The attached draft Board Policies and Administrative Procedures are ready to be presented to the Planning and Budgeting Council at their September 26 meeting:

BP 2435 Evaluation of the Chancellor

BP 2715 Code of Ethics and Standards of Practice

BP 2740 Board Education

BP 2745 Board Evaluation

BP & AP 5030 Student Fees

BP & AP 5050 Matriculation

BP & AP 5110 Counseling

BP & AP 5120 Transfer Center

BP & AP 7110 Delegation of Authority

BP 7120 Recruitment and Hiring

AP 7121 Faculty Hiring

BP 7230 Classified Employees

AP 7231 Classification Plan
BOARD POLICY 2435 EVALUATION OF THE CHANCELLOR

The Board shall review and evaluate the performance of the Chancellor at least once every year. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy.

The Chancellor and the Board shall mutually develop a timely evaluation process and tool that incorporates the District's goals, objectives, and expectations.

The criteria for evaluation shall be based on the Chancellor's job description, implementation of board policy, and performance in attaining goals, objectives, and expectations.

Reference:
Accreditation Standard IV.B.1.f

New Policy
BOARD POLICY 2715 CODE OF ETHICS AND STANDARDS OF PRACTICE

The Board maintains high standards of ethical conduct for its members as evidenced by the adoption of this and all the other Board Policies. As the public’s representatives, Trustees must practice the highest ethical standards in performing their sworn duties. The activities and deliberations of the Board will be conducted following these tenets:

- **Acting as a Whole**: Board members recognize that legal and effective functioning is by the board as a whole. District matters are not governed by individual actions of Board members. When acting as Board members, trustees speak and act on behalf of the district, not as individuals. Board members use care not to misrepresent their individual opinions or actions as those of the Board. Although trustees abide by Board direction, they retain the right to advocate changes at board meetings.

- **Managing Conflicts of Interest**: Board members avoid any conflict of interest or the appearance of impropriety that could result because of their position. They do not intentionally use their Board memberships for personal gain or personal prestige. They inform the entire Board of the Board president when a matter under consideration might involve or appear to involve such a conflict.

- **Handling Special Interest Groups**: Board members render all decisions regarding the issues at hand based on the available facts and their independent judgments and refuse to surrender that judgment to individuals or special interest groups. At the same time, district employees, their representatives, students and all members of the public are encouraged to express their views to Board members. Board members are aware that they are responsible to all citizens of the district. The authority delegated to trustees by the voters must be exercised with as much care and concern for the least influential as for the most influential member of the community.

- **Maintaining Appropriate Conduct at Board Meetings**: Board members contribute to Board meetings in a way that facilitates thoughtful deliberation, good decision-making and the effective use of the time available. They participate actively and constructively, stay focused on the business at hand, avoid conduct that is disruptive, and treat everyone who interacts with the Board with respect. Board members meet only in public sessions unless authorized by law to meet in closed session.

- **Maintaining Confidentiality of Closed Sessions**: Board members do not disclose or publically discuss deliberations in closed session (except as specifically authorized or required by law) and maintain the confidentiality of all legally privileged information they receive.

- **Exercising Authority as Trustees**: Board members respect their elected position as trustees and in no way misuse their authority. Board members keep informed about the district, educational issues, and responsibilities of trusteeship. They commit the time and energy necessary to discharge their duties. They strive to promote the highest quality educational opportunities to all members of the community while ensuring fiscal stability, institutional integrity and operational efficiency.

- **Handling of Administrative Matters**: Board members focus Board attention on policy determination, planning, and the maintenance of the district’s fiscal stability. Board members refrain from involving themselves in matters that are delegated to the Chancellor, except as needed to fulfill their proper overall evaluation responsibilities.

Allegations of violations of this code shall be directed to the President of the Board, or the Vice-President if the President's behavior is in question. The President will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved and further action is deemed necessary, the President will bring the matter to the full Board for possible sanctions and may include a recommendation for censure.

Reference: Accreditation Standard IV.B.1.a, e, & h

Replaces: Board Policy 1.06 Board of Trustees Code of Ethics and Behavior adopted December 9, 2008.
BOARD POLICY 2740 BOARD EDUCATION

The Board is committed to its ongoing development as a Board and to a trustee education program that includes new trustee and new President of the Board orientation.

Board members are encouraged to annually attend at least one professional workshop conducted by one of the associations of community college trustees.

In addition, the Board will engage in study sessions, workshops, and support conference attendance and other activities that foster trustee education.

Reference:
Accreditation Standard IV.B.1.f

Replaces:
Board Policy 1.22 Board Development adopted June 10, 2008
BOARD POLICY 2745 BOARD EVALUATION

The Board is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board has established the following processes:

The Peralta Governing Board will conduct a formal self-evaluation on an annual basis during the months of November and December. The following self-evaluation form will be circulated to each of the Trustees and Student Trustees on or about the 15th of each November. Trustees shall complete the form and deliver a copy to the Board President no later than the end of November. This document will be used as the foundation for a formal discussion during a workshop scheduled in conjunction with the December Board meeting. The goal of the self evaluation will be to share views, values, concerns, priorities, and recommendations among the Trustees. This meeting will be conducted prior to the formal reorganization of the Board and chaired by the out-going President.

