

**WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT**  
**Board Policies**  
**Chapter 3 – General Institution**

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**General Institution****BP 3050 INSTITUTIONAL CODE OF ETHICS****References:**

Accreditation Standard III.A.1.d

**Definition of Ethics**

Ethical behavior is often defined as “right” or “good” behavior as measured against commonly accepted rules of conduct for a society or for a profession. The ethical person is often described in absolute terms as one who is fair, honest, straightforward, trustworthy, dispassionate, and unprejudiced. If, however, one is inconsistently fair or honest, one loses credibility and is perceived to be unethical. The ethical person must be conspicuously consistent in the exercise of integrity to sustain the credibility that is an expectation of office.

**Importance of Ethics**

The credibility of District employees depends upon whether they are perceived as honest men and women. If integrity contributes to credibility, then ethical behavior is a singular prerequisite to successful performance. When people are convinced that public institutions employ honest individuals, questions of credibility and demands for public accountability rarely arise.

Statements of ethical standards do not necessarily ensure ethical behavior. Yet public statements of intent surely create an expectation that public employees, in their official capacity, will indeed act with integrity in the public interest.

**Expectations for Ethical Behavior**

Employees shall be committed to the principles of honesty and equity.

Employees shall exercise judgments that are dispassionate, fair, consistent, and equitable. They shall exhibit openness and reliability in what they say and do as educational leaders. They shall confront issues and people without prejudice. They shall do everything they can to demonstrate a commitment to excellence in education and without compromise to the principles of ethical behavior.

Similarly, students are expected to abide by ethical behavior and decision-making in their treatment of District employees, other students, and members of the public.

**Employee Responsibilities**

The following statements of responsibilities are intended as guidelines:

- To provide and protect student access to the educational resources of the District;
- To protect human dignity and individual freedom, and assure that students are respected as individuals, as learners, and as independent decision-makers;
- To protect students from disparagement, embarrassment, or capricious judgment;
- To keep foremost in mind at all times that the District exists to serve students on behalf of the public;
- To develop a climate of trust and mutual support;
- To foster openness by encouraging and maintaining two-way communication;
- To encourage, support, and abide by the written Board Policies and Administrative Procedures of the District and the laws and statutes of the State of California; and
- To challenge unethical behavior in a timely manner.

**General Institution****BP 3100 ORGANIZATIONAL STRUCTURE****References:**

Education Code Section 72400

The organizational structure of the District shall reflect a multi-college system of cooperating colleges, each independently accredited, and designed to fulfill the District's mission.

Mission College, West Valley College, and the District Office shall be organized in the most efficient and effective manner to provide comprehensive educational services for the citizens of the District.

Authority flows from the Board through the Chancellor to the executive staff and Presidents of the two Colleges. Each President, as College chief executive officer, is responsible for implementation of District policies at the College.

Subject to the approval of the Board, the Chancellor shall establish and authorize modifications in the administrative organization of the District Office and the Colleges. The District's organizational structure shall be flexible enough to provide for differences in the Colleges and the communities they serve. There shall be a periodic review of the organizational structure to ensure that it conforms to the needs of the District and the needs of the public.

The Chancellor shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District.

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**Date Adopted: January 17, 2012**

**Reviewed: January 2020**

**General Institution****BP 3200 ACCREDITATION****References:**

ACCJC Accreditation Eligibility Requirement 21 and;  
ACCJC Standards I.C.12 and 13;  
Title 5 Section 51016

The District's Colleges adhere to the eligibility requirements, accreditation standards, and policies and procedures of the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. The Colleges are committed to presenting themselves in a uniform manner to all their accrediting agencies, to communicating any changes in accredited status, and to disclosing information required by accrediting agencies in carrying out their accrediting responsibilities.

The Chancellor shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges (ACCJC) and of other District programs that seek special accreditation. The District shall ensure that faculty, staff and administrators directly responsible for student progress toward achieving student learning outcomes have, as a component of their evaluation, effectiveness in producing those learning outcomes.

The Chancellor shall keep the Board informed of approved accrediting organizations and the status of accreditations.

The Chancellor shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The Chancellor shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

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**Date Adopted: January 17, 2012**

**Reviewed: January 2020**

**General Institution**

**BP 3225 Institutional Effectiveness**

**References:**

Education Code Sections 78210 et seq., and 84754.6;  
ACCJC Accreditation Standard I.B.5 - 9

The Board is committed to developing goals that measure the ongoing condition of the District's operational environment. The Board regularly assesses the District's institutional effectiveness.

**General Institution****BP 3250 INSTITUTIONAL PLANNING****References:**

ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5;  
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250,  
55510, and 56270 et seq.

The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic, and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to:

- Long Range Educational or Academic Master Plan, which shall be updated periodically as deemed necessary by the Board of Trustees
- Facilities Plan
- Equal Employment Opportunity Plan
- Student Equity Plan
- Student Success and Support Program Plan
- Transfer Center Plan
- Cooperative Work Experience Plan
- Extended Opportunity Programs and Services (EOPS) Plan

The Chancellor shall submit those plans for which Board approval is required by Title 5 to the Board.

