



District Assembly Meeting Agenda
District Board Room
September 5, 2017 – 3pm

1. CALL TO ORDER
2. CHANCELLOR'S REPORT
3. APPROVAL OF 5/2/17 MINUTES p4
4. APPROVAL OF DISTRICT ASSEMBLY VP MARK MCCONNELL
5. REBRANDING UPDATE
6. OLD BUSINESS
 - a. District Assembly Membership p7
 - b. Policies & Procedures for 2nd Read and Approval
 - i. None
 - c. Annual approval of 6-year AP/BP review schedule p8
7. NEW BUSINESS
 - a. PolicyStat – tracking software for P&Ps p31
 - b. Recommendation to rename the ACCJC Ad-Hoc Committee to the Districtwide Institutional Effectiveness Committee and make it a standing Collegial Consultation Committee;
 - c. Need to review the purpose and charge and need for all Districtwide standing committees p32

- d. Policies & Procedures for 1st Read (take to constituency for input)
 - i. AP 2410 Board Policies and Administrative Procedures
 - ii. AP 2510 Collegial Consultation (*note: was pulled 4/4/17 for review by Board Policy Committee*)
 - iii. AP 2712 Conflict of Interest Code
 - iv. AP 2735 Board Member Travel
 - v. BP 2735 Board Member Travel
 - vi. AP 3430 Prohibition of Harassment
 - vii. AP 3505 Emergency Response Plan
 - viii. BP 3505 Emergency Response Plan
 - ix. AP 3710 Securing of Copyright
 - x. BP 3710 Securing of Copyright
 - xi. AP 5020 Nonresident Tuition
 - xii. BP 5020 Nonresident Tuition
 - xiii. AP 5420 Associated Students Finance
 - xiv. BP 5420 Associated Students Finance
 - xv. AP 7150 Evaluation
 - xvi. BP 7150 Evaluation
 - xvii. AP 7250 Educational Administrators (*note: was pulled 4/4/17. Need to clarify "subject matter expert". Who is it and who appoints them?*)
 - xviii. BP 7250 Educational Administrators
 - xix. AP 7260 Classified Supervisors and Managers

- e. Policies & Procedures for 1st Read (Academic & Professional)
 - i. AP 3715 Intellectual Property
 - ii. BP 3715 Intellectual Property
 - iii. AP 4010 Academic Calendar
 - iv. BP 4010 Academic Calendar
 - v. AP 4104 Contract Education
 - vi. AP 4235 Credit by Examination
 - vii. AP 5010 Admissions
 - viii. BP 5010 Admissions
 - ix. AP 5030 Fees
 - x. BP 5030 Fees
 - xi. BP 5050 Student Success and Support Program
 - xii. AP 5110 Counseling
 - xiii. BP 5110 Counseling

8. INFORMATION

- a. BP 2410 Board Policies and Administrative Procedures (was board approved and submitted to DA for information)
- b. Short URL for District Assembly webpage www.sbccd.org/DistrictAssembly
- c. Policies & Procedures Deemed Academic & Professional Submitted for Information
 - i. AP/BP 4020 Program, Curriculum, and Course Development (title 5 changes)

9. UPDATES

- a. Strong Workforce – (from 4/4/17 and 5/2/17) the committee will reconvene in May-late April
- b. Grants Work Group – (from 4/4/17 and 5/2/17) Jose Torres is working with the college presidents on indirect fees. DBC will review and will report back to District Assembly.
- c. Educational & Facilities Master Plan Update
- d. EDCT – Report attached
- e. KVCR – Report attached

10. REPORTS

- a. Academic Senates
- b. Classified Senates
- c. Student Senates

11. PUBLIC COMMENTS

12. FUTURE AGENDA ITEMS

- a. Auditing Update (Summer 2018, Kuck)
- b. Calendar Committee Update (TBD)
- c. Educational & Facilities Master Plan Update (TBD 2019)
- d. Fiscal Services Update (written reports Feb, May, Aug, Nov)
- e. Human Resources Update (written reports Jan, Apr, July, Oct)
- f. Police Department Update (written reports Apr, Sept)
- g. TESS Updates (written reports May, Oct)
- h. Webadvisor Update (TBD)
- i. Proposed Policy & Procedure on Background Checks – (from 4/4/17) HR is working on this policy. It will apply to all employees.
- j. AB 104 Update (TBD)
- k. Emergency Management Committee – (from 4/4/17) The committee will provide consistency in emergency training, ensure related policies and procedures are up to date, and will communicate the roles and structure of the emergency management committee. The committee will have collegial representation. Once the committee develops the charge and membership, it will be brought to District Assembly.
- l. Annual approval of 6-year AP/BP review schedule (September)

13. ADJOURN

**District Assembly Meeting Minutes
District Board Room
May 2, 2017 – 3pm**

1. CALL TO ORDER

Jeremiah Gilbert called the meeting to order at 3:05pm

2. CHANCELLOR'S REPORT

Jose Torres reported on the Chancellor's behalf. The Board approved the HR reorganization last week and it is effective immediately. The P2 report has been submitted. Valley is projected to be 200 FTES over their enrollment goal. Crafton is projected to be 175 FTES short from their enrollment goal. Based on our analysis, we will leave 236 FTES on the table, which equates to \$1.2 million.

