The following are included in this packet:

Obsolete Board Policies Document

AP 2410 Policy Development Process (revision)

BP 2710 Conflict of Interest
AP 2710 Conflict of Interest

AP 2712 Conflict of Interest Code

BP 3510 Workplace Violence
AP 3510 Workplace Violence

AP 3900 Speech: Time, Place, and Manner

AP 5012 International Students

BP 5150 Extended Opportunity Programs and Services
AP 5150 Extended Opportunity Programs and Services

AP 5420 Associated Students Finance

BP 5700 Athletics
AP 5700 Athletics
Obsolete Policies

The following policies/procedures are out-of-date and therefore obsolete and should be removed from the listing of Peralta policies and procedures:

Policy 3.20 Outside Employment (1997)
Policy 3.23 Tutoring (and remuneration) (no date)
Policy 3.24 Exchange Teachers (no date)
Policy 3.61 Management Salaries (adopted 1997)
Policy 4.01 Definition and Purpose (1965)
Policy 4.16 Attendance (no date)
Policy 4.18 Attendance Accounting (1983)
Procedure 4.18 Attendance Accounting Procedures (1983)
Policy 4.37 Testing Services (no date)
Policy 4.38 Placement Services (no date)
Policy 4.39 Counselor Interns (no date)
Policy 4.46 Job Referrals (1977)
Policy 5.36 Student Instructors (no date)
Policy 5.40 Off-Campus Classes (no date)
Policy 5.60 Joint Apprenticeship Committees (no date)
Policy 5.61 Educational Advisory Committees (no date)
Policy 5.62 Apprenticeship Programs - Instructional Positions (no date)
Policy 5.63 Apprenticeship Programs (1983)
Procedure 5.63 General Guidelines for Use of Revenue Generated from Apprenticeship Programs (1983)
Administrative Procedure 2410 Policy Development Process

[The sections of this procedure have been resequenced from the previous version.]

A. Administrative Procedures

Administrative Procedures specify the regulations, rules, and procedures by which Board Policies are implemented. The Chancellor shall provide each member of the Board with copies of the Administrative Procedure as applicable to specific Board Policies as they become available. Administrative Procedures shall be incorporated in the Board Policy manual in a manner that distinguishes between Board Policy and Administrative Procedures.

B. Administrative Responsibility

The Chancellor has the primary administrative responsibility to recommend new or revised Policies to the Board of Trustees. The Chancellor approves all new or revised Administrative Procedures. The Chancellor may delegate the drafting of certain Board Policies or Administrative Procedures. The drafting process, as delegated by the Chancellor, will include consultation with the managers having responsibilities for administering the policies and procedures at both the district and the colleges. The recording of the assignment and the tracking of the revision process will be kept in the Chancellor’s office and distributed with revisions in a document called “Policy and Procedure Tracking Matrix”.

C. The Academic Senate

Education Code 53200 et seq. states that the district shall rely primary upon the advice of the Academic Senate with respect to “Academic and Professional Matters.” Therefore, policies pertaining to chapter 4 “Academic Affairs,” and other policies concerning academic and professional matters, will also be reviewed by the Academic Senate who will be asked to make a separate recommendation in addition to the procedures herein described.

D. Submission

New or revised draft Policies can be submitted to the Chancellor from any recognized PCCD group or individuals with area expertise. All drafts submitted to the Chancellor shall include a cover letter that addresses the following:

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

E. Chancellor’s Cabinet Strategic Management Team

The Chancellor’s Cabinet Strategic Management Team will review all new or revised draft Policies to the Chancellor prior to the consultation process with the PBC a recommendation to the Governing Board.

F. Planning and Budgeting Council

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

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

H. Implementation

After a passing favorable vote on Policy by the Board and/or approval of a Procedure by the Chancellor, the material will be posted on the District’s web site by the Assistant to the Chancellor. A paper copy will be maintained by the Chancellor’s office as the permanent record. The announcement of new Policies/Procedures will be the responsibility of the Chancellor’s Office.

I. Educational Employment Relations Act

Nothing in this procedure will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

J. Business Necessity

While the processes herein are the preferred method to develop policies, nothing in this procedure precludes the Chancellor from submitting a policy recommendation to the Board without all of the steps being completed due to business necessity. This especially is the case when there is not a timely consultation response.