The Chancellor shall inform the Board about the status of planning and the various plans.

The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

The Chancellor shall arrange for the development of academic master plans and long range master plans for facilities. After consideration and approval by the Board, such

master plans shall be submitted to the Board of Governors of the California Community Colleges for review and approval.

The Educational Master Plans shall be modified and brought up-to-date annually and shall be submitted to the State Chancellor's Office each year in the prescribed manner.

The Educational Master Plans shall contain the educational objectives of the Colleges, within the overall context of the District Strategic Plan and future plans for transfer programs, occupational programs, continuing education courses, and remedial and developmental programs. On the basis of current and future enrollment, they shall contain plans for development and expansion of auxiliary services, including services in the library and for counseling, placement, financial aid, and other student services.

In addition, the District's institutional planning efforts shall be guided by the principles reflected in the District Mission Statement (see BP 1200 titled District Mission), Values Statements, and Vision Statement.

### **Values Statements**

We value the following core principles and qualities as the foundations for our work and our vision for the future:

- a. **Student Success**—In all our activities, we are committed to facilitating the success of our students.
- b. **Excellence**—We continually strive to meet the highest standards in our educational programs and services and in our internal processes.
- c. **Diversity and Inclusion**—The District provides a welcoming environment for people of all backgrounds, groups, and perspectives.
- d. **Service**—We strive to make positive contributions in the lives of our students, our colleagues, and our communities.
- e. **Engaged Learning**—We create collaborative, hands-on learning experiences that are relevant to our students' lives and goals.
- f. **Effective Communication**—We exchange ideas through open and inclusive channels and in a spirit of mutual respect and civility.
- g. **Exploration and Creativity**—Our educational programs and organizational culture encourage innovation and creativity.
- h. **Stewardship and Accountability**—We manage resources effectively.
- i. **Partnerships**—We build mutually beneficial relationships internally within the District organization and externally with partners in our service area and beyond.

### **Vision Statement**

Our vision is to be:

- a. **Student Centered**  
**Student Focused Decision-making** – Basing all decision-making processes on our students to promote their development and success.  
  
**Outcomes-based Learning** – Ensuring the attainment of the competencies sought by students and the community.



**Diverse Learning Options** – Providing a rich set of alternatives to meet the diverse learning needs of our students.

**Community of Learners** – Creating a dynamic, collaborative environment in which to utilize the broad scope of learning options.

**b. Teaching and Learning Focused**

**The Pre-eminent Colleges** – Providing superior learning opportunities to the community.

**Excellence in Economic and Workforce Development** – Providing leadership and innovation in local and regional economic and workforce development.

**Inclusive Learning Environments** – Welcoming people of all backgrounds and abilities.

**c. Dynamic and Responsive**

**A Dynamic and Open System** – Responding to the constantly changing needs of students and employees.

**Relevant Curriculum** – Meeting the changing needs of students and the community by continually updating our educational programs and services while offering a comprehensive and balanced curriculum.

**Student Diversity** – Being strengthened by the rich diversity of our students and serving all students equitably, regardless of their backgrounds or personal characteristics, whether they are part-time or full-time and irrespective of their income level, their background, and their educational preparation.

**Adaptable Physical Environments** – Creating educational and work environments that support collaborative learning, universal access, ergonomic safety, and technologically enhanced pedagogy.

**Flexible and Accessible Services** – Maintaining the flexibility and accessibility of all services to efficiently and fairly respond to the needs of all College and District employees regardless of location.

**d. Linked to our Partners and Communities**

**Diverse Partnerships** – Maintaining and increasing partnerships internationally, regionally, and locally with industry, community groups, labor organizations, and other educational providers.

**Linking All Segments** – Improving the continuity and accessibility of education through collaborative efforts with all educational institutions in the region

including K-12 schools, other community college districts, and four-year institutions.

**Ongoing Relationships with Our Alumni** – Maintaining mutually beneficial relationships with alumni to provide an ongoing value to alumni and to create opportunities for faculty, staff, and students to benefit from the success of our graduates.

**A Global Presence and Perspective** – Facilitating study abroad opportunities for District residents, providing opportunities for foreign students at West Valley-Mission, and developing partnership opportunities with organizations and individuals in other countries.

**Education for an Interdependent World** – Helping students to become global citizens who are sensitive to the differences and commonalities across nations, and among cultures, and who are prepared to participate actively in international and multi-cultural opportunities.

**e. Highly Accessible**

**Asynchronous Learning** – Providing technologies and other resources to allow students on and off-campus to meet their educational goals at the times, in the places, and in the manner they choose.

**An Integrated Program Delivery Strategy** – Incorporating a variety of delivery strategies including on and off-campus programs, on-line education opportunities, and comprehensive support services to afford students access to any and all educational programs offered.

**Meeting the Expanding Need for Education** – Providing options for all members of the community to access the learning opportunities they want.

