



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		Review Year 2017-18
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		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		Review Year 2017-18
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
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
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
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		Review Year
AP	7210	Academic Employees		03/01/18
BP	7210	Academic Employees		03/01/18
AP	7211	FSAs, Min Quals & 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
BP	7240	Confidential Employees		2017-18
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		Review Year 2017-18
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.

[Searching for policies and procedures](#)

[Editing policies](#)

[Approving a pending policy](#)

[Acknowledging assigned policies](#)

District Collegial Consultation Overview

