

PERALTA COMMUNITY COLLEGE DISTRICT PARTICIPATORY GOVERNANCE COUNCIL (PGC) AGENDA

Friday, March 24, 2023 9:00 AM – 11:00 AM Join the meeting:

PGC Zoom Link 3.24.2023

CO-CHAIRS

Jannett Jackson, Interim Chancellor Donald Moore, DAS President Tachetta Henry, Classified Senate President, Merritt

COUNCIL MEMBERSHIP

Angélica Garcia, President, BCC	Jannett N. Jackson, Interim Chancellor		
Diana Bajrami, Interim President, CoA	Ronald McKinley, Interim Vice Chancellor, HR		
Rudy Besikof, President, Laney	Matthew Freeman, President, BCC Faculty Senate		
David Johnson, President, Merritt	Matthew Goldstein, President, COA Faculty Senate		
Leslie Blackie, President, Laney Faculty Senate	Thomas Renbarger, President, Merritt Faculty Senate		
Richard Thoele, President, Local 1021	Vacant, Local 39		
Jennifer Shanoski, President, PFT	Donald Moore, President, DAS		
Leesa Hogan, Student Representative	Tachetta Henry, Classified Senate President, Merritt		
Brandi Howard, Notetaker (non-voting)			

Members - 16; Quorum - 9

I. STANDING ITEMS

- A. CALL TO ORDER (9:00 am)
- **B.** ADOPTION OF THE AGENDA (9:02 am)
- C. CHANCELLOR'S REPORT (9:05 am)
 - i. Chancellor's Report & General Update
- D. APPROVAL OF PREVIOUS PGC MEETING MINUTES (9:30 am)

March 10, 2023

- E. PUBLIC COMMENT (9:32 am)
- F. COMMITTEE/COUNCIL/GROUP REPORTS (2 minutes each) (9:40 am)
 - i. District Academic Affairs and Student Services Committee Matthew Freeman
 - ii. Planning & Budgeting Council Thomas Renbarger
 - iii. District Facilities Committee Atheria Smith / Rachel Goodwin
 - iv. District Technology Committee Antoine Mehouelley / Matthew Goldstein
 - v. Update from the PGC subcommittee on Equity, Diversity & Inclusion Andrea Epps
 - vi. Chancellor's Work Group Donald Moore

I. <u>CARRIED OVER AND NEW ITEMS</u>

Topic:	Presenter:	Purpose:	Strategic Goal:	Time:
1. Update on PeopleSoft Phase III the Student Journey	Kathy Bader, Tina, Antoine, Stephanie	Update/Discussion	D2. Institutional Leadership and Governance	10:10 am
2. Dept of Education – Title IV Program Review	Ken Lira/Tina Vasconcellos	Information	D2. Institutional Leadership and Governance	10:20 am
3. BP 2341 Chancellor Selection	Jannett Jackson	Update on Board of Trustees Adoption of BP2341	D2. Institutional Leadership and Governance	10:30 am
4. AP 3515 Reporting of Crimes	Tina Vasconcellos	Discussion, Action	D2. Institutional Leadership and Governance	10:35 am
5. BP 6250 Reserve Requirement	Nathaniel Jones	Discussion	D2. Institutional Leadership and Governance	10:40 am
6. AP 3420 Equal Employment Opportunity	Andrea Epps	Discussion, Action	D2. Institutional Leadership and Governance	10:50 am
7. AP/BP 6740 Citizen Oversight Committee	Joseph Bielanski	Discussion, Action	D2. Institutional Leadership and Governance	10:55 am

- **I. ADJOURNMENT** 11:00 am
- II. <u>NEXT MEETING</u>
 - a. Friday, April 28, 2023

BP 6740

BOARD POLICY 6740 CITIZENS' OVERSIGHT COMMITTEES

If a bond measure or parcel tax has been authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the Chancellor shall establish an appropriate Citizens' Oversight Committee in accordance with the applicable law and necessary regulations.

