PERALTA COMMUNITY COLLEGE DISTRICT

Board Policies & District Administrative Procedures

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Board Policies and District Administrative Procedures

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

Board Policy

Board Policies are statements or intent/guidelines which are adopted by the Board of Trustees to be used by the administration in the development and implementation of regulations and procedures for operating the District. The Board is the ultimate decision maker in those areas assigned to it by state and federal laws and regulations.

District Administrative Procedures

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

Board Policies

1000 The District

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

2000 Board of Trustees

2010 Board Membership (replaces a portion of BP 1.01)
2100 Board Elections (replaces a portion of BP 1.01)
2105 Student Members (replaces BP 1.02)
2110 Vacancies on the Board (replaces a portion of BP 1.01)
2200 Board Duties and Responsibilities (replaces BP 1.05)
2210 Officers (replaces BP 1.04)
2220 Committee of the Whole (replaces BP 1.21)
2305 Annual Organizational Meeting (new)
2310 Regular Meetings of the Board (replaces a portion of BP 1.10)
2315 Closed Sessions (replaces a portion of BP 1.10)
2320 Special and Emergency Meetings (replaces a portion of BP 1.10)
2330 Quorum and Voting (replaces a portion of BP 1.10)
2340 Agendas (replaces a portion of BP 1.10)
2345 Public Participation at Board Meetings (replaces BPs 1.10 and 1.11)
2350 Speakers and Decorum (replaces BP 1.10)
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2360 Minutes and Recording (replaces BP 1.10)
2410 Board Policy and Administrative Procedure (replaces BPs 1.25, 2.20)
2430 Delegation of Authority to the Chancellor (replaces BPs 1.10 and 1.11)
2431 Chancellor Selection, (revised - replaces BP 1.20)
2432 Chancellor Succession (new)
2435 Evaluation of the Chancellor
2510 Participation in Local Decision Making (replaces BPs 2.23, 2.25)
2710 Conflict of Interest (replaces BP 6.86)
2715 Code of Ethics and Standards of Practice (replaces BP 1.06)
2725 Board Member Compensation
2740 Board Education (replaces BP 1.22)
2745 Board Evaluation (replaces BP 1.23)

3000 General Institution

3100 Organizational Structure (replaces BP 2.02)
3200 Accreditation (replaces BP 1.28)
3250 Institutional Planning (replaces BP 1.26)
3280 Grants (replaces 5.02)
3300 Public Records (new)
3310 Records Retention and Destruction (replaces BP 6.34)
3410 Nondiscrimination
3420 Equal Employment Opportunity (replaces BPs 3.03, 3.11)
3430 Prohibition of Harassment (replaces BP 3.04)
3440 Service Animals (new)
3500 Campus Security (replaces BP 2.45)
3501 Campus Security and Access (replaces BP 2.45)
3505 Emergency Response Plan (replaces BPs 2.45, 6.70)
3510 Workplace Violence
3515 Reporting of Crimes (replaces BP 2.45)
3530 Weapons on Campus (replaces BP 2.45)
3540 Sexual and Other Assaults on Campus (replaces BPs 2.45, 6.66)
3550 Drug Free Environment and Drug Prevention Program (replaces BPs 2.32, 2.31.1)
3600 Auxiliary Organizations (replaces BP 6.05)
3715 Intellectual Property (new)
3720 Information Technology Use (replaces BPs 4.60, 4.65, 6.93)
3810 Liability Claims Against the District (replaces BPs 2.35, 6.38)
3811 Liability Claim Payments For Money or Damages
3820 Gifts (replaces BPs 6.35, 6.37)
3900 Speech: Time, Place and Manner (replaces BP 2.30)
4000 Academic Affairs
   4010 Academic Calendar (replaces BP 1.12)
   4020 Program, Curriculum and Course Development (replaces BP 5.11)
   4025 Philosophy and Criteria for Associate Degree and General Education
      (replaces portions of BP 5.20)
   4030 Academic Freedom (replaces BPs 5.10, 5.15, 5.45)
   4040 Library Services (replaces BP 5.30)
   4050 Articulation (replaces BP 5.12)
   4070 Auditing and Auditing Fees (new)
   4100 Graduation Requirements for Degrees and Certificates (replaces BP 5.20)
   4106 Nursing Program (new)
   4110 Honorary Degrees (new)
   4210 Student Learning Outcomes
   4220 Standards of Scholarship (replaces BP 4.32, 5.22, 5.23)
   4225 Course Repetition (replaces BP 5.22)
   4226 Multiple and Overlapping Enrollments
   4230 Grading and Academic Record Symbols (replaces BP 5.22)
   4231 Grade Changes (replaces BP 4.43A)
   4235 Credit by Examination (replaces BP 5.22)
   4240 Academic Renewal (replaces BP 5.22)
   4250 Probation, Dismissal and Readmission (replaces BP 5.22)
   4260 Prerequisites and Co-requisites (replaces BP 9.01-02, 10.01-02)
   4300 Field Trips and Excursions (replaces BP 5.35)
   4400 Community Service Programs (replaces BP 6.65)

