

04-30-19

4	OCC Classified Senate Feedback on Anti-Nepotism BP & AP	8.A: BP & AP 7310 Nepotism Policy Review & Discussion
	CCCD BP 7310 Nepotism Policy	8.A: BP & AP 7310 Nepotism Policy Review & Discussion
	Proposed: CCCD BP 7310 Anti-Nepotism Policy	8.A: BP & AP 7310 Nepotism Policy Review & Discussion
	Proposed: CCCD AP	



\$FDGHPLF 6HQDWH  
 5HJXODU 0HHWLQJ \$JHQGD  
 \$SULO \_ \$ 0 3 0 \_ )DFXOW\

&DOO WR 2UGHU

\$SSURYDO RI WKH \$JHQGD

\$SSURYDO RI WKH 0LQXWHV  
D \$SULO

2SSRUWXQLW\ IRU 3XEOLF &RPPHQW

)LYH PLQXWH DOORWPHQW RI WLPH IRU SXEOLF VSHDNHUV

6HQDWH 0HPEHUV 3OHDVH VDYH DQQRXQFHQWV IRU 3)RU W  
 &RPPHQWV RQ LWHPV VSHFLILF WR WKH DJHQGD PD\ EH PDGH DW WK  
 WKDW DJHQGD LWHP 0HPEHUV RI WKH SXEOLF PD\ ILOO RXW D 3XEO  
 PHHWLQJ DJHQGDV LQ IURQW RI WKH PHHWLQJ URRP 3OHDVH JLYH \  
 EHJLQV 7KH SUHVLGHQW ZLOO GHWHUPLQH WKH RUGHU RI VSHDNHU  
 SHU VSHDNHU

)RU WKH \*RRG RI WKH 2UGHU \$QQRXQFHQWV

3OHDVH REVHUYH D RQH PLQXWH DOORWPHQW SHU VSHDNHU 6HQDW  
 WR IDFXOW\ \*RRG QHZV XSFRPLQJ HYHQWV WKDQNV IRU D MRE ZHC

&RQVHQW \$JHQGD

2IILFHU 6HQDWRU DQG &RPPLWWHH 5HSRUWV

1RQ DJHQGLJHG UHSRUWV DUH OLPLWHG WR WZR PLQXW  
 D 3UHVLGHQW V 5HSRUW /RUHQ 6DFKV  
 L %RDUG'RFV

E 'LVWULFW &RQVXOWDWLYH &RXQFLO 6XEFRPPLWWHH RQ %  
 0DULO\Q .HQQHG\  
 F \*XLGHG 3DWKZD\V 5HSRUWLQJ



8QILQLVKHG %XVLQHVV

D %3 \$3 1HSRWLVP 3ROLF\ 5HYLHZ DQG 'LVFXVVLRQ 0I

E 6PRNH )UHH &DPSXV 7DVNIRUFH /RUHQ 6DFKV

F %\ODZV 5HYLVLRQV DQG \$GGLWLRQV 'LVFXVVLRQ 2QO\

1HZ %XVLQHVV

D )OH[ 'D\ \$FWLYLWLHV 0DUF 3HUNLQV

E ,6/2 5HYLHZ \$QQD +DQORQ 6/2 &RRUGLQDWRU

F \$3 %3 5HVLJQDWLRQV 3ROLFLHV 5HYLHZ DQG 'LVFXVVL

\$GMRXUQPHQW RI WKH 5HJXODU 0HHWLQJ



\$FDGHP LF 6HQDWH  
([HFXWLYH %RDUG 0HHWLQJ \$J  
\$SULO \_ 3 0 \_ )DFXOW\ +R

&DOO WR 2UGHU 6HQDWH 3UHVVLGHQW  
2SSRUWXQLW\ IRU 3XEOLF &RPPHQW ± )LYH PLQXWH DOOR  
VSHDNHUV

0HPEHUV RI WKH SXEOLF PD\ ILOO RXW D 3XEOLF &RPPHQW 6O  
DJHQGDV LQ IURQW RI WKH PHHWLQJ URRP 3OHDVH JLYH \RXU  
EHJLQV &RPPHQWV RQ LWHPV VSHFLILF WR WKH DJHQGD PD\ E  
GXULQJ GLVFXVVLQRQ RI WKDW DJHQGD LWHP 7KH SUHVVLGHQW  
6SHDNHUV KDYH RQH PLQXWH SHU VSHDNHU