Reference:

Education Code Sections 15278,15280,15282 California Constitution Article XIIIA Section 1(b), Article XVI Section 18 (b) Administrative Procedure 6740

New Policy

Approved by the Board of Trustees: September 11, 2012 Revised and approved by the Board of Trustees: October 9, 2018

Commented [MJ1]: Made plural to reflect we have two committees. Added "an appropriate..." below, again, because we have two committees

ADMINISTRATIVE PROCEDURE 6740 CITIZENS' OVERSIGHT COMMITTEES

The Chancellors directs that the following regulations apply to any Citizens' Oversight Committee at the Peralta Community College District. A separate Citizens' Bond Measures Oversight Committee shall be established for general obligation bond measures and a separate Citizens' Parcel Tax Measures Committee shall be established for parcel tax measures levied on behalf of the Peralta Community College District.

- Bond Oversight Membership. The Bond Measures Oversight Committee shall consist of at least seven (7) members to serve for a term of two (2) years and for no more than three (3) consecutive terms. Members shall serve without compensation. The committee shall be comprised of at least:
 - A. One member active in a business organization representing the business community located within the district;
 - B. One member who is a resident of the district and active in a senior citizen's organization;
 - C. One member who is a resident of the district and active in a bona fide taxpayer's organization:
 - D. One member enrolled as a student and active in a campus group. The student may serve up to one (1) year after his or her status as a student ends;
 - E. One member active in an organization supporting the district such as the foundation.
 - F. Two members who are residents of the district representing Community-at-Large
- II. Parcel Tax Oversight Membership. The Parcel Tax Measures Oversight Committee shall consiste of at least seven (7) members to serve for a term of two (2) years and for no more than three (3) consecutive terms. Members shall serve without compensation. The committee shall be comprised of Community-at-Large members.
- III. **Membership exclusion.** No employee, official, contractor, consultant, or vendor of Peralta Community College District shall be appointed to, or serve on, the committees. No Peralta district elected official shall be appointed to, or serve on, the committees.

IV. Purpose.

- A. The Bond Measures Oversight Committee shall inform the public concerning the expenditure of bond revenues including the following:
- An annual report of the committee shall advise the public as to whether the district is in compliance with the California Constitution Article XIII A requirement that all funds have been used for the construction, reconstruction, rehabilitation of facilities, including furnishing and equipping of facilities, upgrade of technology or for the acquisition or lease of real property as authorized by the voters.
- 2. The committee shall ensure that no funds are used for any teacher or administrative salaries or other school operating expenses except if such administrators dedicate ninety-nine percent (99%) of their duties to the Bond Revenue Capital and Construction Management Program, as recommended by the Chancellor and approved by the governing Board of Trustees. Such administrator's in-house duties may be utilized to reduce the cost of program administration, which is intended to benefit the taxpayers.
- 3. In furtherance of its purpose the committee may engage in any of the following activities:
 - (a) Receiving and reviewing copies of the annual, independent performance audit.
 - (b) Receiving and reviewing copies of the annual, independent financial audit.

Commented [MJ1]: Aligning the formal committee names with those established in the bylaws approved by the BOT in January 2019

Commented [MJ2]: While state law dictates the representation required for bond oversight, there are not specific representation role requirements for parcel tax oversight.

(c) Inspecting facilities and grounds to ensure that bond revenues are expended for the construction, reconstruction, rehabilitation of facilities, including furnishing and equipping of facilities, or for the acquisition or lease of real property as authorized by the voters.

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Peralta Community College District

AP 6740

- (d) Receiving and reviewing copies of deferred maintenance proposals or plans. (e). Reviewing efforts by the district to maximize bond revenues by implementing cost-saving measures, including, but not limited to the following:
 - i. Mechanisms designed to reduce the costs of professional fees. ii. Mechanisms designed to reduce the costs of site preparation. iii. Recommendations regarding the joint use of core facilities. iv. Mechanisms designed to reduce costs by incorporating efficiencies in design. v. Recommendations regarding the use of cost-effective and efficient reusable facility plans.
- B. The Parcel Tax Measures Oversight Committee shall inform the public concerning the expenditures of Parcel Tax Revenues including the following:
- 1. An annual report of the committee shall advise the public as to whether the district is in compliance with the Parcel Tax Resolution.
- 2. The committee shall ensure that no parcel tax funds are used for any administrative salaries or supplanting of district/college operating expenses.
- 3. In furtherance of its purpose, the committee may engage in any of the following:
 - (a) Receiving and reviewing copies of the annual independent performance audit;
 - (b) Receiving and reviewing copies of the annual independent financial audit; and
- (c) Receiving and reviewing copies of expenditure plans, presentations, and finalized parcel tax budgets; and

V. Meetings, Minutes and Records.

- A. All meetings of the Citizens Oversight Committees shall be open to the public as specified in the Ralph M. Brown Act.
- B. If the committee does not adopt an annual calendar of meetings, it shall adopt a schedule of meetings at least once every six months for the following six-month period.
- C. A quorum of the committee shall consist of any four members.
- D. Minutes of the proceedings of the committees, all documents received by the committees and all reports issued by the committees are public records which, to the extent the Chancellor deems | feasible, will be made available on a website maintained by the District.

Commented [MJ3]: Not sure why there was a requirement for Chancellor, and VC General Services is not relevant for Parcel Tax oversight. We could add back a requirement for VC General Services for Bond and VC Finance & Administration for Parcel Tax?

Commented [MJ4]: I removed "or VC Gen Services" since that role is bond-specific and doesn't apply to parcel tax.

Approved by the Chancellor: November 2, 2012

Revised and approved by the Chancellor: September 28, 2016 Revised and approved by the Chancellor: September 14, 2018 Page 2 of 2

ADMINISTRATIVE PROCEDURE 3515 REPORTING OF CRIMES

An annual report shall be prepared by the <u>Vice Chancellor of General Services Director of Public Safety</u> of all occurrences reported to Peralta Police Services and arrests for crimes committed on Peralta Community College District property. The report shall be made available to all students.

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I. Report Production and Distribution

The Vice Chancellor of General Services Director of Public Safety ensures the following:

- A. Ensures annual preparation and updating of report of crimes committed on District-owned and controlled property to comply with Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*.
- B. Produces an annual written report to the Board of Trustees
- C. Makes the written report available Sends emails to students and faculty, staff, employees, and the public.
- D. Publishes the updated report annually on the District web site and provides for the colleges to publish on college websites.

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II. Report Contents

Crime statistics will detail the following offense types:

- A. Murder
- B. Manslaughter
- C. Forcible Sex Offenses
- D. Non-Forcible Sex Offenses
- E. Domestic violence, dating/date violence, and stalking
- F. Robbery
- G. Aggravated Assault
- H. Burglary
- Motor Vehicle Theft
- J. Arsor
- K. Hate Crimes (by prejudices)
- L. Liquor Law Violations
- M. Drug Law Violations
- N. Weapons Law Violations

To assist Districts to comply with this reporting requirement, the California Attorney General's Office and University of California Office of the President, in partnership with the Alameda County and San Bernardino County District Attorney's Offices and San Francisco and Oxnard Police Departments, has published a Model Memorandum of Understanding that Districts may use as a template to help them comply with their reporting requirements. This template, and instructions on how to use the template, are available on the Attorney General's website (http://oag.ca.gov/campus-sexual-assault). Districts should still consult with their own legal counsel before finalizing any Memorandum of Understanding between the District and local law enforcement.

III. Required Reports to Local Law Enforcement Agency (per Education Code Sections 67380 and 67383)

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement, must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her right to have his/her personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless the institution determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

- (1) the alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and
- (2) the immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

References:

Education Code Sections 212, 67380, 67383, and 87014; Penal Code Sections 245 and 422.55; Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998; 20 United States Code Section 1232g; 34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46; Campus Security Act of 1990

Approved by the Chancellor: July 16, 2012

Updated and approved by the Chancellor: January 3, 2014
Revised and approved by the Chancellor: October 30, 2015
Revised by the Chancellor: February 14, 2016

Revised by the Chancellor: February 11, 2016

Revised and approved by the Chancellor: September 28, 2016

BOARD POLICY 6250 BUDGET MANAGEMENT

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Peralta Community College District shall maintain a minimum 10% of unrestricted fund balance of no less than the equivalent of two months prior year's operating expenses or revenues, whichever is least for everyeach fiscal year. When the unrestricted ending fund balance falls below 10% the minimum fund balance by more than \$250,000, the District shall adopt a plan to replenish it to 10% the minimum fund balance within one year.

When the unrestricted fund balance exceeds 40% the minimum fund balance, balances in excess may be set aside for additional reserves, investment in one-time expenditures, or appropriation to a major budget classification upon a resolution of the Board.

See also:

BP 6300 Fiscal Management and Accounting BP 6305 Debt AP 6250 Budget Management AP 6300 General Accounting AP 6305 Debt Issuance and Management

Reference:

Title 5 Sections 58307 and 58308

Approved by the Board of Trustees: October 14, 2014 Revised and approved by the Board of Trustees: September 18, 2018 Revised and approved by the Board of Trustees: April 23, 2019 Formatted: Highlight

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ADMINISTRATIVE PROCEDURE 3420

EQUAL EMPLOYMENT OPPORTUNITY

The Equal Employment Opportunity (EEO) Plan is a district-wide written plan that implements the District's EEO Program, includes the definitions contained in Title 5 Section 53001, and complies with all legal requirements as listed in Title 5. The District's EEO Plan will be developed from the Model EEO Plan as provided by the California Community Colleges Chancellor's Office, given local modifications based on legal recommendations from the District legal counsel. The District will comply with implementation timelines of the California Community Colleges Chancellor's Office for the EEO Plan. Prior to implementation, the Board of Trustees will adopt the EEO Plan.

The EEO Plan and subsequent revisions shall be submitted to the California Community Colleges Chancellor's Office for review and approval as required. The Vice Chancellor of Human Resources (Chief Human Resources Officer) shall have the responsibility and authority for implementing the EEO Plan and assuring compliance with the requirements of this procedure.

The EEO Plan will include, but is not limited to, the following:

- The Vice Chancellor of Human Resources (Chief Human Resources Officer) shall ensure that all District employees are notified of the provisions of the EEO Plan.
- District Employees who are to participate on screening or selection committees shall receive appropriate training on the requirements of the applicable Title 5 regulations and of state and federal nondiscrimination laws. The training shall be conducted by a qualified member of the District Human Resources staff.
- Any discrimination that is detected in the District's hiring practices should be brought to the attention of the Vice Chancellor of Human Resources (Chief Human Resources Officer).
- Complaints shall be filed with the District Office of Human Resources in accordance with the procedure as specified in the EEO Plan.
- The EEO Plan shall be a public record.
- The District shall make a continuous good faith effort to comply with the requirements of the EEO Plan.
- The District has a Faculty Diversity Internship Program.

The current Peralta Community College District EEO Plan was adopted for 2019-2022 and can be found at the following website https://web.peralta.edu/hr/files/2021/05/2019-2022-EEO-PLAN-05-23-19.pdf
Also see the following:

BP 3410 Nondiscrimination

AP 3410 Nondiscrimination

AP 3430 Prohibition of Unlawful Harassment

BP 7100 Commitment to Diversity

Annual Evaluation (per Title 5 sections 53004 and 53006) [new section]

- The District shall annually collect the demographic data of its employees and applicants for employment in order to evaluate progress in implementing the EEO Plan and to provide data needed for required analyses.
- An annual report to the California Community Colleges Chancellor's Office of this demographic data. The report shall identify each employee as belonging to one of the following seven job categories:
 - o executive/administrative/managerial
 - o faculty and other instructional staff
 - o professional non-faculty
 - o secretarial/clerical
 - o technical and paraprofessional
 - o skilled crafts; and
 - o service and maintenance.

- The opportunity for each employee to identify his/her/their gender, ethnicity and, if applicable, disability. This opportunity must allow for a person to designate multiple ethnic groups with which he/she/they identifies. However, the person may only be counted in one group for reporting purposes.
- Districts shall review the annually collected demographic data to determine if significant underrepresentation of a monitored group may be the result of non-job-related factors in the employment process. For the purposes of this subdivision, the phases of the employment process include but are not limited to recruitment, hiring, retention, and promotion. The information to be reviewed shall include, but need not be limited to:
- longitudinal analysis of data regarding job applicants to identify whether over multiple job searches, a monitored group is disproportionately failing to move from the initial applicant pool, to the qualified applicant pool; and analysis of data regarding potential job applicants, to the extent provided by the Chancellor of the California Community Colleges, which may indicate significant underrepresentation of a monitored group.

EEO Advisory Committee [per Title 5 section 53005] (new section)

- The District shall establish an EEO Advisory Committee; and
- The advisory committee shall include a diverse membership whenever possible.
- The advisory committee shall receive training in all of the following: applicable Title 5 regulations and of state and federal nondiscrimination laws; the educational benefits of workforce diversity, the identification and elimination of bias in hiring decisions; and the role of the advisory committee in carrying out of the District's EEO Plan.

Per CCLC all of the following information is required and is currently not in this Peralta Administrative Procedure

Employment Procedures

Job Analysis and Validation: The Vice Chancellor of Human Resources shall assure that a proper job analysis is performed for every job filled by the District to determine and validate the knowledge, skills, abilities and characteristics an employee must possess to perform the job satisfactorily.

A statement of bona fide essential functions and minimum qualifications shall be developed for all positions.

Job Description: Every job description shall provide a general statement of job duties and responsibilities.

Job specifications shall include functions and tasks; knowledge; skills; ability; and job- related personal characteristics, including but not limited to sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students.

Recruitment: Recruitment must be conducted actively within and outside of the District work force.

Open recruitment is mandated for all new full-time and part-time positions, except under limited circumstances involving interim hires.

Recruitment must utilize outreach strategies designed to ensure that all qualified individuals are provided the opportunity to seek employment with the District.

Recruitment for administrative and faculty positions (full and part-time) may include advertisement in appropriate professional journals, job registries and newspapers of general circulation; distribution of job announcements to the EEO Registry, K-12 districts, two and four year colleges, and graduate schools where appropriate candidates might be enrolled; recruitment at conferences, fairs, and professional meetings; notices to institutions and professional organizations.

Recruitment for classified positions shall include notice to all District personnel; notice to Employment Development Department; and advertising in area newspapers of general circulation.

Applicant Pools: The application for employment shall afford each applicant an opportunity to identify himself/herself/themselves voluntarily as to gender, ethnicity and, if applicable, his/her/their disability. This

information shall be maintained in confidence and shall be used only for research, validation, monitoring, evaluation of the effectiveness of the Plan, or as authorized by law.

After the application deadline has passed, the initial applicant pool shall be recorded and reviewed by the Chief Human Resources Officer or designee. All initial applications shall be screened to determine which candidates satisfy job specifications set forth in the job announcement. The group of candidates who meet the job specifications shall constitute the "qualified applicant pool."

Once the qualified applicant pool is formed, the pool must again be analyzed. If the Chief Human Resources Officer or designee finds that the composition of the qualified applicant pool may have been influenced by factors which are not job related, the District may immediately, and before the selection process continues, consult with legal counsel to determine what, if any, corrective action is required by law.

Screening and Selection: Screening, selecting and interviewing candidates for all positions shall include thorough and fair procedures that are sensitive to issues of diversity.

- Hiring procedures will be provided to the California Community Colleges Chancellor's Office on request.
- All tests conform to generally applicable legal standards for uniformity.
- A reasonable number of candidates are identified for interview.
- Screening and selection committees are developed that are representative of the District community and campus; include administrators, faculty, and classified staff members; include a diverse membership when possible; do not include applicants or persons who have written letters of recommendation.
- Every screening and selection committee includes an individual trained to monitor conformance with EEO requirements. The Vice Chancellor of Human Resources assures that the screening and selection process conforms to accepted principles and practices, including preparation of job related questions in advance; maintains records of screening checklists and rating scales, which shall be signed and kept on file; maintains notes for all interviews and record relevant factual reasons stating why a candidate was not hired or was not invited to interview; and monitors the hiring process for adverse impact.
- Selection shall be based solely on the stated job criteria.
- For faculty and administrative positions, candidates shall be required to demonstrate sensitivity to diversity in ways relevant to the specific position.

If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District shall take the following additional steps:

- review its recruitment procedures;
- consult with counsel to determine whether there are other, additional measures that may be undertaken that are required or permitted by law;
- consider various other means of reducing the underrepresentation which do not involve taking monitored group status into account and implement any such techniques that are feasible;
- If significant underrepresentation persists:
- review each locally-established job qualification to determine if it is job related and
- consistent with business necessity;
- discontinue the use of any non-job-related local qualification; and
- continue using job-related local qualifications only if no alternative standard is reasonably available; and
- consider the implementation of additional measures designed to promote diversity.

Delegation of Authority (in keeping with Title 5 Section 53020)

- The designation of a single person as the "EEO Officer" charged with overseeing the day-to-day implementation of the EEO Plan and programs.
- Processes and responsibilities when the EEO Officer is named in a complaint or implicated by the allegations in a complaint.

Complaint Procedure

Any person may file a complaint alleging the District violated this policy and procedures. An individual should file a written complaint with the Vice Chancellor of Human Resources. The District shall immediately forward a copy of the complaint to the California Community Colleges Chancellor's Office, which may require that the District provide a written investigative report within ninety (90) days. The District shall also process complaints that allege unlawful discrimination according to the procedures set forth in AP 3430 Prohibition of Harassment and AP 3435 Discrimination and Harassment Complaints and Investigations.

Job Announcements

All job announcements shall contain a statement in substantially the following form: The District is an equal opportunity employer. The policy of the District is to encourage applications from persons who are economically disadvantaged and individuals belonging to significantly underrepresented groups within the District's workforce, including ethnic and racial minorities, women, and persons with disabilities. No person shall be denied employment because of ethnicity or race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, color, sex, gender, gender identity, gender expression, age, marital status, sexual orientation, veteran or military status, or political or organizational affiliation.

Dissemination and Revision of the Plan

All managers and supervisors shall be given copies of the plan as revised from time to time and any guidelines for implementing the plan. Copies of the plan shall be provided to the Academic Senate and the exclusive representatives of any units of employees.

Statements of nondiscrimination shall be posted at locations where applications for employment are distributed.

Such plans shall be reviewed at least every three years and, if necessary, revised and submitted to the California Community Colleges Chancellor's Office within 90 days of the effective date of the revision or amendment(s). If the California Community Colleges Chancellor's Office determines that the District's policies do not comply with Title 5 Sections 59300 et seq., the California Community Colleges Chancellor's Office may require the District to modify its policies.

Accountability and Corrective Action

The District shall certify annually to the Chancellor of the California Community Colleges that they have timely:

- Recorded, reviewed and reported the data required regarding qualified applicant pools;
- Reviewed and updated, as needed, the Strategies Component of the district's EEO Plan; and
- Investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with Section 59300) of chapter 10 of this division.

References:

Education Code Sections 87100 et seq.; Title 5 Sections 53000 et seq. and 59300 et seq.; ACCJC Accreditation Standard III.A.12 Government Code Sections 7400 et seq. and 12950 et seq.

Nondiscrimination References for Employment:

Education Code Sections 67100 et seq.; Title 5 Sections 53000 et seq.; Government Code Sections 11135 et seq. and 12940 et seq.; Title 2 Sections 10500 et seq.; Labor Code Section 1197.5

Approved by the Chancellor: October 21, 2015
Revised and approved by the Chancellor: March 28, 2018
Revised and approved by the Chancellor: May 14, 2021
Revised and approved by the Chancellor: February 8, 2022