

BOARD POLICY 3100 ORGANIZATIONAL STRUCTURE

The Chancellor shall establish organizational charts that delineate the lines of management and supervisory responsibility and fix the general duties for employees within the District.

Reference:

Education Code Section 72400
Administrative Procedure 3100

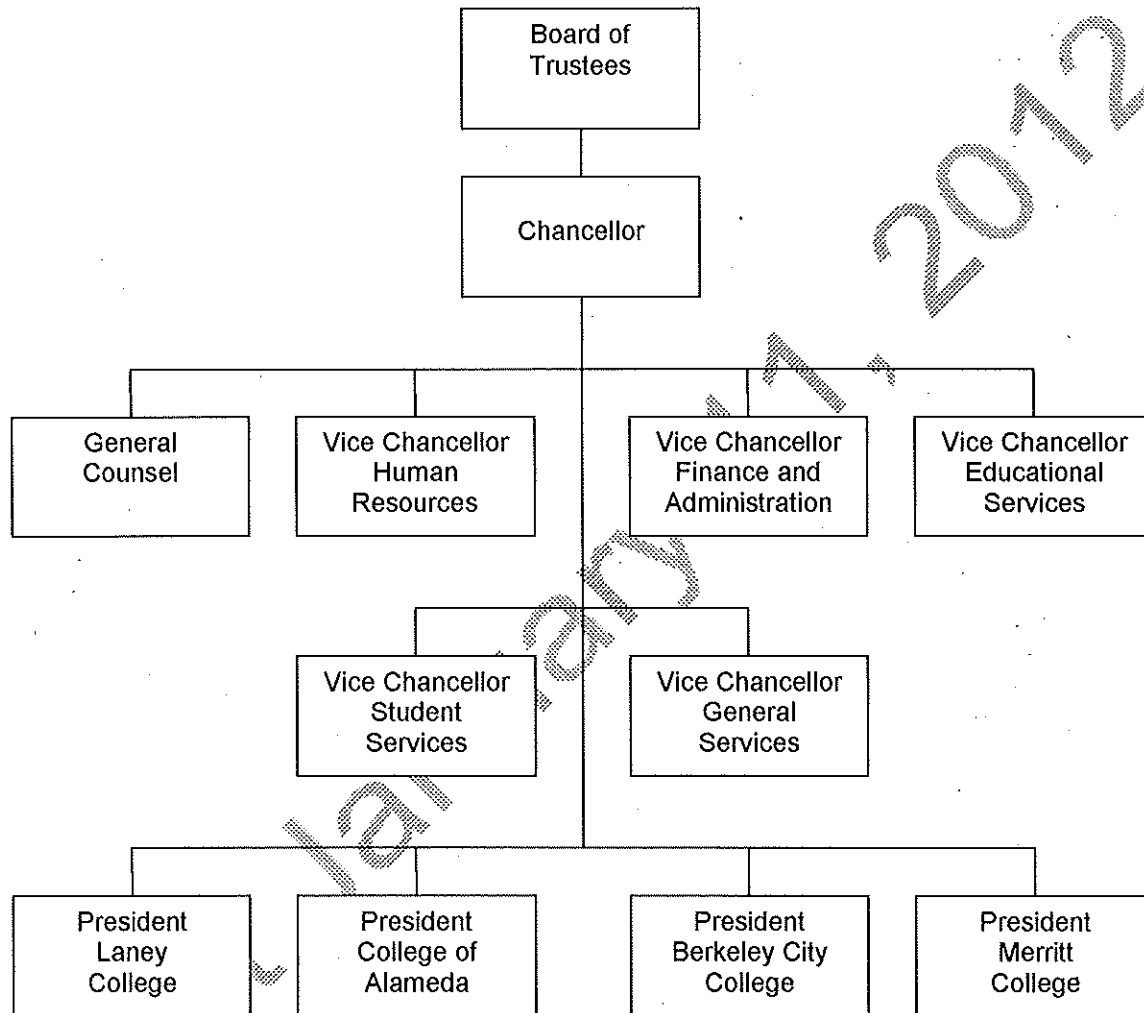
Replaces:

Board Policy 2.02 **Duties and Responsibilities of the Management Staff**

Draft January 10, 2012

ADMINISTRATIVE PROCEDURE 3100 ORGANIZATIONAL STRUCTURE

The following positions report directly to the Chancellor and have the overall responsibility for the management of the Peralta Community College District within their respective functions as is detailed in AP 2430. Each of the administrators listed below shall establish organizational charts that delineate the lines of management and supervisory responsibility within their organizational unit.



Approved by the Chancellor:

BOARD POLICY 3200 ACCREDITATION

The Chancellor shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of other District programs that seek special accreditation.

The Chancellor shall keep the Board informed of approved accrediting organizations and the status of accreditations.

The Chancellor shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The Chancellor shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

Reference:

Accreditation Eligibility Requirement 20, Standard IV.B.1.i
Administrative Procedure 3200

Replaces:

Board Policy 1.28 Accreditation

Draft January 10, 2012

Administrative Procedure 3200 Accreditation

A. The Accrediting Commission

The colleges of the Peralta Community College District are reviewed and accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC). Community College Accreditation authorizes the district colleges to offer the first two years of university curricula.

B. Self Study and other Reports

In accordance with the standards of the ACCJC, the colleges shall conduct a comprehensive self study every six years and host a visit by an accreditation team. Mandatory midterm reports shall be prepared and submitted to the ACCJC in the third year of each six-year cycle. Other additional reports shall be submitted as required by the Commission.

C. Responsibilities of the College Presidents

Each college president shall ensure that the process for producing the written self study document includes:

1. The appointment of a self study Chairperson or Co-Chairs
2. The appointment of an Accreditation Liaison Officer
3. Active, campus-wide involvement of managers, faculty, staff, and students
4. Submission of required reports in time for Board of Trustees approval prior to Commission deadlines.

D. District Office Coordination

The Vice-Chancellor of Educational Services is delegated the responsibility to assist the colleges in the preparation of a coordinated response regarding district office matters if needed.

Approved by the Chancellor:

Draft January 17, 2012

BOARD POLICY 3250 INSTITUTIONAL PLANNING

The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to:

A long range comprehensive Strategic Plan integrated with the following plans:

- Educational Master Plan
- Facilities
- Human Resources
- Information Technology
- Faculty and staff diversity
- Student equity
- Matriculation
- Transfer
- Cooperative Work Experience
- EOPS
- Environmental Sustainability

The institutional plans listed shall be integrated into the annual budget preparation process.

The Chancellor shall submit the plans for which Board approval is required by Title 5 to the Board.

Plans will contain goals, objectives, and long-range measurable outcomes.

Reference:

Accreditation Standard I.B.
Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190,
55250, 55310, 56270 et seq.

Replaces:

Board Policy 1.26 Institutional Planning adopted September 16, 2008.

ADMINISTRATIVE PROCEDURE 3250 INSTITUTIONAL PLANNING

I. Introduction

This administrative procedure describes the central principles and features of Peralta's Planning and Budgeting Integration Model (PBIM). The objective of the PBIM is to establish an effective district-wide committee structure and to streamline and clarify the district-wide process for developing recommendations leading to decision-making. The process also fulfills the Strategic Plan vision of enhanced coordination and collaboration leading to decision making at the district level.