\$SSURYDO RI WKH \$JHQGD ([HFXWLYH %RDUG

\$SSURYDO RI WKH 0LQXWHV ([HFXWLYH %RDUG

5HSRUWV IURP ([HFXWLYH %RDUG 0HPEHUV ([HFXWLYH %

'LVFXVVLQRQ RI \$JHQGD ,WHPV IRU WKH QH[W 5HJXODU DQ

D 7%' LWHP V IXWXUH PHHWLQJ GDWH DVVLJQPHQWV

E &RQVHQW &DOHQGDU ,WHPV 'LVFXVVLQRQ 6HOHFWLRQV IRU

F 6HQDWH %RG\ (OHFWLRQV 8SGDWH 2IILFHU GXW\ GHVFULS

G 7RSLFV 5HTXHVWHG IRU 6HQDWH 'LVFXVVLQRQ E\ )DFXOW\  
'LVWULFW

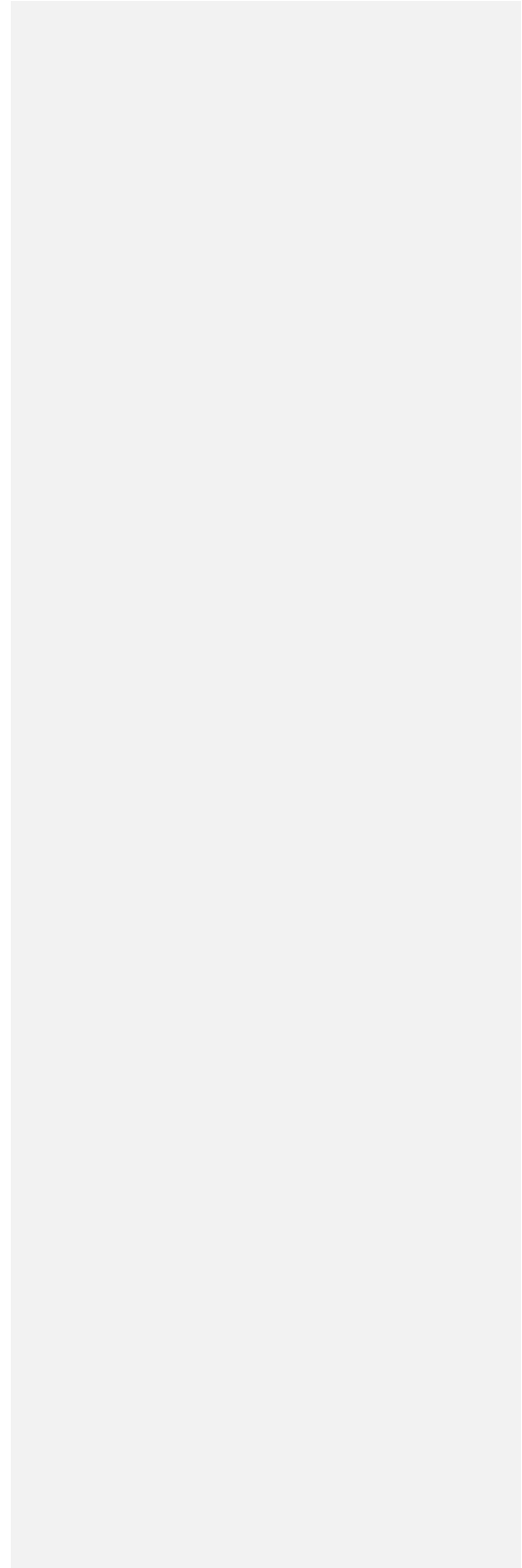
6WXGHQW (TXLW\ DQG \$FKLHYHPHQW 6(\$ .HYLQ %DOOLQJHU

