Board Policy and Administration Procedure Matrix (Draft)

Board Policy No.	Policy Name	General Description	BP updated	Administrative Procedures	AP Last Updated	Stage 1 (Chancellor is assigning to Administrator(s))	Stage 2 (Assigned Administrator is drafting proposed/revised AP)	Stage 3 (SMT is reviewing proposed AP)	Stage 4 (Chancellor needs to review final AP and send to Board)	Stage 5 (30-day waiting period with Board)
Chapter 1	**The Board of Trustees**									
1.01	Membership	trustee areas, length of terms, election of president	12/9/2008	Not Applicable						
1.02	Student Trustees	non-voting, exclusion in closed sessions, compensation, candidate requirements, activities relating to Board	7/12/2005	Not Applicable						
1.04	Board Officers and Duties		7/12/2005	Not Applicable						
1.05	Duties and Responsibilities of the Board of Trustees	budget, election of Chancellor, policies, maintenance of grounds, Board services to community	9/16/2008	Not Applicable						
1.06	Board of Trustees Code of Ethics and Behavior	guide for individual Trustees and also standards for use in periodic evaluation	12/9/2008	Not Applicable						
1.07	Emeritus Status-Trustees and Administrators	defines emeritus status	7/12/2005	None	X					
1.09	Parliamentary Procedures		1/16/2007	Not Applicable						
1.1	Meetings of the Board of Trustees	Annual Organizational Meeting, Regular Meeting Time and Place, Special, Adjourned, Continued, & Budget Hearing Meetings, Public Input and Minutes of Meetings of the Board	11/18/2008	Not Applicable						
1.11	Standing Rules for Public Hearings	provides clearly scheduled & announced opportunities for public input, when finished Board can proceed with deliberations	7/12/2005	Not Applicable						
1.12	Admissions Day		1/12/2006	Not Applicable						
1.15	The Community and the Board of Trustees	allows public advice & assistance, policy for complaints and criticisms	7/12/2005	Not Applicable						
1.16	Community Service	policy for use of facilities by the community	2/15/1983	Not Applicable						
1.17	Body Expenditure Advisory Committees		10/22/2002	Not Applicable						
1.18	Management Hiring Policy for Academic and Non-Academic Administrators	College President, College Administrators, & District Office Administrators	9/14/2004	Yes	9/20/2004					
1.18B	Interim Management Hiring Policy for Academic and Non-Academic Administrators	College President, College Administrators, & District Office Administrators	9/20/2004							
1.2	Chancellor Selection		7/12/2005	Yes	7/12/2005					
1.21	Committees	Trustees possess legal authority only when convened as a Board, establishment of committees	7/12/2005	Not Applicable						
1.22	Board Development		6/10/2008	Not Applicable						
1.23	Board Self-evaluation Policy		6/10/2008	Not Applicable						
1.24	Mission of the Peralta Community College District		9/16/2008	Not Applicable						
1.25	Policy and Administrative Procedures		9/16/2008	Not Applicable						
1.26	Institutional Planning		9/16/2008	Not Applicable						
1.27	Recruitment and Hiring		9/16/2008	Not Applicable						
1.28	Accreditation		9/16/2008	Not Applicable						
Chapter 2	**Organization for Administration**									
2.01	Basic Concepts	Chancellor responsible for executing Board Policy, can delegate duties	n/a	Not Applicable						
2.02	Duties and Responsibilities of Management Staff	duties and responsibilities of Chancellor & the College President	n/a	Not Applicable						
2.05	The District Chancellor/Superintendent	compensation, duties & responsibilities: policies, Secretary, agenda, annual budgets, employee hiring and positioning, meetings	9/16/2008	Not Applicable						
2.1	College President	general requirements, duties and responsibilities'	9/16/2008	Not Applicable						

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2.2	Governance Roles and Responsibilities in Developing Policy and Procedures	role of college faculty senates and the district academic senate, the certificated and classified collective bargaining employee organizations, classified senates and district classified senate, student government participation I district governance, district advisory counsels and committees, district-wide joint committees, management role	11/18/2008	Yes	8/3/2009					
2.23	Role of the Faculty Senates in District Governance	utilization of faculty opinion in areas of their competence, board's obligation to consult collegially with the faculty senate	5/14/1991	Not Applicable						
2.25	Faculty Participation in College Development	utilization of faculty and involve them with problem-solving procedures which directly involve faculty	6/20/1966	Not Applicable						
2.26	Access to District or Campus Records or Reports	requests for records or copies must be given to district's fiscal office, and requestor has to pay cost	2/6/2007	Not Applicable						
2.3	Orderly Conduct in the Peralta Community College District	right of advocacy and free expression protected: demonstrations, picketing, etc.	2/4/1974	Yes	???					
2.32	Preserving a Drug Free Workplace	drug policy for employees, conduct on dealing with drugs on district grounds	2/6/2007	Yes	7/25/1989					
2.32.1	Preserving a Drug-Free Campus for students	drug policy for students	9/25/1990	???						
2.35	Claims for Money or Damages	settlement for $5000 or less authorized by chancellor, $5000 or more by Board	4/10/2007	None-Attach Form	X					
2.4	Environmental Sustainability	policy to reduce energy consumption and resources waste to as low as possible	12/11/2007	Yes	???					
2.45	Crime Awareness and Campus Security	Procedures & facilities for reporting crime or emergencies, district responses to those reports, security & access to district facilities, security consideration in district facilities, enforcement authority of police, informing students and employees about campuses security procedures and prevention of crime, drug and alcohol program, gathering of crime statistics. monitoring and recording criminal activity	3/23/2007	Not Applicable						
Chapter 3	**Personnel**									
3.01	Emeritus Status-Trustees and Administrators	defines emeritus status	7/12/2005	None	X					
3.02	Volunteerism	definition and supervision of volunteers for insurance coverage purposes	10/26/2004	None	X		X (Human Resources)			
3.03	Affirmative Action Policy	equal employment opportunity policy	5/11/1999	None	X					
3.04	Sexual Harassment	policy on discrimination and harassment: prohibition of discriminatory hiring practices on the basis of certain personal characteristics	3/11/2008	Attach Form		X				
3.05	Nepotism	employment of relatives insane division or department is allowed, but not when family member can recommend/influence personnel decisions	6/5/2001	None	X					
3.06	Copyright Policy	compliance with U.S. Copyright Law	7/11/1995	None	X					
3.07	Policy Concerning Political Activity during Working Hours and Political Activities on District Premises	employees engage when on duty, equal premises use for dissenters, distribution of campaign materials	8/21/1990	None	X					
3.08	Civil Rights of Employees	policy on political issues while on campus and exceptions	n/a							
3.09	Salary Warrants	dates for the release of salary warrants	n/a							
3.1	District Job Announcements	permanent, probationary, temporary employees can apply for jobs limited to District staff members	12/20/1983							
3.11	Equal Employment Opportunity Policy		3/11/2008							
3.12	Civility and Mutual Respect	unacceptable behaviors	7/13/2004				X (Human Resources)			

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3.13	Election of Cash In Lieu of Participation in Group Medical Insurance Policy	cash in lieu medical benefits	8/3/2004				X (Human Resources)			
3.14	Disability Non-Discrimination Policy and Reasonable Accommodation for Employee		9/26/2006	Yes	10/24/2006					
3.15	Overtime	compensation for overtime pay	n/a							
3.16	Institutional Code of Ethics		7/21/2009	Not applicable						
3.17	AIDS Policy	no work restrictions if tested positive for HIV AIDS or related	6/8/1999	Not applicable						
3.18	Employment of Certificated and Classified Personnel	hiring process of certificated and classified personnel	5/27/1997	None	X					
3.19	Examination of Communicable Diseases and Tuberculosis	must be examined before hiring, but with exceptions	7/13/1999	None	X					
3.2	Outside Employment	no engaging in outside employment that will interfere with assignments	5/27/1997	None	X					
3.21	Classification Policy	purposes, elements, and process of the district's classification plan	1/5/1982	None	X					
3.22	Substitute Policy - Certificated Employees	President establishes whether substitute needed, if needed what kind: hourly, daily, or long term substitute	9/9/1966	None	X					
3.23	Tutoring	no remuneration for tutoring	n/a	None	X					
3.24	Exchange Teachers	shall be limited in accordance with the needs of the district	n/a	None	X					
3.25	Leaves Without Pay - Certified Employees	3 months notice needed before start of leave date, extendable	5/10/1988	None	X					
3.26	Faculty Hiring Policy for Tenure Track and Categorically/Specially-Funded Positions	philosophy, confidentiality, search, equivalency, review and revision	10/10/2000	Yes	10/10/2000					
