

**GOVERNING BOARD POLICIES
and
ADMINISTRATIVE PROCEDURES
of the
Contra Costa Community College District**

TABLE OF CONTENTS

<u>Title</u>	<u>Policy/Procedure</u>
Procedures of the Governing Board	(Series 1000)
Policies of the Governing Board	BP 1001
Process to Introduce New or Revise Existing Governing Board Policy	AP 1001.01
Agenda of Governing Board Meetings.....	BP 1002
Electronic Recordings of Governing Board Meetings	BP 1004
Public Information	BP 1005
Public Information	AP 1005.01
Gifts	BP 1007
Gifts	AP 1007.01
Governing Board Election Regulations.....	BP 1008
Institutional Leadership, Governance, and Decision-Making.....	BP 1009
Participatory Governance	AP 1009.01
Process to Reach Agreement Between the Governing Board and the Faculty Senates Coordinating Council on Districtwide Policies and Procedures Governing Academic and Professional Matters	AP 1009.02
Code of Ethics of the Governing Board	BP 1010
Foundations	BP 1011
Institutional Effectiveness: Planning, Assessment, and Continuous Improvement	BP 1012
Institutional Effectiveness: Planning, Assessment, and Continuous Improvement	AP 1012.01
Statement of Cooperation.....	BP 1013
Information and Record Disclosure (Pursuant to the Federal Patriot Act).....	BP 1014
Governing Board Evaluation Policy	BP 1015
Process to Conduct Governing Board Self-Evaluation	AP 1015.01
Evaluation of Contract Administrators	BP 1016
Accreditation	BP 1017
Public Participation at Governing Board Meetings	BP 1019
Verbal Reports by Employee Organizations to the Governing Board.....	AP 1019.01
Conflict of Interest.....	BP 1020
Conflict of Interest.....	AP 1020.01
Vacancies on the Governing Board	BP 1021
Provisional Appointment to a Governing Board Vacancy	AP 1021.01
Destruction of District Records	AP 1900.01
Administrative, Business, Curriculum and Instruction, Human Resources, Payroll, and Student Services Procedures.....	AP 1900.03
Adoption of Governing Board Meeting Calendar	AP 1900.04
Employment and Employees	(Series 2000)
Nondiscrimination Policy.....	BP 2001
Unlawful Discrimination and Unlawful Harassment	BP 2002
Retroactive Employment.....	BP 2003
Selection, Retention and Termination of District Employees.....	BP 2004
Religious Observances for Managers, Supervisors and Confidential Employees.....	BP 2008
Service Awards.....	BP 2015

**Governing Board Policies and Administrative Procedures
Table of Contents
(Continued)**

<u>Title</u>	<u>Policy/Procedure</u>
Instructor Exchange Leave	BP 2017
Academic Freedom.....	BP 2018
Freedom of Expression.....	BP 2019
Professional Development.....	BP 2020
Safety Policy for Contra Costa Community College District	BP 2023
Employment of Individuals in Special Categories.....	BP 2025
Evaluation Programs for Managers, Supervisors and Confidential Employees	BP 2026
Additional Assignments for Educational Personnel	BP 2027
Holiday Leave--Managers, Supervisors and Confidential Employees.....	BP 2030
Vacation Leave--Managers, Supervisors and Confidential Employees.....	BP 2032
Increments for Service for Classified Employees	BP 2036
Overtime Compensation--Classified Non-Exempt Supervisors and Confidential Employees.....	BP 2037
Night Work for Supervisors and Confidential Employees	BP 2038
Reduction of Classified Work Force and Reemployment	BP 2039
Disciplinary Actions for Classified Managers, Supervisors and Confidential Employees	BP 2040
Additional Assignments for Classified Personnel	BP 2042
Employment of Students.....	BP 2043
Smoking Policy	BP 2045
Drug-Free Environment and Drug Prevention Program	BP 2046
Temporary Military Leave of Absence	BP 2047
Administrative Leave for Emergency Situations	BP 2048
Lethal Weapons on District Property	BP 2050
District-Paid Group Insurance Plans for Managers, Supervisors, Confidential Employees and Governing Board Members	BP 2051
Equal Employment Opportunity	BP 2052
Child Abuse Reporting.....	BP 2053
Sexual and Other Assaults	BP 2054
Whistleblower Protection	BP 2055
Code of Ethics	BP 2056
Hiring of Contract Administrators.....	BP 2057
Service Animals	BP 2058
Student Services	(Series 3000)
Student Attendance at Conferences and Participation in Cocurricular Activities and Events	BP 3002
Student Organizations	BP 3003
College Bookstores.....	BP 3004
Intercollegiate Athletics.....	BP 3005
Awards Issued by the Contra Costa Community College District.....	BP 3006
Credit for Military Service.....	BP 3009
College Parking Regulations	BP 3010
Rules and Regulations on Student Behavior	BP 3012
Student Information	BP 3013
Student Attendance Documentation	BP 3015
Student Matriculation Services	BP 3016
Student Right-to-Know and Campus Security Act	BP 3017

**Governing Board Policies and Administrative Procedures
Table of Contents
(Continued)**

<u>Title</u>	<u>Policy/Procedure</u>
Remedial Unit Limit Policy	BP 3018
Counseling Services	BP 3019
Disabled Students Programs and Services	BP 3020
Residence Determination	BP 3021
Admissions and Enrollment	BP 3022
Financial Aid	BP 3023
Recording Grade Changes and Securing Grade Changes	BP 3024
 Curriculum and Instruction	 (Series 4000)
Standards of Scholarship.....	BP 4001
Student Trips	BP 4002
Copyright Policy for Printed and Media Materials and Computer Software	BP 4003
Grade Changes	BP 4005
Software Use Policy.....	BP 4006
Review, Establishment, Modification and Discontinuance of Courses and Programs.....	BP 4008
Course and Program Articulation.....	BP 4009
Academic Calendar	BP 4010
Philosophy and Requirements for Associate Degree and General Education	BP 4011
Study Abroad	BP 4012
Awarding of Honorary Degrees	BP 4013
Distance and Correspondence Education	BP 4014
Course Prerequisites, Corequisites and Advisories.....	BP 4015
 Business Services	 (Series 5000)
Designation of Authorized Signatures.....	BP 5001
District Property/Liability Insurance Business.....	BP 5002
Tax-Shelter 403(b) and 457 Programs	BP 5004
External Audit of District Funds	BP 5007
Revolving Cash Fund	BP 5008
Cash Collections.....	BP 5009
Payments Under Contracts and for Utilities	BP 5010
Use of Personal Vehicle	BP 5011
Personal Expenses.....	BP 5012
Purchasing.....	BP 5013
Contracts	BP 5014
Instructional Materials	BP 5017
Student Overdue Charges	BP 5018
Disposal of Property	BP 5019
Enrollment Fee Exemption	BP 5023
Student Fees	BP 5024
Contract Education and Self-Funded/Fee-Based Instruction	BP 5025
Use of District Equipment	BP 5026
Investment Policy.....	BP 5027
Filing Claims and Actions Against the District	BP 5028
Donor Recognition	BP 5029
Acceptable Technology Use Policy	BP 5030

**Governing Board Policies and Administrative Procedures
Table of Contents
(Continued)**

<u>Title</u>	<u>Policy/Procedure</u>
Fiscal Management	BP 5031
Student Credit Card Solicitation.....	BP 5032
Budget Development	BP 5033
Internal Audit Services (IAS) – Charter.....	BP 5034
Contra Costa Community College District Police Services Department.....	BP 5035
Physical Facilities	(Series 6000)
Use of College Facilities	BP 6001
Construction Contract Change Orders	BP 6002
Capital Construction	BP 6003
Environmental Stewardship and Sustainability.....	BP 6004

Rules and Regulations of the Governing Board

Index