

**Peralta Community College District
Office of the Chancellor
Board Policy and Administrative Procedure Project
August 31, 2011**

The June 30, 2011 letter from the accreditation commission included the following recommendation:

“Commission Recommendation 4:

While evidence identifies progress, the District has not achieved compliance with Standard IV.B and Eligibility Requirement #3. Specifically, the District has not completed the evaluation of Board policies to the end of maintaining policies that are appropriate to policy governance and excluding policies that inappropriately reflect administrative operations. Therefore, in order to meet Standards and Eligibility Requirements, the District must evaluate all Board policies and implement actions to resolve deficiencies.”

If the District were to “evaluate all Board polices” in detail and “implement actions to resolve deficiencies” using normal processes, the project could consume enormous energy and take too long given the commission’s expectations. Therefore, it is proposed that the district take advantage of work already done by the League of California Community Colleges and use their suggested policies as a basis and adapt their material to Peralta CCD. Using the league template, it also becomes clear that the district needs to add some policy material and considerable administrative procedure material that was previously missing or incorrectly included in policies. The league template also has the benefit of introducing a standard structure that will ease the updating process in the future.

The following implementation mechanism is proposed:

Board policies will generally be reviewed in the order suggested by the Community College League of California by their Policies and Procedure Services department. The following will occur:

1. The League numbering and naming system will be used to organize and structure the policies.
2. The League language and approach for each policy will form the basis for the development of the replacement policy language, but existing district language will be used when appropriate.
3. The format, style, and fonts will be standardized for all policies and procedures.
4. Companion administrative procedures will be written as recommended by the League or others.
5. Existing district policy language that is “appropriately reflect administrative operations” will be moved to either:
 - A. an Administrative Procedure
 - B. the web site pages for informational purposes

Below is a sample of how this process will work with a specific policy.

The existing Board Policy 1.01 **Membership** is proposed to be replaced by three policies based on the league template:

- BP 2010 **Board Membership**
- BP 2100 **Board Elections**
- BP 2110 **Vacancies on the Board**

The District previously had no administrative procedures related to this policy. It is proposed that the following administrative procedure be issued by the Chancellor based on the league template.

AP 2110 Vacancies on the Board

The administrative operations material (map and description of the trustee areas) would be moved to the Board of Trustees' web site page.

**Narrative Summary of Proposed Changes in
Board Policies and Administrative Procedures**

BP 1100 The Peralta Community College District

New policy

BP 1200 Mission

Replaces policy 1.24 **Mission of the Peralta Community College District**
Changes title, number, and format only.

BP 2010 Board Membership

Replaces a portion of policy 1.01 **Membership**
Changes title, number, and format. League language and content used.
The district's legacy policy 1.01 is replaced by BP 2010, BP 2100, & BP 2110.
Administrative material (description of board of trustees' areas) moved to web site.

BP 2015 Student Members

Changes title, number, and format only.

BP 2100 Board Elections

Replaces a portion of policy 1.01 **Membership**
Changes title, number, and format. League and district language and content used.

BP 2110 Vacancies on the Board

Replaces a portion of policy 1.01 **Membership**
Changes title, number, and format. League and district language and content used.

AP 2110 Vacancies on the Board

New procedure

BP 2200 Board Duties and Responsibilities

Changes number and format only.

BP 2210 Officers

Changes title, number, and format.

BP 2220 Committee of the Whole

Changes title, number, and format.
Rewritten in response to accreditation recommendation and current practice.

AP 2220 Board Committee Staffing

New procedure

BP 2305 Annual Organizational Meeting

New policy

BP 2310 Regular Meetings of the Board

Replaces a portion of policy 1.10 **Meetings of the Board of Trustees**
The district's legacy policy 1.10 is replaced by BP 2310, BP 2315, BP 2320, AP 2320, BP 2330, BP 2340, AP 2340, BP 2350, AP 2350, BP 2360, & AP 2330.
Changes title, number, and format. League and district language and content used.

AP 2310 Board Meeting Schedule

New procedure

BP 2315 Closed Sessions

Replaces a portion of policy 1.10 **Meetings of the Board of Trustees**
Changes title, number, and format. League language and content used.

BP 2320 Special and Emergency Meetings

Replaces a portion of policy 1.10 **Meetings of the Board of Trustees**
Changes title, number, and format. League language and content used.

AP 2320 Special and Emergency Meeting Notification

New procedure.

BP 2330 Quorum and Voting

Replaces a portion of policy 1.10 **Meetings of the Board of Trustees**
Changes title, number, and format. League language and content used.

BP 2340 Agendas

Replaces a portion of policy 1.10 **Meetings of the Board of Trustees**
Changes title, number, and format. League language and content used.

AP 2340 Agenda Development and Posting

New procedure.

BP 6300 Fiscal Management and Accounting

Replaces policy 6.03 **Accounting**
Changes title, number, and format. League language and content used.

AP 6300 General Accounting

New procedure.

BP 7400 Travel

Replaces policy 6.39 **Conference/Professional Development and Travel**
Changes title, number, and format. Rewritten in response to Grand Jury recommendation.

AP 7400 Travel

New Procedure.

**Board Policy and Administrative Procedure
Tracking Matrix**

League Policy #	League Policy Name	PCCD Policy #	PCCD Policy Name	Admin. Procedure	Trustee Web Page	PCCD Admin. Procedure	Assigned	SMT review	Planning review	Board Review	Board Action
Chptr 1 The District		None									
BP 1100	The Peralta Community College District	None	None	None		None	Chancellor	7/28/2011	8/26/2011	9/13/2011	
BP 1200	Mission	1.24	Mission of the Peralta Community College District	None		None	Chancellor	7/28/2011	8/26/2011	9/13/2011	
Chptr 2 Board of Trustees		Chptr 1 The Board of Trustees									
BP 2010	Board Membership	1.01	Membership	None		None	Chancellor	7/28/2011	8/26/2011	9/13/2011	
BP 2015	Student Members	1.02	Student Trustees	None		None	Chancellor	7/28/2011	8/26/2011	9/13/2011	
BP 2100	Board Elections	1.01	[elections part of] Membership	None		None	Chancellor	7/28/2011	8/26/2011	9/13/2011	
BP 2110	Vacancies on the Board	1.01	[vacancies part of] Membership	AP 2110		None	Chancellor	7/28/2011	8/26/2011	9/13/2011	
None	None	1.01	[trustee areas part of] Membership	None	Yes	None	Chancellor	7/28/2011	8/26/2011	9/13/2011	
BP 2200	Board Duties and Responsibilities	1.05	Board Duties and Responsibilities	None		None	Chancellor	9/1/2011	8/26/2011	9/13/2011	
BP 2210	Officers	1.04	Board Officers and Duties	None		None	Chancellor	9/1/2011	8/26/2011	9/13/2011	
BP 2220	Committee of the Whole	1.21	Committees	AP 2220		None	Chancellor	9/1/2011	8/26/2011	9/13/2011	
BP 2305	Annual Organization Meeting	None	None	None		None	Chancellor	9/1/2011	8/26/2011	9/13/2011	
BP 2310	Regular Meetings of the Board	1.10	Meetings of the Board of Trustees	AP 2310		None	Chancellor	9/1/2011	8/26/2011	9/13/2011	
BP 2315	Closed Sessions	1.10	[closed sessions part of] Meetings of the Board of Trustees	None		None	Chancellor	9/1/2011	8/26/2011	9/13/2011	
BP 2320	Special and Emergency Meetings	1.10	[special and emergency part of] Meetings of the Board of Trustees	AP 2320		None	Chancellor	9/1/2011	8/26/2011	9/13/2011	
BP 2330	Quorum and Voting	1.10	[quorum part of] Meetings of the Board of Trustees	None		None	Chancellor	9/1/2011	8/26/2011	9/13/2011	
BP 2340	Agendas	1.10	[agenda part of] Meetings of the Board of Trustees	AP 2340		None	Chancellor	9/1/2011	8/26/2011	9/13/2011	
Chptr 6 Business and Fiscal Affairs		Chptr 6 Business Services									
BP 6300	General Accounting	6.03	Accounting	AP 6300		None	Vice Chan. Finance	9/1/2011	8/26/2011	9/13/2011	
Chptr 7 Human Resources		Chptr 6 Business Services									
BP 7400	Travel	6.39	Conference/Professional Development and Travel	AP 7400		None	Vice Chan. Finance	9/1/2011	8/26/2011	9/13/2011	

BOARD POLICY 1100 THE PERALTA COMMUNITY COLLEGE DISTRICT

The District has been named the Peralta Community College District.

The name is the property of the District. No person shall, without the permission of the Board, use this name or the names of any colleges or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following colleges:

College of Alameda
Laney College
Merritt College
Berkeley City College

Reference:

Education Code Section 72000(b)
Elections Code Section 18304

Draft August 31, 2014

BOARD POLICY 1200 MISSION

We are a collaborative community of colleges. Together, we provide educational leadership for the East Bay, delivering programs and services that sustainably enhance the region's human, economic, environmental, and social development. We empower our students to achieve their highest aspirations. We develop leaders who create opportunities and transform lives. Together with our partners, we provide our diverse students and communities with equitable access to the educational resources, experiences, and life-long opportunities to meet and exceed their goals. In part, the Peralta Community College District provides accessible, high quality, educational programs and services to meet the following needs of our multi-cultural communities:

- Articulation agreements with a broad array of highly respected Universities;
- Achievement of Associate Degrees of Arts and Science, and certificates of achievement;
- Acquisition of career-technical skills that are compatible with industry demand;
- Promotion of economic development and job growth;
- Remedial and continuing education;
- Lifelong learning, life skills, civic engagement, and cultural enrichment;
- Early college programs for community high school students;
- Supportive, satisfying, safe and functional work environment for faculty and staff; and
- Preparation for an environmentally sustainable future

Reference:

District Wide Strategic Plan
Accreditation Standard 1

Replaces:

Board Policy 1.24 Mission of the Peralta Community College District adopted September 16, 2008

BOARD POLICY 2010 BOARD MEMBERSHIP

The Board shall consist of seven members elected by the qualified voters of the District. Members shall be elected by trustee area as defined in BP 2100 Board Elections.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the District may not be sworn into office as elected or appointed member of the governing board unless he or she resigns as an employee.

No member of the Governing Board shall, during the term for which he or she is elected, hold an incompatible office in any public, non-profit or private organization.

The members of the Governing Board shall henceforth be referred to as Trustees. The Governing Board shall henceforth be referred to as the Board of Trustees.

Reference:

Education Code Sections 72023, 72103, and 72104

Replaces:

Board Policy 1.01 Membership adopted January 4, 1965 and last revised December 9, 2008

Draft August 31, 2011

BOARD POLICY 2015 STUDENT BOARD MEMBERS

The Board shall include two non-voting student members, elected through the student general election process. The term of office shall be one year commencing June 1.

Student members of the Board of Trustees shall be residents of California at the time of nomination and during the time of service. In addition, student trustees shall be enrolled in and maintain a minimum of five (5) semester units at one of the colleges of the District at the time of nomination and throughout the term of service. Candidates must meet and maintain a grade average of 2.0 or higher.

Student trustees may serve a maximum of two one-year terms.

Student Trustees may enter into discussion of agenda items and otherwise participate in Board meetings, with the exception of making and seconding motions.

Student Trustees shall not be included in closed sessions of the Board.

Student Trustees shall be compensated \$50.00 per month for transportation costs related to official Board business.

Student Trustees shall be compensated for attendance at Board meetings at one-half the rate allotted elected Trustees, with the same pro-ration of pay for absences applied to elected Trustees.

Student Trustees shall, upon approval of the Board, be allowed the opportunity to attend, at District expense, conferences, conventions and other meetings related to the activities and responsibility of members of the Board.

Reference:

Education Code Section 72023.5

Replaces:

Board Policy 1.02 Student Trustees adopted December 15, 1981 and last revised July 12, 2005

Draft August 31, 2014

BOARD POLICY 2100 BOARD ELECTIONS

The term of office of each trustee shall be four years, commencing on the first Friday in December following the election to office.

The Board of Trustees has provided for the election of trustees by trustee area. Election of the seven Trustees is staggered so that, as nearly as practical, one-half of the trustees shall be elected at each consolidated general election falling on an even-numbered year. Trustee areas 3, 5, and 7 are subject to election every four years commencing in 2010. Trustee areas 1, 2, 4, and 6 are subject to election every four years commencing in 2012.

The election of a board member residing in, and registered to vote in the trustee area he or she seeks to represent shall be only by the registered voters of the same trustee area. A change of residence external to the area represented shall effect an automatic resignation and create a vacancy on the Board.

The Chancellor shall submit a recommendation to the Board of Trustees regarding any adjustments which may be needed to the boundaries of each trustee area after each decennial federal census. The Chancellor shall submit the recommendation in time for the Board to act as required by law.

Reference:

Education Code Sections 5000 et seq.

Education Code Sections 5019.5, 5090, 5091 and 72022

Board of Trustees Areas are detailed on the Peralta.edu web site, Board of Trustees page.

Replaces a portion of:

Board Policy 1.01 Membership adopted January 4, 1965 and last revised December 9, 2008

Draft August 31, 2008

BOARD POLICY 2110 VACANCIES ON THE BOARD

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code Section 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy by a resident of the trustee area in which the vacancy occurs. Vacancies occurring within four months of the end of the term are not to be filled.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the Board members at a public meeting.

Reference:

Education Code Sections 5090 et seq.
Government Code Section 1770
Administrative Procedure 2110

Replaces a portion of:

Board Policy 1.01 Membership, adopted January 4, 1965 and last revised December 9, 2008

Draft August 31, 2011

BOARD POLICY 2200 BOARD DUTIES AND RESPONSIBILITIES

The Board of Trustees governs on behalf of the citizens of the Peralta Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the district
- Delegate power and authority to the Chancellor (CEO) to effectively lead the district
- Hire and evaluate the Chancellor
- Respect the authority of the Chancellor by providing policy, direction, and guidance only to the Chancellor who is responsible for the management of the district and its employees
- Delegate the authority to the Chancellor (CEO) to issue regulations, and directives to the employees of the district

Reference:

Accreditation Standard IV.B.1.d
Education Code Section 70902

Replaces:

Board Policy 1.05 Board Duties and Responsibilities adopted July 12, 2005 and last revised October 26, 2010

BOARD POLICY 2210 OFFICERS

At the annual organizational meeting, the Board shall elect from among its members a President and Vice President of the Board. The terms of officers shall be for one year

The Chancellor shall serve as Secretary of the Board.

The duties of the President of the Board are:

- Preside over all meetings of the Board, and if President or Vice President will not be available, appoint a Board member to preside over the meeting;
- Call emergency and special meetings of the Board as required by law;
- Consult with the Chancellor on board meeting agendas;
- Communicate with individual board members about their responsibilities;
- Participate in the orientation process for new board members;
- Sign such documents that the acts of the Board may require;
- Appoint Board members and Student Trustees (where appropriate) to Board activities as needed with due consideration to Board members' individual preferences;
- Assure Board compliance with policies on board education, self-evaluation and Chancellor evaluation; and
- Serve as the Board's official spokesperson.

The duties of the Vice President of the Board are to:

- In the absence of the President, serve as President of the Board and preside at any regular and/or special meetings; and
- Perform any duties as assigned by the President or Board.

The duties of the Secretary of the Board are to:

- Ensure that Board members are notified of regular, special, emergency and adjourned meetings;
- Ensure that board and committee meeting agendas, materials, postings, and arrangements are in compliance with the Brown Act and Board Policy BP 2340
- Ensure that minutes of board meetings are prepared for adoption by the Board;
- Attend all meetings of the full Board of Trustees, unless excused, and in such cases to assign a designee as appropriate;
- Certify, as legally required, all board actions;
- Sign, when authorized by law or by board action, any documents; and
- Perform other duties as required by the Board.

Reference:

Education Code Section 72000

Replaces:

Board Policy 1.04 Board Officers and Duties adopted July 12, 2005

BOARD POLICY 2220 COMMITTEE OF THE WHOLE

Members of the Peralta Community College District Board of Trustees recognize the basic principle that they possess legal authority only when they are convened as a Board. As such, the Board will meet as a committee of the whole when it is found to be appropriate to consider items such as educational or facilities master planning, budget study sessions, audit status, or policy review. The purpose of committee of the whole meetings will be to gather information, hear from the public, and provide a forum to discuss pertinent issues that may ultimately come before the Board for further discussion and action. Meetings will be scheduled as appropriate by the Chancellor or by the Board prior to, or alternating with, regular board meetings.

The Board may create an ad hoc committee to meet for a specific purpose for a limited period.

In the event that a Board committee meets with less than a quorum of four members present, matters discussed shall be reported to the full Board for consideration.

Reference:

Government Code Section 54952
Administrative Procedure 2220

Replaces:

Board Policy 1.21 Committees adopted July 12, 2005

Draft August 31, 2011

BOARD POLICY 2305 ANNUAL ORGANIZATIONAL MEETING

The annual organizational meeting of the Board will be held each year at the first regularly scheduled board meeting in December. The meeting shall be scheduled within a 15 day period of the first Friday in December.

The purpose of the annual organizational meeting is to elect a president and a vice-president of the board and to confirm the appointment of the Chancellor as secretary to the board in accordance with Board Policy 2210. The board may also transact any other business relating to the affairs of the district.

Reference:

Education Code Section 72000(c)(2)(A)

Draft August 31, 2017

BOARD POLICY 2310 REGULAR MEETINGS OF THE BOARD

Regular meetings of the Board shall normally be held on the second and fourth Tuesday of each month excepting holiday periods. Regular meetings of the Board will normally be held at the District Board Room, 333 East Eighth Street, Oakland, California. At least one regular meeting annually will be scheduled at each of the colleges.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Reference:

Education Code Sections 72000(d);
Government Code Sections 54952.2, 54953 et seq., and 54961;
Administrative Procedure 2310.

Replaces:

Board Policy 1.10 Meetings of the Board of Trustees adopted March 4, 1965 and last revised November 18, 2008

Draft August 31, 2011

BOARD POLICY 2315 CLOSED SESSIONS

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- The appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- Charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- Advice of counsel on pending litigation, as defined by law;
- Consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- Real property transactions;
- Threats to public security;
- Review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- Discussion of student disciplinary action, with final action taken in public;
- Conferring of honorary degrees;
- Consideration of gifts from a donor who wishes to remain anonymous;
- To consider a response to a confidential draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

Reference:

Government Code Sections 54956.8, 54956.9, 54957, 54957.6; 11125.4
Education Code Section 72122

BOARD POLICY 2320 SPECIAL AND EMERGENCY MEETINGS

Special meetings may from time to time be called by the President of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

Reference:

Education Code Sections 72129;
Government Code Sections 54956, 54956.5 et seq., and 54957;
Administrative Procedure 2320.

Draft August 31, 2011

BOARD POLICY 2330 QUORUM AND VOTING

A quorum of the Board shall consist of four members.

The Board shall act by majority vote of all of the membership of the Board, except as noted below.

No action shall be taken by secret ballot.

The following actions require a two-thirds majority (five affirmative votes) of all members of the Board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property.

The following actions require a unanimous vote of all members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

Reference:

Education Code Section 72000(d)(3), 81310 et seq., 81365, 81511, and 81432;
Government Code Section 53094
Code of Civil Procedure Section 1245.240

Replaces a portion of:

Board Policy 1.10 Meetings of the Board of Trustees adopted March 4, 1965 and revised November 18, 2008.

BOARD POLICY 2340 AGENDAS

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an "emergency situation" as defined in Board Policy BP 2320 Special and Emergency Meetings;
- two-thirds of all members (five affirmative votes) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

Agendas shall be developed by the Chancellor in consultation with the Board President.

The order of business may be changed by consent of the Board.

Members of the public may request to place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Chancellor. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

The Chancellor shall establish administrative procedures that provide for public access to agenda development and information. Reasonable fees may be charged for documents.

Reference:

Education Code Section 72121 and 72121.5;
Government Code Section 54954 et seq. and 6250 et seq;
Administrative Procedure 2340.

Replaces a portion of:

Board Policy 1.10 Meetings of the Board of Trustees adopted March 4, 1965 and last revised November 18, 2008.

BOARD POLICY 6300 FISCAL MANAGEMENT AND ACCOUNTING

The Chancellor shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311 of the California Code of Regulations including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

Reference:

Education Code Section 84040(c)
California Code of Regulations Title 5 Section 58311
Administrative Procedure AP 6300 General Accounting

Replaces:

Board Policy 6.03 Accounting adopted December 18, 1967 and last revised January 6, 1975

Draft August 2011

BOARD POLICY 7400 TRAVEL

Members of the Board of Trustees and employees are authorized to travel to attend conferences, meetings, and other activities outside the boundaries of the district that are appropriate to the functions of the District provided such attendance is authorized in advance by the Chancellor. Out of state and international travel also requires advance approval of the Board of Trustees. The Chancellor is delegated the authority to approve out of state and international travel if the Chancellor determines that the trip is imperative and could not have been anticipated sufficiently in advance for Board prior approval. All travel must be ratified by the Board of Trustees. Every travel authorization in excess of \$500 will be listed in the posted Board Agenda.

Actual and necessary authorized, documented expenses may be reimbursed, but will not exceed the per diem rates for lodging, meals, and incidentals established for the current year by the U.S. General Services Administration for the area visited.

The Chancellor shall establish regulations and administrative procedures regarding travel. The procedures shall include the documentation of the value of the travel to the district, authorized expenses, advance of funds, and reimbursement.

Reference:

Education Code Section 87302
Administrative Procedure 7400 Travel

Replaces:

Board Policy 6.39 Conference/Professional Development and Travel adopted April 23, 1991 and last revised May 14, 2002
Board Policy 6.39A Policy on International Travel for Members of the Board of Trustees adopted November 13, 2001
Board Policy 6.39B Policy on International Travel for Employees of the Peralta Community College District adopted May 14, 2002

Draft September 2001

Policy 1.25 Policy Development

Board Policies are statements or intent/guidelines which are adopted by the Board of Trustees to be used by the administration in the development and implementation of regulations and procedures for operating the District.

The Board is the ultimate decision maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility the Board is committed to obligation to ensure that appropriate members of the District participate in developing recommended policies for board action and administrative regulations for CEO action under which the District is governed and administered. Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate. Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

The policies have been written to be consistent with provisions of law, but do not necessarily encompass all laws relating to district activities. All district employees are expected to be aware of and observe all provisions of the law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote of all members of the Board. Proposed changes or additions shall be introduced through the consultative process described in AP 1.25 Policy Development Process prior to the meeting at which action is recommended.

Administrative Procedures are to be issued by the Chancellor as statements of regulations, rules and practices to be used in implementing Board Policy. Such Administrative Procedures shall be consistent with the intent of Board Policy. Administrative Procedures may be revised as deemed necessary by the Chancellor.

As they become available, Administrative Procedures shall be officially distributed to the Governing Board, after which time they shall be considered incorporated into the Board Policy manual. The Board reserves the right to propose to the Chancellor revisions to Administrative Procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

The Board reserves the right to direct revisions of the Administrative Procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

The Chancellor shall establish and maintain an orderly procedure for preserving and making accessible the Policies and Administrative Procedures. These documents shall be accessible, updated periodically, and made available to all persons concerned.

Reference:

California Education Code Section 70902
Accreditation Standard IV.B.1.b&e

Approved by the Board of Trustees: September 16, 2008

Reviewed by the Board of Trustees: March 15, 2011

Approved by the Board of Trustees: March 29, 2011

Administrative Procedure 1.25 Policy Development Process

Reference:

Education Code Section 70902(b)(7);
Title 5, Sections 53200 et seq., (Academic Senate), 51023.5 (staff), 51023.7 (students);
Accreditation Standard IV.A

New or revised draft Policies can be submitted to the Chancellor from any recognized PCCD group or individuals with area expertise.

All drafts submitted to the Chancellor shall include a cover letter that addresses the following:

- The name of the individual/group authoring the draft.
- A concise explanation stating the reason(s) for the new or revised draft Policy. This statement may be used later as an inclusion in the Board packet.
- References relative to State, Federal, Legal, Accreditation, Title 5 Code of Regulations, or any other appropriate references supporting the Policy.

All draft Policies will be forwarded to the Planning and Budgeting Council by the Chancellor or his designee to ensure an opportunity for consultation and participation in the development of the policy. The consultative group(s) response to the Chancellor should be documented in the form of meeting minutes in a timely manner. The constituent group's position (supportive, not supportive, abstain), will be provided to the Board with the draft Policy.

The Board will hear all Policy materials over at least two separate meetings. However, when unusual and compelling reasons or legal constraints exist, the Board may elect to review and act on Policy material during only one session. The action shall be recorded in the minutes of the Board.

The Strategic Management Team (SMT) will review all draft new or revised Policies for the Chancellor prior to a recommendation to the Governing Board. The Chancellor shall provide each member of the Board with copies of the Administrative Procedure as applicable to specific Board Policies as they become available.

Administrative Procedures specify the regulations, rules, and practices by which Board Policies are implemented. Administrative Procedures shall be incorporated in the Board Policy manual in a manner that distinguishes between Board Policy and Administrative Procedures.

After a favorable vote on Policy or review of Procedure by the Board, the material will be forwarded to the appropriate staff for input on the District's web site. A hard copy will be

maintained by the Chancellor's office and the employee responsible for the Policy Manual update. The distribution of new Policies/Procedures will be the responsibilities of the Chancellor's Office and each site President.

The Chancellor has the primary administrative responsibility for recommending changes to the Policies to the Board of Trustee.

Approved by the Chancellor: March 30, 2011

Policy 1.01 **Membership**

Members of the Governing Board, also known as Trustees, of the Peralta Community College District is composed of seven members elected by the qualified voters of the District. Any person who meets the criteria contained in law is eligible to be elected or appointed as a member of the Board. Members of the Board shall be elected and represent the District on the basis of trustee areas.

The members of the Governing Board, also known as Trustees, shall henceforth be referred to as Trustees.

A. Trustee Areas

The Peralta Community College District is divided into the seven trustee areas:

In 2002, trustee areas were redrawn to reflect the 2000 Federal Census. The resulting seven trustee areas are described in Exhibit 2 1, and a map of the trustee areas is displayed in Exhibit 2, as appended to this policy.

The Chancellor shall submit recommendations to the Trustees regarding the process for making adjustments to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census by September 1st of the decennial year. The Chancellor shall submit the recommendation and alternatives in time for the Trustees to act as required by law, no later than the March 1st deadline. The Chancellor shall submit recommendations on the process for readjustment, and seek Board approval prior to the final recommendation to the Board.

In 2002, trustee areas were redrawn to reflect the 2000 Federal Census. The resulting seven trustee areas are described in Exhibit 1, and a map of the trustee areas is displayed in Exhibit 2, as appended to this policy.

B. Term of Trustees

Trustees serve four-year terms, commencing on the first Friday in December next succeeding his or her election.

C. Election of Trustees

The registered electors of a specific trustee area elect their Trustee from the candidates who reside and are registered to vote in that specific trustee area.

Trustee elections are consolidated with general elections and are held on even-numbered years pursuant to the Election Code.

Election of the seven Trustees is staggered so that, as nearly as practical, one-half of the trustees shall be elected at each election falling on an even-numbered year. Trustee areas 3, 5, and 7 are subject to biennial election commencing in 2010. Trustee areas 1, 2, 4, and 6 are subject to biennial elections commencing in 2012.

D. Restrictions on Trustee Membership

An employee of the District may not be sworn into office as an elected or appointed Trustee unless he or she resigns as an employee.

During the term for which he or she is elected, Trustees shall not serve as an employee of the District or hold an incompatible office.

E. Vacancies on the Board of Trustees

Vacancies on the Board of Trustees may be caused by any of the events specified in the Government Code or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by the Education Code.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall, pursuant to the Education Code, either order an election or make a provisional appointment to fill the vacancy.

Source of Law:

Education Code §§ 5000 et seq., 72022, 72023, 72101 et seq.

Government Code § 1770

Elections Code §§ 1000 et seq., 1302 et seq.

Adopted by the Board of Trustees: January 4, 1965

Revised by the Board of Trustees: November 5, 1984

Revised by the Board of Trustees: February 25, 1992

Revised by the Board of Trustees: May 13, 2003

Revised by the Board of Trustees: November 18, 2003

Revised by the Board of Trustees: July 12, 2005

Revised by the Board of Trustees: December 9, 2008

APPENDIX

EXHIBIT 1: Descriptions of Peralta Community College Board of Trustee's Areas Plan 3

Area 1

Area 1 includes the entire city of Alameda and parts of Oakland. The northern border of Area 1 follows the southern border of Area 7 to E. 8th Street, which it follows southeast to 14th Ave., where it turns southwest to E. 12th Street. It follows E. 12th Street south to 19th Ave., which it follows south to Embarcadero. It takes Embarcadero south to Dennison Street where it turns west to the coast. Following the Oakland city border south. At I-880 and Oakport, it follows Coliseum Way east to 73rd Avenue. It follows boundary of the east most Union Pacific railroad track southeast to the San Leandro/Oakland city border, which it follows west to the Bay.

Area 2

Area 2 includes parts of Oakland. The northern border begins at the intersection of San Leandro Street and Seminary Ave., where it follows the border of Area 3 east to the intersection of Seminary Ave. and Camden Street. At that intersection, it begins to follow the border of Area 5 northeast, then east and then southeast to the Oakland city border at Keller Ave. It then runs south and then southwest along the city border to the southeastern corner of Area 1 at the Union Pacific railroad track. It follows the western most railroad track to 73rd Ave, where follows the border of Area 1 to Coliseum way, where it commences north and then east and then north again along the border of Area 3 to the northern border.

Area 3

Includes parts of Oakland. Follows the Border of Area 1 at Dennison running north to the intersection of E. 8th Street and E. 11th Street. The border for Area 3 turns north along E. 11th Street to 12th Avenue. Running northeast along 12th Avenue and the border of Area 7 to I-580. Turning southeast on I-580 following the border of Area 5 to Camden Street and Seminary Avenue~ Turns southwest along Seminary Avenue to San Leandro Street. Running southeast on San Leandro Street to 66th Avenue. At 66th Avenue it turns south on Coliseum Way to the Oakland Port. It runs north along the coast to Dennison.

Area 4

Includes the entire cities of Albany, Emeryville and parts of Berkeley. Follows Hopkins south to Sacramento. It runs down Sacramento to Cedar where it turns east. Runs east along Cedar to Shattuck where it turns south to University, then east on University. It turns south on Oxford to Bancroft. East on Bancroft to College Ave. It follows College south to Alcatraz, turns southwest to the Berkeley city boundary. The line then follows the Berkeley city boundary west to Emeryville.

Area 5

This area includes the entire city of Piedmont in the northwest, it follows the border of Area 6 to the intersection of 51st Street and Webster Street. Where it follows the border of Area 7 to the south and southeast to the intersection of 13th Ave. and I-580. There it follows I-580 to Fruitvale Ave. where it turns south to Brookdale Ave, then east to 35th Ave., then south-west on 35th Ave. to Brookdale Ave. going south-east to High street where it turns north-east and goes to I-580. It follows I-580 east to MacArthur Blvd., which it follows to the south to Seminary Ave., then east on Seminary to I-580, which it follows south-east to Keller Ave. It then takes Keller Ave. to the Oakland city border, and then follows that border north to the border of Area 6.

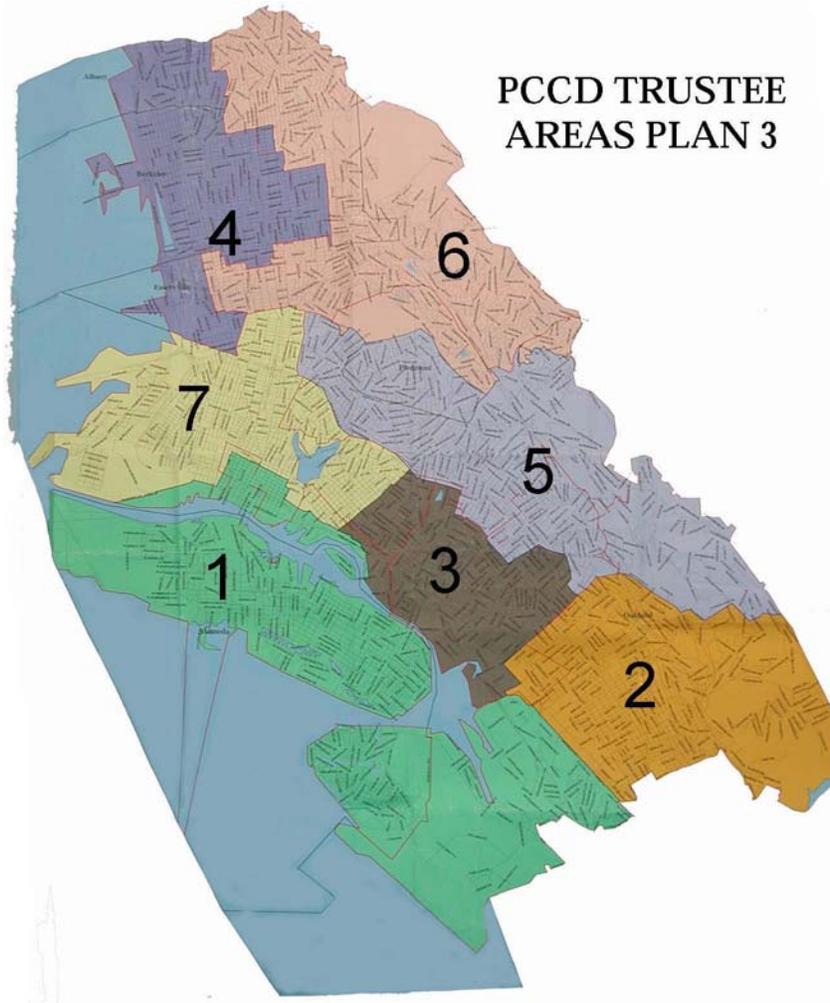
Area 6

Includes the parts of Berkeley that are not in Area 4. In addition, it includes parts of Oakland. In the hills, it follows the Oakland city boundary, the western border is the city boundary of Berkeley and Emeryville, it then follows 52nd Street, beginning at the Emeryville city border to the east to 51st Street, to Pleasant Valley Ave. which it follows to the Piedmont city border until it meets with Park Ave. It follows Park Ave. to Mountain Blvd., turns east on Snake road, and follows it to Shepherd Canyon Rd., turns south on Escher Dr., north on Westover Dr., east on Pelham Pl, north on Girvin Dr. to Chelsea Dr., where it turns east on Stockbridge Drive, then northeast on Chelton Dr., which becomes Carisbrook Dr., which it follows to Skyline Blvd, north on Burton to the border.

Area 7

Includes the parts of Oakland that border the bay in the west to Moorship Ave. in the south. It follows Moorship, which becomes Ferro St and then turns into Middle Harbor Road to Embarcadero West. It turns northeast on Brush Street, then southeast on 12th Street, then south on Lakeside Dr., then southeast on 10th Street, south on Fallon Street, southeast on 7th Street, which becomes E. 8th Street. It turns north on E. 11th Street, northeast on 12th Ave. to E. 28th Street where it turns southeast to 13th Ave. to the I-580 freeway. It follows the I-580 freeway to Webster Street where it turns north to 51st Street. It turns west on 51st Street and follows along the Area 6 border.

Exhibit 2: Map of Peralta Community College Board of Trustee's Areas Plan 3



Policy 1.02 Student Trustees

- A. The Board shall include two non-voting student members, elected through the student general election process. The term of office shall be one year commencing June 1.
- B. The student members shall be residents of California at the time of nomination, and during the term of service, and shall be enrolled in and maintain a minimum of five semester units at one of the Colleges at the time of nomination and throughout the term of service. The candidates must meet and maintain a grade average of 2.0 or higher. Additionally, Student Trustees may serve a maximum of two one-year terms.
- C. Student Trustees may enter into discussion of agenda items and otherwise participate in Board meetings, with the exception of making and seconding motion.
- D. The Student Trustees shall not be included in closed sessions of the Board.
- E. The Student Trustees are granted the privilege to cast an advisory vote. However, their votes shall not be included in determining the vote required to carry any measure before the board
- F. The Student Trustees may be appointed to serve on Board committees.
- G. The Student Trustees shall be compensated \$50.00 per month for transportation costs related to official Board business.
- H. The Student Trustees shall be compensated for attendance at Board meetings at one-half the rate allotted elected Trustees, with the same pro-ration of pay for absences applied to elected Trustees.
- I. The Student Trustees shall, upon approval of the Board, be allowed the opportunity to attend, at District expense, conferences, conventions and other meetings related to the activities and responsibilities of members of the Board.

Source of Law

Education Code Section 72023.5

Approved by Board: December 15, 1981–effective January 1, 1982

Revised: September 12, 1989

Revised: January 11, 1994

Revised: September 19, 1996

Revised: June 9, 1998

Revised: September 8, 1998

Revised: (first reading) January 25, 2000

Approved by Board of Trustees: February 8, 2000

Revised by Board of Trustees: July 12, 2005

Policy 1.04 Board Officers and Duties

A. At the annual organizational meeting, the Board shall elect from among its members a President and Vice President of the Board. The terms of officers shall be for one year.

The Chancellor shall generally serve as Secretary of the Board.

B. The duties of the President of the Board are to:

1. Preside over all meetings of the Board, and if President or Vice President will not be available, appoint a Board member to preside over the meeting;
2. Call emergency and special meetings of the Board as required by law;
3. Consult with the Chancellor on board meeting agendas;
4. Communicate with individual board members about their responsibilities;
5. Participate in the orientation process for new board members;
6. Sign such documents that the acts of the Board may require;
7. Appoint Board members and Student Trustees (where appropriate) to committees, committee chair positions, and other public agencies, with due consideration to Board members' individual preferences;
8. Assure Board compliance with policies on board education, self-evaluation and Chancellor evaluation; and
9. Serve as the Board's official spokesperson.

C. The duties of the Vice President of the Board are to:

1. In the absence of the President, serve as President of the Board and preside at any regular and/or special meetings; and
2. Perform any duties as assigned by the President or Board.

D. The duties of the Secretary, in consultation with General Counsel where appropriate, are to:

1. Ensure that Board members are notified of regular, special, emergency and adjourned meetings;
2. Ensure that board and committee meeting agendas, materials, postings, and arrangements are in compliance with the Brown Act and Board Policy 1.10;
3. Ensure that minutes of board meetings are prepared for adoption by the Board;
4. Attend all meetings of the full Board of Trustees, unless excused, and in such cases to assign a designee as appropriate;
5. Certify as legally required all board actions;
6. Sign, when authorized by law or by board action, any documents; and
7. Perform other duties as required by the Board.

Source of Law:

Education Code Section 72000

Board Policy 1.10

Board Policy 2.05

Approved by Board of Trustees: July 12, 2005

Policy 1.05 Board Duties and Responsibilities

The Board of Trustees governs on behalf of the citizens of the Peralta Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities by creating policies that:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the district
- Delegate power and authority to the Chancellor (CEO) to effectively lead the district
- Hire and evaluate the Chancellor
- Respect the authority of the Chancellor by providing policy, direction and guidance only to the Chancellor who is responsible for the management of the District and its employees

Reference:

Accreditation Standard IV.B.1.d
Education Code Section 70902

Revised by the Board of Trustees: July 12, 2005

Revised by the Board of Trustees: September 16, 2008

Revised by the Board of Trustees: October 26, 2010

Policy 1.10 Meetings of the Board of Trustees

- A. ANNUAL ORGANIZATIONAL MEETING.
The annual organizational meeting for the Board of Trustees will be the first regular meeting in December. At the meeting, the Board will elect a President and Vice President and appoint a Secretary to the Board. The Vice President of the Board will preside over the Board meetings in the absence of the President. The Chancellor will generally be appointed as Secretary to the Board.
- B. REGULAR MEETINGS.
The Board will meet twice monthly on the second and fourth Tuesdays, at 7 p.m. As a general policy, meetings will be held in the District Board Room at 333 East Eighth Street in Oakland. Meetings may also be held at other locations in accordance with applicable statutes and codes.
- C. TIME OF REGULAR MEETINGS.
Regular meetings of the Board will be no earlier than 5:00 p.m. The time at which a specific meeting will begin will be stated on the official agenda, which is available at least 72 hours before the meeting. The meeting will usually begin with closed session at 5:00 p.m. The meeting then will be reopened to the public to consider the balance of the agenda at or after 7:00 p.m. On the occasions when there are no matters to be considered in closed session, the meetings will begin at 7:00 p.m.
- D. SPECIAL MEETINGS AND EMERGENCY MEETINGS.
Special and Emergency meetings of the Board may be called in accordance with applicable statutes and codes.
- E. ADJOURNED MEETINGS.
A regular meeting may be adjourned to a future date as the Board may determine.
- F. CLOSED SESSION OF THE BOARD.
All meetings of the Peralta Community College District Board of Trustees shall be open to the public.
 1. Closed sessions of the Board shall only be held as permitted by law. As a general policy, closed session meetings will begin no earlier than 5: 00 p.m. The President of the Board will convene the meeting into regular session, subsequent to the closed session, for the purpose of announcing actions voted upon in closed session as required by applicable statutes and codes.
 2. All matters discussed or disclosed during a closed session and all notes, minutes, records or recordings made of such a session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.
- G. Budget Hearing Meeting.
A public hearing of the budget will be held annually prior to its adoption by the Board.
- H. ORDER OF BUSINESS AND PROCEDURE.
Four members of the Board will constitute a quorum for the transaction of business. An affirmative vote of four, a majority, of board members will be required for the passage of a motion. Abstentions shall not be considered an affirmative vote.
 1. The agenda of the meetings will be prepared by the Board President, in consultation with the Vice President and the Chancellor of the District. A Board member may request an item to be placed on the agenda by submitting it in writing to the Chancellor prior to 12 Noon on the eighth working day preceding the Board meeting. As a matter of regular course, the Board member will work with the Chancellor and Board President in a

collegial manner to place the item on the agenda.

However, if there is a disagreement with the Board President or the Chancellor, the Board member may make the request in writing as prescribed above or at a regular Board meeting under "Future Agenda Items," and the Board member making the request shall subsequently memorialize the request in writing. All items of business requested by a Board member in this manner shall be placed on the agenda for the following regular Board meeting.

2. The final agenda and order of business at all regular meetings of the Board of Trustees will be determined by the Board. By consensus, a Board member may remove an item, including an item requested by the general public or a Board member. At the time the Board approves the agenda, the Board President or a presiding Board member shall announce why any requested item that was not in fact agendaed was not placed on the agenda.

Members of the public who wish to place an item on the agenda must ask at least one Board member to make the request.

3. To the extent possible, items shall be prioritized and placed on the agenda in the order of urgency.

As a matter of policy, no action shall be taken on any item not identified as an "Action Item," and this statement shall be noted in the board meeting agenda.

All items shall be accompanied with written documentation.

4. The parliamentary authority for the orderly conduct of meetings shall be Robert's Rules of Order, Revised, except when it is inconsistent with state law or Board policy. No rules under Robert's Rules of Order shall override a majority vote by the Board.

I. PUBLIC PARTICIPATION.

Although the order of business of any official meeting includes an opportunity for the public to address the Board on any item of business, the Board does not obligate itself to act upon any request or proposal unless such request has been submitted in writing to the Chancellor of the District prior to 12 Noon on the eighth working day preceding the Board meeting.

Members of the Public may request to address the Board on any item within the Board's jurisdiction, except as public participation may be restricted under the Brown Act. To request to do so, a card must be secured from the Recording Secretary, completed, and turned in prior to the Board's consideration of the item.

Unless other limitations have been adopted and announced by the Board, all presentations by members of the public will be limited to three minutes each. Speakers who have appropriately submitted cards requesting to address the same agenda item may yield their time to another speaker, up to a limit of six additional minutes. When deemed necessary for the timely and orderly conduct of business of the Board, these rules may be modified for any meeting by a vote of the majority of the Board.

1. AGENDA ITEMS.

Within the consideration of individual agenda items, requests to speak will be honored in the order the cards are received by the recording secretary.

Persons submitting cards to address an item included on the agenda will be called upon at the time the agenda item is considered by the Board.

2. COMMUNICATIONS FROM MEMBERS OF THE PUBLIC.

Persons submitting cards to address items *not* included on the agenda will be called upon when the Board considers the agenda item “Communications from Members of the Public.” This agenda item may be limited to a maximum of 15 minutes per meeting, exclusive of brief responses by Board Members and staff. If more requests are received than can be honored within the time limit at a meeting, they will be scheduled for subsequent meetings in the order received.

Requests to address the Board under “Communications from Members of the Public” may be submitted in advance of the meeting or at the meeting prior to this agenda item. No distinction shall be made between requests received prior to the meeting and those received at the meeting. Speakers may submit material to the Recording Secretary for distribution to the Board members prior to or following the meeting. No person may have more than one pending request to address the Board under the heading “Communications from Members of the Public” at any time.

No action will be taken on any item which does not appear on the agenda unless authorized by the Government Code of the State of California. Such items which are introduced may be placed on a future agenda for action. Trustees and District staff are only allowed to respond briefly, in accordance with the Brown Act.

J. MINUTES OF MEETINGS OF THE BOARD.

A record of all transactions of the Board will be set forth in the minute book of the Board, and the minute book will be kept by the Secretary as a permanent official record of all Board actions and policy decisions in the District. The minutes will be open to the inspection of the public at any time. Minutes will record the name of the person making a motion, the name of the person seconding the motion, and the vote. Voting ordinarily will be by voice, except when formal resolutions are required, in which case a roll call vote will be used. A roll call vote shall also be used when requested by any member of the Board. A member's reasons for his/her vote will be recorded in the minutes, if he/she so requests at the time of the voting.

Source of Law:

Educational Code § 72000 (c)(2)(A), § 72000(d), §72129, §72122

Government Code § 54950- § 54962 (Brown Act)

Board Policy 1.04

Adopted by Board of Trustees: March 4, 1965

Revised by Board of Trustees: March 4, 1986

Revised by Board of Trustees: January 12, 1988

Revised by Board of Trustees: September 11, 1990

Revised and Approved by Board of Trustees: February 9, 1993

Revised by Board of Trustees: September 14, 1993

Revised by Board of Trustees: April 12, 1994

Approved by Board of Trustees: July 12, 2005

Revised by the Board of Trustees: November 18, 2008

Policy 1.21 Committees

Members of the Peralta Community College District Board of Trustees recognize the basic principle that they possess legal authority only when they are convened as a Board.

- A. The Board may by action establish Standing Committees and ad hoc committees that it determines are necessary to assist the Board in its responsibilities.
- B. Committees of the Governing Board of The Peralta Colleges, both standing and ad hoc, are not operating committees. They have a very limited charge of “Fact Finding” only. They are intended to spread the load in terms of oversight review and analysis. They have no authority what-so-ever beyond attempting to determine facts to keep the full board informed and to provide an input whenever decisions are appropriate. They are intended to provide a more informal forum to provide for dialogue and a sharing of information and concerns among interested parties. The meetings are all properly posted and open to the public and in strict conformance to the sunshine laws of the State of California. The minutes of the meetings should be included in a section of the Board agenda that focuses on Board committees. Each of the Committee Chairs should be prepared to provide a formal, oral and written report that covers salient aspects of each committee meeting as a regular part of the Board agenda.
- C. Each committee shall have a charter approved by the Board. After its annual reconstitution as a first order of business, each committee shall submit a proposal to the Board for guidance and approval that will include:
1. Goals and objectives of the committee for the current calendar year
 2. Individual initiatives and issues to be pursued
 3. Priorities
 4. Staff time required
 5. Funding required
 6. A schedule of regular committee meetings

Source of Law:

Government Code Section 54952

Approved by Board of Trustees: July 12, 2005

Revised by the Board of Trustees: October 26, 2010

Policy 1.24 Mission of the Peralta Community College District

We are a collaborative community of colleges. Together, we provide educational leadership for the East Bay, delivering programs and services that sustainably enhance the region's human, economic, environmental, and social development. We empower our students to achieve their highest aspirations. We develop leaders who create opportunities and transform lives. Together with our partners, we provide our diverse students and communities with equitable access to the educational resources, experiences, and life-long opportunities to meet and exceed their goals.

In part, the Peralta Community College District provides accessible, high quality, educational programs and services to meet the following needs of our multi-cultural communities:

- Student preparation for transfer to baccalaureate institutions;
- Articulation agreements with a broad array of highly respected Universities;
- Achievement of Associate Degrees of Arts and Science, and certificates of achievement;
- Acquisition of career-technical skills that are compatible with industry demand;
- Promotion of economic development and job growth;
- Remedial and continuing education;
- Lifelong learning, life skills, civic engagement, and cultural enrichment;
- Early college programs for community high school students;
- Supportive, satisfying, safe and functional work environment for faculty and staff; and
- Preparation for an environmentally sustainable future

Source:

District-wide Strategic Plan

Approved by the Board of Trustees: September 16, 2008

Policy 6.03 Accounting

The District's chief fiscal officer shall be responsible to the Chancellor/Superintendent for the proper accounting and safeguarding of all District funds including the General, Building, Bond Interest and Redemption, Cafeteria, Special Reserve, and Student Body funds. To accomplish this end, the District's chief fiscal officer shall utilize established accounting principles to institute sound accounting procedures and controls in accordance with good business practice, and be governed by provisions of existing laws.

The College Presidents shall be responsible to the chief fiscal officer for the proper accounting of District funds received into and disbursed from their custody in accordance with procedures established by the District.

Source of Law:

Approved by Board of Trustees: 12/18/1967

Revised: 1/6/1975

Policy 6.39 Conference/Professional Development and Travel**POLICY:**

It is the policy of the District to reimburse, to the extent possible within financial restraints and District guidelines, expenses incurred by employees and Trustees for travel, conferences, and meetings of professional and educational organizations and associations. It is the position of the District that the training gained by participation in such activities can contribute significantly to personal job performance and to the quality of the educational mission of the district. Per diem will be periodically reviewed by the administration and Trustees.

PROCEDURES:**A. Employees**

District employees performing District services, regardless of funding source, shall be reimbursed as provided by the Education Code and District procedures for authorized expenses incurred in the following categories:

1. Required Travel

A District employee who is required by an appropriate District or College administrator to attend meetings, or to transact any District business outside the District, shall be reimbursed for all necessary expenses in accordance with District administrative procedures.

2. Other Conference Travel

a. A District employee may be authorized, without loss of salary and with reimbursement for all or a portion of necessary expenses, to attend conferences, meetings, or workshops called by other than the Peralta Community College District. Such conference or meeting attendance and travel must be authorized by the appropriate administrator and the Chancellor when it has been determined that the District will benefit by such attendance.

b. Employees who hold elected or appointed positions in recognized educational and professional organizations or participate on review panels and advisory bodies of external organizations, agencies, and associations, may be authorized to attend regional, state or national conferences, without loss of salary and with reimbursement for all or a portion of necessary expenses. Such conference or meeting attendance and travel must be authorized by the appropriate administrator and the Chancellor when it has been determined that the District will benefit by such attendance.

3. Mileage for Travel

Use of an employee's car in connection with travel necessary in the normal course of the employee's duties, may be authorized in accordance with District administrative procedures. (Travel in which a round trip is equal to or less than two hundred miles shall be considered local travel).

4. Out-of-State Travel

All out-of-state travel by District employees must be approved by the Chancellor. Reimbursement will be authorized for all or a portion of expenses in accordance with District administrative procedures.

5. In-Service Training

- a. Regular employees may be authorized by the College President and the Chancellor, to attend, at District expense, training programs designed specifically upgrade their skills and knowledge of new technology and/or methodology that will benefit the District. (This in-service training shall not be used as a basis for salary advancement).
- b. Eligible programs shall include, but not be limited to, seminars, training institutes or specific training courses, conducted by recognized professional institutions, organizations, or associations. .
- c. In accordance with District procedures, reimbursement will be made upon successful completion of the approved training.
- d. Reimbursement shall not be allowed for any employee who is receiving training and is eligible for reimbursement by any other government agency, organization, or association, in accordance with the Education Code.

6. Authorized Expenses

- a. Reimbursement for travel and participation in meetings and conferences shall conform with District rules and regulations covering organizational membership, required travel, and other conferences.
- b. Only actual and necessary traveling expenses will be allowed for transportation, lodging, meals, registration fees, and ordinary and customary gratuities, and other authorized expenses in accordance with District administrative procedures. This does not include alcoholic beverages, according to Board Policy 6.40.

B. Students

1. Students may be reimbursed from District funds to the extent authorized by the Education Code for expenses incurred in the following categories:
 - a. Participation in co-curricular activities or events as authorized and defined by the Education Code, provided that such activity or event:
 - (1) Is approved by the appropriate administrator.
 - (2) Is an extension of classroom instruction or related College program.
 - b. Participation in other events where student attendance is required may be authorized by the appropriate District administrator if it has been determined that the District and students will benefit by such attendance.
 - c. Participation by students as members of an athletic team in athletic events at a place other than the Peralta Community College District, as authorized by the Education Code.
 - d. Participation in activities or events supported in full or in part by external funding which are conducted within the framework of the purposes and guidelines established for the program, and are approved by the College President.

2. Authorized Expenses

- a. Reimbursement for co-curricular activity expenses shall be limited to lodging, transportation, and conference fees, in accordance with District administrative procedures.
- b. Reimbursement for athletic activity expenses will include lodging, meals, entry fees, and transportation, in accordance with District administrative procedures.
- c. Reimbursement for expense of student representatives at selected conferences may be authorized by the College President and/or Chancellor in accordance with District administrative procedures.
- d. Social events and awards intended to recognize the achievements of student athletes shall be funded, to the extent possible, from gate receipts, contributions, und-raising activities, and the individual payment by participants in such events. Other District funds may be used supplementally if approved by the College President and Chancellor.

C. Chancellor and Board of Trustees

1. The President of the Board of Trustees will encourage Board representation at regularly-scheduled conferences of associations in which the Peralta Community College District maintains membership.
2. The Board's travel will be subject to review and approval by the Chancellor or designee.

International travel is addressed in Board Policy 6.39-A.

D. Other than Trustees, Employees or Students

1. Travel, conference attendance, or mileage for other than Trustees, employees or students shall be authorized by the appropriate District or College administrator only when conducted within the purposes of externally-funded projects and in accordance with District administrative procedures.
2. When a candidate for the positions of Chancellor, Sr. Vice Chancellor or College President is requested by the District to travel to the District for an interview or examination prior to possible employment, the District may reimburse the candidate for expenses necessarily incurred in traveling from his/her residence to the interview or examination. Reimbursements for such expense must be authorized in advance on a case-by-case basis by the Chancellor.

E. Vehicle Insurance

No officer or employee shall engage in any travel in connection with the performance of official business for the District in a privately owned vehicle, either his/her own or that belonging to another, unless the same is insured in such a manner to comply with the provisions of general state law, in an amount sufficient to meet the California State Financial Responsibility Law, as found in the Motor Vehicle Code, Section 16056(a). These amounts are:

Limit \$15,000	bodily injury one person
Limit \$30,000	bodily injury two or more persons
Limit \$5,000	property damage

(The Procedures section of this manual contains guidelines for implementation of this policy.)

Source of Law:

Approved by Board of Trustees: April 23, 1991

Revised June: 11, 1991

Revised January: 28, 1997

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Revised (second reading): January 25, 2000

Approved by the Board of Trustees: February 8, 2000

First Reading (Revised): April 30, 2002

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