

PCCD Board Policy (BP) and Administrative Procedure (AP) Evaluation August 2021

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Background

In August 2021, an evaluation of all PCCD Board Policy (BP) and Administrative Procedure (AP) was conducted to examine the scope of need for policy review and to determine a regular review cycle process that could be instituted consistent with ACCJC Standards (*IV.C.7. The governing board acts in a manner consistent with its policies and bylaws. The board regularly assesses its policies and bylaws for their effectiveness in fulfilling the college/district/system mission and revises them as necessary.*). This evaluation is also the basis for a response to ACCJC July 2021 Action Letter Requirement 8 and development of a revised AP 2410 Policy Development Process.

A faculty facilitator has conducted the CCLC update process for many years, guided policy, and procedure updates through the PCCD committees. This facilitator conducted this evaluation.ⁱ The information will go to the BP/AP Taskforce and the expanded Chancellor's Cabinet.

Method

PCCD BP's and AP's were evaluated against the CCLC policy and administrative procedure templates vetted by the legal firm of Liebert Cassidy Whitmore. The language in the templates specifies the policies and procedures as legally required (LR), legally advised (LA), or suggested as good practice (GP) for boards and districts.ⁱⁱ This update service provides reliable updates twice annually. A PCCD Chancellor designee (faculty facilitator) guides the updates through the PCCD process each semester and conducted this evaluation. In addition, the facilitator noted whether the requirement is part of the Accreditation Standards (A) and documented the date of last review as officially recorded.

Policy and procedure dates of the last review were recorded and CCLC specifications annotated as follows and the (LR- Legally Required; LA- Legally Advised; GP- Good Practice; A- Accreditation). A summary of chapter results including a determination of priority was suggested absent any future issues arising requiring immediate revision. Priority levels were determined by missing legal requirements (Priority 1), Policy/procedure directly related to ACCJC requirements (Priority 2), policy/procedure that is optional in CCLC updates or related to ACCJC recommendations or report comments (priority 3). These data, the priority for review of outdated policies/procedures and the update to AP 2410 was submitted to the expanded Chancellors Cabinet on 8/6/2021 and 8/9/2021.

Findings

There are 323 BPs and APs, of these 212 had not been reviewed 5 or more years and many for a much longer period longer. This represents 65% of the existing policies and procedures.

Policies that are legally required were missing.

The evaluation revealed 3 major areas of concern:

- 1) There are many BP and AP that have not been reviewed in 5 or more years as indicated in the PCCD Board Goals of July 2020.
- 2) Areas connected to ACCJC requirements and gaps were among the policies and procedures that had been reviewed longer than 5 or more years ago. Chief among these were BP 2410 Board Policy and Administrative Procedure and AP 2410 Policy Development Process had not been reviewed since 2015. While BP2410 appeared to be consistent with policy and process as well as requirements, AP 2410 was an inaccurate documentation of current processes and failed to address the requirement to regularly review all policies as required by Accreditation.
- 3) A small number of Peralta historically numbered BPs and APs need a change of numbering and replaced with current new policy required by law. This requires a numbering update of documents referencing these policies.

Outcomes

It is important to have a cycle of review so that policies and procedures are relevant, current, and followed by the institution. These policies and procedures act as controls and hold people accountable for many important mission and vision goals, as well as statutory regulations and accreditation standards of best practice. The large number policies/procedures that have not been reviewed for 5 years or more cannot be rectified in a short time. A new AP 2410 has been constructed to enhance the current practice relying on CCLC updates and local issues that arise from those on the ground, as well as a plan to cycle the policies/procedures through an annual review. Leads will be responsible for each chapter based on their expertise and assigned a year to complete the work. However, each chapter and lead have high priority reviews to address in the next year.

In the past reviews and updates accounted for only about 5-10% of the standing BPs and APs. To accomplish a 7-year review cycle approximately 15% of BPs and APs will need to be reviewed. This does not mean that all BPs and APs will need to change, however, a new procedure to be implementing is dating the BPs and APs as reviewed with the following verifications:

- Board Policy

Approved by the Board of Trustees (new policy) & date

Revised and approved by the Board of Trustee & date

Reviewed and no update or changes needed & date (common with CCLC)

- Administrative Procedure

Approved by the Chancellor (new AP) & date

Revised and approved by the Chancellor & date

Reviewed and no update or changes needed & date

The following Sections will be responsible for chapters

Regular Review Cycle

Academic Year 2021-2022 and every seven years thereafter	Chapter 1: The District Chapter 2: Board of Trustees
Academic Year 2022-2023 and every seven years thereafter	Chapter 3: General Institution Chapter 4: Academic Affairs
Academic Year 2023-2024 and every seven years thereafter	Chapter 5: Student Services Chapter 6: Business and Fiscal Affairs
Academic Year 2024-2025 and every seven years thereafter	Chapter 7: Human Resources

CHAPTER 1 - THE DISTRICT

BP	Title	Last review	Specification	AP	Title	Last review	Specification
BP 1100	The [Name] Community College District	11/15/16	LR				
BP 1200	District Mission	4/14/15	A				