3. APPROVAL OF 4/4/17 MINUTES

Jim Holbrook motioned, Ben Gamboa seconded the motion to approve the minutes of 4/4/17. Unanimous approval. Motion passed.

4. OLD BUSINESS

- a. **Policies & Procedures for 2nd Read and Approval**
 - i. **BP/AP 3310 Records Retention and Destruction**
 - ii. **BP/AP 3420 Equal Employment Opportunity**
 - iii. **BP/AP 3560 Alcoholic Beverages**

Ben Gamboa motioned, Jim Holbrook seconded the motion to approve the policies and procedures. Unanimous approval. Motion passed.

5. NEW BUSINESS

- a. **Policies & Procedures for 1st Read (take to constituency for input)**
 - i. **none**
- b. **AP 3715 Intellectual Property to be declared academic & professional**

Academic Senates declared AP 3715 academic & professional.
- c. **AP 5030 Fees – Paramedic National Registry Testing list.** Diane Rodriguez motioned, Jim Holbrook seconded the motion to replace the Paramedic National Registry Testing replace the listed fee of \$200 with "at cost" and waive 1st read and approve to move forward. Unanimous approval. Motion passed.

- d. **District Assembly Membership Status** – an updated list was provided.
- e. **Election of District Assembly President and Vice President**
Jim Holbrook motioned, Romana Pires seconded the motion to elect Jeremiah Gilbert for president. Jeremiah Gilbert motioned, Jim Holbrook seconded the motion to elect Denise Allen for vice president. Unanimous approval. Motion passed.
- f. **Complete Committee Evaluation**
Members present were asked to complete the committee evaluation.

6. INFORMATION

- a. **League Update #30 Overview**
- b. **Policies & Procedures Deemed Academic & Professional Submitted for Information**
 - i. **None**

7. UPDATES

- a. 10+1 Training – Jeremiah invited anyone who wanted to attend the training on 5/10/17 from 8-11am
- b. Strong Workforce – (from 4/4/17) the committee will reconvene in May-late April
- c. Grants Work Group – (from 4/4/17) Jose Torres is working with the college presidents on indirect fees. DBC will review and will report back to District Assembly.
- d. Proposed Policy & Procedure on Background Checks – (from 4/4/17) HR is working on this policy. It will apply to all employees. It will come to District Assembly for a first and second read.
- e. Emergency Management Committee – (from 4/4/17) The committee will provide consistency in emergency training, ensure related policies and procedures are up to date, and will communicate the roles and structure of the emergency management committee. The committee will have collegial representation. Once the committee develops the charge and membership, it will be brought to District Assembly.
- f. Fiscal Services Department Update – Report attached
- g. EDCT – Report attached
- h. KVCR – Report attached

8. REPORTS

- a. **Academic Senates** - none
- b. **Classified Senates** - 4/11-4/14 Classified Professional Week at Crafton. Attendance was down and they will revert back to having the event in the summer. Working on a resolution for FCC auction. SBVC Classified Senate has their upcoming Classified Professional Week and are working on the Spotlight for Success coming in May.
- c. **Student Senates** - none

9. **PUBLIC COMMENTS** - none

10. **FUTURE AGENDA ITEMS**

- a. BP/AP 3280 Grants – pulled 4/4/17. To be completed by Bruce Baron, Richard Galope, and Jose Torres.
- b. AP 7250 clarification of language - pulled 4/4/17. Bring back in September for discussion
- c. AP 2510 – pulled 4/4/17. Bring back after review from Ad Hoc committee
- d. Annual approval of 6-year AP/BP review schedule (September)
- e. Auditing Update (Summer 2018, Kuck)
- f. Calendar Committee Update (TBD)
- g. Educational & Facilities Master Plan Update (TBD 2019)
- h. Fiscal Services Update (written reports Feb, May, Aug, Nov)
- i. Human Resources Update (written reports Jan, Apr, July, Oct)
- j. Police Department Update (written reports Apr, Sept)
- k. TESS Updates (written reports May, Oct)
- l. Webadvisor Update (TBD)

11. **ADJOURN**

Jeremiah Gilbert adjourned the meeting at 3:30pm

District Assembly
Terms Ending 2018-2019 (as of 8/25/17)

OFFICERS²

2 The President and Vice President shall be elected from the Membership. The Recorder's position shall be filled by the Executive Administrative Assistant to the Chancellor. All members, with the exception of the Chancellor and the College Presidents, are eligible to hold office. (Source: District Assembly Constitution)

President: Jeremiah Gilbert (18)
Vice President: Mark McConnell (18)

Recorder: Stacey Nikac

FACULTY

Crafton Hills College (2)

T.L. Brink (18)
Jim Holbrook (18)

San Bernardino Valley College (3)

Jeffrey Demsky (18)
Craig Luke (18)
Stephanie Briggs (18)

CLASSIFIED STAFF¹

¹To satisfy Education Code section 70901.2, one Classified representative from the General Membership is to be appointed by CSEA.