Reference:
Education Code Section 70802(b)(7)
California Code of Regulations Sections 53200 (Academic Senate), 51023.5 (staff), 51023.7 (students)

Approved by the Chancellor: January 4, 2012
Revised by the Chancellor:

______________________________     ____________
Signature                        Date
BOARD POLICY 2710 CONFLICT OF INTEREST

Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members. Board members shall avoid conflicts of interest, or its appearance, between their obligations to the District and private business or personal commitments and relationships.

A Board member shall not be considered to be financially interested in a contract if his/her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Board member who has a remote interest in any contract considered by the Board shall disclose his/her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his/her duties as an officer of the District.

In compliance with law and regulation, the Chancellor shall establish administrative procedures to provide for disclosure of assets of income of Board members and employees who may be affected by their official actions, and prevent members and employees from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.

Board members and all designated employees identified by Administrative Procedure 2712 shall file statements of economic interest with the filing officer as prescribed by the procedure.

Reference:
   Government Code Sections 1090 et seq.; 1126; and 87200 et seq.;
   Title 2 Sections 18730 et seq.
   Administrative Procedure 2710, 2712

Replaces:
   Board Policy 6.86 Conflict of Interest Code Adopted January 11, 2005 and last revised October 12, 2010
ADMINISTRATIVE PROCEDURE 2710 CONFLICT OF INTEREST DISCLOSURE

I. General Requirements

A. **Purpose:** The California Reform Act requires all public agencies to adopt a formal conflict of interest code and develop procedures which ensure, at a minimum, designated employees file required annual conflict of interest statements. The District's code elaborates on state minimum requirements by ensuring all employees who are likely to be involved in decision making where conflicts may be present, are aware of potential conflicts of interest and situations where disqualification is required.

B. **Conflict of Interest Statement:** In order to merit the respect and confidence of the public trust, the District is governed by the highest ideals of honesty and integrity in all public and personal relationships. Personal profit or any benefit obtained through misuse of public or personal relationships is dishonest and will not be tolerated. District faculty and staff should not accept directly or indirectly, any form of gift, meal, gratuity, honorarium, loan, favors or service, entertainment, prejudicial discounts, preferential treatment or other things of value or benefit in excess of $50.00/year total value from any single person or entity, which might influence or appear to influence any business or operation of the District (California Government Code Section 87315).

C. **District Responsibility:** The General Counsel shall develop procedures that ensure Statements of Economic Interest (Form 700) are distributed to persons holding a designated position and that such forms are submitted to the appropriate agency annually. The General Counsel is also responsible for ensuring its conflict of interest disclosure process is reviewed and amended as required by statute.

D. **Employee Responsibility:** Outside professional, private financial interests or arrangements, or the receipt of benefits from third parties can create an actual or perceived appearance of impropriety. District faculty and staff must at all times avoid the appearance of unethical or compromising practices in relationships, actions and communications.

   1. It is the responsibility of each District faculty and staff member to remain free of any and all interests and activities which are, or could be, detrimental or in conflict with the best interests of the District.

   2. In order to maintain the highest standard of ethical conduct, District faculty and staff with other professional or financial interests shall disclose them in compliance with applicable conflict of interest/conflict of commitment policies, and shall not engage in any activity or transaction which is in violation of those policies.

E. **Potential Conflict of Interests Between District and Employees:** It is unlawful for any person to utilize any information, not a matter of public record, which is received by that person by reason of his or her employment by, or contractual relationships with, the trustees, the District, or any auxiliary organization of Peralta Community District, for personal monetary gain, or contemplated by the terms of the employment or contract, regardless of whether the person is or is not so employed or under contract at the time the gain is realized.