**f. Technologically Competitive**

**Offerings Meeting the Technology Needs of Our Community** – Utilizing technology industry standards as the benchmark for skill development and training.

**State-of-the-Art Technology Infrastructure** – Providing the highest level of service and connectivity possible to support technology-based instruction, partnerships, and efficient business operations.

**Facilitative Technologies** – Ensuring technologies that are flexible, adaptable, and adaptive to assist students and employees in achieving the highest levels of success.

**g. Collaborative**

**Positive Relationships** – Creating productive relationships between and among students, staff, and faculty to facilitate student success and organizational effectiveness.

**A Team Environment** – Building an organizational culture characterized by shared purposes, clear communication, and a culture of evidence.

**Internal Partnerships** – Building an interdependent organization linking the Colleges and the District office.

**h. Dedicated to Quality and Excellence**

**Excellence** – Ensuring the highest quality in educational programs and services, professional growth opportunities, learning and work environments, and administrative systems.

**“Customer Oriented” Service** – Providing all of our services with a focus on the individual needs of our clients regardless of the manner in which they contact us.

**The Employer of Choice** – Maintaining and enhancing the District’s potential as an empowering and employee-focused place to work.

**Opportunities for Employee Development** – Developing the skills and competencies of all employees through promotional opportunities, training programs, and support services.

**Continuous Fiscal Responsibility** – Building on the commitment among faculty and staff to implement cost-effective strategies and financial accountability.

**A Learning Organization** – Developing an organization in which people continually expand their capacity to create the results they truly desire, where new and expansive patterns of thinking are nurtured, and where people are continually learning how to learn together.

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**Date Adopted: January 17, 2012**  
**Date Revised: April 21, 2015**  
**Reviewed: January 2020**

**General Institution****BP 3280 GRANTS****References:**

Education Code Section 70902

The Board will be informed about all grant applications made and grants received by the District.

The Chancellor shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

The Chancellor shall approve the submission of applications for external grant funds that are consistent with current planning and goals. New grants awarded must be agendaized for acceptance by the Board prior to program initiation. The Chancellor or his/her designees are empowered to accept the renewals of grant funding for existing programs and services on terms and conditions similar to those previously approved by the Board. The Board will be provided with an annual report each fall that describes District-wide grants activities and lists grants submitted and received during the previous year.

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**Date Adopted: January 17, 2012**

**Reviewed: January 2020**

**General Institution**

**BP 3300 PUBLIC RECORDS**

**References:**

Government Code Sections 6250 et seq.

The District is committed to open government, governance, and access for all members of the public and for all members of the District community.

Public records, as defined by the Government Code, are open to inspection by the public during regular office hours of the District Offices and Colleges.

The Chancellor shall establish procedures for records management, including access by the public, which comply with the requirements of the California Public Records Act.

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**Date Adopted: January 17, 2012**

**Reviewed: January 2020**

**General Institution****BP 3310 RECORDS RETENTION AND DESTRUCTION****References:**

Title 5 Sections 59020 et seq.;

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

In accordance with the provisions set forth in the California Code of Regulations, Title 5, a records management program, covering the life cycle of all records of the District and Colleges from the time they are originated, shall be implemented in order to:

- Ensure that records which are required to be preserved or which may be useful for future reference are permanently retained and safely stored, and that those which have outlived their usefulness are destroyed, and
- Minimize the expense related to record keeping.

The Chancellor shall establish administrative procedures to assure the retention and destruction of all District records, including electronically stored information as defined by the Federal Rules of Civil Procedure, in compliance with Title 5. Such records shall include, but not be limited to student records, employment records, and financial records.

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**Date Adopted: January 17, 2012**

**Reviewed: January 2020**

**General Institution****BP 3410 NONDISCRIMINATION****References:**

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;  
Title 5 Sections 53000 et seq., and 59300 et seq.;  
Penal Code Section 422.55;  
Government Code Sections 12926.1 and 12940 et seq.  
Title 2 Sections 10500 et seq.;  
Labor Code Section 1197.5;  
ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard  
Catalog Requirements

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, sex, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, sex, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

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**Date Adopted: January 17, 2012**  
**Date Revised: December 10, 2019**

**General Institution****BP 3420 EQUAL EMPLOYMENT OPPORTUNITY****References:**

Education Code Sections 87100 et seq.;  
Title 5 Sections 53000 et seq.;  
ACCJC Accreditation Standard III.A.11

The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The Chancellor shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation.

The District is committed to providing equal employment opportunities to all employees and job applicants, including those individuals with physical and mental disabilities. (Also BP/AP 3410 titled Nondiscrimination and BP/AP 7120 titled Recruitment and Hiring) A disabled employee or job applicant who is otherwise qualified for District employment may request reasonable accommodation(s) to allow him/her to perform the essential functions of the existing or desired job. Upon receipt of such a request, the District shall provide reasonable accommodation to known physical or mental limitations of a qualified disabled individual unless such accommodation(s) would impose an undue hardship on the District.

