



Human Resources Committee  
AGENDA  
12/11/24 - 3:30 PM – 5:00 PM  
Via Zoom: <https://rscdd-edu.zoom.us/j/81930810697>  
Meeting ID #819 3081 0697

**Members:**

Chair, Kristin Olson, Vice Chancellor,  
Human Resources, District  
Co-Chair, Omelina Garcia, Classified  
Representative, Santa Ana  
College

**Santa Ana College**

Dr. Annebelle Nery, President  
Dr. Jeffrey Lamb, Vice President,  
Academic Affairs (delegate in  
absence of President and regular  
guest)  
Dr. Merari Weber, Academic Senate  
Representative  
John Zarske, Academic Senate  
Representative  
Omelina Garcia, Classified  
Representative

**Santiago Canyon College**

Dr. Jeannie Kim, President  
Dr. Jason Parks, Vice President,  
Academic Affairs (delegate in  
absence of President and regular  
guest)  
Denise Salcido, Academic Senate  
Representative  
Charlie Malone, Academic Senate  
Representative  
Zina Edwards, Classified  
Representative  
Madeline Grant, President,  
FARSCCD

**District Office**

Kristin Olson, Vice Chancellor,  
Human Resources  
Alistair Winter, Assistant Vice  
Chancellor, Operations  
George Williams, Assistant Vice  
Chancellor, Human Resources,  
Investigations, & Equity  
Maria E. Garcia, Human Resources  
Specialist, Classified  
Representative  
Jasmin Hudson, Diversity, Equity,  
and Inclusion Coordinator  
Emelyne Camacho, Diversity, Equity,  
and Inclusion Coordinator

**Student Representatives**

Alejandro Avila  
Adriana Garcia Ludena

1. **Call to Order (Omelina Garcia)**
2. **Welcome and Introductions (Omelina Garcia)**
3. **Approval of the Minutes from November 13, 2024 (Omelina Garcia)**
4. **District Council Meeting December 2, 2024, Report Out & Update (Omelina Garcia)**
5. **EEO/DEIA Activities, Report Out & Update (ODEI: Jasmin Hudson; Emelyne Camacho)**
6. **Review Revised EEO BP & AR (Kristin Olson)**
  - a. **BP 3410, AR 3410, BP 3430, AR 3430, BP 7160, AR 7160**
  - b. **Documents attached\* (please do not share out until after HRC meeting)**
  - c. **Current BPs & ARs for reference:**
    - i. [www.rscdd.edu/Trustees/Documents/Board%20Policies/BPs-Chapter%203/BP%203410%20Nondiscrimination.pdf](http://www.rscdd.edu/Trustees/Documents/Board%20Policies/BPs-Chapter%203/BP%203410%20Nondiscrimination.pdf)
    - ii. [www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%203/AR%203410%20Nondiscrimination.pdf](http://www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%203/AR%203410%20Nondiscrimination.pdf)
    - iii. [www.rscdd.edu/Trustees/Documents/Board%20Policies/BPs-Chapter%203/BP%203430%20Prohibition%20of%20Harassment.pdf](http://www.rscdd.edu/Trustees/Documents/Board%20Policies/BPs-Chapter%203/BP%203430%20Prohibition%20of%20Harassment.pdf)
    - iv. [www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%203/AR%203430%20Prohibition%20of%20Harassment.pdf](http://www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%203/AR%203430%20Prohibition%20of%20Harassment.pdf)
    - v. [www.rscdd.edu/Trustees/Documents/Board%20Policies/BPs-Chapter%207/BP%207160%20Professional%20Development.pdf](http://www.rscdd.edu/Trustees/Documents/Board%20Policies/BPs-Chapter%207/BP%207160%20Professional%20Development.pdf)
    - vi. [www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%207/AR%207160%20Professional%20Development.pdf](http://www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%207/AR%207160%20Professional%20Development.pdf)
7. **Informational Item - Agenda for the 2024-2025 Year (Omelina Garcia)**
  - a. **December: Review & Update 6 BPs & Associated ARs**
  - b. **February: Review & Update 6 BPs & Associated ARs**
  - c. **March: Review & Update 6 BPs & Associated ARs**
  - d. **April: Review EEO Plan Module 13 (Review)**
  - e. **May: Review EEO Plan Module 13 (Discuss & Advise)**
  - f. **June: Committee Progress - Year in Review, DEIA Year in Review, Advise in DEIA Initiatives for 2025-2026, Set Committee Goals for Next Year, Set Meeting Dates**



## Human Resources Committee

### MINUTES

November 13, 2024

3:30 PM – 5:00 PM

Via Zoom: <https://rscsd-edu.zoom.us/j/81930810697>

Meeting ID #819 3081 0697

#### **Members:**

**Chair, Kristin Olson, Vice Chancellor,  
Human Resources, District  
Co-Chair, Omelina Garcia, Classified  
Representative, Santa Ana College**

#### **Santa Ana College**

**Dr. Annebell Nery, President  
Dr. Jeffrey Lamb, Vice President,  
Academic Affairs  
Dr. Merari Weber, Academic Senate  
Representative  
John Zarske, Academic Senate  
Representative  
Omelina Garcia, Classified  
Representative**

#### **Santiago Canyon College**

**Dr. Jeannie Kim, President  
Dr. Jason Parks, Vice President,  
Academic  
Denise Salcido, Academic Senate  
Representative  
Charlie Malone, Academic Senate  
Representative  
Zina Edwards, Classified Representative  
Madeline Grant, President, FARSCCD**

#### **District Office**

**Kristin Olson, Vice Chancellor, Human  
Resources  
Alistair Winter, Assistant Vice  
Chancellor, Operations  
George Williams, Asst. Vice Chancellor,  
Human Resources, Investigations &  
Equity  
Vacant, Director, Human Resources  
Nancy Tanner, Payroll Manager  
Rene Beiza, Principal Analyst  
Maria E. Garcia, Human Resources  
Specialist, Classified Representative**

#### **Student Representatives**

**Alejandro Avila  
Adriana Garcia Ludena**

**Members Present:** Rene Beiza, Maria Garcia, Omelina Garcia, Madeline Grant, Dr. Annebell Nery, Kristin Olson, Dr. Merari Weber, Alistair Winter and John Zarske

**Members Absent:** Alejandro Avila, Zina Edwards, Dr. Jeannie Kim, Dr. Jeffrey Lamb, Adriana Garcia Ludena, Charlie Malone, Dr. Jason Parks, Denise Salcido, Nancy Tanner

#### **1. Call to Order (Omelina Garcia)**

The meeting was called to order at 3:35 p.m.

#### **2. Welcome and Introductions (Kristin Olson)**

The committee members were welcomed and introduced themselves.

#### **3. Approval of the Minutes from October 9, 2024 (Omelina Garcia)**

It was moved by Mr. Winter and seconded by Ms. Grant to approve the October 9, 2024, minutes. Dr. Weber abstained and the motion passed.

#### **4. Review & Update HRC Membership, Responsibilities, and Mission (Kristin Olson)**

The committee discussed and recommended revisions to the Human Resource Committee membership. The committee agreed to all red-lined revisions and removal of the district services manager.

#### **5. Review and Confirm the Following Information as HRC's Goals for 2023-2025 (Kristin Olson)**

Ms. Olson stated that the year should be corrected to 2024-2026 for item 5. The committee reviewed and discussed the HRC Goals for the 2024-2026 year listed below. The committee agreed to have a sub bullet under goal h. to develop a training calendar. The goals will be submitted to Planning and Organizational Effectiveness Committee (POE).

- a. Receive Title 5 Training
- b. Set Meeting Agenda for the 2024-2025 Year
- c. Review & Update EEO BP & AR
- d. Review & Update Service Animal BP and AR
- e. Review & Update Committee Membership, Responsibilities, and Mission (annual requirement)
- f. Review & Update 18 BPs & Associated ARs
- g. Review, Discuss, and Advise on EEO Plan Module 13
- h. DEIA Year in Review: Advise in DEIA Initiatives for 2025-2026
- i. Committee Progress: Set Committee Goals/Agenda for 2025-2026
- j. Set Committee Meeting Dates for 2025-2026

#### **6. Review Revised EEO BP & AR (Kristin Olson)**

The committee reviewed the revised BP and AR 3420 Equal Employment Opportunity. Alistair will develop a form for employees to update changes to ethnicity and gender identity.

#### **7. Review Revised Service Animal AR (Kristin Olson)**

The committee reviewed and made recommendations to AR 3440 Service Animals. The committee agreed to the recommendations.

**8. Informational Item - Agenda for the 2024-2025 Year (Omelina Garcia)**

The committee was presented the Agenda for the 2024-2025 Year below as an informational item.

- a. November: Review & Update EEO BP & AR; Review & Update Service Animal BP and AR; Review & Update committee membership, responsibilities, and mission (annual requirement)
- b. Each committee will review the membership, responsibilities, and mission, annually and make recommendations to District Council.
- c. December: review & update 6 BPs & associated ARs
- d. February: review & update 6 BPs & associated ARs
- e. March: review & update 6 BPs & associated ARs
- f. April: review EEO Plan Module 13 (review)
- g. May: review EEO Plan Module 13 (discuss & advise)
- h. June: Committee Progress - Year in review, DEIA Year in Review, advise in DEIA initiatives for 2025-2026, set committee goals for next year, set meeting dates

**9. Adjournment (Omelina Garcia)**

The committee adjourned at 5:01 p.m. The next meeting will be held on February 12, 2024.

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 3  
General Institution

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## **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.,  
[and 12954](#)  
Title 2 Sections 10500 et seq.  
Labor Code Section 1197.5  
ACCJC Accreditation Eligibility Requirement 20 ~~and ACCJC Accreditation Standard Catalog~~  
~~–Requirements (formerly Accreditation Standard II.B.2.c)~~

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, [immigration status](#), religion, age, gender, gender identity, gender expression, 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 or she~~ [he/she/they](#) 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 District shall not discriminate against a person in hiring, termination, or any term or condition of employment or otherwise penalize a person based upon the person's use of cannabis off the job and away from the workplace unless permitted by California law.](#)

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, [immigration status](#), religion, age, gender, gender identity, gender expression, race, [ethnicity](#), color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or

because ~~he or she is~~ he/she/they is perceived to have one or more of the foregoing characteristics, or because of ~~his or her~~ his/her/their association with a person or group with one or more of these actual or perceived characteristics.

Revised: ~~July 21, 2014 (Previously BP4119 and BP7300)~~ December 2024

References Updated: March 16, 2015, November 7, 2016, June 4, 2018, December 2024

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 3  
General Institution

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## **AR 3410 Nondiscrimination**

### **References for Education Programs**

Education Code Sections 66250 et seq., 72010 et seq., and ~~200-87100~~ et. seq.

Title 5 Sections ~~53000 et seq.~~ and 59300 et seq.

Penal Code Sections 422.55 et. seq.

~~Government Code Sections 12926.1 and 12940 et seq.~~

~~Title 2 Sections 10500 et seq.~~

~~Labor Code Section 1197.5~~

AACJC Accreditation Eligibility Requirement 20 ~~and AACJC Accreditation Standard Catalog Requirements (formerly II.B.2.c)~~

### **References for Employment**

Education Code Sections 87100 et seq.;

Government Code Sections 11135 et seq. and 12940 et seq.;

Labor Code Section 1197.5;

Title 2 Sections 10500 et seq.;

Title 5 Sections 53000 et seq.

### **Education Programs**

The District shall provide access to its services, classes and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she/~~they~~ 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.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, “gender” means sex, and includes a person’s gender identity and gender expression. “Gender expression” mean’s a person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

### **Employment**

The District shall provide equal employment opportunities to all applicants and employees regardless of 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, or military and veteran status. The District shall not discriminate against a person in hiring, termination, or any term or condition of employment or otherwise penalize a person based upon the person's use of cannabis off the job and away from the workplace unless permitted under Government Code Section 12954.

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District's needs.

The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.

It is unlawful to discriminate against a person who serves in an unpaid internship or any other limited-duration program to provide unpaid work experience in the selection, termination, training, or other terms and treatment of that person on the basis of their 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, or military and veteran status.

Approved: ~~September 15, 2014~~ December 2024

References Updated: March 16, 2015; November 7, 2016; June 4, 2018; December 2024

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 3  
General Institution

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## **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

[Age Discrimination in Employment Act of 1967 \(ADEA\);](#)

[Americans with Disabilities Act of 1990 \(ADA\)](#)

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, ethnicity, ancestry, immigration status, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, ~~or~~ sexual orientation ~~of any person~~, or military and veteran status, or because ~~he or she~~ he/she/they 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, or volunteer who believes that ~~he or she~~ 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 AR 3435. 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~~ harassment 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. State and federal law and this policy prohibit 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.

**Adopted:** August 19, 2013  
**Revised:** June 15, 2015  
**References Updated:** November 7, 2016  
**Revised:** July 17, 2017 **References**  
**Updated:** ~~April 22, 2019~~ **December 2024**

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 3  
General Institution

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## AR 3430 Prohibition of Harassment

### Reference(s):

Education Code Sections 212.5; ~~44100~~;  
66281.5, ~~and 66281.8~~  
Government Code Section 12940 ~~and 12923~~;  
~~Civil Code Section 51.9~~;  
Title 2 Sections 10500 et seq.  
~~Title IX, Education Amendments of 1972~~;  
Title 5, Sections 59320 et seq.  
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines ~~sexual harassment, and other forms of harassment on campus, and AR 3435 Discrimination and Harassment~~ sets forth a procedure for the investigation and resolution of complaints of harassment by or against any ~~staff or faculty member or student~~ students, employees, unpaid interns, or volunteers within the District.

This procedure and the related policy protects students, employees, unpaid interns and volunteers 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, a District vehicle, or at a class or training program sponsored by the District at another location.

For information on the District's prohibition of sex discrimination including sex-based harassment under Title IX, see AR 3425, Title IX Sexual Harassment. For other forms of harassment, Complainants should use this procedure.

### Definitions

**General Harassment:** Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. ~~Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive, persistent, or severe that a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely~~

~~affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource. Harassment shall be found where a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his/her/their ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.~~

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

**Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.

**Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

**Visual or Written:** The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

**Environmental:** A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her/their immediate

surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

**Sexual Harassment:** In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

- submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress, internship, or voluntary activity;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

**"Quid pro quo"** sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

**"Hostile environment"** ~~sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment.~~ sexual harassment occurs when unwelcome conduct based on a person's gender alters the conditions of an individual's learning or work environment, unreasonably interferes with an individual's academic or work performance, or creates an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. ~~A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.~~ A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it unreasonably interfered with the person's academic or work performance, or created an intimidating, hostile, or offensive learning or working environment.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a

reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

### **Consensual Relationships**

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty, or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

### **Academic Freedom**

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

Revised: ~~September 21, 2015~~ **December 2024**

~~References Updated: November 7, 2016~~

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 7  
Human Resources

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**BP 7160 Professional Development**

**Reference(s):**

ACCJC Accreditation Standard 3.2 III.A.14

~~It is the intent of the District to provide appropriate professional development opportunities for its employees.~~

The District supports its employees with professional learning opportunities aligned with the District's mission and institutional goals and aims to maximize professional development opportunities for its employees. In support of professional learning, the District is committed to evaluating learning opportunities for overall effectiveness in promoting equitable student success and in meeting institutional and employee needs.

**Adopted: June 15, 2015**

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 7  
Human Resources

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## **AR 7160 Professional Development**

**Reference(s):**

~~Education Code Sections 87160 et seq.~~  
~~ACCJC Accreditation Standard III.A.14 (formerly III.A.5)~~  
Education Code Sections 87150 et seq.;  
ACCJC Accreditation Standard 3.2

~~The District plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the district's mission. The District will evaluate these programs and use the results of the evaluation as the basis for improvement.~~

The institution will support its employees by offering professional learning opportunities, which are aligned with the intuitional mission and institutional goals. A portion of learning opportunities and programs will be dedicated to promoting equitable student success.

To assess the overall effectiveness of the learning opportunities offered, the District will regularly engage in evaluation of the opportunities and programs offered.

**Adopted:** ~~September 21, 2015,~~ December 2024