II. Designated Employee Positions

A. Persons holding positions listed identified in Table AP-2710, Conflict of Interest Designated Positions, below, are designated as positions which individuals make or participate in the making of decisions which may have a foreseeable material effect on financial interest as specified under Government Code Section 87302.
<table>
<thead>
<tr>
<th>Position</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Trustees</td>
<td>1,2,3,4,5,6</td>
</tr>
<tr>
<td>Chancellor</td>
<td>1,2,3,4,5,6</td>
</tr>
<tr>
<td>President</td>
<td>1,2,3,4,5,6</td>
</tr>
<tr>
<td>Vice Chancellor, Finance and Administration</td>
<td>1,2,3,4,5,6</td>
</tr>
<tr>
<td>Vice Chancellor, Human Resources</td>
<td>6</td>
</tr>
<tr>
<td>Vice Chancellor, Educational Services</td>
<td>5,6</td>
</tr>
<tr>
<td>Vice Chancellor, Student Services</td>
<td>5,6</td>
</tr>
<tr>
<td>Vice Chancellor, General Services</td>
<td>1,2,3,4</td>
</tr>
<tr>
<td>Associate Vice Chancellor, Finance</td>
<td>1,4,5</td>
</tr>
<tr>
<td>Director of Purchasing</td>
<td>6</td>
</tr>
<tr>
<td>Director of Capital Projects</td>
<td>1,2,3,4</td>
</tr>
<tr>
<td>Vice President</td>
<td>6</td>
</tr>
<tr>
<td>College Business Manager</td>
<td>6</td>
</tr>
<tr>
<td>Dean</td>
<td>6</td>
</tr>
<tr>
<td>Director of Facilities &amp; Operations</td>
<td>2,3,6</td>
</tr>
<tr>
<td>Construction Consultants</td>
<td>6</td>
</tr>
</tbody>
</table>

1 As required under California Government Code Section 87302.

B. **Construction Consultants** must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this code subject to the following limitation:

1. The Chancellor, or the General Counsel, may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus not required to comply fully with the disclosure requirements of this policy.

2. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements.

3. The determination is a public record and shall be retained for public inspection in the same manner and location as Statements of Economic Interest (Form 700) filed by the District's designated officials and employees.

C. The District's designated position list shall be reviewed, and if appropriate, amended whenever a reorganization of college organizational structure occurs, relevant changes in the duties assigned to an existing position occurs, or a new position is created (California Government Code 87306.).

D. **Statement of Economic Interest Filing:** Persons holding the designated positions are required to file a California Fair Political Practices Commission, Statement of Economic Interests (Form 700) upon assuming and leaving office, and annually during office.

E. **Legally Required Participation:** Designated officials and employees shall not be prevented from making or participating in the madding of any decision to the extent his/her participation is legally required for the decision to be made. The fact that the vote of a designated employee or a voting body is needed to break a tie does not make his/her participation legally required for purposes of this regulation.

F. **Disclosure of Disqualifying Interest:** In the event a designated employee determines he/she should not make a District decision because he/she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.
G. **Violations:** Conflict of Interest Codes have the force and effect of law. Designated employees violating any provision of the District’s Conflict of Interest Code are subject to the administrative, criminal and civil sanctions provided as provided in California Government Code Sections 81000 – 91015.

III. **Disclosure Categories:** As specified under Government Code Section 87302(c), the District defines the circumstances under which “designated employees or categories of designated employees must disqualify themselves from making, participating in the making, or using their official position to influence the making of any decision” as follows:

- **Category 1:** All investments and business positions and sources of income from business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two (2) years.

- **Category 2:** All interest in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the District.

- **Category 3:** All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction, or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two (2) years.

- **Category 4:** All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

- **Category 5:** All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

- **Category 6:** All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee’s Department or subordinate departments.

IV. **Gifts and Honoraria**

A. **Gifts:** No member of the Board or Designated Employees shall accept gifts or meals with a total value of more than $50.00 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts or meals from that source on his or her statement of economic interests.

B. **Honoraria**

1. For purposes of the application of this section, an honorarium is a payment received for making a speech, publishing an article, or attending any public or private conference, convention, meeting, social event, meal or similar gathering.

2. No member of the Board or Designated Employee shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

V. **Hiring of Immediate Family or Household Members:** No member of the Board, Designated Employee, or other manager or supervisor shall vote, make recommendations or in any way participate
in decisions about any personnel matter which may directly affect the selection, appointment, evaluation, retention, tenure, compensation, promotion, termination, or other reemployment status or interest of an immediate family or household member. Members of the immediate family or household means spouse, parents, grandparents, in-laws, domestic partner, or any other person living in the designated employee's home.

Approved by the Chancellor:

Draft August 13, 2012
ADMINISTRATIVE PROCEDURE 2712 CONFLICT OF INTEREST CODE

Note: This procedure is essentially verbatim from Title 2 Sections 18730 et seq. The number system and formatting in this document reflects the system used in the code and includes gaps in numbering. This has been done because the code states if an agency adopts the verbatim text of that regulation, the agency will be presumed to have adopted a code that complies with the Political Reform Act.