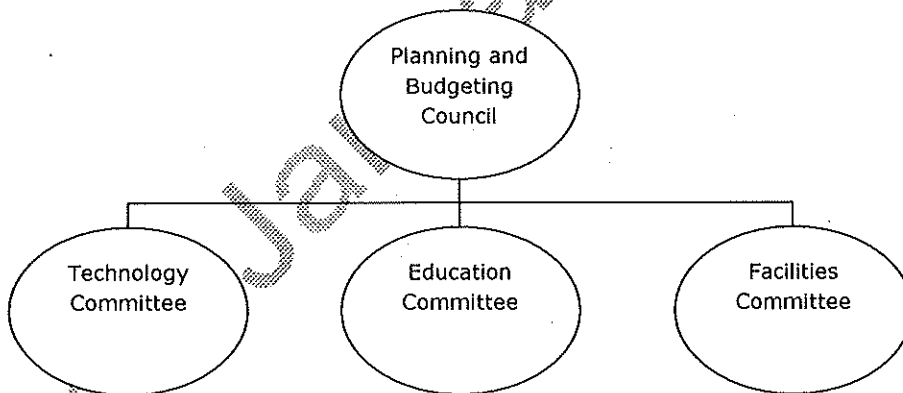
II. Goals

The PBIM has these key goals:

- Integrate planning and budgeting across the four colleges and district offices
- Bring the expertise of the four colleges together to focus on trends, best practices, and student learning and success
- Support a culture of collaboration
- Streamline decision making among the colleges and district service centers by providing a transparent process of collaboration and recommendations leading to decisions
- The PBI is the core response to the Accreditation recommendation that the colleges and district offices collectively establish a coordinated planning and budgeting system, which delineates functional responsibilities and provides a clear process for planning and decision-making.

III. District-Wide Advisory Committees

The PBIM is an integrated district-wide planning and budget advisory system of four committees that receive planning inputs from the colleges and make recommendations to the Chancellor.



IV. Subject Matter Committees: Technology, Education, and Facilities

The role of the three district subject matter committees is to recommend decisions that build on college program reviews and annual institutional plans and goals. Specifically, the committees will:

- A. Stress the use of program reviews and unit plans in making decisions
- B. Seek collaborative solutions that utilize resources on a district-wide basis
- C. Assist in developing district-wide strategies that are acceptable to all colleges
- D. Provide feedback to the colleges
- E. Provide technical reviews of college priorities
- F. Ensure consistency between college requests and existing approved projects. Identify opportunities for college-to-college collaboration where resource sharing could be useful.

V. Planning and Budgeting Council

The Planning and Budgeting Council (PBC) makes recommendations to the chancellor and receives a response from the Chancellor before the chancellor pursues any significant course of action regarding a recommended project. The committee shall also receive draft policy initiatives and considerations from the Chancellor and the board and make recommendations on those before any significant action is taken by the chancellor.

The PBC recommends educational and resource priorities to the Chancellor. The PBC makes recommendations on Board policies and policies and decisions initiated by the Chancellor. For unresolved issues, the PBC recommends resolutions where there is not agreement, e.g., issues between the colleges and district offices or among the colleges.

For shared agreement items, the PBC performs the following functions: (1) Affirms consistency with strategic and educational plans; (2) recommends a coordinated, district-wide planning approach (3) recommends a prioritization of plans across subject areas and colleges; (4) identifies funding approaches to support priorities.

The PBC is responsible for providing oversight on the development and implementation of the Strategic Plan. The PBC tracks recommendations and determines whether the recommendations are implemented including any modifications, or if the recommendations are not implemented the reasons for it not being implemented. The PBC also ensures accountability on process steps and determines whether constituencies, colleges, district service centers, committees, etc., perform the agreed upon steps in the process.