District (1)

Susan Ryckevic (18)

Crafton Hills College (1)

Kathy Wilson (18)

San Bernardino Valley College (1)

Cassandra Thomas¹ (18)

MANAGEMENT STAFF

District (1)

Robert Levesque (18)

Crafton Hills College (1)

Keith Wurtz (19)

San Bernardino Valley College (1)

Raymond Carlos (18)

STUDENTS

Crafton Hills College (2)

Marcus McInerney (18)
Junior Gutierrez (alternate)

San Bernardino Valley College (2)

Santiago Castillo (18)
Jessica Robledo (Alternate)

EX-OFFICIO

- | | |
|---------------------------------------------------|-------------------|
| 1. Chancellor of the District | Bruce Baron |
| 2. President of Crafton Hills College | Wei Zhou |
| 3. President of San Bernardino Valley College | Diana Rodriguez |
| 4. President of the CHC Academic Senate | Mark McConnell |
| 5. President of the SBVC Academic Senate | Celia Huston |
| 6. President of the CHC Classified Senate | Ben Gamboa |
| 7. President of the SBVC Classified Senate | Kathryn Marmolejo |
| 8. President of the CHC Student Body Association | Amber Snow |
| 9. President of the SBVC Student Body Association | Rocio Aguayo |

VESTED

Black Faculty and Staff Association
Latino Faculty and Staff Association
CTA President (or designee)
CSEA President (or designee)