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code Sections 81000 et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

Section 1. Definitions
The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regulations Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 2. Designated Employees
The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

Section 3. Disclosure Categories
This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;
(B) The disclosure required in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code Section 87200; and
(C) The filing officer is the same for both agencies.¹ Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his/her statement of economic interests those economic interests he/she has which are of the kind described in the disclosure categories to which he/she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he/she foreseeably can affect materially through the conduct of his/her office.

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.
Section 4. Statements of Economic Interests

Place of Filing. The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

Section 5. Statements of Economic Interests

Time of Filing

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

Section 5.5. Statements for Persons Who Resign Prior to Assuming Office

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he/she did not make or participate in the making of, or use his/her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his/her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

1. File a written resignation with the appointing power; and
2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he/she did not make, participate in the making or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

Section 6. Contents of and Period Covered by Statements of Economic Interests

(A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.

(D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 7. Manner of Reporting

² See Government Code section 81010 and 2 Cal. Code of Regs. section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.
Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investments and Real Property Disclosure. When an investment or an interest in real property is required to be reported, the statement shall contain the following:
1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars ($2,000), exceeds ten thousand dollars ($10,000), exceeds one hundred thousand dollars ($100,000), or exceeds one million dollars ($1,000,000);

(B) Personal Income Disclosure. When personal income is required to be reported, the statement shall contain:
1. The name and address of each source of income aggregating five hundred dollars ($500) or more in value, or fifty dollars ($50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars ($1,000) or less, greater than one thousand dollars ($1,000), greater than ten thousand dollars ($10,000), or greater than one hundred thousand dollars ($100,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made, a description of the gift, the amount or value of the gift, and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:
1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars ($10,000);

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he/she is a director, officer, partner, trustee, employee, or in which he/she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal during Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

Section 8: Prohibition on Receipt of Honoraria

3 For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.
4 Investments and interests in real property which have a fair market value of less than $2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.
5 A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.
6 Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.
(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

(B) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

Section 8.1. Prohibition on Receipt of Gifts in Excess of $420

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than $420 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

Section 8.2. Loans to Public Officials

(A) No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer’s agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official’s agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer’s agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender’s regular course of business on terms available to members of the public without regard to the elected officer’s official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer’s agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender’s regular course of business on terms available to members of the public without regard to the elected officer’s official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:
1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official’s spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars ($500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

Section 8.3. Loan Terms
(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his/her election to office through the date he/she vacates office, receive a personal loan of five hundred dollars ($500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:
1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his/her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

Section 8.4. Personal Loans
(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:
1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
   a. The date the loan was made.
   b. The date the last payment of one hundred dollars ($100) or more was made on the loan.
   c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars ($250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:
1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.
Section 9. Disqualification
No designated employee shall make, participate in making, or in any way attempt to use his/her official position to influence the making of any governmental decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his/her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars ($2,000) or more;
(B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars ($2,000) or more;
(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars ($500) or more in value provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made;
(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating $420 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 9.3. Legally Required Participation
No designated employee shall be prevented from making or participating in the making of any decision to the extent his/her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his/her participation legally required for purposes of this section.

Section 9.5. Disqualification of State Officers and Employees
In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his/her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his/her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or
(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars ($1,000) or more.

Section 10. Disclosure of Disqualifying Interest
When a designated employee determines that he/she should not make a governmental decision because he/she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11. Assistance of the Commission and Counsel
Any designated employee who is unsure of his/her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 8314 or from the attorney for his/her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 12. Violations
This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000-81015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.
Section 13. Designated Positions and Disclosure Requirements
1. The persons occupying following positions manage public investments. They shall file a full statement of economic interests pursuant to Government Code Sections 87200 et seq.:
   • Governing Board Members
   • Chancellor
   • General Counsel
   • Vice Chancellor, Finance and Administration
   • College Presidents
   • College Business and Administrative Services Managers
   • Members, Board of Directors of Auxiliary Organizations

2. Disclosure Categories: The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclose for each disclosure category to which he/she is assigned.

Category 1: All investments and business positions and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two years.

Category 2: All interests in real property which is located in whole or in part within, or not more than two miles outside, the boundaries of the District.

Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two years.

Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee’s Department.