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**Date Adopted: January 17, 2012**  
**Date Revised: December 10, 2019**



**General Institution****BP 3430 PROHIBITION OF HARASSMENT****References:**

Education Code Sections 212.5, 44100, 66252, and 66281.5;  
Government Code Sections 12923, 12940 and 12950.1;  
Civil Code Section 51.9  
Title 2 Sections 10500 et seq.;  
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation, including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, unpaid intern, and volunteer who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 titled Discrimination and Harassment Investigations. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of

absence, training opportunities, and compensation.

To this end, the Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for employees, students, unpaid interns, volunteers and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, students, unpaid interns, and volunteers, particularly when they are new to the institution. They shall be available for students, employees, unpaid interns and volunteers in all administrative offices, and shall be posted on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measures up to and including termination from the internship or other unpaid work experience program.

See Administrative Procedure 3430.

**General Institution****BP 3433 PROHIBITION OF SEXUAL HARASSMENT UNDER TITLE IX****References:**

Title IX of the Education Amendments Act of 1972;  
34 Code of Federal Regulations Part 106

All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and the District will not tolerate sexual harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District is committed to being free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

The District seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation. The District will investigate all allegations of Title IX sexual harassment and retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any employee, student, applicant for employment, or applicant for admission who believes he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3434. The District requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end the Chancellor shall ensure that the institution undertakes education and training activities to counter sexual harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define sexual harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment in violation of this policy, and procedures to resolve complaints of sexual harassment in violation of this policy. State and federal law and this policy prohibit retaliatory acts against all participants by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Volunteers or unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the volunteer assignment, internship, or other unpaid work experience program.

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**Date Adopted: November 10, 2020**

**General Institution**

**BP 3440 SERVICE ANIMALS**

**References:**

- The Americans with Disabilities Act of 1990 – 42 United States Code Sections 12101 et seq.;
- 28 Code of Federal Regulations Part 35;
- 28 Code of Federal Regulations Part 36;
- 34 Code of Federal Regulations Part 104.44(b)

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

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**Date Adopted: January 17, 2012**

**Reviewed: January 2020**

**General Institution****BP 3500 CAMPUS SAFETY****References:**

Education Code Section 67380(a)(4)

The District shall provide a safe environment for students, employees and visitors. The District is committed to the implementation of safety and health policies and procedures involving workplace security for employees and students.

Employees and students shall be directly responsible for conducting themselves, at all times, in a manner that is consistent with current District policies.

The Board is committed to a safe and secure District work and learning environment. To that end, the Chancellor shall establish campus Safety Guidelines and ensure that they are posted or otherwise made available to students. The campus Safety Guidelines shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding eighteen (18) months to increase safety, and any changes in safety precautions to be made during the next twenty-four (24) months.

Consistent with the Board's general delegation of authority and state and federal law, and subject to any reporting and ratification requirements, the Chancellor and his/her designees are specifically empowered to take all appropriate actions in emergency or urgent situations to protect the health and safety of students, staff, and persons associated with the District, to protect District facilities, and to maintain the educational program.

Also see BP/AP 3505 titled Emergency Operations Plan and BP/AP 6800 titled Safety – Occupation-Related.

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**Date Adopted: January 17, 2012**

**Date Revised: September 17, 2019**

**General Institution**

**BP 3501 CAMPUS SECURITY AND ACCESS**

**References:**

- 34 Code of Federal Regulations Part 668.46(b)(3)
- ACCJC Accreditation Standard III.B.1

The Chancellor shall establish procedures for security and access to District facilities.

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**Date Adopted: January 17, 2012**  
**Date Revised: December 10, 2019**

**General Institution****BP 3505 EMERGENCY OPERATIONS PLAN****References:**

Education Code Section 71095; Government Code Sections 3100 - 3109 and 8607(a); Homeland Security Act of 2002;  
National Fire Protection Association (NFPA) 1600;  
Homeland Security Presidential Directive-5;  
Executive Order S-2-05;  
National Incident Management System (NIMS)  
Standardized Emergency Management System (SEMS)  
19 California Code of Regulations Sections 2400-2450; 34  
Code of Federal Regulations 668.46(b)(13) and (g)

The Chancellor is directed to prepare an All Hazards Emergency Operations Plan (EOP) to protect the people, property and facilities of the West Valley-Mission Community College District in the event of disaster or District emergency. The plan shall address the five phases of emergency management, including mitigation, prevention, preparedness, response, and recovery. In accordance with Title II of the Americans with Disabilities Act ("ADA," Pub. L. 101-336), an integrated approach to emergency planning shall be taken to provide people with disabilities and others with access and functional needs the same opportunities to benefit from emergency programs, information, services and activities as people without disabilities.

The District must ensure that its plan is updated regularly. The emergency plan shall be approved by the Board.

The Chancellor shall assign roles and responsibilities and establish procedures that enable the District to regularly review and update the EOP and procedures, train students, staff and faculty for effective response and ensure that the plan can be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. The Chancellor and college Presidents, or designees, shall ensure that a team, including identified campus representatives, local businesses, non-profit and government entities, is created to carry out the activities outlined in this Policy.