James Smith
Mary Valdemar
Sherri Lillard
Grayling Eaton

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | Review Year 2017-18 |
|-------|--------|---------------------------------|----------------|------------------------|
| BP | 1100 | The San Bernardino CCD | | |
| BP | 1200 | District Mission Statement | | |
| BP | 2010 | Board Membership | | |
| AP | 2015 | Student Trustees | | |
| BP | 2015 | Student Trustees | | |
| AP | 2100 | Board Elections | New - optional | |
| BP | 2100 | Board Elections | | |
| AP | 2105 | Election of Student Trustees | | |
| BP | 2105 | Election of Student Trustees | | |
| AP | 2110 | Vacancies on the Board | | |
| BP | 2110 | Vacancies on the Board | | |
| BP | 2130 | Term Limits | | |
| BP | 2200 | Board Duties & Responsibilities | | |
| BP | 2210 | Officers | | |
| BP | 2220 | Committees of the Board | | |
| AP | 2305 | Annual Organizational Meeting | New - optional | |
| BP | 2305 | Annual Organizational Meeting | | |
| BP | 2310 | Regular Meetings of the Board | | |
| BP | 2315 | Closed Sessions | | |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | Review Year |
|-------|--------|-------------------------------------------|----------------|-------------|
| AP | 2320 | Special and Emergency Meetings | | |
| BP | 2320 | Special and Emergency Meetings | | |
| AP | 2330 | Quorum and voting | | |
| BP | 2330 | Quorum and voting | | |
| AP | 2340 | Agendas | | |
| BP | 2340 | Agendas | | |
| AP | 2345 | Public Participation at Board Meetings | New - optional | |
| BP | 2345 | Public Participation at Board Meetings | | |
| BP | 2350 | Speakers | | |
| BP | 2355 | Decorum | | |
| AP | 2360 | Minutes | New - advised | |
| BP | 2360 | Minutes | | |
| AP | 2365 | Recordings | | 07/01/17 |
| BP | 2365 | Recordings | | 07/01/17 |
| AP | 2410 | Board Policies & Admin Procedures | | |
| BP | 2410 | Board Policies & Admin Procedures | | |
| AP | 2430 | Delegation of Authority to the Chancellor | New - advised | |
| BP | 2430 | Delegation of Authority to the Chancellor | | |
| AP | 2431 | Chancellor Selection | | |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | 2017-18 Review Year |
|-------|--------|-----------------------------------------------|----------------|------------------------|
| BP | 2431 | Chancellor Selection | | |
| BP | 2432 | Chancellor Succession | | |
| AP | 2435 | Evaluation of the Chancellor | | |
| BP | 2435 | Evaluation of the Chancellor | | |
| AP | 2510 | Collegial Consultation | | |
| BP | 2510 | Collegial Consultation | | |
| AP | 2610 | Presentation of Initial Collective Bargaining | | 07/01/17 |
| BP | 2610 | Presentation of Initial Collective Bargaining | | 07/01/17 |
| AP | 2710 | Conflict of Interest | New - required | |
| BP | 2710 | Conflict of Interest | | |
| AP | 2712 | Conflict of Interest Code | | |
| AP | 2714 | Distribution of Tickets or Passes | | |
| BP | 2714 | Distribution of Tickets or Passes | | |
| BP | 2715 | Code of Ethics | | |
| BP | 2716 | Political Activity | | |
| BP | 2717 | Personal Use of Public Resources | | 07/01/17 |
| BP | 2720 | Communications Among Board Members | | 07/01/17 |
| BP | 2725 | Board Member Compensation | | |
| AP | 2730 | Board Member Health Benefits | | |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | 2017-18 Review Year |
|-------|--------|-------------------------------------|---------------|------------------------|
| BP | 2730 | Board Member Health Benefits | | |
| AP | 2735 | Board Member Travel | | 07/01/17 |
| BP | 2735 | Board Member Travel | | 07/01/17 |
| BP | 2740 | Board Education | | |
| BP | 2745 | Board Self- Evaluation | | |
| BP | 2750 | Board Member Absence from the State | | |
| AP | 3050 | Institutional Code of Ethics | | |
| BP | 3050 | Institutional Code of Ethics | | |
| AP | 3100 | Organizational Structure | New - advised | |
| BP | 3100 | Organizational Structure | | |
| AP | 3200 | Accreditation | | |
| BP | 3200 | Accreditation | | |
| AP | 3225 | Institutional Effectiveness | | |
| BP | 3225 | Institutional Effectiveness | | |
| BP | 3226 | Awards | | |
| AP | 3250 | Institutional Planning | | |
| BP | 3250 | Institutional Planning | | |
| AP | 3280 | Grants | | |
| BP | 3280 | Grants | | |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | 2017-18 Review Year |
|-------|--------|---------------------------------------------|----------------|------------------------|
| AP | 3300 | Public Records | | |
| BP | 3300 | Public Records | | |
| AP | 3310 | Records Retention and Destruction | | |
| BP | 3310 | Records Retention and Destruction | | |
| AP | 3410 | Nondiscrimination | | |
| BP | 3410 | Nondiscrimination | | |
| AP | 3420 | EEO | New - required | |
| BP | 3420 | EEO | New - required | |
| AP | 3430 | Prohibition of Harassment | | |
| BP | 3430 | Prohibition of Harassment | | |
| AP | 3435 | Discrimination and Harassment Investigation | | |
| AP | 3440 | Service Animals | New - required | |
| BP | 3440 | Service Animals | New - required | |
| AP | 3500 | Campus Safety | | |
| BP | 3500 | Campus Safety | | |
| AP | 3501 | Campus Safety and Access | | |
| BP | 3501 | Campus Safety and Access | | |
| AP | 3503 | Missing Student Notification | | |
| AP | 3505 | Emergency Response Plan | | |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | Review Year 2017-18 |
|-------|--------|---------------------------------------------------|----------------|------------------------|
| BP | 3505 | Emergency Response Plan | | |
| AP | 3510 | Workplace Violence | | |
| BP | 3510 | Workplace Violence | | |
| AP | 3515 | Reporting of Crimes | | |
| BP | 3515 | Reporting of Crimes | New - required | |
| AP | 3516 | Registered Sex Offender Information | New - required | |
| AP | 3518 | Child Abuse Reporting | | |
| BP | 3518 | Child Abuse Reporting | | |
| AP | 3520 | Local Law Enforcement | New - required | |
| BP | 3520 | Local Law Enforcement | New - required | |
| AP | 3530 | Weapons on Campus | New - advised | |
| BP | 3530 | Weapons on Campus | | |
| AP | 3540 | Sexual and Other Assaults on Campus | | |