7 Unless the organization incorporates in its by-laws a provision on disqualifications.
Designated Positions, and the Disclosure Categories assigned to them, are as follows:

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<tr>
<th>TABLE AP-2712</th>
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<tbody>
<tr>
<td>CONFLICT OF INTEREST DESIGNATED POSITIONS</td>
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<td>POSITION</td>
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<td>Board of Trustees</td>
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<td>Vice Chancellor, Finance and Administration</td>
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<td>Vice Chancellor, Human Resources</td>
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<td>Vice Chancellor, Educational Services</td>
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<td>Vice Chancellor, General Services</td>
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<td>Associate Vice Chancellor, Finance</td>
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<td>Director of Purchasing</td>
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<td>Director of Capital Projects</td>
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<td>Vice President</td>
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<td>College Business Manager</td>
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<td>Dean</td>
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<tr>
<td>Director of Facilities &amp; Operations</td>
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<tr>
<td>Construction Consultants</td>
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</tbody>
</table>

\(^{1}\) As required under California Government Code Section 87302.

Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The Chancellor or a designee of the Chancellor may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The superintendent/president's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

References:
Government Code Section 87103(e)
Government Code Sections 87300 - 87302
Government Code Sections 89501 - 89503
Title 2, Section 18730

Approved by the Chancellor:
BOARD POLICY 3510 WORKPLACE VIOLENCE

The Board is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Chancellor shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

Reference:

Cal/OSHA: Labor Code Sections 6300 et seq.;
8 California Code of Regulations Section 3203;
"Workplace Violence Safety Act of 1994" (Code of Civil Procedure Section 527.6 and Penal Code Sections 273.6 and 2021)

New Policy
ADMINISTRATIVE PROCEDURE 3510 WORKPLACE VIOLENCE

The District is committed to providing a safe work environment that is free of violence and the threat of violence.

A. Threats of Violence

1. The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence.

2. Violence or the threat of violence against or by any employee of the District or any other person is unacceptable.

3. Should a non-employee on District property demonstrate or threaten violent behavior, he/she may be subject to criminal prosecution.

4. Should an employee, during working hours, demonstrate or threaten violent behavior he/she may be subject to disciplinary action and/or criminal prosecution.

B. The following actions are considered violent acts:

1. Striking, punching, slapping or assaulting another person.

2. Fighting or challenging another person to fight.

3. Grabbing, pinching or touching another person in an unwanted way whether sexually or otherwise.

4. Engaging in dangerous, threatening or unwanted horseplay.

5. Possession, use, or threat of use, of a firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, on District property, including parking lots, other exterior premises, District vehicles, or while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job.

6. Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.

7. Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her duties.

C. Employee Responsibilities:

1. In the event an employee fears for the safety of the perpetrator or the safety of others at the scene of an actual or potential violent act, Peralta Police Services should be immediately contacted.

2. Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her supervisor or other manager.

3. No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.

D. Management Responsibilities:

1. Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken.
2. Supervisors or Managers should report the incident to the supervising President, or Vice Chancellor.

3. The supervising President or Vice Chancellor shall ensure that an appropriate investigation is conducted, the Chancellor is apprised, and an appropriate resolution is implemented.

Approved by the Chancellor.
Administrative Procedure 5012 International Students

A. International Student Admissions Requirements

Peralta Community College District (PCCD) may issue an I-20 to an international student to obtain F-1 Student status after the student has completed the following steps:

**STEP 1** Students submit completed International Student Application Form, $50 (US) non-refundable application fee, and the other required documents as listed below to Office of International Education:

a. International Student Application Form (with completed Applicant Signature)
b. $50 non-refundable application fee (check, money order or credit card) payable to "Peralta Community College District"
c. Official Transcripts
d. Copy of Diploma (from High School or secondary school)
e. TOEFL Score (minimum score of 61 iBT or ITP (minimum Level 4). These tests are not required for ESL students or for students where English is your first language. (All students must take the ESL/English or Math assessment, unless they have already had English 1A or English 5 or math classes at another community college or higher education institution within the United States that is accredited)
f. Personal Essay (1 page describing educational goals, aspirations, etc...)
g. Financial Documents: Financial Support Declaration and Bank Statement (minimum $18,375) Note: A bank letter is not accepted.
h. Health Documents: Student Statement of Health and Medical Examination (with Physician's signature)
i. International Student Agreement Form

**STEP 2** Students will be contacted within approximately 2 weeks confirming whether their application has been accepted. If the application is incomplete, students will be requested to submit the missing/incomplete documents.

**STEP 3** After students have been accepted, they must create a student account at www.cccapply.org and then submit payment of tuition and fees for their first two semesters.