The results of this process will be used to identify accomplishments in the past year and goals for the following year.

Reference:
Accreditation Standard IV.B.1.f

Replaces:
BOARD POLICY 5030 STUDENT FEES

The Board authorizes the following fees. All fees must comply with Education Code and Title 5 regulations. The Chancellor is responsible for establishing regulations in an Administrative Procedure for the collection, deposit, waiver, refund, and accounting for fees as required by law. The regulations shall also ensure those who are exempt from, or for whom the fee is waived, are properly enrolled and accounted for. Board Policy 5035 delineates the effect non-payment of fees shall have on continued enrollment. Deferment of payment of the Enrollment Fee and Non-Resident Tuition is authorized only under the conditions prescribed in Administrative Procedure 5030. Fee amounts shall be published in the college catalogs or class schedules (Schedule of Classes).

- AC Transit EasyPass
- Campus Center Use
- Capital Outlay
- Enrollment
- Health
- International Application Fee
- Non Resident Tuition
- Refund Processing Fee
- Parking Fee
- Other Fees as allowable by Law

Reference:
Education Code Sections 76060.5, 76142, 76223, 76300, 76355, 76360, 76361, 76365, 76370, 76375, 76395
California Code of Regulations Title 5 Section 58503, 59400
Administrative Procedure 5030

Replaces:
Board Policy 6.41 Charge for Transcripts adopted April 2, 1973 and last revised February 9, 2010
Board Policy 6.43 Parking and Transportation Services Fees adopted September 8, 1992 and last revised February 26, 2008
Board Policy 6.47 Refund Policy adopted April 23, 1991 and last revised October 26, 2010
Board Policy 6.48 Non-Payment of Enrollment fees, Other Fees and Obligations
Board Policy 6.55 Instructional and Other Materials Fees adopted April 15, 1986 and last revised March 11, 2008.
I. AC Transit EasyPass
   A. In accordance with California Education Code Section 76361, the Peralta Community College District may establish a transportation fee if the majority of the students vote that all students will pay.
   B. Proposition A, which was passed in the May 2009 student elections, requires all full time Peralta students carrying nine or more units to pay an AC Transit EasyPass bus pass fee, thereby making them eligible to receive an AC Transit EasyPass bus pass. The AC Transit EasyPass allows students to ride all AC Transit bus lines, including local and Transbay services, for the semester.
   C. The fee schedule is as follows:
      1. Fall 2009-Spring 2012: $62 per student annually ($31 per semester)
      2. Fall 2012-Spring 2015: $72 per student annually ($36 per semester)
      3. Fall 2015-Spring 2018: $82 per student annually ($41 per semester)
   D. Students exempt from the AC Transit Easy Pass include:
      Contract education students enrolled in non-appointment courses
   E. This fee is refundable if the student drops below 9 units on or before the last day to drop regular session credit classes.

II. Campus Center Use
   A. In accordance with California Education Code Section 76375, the Peralta Community College District may establish a Campus Center use fee to students for the purpose of operating a student body center.
   B. The current fee is $2 per semester per campus.
   C. In accordance with Title 5, section 58510, the fee is subject to change only after a favorable vote of two-thirds of the students voting in a student election.
   D. Students exempt from the Campus Center Use fee include:
      1. Student enrolled in non-credit courses
      2. Recipients of Temporary Assistance to Needy Families (TANF), SSI/SSP, or general assistance.
      3. Contract education students enrolled in non-appointment courses
   E. This fee is refundable if the student drops all units on or before the last day to drop regular session credit classes.

III. Capital Outlay
   A. In accordance with California Education Code Section 76141, the Peralta Community College District may establish a Capital Outlay fee to nonresident students who are both citizens and residents of a foreign country.
   B. The current fee is $6 per unit, not to exceed $144 in an academic year.
   C. This fee is refundable if the student drops all units on or before the last day to drop regular session credit classes.

IV. Enrollment
   A. In accordance with California Education Code Section 76300, students enrolling at the Peralta Community College District will be charged an enrollment fee as established periodically by the State of California.
   B. The current fee is $46 per unit. The fee is subject to change by the state legislature and applies to credit courses only
   C. Students exempt from the Enrollment fee include:
      1. Students who meet the criteria for the Board of Governor's Fee Waiver
      2. Special Part Time High School students enrolled in 11 units or less
      3. Student enrolled in an approved apprenticeship program
      4. Contract education students enrolled in non-appointment courses
   D. This fee is refundable if the student drops on or before the last day to drop regular session credit classes.
E. Students who fail to pay the enrollment fee or non-resident tuition by two weeks before the semester start date shall be dropped from their classes for non-payment of fees. Students who enroll in classes subsequent to two weeks before the semester start date, but do not pay the enrollment fee, will be subjected to the penalties described in Board Policy 5035 as of the first day of classes. The only possible exemptions from the mandatory drop and/or penalties for non-payment are listed in section IV.C above and section XII below.