VI. Operating Principles

- A. ***Use a District-Wide Perspective:*** The committees will focus on student success using a district-wide perspective to coordinate the strengths of the colleges.
- B. ***Use Shared Agreement to Create Collaborative Solutions:*** The "shared agreement" decision model will support the success of each college in a coordinated district-wide strategy.
- C. ***Ensure Consistent Committee Engagement:*** Committee members are expected to attend all meetings. If a member misses three meetings, the PBC will request a replacement, but there can be only one replacement per year.
- D. ***Commit to Process and Meeting Effectiveness:*** The PBI committee meetings will start and end on time; use well-designed agendas; and balance deliberation with decision-making.
- E. ***Adhere to the Annual Integrated Calendar:*** Each committee will perform its responsibilities according to the timelines set in the integrated planning-budgeting calendar.
- F. ***Provide Ongoing Two-Way Communication:*** The process is structured around two-way communication between the colleges and the PBI committees; the subject matter committees and the Planning and Budgeting Council; and between the Chancellor/Board and the PBI process.
- G. ***Maintain a Transparent Process:*** PBI meetings are open, with opportunities for comment provided. Minutes will be published on a timely basis. Committees can use a variety of methods to obtain additional input and communication, for example, inviting presenters, making site visits, listening sessions, meeting at the colleges, etc.
- H. ***Ensure the Official Advisory Capacity of the PBI:*** Only formally appointed committee members can participate in official committee deliberations and decisions. Agendas will include time for non-member comments.
- I. ***Be Adaptive During the Implementation Phase:*** The PBI process will be improved as needed during implementation. The first year will be reviewed by the CWG. The first term of membership is two-years to allow sufficient consistency for effective implementation.

Reference:

Title 5 Section 55007

Approved by the Chancellor:

BOARD POLICY 3300 PUBLIC RECORDS

The Chancellor shall establish administrative procedures for records management, including access by the public, that comply with the requirements of the California Public Records act.

Reference:

Government Code Sections 6250 et seq.

New Policy

Draft January 18, 2012

ADMINISTRATIVE PROCEDURE 3300 PUBLIC RECORDS ACCESS

Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the General Counsel's Office.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the General Counsel request it be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.

Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.

Within ten days, General Counsel's Office will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).

The most common exemptions for community colleges include:

- A. Student records (Education Code Section 76243)
- B. Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code Section 6254(a))
- C. Records pertaining to pending litigation... or to claims... until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section 6254(b))
- D. Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code Section 6254(c))
- E. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination [except for standardized tests provided for by Education Code Sections 99150 et seq.]. (Government Code Section 6254(g).)
- F. The contents of real estate appraisals or engineering or feasibility estimates and evaluations, relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section 6254(h)).
- G. Internet posting of home address or telephone numbers of local elected officials (Government Code Section 6254.21)
- H. Home addresses and home telephone number of employees of a school district or county office of education (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan.) (Government Code Section 6254.3)
- I. Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.
- J. Information security records, if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, the District's information technology system.

Approved by the Chancellor:

BOARD POLICY 3720 TELEPHONE, COMPUTER AND NETWORK USE

Employees and students who use District computers and communication networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The Chancellor shall establish procedures that provide regulations for students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, refrain from using the resources for non-educational personal and/or private commercial purposes, and respect the rights of other computer users.

Reference:

Education Code Section 70902;
Government Code Section 3543.1(b);
Penal Code Section 502;
Cal. Const., Art. 1 Section 1;
17 U.S. Code Sections 101 et seq.
Administrative Procedure AP 3720 Telephone, Computer, and Network Use

New Policy

Draft December 8, 2014

ADMINISTRATIVE PROCEDURE 3720 TELEPHONE, COMPUTER AND NETWORK USE

The Chancellor directs that the following regulations and procedures apply to all District students, faculty and staff and to any other persons granted use of District information resources. These regulations and procedures refer to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all telephone, computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes telephones, personal computers, workstations, servers, network devices, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching or other purposes.