**STEP 4** A letter of acceptance and all necessary immigration documents (Form I-20) will then be issued to the students.

B. Transferring F-1 Students

F-1 Visa students already attending a U.S. institution of higher education may apply for admission to PCCD for F-1 student status and be issued an I-20 provided the following criteria are met:

1. Complete the International Student Admissions Process
2. Submit the Certification of F-1 Student Visa Status (Transfer In) form
3. Submit copies of all related immigration documents Form I-20, passport biography and visa page.

C. International Student's Status and Eligibility

1. F-1 students attending PCCD are not eligible for financial aid
2. The College will comply with all immigration policies in regard to admitting students to the credit programs at PCCD
3. Students accepted on an F-1 Visa are required to comply with all immigration laws and regulations to maintain legal status.

4. Students in the U.S. on a visa other than F-1, will have their eligibility for F-1 status determined by U.S. immigration rules and regulations.

5. F-1 international students must attend the International Student Orientation.

6. All F-1 Students must update their current personal, academic or financial information with the Office of International Education.

7. F-1 Students must comply with immigration rules and regulations in regards to academic course load and performance each semester.

D. International Student Fees

International Students are required to submit a $50 non-refundable application fee along with the application form to be considered for admission. In addition the following fees are required. See Administrative Procedure AP 5030 for the dollar amount associated with each fee.

1. Non-Resident Tuition (per unit)
2. Enrollment Fee (per unit)
3. Capital Outlay Fee
4. Campus Fee (per campus)
5. AC Transit Pass (per semester, must be enrolled in at least 9 units)
6. Health Fee (per term)

References:
- Education Code Sections 76140, 76141 and 76142;
- Title 5 Section 54045;
- Title 8, U.S. Code Sections 1101. et seq.

Approved by the Chancellor:
Support services and programs that are over and above the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District. Each EOPS program is college based.

The required Extended Opportunity Programs and Services (EOPS) are outreach, recruitment, orientation, testing/assessment, priority registration, counseling and advisement, basic skill instruction, tutoring, transfer and career employment services. If any of the noted services are provided at each college by non-EOPS personnel, and meet the needs of the EOPS students and program, the college may request a waiver.

The Chancellor and College Presidents shall assure that the EOPS program conforms to all requirements established by the relevant law and regulations.

References:
Education Code Sections 69640–69656;
Title 5 Sections 56200 et seq.

New Policy

Board approved:
ADMINISTRATIVE PROCEDURE 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

The Colleges will submit a yearly plan that meets Title 5 Regulations and the State Chancellor's Office Implementation Guidelines for Extended Opportunity Programs and Services (EOPS) designed to assist students by providing over and above services to students who meet Title 5 Section 56220 criteria for financial and academic need. At a minimum, the procedures, plan, or description of the program and services must address:

A. Staffing and program management  
B. Documentation and data collection system  
C. An EOPS advisory committee  
D. A full-time director (unless a waiver has been granted by the State Chancellor's Office)  
E. Eligibility criteria  
F. Student responsibility requirements  
G. Recruitment and outreach services  
H. Cognitive and non-cognitive assessment, advising, orientation services, and registration assistance  
I. Basic skills instruction, seminars, and tutorial assistance  
J. Counseling and retention services  
K. Transfer services  
L. Direct aid  
M. Establishment of objectives to achieve the goals in implementing extended opportunity programs and services  
N. Review and evaluation of the programs and service and submission of related reports

Additional information about the EOPS and guidelines for EOPS can be found at the Chancellor’s Office for California Community Colleges web site:

http://extranet.cccco.edu/Divisions/StudentServices/EOPS/Guidelines.aspx

References:  
Education Code Sections 69640-69656  
Title 5 Sections 56200 et seq.

Approved by the Chancellor:
ADMINISTRATIVE PROCEDURE 5420 ASSOCIATED STUDENTS FINANCE

A. Associated Student Funds are maintained in accordance with the following procedures:

1. Associated Student Organization Fund books, financial records and procedures are subject to annual audit.
2. Reports of the annual audit of A. S. funds are submitted to the Board of Trustees.
3. Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the Office of Finance.
4. Associated Student funds shall be deposited with and disbursed by the District.