F. The Vice Chancellor Finance and Administration is authorized to participate in the state Chancellor’s Tax Offset Program (COTOP) in order to recover outstanding student debts.

V. Health Fee
   A. In accordance with California Education Code Section 76955, the Peralta Community College District may establish a student health fee.
   B. The current fee is $18 per Fall and Spring semester and $15 per Summer semester. The fee is subject to increase by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever the calculation produces an increase of $1 above the existing fee, the fee may be increased by $1.
   C. Students exempt from the Health fee include:
      1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization (documentation required)
      2. Students who are attending college under an approved apprenticeship training program
      3. Contract education students enrolled in non-appportionment courses
   D. This fee is refundable if the student drops all units on or before the last day to drop regular session credit classes

VI. International Application Fee
   A. In accordance with California Education Code Section 76142, the Peralta Community College District may establish an International Application Fee
   B. The application fee is due and payable with submission of an application for admission into one of the Peralta Community College District's Colleges by an international applicant.
   C. This fee is non-refundable

VII. Non Resident Tuition (Out of State and/or International)
   A. In accordance with California Education Code Section 76140, the Peralta Community College District is required to charge Non Resident Tuition to students classified as non-residents.
   B. Non Resident Tuition will be set by the Board of Trustees no later than February 1 for the succeeding fiscal year. The fee will be calculated by a formula in accordance with the Education Code and follow the guidelines of the California Community College Budget and Accounting Manual in determining the District's full expense of education. The nonresident tuition fee thus established will be published in the College catalog and Schedule of Classes.
   C. The current fee is $190 per unit. The fee is subject to change by the state legislature and applies to credit courses
   D. Students exempt from Non Resident Tuition include:
      1. California State Residents
      2. Students taking noncredit courses
      3. Students who are members of the armed forces of the United States stationed in this state on active duty
      4. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces.
      5. Students enrolled in an approved apprenticeship program
      6. Contract education students enrolled in non-appportionment courses
      7. Students who attended high school in California for three or more years and graduated from a California high school or attained the equivalent thereof. In the case of a person without lawful immigration status, the student must file an affidavit with the institution of higher education stating that the student has filed an...
application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. (Education Code 68130.5).

E. This fee is refundable if the student drops on or before the last day to drop regular session credit classes.

VIII. Parking Fee
A. In accordance with California Education Code Section 76360, Peralta Community College District may establish a Parking fee
B. The fee schedule is as follows:
   1. $2 per day (exact change only), student decal for enrolled/registered students is required
   2. $40 permit per Fall and Spring semester for students enrolled in less than 9 units
   3. $29 permit per Fall and Spring semester for students enrolled in 9 units or more
   4. $20 permit per Fall and Spring semester for low-income students.
      A low income student is defined as a person who demonstrate(s) financial need under federal standards or income standards established by the Board of Governors and students receiving benefits under the Temporary Assistance to Needy Families Program (formerly Aid to Families with Dependent Children), the Supplemental Security Income/State Supplemental Payment Program or a general assistance program. Students with BOG waivers are considered low income students.
   5. $20 permit per Summer semester for all students
   6. $10 permit per Fall and Spring semester for students with motorcycles
   7. $5 for permit per Summer semester for students with motorcycles

IX. Refund Processing Fee
   In accordance with Section 58508 of title 5 of the California Code of Regulations, the Peralta Community College District may retain a maximum $10 from enrollment fees as a refund processing fee

X. Transcript Fee
A. In accordance with California Education Code Section 76223, the Peralta Community College District is authorized to charge a Transcript Fee for furnishing copies of student records.
B. Students must pay all outstanding debts to the college prior to release of transcripts, including fees owed for the current semester.
C. Transcripts are ordered:
   1. In person at the campus Admissions & Records offices
   2. In person at the District Admissions & Records office.
   3. Online via TranscriptsPlus®
   4. By Mail. Students can fill out a transcript request form available on Admissions & Records website and mail the request with payment to any Admissions & Records Office.
D. The transcript fee schedule is as follows:
   1. First 2 transcripts are free or at no charge
   2. Additional transcripts (3rd transcript and subsequent transcripts) are $6 per transcript.
E. Expedited fees are optional but will be charged in addition to the transcript fee if the student requests expedition. The following expedited fee schedule includes the $6 transcript fee when applicable:
   1. Rush order
      a. First 2 transcripts, $4 per transcript
      b. Third transcript or subsequent, $10 per transcript
   2. Same Day
      a. First 2 transcripts, $19 per transcript
      b. Third transcript or subsequent, $25 per transcript.
F. Once ordered, transcripts are available within 7-10 business days unless expedition is requested. Expedited orders are as follows:
   1. Rush orders are mailed to the recipient within 3-5 business days or available for pick up within 2 business days.
   2. Same day orders are available within 2 hours.
   3. Same day orders can only be requested in person at the District Admissions and Records Office.