3.3	Tenure Track Faculty Evaluation Policy	goals and philosophy: (purpose, statement of faculty excellence), organization of tenure review process (tenure review committee, composition, support, code of ethics, tenure review oversight committee: responsibilities, rights responsibilities for candidates, orientation, course preparations, institutional support, peer advisor, components and process, appeals, right of PFT, timeline for tenure review	6/13/2000	Yes	6/13/2000					
3.30B	Evaluation of Tenured Faculty	purpose for peer review, four categories of criteria, procedures and evaluation models	6/27/1995	None-Attach Forms						
3.31	Evaluation Procedures for Temporary Part-Time Instructors and Long-Term Substitutes	Purpose, student evaluation, self-evaluation-professional competence, peer evaluation, composition and responsibilities of the evaluation team for initial and subsequent evaluations, evaluation procedures for initial and subsequent evaluation	6/27/1995	None-Attach Forms						
3.32	Definition of Classified Personnel	applies to all regular employees and some temporary employees	n/a	None	X					
3.34	Employment of Temporary Classified Staff	rules and regulations of employment of temporary staff	3/2/1982	None	X					
3.35	Out-of-Class (Acting) Assignments and Compensation	procedures for out-of-class acting assignments and compensation	3/2/1982	None	X					
3.53	Probationary Status (Confidential Employee)	probation for first six months of employment, after satisfactory conclusion then will become permanent classified employee	10/22/1985	None	X					
3.54	Eligibility for Benefits (Confidential Employee)	eligibility based upon nine consecutive months of work completed	10/22/1985	None	X					

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3.55	Suspension (Confidential Employee)	Board agent authorized to suspend employees without pay for disciplinary reasons, cannot exceed thirty work days	10/22/1985	None	X					
3.56	Dismissal (Confidential Employee)	dismissal for employees shall be for cause in compliance with the Education Code	10/22/1985	None	X					
3.57	Procedure for Suspension, Dismissal. Demotion (Confidential Employee)	no suspension, dismissal, demotion unless given written notice signed by Board agent	10/22/1985	None	X					
3.59	Management Promotion Policy for Academic and Non-Academic Administrators	requirements for consideration of management position, Chancellor develop procedures to implement policy	12/12/2000	None	X					
3.6	Administrative and Executive Positions and Personnel	fixing of duties of each administrator and executive, qualification requirements, terms of employment, implications of special funding, procedures	6/13/2000	None	X					
3.61	Management Salaries	determination of salary depends on internal relationships by class, and Management Salary Index	5/27/1997	None	X					
3.62	Temporary Administrative Assignments	interim, acting, or administrator in charge, assignment of staff made by Board upon recommendation of Chancellor	8/4/1987	None	X					
3.63	Medical Examinations (Management and Confidential Employees	prior to employment must show evidence of freedom from active tuberculosis	n/a	None	X					
3.65	Evaluation of Administrator/Manager Personnel	philosophy, purpose, conditions which apply in the evaluation process	1/13/2007	Academic Administrators / Managers Evaluation, Classified Administrator / Manager Evaluation, Forms For Academics Administrators / Managers Evaluation, Forms For Classified	1/13/2007					
3.66	Grievance Procedure - Management and Confidential Employees	informal resolution, formal complaint resolution, meeting with College President/District Department Head, meeting with Chancellor, Board of Trustees, appearance and representation, and time limits	3/22/1994	None	X					
3.68	Vacation Leave (Management and Confidential Employees0	management employees, confidential employees	10/22/1985	None	X					
3.7	Personal Illness or Accident	full-time, management and confidential employees, part time management and confidential employees, compensation	4/28/1992	None	X					
3.71	Leave for Illness of Family Member	applies to immediate household, need President approval, up to 5 days granted without loss of pay	4/28/1992	None	X					
3.72	Bereavement Leave	applies to immediate family, definition, four days with pay, six days if out of state	4/28/1992	None	X					
3.73	Leave for Required Court Appearance	no deduction in salary if on jury, in criminal cases any leave due to appearance as a defendant is granted	4/28/1982	None	X					
3.74	Leaves of Absence Without Pay	need recommendation of President, approval of Chancellor, includes absences for professional improvement, health, military, maternity, family care, and personal leaves	4/28/1992	None	X					
3.76	Occupational Disability Leave	workers compensation, time limit, need doctor's certificate and approval by Alameda County School's Insurance Group	n/a	None	X					
3.82	Sabbatical Leave Policy	eligibility, salary for those on administrative sabbatical leave, employment status, implementation	7/17/1979	None	X					
3.85	Administrative Leave	eligibility, salary for those on administrative leave, purpose, implementation,	10/22/1985	None	X					

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3.86	Health & Welfare Benefits	enrollment options for active and retired employees, medical coverage, life insurance	11/22/1992	None	X					
3.9	Re-Employment of Former Employee	re-employment subject to probationary status	n/a	None	X					
3.91	Retirement (Management and Confidential Employees)	full retirement, reduced service contract, selective early retirement: administrative and executive staff, early retirement: confidential employees	12/20/1983	None	X					
3.92	Catastrophic Leave		4/12/2007	Yes	4/12/2007					
Chapter 4	Student Personnel Services									
4.01	Definition and Purpose	includes: admission and retention of students, maintenance of student records, counseling, guidance, administration of financial aid, health services, testing, job placement, student activities, liaison between high schools and colleges	3/15/1965	Not applicable						
4.02	Organization	President creates organization chart delegating responsibility, relationships between student personnel programs coordinated by Vice Chancellor, Educational Services	3/15/1965	Not applicable						
4.03	Policy Prohibiting Discrimination (Including Sexual and Racial Harassment and Discrimination) and Discriminatory Harassment Toward Students	categories of prohibited discrimination, prohibits retaliation against those who file claim of discrimination	7/23/2002	Not applicable						
4.05	Admission of Students	open enrollment, district regulations for: non-residential out of state, military personnel, foreign students, apprentice, criteria of number of foreign students allowed, transfer students	2/14/2006	Yes	5/28/1991					
4.1	Admission Requirements	published in catalog of each college, need official application	n/a							
4.12	Registration	period of registration for each term	n/a							
4.14	Dropping Classes and Withdrawing from College	regulations shall be published in college catalog, dates will be published in college calendar	n/a							
4.15	Tuition Refund Policy - out of state and foreign students	100% refund upon students official withdrawal from classes up to last date to withdraw; 50% refund upon students official withdrawal from classes after the last date to withdraw; no refund if students withdraws on/after first census day of term	n/a							
4.16	Attendance	attendance regulations shall be published at each college, records reported to state	n/a							
4.18	Attendance Accounting	document all course enrollment, and attendance and disenrollment information	11/5/1983	Yes	11/15/1983					
4.2	Scholarship Probation	procedures must comply with Title V of Ed. Code,	n/a							
4.25	Student Records	District shall maintain permanently records of all students that have been enrolled	9/15/1975	None	X					
4.26	Implementation of the Family Educational Rights and Privacy Act of 1974	each student has right to access and challenge records, records shall not be released to any organization without consent	9/15/1975	None	X					
4.3	Counseling and Guidance	each college shall maintain program of guidance, career and educational planning	n/a	None	X					
4.31	Counseling Services	procedures: individual assessment of goals, group counseling and guidance, individual counseling and guidance for students on probation	6/19/1967	None	X					
4.32	Remedial Course List	no more than 30 units semester, policy for transfer, ESL students, and exhausted unit limitation	5/28/1991	None	X					

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4.35	Student Financial Aid	eligibility, applications and forms, programs, structure of office, each college must provide a coordinator and office, responsibilities	2/8/1994	None	X					
4.36	Health Services	requirements for personnel and functions	n/a	None	X					
4.37	Testing Services	district responsible for administration of tests and establishment of testing center and staff	n/a	None	X					
4.38	Placement Services	job placement office and staff at each college	n/a	None	X					
4.39	Counselor Interns	college responsible for accepting, assisting, and training counselor interns	n/a	None	X					
4.4	Rules for Student Conduct	Disciplinary action, applicable violations of misconduct, punishment, administrator of punishment	9/16/2008	None	X					
4.41	Disciplinary Actions; Hearings; Immediate Suspension	President of colleges must submit periodic reports about nature and disposition of cases to Board of Trustees, reports shall then be filed and reviewed under Closed Session	2/22/1971	None	X					
4.42	Withholding of Grades, Transcripts, etc.	provisions include: overdue library books and charges for books or materials, subject to release if returned or fine paid	4/23/1991	None	X					
4.43	Student Grievance Policy	student complaint involving application or alleged violation of district policies, informal resolution, formal complaint procedure, hearing, appeals process, rights and guidelines	4/27/1993							
4.43A	Student Academic Grievance Hearing Procedure	procedures to address student grievances alleging mistake, fraud, bad faith in grade determined by instructor, informal resolution, formal complaint procedure, appeals process, rights, guidelines	5/12/1992	Yes	5/12/1992					
4.43B	Allied Health: Student Appeal of Dismissal for Clinical Performance	process of appeal for student upon instructors dismissal	5/25/1993	Yes	5/25/1993					
4.45	Student Activities (and Student Elections' Code)	student organization, student activities, student association membership, off-campus activities, auxiliary enterprises, student representation	3/1/1976	Yes	5/20/2009					
4.46	Job Referrals	position of neutrality, in case of labor dispute no referrals	8/1/1977	None	X					
4.5	Meals and Lodging for Athletic Teams	permits the providing of meals and lodging to each member of athletic team when away from District or home	10/18/1971	None	X					
4.55	Permission for Athletes to Enroll in One Peralta College and Participate in Sports in Another	must attend one college on full time basis and if sport in which he/she wants to participate is not offered at college enrolled	8/4/1975	None	X					
4.6	Use of Informational Technology by Students	policy to provide students use of information technology and responsibilities students have when using information technologies	7/9/2002	None	X					
4.65	Usage of Camera and Audio Device Policy		4/10/2007	None	X					
4.8	International Education Program	56	3/27/2007	None	X					
Chapter 5	**Educational Services**									
5.02	Special Projects	all proposals for such projects subject to approval by Chancellor	5/27/1997	Yes	???					
5.1	Intellectual Freedom	vital right, includes: freedom to think, read, speak and question deemed necessary to provide intelligent citizenry; USA Patriot Act	8/3/2004	None	X					

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5.11	Review Policy for Instructional Programs	policy to review vocational or occupational training programs consistent with requirements of the Education Code	11/14/2000	None	X					
5.12	Articulation Policy for Instructional Programs and Support Services	policy to establish partnerships that articulate instructional programs, and provide support services for students	11/14/2000	None	X					
5.15	Code of Instructional Standards	District Colleges adhere to 1940 statement of the AAUP on academic freedom and tenure, Ethical Standards of the American Personnel and Guidance Association, Code of Ethics for Librarians of the American Library Assoc.	11/18/2008	Yes	???					
5.17	Use of Materials Under Copyright	policy for use copyrighted materials, employees and officers expected to know and follow guidelines set	9/11/1990	Yes	3/19/1976					
5.19	Policy of Open Classes	any classes shall be fully open to enrollment by student of District, but must meet required prerequisites	4/4/1977	None	X					
5.2	Requirements for Degrees and Certificates	general requirements, associate degree requirements, certificate of completion requirements, certificate of achievement requirements, certificate of skills requirements	11/16/2008	Yes	7/22/2009					
5.22	Standards of Scholarship	Part I- academic records, symbols and standards: evaluative symbols/grading scale, Part II - operating standards, credit/no credit option, credit by examination, standards for probation, removal from probation, standards for dismissal, units attempted, notification of probation and dismissal, course repetition, academic renewal without course repetition	4/7/2009	Yes	6/20/1978					
5.23	Excess Units	catalog standardizes number of units to 18, absolute maximum load of 25 units, must establish criteria for excess units beyond 18	10/16/1972	None	X					
5.24	Academic Accommodations for Students with Disabilities	policy for equal opportunity and non discrimination for students without disabilities	7/12/1994	Yes	N/A					
5.3	Selection of Library Materials	broad selection of viewpoints, none shall be excluded b/c of race, nationality, philosophical, or religious views of writer	n/a	None	X					
5.35	Field Trips	each College follows District established rules & guidelines	4/22/2003	None	X					
5.36	Student Instructors	each College responsible for student instructors, need contractual agreement with the teacher training institution	n/a	None	X					
5.37	Faculty Diversity Internship Programs	policy and purpose, supports District's commitment towards equal employment opportunity to become member of faculty	6/8/1999	Yes	6/9/1992					
5.4	Off-Campus Classes	may be established in accordance with provision of the Ed Code	n/a	None	X					
5.45	Public Forums	public forums with guest speakers may be provided	n/a	None	X					
5.5	Lecturers	request procedure, compensation, limit on lectures, faculty lecturers	n/a	None	X					
5.6	Joint Apprenticeship Committees	all shall include minorities, shall cooperate with College programs of positive recruitment for minority students	n/a	None	X					
5.61	Educational Advisory Committee	shall reflect ethnic composition of District, shall cooperate in special efforts of Peralta Colleges to place minority students in jobs	n/a	None	X					
5.62	Apprenticeship Programs - Instructional Positions	recruit, interview, an screen applicants for program, responsibility of the College to make final decision	n/a	None	X					
5.63	Apprenticeship Programs	no discrimination against applicants, duties of District to apprenticeship training program	3/8/1983	Yes	3/8/1983					

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Chapter 6	Business Services									
6.02	Budget Preparation and Administration	responsibilities of chief fiscal officer, and Chancellor for preparation of annual budget	1/6/1975	None	X					
6.03	Accounting	chief fiscal officer must institute proper accounting procedures	1/6/1975	None	X					
6.04	District Reserve	minimum 5% projected ending fund balance for every yr; bd notified when projected unrestricted fund balance falls below 5%	9/28/2004	None	X					
6.05	Solicitation of Funds	by off-campus organizations, by district personnel or organizations,	9/25/1990	None	X					
6.1	Annual External Audits	no later than first day of May shall Board of Trustees provide for an audit of the book and accounts of District	12/13/1988	None	X					
6.11	Internal Audits	director of internal audits responsible to Chancellor for establishing & operating an office and program of internal audits	12/13/1988	None	X					
6.12	Internal Audit Reports	director of internal audits responsible to Board of Trustees through the Chancellor for all reports issued by their office	12/13/1988	None	X					
6.13	Financial Report	District Administration will provide Board of Trustee financial reports	5/25/2004	None	X					
6.15	Quarterly Financial Statements	Chancellor or designee will submit quarterly financial statements to Board	4/22/2003	None	X					
6.2	Bookstore Commission	commissions, associated students, college	2/8/2000	None	X					
6.3	Supplies and Services	includes procurement, equipment and services, maintenance of records pertaining to supplies, sale, insurance coverage, transportation of staff and students, and storage	5/7/1985	None	X					
6.31	Procurement of Supplies, Equipment and Services	purchasing procedures for supplies, equipment and services	1/15/2008	None	X					
6.32	Maintenance of Records of Equipment and Supplies	all District equipment shall be maintained as well as stock control records of warehouse supplies	n/a							
6.33	Sale of Equipment or Materials	general policy, library policy,	5/14/1991	Yes	N/A					
6.34	Document Retention		3/28/2006	Yes	6/7/2006					
6.35	Donations	policy, cash, equipment and supplies, real property, ownership, location and use	3/8/1994	None	X					
6.37	Loan of Equipment to the District	shall be in accordance with established written policies	3/8/1994	None	X					
6.38	Risk Management	shall identify and analyze all risks of loss, and then apply loss prevention techniques, shall retain risks of loss where amount of loss not significantly affect District's operation or financial position, transfer risk through purchase of insurance	5/14/1991	None	X					
6.39	Conference/Professional Development and Travel	policy, procedures: employees (required travel, other conference/travel, mileage for travel, out-of-state travel, in-service training, authorized expenses) students, Chancellor and Board of Trustees, vehicle insurance	5/14/2002	Yes	2/8/2000					
6.39A	Policy on International Travel for Members of the Board of Trustees	need Board approval, criteria for international travel, expenses	11/13/2001	None	X					
6.39B	Policy on International Travel for Employees of the Peralta Community College District	need College President, Sr. Vice Chancellor, and Chancellor approval, criteria for international travel	5/14/2002	None	X					
6.4	Food and Refreshments	unrestricted general Funds, restricted general and other funds, alcoholic beverages	4/23/1991	None	X					
6.41	Charge for Transcripts	two free copies, $4 each additional	4/9/2009	None						
6.43	Parking and Transportation Services and Fees	students, faculty and staff, visitors	2/26/2008	Yes	9/8/1992					

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6.45	Enrollment Fee Financial Assistance Award	time of charges, enrollment fee schedule: semester and quarter units, fractional units, variable unit classes	2/26/2008	None	X					
6.46	Non Resident Tuition Policy	shall charge tuition to non resident students, annually determined	2/26/2008	None	X					
6.47	Refund Policy	enrollment fee: full term classes, short term classes, non resident tuition	3/11/2008	None	X					
6.48	Non-Payment of Enrollment Fees and Obligations	withhold grades, transcripts, diplomas, and registration privileges	3/11/2008	None	X					
6.55	Instructional and Other Materials Fees	students may be required to provide other materials	3/11/2008	None	X					
6.57	Workers' Compensation Claim Settlement Authority		6/26/2007	Yes	6/28/2007					
6.6	Safety Policy	Chancellor designated with overall responsibility of District's safety program, criteria for safe work environment	11/18/2008	None	X					
6.61	Repair and Maintenance of Plant	budget determined by Board, director of physical plant responsible for repair and maintenance of district buildings	3/11/2008	None	X					
6.62	Hazardous Materials Management	assessment and control methods, development of rules, safety plans, and work procedures, employee training	3/11/2008	None	X					
6.63	Reporting Accidents Involving District Vehicles	always report to District Dept. of Safety and Police Services, if substantial damages report to community police dept	8/21/1990	None	X					
6.64	Use of College Facilities	general policy, facility user classifications, types of charges, definition of terms, priority for use of facilities	11/18/2008	Yes	9/13/1994		X (General Services)			
6.65	Community Services (Fee-Based) Program	establishment and selection of community services classes and other community services activities, participant fees for community services classes and activities	7/8/1997	Yes	7/8/1997					
6.66	Sexual Assault Policy	prohibited by all employees and students, victims shall receive information, follow up services and referrals to local community treatment centers	11/18/2008	Yes	1/14/1992					
6.7	Disasters	District shall develop a plan, fully inform all students and faculty regarding phases of plan	11/18/2008	None	X					
6.8	Facilities Planning	director of physical plant compile & maintain 5 year construction plan, subject to approval of Chancellor and submitted to Board	11/18/2008	None	X					
6.81	Selection of Architects	based on competence and qualifications, encourage participation of local professionals and minority owned firms	4/7/2009	None	X					
6.82	Approval of Construction Contracts	Board approval required in contracts in excess of $12,000, construction to be supervised by office of physical plant	n/a	None	X					
6.83	Approval of Construction Change Orders	Chancellor authorized to approve change orders, prior to Board approval, for urgent items	2/8/2005	None	X					
6.84	Contract Authorization, Chancellor	in case of emergency certain Board policies may be waived		None	X					
6.85	Independent Contractors/Consultants	criteria for contractors, requirements for hiring of consultants	8/13/1996		8/13/1996					

Board Policy No.	Policy Name	General Description	BP last updated	Administrative Procedures	AP Last Updated	Stage 1 (Chancellor is assigning to Administrator(s))	Stage 2 (Assigned Administrator is drafting proposed/revised AP)	Stage 3 (SMT is reviewing proposed AP)	Stage 4 (Chancellor needs to review final AP and send to Board)	Stage 5 (30-day waiting period with Board)
6.86	Conflict of Interest Code	adoption, Board of Trustees, auxiliary organizations, designated employees, policy statement, disclosure statement of economic interests - filing & contents, prohibition of receipt of honoraria, prohibition on receipt of gifts, disqualification, legally required participation, manner of disqualification, assistance of the commission and counsel, violations, definition of terms, designated positions, and disclosure categories	9/16/2008	None - Attach Form						
6.87	Naming of District Properties, Buildings and Rooms And Placing of Appropriate Plaques	Board retains authority in such matters	3/27/2001	Yes	7/3/2009					
6.88	Emergency Projects		n/a	None	X					
6.9	Small Local Business and Small Enterprise Contract Policy	equal opportunity and equitable treatment policy	10/22/2002	None	X					
6.91	Land Use Development	development of district property to generate independent revenue to enhance ed purposes	5/11/2004	None	X					
6.93	Accessibility of Electronic and Information Technology		4/25/2006	None	X					
6.95	Smoking		11/15/2005	None	X		X (General Services)			
					X					
Chapter 7	Board Policy Related to Matriculation									
7	Matriculation Services	adopted to establish uniform matriculation practices and provide guidelines for review/challenging	4/26/1994	None	4/26/1994					
7.01	Matriculation Procedures	ensure academic process of students is monitored to provided proper services	4/26/1994	None	X					
7.02	Matriculation Services	matriculation services to eligible students /special efforts to accommodate ethnic/language minority and disabled	4/26/1994	None	X					
7.03	Matriculation Services	modified matriculations services for limited/non-English speakers through esl and other programs	4/26/1994	None	X					
7.11	Matriculation Procedures	college shall implement procedures to ensure no student is discriminated against	4/26/1994	None	X					
7.12	Matriculation Procedures	colleges shall establish procedures so that no student is discouraged to participate	4/26/1994	None	X					
7.21	Orientation	purpose to provide student with information about college	4/26/1994	None	X					
7.31	Assessment	multiple measure assessments shall be used, state approved tests can be used, cannot exclude any person	4/26/1994	None	X					
7.41	Counseling/Advising	shall be made available to students	4/26/1994	None	X					
7.51	Follow-Up	academic progress of each student to be monitored regularly	4/26/1994	None	X					
7.61	Research	evaluation to be conducted to asses effectiveness of matriculation components, services, and procedures	4/26/1994	None	X					
7.71	Faculty Training	shall be provided appropriate to the provision of matriculation services	4/26/1994	None	X					
7.81	Students' Responsibilities	information to be published to inform students of responsibilities under matriculation, each student asked to identity goal, if no educational plan established by student, district may suspend or terminate matriculation services	4/26/1994	None	X					
7.82	Students' Responsibilities	each student shall be encouraged to develop an ed plan prior to/during term they complete 15 semester/22 quarter units	4/26/1994	None	X					
7.83	Students' Responsibilities	students who fail to implement bp 7.82 shall be notified by mail and have 90 days to comply and/or risk termination or services	4/26/1994	None	X					
7.84	Academic Integrity/Honesty		9/16/2008	None	X					

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7.91	Education Plan	each student shall have opportunity to develop plan, shall be recorded	4/26/1994	None	X					
7.92	Education Plan	the plan shall be recorded and be updated as necessary	4/26/1994	None	X					
				None	X					
Ch. 8	Due Process									
8.01	Due Process	in event of dispute, District grievance and due process procedures shall be applied	4/26/1994	None	X					
				None	X					
Ch. 9	Prerequisites, Corequisites, Advisories and Other Limitation On Enrollment									
9.01	Prerequisites, Corequisites, Advisories and Other Limitation On Enrollment	unless held exempt all classes held as open if prerequisites met, matriculation policy shall be published in appropriate publications	4/26/1994	None	X					
9.02	Prerequisites, Corequisites, Advisories and Other Limitation On Enrollment	matriculation policy shall be published in the college catalog	4/26/1994	None	X					
					X					
Chapter 10	Disproportionate Impact									
10.01	Disproportionate Impact	District shall develop plan in case of disproportionate impact on any group of students, evaluation of matriculation program	4/26/1994	None	X					
10.02	Disproportionate Impact	evaluation of matriculation program shall include but not limited: course, ed goals, student success, ed needs and support.	4/26/1994	None	X					