The District shall have:

1. Emergency response and evacuation procedures in accordance with EOP guidance.
2. A process for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.
3. A training plan outlining necessary training for identified emergency staff and faculty



given Emergency Operations Center or field response roles as well as basic training for all students, staff and faculty. All training, plans, and procedures must comply with NIMS and SEMS guidelines as well as other federal, state, and local guidance. Compliance facilitates coordination between and among agencies in the event of an emergency or natural disaster as well as making the District eligible for reimbursement of response-related personnel costs.

All College and District personnel must be informed and understand that as public employees, they are also disaster service workers during declared/proclaimed national, state, local and District emergencies and conduct preparedness activities to promote response readiness.

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**Date Adopted: January 17, 2012**

*(Replaces current WVMCCD Policy 6.20)*

**Date Revised: September 17, 2019**

**General Institution****BP 3510 WORKPLACE VIOLENCE****References:**

Cal/OSHA: Labor Code Sections 6300 et seq;  
8 California Code of Regulations Section 3203;  
"Workplace Violence Safety Act of 1994" (Code of Civil Procedure Section 527.8 and  
Penal Code Section 273.6)

The Board of Trustees is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Chancellor shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

Employees and students who violate this policy shall be subject to disciplinary action up to and including termination of employment or permanent suspension.

Employees or students who intentionally bring false charges regarding acts of violence or threats of violence will also be subject to disciplinary action up to and including termination or suspension from classes.

Also see AP 3510 titled Workplace Violence Plan, BP/AP 5500 titled Standards of Conduct (for students), BP/AP 7360 titled Discipline and Dismissal -- Academic Employees, and BP/AP 7365 titled Discipline and Dismissal -- Classified Employees

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**Date Adopted: January 17, 2012**  
**Date Revised: December 10, 2019**

**General Institution****BP 3515 REPORTING OF CRIMES****References:**

Education Code Section 67380

The Chancellor shall assure that, as required by law, reports are prepared of all occurrences reported to the District Police Department of arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Chancellor shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

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**Date Adopted: January 17, 2012**

**Reviewed: January 2020**

**General Institution**

**BP 3518 CHILD ABUSE REPORTING**

**References:**

Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;

Welfare and Institutions Code Sections 300, 318, and 601;

Family Code Sections 7802, 7807, 7808, 7820-7827, 7890, and 7892

The Chancellor shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

**General Institution****BP 3520 LOCAL LAW ENFORCEMENT****References:**

Education Code Sections 67381 and 67381.1;  
34 Code of Federal Regulations Section 668.46(b)(4)

The District, on behalf of each campus or center, has a written agreement with local law enforcement agencies. The agreement clarifies operational responsibilities for investigations of: Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault; sexual assaults, including, but not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of any of these; and hate crimes as defined by law, occurring at each location.

The written agreement designates which law enforcement agency has operational responsibility for violent crimes, sexual assaults, and hate crimes, and delineates the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by the Board policy are public records and are made available for inspection by members of the public upon request to District Police. Written agreements shall be reviewed and updated if necessary every five years.

The District and each campus encourages accurate and prompt reporting of all crimes to the District Police and/or the appropriate police agencies. The Chancellor shall establish procedures that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

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**Date Adopted: January 17, 2012**  
**Date Revised: December 10, 2019**

**General Institution**

**BP 3530 WEAPONS ON CAMPUS**

**References:**

Penal Code Sections 626.9 and 626.10

The District strives to provide employees, visitors, and students with a safe environment in which to work, learn, and visit; therefore, the District does not tolerate violence or threats of violence within the District.

Firearms or other weapons shall be prohibited on any college or District center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

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**Date Adopted: January 17, 2012**  
**Reviewed: January 2020**

**General Institution****BP 3540 SEXUAL AND OTHER ASSAULTS****References:**

Education Code Sections 67382, 67385, and 67386;  
20 U.S. Code Section 1092(f);  
34 Code of Federal Regulations Section 668.46(b)(11)

Any sexual assault or physical abuse, including, but not limited to rape, domestic violence, dating violence, sexual assault, or stalking, as defined by California law, whether committed by an employee, student or member of the public, that occurs on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Chancellor shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in Education Code Sections 67385, 67385.7, and 67386, and 34 Code of Federal Regulations Section 668.46.

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**Date Adopted: January 17, 2012**  
**Date Revised: April 21, 2015**  
**Reviewed: January 2020**

**General Institution****BP 3550 DRUG FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM****References:**

Drug Free Schools and Communities Act, 20 U.S. Code Section 1011i;  
34 Code of Federal Regulations Sections 86.1 et seq.;  
Drug Free Workplace Act of 1988, 41 U.S. Code Section 8103

The District shall be free from all drugs and shall prohibit the unlawful use, possession, sale, or distribution of alcohol, narcotics, dangerous or illegal drugs, or other controlled substances, as defined in California statutes, on District property or at any function sponsored by the District or Colleges.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

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

The Colleges will provide information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs. Students may be referred to various on campus programs or outside agencies for support, information, and/or enrollment in a drug recovery program.

