

## INVENTORY OF KERN CCD BOARD POLICIES – DEC 2023

**\*NOTE\*:** Almost all Board Policies and Administrative Procedures, including the “Up-to-Date” ones, list advisory usage notes under the BP/AP name and the reference citations, such as “**Note: This policy is legally required.**” These usage notes should not be in the final BP/AP. We recommend removing these notes from all final versions. We’ve made a note where those usage notes appear so we remember to remove them.

### I. UP-TO-DATE

#### A. BOARD POLICIES

##### 1. Chapter 1

- BP 1110 – “Vision”
- BP 1120 – “Values”
- BP 1200 – “Mission”
- BP 1300 – “Purpose of Board Policy Manual”

##### 2. Chapter 2

- BP 2015 – “Student Member”
- BP 2100 – “Board Elections”
- BP 2105 – “Election of Student Member”
- BP 2110 – “Vacancies on the Board”
  - Broken link redirects to BP 2210. Otherwise up-to-date.
- BP 2130 – “Term Limits”
- BP 2200 – “Board Duties and Responsibilities”
- BP 2210 – “Officers”
- BP 2305 – “Annual Organizational Meeting”
- BP 2320 – “Special and Emergency Meetings”
- BP 2345 – “Public Participation at Board Meetings”
- BP 2360 – “Minutes”
- BP 2430 – “Delegation of Authority to the District Chancellor”
  - Contains an extremely detailed, multi-page list of Chancellor’s powers and responsibilities that is not in the template. We don’t recommend this level of detail in the BP.
- BP 2431 – “District Chancellor Selection”
- BP 2435 – “Evaluation of the District Chancellor”
- BP 2510 – “Participation in Local Decision-Making”
- BP 2610 – “Presentation of Initial Collective Bargaining Proposals”
- BP 2716 – “Political Activity”
- BP 2717 – “Personal Use of Public Resources”
- BP 2725 – “Board Member Compensation”
- BP 2735 – “Board Member Travel”
- BP 2740 – “Board Education”
- BP 2745 – “Board Self-Evaluation”

- BP 2750 – “Board Member Absence from the State”

### 3. **Chapter 3**

- BP 3050 - “Institutional Code of Ethics”
  - The CCLC P&P Service has this as a required Administrative Procedure.
- BP 3100 – “Organizational Structure”
- BP 3200 – “Accreditation”
- BP 3225 – “Institutional Effectiveness”
  - There is a usage note inadvertently left in the final document. This should be removed.
- BP 3250 - “Institutional Planning”
  - Optional provisions not included
- BP 3280 – “Grants”
- BP 3439 - “Students and Staff with Disabilities”
  - This is operational and should be an AP
- BP 3440 – “Service Animals”
- BP 3500 – “Campus Safety”
- BP 3501 - “Campus Security and Access”
  - Goes beyond what should be in a BP. Additional operational detail should be moved to AP.
- BP 3505 – “Emergency Planning, Preparedness, and Response Plan”
- BP 3510 – “Workplace Violence”
- BP 3515 – “Reporting of Crimes”
- BP 3530 – “Weapons on Campus”
- BP 3560 – “Alcoholic Beverages”
- BP 3710 – “Securing of Copyright”
- BP 3715 – “Intellectual Property”
- BP 3720 – “Computer and Network Use”
- BP 3722 – “Management Information System and CCFS 320 Apportionment Data”
  - This is operational and should be an AP
- BP 3725 – “Information and Communications Technology Accessibility & Acceptable Use”
- BP 3900 – “Speech: Time, Place and Manner”
- BP 3910 – “Publications”
  - This should be a campus by campus guideline and not a BP or AP

### 4. **Chapter 4**

- BP 4010 – “Academic Calendar”
- BP 4020 – “Program, Curriculum, and Course Development
- BP 4023 – “Program Review”
  - This is similar to AP 4021 re program discontinuance. Should move to AP.

- BP 4025 – “Philosophy and Criteria for Degree and General Education”
- BP 4030 – “Academic Freedom”
- BP 4031 – “Guest Lecturers/Classroom and Campus Visitors”
  - This should be a campus by campus guideline and not a BP or AP
- BP 4040 – “Library and Learning Support Services”
- BP 4050 – “Articulation”
- BP 4051 – “University Transfer Agreements”
  - This is operational and should be an AP
- BP 4060 – “Delineation of Functions Agreements”
- BP 4070 – “Course Auditing and Auditing Fees”
- BP 4101 – “Independent Study”
  - This is operational and should be an AP
- BP 4105 – “Distance Education”
  - This is operational and should be an AP
- BP 4106 – “Nursing Programs”
- BP 4220 – “Standards of Scholarship”
- BP 4222 – “Non-degree Applicable Basic Skills Courses”
  - This is operational and should be an AP
- BP 4225 – “Course Repetition”
- BP 4237 – “Credit from Other Institutions”
  - This is operation and should be an AP
- BP 4240 – “Academic Renewal”
- BP 4260 – “Prerequisites and Co-requisites”
- BP 4700 – “Controversial Issues in Curriculum”
  - Review to determine if should be incorporated into BP 4030 “Academic Freedom”

## 5. **Chapter 5**

- BP 5020 – “Nonresident Tuition”
- BP 5050 – “Student Success and Support Program”
- BP 5052 – “Open Enrollment”
- BP 5055 – “Enrollment Priorities”
  - Broken link – directs to BP 5052.
- BP 5110 – “Counseling”
- BP 5120 – “Transfer Center”
- BP 5140 – “Disabled Student Programs and Services”
- BP 5150 – “Extended Opportunity Programs and Services”
- BP 5200 – “Student Health Services”
- BP 5205 – “Student Accident Insurance”
- BP 5210 – “Communicable Disease – Students”
- BP 5220 – “Shower Facilities for Homeless Students”
- BP 5300 – “Student Equity”
- BP 5400 – “Associated Students Organization”

