiree will be granted use of the title so indicated in all appropriate situations.