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**Date Adopted: January 17, 2012**

**Date Revised: December 10, 2019**



**General Institution****BP 3560 ALCOHOLIC BEVERAGES****References:**

Business and Professions Code Section 25608;  
34 Code of Federal Regulations Section 668.46(b)

The Chancellor is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with the related administrative procedures.

**General Institution****BP 3570 SMOKING AND THE USE OF E-CIGARETTE DEVICES  
ON CAMPUS****References:**

Government Code Sections 7597.1

The District shall provide a safe learning and working environment for students and employees. It is the intent of the District to provide a smoke-free and vapor-free environment to the greatest extent possible. This policy applies to, without limitation, traditional tobacco-based products, such as cigarettes, cigars, and pipe tobacco, and to electronic devices, such as e-cigarettes, e-pipes, and e-hookahs that deliver vapor for inhalation.

Smoking and the use of e-cigarette devices are prohibited in all indoor locations within the District. Smoking and the use of e-cigarette devices are prohibited in any enclosed place of employment on campus, including lobbies, lounges, waiting areas, stairwells, and restrooms that are a structural part of any building that is a place of employment.

Smoking and the use of e-cigarette devices are prohibited in all areas of the Mission and West Valley campuses except in parking lot areas that are at least twenty-five (25) feet away from buildings and pathways.

The Chancellor shall establish administrative procedures that address notification of the policy, the posting of signs, the provision of education and training, and responsibility for enforcement.

It is the responsibility of all students and employees to observe the policy on smoking and e-cigarettes. Failure to comply with this policy will be treated in the same manner as other violations of District policy and may result in disciplinary action.

This policy does not supersede more restrictive policies that may be in force under state or federal regulations.

To enforce regulations and procedures, the Chancellor is authorized to:

- Set enforcement standards for all District sites and campuses;
- Impose a fine for a first, second, and third offense and for each subsequent offense. The amount of any fines will not exceed one hundred dollars (\$100). Funds shall be allocated to include, but not be limited to, the designated

enforcement agency, education and promotion of the policy, and tobacco and vapor cessation treatment options.

- Direct that the District post signs stating its smoking, tobacco, and use of e-cigarette devices policy on campus, as follows:
  - the locations at which smoking, tobacco, or e-cigarette device use is prohibited on campus
  - the locations at which smoking, tobacco, or e-cigarette device use is permitted on campus
- Inform employees and students of the smoking, tobacco, and use of e-cigarette devices policy and enforcement measures.

See Administrative Procedure 3570.

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**Date Adopted: January 17, 2012**  
**Date Revised: April 21, 2015**  
**Reviewed: January 2020**

**General Institution****BP 3600 AUXILIARY ORGANIZATIONS****References:**

Education Code Sections 72670 et seq.;  
Title 5 Sections 59250 et seq.

The Board may recognize and approve auxiliary organizations established for the purpose of providing to the District any and all supportive services, specialized programs, and functions identified in Title 5.

The Chancellor shall establish the administrative procedures necessary to fully comply with California law relating to auxiliary organizations, and to submit this policy and those procedures to the State Chancellor's Office as required by law. At a minimum, the procedures shall address the subjects required by Title 5.

Recognition and establishment of auxiliary organizations shall include a public hearing on the recommendation to recognize or establish an auxiliary organization; Board approval of the auxiliary organization; and approval of a written agreement between the District and the auxiliary organization describing the services, programs, or functions to be performed. All such written agreements shall comply fully with the requirements of Title 5 Section 59257(j).

Any auxiliary organization recognized by the Board shall conduct its business in accordance with the administrative procedures adopted by the Chancellor pursuant to this policy. Notwithstanding anything contained in the administrative procedures, any auxiliary organization recognized by the Board shall comply with Education Code provisions regarding:

- the composition of a board of directors and the way in which it conducts its meetings;
- conducting an annual audit;
- employing its work force;
- expending and appropriating its funds, and keeping its records.

No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations that constrain community college districts or

providing the District with an unfair advantage with respect to any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.

Bookstores, cafeterias, and vending services may be operated under contract with an outside firm.

Contracts for outside vendors to operate bookstores, cafeterias, and vending services shall be awarded by competitive bid, submitted to the Board for approval, and awarded in the best interests of the students. Student organizations shall be encouraged to submit bids and given preference if they meet all other bid criteria.

Auxiliary organizations shall submit financial reports to the Board on at least a quarterly basis and shall submit a general report annually.