G. Delivery fees are optional but will be charged in addition to the transcript fee if the student requests transcript expedited delivery via TranscriptsPlus®. The following delivery fee schedule via Federal Express includes the $6 transcript fee when applicable:
   1. Federal Express domestic delivery to main 48 states
      a. First 2 transcripts, $16.50 per transcript
      b. Third transcript or subsequent, $22.50 per transcript
   2. Federal Express domestic delivery to Alaska or Hawaii
      a. First 2 transcripts, $19.50 per transcript
      b. Third transcript or subsequent, $25.50 per transcript
   3. Federal Express international delivery, $35.60 per transcript
      a. First 2 transcripts, $35.60 per transcript
      b. Third transcript or subsequent, $41.50 per transcript

XI. Other Fees as allowable by Law

XII. Installment Payment Plan

1. Students in the Peralta Community College District, who have paid all financial obligations from previous terms, may opt to pay their non-resident tuition or enrollment fee through an installment payment plan.
2. Students are required to pay at least the first $25 of their enrollment fee or non-resident tuition and complete a installment payment plan prior to enrollment in classes.
3. Foreign students are required to pay at least the first $5,920 for the 2012-13 academic year of all of their fees prior to enrollment in classes.
4. The payment plan will be interest free.
5. The payment plan will include the specific amount and due date for each installment. All of the payments will be completed within the term for which the enrollment is made.
6. Failure to make timely payments will subject the student to the penalties described in Board Policy 5035.

Reference:
Title 5 Section 55007

Approved by the Chancellor:
BOARD POLICY 5050 MATRICULATION

The District shall provide matriculation services for the purpose of furthering equality of educational opportunity for students to optimize their academic success. The purpose of matriculation is to bring the student and the college into agreement regarding the student's educational goal through the District's established programs, policies, and requirements.

The Chancellor shall establish procedures to assure implementation of matriculation services that comply with the Title 5 regulations. The procedures shall require all non-exempt new students to participate in the orientation, assessment, and education planning services needed to assist the student in making an informed decision about his or her educational goal and program of study and in the development of an education plan.

References:
Education Code Sections 78210 et seq.;
Title 5 Sections 55500 et. seq.

Replaces:
Board Policy 7.01 Matriculation Services
Board Policy 7.02 Matriculation Services
Board Policy 7.03 Matriculation Services
Board Policy 7.11 Matriculation Procedures
Board Policy 7.12 Matriculation Procedures
Board Policy 7.21 Orientation
Board Policy 7.31 Assessment
Board Policy 7.41 Counseling/Advising
Board Policy 7.51 Follow-Up
Board Policy 7.61 Research
Board Policy 7.71 Faculty Training
Board Policy 7.81 Student Responsibility
Board Policy 7.82 Student Responsibilities
Board Policy 7.83 Students' Responsibilities
Board Policy 7.92 Educational Plan
Adopted April 26, 1994

Board approved:
Administrative Procedure 5050 Matriculation

Matriculation brings the student and the District/colleges into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan. All non-exempt new students are to participate in the orientation, assessment, and education planning services needed to assist the student in making an informed decision about his or her educational goal and program of study and in the development of an education plan.

A. Each student, in entering into an educational plan, will do all of the following:
   1. express at least a broad educational intent upon admission
   2. declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable credit coursework
   3. diligently attend class and complete assigned coursework
   4. complete courses and maintain progress toward an educational goal
   5. cooperate in the development of the student educational plan

B. Matriculation services include, but are not limited to, all of the following:
   1. Processing of the application for admission
   2. Orientation and pre-orientation services designed to provide to students, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters
   3. Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:
   4. Administration of assessment instruments to determine student competency in computational and language skills and to use multiple measure assessment
   5. Helping students' successful course completion by referral to foundational courses when assessment indicates it is warranted.
   6. Assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses
   7. Evaluation of student study and learning skills
   8. Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; extended opportunity programs and services; and disabled student services
   9. Advisement concerning course selection
   10. Post-enrollment evaluation of each student's progress, and required advisement or counseling for students who are enrolled in foundational courses, who have not declared an education objective as required, or who are on academic probation.
   11. Assist students in the development of an appropriate Student Education Plan (SEP) in accordance with their educational goal.

C. The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

D. The following are part of an effective Matriculation process:
   1. Regular monitoring of each student to detect early signs of academic difficulty and to provide advice and referral to specialized services
   2. Make special efforts to accommodate the needs of ethnic and language minority and students with disabilities
   3. Modified or alternate matriculation services for limited or non-English speaking students may be provided through a college's English as a Second Language or other appropriate programs
   4. Ensure that no matriculation practice subjects a student to discrimination
5. Provide Counseling and advising to assist students in identifying and clarifying educational/vocational goals.

6. Institutional research and evaluation to assess the effectiveness of matriculation components, service, and procedures.

7. Provide students necessary information through class schedules, catalogs, or other appropriate publications, describing student responsibilities under matriculation and the consequences of failure to fulfill such responsibilities.

Reference:
Education Code Sections 78210 et seq.;
Title 5 Sections 55530 et seq.