- BP 5510 – “Off-Campus Student Organizations”
- BP 5570 – “Student Credit Card Solicitations”
- BP 5800 – “Prevention of Identity Theft in Student Financial Transactions”

**6. Chapter 6**

- BP 6100 – “Delegation of Authority, Business and Fiscal Affairs”
- BP 6150 – “Designation of Authorized Signatures”
- BP 6250 – “Budget Management”
- BP 6300 – “Fiscal Management”
- BP 6307 – “Debt Issuance and Management”
- BP 6320 – “Investments”
- BP 6330 – “Purchasing”
- BP 6340 – “Bids and Contracts”
- BP 6400 – “Financial Audits”
- BP 6450 – “Wireless or Cellular Telephone Use”
- BP 6500 – “Property Management”
- BP 6520 – “Security for District Property”
- BP 6530 – “District Vehicles”
  - This is operational and should be an AP
- BP 6540 – “Insurance”
- BP 6550 – “Disposal of Property”
- BP 6600 – “Capital Construction”
- BP 6620 – “Naming of Buildings”
- BP 6740 – “Citizens’ Oversight Committee”
- BP 6750 – “Parking”
- BP 6900 – “Bookstore(s)”

**7. Chapter 7**

- BP 7100 – “Commitment to Diversity”
- BP 7110 – “Delegation of Authority, Human Resources”
- BP 7130 – “Compensation”
- BP 7140 – “Collective Bargaining”
- BP 7150 – “Evaluation”
  - Not part of the templates
- BP 7160 – “Professional Development”
  - District policy indicates this policy is legally required. It is not.
- BP 7270 – “Student Employment”
  - This is operation and should be an AP
- BP 7330 – “Communicable Disease”
- BP 7332 – “Lactation Accommodation”
  - This is operation and should be an AP
- BP 7335 – “Health Examinations”
- BP 7345 – “Catastrophic Leave Program”

- BP 7350 – “Resignations”
- BP 7365 – “Discipline and Dismissal, Classified Employees”
- BP 7370 – “Political Activity”
- BP 7385 – “Salary Deductions”
- BP 7400 – “Travel”
- BP 7510 – “Domestic Partners”
- BP 7700 – “Whistleblower Protection”
- BP 7800 – “Emeritus Status”
  - Not part of the templates. Suggest moving all into an AP.

**8. Chapter 8**

- Did not review.

**B. ADMINISTRATIVE PROCEDURES**

**1. Chapter 1**

- N/A

**2. Chapter 2**

- AP 2340 – “Public Request for Copies of Written Information To Be Discussed at Board Meetings”
  - The AP is broader than the title the District has assigned. The Templates use “agendas” as the title.

**3. Chapter 3**

- AP 3100 – “Organizational Structure”
  - Does not actually set out the organizational structure of the District and Colleges. The list of Chancellor’s duties does not belong here. It belongs in the Chancellor’s employment agreement.
- AP 3200 – “Accreditation”
- AP 3225 – “Institutional Effectiveness”
- AP 3250 – “Institutional Planning”
- AP 3280 – “Grants”
- AP 3410 – “Nondiscrimination”
- AP 3440 – “Service Animals”
- AP 3500 – “Campus Safety”
- AP 3501 – “Campus Security and Access”
- AP 3510 – “Workplace Violence”
- AP 3715 – “Intellectual Property”
- AP 3725 – “Information and Communications Technology Accessibility & Acceptable Use”
- AP 3750 – “Use of Copyrighted Material”
- AP 3800 – “Personal Data Protection”

4. **Chapter 4**

- AP 4010 – “Academic Calendar”
- AP 4021 – “Program Discontinuance”
- AP 4025 – “Philosophy and Criteria for Associate Degree and General Education”
- AP 4026 – “Philosophy and Criteria for International Education”
- AP 4030 – “Academic Freedom”
- AP 4040 – “Library and Learning Support Services”
- AP 4050 – “Articulation”
- AP 4051 - “University Transfer Agreements”
  - This should be a guideline and not a BP or AP
- AP 4101 – “Independent Study”
- AP 4102 – “Career and Technical Education Programs”
- AP 4110 – “Honorary Degrees”
- AP 4226 – “Multiple and Overlapping Enrollments”
- AP 4229 – “Course Repetition – Variable Units”
- AP 4237 – “Credit Allowed from Other Institutions”
  - This should be a guideline and not a BP or AP
- AP 4260 – “Prerequisites and Co-requisites”
- AP 4400 – “Community Services Program”
- AP 4610 – “Instructional Service Agreements”

5. **Chapter 5**

- AP 5035 – “Withholding of Student Records”
- AP 5070 – “Attendance”
- AP 5110 – “Counseling”
  - Formatting issue
- AP 5120 – “Transfer Center”
- AP 5200 – “Student Health Service”
- AP 5203 – “Lactation Accommodation”
- AP 5210 – “Communicable Disease – Students”
- AP 5220 – “Shower Facilities for Homeless Students”
- AP 5300 – “Student Equity”
- AP 5410 – “Associated Students Elections”
- AP 5420 – “Student Body Association Finances”
- AP 5500 – “Standards of Student Conduct”
  - Formatting issues
- AP 5510 – “Off-Campus Student Organizations”
- AP 5520 – “Student Discipline Procedures”
- AP 5530 – “Student Rights and Grievances”
- AP 5570 – “Student Credit Card Solicitations”
- AP 5610 – “Voter Registration”

6. **Chapter 6**

- AP 6100 – “Delegation of Authority, Business and Fiscal Affairs”
- AP 6150 – “Designation of Authorized Signatures”
- AP 6250 – “Budget Management”
- AP 6305 – “Reserves”
- AP 6307 – “Debt Issuance and Management”
- AP 6330 – “Purchasing”
- AP 6365 – “Contracts – Accessibility of Information Technology”
- AP 6380 – “Vendors”
- AP 6450 – “Wireless or Cellular Telephone Use”
- AP 6500 – “Property Management”
- AP 6535 – “Use of District Equipment”
- AP 6540 – “Insurance”
  - Includes a usage note. We should remove.
- AP 6550 – “Disposal of Property”
- AP 6600 – “Capital Construction”
- AP 6750 – “Parking”
- AP 6800 – “Occupational Safety”
- AP 6850 – “Hazardous Materials”
- AP 6900 – “Bookstores”

7. **Chapter 7**

- AP 7100 – “Commitment to Diversity”
- AP 7110 – “Delegation of Authority, Human Resources”
- AP 7120 – Recruitment and Hiring
  - Should consider cross reference to AP 3420 – Equal Employment Opportunity
- AP 7150 – “Evaluation”
  - May want to reference new DEIA evaluation component in detailed “Confidential and Management Evaluation” section
- AP 7160 – “Professional Development”
  - Detailed additional provisions may warrant closer review
- AP 7210 – “Academic Employees”
- AP 7230 – “Classified Employees”
- AP 7237 – “Layoffs”
- AP 7250 – “Educational Administrators”
- AP 7260 – “Supervisors and Managers”
- AP 7270 – “Student Workers”
- AP 7310 – “Nepotism”
- AP 7330 – “Communicable Disease – Employees”
- AP 7335 – “Health Examinations”
- AP 7340 – “Leaves”
- AP 7343 – “Industrial Accident and Illness Leave”
- AP 7370 – “Political Activity”
- AP 7371 – “Personal Use of Public Resources”

- AP 7380 – “Retiree Health Benefits: Academic Employees”
- AP 7800 – “Emeritus Status”

## 8. Chapter 8

- Did not review.

## II. NOT UP-TO-DATE

### A. BOARD POLICIES

#### 1. Chapter 1

- BP 1100 – “Description – The Kern Community College District”
  - Missing provision that District’s name is property of the District

#### 2. Chapter 2

- BP 2010 – “Board Membership”
  - Missing last provision from template
- BP 2220 – “Committees of the Board”
  - Missing standing committee charges.
- BP 2310 – “Regular Meetings of the Board”
  - Missing “proclaimed state of emergency” language and provisions
- BP 2315 – “Closed Sessions”
  - Missing Government Code section references
  - Repeated sentence in last paragraph
- BP 2330 – “Quorum and Voting”
  - Missing/incorrect Code section references
  - First bullet point under 2/3 majority votes is missing language
- BP 2340 – “Agendas”
  - Missing line about members of the public requesting agenda information
- BP 2350 – “Speakers”
  - Missing bullet point in front of first restriction on speakers (“The President of the Board may rule . . .”)
- BP 2355 – “Decorum”
  - Out of order items are different from template; missing disrupting conduct provision
- BP 2365 – “Recording”
  - Missing Government Code referent to CPRA
  - CPRA citation in first paragraph not updated to new code section numbers
- BP 2410 – “Board Policies and Administrative Procedures”



- Different language from template about adoption of BP amendments in same meeting or subsequent meetings.
- BP 2432 – “District Chancellor Succession”
  - Missing “their” from “his/her”
- BP 2710 – “Conflict of Interest”
  - Missing “their” from “his/her”
  - Missing language in first paragraph re “any body or board of which they are members.”
- BP 2715 – “Code of Ethics/Standards of Practice”
  - “Standards of Good Practice” formatting is incorrect and difficult to read.
- BP 2720 – “Communications Among Board Members”
  - First paragraph is different.
- BP 2730 – “Board Member Health Benefits”
  - First paragraph is much more detailed than template.

### 3. **Chapter 3**

- BP 3300 – “Public Records”
  - Incorrect code citations to CPRA.
- BP 3310 – “Retention and Destruction of Records”
  - Missing description of records to include student records, employment records, etc.
- BP 3410 – “Nondiscrimination”
  - Missing reference citation to Labor Code
  - Out-of-Date protected classifications
  - Missing “he/she/**they**”
  - Missing Cannabis hiring provision
- BP 3420 – “Equal Employment Opportunity”
  - Out-of-Date protected classifications
  - Significant amount of additional language/provisions beyond the template that seems to be from an older policy
- BP 3430 – “Prohibition of Harassment”
  - Out-of-Date protected classifications
  - Uses “sexual harassment” instead of “unlawful harassment”
  - Missing “he/she/**they**”
  - Slightly different language from template in places
- BP 3520 – “Local Law Enforcement”
  - Out-of-Date Ed. Code reference citations
- BP 3540 – “Sexual and Other Assaults on Campus”
  - Missing language of sexual assault that occurs on “off-campus grounds or facilities maintained by the District, or upon grounds or facilities maintained by affiliated student organizations”
- BP 3550 – “Drug-Free Environment and Drug Prevention Program”
  - Missing Reference citations
  - Out-of-Date descriptions of controlled substances

- Missing opioid provision
- BP 3570 – “Smoking on Campus”
  - Missing fine, signs, and information provisions
- BP 3600 – “Auxiliary Organizations”
  - Provisions on formation of Auxiliary Organizations is less clear than template.
- BP 3810 – “Claims Against the District”
  - Missing Reference citations
- BP 3820 – “Gifts”
  - Incorrect Ed. Code citation in References

#### 4. **Chapter 4**

- BP 4100 – “Graduation Requirements for Degrees and Certificates”
  - COA minimum listed as 8 semesters, but Template lists 16 semesters
- BP 4110 – “Honorary Degrees”
  - Does not designate Chancellor as responsible for developing criteria for awarding honorary degrees
- BP 4226 – “Multiple and Overlapping Enrollments”
  - First paragraph language is Out-of-Date but content appears to be correct
- BP 4230 – “Grading and Academic Record Symbols”
  - Missing [Symbol] for credit earned through prior learning
- BP 4231 – “Grade Changes”
  - Missing bullet under Chancellor assurances re assurance that grade awarded by faculty is final in absence of mistake, bad faith, fraud, or incompetence. Policy states this is a faculty responsibility rather than Chancellor responsibility
- BP 4235 – “Credit for Prior Learning”
  - Out-of-Date code citation references
- BP 4250 – “Probation, Dismissal, and Readmission”
  - Missing “he/she/**they**” language
- BP 4300 – “Field Trips and Excursions”
  - District-paid expenses missing commas that change meaning of “auxiliary[,] grant[,] or categorical program funds”
  - Contains additional provisions not in template that may warrant closer review
- BP 4400 – “Community Services Programs”
  - Language largely Out-of-Date
  - References Board of Trustees approval for minors to participate in community services programs

#### 5. **Chapter 5**

- BP 5010 – “Admission and Concurrent Enrollment”
  - Missing paragraph under “Admission” about student in adult education program pursuing high school diploma

- BP 5015 – “Residence Determination”
  - Missing clause re student with military or veteran status in second paragraph
  - Missing Team USA paragraph
- BP 5030 – “Fees”
  - Enrollment Fee paragraph repeats sentences unnecessarily
  - Parking fees paragraph Out-of-Date
  - Student Representation Fees does not require refusal to be submitted on a District form
  - Student transportation costs Out-of-Date
- BP 5035 – “Withholding of Student Records”
  - Not updated to comply with Educational Debt Collection Practices Act.
- BP 5040 – “Student Records Directory Information and Privacy”
  - Missing paragraph on Chancellor implementing system for affirmed name, etc.
  - Missing legal documentation paragraph
  - Directory information definition Out-of-Date
- BP 5130 – “Financial Aid”
  - Missing “Scholarship Displacement” provision
- BP – 5410 “Associated Students Elections”
  - Student Officer requirements state must comply with “all” requirements; Template says “any”
- BP 5420 – “Associated Students Finance”
  - Last paragraph language Out-of-Date
- BP 5500 – “Standards of Student Conduct”
  - Several of the prohibited conduct provisions contain Out-of-Date language
- BP 5700 – “Intercollegiate Athletics”
  - First paragraph does not account for transgender students

**6. Chapter 6**

- BP 6200 – “Budget Preparation”
  - Missing provision re changes in assumptions shall be reported to Board in a timely manner
- BP 6700 – “Civic Center and Other Facilities Use”
  - Missing code citation references
  - Mentions for-profit organizations in first paragraph
  - Missing list of purposes for use of Civic Centers
- BP 6800 – “Occupational Safety”
  - Missing code citation references

**7. Chapter 7**

- BP 7120 – “Recruitment and Hiring”
  - Does not designate the classified organization re established criteria and procedures

- BP 7210 – “Academic Employees”
  - Missing Title 5 code citation references
  - Missing new DEIA evaluation component language
- BP 7230 – “Classified Employees”
  - Missing Title 5 code citation references
  - Probationary period Out-of-Date; Should be 6 months
  - Missing new DEIA evaluation component language
- BP 7240 – “Confidential Employees”
  - Missing Title 5 code citation references
  - Missing new DEIA evaluation component language
- BP 7250 – “Educational Administrators”
  - Missing Title 5 code citation references
  - Missing new DEIA evaluation component language
  - Missing “vacancy” definition clause
- BP 7260 – “Classified Supervisors and Managers”
  - Missing Title 5 code citation references
  - Missing new DEIA evaluation component language
  - Conflicting/exclusive provisions for Classified administrators under contract and not under contract
- BP 7310 – “Nepotism”
  - Out-of-Date language re immediate family definition
- BP 7340 – “Leaves”
  - Out-of-Date language re leave to serve in legislature
  - Missing family care and medical leave
  - Vacation leave defined by years, instead of suggested days or hours
- BP 7360 – “Discipline and Dismissal, Academic Employees”
  - Incorrect code citation references
- BP 7380 – “Retiree Health Benefits”
  - District policy includes non-academic employees; Template limited to academic employees
- BP 7600 – “Campus Public Safety Officers”
  - Missing code citation references
  - Missing “Campus Security and Student Success” provision
  - Missing “Public Safety Data” provision
  - Missing “Report Regarding Complaints” provision
  - Out-of-Date language re Use of Force

## **B. ADMINISTRATIVE PROCEDURES**

### **1. Chapter 1**

- N/A

### **2. Chapter 2**

- AP 2105 – “Election of Student Member(s)”

- Missing recall and vacancy procedures

### 3. **Chapter 3**

- AP 3300 – “Public Records”
  - Incorrect code citation to CPRA
  - Directs requests be submitted to “designated officer” but does not identify what position that is
- AP 3310 – “Records Retention and Destruction”
  - Identifies “designated officer” as supervising retention/destruction, but does not state what position that is
- AP 3415 – “Immigration Enforcement Activities”
  - Missing “he/she/**they**” language
  - Exigent Circumstances require contact “designated administrator” but does not identify what position that is
  - “ICE” warrant directs District personnel contact “designated campus official” but does not identify what position that is
  - Subpoena requires District personnel provide a copy of subpoena to “designated administrator” but does not identify what position that is
- AP 3420 – “Equal Employment Opportunity”
  - Incorrect Code Citation References
  - Does not include plan requirements listed in template (review and adopted at regular Board meeting, cover period of three years, submitted to CCCCCO 90 days prior to adoption)
  - EEO Advisory Committee does not include training provision
  - EEO Advisory Committee does not include optional responsibilities provision
  - Missing optional “Job Analysis and Validation” provision
  - Missing optional “Job Description” provision
  - Missing two paragraphs from “Applicant Pools” provision
  - Screening section missing (1) hiring procedures provided to CCCCCO on request, (2) list of EEO principles and practices assured by HR Director, and (3) faculty and administrative provisions sensitivity to diversity.
  - Missing steps to address significantly underrepresented monitored groups
  - Missing “Job Announcements” provision
  - Missing optional “Dissemination and Revisions of the Plan” provision
  - Missing optional “Accountability and Corrective Action” provision for annual certification to CCCCCO
- AP 3430 – “Prohibition of Harassment”
  - Out-of-Date definitions of gender harassment
- AP 3433 – “Prohibition of Sexual Harassment under Title IX”
  - Out-of-Date and missing definitions
- AP 3434 – “Responding to Harassment Based on Sex under Title IX”

- Missing second paragraph under “Title IX Harassment Complaints, Investigations, and Hearings”
- Missing second paragraph under “Advisor” definition re consult with attorney
- Out-of-Date and missing Title IX definitions
- Missing last sentence under “Reporting Options” for paragraph beginning with “Because individuals . . .”
- Missing second paragraph under “Supportive Measures”
- Missing “Sexual Assault and Domestic Violence Counselors” provision
- Under “Emergency Removal” states “designated officer” but does not identify which position that is
- Missing “Student Complainant Requests for Confidentiality” provision
- Missing second paragraph under “Burden of Gathering Evidence”
- Missing “Evidence of Past Sexual History” provision
- Missing last paragraph under “Hearing Format”
- Missing last paragraph under “Presenting Witnesses”
- Under “Grounds for Appeal” first sentence doesn’t make much sense “The Decision-Maker on Appeal will serve as the Decision-Maker on Appeal”
- Missing last sentence in “Training” re requirements for materials in training
- AP 3435 – “Discrimination and Harassment Complaints and Investigations”
  - Missing second paragraph under “Reporting and Filing Complaints”
  - Missing “Confidential Reporting” and “Outreach” provisions
  - Distinguishes between formal and informal complaints, but Template does not
  - Missing “Advisers in Student Harassment Complaints” provision
  - Missing last paragraph under “Intake and Processing of Complaint” provision
  - Missing “Student Complainant Requests for Confidentiality” provision
  - Missing “Evidence of Past Sexual History” provision
  - Missing last two paragraphs under “Administrative Determination” re tolling timelines and academic employees placed on involuntary paid admin leave.
  - Missing several paragraphs under “Discipline for Student Sexual Misconduct Not Subject to Title IX” provision
  - Missing last paragraph under “Appeals”
  - Missing last paragraph under “Extension of Time”

- Missing “Interim and Supportive Measures” and “No-Contact Directives” provisions
  - Missing “Complaint Reporting” provision
- AP 3505 “Emergency Planning, Preparedness, and Response”
  - Uses Alternate 2 Template
  - Designates Drills are monitored by “responsible District or College Officer” but does not identify what position that is.
  - Description of Emergency event levels must less detailed than template
- AP 3515 – “Reporting of Crimes”
  - Uses both alternates for “To Report a Crime” provision
  - “Required Reports to Local Law Enforcement Agency” provision last missing identity of victim language.
- AP 3516 – “Registered Sex Offender Information”
  - Missing provisions re registration and information on registered sex offenders.
- AP 3520 – “Local Law Enforcement”
  - Missing Cleary Act procedural language
  - Missing “Security Officers” language
  - Confidential Reporting provision does not define or use “Campus Pastoral Counselors” or “Campus Professional Counselors”
- AP 3540 – “Sexual and Other Assaults on Campus”
  - Missing references to BP/APs on Sexual Harassment other than Student Conduct
  - Paragraph on alleged victims of domestic violence, etc. information refers to “designated District office” without stating what that office is
  - Missing “Sexual Assault and Domestic Violence Counselors” provision
- AP 3550 – “Drug-Free Environment and Drug Prevention Program”
  - Missing provision on “Opioid Overdose”
  - Extremely detailed procedures pre-employment, and during employment, drug testing; may warrant closer review
- AP 3560 – “Alcoholic Beverages”
  - States primary responsibility is left to “responsible District officer” without stating what position that is
- AP 3570 – “Smoking on Campus”
  - Definition of “Property” does not have examples “including but not limited to”
  - Missing provision on campus services for quitting smoking
- AP 3600 – “Auxiliary Organizations”
  - Missing provision that Board of Directors should adopt conflict of interest policy
  - Some Master Agreement mandatory provisions use out-of-date language

- Financial Audit Provision out-of-date re IRS form 990
- Missing annual public disclosure of value of services performed provision
- AP 3720 – “Computer and Network Use”
  - Missing Code citation references
  - “Unauthorized Use” and everything after “Prohibitions of Use” provision contains extra information that may warrant closer review
  - Missing “Unauthorized Programs” list and definitions
  - Out-of-Date CPRA code citations
  - “Dissemination and User Acknowledgment” waiver language Out-of-Date
- AP 3900 – “”Speech: Time, Place, and Manner”
  - Confusing first bullet point re “Those areas generally available;” Needs introductory sentence
  - Uses both Option 1 and Option 2

#### 4. **Chapter 4**

- AP 4020 – “Program and Curriculum Development”
  - First line “Initiation, Submission, Review, Approval, Evaluation” does not make sense in context of procedure’s language
  - Missing sentence “The District shall develop and offer programs and curricula in ethnic studies”
  - Work experience Title V citation incorrect
  - Federal financial aid eligibility provision uses 16 semester weeks instead of 15
- AP 4022 – “Course Approval”
  - Missing Ed. Code citation reference
- AP 4070 – “Course Auditing and Auditing Fees”
  - Missing provisions on refunds, and priority to certain students
- AP 4100 – “Graduation Requirements for Degrees and Certificates”
  - COA semester minimum is listed as 8, but 16 in Template
- AP 4103 – “Work Experience”
  - Missing several required provisions, including equitable access to disadvantaged students and planned opportunities for students to discuss educational growth
- AP 4104 – “Contract Education”
  - Missing provision addressing “Development, review, approval, and evaluation processes and criteria” of contract courses
- AP 4105 – “Distance and Correspondence Education”
  - Missing provision re statement of process in place to protect student privacy and additional student charges, if any
  - Out-of-Date definitions of “Distance Education,” “Regular Interaction,” and “Substantive Interaction”



- Out-of-Date sub provisions for “Addendum to Course Outline of Record”
- AP 4222 – “Non-degree Applicable Basic Skills Courses”
  - Title in Templates is “Remedial Courses”
  - Middle paragraph starting with “No student shall be required to enroll . . .” is missing several restrictions and criteria for Districts as stated in Template
- AP 4225 – “Course Repetition”
  - Missing limitation on competition courses to four times for semesters
  - References “FW” as a grade symbol, but symbol not recognized in BP 4230 – Grading and Academic Record Symbols
  - Missing provision on “recency requirements”
- AP 4227 – “Repeatable Courses”
  - Missing limitation on competition courses to four times for semesters
  - Missing provision on enrollment in physical education, visual arts, or performing arts
  - First three paragraphs are slightly unclear; possibly from prior policy
- AP 4228 – “Course Repetition – Significant Lapse of Time”
  - Compared to the Template, organization slightly changes meaning of procedure re repetition of active participatory experience and established repetition limits.
- AP 4230 – “Grading and Academic Records Symbols”
  - Missing [Symbol] for Credit for Prior Learning
- AP 4231 – “Grade Changes”
  - Missing references to BP 3310 – Records Retention and Destruction and BP/AP 5040 – Student Records
  - Final paragraph re unauthorized access of grade recording systems, as drafted, only applies to students and employees. Template has two paragraphs, one for students/employees and one for “any person”
- AP 4232 – “Pass/No Pass”
  - Second bullet point permits P/NP upon registration, but Template permits until last day of instruction.
- AP 4235 – “Credit for Prior Learning”
  - Missing paragraph starting with “Credit may be awarded for prior experiences . . .”
  - Missing language limiting number of units of prior learning that may be applied for Associate degree (does have this language specifically for Credit by Examination only)
- AP 4236 – “Advanced Placement Credit”
  - Missing provision that student’s academic record will be annotated to reflect credit earned from AP exam

- AP 4240 – “Academic Renewal”
  - Missing local procedures re procedures to be followed by student in requesting academic renewal and designated authorities
- AP 4250 – “Probation”
  - Missing Data Reporting provision
- AP 4255 – “Dismissal and Readmission”
  - Does not identify who will review petitions of appeal; only states “appropriate personnel”
- AP 4300 – “Field Trips and Excursions”
  - In transport of students, etc. provision, missing “at the discretion of the [designated position]” clause
- AP 4500 – “Student News Media”
  - Journalism Grievance Procedures not divided between formal and informal

## 5. Chapter 5

- AP 5010 – “Admissions and Concurrent Enrollment”
  - Missing language regarding non-resident student admission and students without high school diploma
- AP 5011 – “Admission and Concurrent Enrollment of High School and Other Young Students”
  - Under “Admission is subject to seat availability,” missing [designate position] has the authority to make final decision re profit from instruction.
  - “Special full-time student” admission missing “district application for admission” and written approval of governing board
  - Missing “special summer session student” provision and provisions below until CCAP section
  - Out-of-Date CCAP plan requirement sub bullet points
- AP 5012 – International Students
  - Out-of-Date code section references
- AP 5013 – “Students in the Military”
  - Out-of-Date language re residency
  - Uses “FW” grade but not in Grade Symbols BP
  - Military absence provisions may warrant closer review
- AP 5015 – “Residence Determination”
  - Out-of-Date re Military residency
  - Missing Team USA student athlete provision
  - Appeals state “designated officer” without identifying what position that is
- AP 5017 – “Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information”
  - States “designated officer” without identifying what position that is

- AP 5020 – “Nonresident Tuition”
  - Missing provision re ESL students
  - Copied templates “A requirement that . . .” language wholesale without restating those requirements in a way that makes sense within the AP
  - Additional provisions on Out-of-State resident tuition may warrant closer review
- AP 5030 – “Fees”
  - Missing ESL required fees provision
- AP 5031 – “Instructional Fees”
  - Title of Template is “Instructional Materials”
  - Missing provision on how need is determined and by whom
- AP 5040 – “Student Records, Directory Information, and Privacy”
  - Missing provision on student request to inspect and review records, including 15 working day timeline to respond
  - Missing local procedures/position responsible for providing certain information about student records
  - States “designated campus officer” without stating what position that is
  - Typo on “sSocial security Number” prior to Jan 2004 and formatting is off
  - Missing provision on affirmed names and gender ID
  - Missing provision that District cannot require current student to provide legal documentation of name change
- AP 5045 – “Student Records – Challenging Content and Access Log”
  - States “designated officer” without identifying what position that is
  - Improperly formatted access log exemption for Officials or employees having a legitimate educational interest
- AP 5050 – “Student Success and Support Program”
  - Missing provision that District shall not use any assessment instrument except as authorized
- AP 5052 – “Open Enrollment”
  - Missing clause re District programs that permit restricted enrollment (but possibly covered by additional provisions not included within Template)
- AP 5055 – “Enrollment Priorities”
  - Priority order of enrollment mostly Out-of-Date
  - Missing 100-unit limit provision re ESL
  - Missing definition paragraph on extenuating circumstances
- AP 5075 – “Course Adds and Drops”
  - Out-of-Date withdrawal provision
  - Missing intervention program for multiple withdrawals
- AP 5130 – “Financial Aid”
  - Line stating “Regulations must address at minimum” appears to be an error from copying Template

- Formatting error under student eligibility
- Loss of eligibility and Misrepresentation provisions disorganized
- Students Enrolled in a Baccalaureate Degree Program provision incorrectly titled “Baccalaureate Degree Applicants”
- Missing Scholarship Displacement provision
- AP 5140 – “Disabled Student Programs and Services”
  - Missing provision on advisory committee
- AP 5150 – “Extended Opportunity Programs and Services”
  - Missing all required topics after “Recruitment and Outreach Services”
- AP 5400 – “Associated Students Organization”
  - Missing provision on day and evening student representatives
  - Missing accounting provision
- AP 5700 – “Intercollegiate Athletics”
  - Out-of-Date code citation references
- AP 5800 – “Prevention of Identity Theft in Student Financial Transactions”
  - Out-of-Date list of suspicious documents

**6. Chapter 6**

- AP 6200 – “Budget Preparation”
  - Missing provision on filing copies of budget report with county officers
- AP 6300 – “Fiscal Management”
  - Missing code citation references
  - Cites Ed. Code sections 41001-41002; possibly Out-of-Date
  - Missing provision on EDGAR
  - Missing procedures re CFR 200.305
- AP 6310 – “Accounting”
  - Only includes a usage note. Not complete or correct.
- AP 6320 – “Fiscal Management”
  - Should be renamed to “Investments” to avoid two APs named “Fiscal Management”
- AP 6322 – “Employee Indemnity Bonds”
  - Simply states “designated employees” without identifying which employees
- AP 6340 – “Bids and Contracts”
  - Out-of-Date code citation references
  - Includes advisory note re bid minimums with annual adjustment date
  - Missing clause re skilled and trained workforce under “Bid Specifications”
  - Missing provision re CFO purchases through CollegeBuys Program
- AP 6345 – “Bids and Contracts – UPCCAA”

- Missing footnote re CUCCAC/Commission
- AP 6350 – “Contracts – Construction”
  - Simply states “designated officer” without identifying what position that is
- AP 6355 – “Job Order Contracts”
  - Formatting errors re paragraph that begins with “Based on the documents prepared”
  - Out-of-Date code citations for CPRA
- AP 6360 – “Contracts – Electronic Systems and Materials”
  - Simply states criteria for responsive bid established by “appropriate District staff” without identifying what positions those are
- AP 6370 – “Contracts – Personal Services”
  - Missing Consultants provision
  - Includes Independent Contractor Checklist that may warrant closer review re Independent Contractor Legal Tests
- AP 6400 – “Financial Audits”
  - Out-of-Date language re filling of audit report
- AP 6520 – “Security for District Property”
  - Missing “he/she/**they**” language
  - Missing some suggested elements like allocation of responsibilities
- AP 6530 – “District Vehicles”
  - Simply states “designated limit of miles” without stating what that limit is
  - Simply states “designated officer” under submitted employee information provision
- AP 6620 – “Naming of Buildings”
  - Missing language on removal of names (likely applies because there is a provision re “re-name” of property)
- AP 6700 – “Civic Center and Other Facilities Use”
  - Missing code citation references
  - Includes some advisory notes
  - Requires 30 notice in advance to requested use; Template recommends no more than 10
  - Permits alcoholic beverages with event form; Template prohibits alcohol “*in any form*” brought on District property
  - Very detailed guidelines for use may warrant closer review
- AP 6740 – “Citizens Oversight Committee”
  - Missing member “active in the support and organization of the District”
  - Missing “Assistance,” “Public Meetings,” and “Reports” provisions

7. **Chapter 7**

- AP 7130 – “Compensation”

- Missing code citation references
- AP 7211 – “Faculty Service Areas, Minimum Qualifications, and Equivalencies”
  - Out-of-Date bullet points under Evaluation Committee provision
  - Substantially different “Determination of Equivalencies” compared to Template; May be local practice substitute
- AP 7240 – “Confidential Employees”
  - Missing local practice for additional procedures
- AP 7345 – “Catastrophic Leave Program”
  - First paragraph repeats unnecessarily
  - Missing provision on donation of eligible leave credits
- AP 7350 – “Resignations”
  - Out-of-Date language compared to Template
- AP 7360 – “Discipline and Dismissal, Academic Employees”
  - Missing clause to extend investigation completion timeline for involuntary paid administrative leave
- AP 7365 – “Discipline and Dismissal, Classified Employees”
  - Missing provision re Pay During Proceedings
- AP 7385 – “Salary Deductions”
  - Incorrect code citation references
- AP 7400 – “Travel”
  - Missing code citation references
  - Missing many of suggested inclusions for local practice
- AP 7600 – “Campus Security Officers”
  - Missing code citation references
  - Substantially Out-of-Date language compared to Template
- AP 7700 – “Whistleblower Protection”
  - Formatting error for section 1.c and 1.d
  - Missing “he/she/**they**” language
  - Out-of-Date provision re Whistleblower contact information/hotline

### **III. MISSING & REQUIRED**

#### **A. BOARD POLICIES**

##### **1. Chapter 1**

- N/A

##### **2. Chapter 2**

- N/A

##### **3. Chapter 3**

- BP 3433 – “Prohibition of Sexual Harassment under Title IX”
- BP 3503 - “Missing Student Notification”
- BP 3800 – “Personal Data Protection”

4. **Chapter 4**

- N/A

5. **Chapter 5**

- N/A

6. **Chapter 6**

- N/A

7. **Chapter 7**

- N/A

**B. ADMINISTRATIVE PROCEDURES**

1. **Chapter 1**

- N/A

2. **Chapter 2**

- AP 2320 – “Special and Emergency meetings”
- AP 2435 – “Evaluation of the District Chancellor”
- AP 2510 – “Participation in Local Decision-Making”
- AP 2610 – “Presentation of Initial Collective Bargaining Proposals”
- AP 2710 – “Conflict of Interest”
- AP 2714 – “Distribution of Tickets and Passes”

3. **Chapter 3**

- AP 3050 – “Institutional Code of Ethics”
  - District has a BP.
- AP 3503 – “Missing Student Notification”

4. **Chapter 4**

- N/A

5. **Chapter 5**

- N/A

6. **Chapter 6**

- N/A

7. **Chapter 7**

- AP 7125 – “Verification of Eligibility for Employment”
- AP 7233 – “Claims for Work out of Classification”

- AP 7234 – “Overtime”
- AP 7336 – “Certification of Freedom from Tuberculosis”
- AP 7337 – “Fingerprinting”

#### **IV. MISSING & OPTIONAL**

##### **A. BOARD POLICIES**

1. **Chapter 1**
  - N/A
2. **Chapter 2**
  - N/A
3. **Chapter 3**
  - BP 3518 – “Child Abuse Reporting”
4. **Chapter 4**
  - N/A
5. **Chapter 5**
  - N/A
6. **Chapter 6**
  - N/A
7. **Chapter 7**
  - N/A

##### **B. ADMINISTRATIVE PROCEDURES**

1. **Chapter 1**
  - N/A
2. **Chapter 2**
  - AP 2015 – “Student Members”
  - AP 2110 – “Vacancies on the Board”
  - AP 2325 – “Teleconferences Meetings”
  - AP 2360 – “Minutes”
  - AP 2365 – “Recording”
  - AP 2410 – “Board Policies and Administrative Procedures”
  - AP 2712 – “Conflict of Interest Code”
  - AP 2735 – “Board Member Travel”
3. **Chapter 3**



- AP 3518 – “Child Abuse Reporting”
  - AP 3530 – “Weapons on Campus”
  - AP 3710 – “Securing of Copyright”
  - AP 3810 – “Claims Against the District”
  - AP 3820 – “Gifts”
4. **Chapter 4**
- AP 4060 – “Delineation of Functions Agreement”
  - AP 4106 – “Nursing Programs”
  - AP 4220 – “Standards of Scholarship – Delegation”
5. **Chapter 5**
- N/A
6. **Chapter 6**
- AP 6315 – “Warrants”
  - AP 6325 – “Payroll”
7. **Chapter 7**
- AP 7126 – “Applicant Background Checks”
  - AP 7145 – “Personnel Files”
  - AP 7212 – “Temporary Faculty”
  - AP 7213 – “Part-Time Faculty: Benefits”
  - AP 7214 – “Part-Time Faculty: Office Hours”
  - AP 7215 – “Academic Employees: Probationary Contract Faculty”
  - AP 7216 – “Academic Employees: Grievance Procedure for Contract Decisions”
  - AP 7231 – “Seniority”
  - AP 7232 – “Classification Review”
  - AP 7235 – “Probationary Period: Classified Employees”
  - AP 7236 – “Substitute and Short-Term Employees”
  - AP 7341 – “Sabbaticals”
  - AP 7342 – “Holidays”
  - AP 7344 – “Notifying District of Illness”
  - AP 7346 – “Employees Called to Military Duty”
  - AP 7347 – “Paid Family Leave”
  - AP 7348 – “Accommodations”
  - AP 7366 – “Reinstatement”
  - AP 7381 – “Health and Welfare Benefits”
  - AP 7500 – “Volunteers”