B. The funds shall be deposited, loaned or invested in:

1. Deposits in trust accounts of the centralized State Treasury System pursuant to Government Code Sections 16305 - 16305.7 or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
2. Investment certificates or withdrawal shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
3. Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
4. Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
5. Investment certificates or withdrawal shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
6. Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.
7. Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

C. All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons. Expenditures must be documented within the minutes of the organization and approval shall be obtained each time before any funds may be expended:

1. the College President or designee;
2. the employee who is the designated advisor of the particular student body organization; and
3. a representative of the student body organization.

References:
Education Code Sections 76063-76065

Approved by the Chancellor:
BOARD POLICY 5700 ATHLETICS

The District shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

The Chancellor shall assure that the athletics program complies with state law, the California Community Colleges Commission on Athletics Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

Reference:
Education Code Sections 78223, 66271.6, 66271.8, and 67350 et seq.

Replaces:
Board Policy 4.50 Meals and Lodging for Athletic Teams approved October 7, 1971
Board Policy 4.55 Permission for Athletes to Enroll in One Peralta College and Participate in Sports in Another approved August 4, 1975

Board approved:

Draft October 24, 2012
ADMINISTRATIVE PROCEDURE 5700 ATHLETICS

The athletics programs at each college is operated by the District and governed by the Athletic Code of the Community College League of California (CCLC) and by the constitution of the California Community College Athletic Association (CCCAA). The Athletic Director and his/her supervising administrator have been delegated authority to determine individual eligibility according to the CCLC, CCCAA, and District regulations. The enforcement of established policies and eligibility rulings is the responsibility of the Athletics Director, the team coaches involved, and the designated administrator. General direction and administration of the program, within the established policies and procedures, is the responsibility of the Athletics Director under the supervision of his/her administrator.

A. Rules Governing Athletic Eligibility

All rules of the Community College League of California, California Community College Athletic Association, and the team's respective conference are applicable to the College's athletes, and in addition:

1. Each athlete must have completed both the District and conference eligibility procedures before becoming eligible for any contest, game, meet, match, or scrimmage, including completion of and signature on the college declaration form regarding California Education Code 67362 which prohibits participation in intercollegiate athletics by a student athlete who has been convicted as an adult of specified crimes;

2. The College's Athletics Department complies with California Athletics Association bylaw article 1.5.4 F & G regarding adherence to the Title IX Education Amendments of 1972;

3. When the Athletics Director and team coach are notified that an athlete is ineligible, said athlete may not participate until the supervising administrator or designee certifies that the athlete has become eligible and,

4. Each athlete must complete a physical, or equivalent, and be approved for competition by a college Athletic Trainer before participation in a College practice or official competition.

B. Compliance Procedures

1. The college submits the Equity in Athletics Disclosure Act (EADA) report in October. All educational institutions of higher learning that participate in any Federal student financial aid program and have intercollegiate athletics programs must provide the information for the report. It tracks athletic revenues, expenses, salaries, gender of personnel in coaching positions (head and assistant), and the number of men and women student athletes. A copy of the report is submitted to the College Presidents.

2. Each College submits the California Community College Athletic Association (CCCAA) Statement of Compliance Form R-1 to the Executive Director of the CCCAA and the appropriate team conference Commissioner. The form certifies that the College athletic administrator has reviewed the contents, interpretations, and implications of the current CCCAA Constitution and Bylaws with College staff, employees, representatives and each person who works with the Athletics Program. There is a special emphasis on rules of recruitment, eligibility, decorum, and sports season. The College President, Administrative Representative, and the Athletics Director sign the form.
3. The College also submits the Statement of In-Service Training Form R-2. This form requires each college representative to certify that he/she has received in-service training on current CCCAA Constitution and Bylaws and that a copy of the CCCAA Decorum and the Recruiting Policies has been received. The College representatives affirm that they will adhere to the CCCAA rules and regulations and violations of the CCCAA rules and regulations may subject him/her, the program, and the Colleges to penalties.

4. At the beginning of each sport season, all required Commission on Athletics and College forms are completed for each student athlete. These forms are verified by the Athletic Director, team coaches, and the supervising administrator and submitted to the CCCAA and appropriate conference.

5. During the semester, each student's schedule is reviewed to ensure the athletes are continuously enrolled in a minimum of twelve (12) semester units during the semester of sport, nine (9) of which must be working toward their educational plan.

References:
Education Code Sections 78223, 66271.6, 66271.8, and 67360 et seq.
Title IX, Education Amendments of 1972

Chancellor approved: