

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

September 18, 2018

Informational Item: 8.3

Subject: Report on Current Status of Board Policies and Administrative Procedures

This report presents the current status of Board Policies and Administrative Procedures for the District, and also presents a summary of the work done on Board Policies (BPs) and Administrative Procedures (APs) since each chapter was fully reviewed.

Current Status of BPs and APs

Chabot-Las Positas Community College District subscribes to the Community College League of California's Policy and Procedure Services (PPS). The PPS provides updates twice per year, identifying changes in law, regulation and accreditation standards, as well as technical edits and other necessary wording changes to policy. Under the guidance of the Vice Chancellor for Educational Services and Student Success, these are reviewed and implemented through policy and procedure changes. This process keeps policies current and up-to-date. As of this report, changes from PPS notifications are current. The November 2018 PPS notification should be reviewed in Spring 2018 for the next round of changes.

Regular (Cyclical) Review of BPs and APs

The District has adopted a multi-year schedule for regular examination of BPs and APs, to ensure they reflect the current regulatory and operational structure of CLPCCD. During a regular policy review under this cycle, the Chapter is reviewed in its entirety, with necessary revisions, deletions and additions made at that time. A scan of the current Board Policies and Administrative Procedures (together policies) reveals:

Chapter One- The District	Two policies (BP 1100 on 2-19-13; BP 1200 on 7-15-14) in this small chapter have been recently reviewed and updated. <i>The full Chapter should be reviewed in 2018-2019.</i>
Chapter Two- Board of Trustees	All of these policies were reviewed and updated in 2013. Since then, several policies have been further updated. <i>Should be reviewed 2019-2020.</i>
Chapter Three- General Institution	All of these policies were reviewed and updated in 2015. Since then, several policies have been further updated. <i>Should be reviewed 2021-2022.</i>
Chapter Four- Academic Affairs	All of these policies were reviewed and updated in 2014. Since then, several policies have been further updated. <i>Should be reviewed 2020-2021.</i>
Chapter Five-Student Services	All of these policies were reviewed and updated in 2014. Since then, several policies have been further updated. <i>Should be reviewed 2020-2021.</i>

Chapter Six- Business and Fiscal Affairs All of these policies were reviewed and updated in 2014 and 2015. Since then, several policies have been further updated. *Should be reviewed 2021-2022.*

Chapter Seven-Human Resources All of these policies were reviewed and updated in 2015. *HR policies are continuously reviewed and updated with changes noted by legal counsel. However, a full Chapter review is due 2022-2023.*

Changes to Individual Board Policies and Administrative Procedures

Since the Board Policies and accompanying Administrative Procedures (together policies) last underwent a regular Chapter review and update, there have been further changes to individual policies as the need was identified. Below find a listing of BP and AP changes since the last Chapter reviews, including through September 2018:

Chapter 2- Board of Trustees (2013)	Date	BP	AP
Election of Student Members	4-17-18	2105	2105
Agendas	12-5-17	2340	
Speakers	12-5-17	2350	
Presentation of Initial Collective Bargaining Proposals	8-18-15	2610	
Conflict of Interest	11-15-16		2710
Board Member Health Benefits	6-16-15	2730	
Board Member Travel	12-5-17	2735	
Chapter 3- General Institution (2015)			
Institutional Planning	12-6-16	3250	
	8-21-18	3250	
Total Cost of Ownership	12-6-16		3253
Public Records	12-5-17		3300
Nondiscrimination	12-6-16	3410	
	11-15-16		3410
	8-21-18	3410	
Prohibition of Harassment	12-6-16	3430	
	11-15-16		3430
	12-5-17	3430	
Discrimination and Harassment Complaints and Investigations	11-15-16		3435
	12-5-17		3435
Reporting of Crimes	4-18-17		3515
Child Abuse Reporting		3518	3518

Chapter 3, Continued	Date	BP	AP
Smoking on Campus	12-5-17		3570
Gifts	12-5-17	3820	
Speech: Time, Place and Manner	8-16-16	3900	
	8-16-16		3905
Chapter 4- Academic Affairs (2014)			
Program, Curriculum and Course Development	12-5-17	4020	
	9-19-18	4020	
Hours and Credits	9-19-18		4021
Articulation	12-5-17		4050
Work Experience	8-21-18		4103
Standards of Scholarship	8-21-18	4220	
Course Repetition	9-15-15	4225	
	12-6-16	4225	
	12-5-17		4225
Repeatable Courses	12-5-17		4227
Course Repetition- Significant Lapse of Time	12-5-17		4228
Course Repetition- Variable Units	12-5-17		4229
Grading and Academic Record Symbols	12-5-17		4230
	8-21-18		4230
Credit by Examination	12-5-17		4235
Academic Renewal	9-19-18	4240	4240
Probation, Dismissal and Readmission	7-19-16	4250	4250
	8-21-18	4250	4250
Field Trips and Excursions	12-5-17	4300	4300
Chapter 5- Student Services (2014)			
Students in the Military	12-5-17		5013
Residence Determination	12-5-17		5015
	8-21-18		5015
Nonresident Tuition	12-5-17		5020
Fees	8-21-18		5030
Student Records, Directory Information and Privacy	12-5-17		5040
Enrollment Priorities	12-5-17		5055
	8-21-18		5055
Course Adds and Drops	8-21-18		5075
Financial Aid	8-21-18		5130
Disabled Student Services and Programs	12-6-16	5140	
Shower Facilities for Homeless Students	5-16-17	5220	5220
Student Equity	8-21-18		5300
Standards of Student Conduct	8-16-16		5500
Student Discipline Procedures	8-16-16		5520
Student Rights and Grievances	8-16-16		5530
	9-19-18		5530

Chapter 6- Business and Fiscal Affairs (2014, 2015)			
Fiscal Management	12-6-16	6300	
	11-15-16		6300
Debt Management	8-21-18	6307	
Bids and Contracts	12-6-16	6340	
	11-15-16		6340
	8-21-18		6340
Informal Bids and Contracts	11-15-16		6345
Financial Audits	12-5-17		6400
Wireless or Cellular Telephone Use	12-5-17	6450	6450
Debt Issuance and Management	7-18-17	6720	
Parking	9-19-18		6750
Hazardous Materials	12-5-17		6850
Chapter 7- Human Resources (2015)			
Recruitment and Selection	12-6-16	7120	
Verification of Eligibility for Employment	12-5-17		7125
Confidential Employees	8-21-18		7240
Nepotism	12-6-16	7310	
	8-21-18	7310	
Communicable Disease	12-5-17	7330	
Certification of Freedom from Tuberculosis	12-5-17		7336
Leaves	12-5-17	7340	
Industrial Accident and Illness Leave	12-5-17		7343
Discipline and Dismissal- Academic Employees	12-6-16	7360	
Retiree Health Benefits	2-21-17	7380	
Travel	12-5-17	7400	7400
Volunteers	12-5-17		7500
Security Officers	12-6-16	7600	