Approved by the Chancellor:
BOARD POLICY 5110 COUNSELING

Counseling services are an essential part of the educational mission of the District.

The Chancellor shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be required for all first time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.

In accordance with Title 5 Section 51018(c), counseling shall be provided to all new, continuing, and returning students.

Counseling services shall be provided by a qualified counselor pursuant to Education Code sections 87355 and 87356.

References:
- Education Code Section 72620; 87355; 87356
- Title 5 Section 51018
- Role of Counseling Faculty in California Community Colleges (ASCCC, 2012)
- Standards and Practices for California Community College Counseling Programs (ASCCC, 1997)

Replaces:
- Board Policy 4.30 Counseling and Guidance
- Board Policy 7.41 Counseling/Advising approved April 26, 1994

Board approved:
Administrative Procedure 5110 Counseling

A. The counseling services available in the District's counseling program include at least the following:

1. Academic counseling, in which the student is assisted by a counselor in assessing, planning, and implementing his/her immediate and long-range academic goals through the development of an education plan;
2. Career counseling, in which the student is assisted in assessing his/her aptitudes, abilities, and interests, and is advised concerning the current and future employment trends;
3. Personal counseling, in which the student is assisted with personal, family, or other social concerns, when that assistance is related to the student's education;
4. Coordination with the counseling aspects of other services to students which exist on campus, including but not limited to those services provided in programs for students with special needs, skills testing programs, financial assistance programs, and job placement services; and
5. Providing students on probation individual counseling including assisting the student in determining appropriate course enrollment.
6. Use of counseling and guidance classes taught by counselors as a means to provide counseling services.
7. Adhere to the principles set forth in Academic Senate for California Community Colleges "Role of Counseling Faculty in California Community Colleges" (2012) and "Standards and Practices for California Community College Counseling Programs" (1997)

B. Confidentiality of Counseling Information:

Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the CEO or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community; reporting information to the CEO or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; reporting information to one or more persons specified in a written waiver by the student.

Approved by the Chancellor.
BOARD POLICY 5120 TRANSFER CENTER

The District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

Each College President shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students, and complies with law and regulations.

References:
Education Code Sections 66720 – 66744;
Title 5 Section 51027

New Policy
Board approved:
Administrative Procedure 5120 Transfer Center

The District recognizes transfer as one of the primary missions of the California Community Colleges.

A. Each College has a transfer center plan that complies with the requirements of Title 5. The plan identifies appropriate target student populations and is designed to increase the transfer applications of underrepresented students among transfer students.

B. Each College plan includes, but is not limited to:
   1. Services to be provided to students
   2. Facilities
   3. Staffing
   4. An advisory committee
   5. Evaluation and reporting
   6. Transfer path requirements for each articulated baccalaureate major (see ASSIST.org)

C. The Transfer Center is under the supervision of the Vice President of Student Services or designated administrator.

Approved by the Chancellor:
BOARD POLICY 7110 DELEGATION OF AUTHORITY FOR HUMAN RESOURCES

The Board delegates authority to the Chancellor to authorize employment, fix job responsibilities, oversee collective bargaining, and approve personnel actions subject to ratification by the Board. The Chancellor shall issue administrative procedures to provide for compliance with human resources federal and state laws and regulations and board policies.

Reference:
Education Code Sections 70902(d)
Administrative Procedure 7110

New Policy
ADMINISTRATIVE PROCEDURE 7110 DELEGATION OF AUTHORITY FOR HUMAN RESOURCES

The Vice Chancellor Human Resources and Employee Relations is delegated the responsibility from the Chancellor to recommend employment and other personnel actions, to develop descriptions of job responsibilities for every position, and to monitor district compliance with human resources laws, policies, regulations, and administrative procedures. The Vice Chancellor Human Resources is delegated the responsibility as district chief negotiator for collective bargaining purposes. The Vice Chancellor Human Resources is delegated the responsibility to make recommendations to the Chancellor for employee discipline when appropriate.

Approved by the Chancellor:
BOARD POLICY 7120 RECRUITMENT AND HIRING

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

- Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

- The criteria and procedures for hiring academic employees shall be established after first affording the Academic Senate an opportunity to participate in the decision.

- The criteria and procedures for hiring classified employees shall be established after first affording Service Employees International Union Local 1021 and International Union of Operating Engineers an opportunity to participate in the decision.

Reference:
Education Code Sections 70901.2, 70902(b)(7) & (d), and 87100 et seq.;
Title 5 Sections 53000 et seq. and 51023.5;
Accreditation Standard III.1.A
Administrative Procedures 7120, 7121, 7122, 7123, 7124, 7125, 7126

Replaces:
ADMINISTRATIVE PROCEDURE 7121 FACULTY HIRING

I. Philosophy

A. The faculty, represented by the Academic Senate, has the professional responsibility to
insure the quality of their faculty peers and to participate in the development and
implementation of and procedures governing the hiring process.

B. Hiring procedures provide for a collegial hiring process wherein responsibility for selecting
faculty from a pool of qualified applicants is shared cooperatively by faculty and
administration, participating effectively in all phases of the hiring process.

