

## GRANT PROPOSAL APPROVAL PROCESS

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### Grant Proposal Approval Process

Grant development at DVC is a collaborative process. College constituents are required to obtain approval to undertake development of a grant application per this process.

It is the responsibility of the grant developer who desires to submit a grant proposal

to: Conduct preliminary discussions

1. Notify all key stakeholders during the planning process about implications of the grant to their unit; include manager and President's Cabinet member as part of the early dialogue.
2. Contact the Workforce Development Manager for grants that focus on Career Technical Education. Grant writing/development support may be available.
3. Contact the Foundation Office for all other grants. Grant writing/development support may be available.
4. The Workforce Development Manager and Foundation Director will provide information on the grant writing process during preliminary discussion sessions.

Apply for approval to develop the grant:

1. Prepare the DVC Grant Proposal Request form available on the U- Drive>Forms>Other>Grant Forms
2. Notify and obtain signatures from appropriate dean or supervisory personnel as indicated on the form
3. Submit completed DVC grant proposal request form to the appropriate President's Cabinet member as indicated on the form for review and approval, including during the development process

The College President may recommend approval, postponement, or cancellation of the development and/or submission of a proposal.

After grant development approval by the president, the grant developer will submit final proposal to the appropriate President's Cabinet member prior to the funding agency's deadline, if possible.

Funds awarded in support of a submitted grant are generally accepted by the College; however final acceptance of grant funds will be approved by the College President based on College ability to implement and manage funds at time of receipt.

Grant management is subject to District Business Procedure 3.30.

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**Compliance/References:**

Board Policy 5013

Business Procedure 3.30

**Approval History:**

ADOPTION: December 6, 2004

REVISED: March 24, 2014

APPROVED BY PRESIDENT: April 7, 2014

## SMOKING RESTRICTIONS

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Recognizing the serious health risks associated with smoking, wishing to discourage both students and staff from becoming smokers and recognizing the rights of non-smokers to a reasonably smoke-free environment, the following restrictions apply:

- At the Pleasant Hill campus, smoking will be allowed only in the parking lots;
- At the San Ramon Valley Campus, smoking will be allowed only in the student parking lots;
- Restrictions at other educational sites will be established by those sites and by state and local law.

Adherence to the restrictions relies on the initiative of non-smokers to politely request that smokers comply and on the courtesy of smokers to acknowledge the restrictions and comply. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board is a violation of the Student Code of Conduct and is punishable by disciplinary action.

State law also prohibits smoking within 20 feet of all doorways and windows. Smoking generally means inhaling, exhaling, burning or carrying any lighted cigar, cigarette or pipe.

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### **Compliance/References:**

Board Policy 2045  
Human Resources Procedure 1080.01  
Student Services Procedure 3003  
Student Services Procedure 3027  
Government Code Sections 7596-7598

### **Approval History:**

ADOPTION: May 10, 2004  
REVISED: February 28, 2005  
REVISED: January 26, 2009

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## STUDENT ATHLETE CODE OF CONDUCT

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### Student Athlete Code of Conduct

Students who represent Diablo Valley College in athletic competition are expected to:

- Acknowledge that participation in intercollegiate athletics is a privilege, not a right;
- Demonstrate good citizenship, sportsmanship, honesty and integrity on the field or court, on the campus, in the classroom and in the community;
- Attend class regularly;
- Develop and follow an academic plan to obtain a certificate, an Associate degree, attain transfer status, etc.;
- Demonstrate and understand that participation in athletics is contingent upon adherence to all Commission on Athletics (COA), BIG 7/Northern California Football Association (NCF) and DVC athletic department regulations;
- Acknowledge that compliance with the Student-Athlete Code of Conduct is required for participation in athletics at Diablo Valley College; and
- Acknowledge that any violation of the code will result in appropriate progressive discipline as determined by the head coach, Athletic Director, Dean of Student Life and/or the Student Discipline Committee.

### Citizenship Responsibilities

In addition to academic responsibilities, the athletic department takes a leadership role in requiring that student-athletes display good citizenship. Therefore, each student-athlete is expected to:

- Show respect for all members of the DVC community;
- Demonstrate good citizenship and sportsmanship with fellow students;
- Present a positive public demeanor at all times, on and off campus; and
- Act as a role model for young people and other student-athletes.

### Discrimination/Harassment

Discrimination or harassment in any form is a violation of this Student-Athlete Code of Conduct. Discrimination is defined as any act, be it written, verbal or physical, which is based on prejudice or bias. Harassment is the creation of an intimidating, hostile, or offensive situation through verbal, written, or physical conduct. Both discrimination and harassment can be manifested in many different ways. It can, for example, be directed at gender, gender identity, sexual orientation, race, national origin, religion, disability or physical characteristics.

Student-athletes at DVC should experience an environment free of discrimination and harassment. Student-athletes who believe they are the target or victim of such acts by someone in the DVC community should talk to one of the college EEOC compliance officers (the VP Student Services at ext. 2232, or the Dean of Student Life at ext. 2445), their coach, the athletic director, or the athletic counselor. Options are available and these people stand ready to help.

### Good Sportsmanship

Our student-athletes are ambassadors for DVC and enjoy certain privileges with such status. They also bear the responsibility of behaving with dignity and good sportsmanship. Student-athletes will conduct themselves with honesty and good sportsmanship during practices, games and competition. Behavior must at all times reflect the high standards of honor and dignity that should characterize participation in competitive sports. The student-athletes will conduct themselves in a manner reflecting positively on the reputation of DVC both on and off the "field of play" and when traveling and participating at other institutions. Our objective is for student-athletes to always maintain an attitude of respect toward opponents. As models of good sportsmanship, student-athletes should look for ways to encourage and appreciate quality play and effort, regardless of whether it is exhibited by a teammate or an opponent.

While intense and emotional game action and conduct is certainly a reasonable part of intercollegiate sports contests, the intent of our student-athletes should never be to demean the dignity and individuality of the opponent, the official or of the athletic contest. To that end, our student-athletes are expressly prohibited from engaging in the following behavior at any intercollegiate sporting events:

- Fighting opponents, fans or officials;
- Taunting opponents or their fans;
- Inappropriate "celebrations" with the intent to demean opponents;
- Disrespectful attitude toward opponents;
- Inciting crowd hostility in an unsportsmanlike manner; or
- Profane and vulgar language and/or gestures.

### Health and Medical Responsibilities

Student-athletes are expected to keep themselves in top physical condition and are responsible for continuing training programs prescribed by medical and coaching staffs.

Alcohol consumption is highly discouraged at all times. California state law sets minimum age for purchase and drinking of alcoholic beverages at 21 years of age. Underage drinking is a violation of the Code of Conduct, as well as California law. Even students who are of the legal drinking age must abide by Commission On Athletics and Student Code rules and regulations relating to alcohol and drug use. The use of illegal and/or "performance enhancing" drugs is totally inconsistent with

the purpose of intercollegiate athletics and creates a danger to the health and safety of student-athletes and their teammates.

Student-athletes are specifically cautioned against illegal or unauthorized use of alcohol, drugs and other intoxicants

The use of any form of tobacco, alcohol, and/or other controlled substances by any participant (student, faculty, staff, or official) during California community college- sponsored athletic activities is prohibited. (COA Constitution & Bylaws)

The State Athletic Constitution prohibits the above-mentioned actions, and the athletic department will not tolerate any violations. Student-athletes who violate of this policy are subject to suspension or dismissal from the team, at the discretion of the coach, Athletic Director or the Student Discipline Committee.

#### Travel Expectations

When traveling as official representatives of DVC to athletic competitions (including travel time to away contests), events and appearances, and any other event affiliated with the athletic department or DVC, student-athletes' actions should reflect favorably on the College, their team, and themselves. Student-athletes are expected to adhere to their particular team's dress code, nutritional needs, team rules and curfew.

#### College and Team Policies/State and Conference Rules

Compliance with individual sport team rules, as established by the head coach and/or athletic administration, is required of each student-athlete, as is compliance with the DVC Student Code of Conduct (available on the web at: [www.dvc.edu/policies/conduct-code](http://www.dvc.edu/policies/conduct-code)).

All student-athletes are required to adhere to applicable Commission On Athletics rules and policies as addressed in the COA Form 1 which is administered annually prior to eligibility certification. Additionally, all conference rules and policies must be followed explicitly.

#### Procedures for Handling Violations of the Student-Athlete Code of Conduct

1) Verifying an Allegation of a Code Violation - The Athletic Director is primarily responsible for reviewing the allegation of violation. The head coach is responsible for assisting in the gathering of information and facts (evidence) to determine whether a violation has occurred. The Athletic Director is responsible for keeping the student- athlete(s) informed of the ongoing investigation.

2) Penalty – If the Athletic Director determines that, in fact, a violation has occurred, in a timely manner the head coach will recommend appropriate discipline. Disciplinary actions may include, but are not limited to: mandated counseling sessions, ineligibility to practice, ineligibility to start in contests, sitting out contests or portions of contests, suspension and/or continued suspension from the team and dismissal from the team. The penalty for any violation must be approved by the Athletic Director.

In those cases, involving Commission On Athletics (COA) and BIG 7/Northern California Football Association (NCFA) violations, once it has been determined that a violation has occurred, the student-athlete must be suspended from all team activities pending resolution of the issues. Suspension may not be removed until the penalty has been applied and completed as approved by the Athletic Director or other authority.

3) Right of Appeal – In violations that result in suspension or dismissal from an athletic team, the student-athlete may request a hearing with the Student Discipline Committee to examine the nature of the violation and the subsequent disciplinary action. This hearing must be held in a timely manner.

Definitions:

- Suspension – removal from all team activities for a period of time not to exceed the season of sport
- Dismissal – permanent removal from all team affiliations and activities

NOTE: It is incumbent on the coaches to abide by and enforce the various rules and procedures set forth in this Student-Athlete Code of Conduct.

Procedures for Dealing with Criminal Violations of Local, State and Federal Laws

1) Charge of Misdemeanor – If charged with a misdemeanor, a student-athlete may be suspended from athletic participation by the head coach or Athletic Director, pending the Athletic Director's investigation. Suspension may or may not be continued at the discretion of the Athletic Director pending legal disposition of the charges.

2) Conviction of Misdemeanor – Once a student-athlete has been convicted of a misdemeanor, the student-athlete will be suspended from his or her team until the Athletic Director determines the disciplinary action to be taken. Appropriate disciplinary action may include such progressive discipline as mandated counseling sessions, ineligibility to practice, ineligibility to start in contests, sitting out contests, or continued suspension from the team. The Athletic Director or designee may elect to confer with the Dean of Student Life or other college officials.

3) Charge of Felony – If charged with a felony, a student-athlete will be automatically suspended from athletics participation by the head coach or Athletic Director, pending the Athletic Director's investigation. Suspension may or may not be continued at the discretion of the Athletic Director pending legal disposition of the charges.

4) Conviction of Felony – If convicted of a felony, a student-athlete will be immediately dismissed from his or her athletic team. Any appeals of this action will be addressed by the Student Discipline Committee.

#### Student Discipline Committee

The Student Discipline Committee is assigned by the president to conduct disciplinary appeal hearings at the college. The Committee consists of one faculty member (appointed by the DVC Faculty Senate), one student (appointed by the Associated Students of DVC) and one administrator or manager, appointed by the president and acting as committee chair. One uninvolved member of the athletic coaching staff will also attend all appeal hearings, serving in a non-voting, advisory capacity.

For additional information about the appeal hearing procedures, see the DVC Student Code of Conduct, Sections X, XI, XII and XIII, available on the web at: [www.dvc.edu/policies/conduct-code](http://www.dvc.edu/policies/conduct-code) or in print at the Student Life office in the Leshar Student Union building.



Acknowledgement of Requirements

I have read and I understand the foregoing Student-Athlete Code of Conduct, and I have been given the opportunity to ask questions and have clarification. All my questions about the Student-Athlete Code of Conduct have been answered to my satisfaction.

I understand that agreement to and compliance with the Student-Athlete Code of Conduct is required for my participation in athletics.

Any violation of the Student-Athlete Code of Conduct may result in disciplinary action against me, including, but not limited to, suspension (temporary or permanent) from participation in athletics.

I understand that DVC officials, acting within the scope of their employment, may request information from a team physician or other health care professional. However, that information will not be released without my written authorization.

If I am younger than 18 years of age, my signature below is also my consent for officials of DVC (while acting within the scope of their employment) to communicate with my parent(s) or legal guardian(s) in regard to matters concerning my health, Code of Conduct violations, and/or my athletic participation. (This paragraph does not apply to student-athletes older than 18.) I will be informed of that communication before it occurs.

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student-Athlete Printed Name

\_\_\_\_\_  
Sport

\_\_\_\_\_  
DVC Athletic Director

\_\_\_\_\_  
Date

**Chronology of Discussions 2017-2018**

- 8/16/17 – College Council reviewed existing document and made recommendations
- 8/30/17 – College Council reviewed revisions and sent to RPEC
- 9/13/17 – RPEC reviewed and made recommendations
- 10/11/17 – RPEC approved edits
- Spring 2018 – additions and corrections
- 3/7/18 – College Council **votes to approve section 3** of this document and that the rest of the document will be worked on this spring.
- 3/15/18 – section in *italics* in section 1 added for review by CC

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**Committee Handbook Section Two (pages 4-5)**

**DRAFT INTRODUCTION**

**COMMITTEE, COUNCIL AND TASKFORCE INFORMATION**

**1. Introduction**

Committees, subcommittees, councils, and taskforces work closely with each other and play a vital role in the operation and governance of Diablo Valley College, providing collaborative discussions and decisions in support of the college’s mission statement and strategic directions. All members of the college community are encouraged to participate in the college’s shared governance and to take initiative in the delivery, evaluation, and improvement of the practices, programs, and services to advance the college mission. All committee, council and taskforce meetings are open to all employees and students. Everyone is welcome to attend.

The college is committed to an open and public decision-making process. All committees should continuously work to improve transparency of their activities.

In all instances, academic and professional matters will be referred to the Academic Senate Council in consultation with the College President, or designee, per Title 5, section 53200 and DVC Procedure 1009.01.

**Effective Participation Specifically Defined by Title 5**

*Title 5 sets forth particular requirements for effective participation in decision making for each constituent group, as described below. Further descriptions are provided in District Administrative Procedure 1009.01.*

***Student Participation***

*Title 5 §51023.7 defines the following as issues on which colleges and districts must provide students the opportunity to “participate in formulation and development of district and college policies and procedures that have or will have a significant effect on students.”*

1. *Grading policies \**
2. *Codes of student conduct*
3. *Academic disciplinary policies*
4. *Curriculum development \**
5. *Courses or programs which should be initiated or discontinued \**

6. *Processes for institutional planning and budget development \**
7. *Standards and policies regarding student preparation and success \**
8. *Student services planning and development \**
9. *Student fees within the authority of the district to adopt; and*
10. *Any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students. (LSH, 2015, p. 20)*

*\* Items marked with an asterisk are those that overlap with faculty academic and professional matters (10+1). Academic Senate committees provide opportunities for students appointed by the Associated Students to participate in the development of policies and plans, as appropriate.*

### ***Classified Staff Participation***

*Title 5 §51023.5 requires that "governing boards of a community college district shall adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance." Title 5 does not delineate specific issues which "matter significantly" to staff but instead identifies such issues as those that the local governing board "reasonably determines, in consultation with staff, have or will have a significant effect on staff." (Title 5 §51023.5 (a)(4)). (LSH, 2015, p. 20).*

### ***Faculty Participation***

*Faculty participation takes place through the appointment of representatives by the Academic Senate and follows the processes outlined in the District Administrative Procedure 1009.01. Commonly known as the "Ten Plus One," (as articulated in Title 5 of the Administrative Code of California, Sections 53200) the following define "Academic and Professional matters."*

1. *curriculum, including establishing prerequisites and placing courses within disciplines;*
2. *degree and certificate requirements;*
3. *grading policies;*
4. *educational program development;*
5. *standards or policies regarding student preparation and success;*
6. *district and college governance structures, as related to faculty roles;*
7. *faculty roles and involvement in accreditation processes, including self-study and annual reports;*
8. *policies for faculty professional development activities;*
9. *processes for program review;*
10. *processes for institutional planning and budget development; and*
11. *other academic and professional matters as are mutually agreed upon between the*

*governing board and the academic senate.*

*“Consult collegially” means that the district governing board shall develop policies on academic and professional matters through either or both of the following methods, according to its own discretion:*

- 1. relying primarily upon the advice and judgment of the academic senate; or*
- 2. agreeing that the district governing board, or such representatives as it may designate, and the representatives of the academic senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.*

## **2. Definitions**

**Committees and Councils:** The Brown Act applies to all “legislative bodies” which includes:

**Governing Bodies:** which are the governing body of a local agency or any other local body created by state or federal statute.

**Subcommittees and Commissions:** All subcommittees and commissions created by formal action of the legislative body, whether temporary, decision making, or advisory. There is one exception for ad hoc advisory committees consisting solely of less than a quorum of the legislative body.

Under the Brown Act a “meeting” means:

A meeting is any congregation of a majority of the legislative body that meets at the same time and place to hear, discuss, or deliberate upon any item within the body’s subject matter jurisdiction. A “meeting” includes any use of direct communication, intermediaries, or technological devices such as e-mail.

A regular meeting is the fixed formal meeting of the legislative body. Agendas must be posted at least 72 hours in advance of the meeting. All agendas must be posted in a location at the agency offices that is freely accessible to the public, and also on the agency’s website. Each regular meeting agenda must provide an opportunity for public comment on any agenda item and on any item of interest to the public within the subject matter jurisdiction of the legislative body. Agendas must contain a brief general description of each item of business to be transacted or discussed at the meeting.

At DVC these groups are governance Brown Act bodies:

- Academic Senate and all standing committees created by official action of the Academic Senate
- Classified Senate and all standing committees created by official action of the Classified Senate
- College Council and all standing committees created by official action of the College Council. These are the Budget Committee, the Program Review Committee, and the Research, Planning, and Evaluation Committee.

- Associated Students of DVC and all standing committees created by official action of the ASDVC

### **Types of Committees at DVC**

**College-wide Governance Committees:** The four major committees at the college. They are the College Council, Budget Committee, the Program Review Committee (PRC), and the Research, Planning, and Evaluation Committee (RPEC). Each of the four is tasked to look at issues at the college which have an overarching impact. The recommendations of the Budget Committee, the RPEC, and the PRC all go to the College Council. All recommendations from the College Council are made to the college president.

**Operational Committees:** Committees which have been formed to work and advise on specific operations at the college. These committees report to the College Council and work with a specific manager who is in charge of that area of college operations.

### **3. Transparency Requirements of all Committees (note: this section was approved by the College Council on 3/7).**

Both college-wide and operational committees must have changes to their structures, membership, and priorities approved by the College Council.

Any committee which makes spending recommendations within a specific scope of the college is required to have a publicly published application process which includes timelines and priorities for funds. They also must publish a rubric for spending decisions and present a public report to the College Council which shares rankings and spending decisions.

In all instances, academic and professional matters will be referred to the Academic Senate Council in consultation with the College President, or designee, per Title 5, section 53200 and DVC Procedure 1009.01.

#### **Expectations of Chairs and Co-Chairs**

In order to ensure transparency in the decision-making process at the college, leaders of governance and operational committees will be expected to follow these guidelines:

- Post dates, times, and locations of meeting in the campus events calendar and on the webpage.
- Have agendas, minutes, and documents uploaded to the college website in a timely manner, preferably within two committee meetings of them being approved.
- Complete the beginning of the year priority setting process, the mid-year update and the annual end-of-the year report. Share this document with the College Council and post it on the college website in a timely manner.
- Share budgets and processes openly with the College Council and the college at large.

#### **Expectations of Members**

Committee members shall model and facilitate effective communication among committee members, constituent groups, and other college entities by establishing and using appropriate

standards of communication in frequency and methods. Through input from areas of expertise and those who will be most affected by the decisions, collaborative decision-making of guidelines, processes, and recommendations can be achieved in a respectable manner.

When a manager, faculty member, classified staff, confidential, or student is appointed by its constituency group from the body that is making a selection, and the person accepts the appointment to serve on a college committee, council, subcommittee, or task force, they agree to volunteer their time and expertise for the good of the committee and of the college. They also agree to serve as a communication conduit between the group that appointed them and the committee, subcommittee, or task force.

Committee members will be expected to follow basic guidelines:

- Familiarize themselves with the committee function and intended outcomes.
- Review all materials, such as agendas, minutes, guidelines, etc. before a meeting.
- Ask for clarification if needed,
- Be prepared to discuss the issues and make contributions to the collegial dialogue.
- Accept responsibility to report back to its constituency group.
- Attend all scheduled meetings of the committee.
- Complete all assignments made by the committee chair in timely fashion.
- Be an active and responsive member of the committee.
- Respond to all correspondence from other committee members and the chair, or as promptly as possible.
- Fulfill the length of the appointed term.

#### **4. Expectations of the Self-Evaluation Process (NOTE: This will replace pages 30-31 in the existing handbook)**

##### **1. Annual beginning of the year priority setting process**

Committees, subcommittees, councils and taskforces will provide an annual priority setting document to the College Council by May 1<sup>st</sup> for the next academic year. Annual priorities will align with college goals. It will be the responsibility of the chair to submit this document to the College Council. (NOTE: see attached form in section 5).

- A list of priorities and an action plan for the academic year.
- If the priorities link to the Educational Master Plan and any other college plan.
- An action plan that identifies specific steps to attain desired priorities.
- A list of members
- Meeting dates
- If the committee makes recommendations on funds, it must include the funding application, priorities for funding, decision rubric, and timeline for the process. If these are not complete by May 1<sup>st</sup>, they will need to be sent to the College Council when they are finalized.

2. Mid-Year report

All committees will update their priorities planning document with a status mid-year check-in. This will be on the same form as the beginning of the year priority setting form. (NOTE: see attached form in section 5).

3. Annual end-of-year self-evaluation

Committees, subcommittees, councils and taskforces will provide an annual end-of-the-year self-evaluation to College Council. The chair is responsible for submission of the document. It is due to the College Council by April 1<sup>st</sup>. (NOTE: see attached form in section 5).

The document must include:

- Progress achieving the priorities outlined at the start of the year and related documents.  
    Dates or future dates of completion  
    Major obstacles and/or problems with goal accomplishment
- Other major committee accomplishments and achievements in the past year

The document may also include:

- General recommendations to improve committee function.
- Supporting evidence or a list of evidence.
- Tentative goals for the next year.
- Other comments if the committee chooses to make them.

College Council will review all annual reports for college committees, subcommittees, councils, and task forces and will use those reports to conduct an annual evaluation of the college governance and consultation model and recommends changes as appropriate.

**5. Form – excel sheet format**

Priority	Links to EMP yes/no	Planned Activities	Mid-Year Status Update	Date of completion	Obstacles Preventing Completion
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