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**Date Adopted: January 17, 2012**  
**Reviewed: January 2020**

**General Institution****BP 3710 SECURING OF COPYRIGHT****References:**

Education Code Sections 72207 and 81459;  
17 U.S. Code Section 201

The Chancellor is directed to develop appropriate administrative procedures to implement the provisions of the Education Code that authorize the securing of copyright protection for works including, but not limited to, registering copyrights and policing infringements, on behalf of the District. The procedures developed by the Chancellor shall assure that the District may use, sell, give, or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

In the development of these procedures, the Chancellor shall solicit the input of the proper representatives of the college community in accordance with the District's policies regarding participatory local decision making.

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**Date Adopted: January 17, 2012**

**Reviewed: January 2020**

**General Institution**

**BP 3715 INTELLECTUAL PROPERTY**

**References:**

- 17 U.S. Code Sections 101 et seq.;
- 35 U.S. Code Sections 101 et seq.;
- 37 Code of Federal Regulations Sections 1.1 et seq.

The Chancellor shall develop procedures that define the rights, interests, protection, and transfer of intellectual property created by the District employees and students.

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**Date Adopted: January 17, 2012**

**Reviewed: January 2020**

**General Institution****BP 3720 COMPUTER AND NETWORK USE****References:**

Education Code Section 70902;  
Government Code Section 3543.1(b);  
Penal Code Section 502;  
Cal. Const., Art. 1 Section 1;  
17 U.S. Code Sections 101 et seq.

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The Chancellor shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall 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.

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**Date Adopted: January 17, 2012**  
**Reviewed: January 2020**



**General Institution****BP 3725 Information and Communications Technology  
Accessibility & Acceptable Use****References:**

Government Code Sections 7405, 11135, and 11546.7;  
Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701); Section  
508, Rehabilitation Act of 1973 (Federal Electronic and Information  
Technology) (29 U.S. Code Section 794d);  
36 Code of Federal Regulations Parts 1194.1 et seq.

The governing board shall ensure equal access to instructional materials and information and communication technology (ICT) for all and particularly for individuals with disabilities, in a timely manner.

As it relates to equally effective alternative access to instructional materials and ICT, timely manner means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

The Chancellor shall establish administrative procedures to comply with the requirements specified in Section 508 of the Rehabilitation Act and its implementing regulations.

Also see BP/AP 3410 Nondiscrimination, BP/AP 3720 Computer and Network Use, AP 3725 Accessibility and Acceptable Use, BP/AP 5140 Disabled Student Programs and Services, and AP 6365 Contracts – Accessibility of Information Technology.

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**Date Adopted: October 1, 2019**

## **BP 3800 – Personal Data Protection**

### **References:**

Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation (GDPR))

The Chancellor shall develop procedures necessary to protect the processing of personal data in accordance with the European Union General Data Protection Regulation.

**General Institution****BP 3810 CLAIMS AGAINST THE DISTRICT****References:**

Education Code Section 72502;  
Government Code Sections 900 et seq., 910, and 935

Consistent with the Board's general delegation of authority and state and federal law, and subject to any reporting and ratification requirements, the Chancellor and his/her designees are specifically empowered to act on a claim filed against the District under the California Tort Claims Act in accordance with Government Code Section 935.4. Further, this delegation authorizes the Chancellor to allow, compromise, or settle a claim against the District. The Chancellor shall report to the Board any action taken in regard to a claim filed against the District pursuant to the California Tort Claims Act. Upon written order of the Chancellor, the District shall cause a warrant to be issued in the amount for which a claim has been allowed, compromised, or settled, not to exceed Ten Thousand Dollars (\$10,000). Claims exceeding the amounts specified above are subject to ratification of the Board.

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages, and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place(s) for service of claims, lawsuits, or other types of legal process upon the District is the Office of the Chancellor, 14000 Fruitvale Avenue, Saratoga, CA 95070.

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**Date Adopted: January 17, 2012**

**Date Revised: December 10, 2019**

**General Institution****BP 3820 GIFTS****References:**

Education Code Section 72205

The Board shall consider all gifts, donations, and bequests made to the District.

The District shall assume no responsibility for appraising the value of gifts made to the District. Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise, or entity.

In no event shall the District accept a donation from any donor who engages in practices or policies that discriminate against any person on the basis of national origin, religion, age, gender, gender identity, gender expression, sex, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, physical or mental disability, or pregnancy; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

The Board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of the District, or the ownership of which would have the potential to deplete resources of the District, or which is determined to be undesirable for any other reason.

An officer, employee, or representative designated by the Board may accept gifts, donations, and bequests valued at Ten Thousand Dollars (\$10,000) or less in the name of the Board pending acceptance by the Board on its Consent Agenda.

No officer, employee, or representative of the District is authorized to accept gifts, donations, or bequests in excess of \$10,000 on behalf of the Board without prior approval of the Board or approval by the Board's designee pending acceptance by the Board on its Regular Agenda.

Any gift accepted by the Board or its designees shall become the property of the District, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the District.

The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the District.

In recognition of major financial or educational contributions, the Board may name District facilities in honor of a donor. The term "facilities" includes, but is not limited to buildings,

rooms, plazas, gardens, walkways, streets, and other spatial areas or structures on District property. The funding does not necessarily need to involve the named facility. Proposals for such naming may come from any source. The President of the Board, the Chancellor, and the President of the appropriate College (in consultation with the campus community) shall constitute a committee to make recommendation to the Board, which shall have final authority. In addition to facilities, special campus events such as athletics, fine arts, lectures, and other activities may be eligible for naming under this policy.