5000 Student Services
   5010 Admissions and Enrollment (replaces BP 4.05, 4.10, 4.12, 4.14)
   5015 Residence Determination
   5020 Non-resident Tuition (replaces BP 4.80)
   5030 Student Fees (replaces BPs 6.41, 6.43, 6.45, 6.46, 6.47, 6.48, 6.55)
   5035 Withholding of Student Records (replaces BP 4.42)
   5040 Student Records and Directory (replaces BP 4.25, 4.26)
   5050 Student Success and Support Program (replaces BPs 7.00 7.01, 7.02, 7.03,
      7.11, 7.12, 7.21, 7.31, 7.41, 7.51, 7.61, 7.71, 7.81, 7.82, 7.83, 7.91,
      7.92, 7.94)
   5052 Open Enrollment (replaces BP 5.19)
   5055 Enrollment Priorities
   5110 Counseling (replaces BPs 4.30, 4.31, 7.41)
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5120 Transfer Center (new)
5130 Financial Aid (replaces BP 4.35)
5140 Disabled Student Programs and Services (replaces 5.24)
5150 Extended Opportunity Programs and Services
5200 Student Health Services (replaces BP 4.36)
5300 Study Equity (new)
5400 Associated Student Organization (replaces BP 4.45)
5410 Associated Students Elections
5420 Associated Students Finance (new)
5500 Student Standards of Conduct (replaces BPs 4.40, 8.01)
5700 Athletics (replaces BPs 4.50, 4.55)

6000 Business and Fiscal Affairs
   6100 Delegation of Authority for Business (replaces BP 6.57)
   6110 Worker’s Compensation Claim Settlement Authority
   6150 Designation of Authorized Signatures
   6200 Budget Preparation (replaces BP 6.02)
   6300 Fiscal Management (replaces BP 6.03)
   6320 Investments (replaces BP 6.07)
   6330 Purchasing (replaces BPs 6.30, 6.31, 6.40, 6.61)
   6340 Contracts (replaces BPs 6.82, 6.84, 6.85, 6.88, 6.90, 6.91)
   6400 Audits (replaces BPs 6.10, 6.11, 6.12)
   6500 Property Management (replaces BP 6.91)
   6550 Disposal of Property (replaces BP 6.33)
   6600 Capital Construction (replaces BPs 6.80, 6.81, 6.83)
   6620 Naming of Buildings and Facilities (replaces BP 6.87)
   6700 Civic Center and Other Facilities Use (replaces BP 6.64)
   6740 Citizen’s Oversight Committee (replaces BP 1.17)
   6759 Parking (new)
   6800 Safety (replaces BP 6.60)

7000 Human Resources
   7100 Commitment to Diversity (new)
   7110 Delegation of Authority for Human Resources (new)
   7120 Recruitment and Hiring (replaces BPs 3.10, 3.18, 3.22)
   7130 Compensation (replaces BP 3.09)
   7140 Collective Bargaining (new)
   7210 Academic Employees (replaces BPs 3.26, 5.50)
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7230 Classified Employees (replaces BPs 3.32, 3.34, 3.35)
7240 Confidential Employees (replaces BPs 3.15, 3.53, 3.54, 3.55, 3.56 3.57, 3.63)
7250 Academic Administrators (replaces BPs 3.59, 3.60, 3.61, 3.62, 3.63, 3.65, 3.66, 3.68, 3.70, 3.71, 3.72, 3.73, 3.74, 3.76, 3.82, 3.85, 3.86, 3.90)
7280 Volunteers (replaces BP 3.02
7260 Classified Managers (replaces BPs 3.59, 3.60, 3.61, 3.62, 3.63, 3.65, 3.66, 3.68, 3.70, 3.71, 3.72, 3.73, 3.74, 3.76, 3.82, 3.85, 3.86, 3.90)
7310 Nepotism (replaces BP 3.05)
7330 Communicable Diseases (replaces BPS 3.17, 3.19, 3.63)
7335 Health Examinations (replaces BP 3.63)
7340 Leaves (replaces BPs 3.25, 3.68, 3.70, 3.71, 3.72, 3.73, 3.74, 3.76, 3.82, 3.85, 3.92)
7350 Resignations (replaces BPs 1.07, 3.01, 3.90, 3.91)
7360 Discipline and Dismissal – Academic Employees (replaces BPs 1.07, 3.01, 3.90, 3.91)
7365 Discipline and Dismissal – Classified Employees (replaces BPs 1.07, 3.01, 3.90, 3.91)
7370 Political Activity (replaces BPs 3.07, 3.08)
7380 Ethics, Civility and Mutual Respect (replaces BPs 3.12, 3.16)
7381 Cash in-Lieu of a Paid Medical Benefits Option (replaces BP 3.13)
7400 Travel (replaces BP 6.39, 6.39a, 6.39b)
7700 Whistleblower Protection

District Administrative Procedures

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2220 Board Committee Staff
2310 Board Meeting Schedule
2320 Special and Emergency Meeting Notification
2340 Agenda Development and Posting
2345 Public Participation at Board Meetings
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2712 Conflict of Interest Code
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- 3250 Institutional Planning
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- 3430 Prohibition of Sexual Harassment
- 3440 Service Animals
- 3500 Campus Safety
- 3501 Campus Security and Access
- 3505 Emergency Response Plan
- 3515 Reporting of Crimes
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- 3540 Sexual and Other Assaults on Campus
- 3550 Preserving a Drug Free Environment for Employees
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- 3560 Alcoholic Beverages
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- 3720 Telephone, computer and Network Use
- 3811 Liability Claims Against the District
- 3820 Gifts
- 3900 Time, Place and Manner

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- 4022 Course Approval
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- 5420 Associated Student Finance
- 5500 Student Standards of Conduct, Discipline Procedures and Due Process
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