

PERALTA COMMUNITY COLLEGE DISTRICT

Board Policies & District Administrative Procedures

Table of Contents

Board Policies and District Administrative Procedures

All of the District's Board Policies and Administrative Procedures are currently being updated. In the updating process, the Peralta Community College District Policies and Procedures are being renumbered to conform to the Community College League of California (CCLC) numbering system. Policies and Procedures will reference the former policy or procedure number. Current Board Policies and Administrative Procedures can be found at <http://web.peralta.edu/trustees/board-policies/>

Board Policy

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.

District Administrative Procedures

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

Board Policies

1000 The District

- 1100 The Peralta Community College District (new)
- 1200 Mission (replaces BP 1.24)

2000 Board of Trustees

- 2010 Board Membership (replaces a portion of BP 1.01)
- 2015 Student Board Members (replaces BP 1.02)
- 2100 Board Elections (replaces a portion of BP 1.01)
- 2110 Vacancies on the Board (replaces a portion of BP 1.01)
- 2200 Board Duties and Responsibilities (replaces BP 1.05)
- 2210 Officers (replaces BP 1.04)
- 2220 Committee of the Whole (replaces BP 1.21)
- 2305 Annual Organizational Meeting (new)
- 2310 Regular Meetings of the Board (replaces a portion of BP 1.10)
- 2315 Closed Sessions (replaces a portion of BP 1.10)
- 2320 Special and Emergency Meetings (replaces a portion of BP 1.10)
- 2330 Quorum and Voting (replaces a portion of BP 1.10)
- 2340 Agendas (replaces a portion of BP 1.10)
- 2345 Public Participation at Board Meetings (replaces BPs 1.10 and 1.11)
- 2350 Speakers and Decorum (replaces BP 1.10)

PERALTA COMMUNITY COLLEGE DISTRICT

Board Policies & District Administrative Procedures

Table of Contents

- 2360 Minutes and Recording (replaces BP 1.10)
- 2410 Board Policy and Administrative Procedure (replaces BPs 1.25, 2.20)
- 2430 Delegation of Authority to the Chancellor (replaces BPs 1.10 and 1.11)
- 2431 Chancellor Selection, (revised - replaces BP 1.20)
- 2432 Chancellor Succession (new)
- 2435 Evaluation of the Chancellor
- 2510 Participation in Local Decision Making (replaces BPs 2.23, 2.25)
- 2710 Conflict of Interest (replaces BP 6.86)
- 2715 Code of Ethics and Standards of Practice (replaces BP 1.06)
- 2720 Communication Among Board Members
- 2725 Board Member Compensation
- 2740 Board Education (replaces BP 1.22)
- 2745 Board Self-Evaluation (replaces BP 1.23)

3000 General Institution

- 3100 Organizational Structure (replaces BP 2.02)
- 3200 Accreditation (replaces BP 1.28)
- 3225 Institutional Effectiveness (new)
- 3250 Institutional Planning (replaces BP 1.26)
- 3280 Grants (replaces 5.02)
- 3300 Public Records (new)
- 3310 Records Retention and Destruction (replaces BP 6.34)
- 3410 Nondiscrimination
- 3420 Equal Employment Opportunity (replaces BPs 3.03, 3.11)
- 3430 Prohibition of Harassment (replaces BP 3.04)
- 3440 Service Animals (new)
- 3500 Campus Security (replaces BP 2.45)
- 3501 Campus Security and Access (replaces BP 2.45)
- 3505 Emergency Response Plan (replaces BPs 2.45, 6.70)
- 3510 Workplace Violence
- 3515 Reporting of Crimes (replaces BP 2.45)
- 3530 Weapons on Campus (replaces BP 2.45)
- 3540 Sexual and Other Assaults on Campus (replaces BPs 2.45, 6.66)
- 3550 Drug Free Environment and Drug Prevention Program (replaces BPs 2.32, 2.31.1)
- 3600 Auxiliary Organizations (replaces BP 6.05)
- 3715 Intellectual Property (new)
- 3720 Information Technology Use (replaces BPs 4.60, 4.65, 6.93)
- 3725 Information and Communication Technology, Accessibility and Acceptable Use
- 3810 Liability Claims Against the District (replaces BPs 2.35, 6.38)

PERALTA COMMUNITY COLLEGE DISTRICT

Board Policies & District Administrative Procedures

Table of Contents

3811 Liability Claim Payments For Money or Damages
3840 Children on Campus
3820 Gifts (replaces BPs 6.35, 6.37)
3900 Speech: Time, Place and Manner (replaces BP 2.30)

4000 Academic Affairs

4010 Academic Calendar (replaces BP 1.12)
4020 Program, Curriculum and Course Development (replaces BP 5.11)
4025 Philosophy and Criteria for Associate Degree and General Education
(replaces portions of BP 5.20)
4030 Academic Freedom (replaces BPs 5.10, 5.15, 5.45)
4040 Library Services and Learning Support Services (replaces BP 5.30)
4050 Articulation (replaces BP 5.12)
4070 Auditing and Auditing Fees (new)
4100 Graduation Requirements for Degrees and Certificates (replaces BP 5.20)
4106 Nursing Program (new)
4110 Honorary Degrees (new)
4210 Student Learning Outcomes
4220 Standards of Scholarship (replaces BP 4.32, 5.22, 5.23)
4225 Course Repetition (replaces BP 5.22)
4226 Multiple and Overlapping Enrollments
4230 Grading and Academic Record Symbols (replaces BP 5.22)
4231 Grade Changes (replaces BP 4.43A)
4235 Credit by Examination (replaces BP 5.22)
4240 Academic Renewal (replaces BP 5.22)
4250 Probation, Dismissal and Readmission (replaces BP 5.22)
4260 Prerequisites and Co-requisites (replaces BP 9.01-02, 10.01-02)
4300 Field Trips and Excursions (replaces BP 5.35)
4400 Community Service Programs (replaces BP 6.65)

5000 Student Services

5010 Admissions and Enrollment (replaces BP 4.05, 4.10, 4.12, 4.14)
5015 Residence Determination
5020 Non-resident Tuition (replaces BP 4.80)
5030 Student Fees (replaces BPs 6.41, 6.43, 6.45, 6.46, 6.47, 6.48, 6.55)
5035 Withholding of Student Records (replaces BP 4.42)
5040 Student Records, Directory Information and Privacy (replaces BP 4.25, 4.26)

PERALTA COMMUNITY COLLEGE DISTRICT

Board Policies & District Administrative Procedures

Table of Contents

- 5050 Student Success and Support Program (replaces BPs 7.00, 7.01, 7.02, 7.03, 7.11, 7.12, 7.21, 7.31, 7.41, 7.51, 7.61, 7.71, 7.81, 7.82, 7.83, 7.91, 7.92, 7.94)
- 5052 Open Enrollment (replaces BP 5.19)
- 5055 Enrollment Priorities
- 5110 Counseling (replaces BPs 4.30, 4.31, 7.41)
- 5120 Transfer Center (new)
- 5130 Financial Aid (replaces BP 4.35)
- 5140 Disabled Student Programs and Services (replaces 5.24)
- 5150 Extended Opportunity Programs and Services
- 5200 Student Health Services (replaces BP 4.36)
- 5220 Shower Facilities for Homeless Students
- 5300 Study Equity (new)
- 5400 Associated Student Organization (replaces BP 4.45)
- 5410 Associated Students Elections
- 5420 Associated Students Finance (new)
- 5500 Standards of Student Conduct (replaces BPs 4.40, 8.01)
- 5700 Athletics (replaces BPs 4.50, 4.55)

6000 Business and Fiscal Affairs

- 6100 Delegation of Authority for Business (replaces BP 6.57)
- 6110 Worker's Compensation Claim Settlement Authority
- 6150 Designation of Authorized Signatures
- 6200 Budget Preparation (replaces BP 6.02)
- 6300 Fiscal Management and Accounting (replaces BP 6.03)
- 6305 Debt
- 6320 Investments (replaces BP 6.07)
- 6330 Purchasing (replaces BPs 6.30, 6.31, 6.40, 6.61)
- 6340 Contracts (replaces BPs 6.82, 6.84, 6.85, 6.88, 6.90, 6.91)
- 6345 Approval of Special Contracts or Contract Extensions
- 6400 Audits (replaces BPs 6.10, 6.11, 6.12)
- 6500 Property Management (replaces BP 6.91)
- 6550 Disposal of Property (replaces BP 6.33)
- 6600 Capital Construction (replaces BPs 6.80, 6.81, 6.83)
- 6620 Naming of Buildings and Facilities (replaces BP 6.87)
- 6700 Civic Center and Other Facilities Use (replaces BP 6.64)
- 6740 Citizen's Oversight Committee (replaces BP 1.17)
- 6741 Parcel Tax
- 6759 Parking (new)
- 6800 Safety (replaces BP 6.60)