Also see BP/AP 6620 titled Naming of Facilities and Other Naming Opportunities.

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**Date Adopted: January 17, 2012**  
**Date Revised: December 10, 2019**

**General Institution****BP 3900 SPEECH: TIME, PLACE, AND MANNER****References:**

Education Code Sections 66301 and 76120

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

The Colleges of the District have areas that are designated public forums available for the exercise of expression by students, employees, and members of the public. The Chancellor shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

The administrative procedures promulgated by the Chancellor shall not prohibit the right of students to exercise free expression, including but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; and the wearing of buttons, badges, or other insignia.

Speech shall be prohibited that is defamatory, obscene (according to current legal standards), or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301 subdivision (e)), so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected.

**General Institution****BP 3910 USE OF UNMANNED AIRCRAFT SYSTEMS****References:**

- Federal Aviation Administration Modernization & Reform Act of 2012
- Federal Aviation Administration Small UAS Rule, 14 CFR §107 (Part 107)
- California Civil Code §1708.8
- Special Authority for Certain Unmanned Systems (49 USC §44807)

The District recognizes that the use of Unmanned Aerial Systems (UAS), commonly referred to as Drones, offer opportunities for teaching and research. The District further recognizes that the operation of UAS and Model Aircraft on District property may threaten the privacy and safety of its students, employees, and visitors; may cause damage to District Property; and, may disturb the educational goals of the District and Colleges.

Operation of a UAS is regulated by the United States Federal Aviation Administration (FAA), and by federal, state and local laws. UAS regulation at federal, state and local levels is emerging and multi-faceted. The District Chancellor shall establish procedures for the operation of UAS on or above District property involving public safety, and by employees and students in connection with educational and College activities.

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**Date Approved: March 17, 2020**

**General Institution****BP 3950 COMMUNITY RELATIONS****References:**

No specific references

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. Therefore, the District shall work cooperatively with the press and broadcast media in efforts to inform the public about the Colleges and District.

It is the responsibility of each member of the Board to:

- Not provide any information regarding Board Closed Session except for that which has been publicly announced by the Board President; and
- Take reasonable precautions to clearly distinguish between personal opinions, held as an individual citizen and statement that reflect officially approved policies or actions of the District or the Board.

It is the responsibility of the Chancellor to:

- Conduct an active and comprehensive informational program to promote widespread understanding of the educational program; and
- Take precautions necessary to avoid exploitation of the Colleges, District personnel, or students in the interest of commercial, ideological, or other non-college organizations under the guise of good relations.

The District shall:

- Proactively, promptly, and fully inform the community through the media about significant issues and developments in the District, both negative and positive. Within the limitations of privacy and confidentiality laws, respond to media-initiated inquiries as quickly, fully, and candidly as possible.
- Provide orientation/training to all management staff of the District on media and community relations.



- Attempt to involve as many programs, services, and other elements of the District in community relations activities as practical.
- Recognize, respond to, and positively support the special relationship that exists between each individual College and the neighborhood immediately surrounding it.
- Work closely and cooperatively with the individual communities within the District, seeking out opportunities for cooperative ventures and participating in civic organizations.

**BP 3960 Covid-19 Vaccination Policy**

**References:** California Code of Regulations, Title 8, Section 3203  
California Constitution, Article IX, Section 14  
Education Code, Section 70902  
Education Code, Section 76020  
Education Code, Section 76403  
Education Code, Section 87408  
United States Code Title 29 Section 654(a)(1)  
United States Equal Employment Opportunity Commission Guidance  
California Community Colleges Chancellor's Office 2021-01 Advisory

The West Valley-Mission Community College District (District) is committed to protecting the health and well-being of students, faculty, staff, administrators, and the communities we serve, as well as maintaining higher education access and attainment for our students. As we work toward the safe resumption of increased on-campus learning, working and other activities, we embrace a comprehensive strategy designed to reduce the likelihood of transmission of the COVID-19 virus. This approach contributes to the overarching goal of achieving population-level immunity throughout the West Valley-Mission Community College District.

In light of the evidence established to date regarding the safety and effectiveness of available COVID-19 vaccines, the District hereby requires that all individuals who access on-site campus/district programs in person or who participate in district operated or controlled off-site programs in person comply with this policy. Students and employees are required to be fully vaccinated against COVID-19 unless approved as exempt due to verified medical or religious reasons. Those who do not receive a COVID-19 vaccination shall wear face coverings, adhere to all safety requirements, and comply with twice weekly mandatory testing. The vaccine requirement is effective on each campus and in District Services no later than the first day of November 2021.

The chancellor shall establish administrative procedures and complete the collective bargaining process with labor groups, to implement this policy.

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**Date Adopted: September 21, 2021**