| BP | 3540 | Sexual and Other Assaults on Campus | | |
| AP | 3550 | Drug Free Environment and Drug Prevention Program | | |
| BP | 3550 | Drug Free Environment and Drug Prevention Program | | |
| AP | 3560 | Alcoholic Beverages | New - required | |
| BP | 3560 | Alcoholic Beverages | | |
| AP | 3570 | Smoking on Campus | | |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | Review Year 2017-18 |
|-------|--------|-----------------------------|---------------|------------------------|
| BP | 3570 | Smoking on Campus | | |
| AP | 3580 | Sustainability | | |
| BP | 3580 | Sustainability | | |
| AP | 3590 | Energy Conversation | | |
| BP | 3590 | Energy Conversation | | |
| AP | 3600 | Auxiliary Organizations | | |
| BP | 3600 | Auxiliary Organizations | | |
| AP | 3710 | Securing of Copyright | | 07/01/17 |
| BP | 3710 | Securing of Copyright | | 07/01/17 |
| AP | 3715 | Intellectual Property | | 07/01/17 |
| BP | 3715 | Intellectual Property | | 07/01/17 |
| AP | 3720 | Computer and Network Use | | |
| BP | 3720 | Computer and Network Use | New - advised | |
| AP | 3750 | Use of Copyrighted Material | | 07/01/17 |
| AP | 3810 | Claims Against the District | | |
| BP | 3810 | Claims Against the District | | |
| AP | 3820 | Gifts & Donations | | 07/01/17 |
| BP | 3820 | Gifts & Donations | | 07/01/17 |
| AP | 3900 | Speech- Time,Place,Manner | | |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | Review Year 2017-18 |
|-------|--------|-----------------------------------------------------|----------------|------------------------|
| BP | 3900 | Speech- Time,Place,Manner | | |
| AP | 3915 | Printing | | |
| BP | 3915 | Printing | | |
| AP | 3920 | Electronic Mail | | |
| BP | 3920 | Electronic Mail | | |
| BP | 4000 | Instructional Programs | | |
| AP | 4010 | Academic Calendar | | |
| BP | 4010 | Academic Calendar | | |
| AP | 4020 | Program, Cirriculum, and Course Development | | |
| BP | 4020 | Program, Cirriculum, and Course Development | | |
| AP | 4021 | Program Discontinuance | | |
| AP | 4022 | Course Approval | | |
| AP | 4025 | Philosophy & Criteria for AS and GE | | |
| BP | 4025 | Philosophy & Criteria for AS and GE | | |
| AP | 4026 | Philosophy and Criteria for International Education | | |
| BP | 4026 | Philosophy and Criteria for International Education | | |
| AP | 4030 | Academic Freedom | New - optional | |
| BP | 4030 | Academic Freedom | | |
| AP | 4040 | Library Services | | |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | Review Year 2017-18 |
|-------|--------|-----------------------------------------------------|----------------|------------------------|
| BP | 4040 | Library Services | | |
| AP | 4050 | Articulation | | |
| BP | 4050 | Articulation | | |
| AP | 4060 | Deleiation | New - advised | 1 |
| BP | 4060 | Deleiation | New - advised | 1 |
| AP | 4070 | Course Auditing and Auditing Fees | | 1 |
| BP | 4070 | Course Auditing and Auditing Fees | | 1 |
| AP | 4100 | Graduation Requirements for Degree and Certificates | | |
| BP | 4100 | Graduation Requirements for Degree and Certificates | | |
| AP | 4101 | Independent Study | | 1 |
| BP | 4101 | Independent Study | | 1 |
| AP | 4102 | Career and Technical Education Programs | | 1 |
| BP | 4102 | Career and Technical Education Programs | | 1 |
| AP | 4103 | Work Experience | | 1 |
| BP | 4103 | Work Experience | | 1 |
| AP | 4104 | Contract Education | New - advised | |
| AP | 4105 | Distance Education | | |
| BP | 4105 | Distance Education | | |
| AP | 4106 | Nursing Programs | New - optional | |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | Review Year 2017-18 |
|-------|--------|---------------------------------------------|----------------|------------------------|
| BP | 4106 | Nursing Programs | New - required | |
| AP | 4110 | Honorary Degrees | New - optional | 1 |
| BP | 4110 | Honorary Degrees | New - optional | 1 |
| AP | 4220 | Standards of Scholarship | New - optional | |
| BP | 4220 | Standards of Scholarship | | |
| AP | 4222 | Remedial Coursework | | |
| BP | 4222 | Remedial Coursework | | |
| AP | 4225 | Course Repetition | | 1 |
| BP | 4225 | Course Repetition | | 1 |
| AP | 4226 | Multiple and Overlapping Enrollments | | |
| BP | 4226 | Multiple and Overlapping Enrollments | | |
| AP | 4227 | Repeatable Courses | | 1 |
| AP | 4228 | Course Repetition-Significant Lapse of Time | New - advised | 1 |
| AP | 4229 | Course Repetition-Variable Units | New - advised | 1 |
| AP | 4230 | Grading and Academic Record Symbols | | |
| BP | 4230 | Grading and Academic Record Symbols | | |
| AP | 4231 | Grade Changes | | |
| BP | 4231 | Grade Changes | | |
| AP | 4232 | Pass-No Pass | | |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | Review Year 2017-18 |
|-------|--------|----------------------------------|----------------|------------------------|
| BP | 4232 | Pass-No Pass | | |
| AP | 4235 | Credit By Examination | | |
| BP | 4235 | Credit By Examination | | |
| AP | 4240 | Academic Renewal | | 1 |
| BP | 4240 | Academic Renewal | | 1 |
| AP | 4250 | Probation | | |
| BP | 4250 | Probation | | |
| AP | 4255 | Dismissal and Readmission | New - required | |
| AP | 4260 | Prerequisites | | |
| BP | 4260 | Prerequisites | | |
| AP | 4300 | Field Trips and Excursions | | |
| BP | 4300 | Field Trips and Excursions | | |
| AP | 4320 | Off- Campus Speakers | | |
| BP | 4320 | Off- Campus Speakers | | |
| AP | 4400 | Community Service Programs | | |
| BP | 4400 | Community Service Programs | | |
| AP | 4500 | Student News Media | | |
| BP | 4500 | Student News Media | | |
| AP | 4610 | Instructional Service Agreements | New - advised | |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | 2017-18 Review Year |
|-------|--------|-------------------------------------------------|----------------|------------------------|
| AP | 4800 | Human Remains | | |
| BP | 4800 | Human Remains | | |
| AP | 5010 | Admissions | | |
| BP | 5010 | Admissions | | |
| AP | 5011 | Admission & Concurrent Enrollment of HS & Other | | |
| AP | 5012 | International Students | New - required | 1 |