6HQDWH %XGJHW ([HFXWLYH %RDUG

3URJUDP 5HYLHZ 6HQDWH &RPLWWHH 5HSRUWV 'LVFXVVLQRQ

Coast Community College District  
BOARD POLICY  
Chapter 7  
Human Resources

---



Coast Community College District  
ADMINISTRATIVE PROCEDURE  
Chapter 7  
Human Resources

---

AP 7310 Anti -Nepotism

New

employee at the same site/College ~~and both share the same direct supervisor or supervise one another. a~~ or up to two others if the other two are not employed at the same site/College as the applicant or transfer/promotion employee. ~~and share the same direct.~~

If any relationship covered by this Procedure develops subsequent to being hired, the employees are required to notify the Vice Chancellor of Human Resources in a timely manner of

Coast Community College District



relationship by blood, adoption, marriage, cohabitation, or domestic partnership exists with a Board Member, Chancellor, Vice Chancellor, President, Vice President, or Human Resources employee anywhere within the District.

If any relationship covered by this Policy develops subsequent to being hired, the employees are required to notify Human Resources in a timely manner of the change in their relationship or co-habitation status. At the recommendation of the Vice Chancellor of Human Resources, the Board of Trustees may allow exceptions to this Policy under the following circumstances:

- x The relationship is not or will not create an adverse impact on work productivity or performance of themselves or others in the workplace;
- x The relationship does not or will not create a conflict of interest, or a perceived conflict of interest, that has a negative impact on the work environment;
- x The relationship is between two faculty members, and there is no indication of a conflict of interest or a negative impact on the work environment.

Adopted February 5, 2003

Revised August 18, 2010

Renumbered from CCCD Policy 050-1-1.9, Spring 2011

Revised July 13, 2016

Coast Community College District  
BOARD POLICY  
Chapter 7  
Human Resources

---

BP 7310 Anti-Nepotism

Revision

References: Government Code Sections 1090 et seq.

The District prohibits the practice of nepotism.

~~For the purpose of this Policy, nepotism is broadly defined as the practice of an employee or Trustee using his/her personal power or influence to aid or hinder another in the employment setting where there is a current or past relationship by blood, adoption, marriage, cohabitation, or domestic partnership (as defined in Section 297 of the California Family Code). Examples of relationships covered by this Policy include, but are not limited to, the following:~~

- ~~¾ spouses~~
- ~~¾ registered domestic partners~~
- ~~¾ parents and grandparents~~
- ~~¾ siblings~~
- ~~¾ children and grandchildren~~
- ~~¾ in-laws~~
- ~~¾ any person living in the same home~~

This Policy is established to ensure that no employee or Trustee uses his or her position or authority to influence the hirings, compensation, tenure, retention, transfers, promotions, performance evaluations, disciplinary actions, supervision, or work assignments, ~~or any other aspect of the District's day-to-day operations of a District employee or contractor~~ based on relationships as defined in this Policy AP 7310. -Employment actions shall be conducted in a manner which prevents ~~partiality~~, preferential treatment, improper influence, conflict of interest, or the appearance thereof. -This Policy applies to all types of employment, including but not limited to full-time, part-time, temporary, student assistants, and professional experts, and as well as independent contractors.

Except as otherwise noted herein, this Policy does not prohibit the employment of relatives or registered domestic partners within the District. -However, District employees and Trustees shall not participate in making recommendations or decisions affecting any aspect of employment based on relationships as defined ~~above~~ within this Policy and associated Administrative Procedure 7310.

