

Revisions to the Board Policy Templates

BP 2745 Board Self-Evaluation – This policy was revised to show that the Board Self-Evaluation now occurs in June/July rather than in November/December.

BP 3820 Gifts – This policy was updated to add military or veterans status to the list of grounds upon which a potential donor may not discriminate in order for a district to accept a donation from that donor.

BP 4070 Course Auditing and Auditing Fees – The title of this policy was updated for clarity.

BP 7330 Communicable Disease – This policy was updated to clarify the requirement that newly hired employees provide certification that they are free from active tuberculosis.

Revisions to the Administrative Procedure Templates

AP 2430 Delegation of Authority to the Chancellor's Staff - Remove the Deputy Chancellor position and add in the Special Assistant to the Chancellor and Chief of Staff.

AP 2712 Conflict of Interest Code – This procedure was updated to reflect an amendment to the Political Reform Act regulations increasing the annual gift limit from \$440 in a calendar year to \$460 in a calendar year. (see page 4 and 6)

AP 3100 Organizational Structure - Update to remove Deputy Chancellor and add in Special Assistant to the Chancellor and Chief of Staff. (Also remove Director of Risk Management and Associate Vice Chancellor and Special Assistant to the Chancellor)

AP 3435 Discrimination and Harassment Complaints and Investigations – The title of this procedure was updated for clarity. The procedure was updated to clarify the differences between formal and informal complaints as well as the differences in handling both. The procedure was also updated to clarify different appeal and notification requirement for complaints based on employment and those not related to employment. **While Peralta has a procedure that is published in the college catalogs, the recommendation is to move to the CCLC AP in so doing we will be able to keep the procedure up-to-date. (Keep the last page because it is Good Practice.)**

AP 3515 Reporting of Crimes –

A note in this procedure was updated to add a link to resources offered by the California Attorney General's Office to assist Districts comply with AB 1433 reporting requirements.

AP 3540 Sexual and Other Assaults on Campus –

A note in this procedure was updated to add a link to resources offered by the Department of Justice's Office on Violence Against Women (at the end of the procedure). Additional language from the CCLC AP 3540 was added to bring this AP fully up-to-date.

AP 3560 Alcoholic Beverage – This procedure was updated to add a new exception permitting the possession or consumption of alcohol at facilities of a community college campus when pupils are not on the grounds pursuant to an amendment to Business and Professions Code Section 25608.

General Counsel reviewed the addition to this AP and reported that this language reflects current law. To be silent on the law, still obligates that the law be followed.

AP 3570 Smoking – A student government group requested that a definition of Smoking be added and that a statement regarding Notices and Publications be added. Both of these items are included in this procedure at many other California Community College Districts. The student group reviewed their request with the Chancellor.

AP 3720 Computer and Network Use – This procedure was updated to permit employees to use a district's email system to engage in protected concerted activities during non-work time.

Given how the Personal Use section of the Peralta procedure is written, this CCLC addition is probably not needed: (this is the CCLC addition)

"If the District otherwise grants access to the District's email system for personal use, employees may use the District's system to engage in protected concerted activity during non-work time."

AP 4070 Course Auditing and Auditing Fees – The title of this procedure was updated for clarity.

AP 4100 Graduation Requirements -- Need to clarify use of Foreign Transcripts. (Will also need to go to DAS for review.)

AP 4102 Career and Technical Education Programs – This procedure was updated to add a legal citation to the Federal Education Department General Administrative Regulations (EDGAR) 2nd Edition and include language regarding EDGAR's new written procedure requirements in the list of local practices that districts must address under this procedure. (Will also need to go to DAS for review.)

AP 5013 Students in Military – This procedure was updated to add citations to Education Code Section 68075.7 and 38 U.S. Code Section 3679. A provision was also added to address children or spouses of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty, as individuals eligible for resident status.

AP 5015 Residence Determination – This procedure was updated to add Education Code Section 68075.7 and 38 U.S. Code Section 3679 to the legal references and to include a provision regarding children or spouses of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty, as individuals eligible for resident status.

AP 5030 Fees – This procedure was updated to add a provision allowing districts to waive enrollment fees that were not collected due to a district's error in awarding a Board of Governors Fee Waiver to an ineligible student.

AP 5520 Student Discipline Procedures – This procedure was updated to correct a typographical error and to make clarifications. **Peralta has numbered this 5500. Probably should use the CCLC numbering.**

XX AP 6800 Safety - The legal citations in this procedure were revised to clarify the penal code reference.

Request sent to the Vice Chancellor of General Services regarding this procedure since CCLC says it is "legally required".

AP 7211 Minimum Qualifications – This is a local update. The change is in the area of Career Technical Education Minimum Qualifications. Peralta has always required more years of work experience for someone with a BA/BS than what is required at by the State and listed in the MQ Handbook. The update is to use the State standard of two (2) years rather than four (4) and the individual has a Bachelor's degree. (Will also need to go to DAS for review.)

XX AP 7330 Communicable Disease - This procedure was updated to clarify that only successful applicants for academic positions are required to submit certification that the applicant is free from any communicable disease.

Request sent to the Vice Chancellor of Human Resources and Employee Relations regarding this procedure since CCLC says it is "legally required".