I. Legal Parameters

- A. **Property.** The District Telephone, Computer and Network systems are the sole property of the Peralta Community College District. They may not be used by any person without the proper authorization of the District. The Computer and Network systems are for District instructional and work related purposes only.
- B. **Conditions of Use.** Individual units within the District may define additional conditions of use for information resources under their control. These statements must be consistent with this overall procedure but may provide additional detail, guidelines and/or restrictions.
- C. **Regulations.** This administrative procedure exists within the framework of the District Board Policy and state and federal laws. A user of District information resources who is found to have violated any of this administrative procedure's regulations will be subject to disciplinary action up to and including but not limited to loss of information resources privileges, disciplinary suspension or termination from employment or expulsion; and/or civil or criminal legal action.
1. **Copyrights and Licenses.** Computer users must respect copyrights and licenses to software and other on-line information. In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected works is prohibited.
 2. **Copying.** Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.
 3. **Number of Simultaneous Users.** The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.
 4. **Removal of Equipment.** Computer users must not attempt to remove telephones, computer equipment, software, or peripherals without management authorization.

II. Unauthorized Computer and Network Use

- A. **Interference with Access.** Computer users must not interfere with others access and use of the District computers. This includes but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs, running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to

crash or tie up a District computer or network; and damaging or vandalizing District computing facilities, equipment, software or computer files.

- B. Disruptive Programs.** Computer users must not intentionally develop or use programs which disrupt other computer users or which access private or restricted portions of the system, or which damage the software or hardware components of the system. Computer users must ensure that they do not use programs or utilities that interfere with other computer users or that modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program may result in disciplinary action as provided in this procedure, and may further lead to civil or criminal legal proceedings.
- C. Abuse of Computing Privileges.** Users of District information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the District. For example, abuse of the networks to which the District belongs or the computers at other sites connected to those networks will be treated as an abuse of District computing privileges.
- D. Unlawful and Prohibited Messages.** Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or District policy, or which constitute the unauthorized release of confidential information
1. **Information Belonging to Others.** Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs or passwords belonging to other users, without the permission of those users.
 2. **Rights of Individuals.** Users must not release any individual's (student, faculty, and staff) personal information to anyone without proper authorization.
 3. **User Identification.** Users shall not send communications or messages anonymously or without accurately identifying the originating account or station.
 4. **Political, Personal, and Commercial Use.** The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state, and local laws regarding sources of income, political activities, use of property and similar matters.
 5. **Political Use.** District information resources must not be used for partisan political activities where prohibited by federal, state, or other applicable laws.
 6. **Commercial Usage.** Electronic communication facilities may not be used to transmit commercial or personal advertisements, solicitations or promotions.
- E. Prohibited Activities**
1. **Personal Use.** District information resources should not be used for personal activities not related to appropriate District functions, except in an occasional, rare, and incidental manner.
 2. **Commercial Use.** District information resources are not to be used for any commercial purposes. Users are reminded that the District's license for the ".cc" and ".edu" domains on the Internet prohibits commercial use, and users may not conduct commercial activities with those domains.

III. Disclosure

- A. No Expectation of Privacy.** The District reserves the right to monitor all use of the District network and computer to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the District network and computer resources. The District will exercise this right only for legitimate District purposes, including but not limited to court ordered

discovery proceedings, freedom of information act disclosures, and ensuring compliance with this procedure and the integrity and security of the system.

- B. **Possibility of Disclosure.** Users must be aware of the possibility of unintended disclosure of communications.
- C. **Retrieval.** It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.
- D. **Public Records.** The California Public Records Act (Government Code Sections 6250 et seq.) includes computer transmissions in the definition of "public record" and nonexempt communications made on the District network and computers must be disclosed if requested by a member of the public.
- E. **Litigation.** Computer transmissions and electronically stored information may be discoverable in litigation.
- F. **Dissemination and User Acknowledgement.** All users shall be provided copies of these regulations and procedures, be directed to familiarize themselves with them, and be asked to "sign" and date the acknowledgment and waiver.
1. **Procedure.** A "pop-up" screen addressing these procedures shall be installed. The "pop-up" screen shall appear prior to accessing the secured system. Users shall sign and date the acknowledgment and waiver included in this procedure stating that they have read and understand this procedure, and will comply with it and its associated regulations. This acknowledgment and shall be in the form as follows.
 2. **Computer and Network Use Agreement.** I have received and read a copy of the District Telephone, Computer, and Network Use Procedures and this Agreement dated _____, and recognize and understand the guidelines. I agree to abide by the standards set the in the Procedures for the duration of my employment and/or enrollment. I am aware that violations of this Telephone, Computer and Network Usage Procedure may subject me to disciplinary action, including but not limited to revocation of my network account up to and including prosecution for violation of State and/or Federal law.