PERALTA COMMUNITY COLLEGE DISTRICT

Board Policies & District Administrative Procedures

Table of Contents

7000 Human Resources

- 7100 Commitment to Diversity (new)
- 7160 Professional Development (new)
- 7110 Delegation of Authority for Human Resources (new)
- 7120 Recruitment and Hiring (replaces BPs 3.10, 3.18, 3.22)
- 7130 Compensation (replaces BP 3.09)
- 7140 Collective Bargaining (new)
- 7210 Academic Employees (replaces BPs 3.26, 5.50)
- 7230 Classified Employees (replaces BPs 3.32, 3.34, 3.35)
- 7240 Confidential Employees (replaces BPs 3.15, 3.53, 3.54, 3.55, 3.56 3.57, 3.63)
- 7250 Academic Administrators (replaces BPs 3.59, 3.60, 3.61, 3.62, 3.63, 3.65, 3.66, 3.68, 3.70, 3.71, 3.72, 3.73, 3.74, 3.76, 3.82, 3.85, 3.86, 3.90)
- 7280 Volunteers (replaces BP 3.02)
- 7260 Classified Managers (replaces BPs 3.59, 3.60, 3.61, 3.62, 3.63, 3.65, 3.66, 3.68, 3.70, 3.71, 3.72, 3.73, 3.74, 3.76, 3.82, 3.85, 3.86, 3.90)
- 7310 Nepotism (replaces BP 3.05)
- 7330 Communicable Diseases (replaces BPS 3.17, 3.19, 3.63)
- 7335 Health Examinations (replaces BP 3.63)
- 7340 Leaves (replaces BPs 3.25, 3.68, 3.70, 3.71, 3.72, 3.73, 3.74, 3.76, 3.82, 3.85, 3.92)
- 7350 Resignations (replaces BPs 1.07, 3.01, 3.90, 3.91)
- 7360 Discipline and Dismissal – Academic Employees (replaces BPs 1.07, 3.01, 3.90, 3.91)
- 7365 Discipline and Dismissal – Classified Employees (replaces BPs 1.07, 3.01, 3.90, 3.91)
- 7370 Political Activity (replaces BPs 3.07, 3.08)
- 7380 Ethics, Civility and Mutual Respect (replaces BPs 3.12, 3.16)
- 7381 Cash in-Lieu of a Paid Medical Benefits Option (replaces BP 3.13)
- 7400 Travel (replaces BP 6.39, 6.39a, 6.39b)
- 7700 Whistleblower Protection

District Administrative Procedures

1000 The District

2000 Board of Trustees

- 2015 Student Board Members
- 2110 Vacancies on the Board
- 2220 Board Committee Staff

PERALTA COMMUNITY COLLEGE DISTRICT

Board Policies & District Administrative Procedures

Table of Contents

- 2310 Board Meeting Schedule
- 2320 Special and Emergency Meeting Notification
- 2340 Agenda Development and Posting
- 2345 Public Participation at Board Meetings
- 2360 Board Minutes and Records
- 2410 Policy Development Process
- 2430 Delegation of Authority to the Chancellor's Staff
- 2710 Conflict of Interest Disclosure
- 2712 Conflict of Interest Code

3000 General Institution

- 3100 Organizational Structure
- 3200 Accreditation
- 3225 Institutional Effectiveness
- 3250 Institutional Planning
- 3280 Grant Applications and Awards
- 3300 Public Records
- 3310 Records Retention and Destruction
- 3410 Nondiscrimination
- 3411 Disability Non-Discrimination and Reasonable Accommodations
- 3415 Immigration Enforcement Activities
- 3420 Equal Employment Opportunity
- 3430 Prohibition of Sexual Harassment
- 3435 Discrimination and Harassment Complaints and Investigations
- 3440 Service Animals
- 3500 Campus Safety
- 3501 Campus Security and Access
- 3505 Emergency Response Plan
- 3515 Reporting of Crimes
- 3517 Incident Reporting
- 3530 Weapons on Campus
- 3540 Sexual and Other Assaults on Campus
- 3550 Preserving a Drug Free Environment for Employees
- 3551 Preserving a Drug Free Environment for Students
- 3560 Alcoholic Beverages
- 3570 Smoking
- 3600 Auxiliary Organizations
- 3720 Telephone, computer and Network Use
- 3725 Information and Communications Technology and Accessibility Use

PERALTA COMMUNITY COLLEGE DISTRICT

Board Policies & District Administrative Procedures

Table of Contents

3840 Children on Campus
3811 Liability Claims Against the District
3820 Gifts
3900 Time, Place and Manner

4000 Academic Affairs

4010 Academic Calendar
4020 Program, Curriculum and Course Development
4021 Program Discontinuance or Program Consolidation
4022 Course Approval
4025 Philosophy and Criteria for Associate Degrees and General Education
4026 Philosophy and Criteria for Study Abroad Education
4040 Library Services
4050 Articulation
4070 Auditing and Auditing Fees
4100 Graduation Requirements for Degrees and Certificates
4101 Independent Study
4102 Career and Technical Education
4103 Work Experience
4104 Contract Education
4105 Distance Education
4106 Nursing Program
4110 Honorary Degrees
4210 Student Learning Outcomes
4220 Standards of Scholarship
4222 Remedial Coursework
4225 Course Repetition
4226 Multiple and Overlapping Enrollments
4230 Grading and Academic Record Symbols
4231 Grade Changes and Student Grievance Procedure
4232 Pass – No Pass
4235 Credit by Examination
4240 Academic Renewal
4250 Probation
4255 Disqualification and Dismissal
4260 Prerequisites, Co-requisites, and Advisories
4300 Field Trips and Excursions
4610 Instructional Service Agreements

5000 Student Services

5011 Admissions – Special Admission and Enrollment of High School and Other Students
5012 International Students

PERALTA COMMUNITY COLLEGE DISTRICT

Board Policies & District Administrative Procedures

Table of Contents

5013	Students in the Military
5015	Residence Determination
5017	Responding to Inquiries of Immigration Status Citizenship Status and National Origin Information
5020	Non Resident Tuition
5030	Student Fees
5031	Instructional Materials Fees
5035	Withholding of Student Records
5040	Student Records, Directory Information and Privacy
5045	Student Records – Challenging Content and Access Log
5050	Student Success and Support Program
5052	Open Enrollment
5055	Enrollment Priorities
5070	Attendance
5075	Course Adds and Drops
5110	Counseling
5120	Transfer Center
5130	Financial Aid
5140	Disabled Students Programs and Services
5150	Extended Opportunity Programs and Services
5200	Student Health Services
5220	Showers for Students
5300	Student Equity
5400	Associated Students Organization
5410	Associated Students Elections
5420	Associated Student Finance
5520	Student Standards of Conduct, Discipline Procedures and Due Process
5530	Student Rights and Grievance Procedure
5531	Allied Health – Student Appeal of Dismissal for Clinical Performance
5610	Voter Registration
5700	Athletics

6000 Business and Fiscal Affairs

6100	Delegation of Authority for Business Services
6110	Workers' Compensation Claim Settlement Authority
6150	Designation of Authorized Signatures
6200	Budget Management
6300	General Accounting
6305	Debt Issuance and Management

PERALTA COMMUNITY COLLEGE DISTRICT

Board Policies & District Administrative Procedures

Table of Contents

6306 Interest Rate Risk Management
6320 Investments
6330 Purchasing
6340 Bids and Contracts
6350 Construction Contracts
6365 Accessibility of Information Technology
6385 Refreshments and Meals Served at Meetings
6400 Audits
6500 Property Management
6550 Disposal of Property
6600 Capital Construction
6620 Naming of Buildings
6700 Civic Center and Other Facilities Use
6740 Citizens' Oversight Committee
6750 Parking
6800 Occupational Safety
6801 Transportation Safety
6802 Injury Illness Prevention Hazardous Materials Program

7000 Human Resources

7102 Faculty Diversity Internship Program
7110 Delegation of Authority for Human Resources
7121 Faculty Hiring
7122 Hiring Procedures for Regular Academic and Classified Managers
7123 Hiring Acting and Interim Academic and Non-Academic Administrators
7124 Management Performance Evaluations
7125 Verification of Eligibility for Employment
7127 Salary Placement Procedures for Regular and Interim Academic and
Classified Managers
7130 Compensation
7211 Minimum Qualifications and Equivalencies
7231 Classification Plan
7262 Management Employee Transfer and Reassignment
7270 Student Workers
7336 Certification of Freedom from Tuberculosis
7340 Vacation
7341 Personal Illness or Accident Leave
7342 Leave for Illness of a Family Member
7343 Bereavement
7344 Leave for Required Court Appearance
7345 Leaves of Absence without Pay

PERALTA COMMUNITY COLLEGE DISTRICT

Board Policies & District Administrative Procedures

Table of Contents

7346 Occupational Disability Leave
7347 Sabbatical Leave
7349 Catastrophic Leave
7380 Ethics, Civility and Mutual Respect
7400 Travel Authorization
Form 7400 – Travel Requests and Expense Claim Forms (4 parts)
7500 Volunteers
Form 7500 – Volunteer Application Form
7700 Whistleblower Protection
7800 Emeritus Status

PERALTA COMMUNITY COLLEGE DISTRICT

Board Policies & District Administrative Procedures

Table of Contents

CHAPTER 2: ORGANIZATION FOR ADMINISTRATION

Environmental Sustainability	2.40	2.40
------------------------------------	------	-------	------