CHAPTER 2 - BOARD OF TRUSTEES

BP	Title	Last review	Specification	AP	Title	Last review	Specification
BP 2010	Board Membership	11/15/16	LR, A				
BP 2015	Student Board Member(s)	4/14/15	LR	AP 2015	Student Board Members	12/16/15	LR
BP 2100	Board Elections	6/25/19	LR				
BP 2110	Vacancies on the Board	9/27/11	LR	AP 2110	Vacancies on the Board	9/29/11	LR
BP 2200	Board Duties and Responsibilities	9/27/11	A				
BP 2210	Officers	9/27/11	GP				
BP 2220	Committees of the Whole	9/27/11 (in review)	LA	AP 2220	Board Committee Staff	9/29/11	LR
BP 2305	Annual Organizational Meeting	9/27/11	GP				
BP 2310	Regular Meetings of the Board	9/27/11	GP	AP 2310	Board Meeting Schedule	9/29/11	
BP 2315	Closed Sessions	2/26/19	LR				
BP 2320	Special and Emergency Meetings	9/27/11	GP	AP 2320	Special and Emergency Meetings	9/29/11	LR
BP 2330	Quorum and Voting	2/26/19	LR				
BP 2340	Agendas	7/11/17	LR	AP 2340	Agenda Development and Posting	9/29/11	LA
BP 2345	Public Participation at Board Meetings	7/11/19	LR	AP 2345	Public Participation at Board Meetings	1/4/12	LA
BP 2350	Speakers and Decorum (BP 2335 merged with BP 2350)	12/8/11	LR				
BP 2360	Minutes and Recording	12/8/11	LR	AP 2360	Board Minutes and Records	1/4/12	LA
BP 2410	Board Policy and Administrative Procedure	4/14/15	LR, A	AP 2410	Policy Development Process	6/15/15	GP
BP 2430	Delegation of Authority to the Chancellor	12/6/11	LR, A	AP 2430	Delegation of Authority to the Chancellor's Staff	12/11/16	LR

BP	Title	Last review	Speci- fication	AP	Title	Last review	Speci- fication
BP 2431	Chancellor Selection	4/14/15	GP, A				
BP 2432	Chancellor Succession	12/6/11	GP				
BP 2435	Evaluation of the Chancellor	4/27/21	LR, A				
BP 2510	Participation in Local Decision-Making	4/14/15	LA, A	AP 2511	Role of the Academic Senate	1/21/14	
BP 2710	Conflict of Interest	11/15/16	LA	AP 2710	Conflict of Interest Disclosure	12/12/17	LR
				AP 2712	Conflict of Interest Code	3/28/18	LA
BP 2715	Code of Ethics/Standards of Practice	4/14/15	LR, A				
BP 2720	Communications among Board Members	2/26/19	LR				
BP 2725	Board Member Compensation	8/11/14	LA				
BP 2740	Board Education	2/26/19	A				
BP 2745	Board Self-Evaluation	3/8/16	LA, A				

Summary of Findings Chapter 2 – Board of Trustees

BP Legally Required & missing in Peralta:	Priority	Accreditation Related Policy/Procedure	Priority
BP 2716 Political Activity	1	BP and AP 2410 and Board Policy and Administrative Procedure	1
BP 2735 Board Member Travel	1	BP and AP2430 Delegation of Authority to the Chancellor	1
AP Legally Required & missing in Peralta	1	BP 2745 Board Self-Evaluation	1
AP 2105 Election of Student Member (s)	1		
AP 2510 Participation in Local Decision Making	1		
AP 2610 Presentation of Initial Collective Bargaining Proposals	1		

CHAPTER 3 - GENERAL INSTITUTION

BP	Title	Last review	Speci- fication	AP	Title	Last review	Speci- fication
BP 3100	Organizational Structure	2/28/12	LR	AP 3100	Organizational Structure	6/14/16	LA
BP 3200	Accreditation	4/14/15	A	AP 3200	Accreditation	7/20/20	LR, A
BP 3225	Institutional Effectiveness	12/8/15	LA, A	AP 3225	Institutional Effectiveness	10/21/15	LA
BP 3250	Institutional Planning	2/27/18	LR, A	AP 3250	Institutional Planning	12/12/17	LR
BP 3280	Grants	12/6/11	LA	AP 3280	Grant Applications and Awards	1/4/12	GP
BP 3300	Public Records	2/28/12	LR	AP 3300	Public Records Access 3	1/28/18	LR
BP 3310	Records Retention and Destruction	3/27/12	LR	AP 3310	Records Retention and Destruction	4/12/12	LR
BP 3410	Nondiscrimination	5/14/21	LR, A	AP 3410	Nondiscrimination	11/16/18	LR, A
				AP 3411	Disability Non-Discrimination and Reasonable	2/19/13	

BP	Title	Last review	Speci- fication	AP	Title	Last review	Speci- fication
					Accommodation for Employees		
				AP 3415	Immigration Enforcement Activities	11/18/19	LR
BP 3420	Equal Employment Opportunity	7/28/15	LR, A	AP 3420	Equal Employment Opportunity	5/14/21	LR, A
BP 3430	Prohibition of Harassment	4/27/21	LR	AP 3430	Prohibition of Unlawful Harassment	10/6/20	LR
BP 3433	Prohibition of Sexual Harassment under Title IX	10/27/20	LR	AP 3433	Prohibition of Sexual Harassment under Title IX	10/4/20	LR
				AP 3434	Responding to Harassment Based on Sex under Title IX	1/5/21	
				AP 3435	Discrimination and Harassment Complaints and Investigations	4/5/21	LR
BP 3440	Service Animals	6/26/12	LR	AP 3440	Service Animals	7/26/12	LR
BP 3500	Campus Safety	6/26/12	LR	AP 3500	Campus Safety	6/15/15	LR
BP 3501	Campus Security and Access	7/28/15	LR, A	AP 3501	Campus Security and Access	10/21/15	LR, A
BP 3505	Emergency Response Plan	11/13/12	LR	AP 3505	Emergency Response Plan	11/28/12	LR
BP 3510	Workplace Violence	7/28/15	LR	AP 3510	Workplace Violence	8/13/15	LR
BP 3515	Reporting of Crimes	6/26/12	LR	AP 3515	Reporting of Crimes	9/28/16	LR
				AP 3517	Incident Reporting	5/24/12	LA
BP 3518	Child Abuse Reporting	4/27/21	LA	AP 3518	Child Abuse Reporting	5/14/21	
BP 3520	Local Law Enforcement	11/15/16	LR				
BP 3530	Weapons on Campus	6/26/12	LR	AP 3530	Weapons on Campus	9/28/16	GP
BP 3540	Sexual and Other Assaults on Campus	1/5/21	LR	AP 3540	Sexual and Other Assaults on Campus	1/5/21	LR
BP 3550	Drug Free Environment and Drug Prevention Program	2/26/19	LR	AP 3550	Preserving a Drug Free Environment	3/7/19	LR
				AP 3551	Preserving a Drug Free Environment for Students	5/8/18	
				AP 3560	Alcoholic Beverages	1/5/21	LR
				AP 3570	Smoking on Campus	3/7/19	GP
BP 3600	Auxiliary Organizations	1/22/13	LR	AP 3600	Auxiliary Organizations	5/14/21	LR
BP 3715	Intellectual Property	2/26/13	LR				
BP 3720	Informational Technology Use	1/22/13	LR	AP 3720	Telephone, Computer and Network Use	1/5/21	LA
BP 3725	Information and Communications Technology Accessibility & Acceptable Use	6/29/19	GP	AP 3725	Information and Communications Technology Accessibility & Acceptable Use	5/14/21	GP
BP 3810	Liability Claims Against the District	6/25/19	LR	AP 3810	Claims Against the District	3/7/19	GP
BP 3811	Liability Claim Payments for Money and Damages	1/21/14		AP 3811	Liability Claim Payments for Money and Damages	2/24/14	

BP	Title	Last review	Specification	AP	Title	Last review	Specification
BP 3820	Gifts	7/11/17	LA	AP 3820	Gifts	1/30/13	GP
BP 3840	Children on Campus	7/12/16		AP 3840	Children on Campus	3/28/18	
BP 3900	Speech: Time, Place, and Manner	2/26/19	LR	AP 3900	Speech: Time, Place, and Manner	3/14/13	LA

Summary of Findings Chapter 3 – General Institution

AP Legally Required & missing in Peralta	Priority	Priority
AP 3050 Institutional Code of Ethics	1	
AP 3516 Registered Sex Offender Information	1	
AP 3520 Local Law Enforcement	1	
Accreditation Related Policy/Procedure	Priority	
AP 3250 Institutional Planning (delineation of duties and financial controls)	1	
AP 3100 Organizational Structure	1	

CHAPTER 4 - ACADEMIC AFFAIRS

BP	Title	Last review	Specification	AP	Title	Last review	Specification
BP 4010	Academic Calendar	3/27/12	LR	AP 4010	Academic Calendar	4/12/12	LR
BP 4020	Program, Curriculum, and Course Development	11/12/17	LR, A	AP 4020	Program, Curriculum, and Course Development	9/14/18	LR, A
				AP 4021	Program Discontinuance/Consolidation	11/18/19	GP, A
				AP 4022	Course Approval	1/5/21	LR
BP 4025	Philosophy and Criteria for Associate Degree and GE	4/14/15	LR, A	AP 4025	Philosophy and Criteria for Associate Degree and GE	6/15/15	LR, A
				AP 4026	Philosophy and Criteria for Study Aboard Education	10/21/15	GP
BP 4030	Academic Freedom	4/14/15	LR, A				
BP 4040	Library and Learning Support Services	4/14/15	LR, A	AP 4040	Library Services and Learning Support Services	6/15/15	GP, A
BP 4050	Articulation	4/14/15	LR, A	AP 4050	Articulation	6/13/17	LR, A
BP 4070	Course Auditing and Auditing Fees	3/8/16	LA	AP 4070	Course Auditing and Auditing Fees	2/11/16	LA
BP 4100	Graduation Requirements for Degrees and Certificates	2/26/19	LR, A	AP 4100	Graduation Requirements for Degrees and Certificates	1/5/21	LR, A

BP	Title	Last review	Speci- fication	AP	Title	Last review	Speci- fication
				AP 4101	Independent Study	1/31/12	LR
				AP 4102	Career and Technical Education Programs	2/11/16	LR, A
				AP 4103	Work Experience	1/16/18	LR
				AP 4104	Contract Education	4/12/12	LA
				AP 4105	Distance Education	6/13/17	LR, A
BP 4106	Nursing Programs	7/11/17	GP	AP 4106	Nursing Programs	4/18/13	GP
BP 4110	Honorary Degrees	3/27/12	GP	AP 4110	Honorary Degrees	1/16/18	GP
BP 4210	Student Learning Outcomes	1/22/13	A	AP 4210	Student Learning Outcomes	1/30/13	
BP 4220	Standards of Scholarship	2/26/19	LR	AP 4220	Standards of Scholarship	5/14/21	GP
				AP 4222	Remedial Coursework	3/17/19	LR, A
BP 4225	Course Repetition	12/14/20	LR	AP 4225	Course Repetition and Repeatable Courses	6/13/17	LR
BP 4226	Multiple and Overlapping Enrollments	2/28/12	LR	AP 4226	Multiple and Overlapping Enrollments	3/13/12	LR
BP 4230	Grading and Academic Record Symbols	3/27/12	LR	AP 4230	Grading and Academic Record Symbols	3/7/19	LR
BP 4231	Grade Changes	1/24/12	LR	AP 4231	Grade Changes and Student Grievance Procedure	6/15/15	LR
				AP 4232	Pass/No Pass	4/12/12	LA
BP 4235	Credit for Prior Learning	12/14/20	LA	AP 4235	Credit for Prior Learning	1/5/21	LA
				AP 4236	Advanced Placement Credit	3/28/18	LR
BP 4240	Academic Renewal	3/27/12	LR	AP 4240	Academic Renewal	3/28/18	LR
BP 4250	Probation, Dismissal, and Readmission	2/26/19	LR	AP 4250	Probation	1/16/18	LR
				AP 4255	Dismissal and Readmission	1/3/14	LR
BP 4260	Prerequisites and Co-requisites	1/24/12	LR	AP 4260	Prerequisites, Co-requisites, and Advisories	1/5/21	LR
BP 4300	Field Trips and Excursions	1/24/12	LR	AP 4300	Field Trips and Excursions	4/12/12	LA
BP 4400	Community Services Programs	4/24/12	GP	AP 4400	Community Services Programs	1/5/21	GP
				AP 4610	Instructional Service Agreements	1/9/17	LA

Summary of Findings Chapter 3 – General Institution

AP Legally Required & missing in Peralta	Priority	Legally Advised and Missing	Priority
AP 4227 Repeatable Courses	1	AP 4228 Repeatability	2
		AP 4229 also on repeatability	2
		AP was updated but BP; probably just date?	
		BP 4230 Grading and Academic Record Symbols	3
		BP 4240 Academic Renewal	3
		BP 4260 Prerequisites and Co-requisites	3

CHAPTER 5 - STUDENT SERVICES

BP	Title	Last review	Speci- fication	AP	Title	Last review	Speci- fication
BP 5010	Admissions, Special Admissions, and Enrollment	7/28/15	LR, A	AP 5010	Admissions	10/21/16	LR, A
				AP 5011	Admission and Concurrent Enrollment of High School and Other Young Students	1/5/21	LR
				AP 5012	International Students	1/9/17	LR
				AP 5013	Students in the Military	11/18/19	GP
BP 5015	Residence Determination	6/29/18	LR	AP 5015	Residence Determination	11/18/19	LR
				AP 5017	Responding to Inquiries regarding Immigration Status (etc.)	11/18/19	LR
BP 5020	Non-Resident Tuition	6/25//19	LR	AP 5020	Non-Resident Tuition	11/18/19	LR
BP 5030	Student Fees	1/10/20	LA, A	AP 5030	Student Fees	5/14/21	LR, A
				AP 5031	Instructional Materials Fees	11/28/12	LR
BP 5035	Withholding of Student Records	4/27/21	LA	AP 5035	Withholding of Student Records	5/14/21	LR
BP 5040	Student Records, Directory Information, and Privacy	7/28/15	LR, A	AP 5040	Student Records, Directory Information, and Privacy	5/14/21	LR, A
				AP 5045	Student Records - Challenging Content and Access Log	2/19/13	LR
BP 5050	Student Success and Support Program	6/25/19	LR, A	AP 5050	Student Success and Support Program	12/6/19	LR, A
BP 5052	Open Enrollment	6/24/14	LA	AP 5052	Open Enrollment	2/19/13	LA
BP 5055	Enrollment Priorities	1/24/12	LR	AP 5055	Enrollment Priorities	1/5/21	GP
				AP 5070	Attendance	2/19/13	LR
				AP 5075	Course Adds and Drops and Withdrawals	1/16/18	LR
BP 5110	Counseling	7/28/15	LR	AP 5110	Counseling	8/13/15	LA, A
BP 5120	Transfer Center	10/9/12	LR	AP 5120	Transfer Center	10/18/12	LR
BP 5130	Financial Aid	7/28/15	LR, A	AP 5130	Financial Aid	5/14/21	LR, A
BP 5140	Disabled Student Programs and Services	9/11/12	LR	AP 5140	Disabled Student Programs and Services	9/28/16	LR

BP	Title	Last review	Speci- fication	AP	Title	Last review	Speci- fication
BP 5150	Extended Opportunity Programs and Services	1/22/13	LR	AP 5150	Extended Opportunity Programs and Services	2/19/13	LR
BP 5200	Student Health Services	1/22/13	LA	AP 5200	Student Health Services	2/19/13	GP
BP 5220	Shower Facilities for Homeless Students	1/24/17	GP	AP 5220	Shower Facilities for Homeless Students	1/9/17	GP
BP 5300	Student Equity	1/13/12	LR	AP 5300	Student Equity	11/16/18	LR
BP 5400	Associated Students Organization	1/22/13	LR	AP 5400	Associated Students Organizations	1/13/13	LA
BP 5410	Associated Students Elections	1/22/13	LR	AP 5410	Associated Students Elections	3/23/20	LR
BP 5420	Associated Students Finance	11/13/12	LR	AP 5420	Associated Students Finance	1/9/13	LR
BP 5500	Standards of Student Conduct	4/27/21	LR, A	AP 5500	Standards of Student Conduct, Discipline Procedures, and Due Process	5/14/21	LR, A
				AP 5530	Student Rights and Grievances Procedures	10/6/20	LA, A
				AP 5531	Allied Health- Student Appeal of Dismissal for Clinical Performance	2/19/13	
				AP 5610	Voter Registration	2/19/13	LA
BP 5700	Intercollegiate Athletics	12/8/15	LR, A	AP 5700	Intercollegiate Athletics	5/14/21	LA, A

Summary of Findings Chapter 4 – Student Services

BP Legally Required & missing in Peralta:	Priority	Accreditation and FCMAT Concerns	Priority
BP 5205 Student Accident Insurance	1	BP 5130 Financial Aid	1
BP 5210 Communicable Disease	1	AP 5130 Financial Aid	recent
BP 5510 Off Campus Student Organization	1		
BP 5570 Student Credit Card Solicitation	1		
BP 5800 Prevention of Identity Theft in Student Financial Transactions	1		
AP Legally Required & missing in Peralta			
AP 5510 Off-Campus Student Organizations	1		
AP 5520 Student Discipline Procedures	1		

CHAPTER 6 - BUSINESS AND FISCAL AFFAIRS

BP	Title	Last review	Speci- fication	AP	Title	Last review	Speci- fication
BP 6100	Delegation of Authority, Business & Fiscal Affairs	7/28/15	LR	AP 6100	Delegation of Authority, Business & Fiscal Affairs	8/13/15	LA
BP 6110	Workers Compensation Settlement Authority	1/21/14		AP 6110	Workers Compensation Settlement Authority	2/14/14	
BP 6150	Designation of Authorized Signatures	1/22/13	LR	AP 6150	Designation of Authorized Signatures	1/30/13	LR

BP	Title	Last review	Specification	AP	Title	Last review	Specification
BP 6250	Budget Management	4/23/19	LR	AP 6250	Budget Management	9/14/18	LR, A
BP 6300	Fiscal Management and Accounting	3/14/17	LR	AP 6300	General Accounting	1/9/17	LR, A
BP 6305	Debt	7/12/16	LR	AP 6305	Debt Issuance and Management	6/6/16	LR
				AP 6306	Interest Rate Risk Management	5/6/16	
BP 6320	Investments	9/11/12	LR	AP 6320	Investments	8/7/14	LR
BP 6330	Purchasing	1/21/20	LR	AP 6330	Purchasing	12/6/19	GP
BP 6340	Bids and Contracts	1/21/20	LR, A	AP 6340	Bids and Contracts	1/5/21	LR
BP 6345	Approval of Special Contracts and Contract Extensions	7/12/16		AP 6345	Bids and Contracts (UPCCAA Option)	10/23/20	LR
				AP 6350	Contracts – Construction	12/6/19	LA
				AP 6365	Accessibility of Information Technology	12/6/19	LR
				AP 6370	Contracts - Personal Services	1/5/21	LR
				AP 6385	Refreshments, Meals Served at Meetings	4/25/14	
BP 6400	Financial Audits	7/28/15	LR, A	AP 6400	Financial Audits	3/28/18	LR, A
BP 6500	Property Management	11/13/12	LR	AP 6500	Property Management	12/3/12	
BP 6550	Disposal of Property	1/22/13	LR	AP 6550	Disposal of Property	1/30/13	GP
				AP 6551	Inventory of Property and Equipment Maintenance	6/15/15	
BP 6600	Capital Construction	9/11/12	LR	AP 6600	Capital Construction	9/24/12	LR
BP 6620	Naming of Buildings and Facilities	12/11/12	GP	AP 6620	Naming of Buildings and Facilities	2/19/13	GP
BP 6700	Civic Center and Other Facilities Use	11/15/16	LR	AP 6700	Civic Center and Other Facilities Use	9/28/16	LR
BP 6740	Citizens' Oversight Committee	10/9/18	LA	AP 6740	Citizens' Oversight Committee	9/14/18	LA
BP 6741	Parcel Tax	10/0/18		AP 6741	Parcel Tax	9/14/19	
BP 6750	Parking	2/12/13	LR	AP 6750	Parking	3/7/19	LR
BP 6800	Safety	5/8/12	LR	AP 6800	Occupational Safety	9/28/16	LR
				AP 6801	Transportation Safety	5/11/12	
				AP 6802	Illness & Injury Prevention and Hazardous Materials Program	5/11/12	
				AP 6850	Hazardous Materials	3/28/18	LA

Summary of Findings Chapter 6 – Business and Fiscal Affairs

BP Legally Required & missing in Peralta	Priority	Accreditation Related Policy/Procedure	Priority
BP 6200 Budget Preparation	1	BP 6400 Audits	1
BP 6520 Security for District Property	1	AP 6400 Audits	1
BP 6540 Insurance	1	AP 6250 Budget Management	1
BP 6900 Bookstores	1	AP 6300 General Accounting	1
AP Legally Required & missing in Peralta			
AP 6200 Budget Preparation	1	CHANGE BP 6305 number to BP 6307 to match	1

		CCLC	
AP 6540 Insurance	1		
AP 6950 Drug and Alcohol Testing	1		

CHAPTER 7 - HUMAN RESOURCES

BP	Title	Last review	Speci- fication	AP	Title	Last review	Speci- fication
BP 7100	Commitment to Diversity	9/11/12	LR				
				AP 7102	Faculty Diversity Internship Program	3/28/18	
BP 7110	Delegation of Authority, Human Resources	10/9/12	LR	AP 7110	Delegation of Authority, Human Resources	8/13/15	LA, A
BP 7120	Recruitment and Hiring	3/14/17	LR, A				
				AP 7121	Faculty Hiring	10/18/12	
				AP 7122	Hiring Procedures for Regular Academic Administrators and Classified Managers	9/5/18	
				AP 7123	Hiring Acting and Interim Academic and Non-Academic Administrators	9/5/18	
				AP 7124	Management Performance Evaluations	12/12/17	
				AP 7125	Verification of Eligibility for Employment	12/12/17	LR
				AP 7127	Salary Placement for Regular and Interim Academic and Classified Managers	5/29/14	
BP 7130	Compensation	12/8/15	LR	AP 7130	Compensation	12/3/12	GP
BP 7140	Collective Bargaining	11/13/12	GP				
BP 7160	Professional Development	12/8/15	GP, A				
BP 7210	Academic Employees	10/9/12	GP				
				AP 7211	Faculty Service Areas, Minimum Qualifications, and Equivalencies	2/11/16	LR
BP 7230	Classified Employees	10/9/12	GP				
				AP 7231	Classification Plan	11/1/12	GP
BP 7240	Confidential Employees	1/22/13	GP				
BP 7250	Academic Administrators	2/12/13	LR				
BP 7260	Classified Managers	1/22/13	GP				
				AP 7262	Management Employee Transfer and Reassignment	6/17/15	
				AP 7270	Student Workers	12/6/19	GP
BP 7310	Nepotism	2/26/19	LA				
BP 7330	Communicable Disease	4/27/21	LR				
BP 7335	Health Examinations	11/15/16	LA				

BP	Title	Last review	Speci- fication	AP	Title	Last review	Speci- fication
				AP 7336	Certification of Freedom from Tuberculosis	12/12/17	LR
BP 7340	Leaves	6/25/19	LR	AP 7340	Vacations	2/22/13	GP
				AP 7341	Personal Illness or Accident Leave	2/22/12	
				AP 7342	Leave for Illness of a Family Member	2/22/13	
				AP 7343	Bereavement Leave	2/12/13	
				AP 7344	Leave for Required Court Appearance	2/22/13	
				AP 7345	Leaves of Absence Without Pay	3/22/13	
				AP 7346	Occupational Disability Leave (Academic Administrators, Classified Managers, and Confidential Employees)	2/22/13	
				AP 7347	Sabbatical Leave (CCLC 7341)	2/22/13	
				AP 7349	Catastrophic Leave (CCLC 7345)	2/22/13	
BP 7350	Resignations	1/22/13	LA				
BP 7360	Discipline and Dismissals - Academic Employees	3/14/17	GP				
BP 7365	Discipline and Dismissals - Classified Employees	2/12/13	LR				
BP 7370	Political Activity	2/12/13	GP				
				AP 7371	Personal Use of Public Resources		
				AP 7380	Retiree Health Benefits: Academic Employees [CCLC]		
BP 7380	Ethics, Civility, and Mutual Respect	2/12/13		AP 7380	Ethics, Civility, and Mutual Respect Peralta	2/22/13	
BP 7381	(Cash in Lieu of Paid Medical Benefits Option	2/12/13					
BP 7400	Travel	10/17/18	LR	AP 7400	Travel Authorization	9/14/18	LA
BP 7500	Volunteers	11/15/16	GP	AP 7500	Volunteers	2/28/18	LA
BP 7700	Whistleblower Protection	11/15/16	LA	AP 7700	Whistleblower Protection	9/28/16	LA
BP 7800	Emeritus Status	9/25/18	GP	AP 7800	Emeritus Status	5/14/21	GP

Summary of Findings Chapter 7 – Human Resources

BP Legally Required & missing in Peralta	Priority	Legally Advised and Missing	Priority
BP 7380 Retiree Health Benefits	1	There are various LA APs listed in CCLC The AP section needs to be carefully reviewed.	
BP 7385 Salary Deductions	1	CHANGE Peralta BP 7380 and create CCLC BP 7380 Retiree Benefits (above)	

AP Legally Required & missing in Peralta		AP 7347 Sabbatical Leave is a Peralta number- renumber as CCLC AP 7341	
AP 7216 Academic Employees: Grievance Procedure for Contract Decisions.	1	AP 7349 Catastrophic Leave is a Peralta number- renumber as CCLC AP 7341	
AP 7233 Claims for Out of Classification	1	AP 7380 Ethics, Civility, and Mutual Respect is a Peralta number- renumber as CCLC	
AP 7330 Communicable Disease	1		
AP 7337 Fingerprinting	1	Accreditation/FCMAT Related Policy/Procedure	Priority
AP 7365 Discipline and Dismissal – Classified Employee	1	AP 7340 Vacations	1
AP 7380 Retiree Health Benefits: Academic Employees	1	AP 7110 Delegation of Authority, Human Resources	1