~~Additionally, as a matter of best practice and to avoid the appearance of impropriety, this Policy prohibits the hiring, promotion, or transfer of individuals who have a current or past relationship by blood, adoption, marriage, cohabitation, or domestic partnership, with a current District employee or independent contractor at the District site, or one of the three Colleges, where the relative or cohabitant is already employed.~~

Board Members, and the Chancellor, Vice Chancellors, Presidents, Vice Presidents, and Human Resources employees bear a higher responsibility to avoid the appearance of a conflict of interest. Therefore, the District shall not hire any person with whom a current or past relationship by blood, adoption, marriage, cohabitation, or domestic partnership exists with a Board Member, Chancellor, Vice Chancellor, President, Vice President, or Human Resources employee ~~anywhere within the District.~~

~~If any relationship covered by this Policy develops subsequent to being hired, the employees are required to notify Human Resources in a timely manner of the change in their relationship or co-habitation status. At the recommendation of the Vice Chancellor of Human Resources, the Board of Trustees may allow exceptions to this Policy under the following circumstances:~~

- ~~x The relationship is not or will not create an adverse impact on work productivity or performance of themselves or others in the workplace;~~
- ~~x The relationship does not or will not create a conflict of interest, or a perceived conflict of interest, that has a negative impact on the work environment;~~
- ~~x The relationship is between two faculty members, and there is no indication of a conflict of interest or a negative impact on the work environment.~~

Adopted February 5, 2003  
Revised August 18, 2010

Coast Community College District

employee at the same site/College or up to two others if the other two are not employed at the same site/College as the applicant or transfer/promotion employee.

If any relationship covered by this Procedure develops subsequent to being hired, the employees are required to notify the Vice Chancellor of Human Resources in a timely manner of the change in their relationship or co-habitation status. At the recommendation of the Vice Chancellor of Human Resources, the Board may allow exceptions to the Procedure only if the relationship is not and will not create an adverse impact on work productivity or performance of themselves or others in the workplace; the relationship does not and will not create a conflict of interest, or a perceived conflict of interest; the relationship is between two faculty members, two classified employees, or a classified employee and a faculty member and there is no indication of a conflict of interest or a negative impact on the work environment.

#### Applicants

Each applicant for any position within the District will be required to disclose relationships as de(oy)8.8 (ee and 1o12.9 (r)-6 (eat(n t)-6.6 (hi)2.6 (s)8.8 (PE)2 (r)-6 (oc)-2 (ede)10.5 (r)-5.9 (y)]TJ 0 Tc 0 Tw .9



Section 5. Part-time Senators-at-Large Candidates from the part-time members of the Faculty shall receive notice in February that they may nominate themselves for one of three part-time voting Senator-at-Large positions. All interested nominees shall attend the designated meeting in February to present themselves and be endorsed by the Senate for a one year term of office. Vacancies that may occur prior to the next election shall be filled by appointment and endorsement of the Senate.

#### Section 6. Vacancies

- a. Permanent Vacancies A permanent vacancy is established when a Senator submits a letter of resignation to the Senate President, is unable to complete the term of office, is absent for three (3) consecutive meetings without prior consent of the President of the Senate, or who becomes ineligible to hold membership in the Senate. Permanent vacancies shall be filled as provided in Sections 3, 4, and 5.
- b. Temporary Vacancies Temporary vacancies occur when the President declares a Senator is on approved temporary leave. Then the Senate shall conduct an election to fill the seat for the duration of the leave as per Sections 3, 4, and 5; or, in lieu of an election, the Senator designate a substitute from the same constituency which they represent who will serve as if elected.