| AP | 5013 | Students in the Military | | |
| AP | 5015 | Residence Determination | | |
| BP | 5015 | Residence Determination | | |
| AP | 5020 | Nonresident Tuition | | 1 |
| BP | 5020 | Nonresident Tuition | | 1 |
| AP | 5030 | Fees | | |
| BP | 5030 | Fees | | |
| AP | 5031 | Instructional Material Fees | New - required | |
| BP | 5031 | Instructional Material Fees | | |
| AP | 5035 | Withholding of Student Records | | |
| BP | 5035 | Withholding of Student Records | | |
| AP | 5040 | Student Records, Directory Info & Privacy | | 1 |
| BP | 5040 | Student Records, Directory Info & Privacy | | 1 |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | Review Year 2017-18 |
|-------|--------|--------------------------------------------------|----------------|------------------------|
| AP | 5045 | Student Record- Challenging Content & Access Log | | 1 |
| AP | 5050 | Student Success & Support Programs | | 1 |
| BP | 5050 | Student Success & Support Programs | | 1 |
| AP | 5052 | Open Enrollment | | |
| BP | 5052 | Open Enrollment | | |
| AP | 5055 | Enrollment Priorities | | |
| BP | 5055 | Enrollment Priorities | | |
| AP | 5070 | Attendance Accounting | New - required | |
| BP | 5070 | Attendance Accounting | | |
| AP | 5075 | Course Adds, Drops & Withdrawals | | 1 |
| BP | 5075 | Course Adds, Drops & Withdrawals | | 1 |
| AP | 5110 | Counseling | New - advised | |
| BP | 5110 | Counseling | | |
| AP | 5120 | Transfer Center | New - required | |
| BP | 5120 | Transfer Center | | |
| AP | 5130 | Financial Aid | New - required | |
| BP | 5130 | Financial Aid | | |
| AP | 5140 | DSPS | | |
| BP | 5140 | DSPS | | |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | Review Year 2017-18 |
|-------|--------|--------------------------------------------|----------------|------------------------|
| AP | 5150 | EOPS | | 1 |
| BP | 5150 | EOPS | | 1 |
| AP | 5200 | Student Health Services | | |
| BP | 5200 | Student Health Services | | |
| BP | 5205 | Student Accident Insurance | | |
| AP | 5210 | Communicable Disease, Student | | |
| BP | 5210 | Communicable Disease, Student | | |
| AP | 5220 | Shower Facilities for Homeless Students | New - advised | |
| BP | 5220 | Shower Facilities for Homeless Students | New - advised | |
| AP | 5300 | Student Equity | | |
| BP | 5300 | Student Equity | | |
| AP | 5400 | Associated Student | New - advised | |
| BP | 5400 | Associated Student | | |
| AP | 5410 | Associated Students Elections | New - required | |
| BP | 5410 | Associated Students Elections | | |
| AP | 5420 | Associated Students Finance | New - required | |
| BP | 5420 | Associated Students Finance | | |
| AP | 5500 | Standards of Student Conduct | | |
| BP | 5500 | Standards of Student Conduct | | |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | Review Year 2017-18 |
|-------|--------|------------------------------------------------------|----------------|------------------------|
| AP | 5510 | Off- Campus Student Organizations | New - required | |
| BP | 5510 | Off- Campus Student Organizations | New - required | |
| AP | 5520 | Student Discipline Procedures | New - required | |
| AP | 5530 | Student Rights and Grievances | | |
| BP | 5530 | Student Rights and Grievances | | |
| AP | 5570 | Student Credit Card Solicitaion | New - advised | |
| BP | 5570 | Student Credit Card Solicitaion | New - required | |
| AP | 5610 | Voter Registration | New - advised | |
| AP | 5700 | Intercollegiate Athletics | New - advised | |
| BP | 5700 | Intercollegiate Athletics | New - required | |
| AP | 5800 | Prevention of ID Theft in Student Financial | New - required | |
| BP | 5800 | Prevention of ID Theft in Student Financial | New - required | |
| AP | 6100 | Delegation of Authority, Business and Fiscal Affairs | | 1 |
| BP | 6100 | Delegation of Authority, Business and Fiscal Affairs | | 1 |
| AP | 6150 | Desingnation of Authorized Signatures | | 1 |
| BP | 6150 | Desingnation of Authorized Signatures | | 1 |
| AP | 6200 | Budget Preparation | | |
| BP | 6200 | Budget Preparation | | |
| AP | 6250 | Budget Management | | |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | Review Year 2017-18 |
|-------|--------|-------------------------------------------------|----------------|------------------------|
| BP | 6250 | Budget Management | | |
| AP | 6300 | Fiscal Management | | |
| BP | 6300 | Fiscal Management | | |
| AP | 6305 | Reserve | New - advised | |
| AP | 6310 | Accounting | New - advised | |
| AP | 6315 | Warrants | New - advised | |
| AP | 6320 | Investments | | 1 |
| BP | 6320 | Investments | | 1 |
| AP | 6322 | Employee Indemnity Bonds | New - advised | |
| AP | 6325 | Payroll | | |
| BP | 6325 | Payroll | | |
| AP | 6330 | Purchasing | | 1 |
| BP | 6330 | Purchasing | | 1 |
| AP | 6340 | Bids and Contracts | | |
| BP | 6340 | Bids and Contracts | | |
| AP | 6345 | Bids and Contracts- UPCCAA | New - required | 1 |
| AP | 6350 | Contracts - Construction | New - advised | |
| AP | 6360 | Contracts - Electronic Systems and Materials | New - advised | |
| AP | 6365 | Contracts- Accessibility of Info Tech | New - required | 1 |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | Review Year 2017-18 |
|-------|--------|-----------------------------------|----------------|------------------------|
| AP | 6370 | Contracts- Personal Services | New - required | |
| AP | 6380 | Vendors | New - optional | |
| AP | 6400 | Financial Audits | | |
| BP | 6400 | Financial Audits | | |
| AP | 6450 | Wireless & Cellular Telephone Use | | |
| BP | 6450 | Wireless & Cellular Telephone Use | | |
| AP | 6500 | Property Management | | |
| BP | 6500 | Property Management | | |
| AP | 6520 | Security for District Property | | |
| BP | 6520 | Security for District Property | | |
| AP | 6530 | District Vehicles | | |
| BP | 6530 | District Vehicles | | |
| AP | 6535 | Use of District Equipment | | |
| BP | 6535 | Use of District Equipment | | |
| AP | 6540 | Insurance | New - required | |
| BP | 6540 | Insurance | | |
| AP | 6550 | Disposal of Property | | |
| BP | 6550 | Disposal of Property | | |
| AP | 6600 | Capital Construction | | |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | Review Year | 2017-18 |
|-------|--------|----------------------------------------------------|----------------|-------------|---------|
| BP | 6600 | Capital Construction | | | |
| BP | 6610 | LOCAL, MINORITY, WOMEN, AND VETERAN | | | |
| AP | 6620 | Naming of Bldgs & Other Properties | | | 1 |
| BP | 6620 | Naming of Bldgs & Other Properties | | | 1 |
| AP | 6700 | Civic Center and Other Facilities Use | New - required | | 1 |
| BP | 6700 | Civic Center and Other Facilities Use | | | 1 |
| AP | 6740 | Citizen Bond Oversight Committee | | | |
| BP | 6740 | Citizen Bond Oversight Committee | | | |
| AP | 6750 | Parking | New - required | | |
| BP | 6750 | Parking | | | |
| AP | 6800 | Occupational Safety | | | |
| BP | 6800 | Occupational Safety | | | |
| AP | 6850 | Hazardous Materials | New - advised | | |
| AP | 6900 | Bookstores | New - optional | | 1 |
| BP | 6900 | Bookstores | | | 1 |
| AP | 6925 | Refreshments or Meals Served at Mtgs & District | | | |
| BP | 6925 | Refreshments or Meals Served at Mtgs & District | | | |
| AP | 6930 | Vending Machines | | | |
| BP | 6930 | Vending Machines | | | |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | Review Year |
|-------|--------|---------------------------------------------------|----------------|-------------|
| AP | 6950 | Drug & Alcohol Testing U.S. Department of Trans | New - required | |
| AP | 7100 | Commitment to Diversity | New - optional | 07/01/17 |
| BP | 7100 | Commitment to Diversity | | 07/01/17 |
| AP | 7110 | Delegation of Authority, HR | | 08/01/17 |
| BP | 7110 | Delegation of Authority, HR | | 08/01/17 |
| AP | 7120 | Recruitment and Hiring | | 09/01/17 |
| BP | 7120 | Recruitment and Hiring | | 09/01/17 |
| AP | 7125 | Verification of Eligibility for Employment | | 10/01/17 |
| BP | 7125 | Verification of Eligibility for Employment | | 10/01/17 |
| AP | 7126 | Application Background Investigations & Reference | New - advised | 11/01/17 |
| AP | 7130 | Compensation | | 11/01/17 |
| BP | 7130 | Compensation | | 11/01/17 |
| AP | 7140 | Collective Bargaining | | 12/01/17 |
| BP | 7140 | Collective Bargaining | | 12/01/17 |
| AP | 7145 | Personnel files | New - advised | 01/01/18 |
| AP | 7150 | Evaluation | | 01/01/18 |
| BP | 7150 | Evaluation | | 01/01/18 |
| AP | 7160 | Professional Development | | 02/01/18 |
| BP | 7160 | Professional Development | | 02/01/18 |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | 2017-18 Review Year |
|-------|--------|---------------------------------------------|----------------|------------------------|
| AP | 7210 | Academic Employees | | 03/01/18 |
| BP | 7210 | Academic Employees | | 03/01/18 |
| AP | 7211 | FSAs, Min Quas & Equivalencies | New - required | 04/01/18 |
| AP | 7212 | Temporary Faculty | New - advised | 04/01/18 |
| AP | 7213 | Part Time Faculty Benefits | New - optional | 05/01/18 |
| AP | 7214 | Part Time Faculty- Office Hours | New - optional | 06/01/18 |
| AP | 7215 | Academic Employees - Probationary Contract | New - advised | 06/01/18 |
| AP | 7216 | Academic Employees- Grievance Procedure for | New - required | |
| AP | 7230 | Classified Employees | | |
| BP | 7230 | Classified Employees | | |
| AP | 7231 | Seniority | New - optional | |
| AP | 7232 | Classification Review | New - advised | |
| AP | 7233 | Claims for Work Out of Class | New - required | |
| AP | 7234 | Overtime | New - required | |
| AP | 7235 | Probationary Period- Classified Employees | New - optional | |
| AP | 7236 | Substitute & Short Term Employees | | |
| BP | 7236 | Substitute & Short Term Employees | | |
| AP | 7237 | Layoffs | | |
| AP | 7240 | Confidential Employees | | |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | Review Year 2017-18 |
|-------|--------|--------------------------------------------|----------------|------------------------|
| BP | 7240 | Confidential Employees | | |
| AP | 7250 | Educational Administrators | | |
| BP | 7250 | Educational Administrators | | |
| AP | 7260 | Classified Supervisors & Managers | | |
| BP | 7260 | Classified Supervisors & Managers | | |
| AP | 7265 | Management Internship | | |
| BP | 7265 | Management Internship | | |
| AP | 7270 | Student Workers | | |
| BP | 7270 | Student Workers | | |
| AP | 7310 | Nepotism | | |
| BP | 7310 | Nepotism | | |
| AP | 7330 | Communicable Disease | | |
| BP | 7330 | Communicable Disease | | |
| AP | 7335 | Health Examinations | New - optional | |
| BP | 7335 | Health Examinations | | |
| AP | 7336 | Certification of Freedom from Tuberculosis | New - required | |
| AP | 7337 | Fingerprinting | New - required | |
| AP | 7340 | Leaves | New - optional | |
| BP | 7340 | Leaves | | |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | 2017-18 Review Year |
|-------|--------|--------------------------------------------------|----------------|------------------------|
| AP | 7341 | Sabbatical | New - optional | |
| AP | 7342 | Holidays | New - optional | |
| AP | 7343 | Industrial Accident and Illness Leaves | New - required | |
| AP | 7344 | Notifying the district of Illness | New - advised | |
| AP | 7345 | Catastrophic Leave | New - optional | |
| BP | 7345 | Catastrophic Leave | | |
| AP | 7346 | Employees Called to Military Duty | New - advised | |
| AP | 7347 | Paid Family Leave | New - advised | |
| AP | 7348 | Accommodations | New - advised | |
| AP | 7350 | Resignations | New - optional | |
| BP | 7350 | Resignations | | |
| AP | 7360 | Discipline & Dismissal - Academic Employees | New - optional | |
| BP | 7360 | Discipline & Dismissal - Academic Employees | | |
| AP | 7365 | Discipline & Dismissal - Classified Employees | New - required | |
| BP | 7365 | Discipline & Dismissal - Classified Employees | | |
| AP | 7366 | Reinstatement | New - optional | |
| AP | 7370 | Political Activity | New - advised | |
| BP | 7370 | Political Activity | | |
| AP | 7371 | Personal Use of Public Resources | New - required | |

2017-2018 AP/BP Review Cycle

| AP/BP | Number | Name | | Review Year 2017-18 |
|-------|--------|-----------------------------|----------------|------------------------|
| AP | 7380 | Retiree Health Benefits | New - required | |
| BP | 7380 | Retiree Health Benefits | | |
| AP | 7381 | Health and Welfare Benefits | | |
| AP | 7385 | Salary Deductions | | |
| BP | 7385 | Salary Deductions | | |
| AP | 7400 | Travel | | |
| BP | 7400 | Travel | | |
| AP | 7420 | Authorized Drivers | | |
| BP | 7420 | Authorized Drivers | | |
| AP | 7450 | Mileage Reimbursement | | |
| BP | 7450 | Mileage Reimbursement | | |
| AP | 7500 | Volunteers | | |
| BP | 7510 | Domestic Partners | New - required | |
| AP | 7600 | District Police Department | New - advised | |
| BP | 7600 | District Police Department | New - advised | |
| AP | 7700 | Whistleblower Protection | New - advised | |
| BP | 7700 | Whistleblower Protection | New - advised | |
| | | | | |
| | | | | |

What is PolicyStat?

PolicyStat is a document management software that is used to manage policies, procedures, and other important documentation. PolicyStat is a web-based tool, providing on-demand access to these files from any device that uses an Internet connection. Some of the features of PolicyStat include:

- Automated review and approval process
- Collaborative authoring and editing
- Email notifications and reminders
- Edit/Change tracking
- In-browser editing
- Electronic signature/validation
- Hyperlinks to related documents
- Comprehensive learning center that includes webinars, user communities, help guides, and video tutorials

How to Access PolicyStat

<https://sbccd.policystat.com/>

Users who are involved in the editing and approval process (i.e. District Assembly Executive Board, Chancellor's Cabinet, Board Policy Ad Hoc Chair, etc.) will have their own login access. All others have [read only access](#) to view policies as a guest user. If you have not received your login and temporary password, please contact Stacey Nikac at snikac@sbccd.org or 382-4091.

Tutorial Links

Watch a [short video](#) about PolicyStat.

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District Collegial Consultation Overview