References:

17 U.S. Code Sections 101 et seq.
Penal Code Section 502, Cal. Const., Art. 1 Section 1;
Government Code Section 3543.1(b);
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

Approved by the Chancellor:

Administrative Procedure 2430 Delegation of Authority to the Chancellor's Staff**A. Delegation of Authority**

The Chancellor delegates the overall administration of the district to the following positions listed. The employees assigned are responsible to the Chancellor for successful performance. With respect to the Board of Trustees Policies and the Chancellor's Administrative Procedures, the following specific assignments apply:

B. Presidents

Administer compliance of all their assigned college personnel with all Board Policies and Administrative Procedures. The Presidents shall provide leadership to their campus community shared governance process in a systematic annual review of Board of Trustees Policies, District Administrative Procedures, and college operating procedures with the expectation that recommendations for improvement will be made.

C. Vice Chancellor, Finance and Administration

Represent the Chancellor for the financial affairs of the district. Administer compliance with all financial laws, regulations, and chapter 6 board policies and administrative procedures. Supervises the Bond Legal Counsel contract(s) and administers the appropriate financial controls over the bond construction funds and the OPEB bond funds. Responsible for the following General Institution policies and procedure: Gifts, Foundation and Information Technology.

D. Vice-Chancellor, Educational Services

Represent the Chancellor for the academic affairs of the district. Administer compliance with all academic laws, regulations, and chapter 4 board policies and administrative procedures. Responsible for the following General Institution policies and procedures; Accreditation, Admissions and Records, Institutional Planning, and Grants

E. Vice-Chancellor, Human Resources

Represent the Chancellor for the human resources function of the district. Administer compliance with all human resources laws, regulations, and chapter 7 board policies and administrative procedures. Serves as Chief Negotiator. Supervise the Human Resources Legal Counsel contract(s). Responsible for the following General Institution policies and procedures: Nondiscrimination, Equal Employment Opportunity, and Prohibition of Harassment.

F. Vice-Chancellor, General Services

Represent the Chancellor for the general services function of the district. Administer compliance with all general services and construction laws, regulations, board policies and administrative procedures. Administer the safety, security, construction and maintenance of facilities. Responsible for the following General Institution policies and procedures: Capital Construction Planning, Citizens Oversight Committee, Use of Facilities, Campus Safety, Campus Security and Access, Emergency Response Plan, Workplace Violence Plan, Reporting of Crimes, Child Abuse Reporting, Local Law Enforcement, Weapons on Campus, Sexual and other Assaults on Campus, Drug Free Environment and Drug Prevention Program, and Alcoholic Beverages.

G. Vice-Chancellor, Student Services

Represent the Chancellor for the student services function of the district. Administer compliance with all student services laws, regulations, and chapter 5 board policies and administrative procedures including: financial aid, international and out-of-state students (residency), concurrent-enrollment, student grievances, health services, student discipline, and district-wide student government.

H. General Counsel

Within the parameters of California Rules of Professional Conduct, including but not limited to, Rule 3-600, represent the Chancellor for the legal services function of the district. Advise the Chancellor with respect to the legal issues. Responsible for the following General Institution policies and procedures: District Records Access and Conflict of Interest.

I. Other Policies and Administrative Procedures

The Chancellor will administer the other policies and administrative procedures not enumerated above.

Approved by the Chancellor: