**COAST COMMUNITY COLLEGE DISTRICT**

**DISTRICT GOVERNANCE COUNCIL MEETING**

**Monday, October 28, 2013**

**8:30 - 10:30 a.m.**

**District Office**

**Chancellor’s Conference Room**

**Review and/or revisions of existing Board Policies and Administrative Procedures or creation of new ones, as needed**

**BPs and APs related to Delegation of Authority**

**For approval**

BP 2430 Delegation of Authority to CEO – revision

AP 2430 Delegation of Authority – new

BP 6100 Delegation of Authority – revision

AP 6100 Delegation of Authority – new

BP 6150 Designation of Authorized Signatures – revision

AP 6150 Designation of Authorized Signatures – new

BP 6340 Bids and Contracts – revision

AP 6340 Bids and Contracts – new

BP 6350 Contracts Relating to Construction – new

AP 6350 Contracts Relating to Construction – new

BP 6370 Contract for Ind Contractor or PE – new

AP 6370 Contract for Ind Contractor or PE – new

BP 7110 Delegation of Authority – new

AP 7110 Delegation of Authority– new

**Chapter 2. Board of Trustees**

**For approval**

BP 2510 Participation in Local Decision Making - revision

AP 2510 Participation in Local Decision Making – new based on consolidating two existing BPs

**Chapter 3. General Institution**

**For approval**

BP & AP 3310  RECORDS RETENTION AND DESTRUCTION

|  |  |
| --- | --- |
| BP 3420 | Equal Employment Opportunity |
| AP 3420 | Equal Employment Opportunity |
| BP 3430 | Prohibition of Harassment |
| AP 3430 | Prohibition of Harassment |
| BP 3435 | Discrimination and Harassment Investigations |
| AP 3435 | Discrimination and Harassment Investigations |

BP & AP 3440  SERVICE ANIMALS

BP & AP 3500  CAMPUS SAFETY

BP & AP 3501  CAMPUS SECURITY AND ACCESS – Bill to incorporate changes from Julie (OCC)

BP & AP 3505  EMERGENCY RESPONSE PLAN – Bill to incorporate changes from Julie (OCC)

BP & AP 3515  REPORTING OF CRIMES

BP & AP 3516  REGISTERED SEX OFFENDER INFORMATION

BP & AP 3518  CHILD ABUSE REPORTING

BP & AP 3520  LOCAL LAW ENFORCEMENT

BP & AP 3530  NO WEAPONS ON CAMPUS

BP & AP 3540  SEXUAL AND OTHER ASSAULTS ON CAMPUS

BP & AP 3560  ALCOHOLIC BEVERAGES

BP & AP 3600  AUXILIARY ORGANIZATIONS

BP & AP 3710  SECURING OF COPYRIGHT

BP & AP 3750  USE OF COPYRIGHTED MATERIAL

BP & AP 3810  CLAIMS AGAINST THE DISTRICT

**First reading, for approval at 11/18/2013 meeting**

BP 3900           SPEECH:  TIME, PLACE, AND MANNER

AP 3900           SPEECH:  TIME, PLACE, AND MANNER

**Chapter 4. Academic Affairs**

**For approval**

BP 4010 Academic Calendar – revision

AP 4010 Academic Calendar – new

BP 4020 Program Curriculum and Course Development – revision

AP 4020 Program, Curriculum, and Course Development – new

BP 4025 Philosophy and Criteria for Associate Degree and General Education - revision

BP 4050 Articulation – revision

AP 4050 Articulation – new

BP 4440 Community Services Program - revision

BP 4901 International and Multicultural Education – revision

AP 4901 International Students – new

**Chapter 5. Student Services**

**For approval**

BP 4250 Probation Disqualification and Readmission – revision

AP 4250 Probation Disqualification and Readmission - new

BP 5110 Counseling - revision

AP 5110 Counseling - new

BP 5150 Extended Opportunity Programs and Services - revision

AP 5150 Extended Opportunity Programs and Services - new

**Chapter 6. Fiscal Affairs**

**For approval**

AP 6200           BUDGET PREPARATION

BP 6250           BUDGET MANAGEMENT

AP 6550           DISPOSAL OF PROPERTY

AP 6300           FISCAL MANAGEMENT

BP 6310           ACCOUNTING

AP 6310           ACCOUNTING

BP 6315           WARRANTS

AP 6315           WARRANTS

AP 6320           INVESTMENTS

AP 6322           EMPLOYEE INDEMNITY BONDS

AP 6325           PAYROLL

BP 6330           PURCHASING

AP 6330           PURCHASING

BP 6333           INSTITUTIONAL MEMBERSHIPS

AP 6360           CONTRACTS – ELECTRONIC SYSTEMS AND MATERIALS

AP 6365           CONTRACTS – ACCESSIBILITY OF INFORMATION TECHNOLOGY

AP 6380           VENDORS

BP 6400           AUDITS

AP 6400           AUDITS

BP 6450           WIRELESS OR CELLULAR TELEPHONE USE

AP 6450           WIRELESS AND CELLULAR TELEPHONE USE

BP 6500           PROPERTY MANAGEMENT

BP 6520           USE & SECURITY FOR DISTRICT & PERSONAL PROPERTY

BP 6530           DISTRICT VEHICLES

BP 6535           USE OF DISTRICT EQUIPMENT

BP 6540           INSURANCE AND AUTHORITY TO SETTLE MINOR CLAIMS

AP 6540           INSURANCE

BP 6550           DISPOSAL OF DISTRICT PROPERTY

AP 6550           DISPOSAL OF PROPERTY

BP 6600           CAPITAL CONSTRUCTION

AP 6600           CAPITAL CONSTRUCTION

BP 6620           NAMING OF FACILITIES AND PROPERTIES

AP 6620           NAMING OF FACILITIES AND PROPERTIES

BP 6740           CITIZENS’ BOND OVERSIGHT COMMITTEE

AP 6740           CITIZENS’ BOND OVERSIGHT COMMITTEE

BP 6800           OCCUPATIONAL AND WORKPLACE SAFETY

AP 6800           OCCUPATIONAL AND WORKPLACE SAFETY

BP 6850           HAZARDOUS MATERIALS

AP 6850           HAZARDOUS MATERIALS

AP 6900           BOOKSTORES

BP 6910           HOUSING

AP 6910           HOUSING

BP 6950           DRUG AND ALCOHOL TESTING (U.S.DEPARTMENT OF TRANSPORTATION)

AP 6950           DRUG AND ALCOHOL TESTING (U.S.DEPARTMENT OF TRANSPORTATION)

BP and AP 6960 – Julie to send comments to Bill

**First Reading; for approval at the 11/18/2013 meeting**

BP 6700           CIVIC CENTER AND OTHER FACILITIES USE

AP 6700           CIVIC CENTER AND OTHER FACILITIES USE

BP 6970           ENVIRONMENTAL RESPONSIBILITY

BP 6990           REMOVAL OF ARCHITECTURAL BARRIERS TO THE DISABLED

**Chapter 7. Human Resources**

**For approval**

|  |  |
| --- | --- |
| BP 7120 | Recruitment and Selection |
| AP 7120 | Recruitment and Selection |
| AP 7120A | Recruitment and Selection for Executive Management Employees |
| AP 7120B | Recruitment and Selection for Management Employees |
| AP 7120C | Recruitment and Selection for Faculty Members |
| AP 7120D | Recruitment and Selection for Confidential Employees |
| AP 7120E | Recruitment and Selection for Classified Employees |
| BP 7270 | Student Workers |
| AP 7270 | Student Workers |

**First Reading; for approval at the 11/18/2013 meeting**

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| --- | --- |
| BP 7125 | Verification of eligibility for employment |
| AP 7125 | Verification of eligibility for employment |
| BP 7130 | Compensation |
| BP 7140 | Collective Bargaining |
| BP 7212 | Temporary Faculty |
| BP 7216 | Academic Employees: Grievance Procedure for Contract Decisions |
| BP 7233 | Work Out of Classification |
| AP 7233 | Work Out of Classification |
| BP 7234 | Overtime |
| AP 7234 | Overtime |
| BP 7260 | Classified Supervisors and Managers |
| BP 7310 | Nepotism |
| AP 7310  | Nepotism |
| BP 7330 | Communicable Disease |
| AP 7330 | Communicable Disease |
| BP 7335 | Health Examinations |
| AP 7335 | Health Examinations |
| BP 7336 | Certification of Freedom from TB |
| AP 7336 | Certification of Freedom from TB |
| BP 7337 | Fingerprinting |
| AP 7337 | Fingerprinting |
| BP 7340 | Leaves |
| AP 7340 | Leaves |
| BP 7341 | Sabbaticals |
| BP 7342 | Holidays |
| BP 7344 | Notifying the District of Illness |
| AP 7344 | Notifying the District of Illness |
| BP 7346 | Employees Called to Military Duty |
| BP 7350 | Resignations |
| AP 7350 | Resignations |