II. Equal Employment Opportunity

All participants in the process are given appropriate training in equal employment opportunity
principles.

The Office of Human Resources shall be responsible for monitoring the District's compliance with
equal employment opportunity principles including, but not limited to, a review of the job
descriptions and announcements, composition and procedures of selection committees, and the
adequacy of the pool of applicants.

III. Position Identification and Approval

The need for contract faculty positions shall be cooperatively determined through a well defined,
thoughtful planning process involving the College President, the college Academic Senate
President, and the local college PFT representative. This planning process shall involve a Vice
President or designee, and the line administrator, as well as the faculty in disciplines concerned.
A joint recommendation on the positions to be filled shall be presented by the College President
to the District Chancellor. Subject area needs shall have been reviewed to determine strengths,
weaknesses and special skills needed.

As positions become available, consideration shall first be given to extending partial contracts of
qualified current faculty in the discipline. "Qualified" includes positive evaluations. These faculty
members, who have already gone through a hiring process, shall not be required to re-apply or
go through the regular hiring process.

IV. Position Description and Announcement

A. Position descriptions and announcements shall be jointly prepared and reviewed by the Dean
and the faculty of the hiring discipline, and shall include job related skills requirements,
minimum qualifications and desirable qualifications. As used in this context, faculty in the
discipline means tenured faculty in the discipline of the college where the vacancy exists. All
positions filled after July 1, 1990 must comply with Education Code Section 87357. The Dean
is responsible for forwarding the position description and announcements to the President,
and the Office of Human Resources.

B. In a college where the discipline expertise exists in part-time or non-tenure track faculty,
these faculty can be used as part of the review process.

C. If there is insufficient discipline expertise in the tenured or non-tenured faculty in the college
where the vacancy exists, faculty with expertise in other colleges inside or outside of the
District may participate in the process.

D. The position announcement requires the approval of the College President and the Office of
Human Resources. The District Office of Human Resources will review and post the position announcement. The announcement shall be distributed to faculty using existing District vehicles in time for faculty to apply for the position.

E. Positions shall be advertised widely to ensure a pool of highly qualified applicants and to further the College and District Equal Employment Opportunity goals.

V. Search

A. Approval of open positions and initiation of the hiring process shall be early enough in the academic year to allow for all procedures to be undertaken in a thorough and thoughtful manner. If the process cannot start early enough in the year to be completed by the end of the spring term, the position shall be filled by a temporary faculty member for the next academic term.

B. The length of the advertising period shall be long enough to ensure a pool of well qualified applicants, and one that furthers the College's and District's Equal Employment Opportunity goals. In general, a position shall be advertised from four to six weeks before the screening process begins.

C. The search and selection process for contract or regular appointments to fill vacant faculty positions shall take place during the regular academic year, whenever possible. If circumstances exist, based on business necessity, by which the normal recruitment and selection process cannot be followed to fill a faculty position, the College President shall consult with the college Academic Senate President, as appropriate, to establish an emergency procedure. The process shall include a petition from the college faculty of the discipline to the college Academic Senate President stating that faculty of the discipline are available to participate in the recruitment and selection process after the close of the regular academic year.

VI. Selection Committee Composition

A. The Selection Committee composition shall be as follows:

At least three (3) full-time regular faculty (i.e., tenure, tenure track and non-tenure track faculty) members (of the discipline or related discipline) appointed by the college Academic Senate President, in consultation with the faculty of the discipline, one of which shall be the department chair, if one exists; and one administrator (usually the area administrator) appointed by the College President.

1. The composition of the committee shall be reviewed by the College President and approved by the Office of Human Resources.

2. Additional faculty members may be appointed by the Academic Senate President in order to achieve a selection committee balanced by gender and ethnicity.

3. If there is insufficient discipline expertise in the faculty in the college where the vacancy exists, faculty with expertise in other colleges inside or outside the District may be members of the Committee as well as retired Peralta faculty in the discipline within three years of their retirement.

4. In a college where the discipline expertise is in the part-time or non-tenure track staff, these staff can be used as part of the review process providing that the majority of faculty members on the Committee are full-time.

5. The committee may also include a classified staff member (such as a Lab Technician)
from the discipline, or a closely related discipline, appointed by the Academic Senate President in consultation with the Classified Senate.

B. The administrative member serving on the committee shall convene the initial meeting of the selection committee. Whenever possible, the selection committee shall elect a faculty chair from this committee, who shall be from the discipline, or a related discipline.

VII. Equivalency Committee Composition

A. A District Equivalency Committee shall be convened by the District Academic Senate (DAS) President for review and final determination of any applicant claiming equivalent minimum qualifications.

B. The District Equivalency Committee composition shall be as follows:

1. The DAS President shall appoint, in consultation with the faculty of the discipline, at least three contract/tenured faculty members in the discipline from different colleges, if possible.

2. If the hiring discipline does not exist at three or more campuses, more than one faculty member may be appointed from a single campus or a faculty member may be appointed from a related discipline. The District Equivalency Committee shall include members from at least two campuses. If the hiring discipline exists at only one campus, committee members may be from outside of the District.

C. The Equivalency Committee shall make all determinations on equivalency. See Administrative Procedure 7122 Equivalency.

VIII. District Office of Human Resources

A. The faculty (Academic) Employment Form should include instructions on filing for equivalency. Applicants who do not appear to meet minimum qualifications, but believe they possess the equivalency, shall be required to justify their reasons in writing on the Equivalency Application Form. When submitted, the Equivalency Application Form shall be submitted to the Office of Human Resources. Official transcripts and other supporting documentation shall be presented at this time.

B. The District Office of Human Resources shall receive applications and initially screen for minimum qualifications. Only completed applications shall be categorized as:

1. Minimum qualifications met; or,
2. Minimum qualifications not met; or,
3. Applicants claiming equivalency as identified by a completed Equivalency Application Form submitted to the Office of Human Resources.

If among these candidates some are requesting equivalency to the minimum qualifications, then those candidates must be presented to a separate District Equivalency Committee appointed by the District Academic Senate President before the Selection Committee conducts its paper screening. The District Equivalency Committee shall review these applications at the District Office to protect the confidentiality of the applications. See Administrative Procedure 7122 for Equivalency.

C. The Office of Human Resources shall forward to the Selection Committee Chair a copy of all applications. After verifying the initial screening performed by the Office of Human Resources, the Selection Committee shall conduct an in-depth paper screening of candidates who meet minimum qualification of have been granted equivalency by the District Academic
Senate in order to select candidates the committee wishes to interview.

D. Applications of candidates approved or denied equivalency will be filed in the Office of Human Resources. Those candidates, who are granted an equivalency but are not chosen for the open position, may reapply for a full-time or part-time position in that discipline without undergoing an additional equivalency evaluation.

E. Official transcripts of coursework shall be required as part of the application process.

F. All candidates for positions in the Peralta Community College District shall be notified in a timely manner regarding disposition of their application through the District's online application process.

IX. Selection Committee

A. The Selection Committee shall review all completed Academic Employment Application Forms including those approved for equivalency and shall select those applicants to be interviewed who best meet the minimum and desired qualifications listed on the position description and announcement.

B. The candidates will be evaluated with respect to but not limited to the following criteria:

1. Subject area knowledge and competency;
2. Educational background/history;
3. Teaching or service experience;
4. Commitment to professional growth and service;
5. Potential for overall professional effectiveness;
6. Sensitivity to and understanding of the diverse academic socioeconomic, cultural, disability and ethnic background of the students, as well as the special needs of the disabled; and,
7. Teaching or skill demonstrations; written and oral communication skills

C. The Selection Committee shall: (a) formulate uniform interview questions and appropriate answers; (b) establish a standardized question and follow-up procedure; and (c) conduct interviews and evaluate responses. Individual committee members are to be present for each interview in order to participate in the evaluation of candidates, except for rare and compelling circumstances. NOTE: Strict confidentiality of interview questions must be observed. Accordingly, interview questions must not be released to candidates prior to the interview.

D. After tabulating the cumulative scores to identify the top candidates, chair shall lead the committee discussion regarding strengths and weaknesses of the candidates to arrive at its selection or its recommendation. The committee may include written comments for each candidate as a further means of communicating its recommendation. The Selection Committee may wish to schedule second-stage interviews for those that are considered best qualified.

The Selection Committee as a whole shall rank the finalists in order of preference. The chair shall prepare a summary of the committee's evaluations of the final candidates.
E. The Selection Committee shall recommend from 0-3 finalists to the College President in ranked order.

X. Selection of Final Candidate

1. The appropriate Vice President, the Selection Committee Chair and the college President shall review the Selection Committee's recommendations, interview the finalists and conduct additional reference checks. The College Academic Senate President is expected to join in these interviews.

2. The College President may:
   a. make a recommendation from those candidates forwarded by the Selection Committee;
   b. request additional candidates to be recommended by the Selection Committee; or,
   c. reopen the process.

   If the Selection Committee cannot recommend any applicant, or if the President cannot choose any of those recommended, the hiring process shall be reopened.

   The College President, in consultation with the Selection Committee Chair, shall recommend the finalist to the Chancellor for final approval.

XI. Notification of Candidates

A. All committees shall notify the office of Human Resources in a timely manner of the status of candidates/applications to ensure that the Office of Human Resources is able to notify candidate through established Human Resources processes and online systems.

B. After the Chancellor's approval, the College President shall notify the successful candidate and send the formal written notification of the employment offer. Non-selected finalists shall not be notified until after an appointment has been approved by the Chancellor and accepted by the candidate.

Approved by the Chancellor.
BOARD POLICY 7230 CLASSIFIED EMPLOYEES

Classified employees are those who are employed in positions that are not academic positions. The employees and positions shall be known as the classified service.

The classified service does not include:

- Substitute and short-term employees who are employed and paid for less than 75 percent of the fiscal year.
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.
- Full time students employed part time, and part-time students employed part time in any college work-study program or in a work experience education program conducted by the District.

The Board shall fix and prescribe the duties for each classification of the classified service.

Before a short-term employee is employed, the Board, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Board may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year.

The Chancellor shall establish procedures to assure that the requirements of state law and regulations regarding the classified service are met.

The probationary period for classified employees is normally six months, but the district may extend the probationary period for an additional six months in accordance with the applicable collective bargaining agreement.

Reference:
Education Code Sections 88003, 88004, 88009, and 88013;
Administrative Procedure 7230

Replaces:
Board Policy 3.32 Definition of Classified Personnel
Board Policy 3.34 Employment of Temporary Classified Staff
Board Policy 3.35 Out-of-Class (Acting) Assignments and Compensation
ADMINISTRATIVE PROCEDURE 7231 CLASSIFICATION PLAN

I. Purposes

The District’s Classification Plan:

A. Serves as a basis for organized and equitable salary administration.

B. Provides information to management and to job applicants as to minimum qualifications for each class and helps management determine what should be included in selection processes.

C. Enables current employees to identify jobs and career ladders available to them.

D. Provides a basis for analyzing training needs, developing training programs, and fostering career development within the District.

E. Provides information useful in the preparation, review, and control of the budget and the clarification of organizational problems.

F. Assists management in planning for the future and for changes in services.

II. Elements

The District’s Classification Plan includes:

A. Specifications
B. A description of each position on the prescribed form
C. Table of Classes
D. Organization charts
E. Position Control System
F. Salary Schedules
G. Procedures

III. Process

Positions will be classified based on the work being done (i.e., nature and kinds of assigned duties and responsibilities) not with whom, how much, or how well it is being done. The important features to be considered in allocating a position to a particular class will be:

A. Nature of the work
B. Overall difficulty and complexity of the work
C. Character of supervision given and received
D. Consequence of error in accomplishing assigned responsibilities

Additional to a position of lower level duties or of more duties of the same kind and level, does not justify a higher classification. Problems of excessive workload are properly resolved by redistributing the work, not by reclassifying existing positions.

IV. Salary Administration

Salaries for each class are negotiated with the appropriate bargaining unit or, in the cases of management and confidential classes, are determined by the Board. The salary for each classified employee is determined by the class to which the employee’s position is allocated. All new employees should be hired at the first step of the appropriate salary range. In exceptional situations, the District may approve initial placement at step B or Step C in the range based on the candidate’s relevant experience, specialized training, and/or education that exceeds the minimum qualifications and also recruitment difficulties or comparable problems. Advancement of an employee through the steps in the salary range is intended as a recognition of the increased proficiency that comes with experience in the District.
V. Definitions

A. Class -- a group of positions for which the duties and responsibilities are sufficiently similar that a) the same official title and minimum qualifications can be appropriately applied to all, and b) the same treatment is appropriate to all with respect to selection and other personnel processes. The same negotiated or Board-determined salary range applies to all positions in a single class. Classes will be defined as broadly as is both feasible and consistent with good personnel practice. Each class is defined in a specification.

B. Position -- a combination of duties and responsibilities assigned by management to be performed by one person. A position may be full- or part-time, temporary or permanent, filled or vacant.

C. Position Control -- the numbering system used to identify authorized positions for purposes of recruitment, budgeting, classification and meeting of other organizational needs.

D. Position Description -- a specific description of the major and on-going duties and responsibilities assigned to a single position. A regular minimum number of assigned hours per day, days per week, and months per year will be designated for each position; this information will be considered to be a part of the position description.

E. Series -- two or more classes which are similar in duties and nature of work but which differ in levels of difficulty and responsibility. Classes in a series normally constitute a line of promotion.

F. Specification -- the document that provides for each class: a designated title, a class purpose, a general description of typically assigned duties and responsibilities (examples of typical duties), minimum qualifications (including education, licenses where applicable, experience, knowledge, skills and abilities), and characteristics that distinguish it and its series from other classes and series. Types of specifications include:

1. Single class specification: describes only one class.
2. Series specification: describes a single series.
3. Multi-class specification: describes a group of classes which are comparable in level and kind of work but which differ from one another in terms of specific skill or field of expertise required.

G. Salary schedule -- a document listing negotiated or Board-established salary ranges by class.

H. Class Concept Summary -- a summary of all elements of a specification except the knowledge, skill, and ability qualifications and Examples-of-Typical-Duties sections. Upon approval by the Board of the applicable Class Concept Summary:

1. The Chancellor is delegated authority to complete and approve the specification (including Examples of Typical Duties and Knowledge, Skill, and Ability requirements).
2. All specifically named classes will be determined to have been established by the Board.
3. The Chancellor is delegated authority to establish additional specific classes or series within a multi-class specification or a multi-class series specification.

VI. Bi-Lingual Classes

Any Class may be modified by the addition of a specific language requirement following the class title. Addition of a bi-lingual requirement constitutes the creation of a new class.

VII. Maintenance

Assignment of duties and responsibilities to positions is a line management function. Classification of
Source of Law:

Approved by the Board of Trustees: January 5, 1982