Section 7. Tenure of Office Approximately one-third (1/3) of the regular and contract Senate membership shall be elected each year; and elected member shall serve for a term of three years except for the following changes for the 2016-2017 election cycles only:

- a. Effective for the 2016 Senator-at-Large election only, all five newly elected Senator-at-Large shall draw lots to determine which two shall serve two year terms in order to reestablish the required one

## Article II Officers and Committees

### Section 1. Officers of the Senate

- a. The Senate shall be organized annually during the week following the Spring break. The first order of business of the organizational meeting of the Senate shall be the election of officers except the immediate Past President. The officers shall consist of President, Vice President, Secretary, and Parliamentarian, and the immediate Past President. The President, only upon completion of his/her final elected term of office, shall serve as immediate Past President for one semester or one year only if she/he is an elected Senator. If the immediate Past president is no longer a Senator, he/she may remain as an advisor to the Executive Board.
- b. Election of Officers. The Senate officers shall be elected by the Senate from the Senate membership. The officers shall be elected by a simple majority of votes cast by a written, secret ballot, and they shall take office on July 1 of the year elected and serve until June 30 of the following year. The term for the office of President shall be for one year ~~with~~ more than three years in succession.
- c. The President shall:
1. Preside over all Senate meetings and Executive Board meetings.
  2. Represent and act as spokesperson for the Academic Senate and Executive Board
  3. Along with the Executive Board:
    - (a) be responsible for establishing the time and place for all Executive Board meetings.
    - (b) be responsible for the preparation of the agenda for all Senate meetings and Executive Board meetings.
    - (c) be responsible for establishing and administering the annual Senate budget reporting all yearly expenditures to the Senate body in a printed report.
  4. Perform any other function normally thought to be within the realm of a presiding officer that is otherwise not denied by the laws, Senate rules, or Executive Board rules and not prohibited by the Senate body.
- d. The Vice President shall:
1. Act as President in the absence of that officer.
  2. Succeed to the Presidency in the event of a vacancy in that office.
  3. Attend specific committee meetings to represent the Senate as assigned by the Executive Board or the Senate.
- e. The Academic Senate Secretary shall:
1. Be responsible for all minutes of the Senate meetings.
  2. Distribute electronically the approved minutes to the faculty, College President, Chancellor, Board of Trustees, the Academic Senate Presidents of Coastline Community College and Golden West College, and the faculty union Presidents.
  3. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.



f. The Parliamentarian shall:

1.



3 5 2 3 2 6 ( ' 5 ( 9 , 6 , 2 1 6

# The Academic Senate of Orange Coast College By-Laws

## Article 1

### Membership and Elections

Section 1. The Electorate~~The~~ Electorate shall consist of the Faculty, as defined in Article 1 of the Constitution, and the Senate shall be elected from the members of this body.

Section 2. Composition of the Senate~~The~~ Senate shall be composed of a Senator from each Division, the Library, and Student Services; nine Senators~~at large~~, all elected from the regular and contract Faculty; and up to three voting Senators~~at large~~ from the Part-time Faculty. There shall be included within the membership of the Academic Senate, a~~voting~~ student who shall be appointed by ~~the SGOCC~~ student government. The student representative may designate for the record his/her support or opposition to any matter prior to the official Senate vote. A designation shall be recorded in the Senate meeting minutes. Such student shall have the right to attend all meetings~~of the~~ Senate except those meetings prohibited by Education Code 72023.5 (a) (2) or when the Senate is in closed session.

Section 3. Division Senator~~Divisions~~ Divisions are responsible for conducting their own elections of division senators. The Senate will ~~conduct~~ elections of division Senators if the division requests the assistance of the Senate. During the month of February, eligible divisions shall report to the Senate the results of their elections of division Senators. Divisions shall be responsible for filling vacant seats when they arise. In

candidates may be nominated from the floor at a general meeting to be held during the month of March. Not later than the first week of March, the President of the Senate shall call an election of regular and contract Faculty to determine the Senators. ~~Voting shall be by secret ballot.~~ Senators shall be seated in the order of popular votes received.