Checklist of Required Review Missing BP and AP

Chapter	LR- Legally Required Missing	LA- Legally Advised	GP- Good Practice
1			
2	<input type="checkbox"/> BP 2716 Political Activity <input type="checkbox"/> BP 2735 Board Member Travel <input type="checkbox"/> AP 2105 Election of Student Member (s) <input type="checkbox"/> AP 2510 Participation in Local Decision Making <input type="checkbox"/> AP 2610 Presentation of Initial Collective Bargaining Proposals		
3	<input type="checkbox"/> AP 3050 Institutional Code of Ethics <input type="checkbox"/> AP 3516 Registered Sex Offender Information <input type="checkbox"/> AP 3520 Local Law Enforcement		
4	<input type="checkbox"/> AP 4227 Repeatable Courses	<input type="checkbox"/> AP 4228 and 4229 about repeatability	
5	<input type="checkbox"/> BP 5205 Student Accident Insurance <input type="checkbox"/> BP 5210 Communicable Disease <input type="checkbox"/> BP 5510 Off Campus Student Organization <input type="checkbox"/> BP 5570 Student Credit Card Solicitation <input type="checkbox"/> BP 5800 Prevention of Identity Theft in Student Financial Transactions <input type="checkbox"/> AP 5510 Off-Campus Student Organizations <input type="checkbox"/> AP 5520 Student Discipline Procedures		
6	<input type="checkbox"/> BP 6200 Budget Preparation <input type="checkbox"/> BP 6520 Security for District Property <input type="checkbox"/> BP 6540 Insurance <input type="checkbox"/> BP 6900 Bookstores <input type="checkbox"/> AP 6200 Budget Preparation <input type="checkbox"/> AP 6540 Insurance <input type="checkbox"/> AP 6950 Drug and Alcohol Testing		
7	<input type="checkbox"/> BP 7380 Retiree Health Benefits: Academic Employees <input type="checkbox"/> BP 7385 Salary Deductions <input type="checkbox"/> AP 7216 Academic Employees: Grievance Procedure for Contract Decisions. <input type="checkbox"/> AP 7233 Claims for Out of Classification <input type="checkbox"/> AP 7330 Communicable Disease <input type="checkbox"/> AP 7337 Fingerprinting <input type="checkbox"/> AP 7365 Discipline and Dismissal – Classified Employee <input type="checkbox"/> AP 7380 Retiree Health Benefits: Academic Employees	<input type="checkbox"/> Various Legally Advised AP's not present – review Chapter 7 AP section thoroughly	<input type="checkbox"/> AP 7216 Academic Employees: Grievance Procedure for Contract Decisions. <input type="checkbox"/> AP 7233 Claims for Out of Classification <input type="checkbox"/> AP 7330 Communicable Disease <input type="checkbox"/> AP 7337 Fingerprinting <input type="checkbox"/> AP 7365 Discipline and Dismissal –

Chapter	LR- Legally Required Missing	LA- Legally Advised	GP- Good Practice
			Classified Employee <input type="checkbox"/> AP 7380 Retiree Health Benefits: Academic Employees

Checklist of Required Review BP and AP Needing Renumbering

Chapter	LR- Legally Required needing renumbered
1,2,3,4,5	
6	<input type="checkbox"/> BP 6305 renumber to BP 6307 to match CCLC <input type="checkbox"/> AP 6305 renumber to AP 6307 to match CCLC
7	<input type="checkbox"/> Current Peralta BP 7380 needs renumbered to new number and actual 7380 CCLC BP written <input type="checkbox"/> Current Peralta AP 7380 needs renumbered to new number and actual 7380 CCLC BP written

Checklist of PCCD BPs and APs by Last Date of Review on a 5 Year Cycle

Chapter ≈324 Total Policies	Reviewed ≥5 years ago; 2017 or before 210 policies= 65%	Reviewed 4 years ago; 2018 30 policies = 9%	Reviewed 3 years ago; 2019 38 Policies = 12%	Reviewed 2 years ago; 2020 12 Policies =4%	Reviewed in 2021 33 Policies = 10%
1 District	BP 1100 BP 1200		BP 2100		
2 BOT	BP 2010 BP 2015 AP 2015 BP 2110 AP 2110 BP 2220 AP 2220 BP 2305 BP 2310 AP 2310 BP 2320 AP 2320 BP 2340 AP 2340 AP 2345 BP 2350 BP 2360 AP 2360 BP 2410 AP 2410 BP 2430 AP 2430 BP 2431 BP 2432	AP 2712	BP 2315 BP 2330 BP 2345 BP 2720 BP 2740		BP 2435

Chapter ≈324 Total Policies	Reviewed ≥5 years ago; 2017 or before 210 policies= 65%	Reviewed 4 years ago; 2018 30 policies = 9%	Reviewed 3 years ago; 2019 38 Policies = 12%	Reviewed 2 years ago; 2020 12 Policies =4%	Reviewed in 2021 33 Policies = 10%
	BP 2510 AP 2511 BP 2710 AP 2710 BP 2515 BP 2725 BP 2745				
3 General Institution	BP 3100 AP 3100 BP 3200 BP 3225 AP 3225 AP 3250 BP 3280 AP 3280 BP 3300 BP 3310 AP 3411 BP 3420 BP 3440 AP 3440 BP 3500 AP 3500 BP 3501 AP 3501 BP 3505 AP 3505 BP 3510 AP 3510 BP 3515 AP 3515 AP 3517 BP 3530 AP 3530 BP 3600 BP 3715 BP 3720 BP 3811 AP 3811 AP 3820 BP 3820 BP 3840 AP 3900	BP 3250 AP 3300 AP 3310 AP 3410 BP 3520 AP 3551 AP 3840	AP 3415 BP 3550 AP 3550 AP 3570 BP 3725 BP 3810 AP 3810 BP 3900	AP 3200 AP 3430 BP 3433 AP 3433	BP 3410 AP 3420 BP 3430 AP 3434 AP 3435 BP 3518 AP 3518 BP 3540 AP 3540 AP 3560 AP 3600 AP 3720 AP 3725
4 Academic Affairs	BP 4010 AP 4010 BP 4020 BP 4025 AP 4025 AP 4026 BP 4030 BP 4040 AP 4040 BP 4050 AP 4050 BP 4070	AP 4020 AP 4103 AP 4110 AP 4236 AP 4240 AP 4250	BP 4100 BP 4220 BP 4250 AP 4021 AP 4222 AP 4230	BP 4225 BP 4235	AP 4022 AP 4100 AP 4220 AP 4235 AP 4260 AP 4400

Chapter ≈324 Total Policies	Reviewed ≥5 years ago; 2017 or before 210 policies= 65%	Reviewed 4 years ago; 2018 30 policies = 9%	Reviewed 3 years ago; 2019 38 Policies = 12%	Reviewed 2 years ago; 2020 12 Policies =4%	Reviewed in 2021 33 Policies = 10%
	AP 4070 AP 4101 AP 4102 AP 4104 AP 4105 BP 4106 AP 4106 BP 4110 BP 4210 AP 4210 AP 4225 BP 4226 AP 4226 BP 4230 BP 4231 AP 4231 AP 4232 BP 4240 AP 4255 BP 4260 BP 4300 AP 4300 BP 4400 AP 4610				
5 Student Services	BP 5010 AP 5010 AP 5012 AP 5031 BP 5040 AP 5045 BP 5052 AP 5052 BP 5055 AP 5070 BP 5110 AP 5110 BP 5120 AP 5120 BP 5130 BP 5140 AP 5140 BP 5150 AP 5150 BP 5200 AP 5200 BP 5220 AP 5220 BP 5300 BP 5400 AP 5400 BP 5410 BP 5420 AP 5420 AP 5531 AP 5610	BP 5015 AP 5075 AP 5300	AP 5013 AP 5015 AP 5017 AP 5020 BP 5020 BP 5050 AP 5050	BP 5030 AP 5410 AP 5530	AP 5011 AP 5030 BP 5035 AP 5035 AP 5040 AP 5055 AP 5130 BP 5500 AP 5500 AP 5700

Chapter ≈324 Total Policies	Reviewed ≥5 years ago; 2017 or before 210 policies= 65%	Reviewed 4 years ago; 2018 30 policies = 9%	Reviewed 3 years ago; 2019 38 Policies = 12%	Reviewed 2 years ago; 2020 12 Policies =4%	Reviewed in 2021 33 Policies = 10%
	BP 5700				
6 Business and Fiscal Affairs	BP 6100 AP 6100 BP 6110 AP 6110 BP 6150 AP 6150 BP 6200 BP 6300 AP 6300 BP 6305 AP 6305 AP 6306 BP 6320 AP 6320 BP 6345 AP 6385 BP 6400 BP 6500 AP 6500 BP 6550 AP 6550 AP 6551 BP 6600 AP 6600 BP 6620 AP 6620 BP 6700 AP 6700 BP 6750 BP 6800 AP 6800 AP 6801 AP 6802	AP 6250 AP 6400 BP 6740 AP 6740 BP 6741 AP 6850	BP 6250 AP 6330 AP 6350 AP 6365 AP 6741 AP 6750	BP 6330 BP 6340 AP 6345	AP 6340 AP 6370
7 Human Resources	BP 7100 BP 7110 AP 7110 BP 7120 AP 7121 AP 7124 AP 7125 AP 7127 BP 7130 AP 7130 BP 7140 BP 7160 BP 7210 AP 7211 BP 7230 AP 7231 BP 7240 BP 7250 BP 7260 AP 7262 BP 7335	AP 7102 AP 7122 AP 7123 BP 7400 AP 7400 AP 7500 BP 7800	AP 7270 BP 7310 BP 7340		BP 7330 AP 7800

Chapter ≈324 Total Policies	Reviewed ≥5 years ago; 2017 or before 210 policies= 65%	Reviewed 4 years ago; 2018 30 policies = 9%	Reviewed 3 years ago; 2019 38 Policies = 12%	Reviewed 2 years ago; 2020 12 Policies =4%	Reviewed in 2021 33 Policies = 10%
	AP 7336 AP 7340 AP 7341 AP 7342 AP 7343 AP 7344 AP 7345 AP 7346 AP 7347 AP 7349 BP 7350 BP 7360 BP 7365 BP 7370 BP 7380 AP 7380 BP 7381 BP 7500 BP 7700 AP 7700				

ⁱ Dr. Joseph Bielanski has been the Chancellor appointed faculty facilitator for many years. He is familiar with the process, served as an ACCJC commissioner and Statewide Academic Senate member which adds value, longevity, and history to the process.

ⁱⁱ **CCLC Board Policy and Administrative Procedure Templates** <https://ccleague.org/district-services/policy-procedure-services>