Permanent vacancies that occur prior to the next election will be replaced by the Senate President appointing a Faculty member for the remainder of the term from the alternate list of unelected nominees in order of popular votes received and seeking a majority endorsement from the Senate body. If the list has been depleted, an election will be held using procedures approved by the Senate. ~~For temporary vacancies, a Senator may designate a substitute from the same constituency which they represent who will serve as if elected. If an extended absence of more than three (3) meetings is anticipated, the Senate shall~~ (t)-5.h8(h)-0.7 (o)-9.6 .h exp4(f)2.6 ( 55.4 (ac).3 (e)-6 ( )10.6 (c)-4.9 (o)-9.6 (n)t-1o)

Section 5. PartTime Senatorsat-Large.Candidates from the parttime members of the Faculty shall receive notice in February that they may nominate themselves for one of threepart voting Senatorat-Large positions. All interested nominees shall attend the designated meeting in February to present themselves and be endorsed by the Senate for a one year term of office. Vacancies that may

## Section 8. Recall and Removal of Senators.

- a. Division Senators. A Division may replace its Senator at any time upon the majority vote of the regular and contract Faculty of the Division at a special election called by petition of one third (1/3) of the regular and contract Faculty of that Division.
- b. At-large Senators. The Faculty-at-large may replace an at-large Senator at any time upon the majority of votes of the regular and contract Faculty at a special election called by petition of one-third (1/3) of the regular and contract

## Article II Officers and Committees

### Section 1. Officers of the Senate.

a. The Senate shall be organized annually during the week following the Spring break. The first order of business of the organizational meeting of the Senate shall be the election of officers except the immediate Past President. The officers shall consist of President, Vice President, Secretary, and Parliamentarian, and the immediate Past President. The President, only upon completion of his/her final elected term of office, shall serve as immediate Past President for one semester or one year only if she/he is elected Senator. If the immediate Past President is no longer a Senator, he/she may remain as an advisor to the Executive Board.

b. Election of Officers The Senate officers shall be elected by the Senate from the Senate membership. The officers shall be elected by a simple majority of votes cast by a written, secret ballot, and they shall take

f. The Parliamentarians shall:

1. Rule on parliamentary procedures as prescribed in the latest edition of Robert's Rules of Order, Revised or such other rules or procedures as may be adopted by the Senate.

g. The Immediate Past President may:

1. Attend meetings of the Executive Board as a non-voting member for one semester or one year following his/her last service as Senate President.
2. Perform such functions as the President may assign to assist in carrying out the purposes and policies of the Academic Senate.

h. Non-voting Members of the Senate and the Executive Board:



The Executive Board shall

- a. Allocate additional duties to each officer as required.
- b. Meet no fewer than five times each semester.
- c.

Orange Coast College



2ULJLQDO 0HVVDJH  
 )URP &DUO 3LSHU &3LSHU#RFGH XV!  
 7R 3UR10.HQQHG\ SURIPNHQQHG\#DRO FRP!  
 6Hqw 7XH )HE DP  
 6XEMHFW 5H 3KRQH &XOV\LRQVRZHSUUGQQJDQRZUQRWH &RDVW &ROOHJH V

+L 3URIHVVURU .HQQHG\ MR YKBOHIWKH HPDLO  
 &DUO

&CE}uW WCE}(D< vv Ç D%CE}(ul vv Ç> }oX }uE  
 ^ v š }v ÇU & CEµ CEÇ ðU ïiïõ ïiWiñ WD  
 d}W CEo W]‰ CE  
 ^µ i ZWW WZ}v oo & }j}o }ÁZ hP‰ CE µ v +S WCE KAEÇ vs }š ]y P š v • }oo Pu] ^ v š

0U 3LSHU

7KDQN \RX VR PXFk IRU \RXU UHVHDUFK WQDQEQGQRZSWBQDWBROVWQSGFOLDWUDV  
 VKDUH WKLv ZLWK GRXQD(W%RD,U/GWQKHGHPDLO FRQILGHQWLDZORU, GRXQ SUZLYDKF  
 PH NQRZ ZKDW LV DSSURSULDWH DQG OHJDO LQ WHUPV RI P\ XVH RI LW LG

6LQFHUHO\

[Professor Marilyn Kennedy](#)

2ULJLQDO 0HVVDJH  
 )URP &DUO 3LSHU &3LSHU#RFGH XV!  
 7R 3UR10.HQQHG\ SURIPNHQQHG\#DRO FRP!  
 6Hqw 0RQ )HE SP  
 6XEMHFW 5( 3KRQH &XOV\LRQVRZHSUUGQQJDQRZUQRWH &RDVW &ROOHJH V

+L 3URIHVVURU .HQQHG\  
 7KLv LV DQ DUHD WKDW PD\ EH VRPHZKDW RSHLQWR UGSLU HWUDU U RLO W W

, DJUHH ZLWK \RXU FRXQVHO WKDW WKH \*RYHUQPHQW &RGH G  
 SUR[\ +RZHYHU WKWLRQRZQL\$FWHG WE HSURZKGBLWISHUR[\ YRWLQ

\* RYHUQPHQW &RGH R Q J U G H U I D V H R Q P H H W K L Q W H D K M D D  
VDPH WLP H D Q G I O R F F X D W L R G H Q Q R E H D N H W D F W L R Q  
\$ Y R W H E \ S U R [ \ Z R X O G Q R W F R P H L Z L J W K Z L Q W K L Q H V G K I L M O  
W K H S U R [ \ J U D Q W R U I V Y R W H Z R X O G Q R W K D Y H R F F X U

\* RYHUQPHQW &RGH V D F G H O D Q H F W I R Y F D V G L H R F E K W K N C H Q R  
V L W W L Q J D V D E R G \  
\$ Y R W H E \ S U R [ \ Z R W G Q Q R W H F G R P H Q L W D R I G Q R I Z L Q W K D W V  
E H F D X V H W K H S U R [ \ J U D Q W R U I V Y R W H Z R X O G Q R W K D Y H R F F X U

\* RYHUQPHQW &RGH D W L F H E R G H T X D U M A L S P O K W D N H D Q Q  
R I H D F K S U H V H Q W I R U W K H D F W L R Q  
\$ Y R W H E \ S U R [ \ Z R Z L O G K Q R K V L F R P I S O M L R Q D V W K H S U R [ \  
S U H V H Q W I R U W K H D F W L R Q

\$ O V R L Q \* R Y H U Q P H Q W L R O D W X U H W K H F G I I R D O D W S H Q G D Q F H D W  
W H O H F R Q I H U H Q F H H D X L G I S P I R Q W G H I R U W K M F U K D W W H Q G D Q F H , I W H  
S U R [ \ Y R W L Q J X Q G H U W K H % U R Z Q \$ F F W I W K H D Q W K G Z S U X E D F H L R O U D I V S  
I R U W H O H F R Q I H U H Q F L Q J

\* RYHUQPHQW &RGH † J S U R K D B H W H L Q F R H P O X O V E B Q V L R Q R P  
D \$ V X V H G L Q W K L V F K D S W H U <sup>3</sup> P H H W L Q W \ R H D V K V D P H P E R M V V I R I J  
E R G \ D W W K H V D P H W L Q P H O X G G Q R V F D O H L R Q Q I H U H Q F H V D R E D W L R Q V  
G L V F X V V G H O L E H U B Q H D Q R U L W D R H W B D W L R Q Z L W K L Q W K H H O M K E L M D E  
E R G \

\* RYHUQPHQW &RGH † \$ F W L R Q W D N H

\$ V X V H G L Q W K L V F K D S W H U S W D I N U F O R O P H D F O W P D G S H E F L V L P R Q M R U L W \ R I W I  
O H J L V O D W L Y H E R G \ D F R O O H F W L Y L H V F R P P L K M P I P G W E R U V S B R P L O H  
P D N H D S R V L W L Y H R U R D Q Q J D F W L X D H O G Y H R W W K Q D P P I D I R U V V R I D O H  
Z K H Q V L W W L Q J D V D E R G \ R U H Q W L W L R Q S R O Q D H P R P L R Q G S Q B Q R

\* RYHUQPHQW &RGH † O H H W L Q J V D Q F E I H R S H Q

D \$ O O P H H W L Q W L Y R H W K G \ O R H J D V O R E B O R S H Q Q F Q G K S X E O L F D Q G D  
S H U P L W W H G W R D W W H Q G D Q \ P H F D V L Q D J H R Q F W K H [ O H S W O D V R L V K H E  
F K D S W H U

F  
1 R O H J L V O D W I N Y H D F R A G L R Q K E O O M K D H U W S E B I O O R M Q D Z K H R U I L Q  
7 K H O H J L V O D W L Y I D J E R Q F \ R I K D O O R I S X E O L F O \ U H S R U W D Q \ D I  
D E V W H Q W L R Q R Q M V R I D I W E D I F U W S B R I Q V R I Q M D I R U W K H D F W L R Q

&DUO 3LSHU  
&RXQVHO



7KH OHJLVODWLYH ERG\ RI D ORFDO DJHQF\ VKDOO SXEOLFO\ UHHSRJKU W DO  
PHPEHU SUHVHQW IRU WKH DFWLRQ

7KDQN \RX IRU \RXUR QW LPHL D QIGWZ RV NYHU\ PFK DSSUHFLDWHG

Professor Marilyn Kennedy  
Orange Coast College, Coast Community College District  
Academic Senate Secretary

---

25\$1\*( &2817< '(3\$570(17 2) ('8&\$7,21  
( 0\$, / &21), '(17, \$ / ,7< 127, &(

7KLV H PDLO FRPPXQLFDWLRQ LQ RQXG QQQQWV DEXHHV QVW SUHYLRXV H PDLO PRF F QH FD WR R Q W IZ W W W HQ  
RI WKH (OHFWURQLF &RPPXQLFDWLRQ M V ULYTD FAK\$FWH PDL G &RPPXQLFDWLRQ HPDW ERQ VRDL QHQD Q SX E O  
LQIRUPDWLRQ LQWHQG HG IRU WKH VQRV H V7KH RIX Q B M WGRVLLJQH DWDHGGUIHFW SRQHGLRVCFDQR V XQWH B F HVSKWK RLO  
DWWHPSW WR GR VR LV VWULFWO\ SURKLELWHG DQG PD\ EH XQODZIXO X Q GHDL O SFSRPLFFXQCELOFD W DZ Q L C  
SOHDVH LPPHGLDWHO\ QRWLI\ WKH VIII QGKHU REJLU HQDXQ QH HP DLDL QURQ G\ RGXLD M W WHP

127, &( 7KLV PHVVDJH ZDV VHQW IURP DQR W [UW H U Q D W H V H U R G  
&RPPXQLW\ &ROOHJH 'LVWULFW , I \RW\ DRIHWXQH X H B GRH UW K H 12X  
OLQNV RU GRZQORDG DQ\ DWWDFKPHQ W G D GGUWHV D GW R OSKFLW IRIC

Coast Community College District  
BOARD POLICY  
Chapter 7  
Human Resources

---

BP 7350 Resignations

Revision

References:

Education Code Sections 87730 and 88201

The Board hereby delegates to the Chancellor the authority to accept resignations on its behalf, and to fix the time when the resignation takes effect, pursuant to law so long as the effective date of the resignation is within the current fiscal year (July 1 – June 30). Once a resignation is accepted by the Chancellor, it is not revocable by the employee. Resignations shall be forwarded to the Board for ratification.

Adopted November 16, 1983

Revised August 22, 1990

Revised September 20, 2006

Replaces CCCD Policy 050-1-1.5, Spring 2000 [(5)2 (,)-11 ( )37 (S)]TJ 9.96[(5)2 245-63-892 0 Tdw 1.12 0 Td0.01

Coast Community College District  
ADMINISTRATIVE PROCEDURE