



**Board of Trustees - Regular Meeting  
Board of Trustees Governance Committee,  
Teaching and Learning Committee, Planning and  
Operations Committee, Facilities Committee and  
Resources Committee  
Tuesday, February 05, 2019 6:00 PM  
District Office, Board Room, 3801 Market Street,  
Riverside, CA 92501**

**ORDER OF BUSINESS**

**Pledge of Allegiance**

Anyone who wishes to make a presentation to the Board on an agenda item is requested to please fill out a "REQUEST TO ADDRESS THE BOARD OF TRUSTEES" card, available from the Public Affairs Officer. However, the Board Chairperson will invite comments on specific agenda items during the meeting before final votes are taken. Please make sure that the Secretary of the Board has the correct spelling of your name and address to maintain proper records. Comments should be limited to five (5) minutes or less. (This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used.)

Anyone who requires a disability-related modification or accommodation in order to participate in any meeting should contact the Chancellor's Office at (951) 222-8801 and speak to an Executive Administrative Assistant as far in advance of the meeting as possible.

Any public records relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the Riverside Community College District Chancellor's Office, 3rd Floor, 3801 Market Street, Riverside, California, 92501 or online at [www.rccd.edu/administration/board](http://www.rccd.edu/administration/board).

**I. COMMENTS FROM THE PUBLIC**

*Board invites comments from the public regarding any matters within the jurisdiction of the Board of Trustees. Pursuant to the Ralph M. Brown Act, the Board cannot address or respond to comments made under Public Comment.*

**II. PUBLIC HEARING (NONE)**

**III. CHANCELLOR'S REPORT**

**A. [Chancellor's Communications](#)  
*Information Only***

**IV. BOARD COMMITTEE REPORTS**

**A. Governance**

**1. [Reordering and Renumbering of the Board Policy and Administrative Procedure System](#)  
*Information Only***

**B. Teaching and Learning**

**1. [Inland Empire Guided Pathways Planning Summit](#)  
*Information Only***

**C. Planning and Operations**

**1. [Functional Map Update](#)  
*Information Only***

**2. [Resolution No. 35-18/19 - Local Hazard Mitigation Plan](#)**

*The Committee to review Resolution 35-18/19 to adopt the RCCD segment of the Riverside County Operational Area Multi-Jurisdictional Local Hazard Mitigation Plan.*

D. Resources

1. [Presentation for FY 2019-20 Governor's Budget Proposal](#)  
*Information Only*

E. Facilities (None)

V. OTHER BUSINESS  
(NONE)

VI. CLOSED SESSION

- A. [Pursuant to Government Code Section 54956.8, Conference with Real Property Negotiator; Property known as APN 249120018; Agency Negotiator: Aaron S. Brown - Vice Chancellor, Business and Financial Services](#)  
*Recommended Action to be Determined.*

VII. ADJOURNMENT

# Agenda Item (IV-A-1)

Meeting	2/5/2019 - Committee
Agenda Item	Committee - Governance (IV-A-1)
Subject	Reordering and Renumbering of the Board Policy and Administrative Procedure System
College/District	District
Information Only	

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## Background Narrative:

The Chancellor has envisioned an architecture of Board Policies (BP) and Administrative Procedures (AP) that is more functional and provides more clarity of responsibility than the current system. One issue has been that a number of APs have not had corresponding BPs. This draft links stand-alone APs to appropriate BPs, and the system has been made more uniform in presentation. The draft organizes BP/APs by area of internal responsibility, and includes signposting for more intuitive interaction.

Prepared By: Wolde-Ab Isaac, Chancellor  
Patrick Pyle, General Counsel

## Attachments:

[Renumbering Presentation](#)



# Reordering and Renumbering of the Board Policies and Administrative Procedure System

Presented by: Patrick Pyle, General Counsel



## CURRENT

Chapter 3. General Institution
3050 Institutional Code of Professional Ethics
3100 Organizational Structure
3110 Organization Definitions/Terminology
3200 Accreditation
3225 Institutional Effectiveness
3250 Institutional Planning
3280 Grants
3281 Grants - Federally Funded Guidelines
3282 Grants - Time and Effort Reporting For Federally Funded Grants
3283 Grants - Cost Transfers
3284 Grants - Participant Support Costs
3285 Grants - Implementation
3286 Grants - Subaward Monitoring
3300 Public Records Requests and Subpoenas
3310 Records Retention and Destruction
3315 Criminal Offender Record Security
3410 Nondiscrimination
3420 Equal Employment Opportunity
3430 Prohibition of Harassment and Retaliation
3435 Handling Complaints of Unlawful Discrimination, Harassment or Retaliation
3440 Service Animals
3445 Handling Accommodations for Persons with Disabilities for Non Classroom-Related Activities
3447 Reasonable Accommodation Process for Employment
3500 Campus Safety
3501 Campus Security and Access
3505 Disaster Preparedness-Emergency Operations Plan
3505B Emergency Pay
3505C Disaster Service Worker
3506 Academic Emergency Procedures for Significant Events
3510 Workplace Violence and Safety
3515 Reporting of Crimes
3516 Registered Sex Offender Information
3518 Child Abuse Reporting
3519 Elder Abuse Reporting
3520 Local Law Enforcement
3530 Weapons on Campus
3540 Sexual and Other Assaults on Campus
3550 Drug Free Environment
3551 Drug Prevention Program
3560 Alcoholic Beverages
3570 Smoking on Campus
3600 Auxiliary Organizations
3710 Intellectual Property and Copyright
3720 Computer and Network Use
3725 Establishing and Maintaining Web Page Accessibility
3750 Use of Copyrighted Material
3810 Claims Against the District
3820 Gifts
3950 Naming of Facilities

## NEW

### RCCD BP/AP Restructuring

#### Chapter 1: The District

	Former Number
1000 The Riverside Community College District	1100
1005 District Mission	1200
1010 Board Membership	2010
1015 Student Trustee	2015
1100 Board Elections	2100
1110 Vacancies on the Board	2110
1200 Board Duties, Responsibilities and Privileges	2200
1210 Officers	2210
1220 Committees of the Board	2220
1305 Annual Organizational Meeting	2305
1310 Regular Meetings of the Board	2310
1315 Closed Sessions	2315
1320 Special, Emergency and Adjourned Meetings	2320
1330 Quorum and Voting	2330
1340 Agendas	2340
1345 Participation at Board Meetings	2345
1355 Decorum at Board Meetings	2355
1360 Minutes	2360
1365 Recording	2365
1410 Policy and Administrative Procedure	2410
1430 Delegation of Authority to Chancellor and Presidents	2430
1431 Chancellor Selection	2431
1432 Chancellor Succession	2432
1435 Evaluation of Chancellor	2435
1510 Participation in Local Decision Making	2510
1610 Presentation of Initial Collective Bargaining Proposals	2610
1710 Conflict of Interest	2710
1712 Conflict of Interest Code	2712
1713 Gifts of Tickets and/or Passes	2713
1715 Code of Ethics Standards of Practice	2715
1716 Political Activity	2716
1717 Personal Use of Public Resources	2717
1720 Communications Among Board Members	2720
1725 Board Member Compensation	2725
1730 Health and Welfare Benefits	2730
1735 Board Member Travel	2735
1740 Board Education	2740
1745 Board Self-Evaluation	2745
1750 Board Member Absence from State	2750
1800 Institutional Code of Professional Ethics	3050
1810 Organizational Structure	3100
1810[A] Organization Definitions/Terminology	3110
1820 Public Records Requests and Subpoenas	3300
1825 Records Retention and Destruction	3310
1830 Claims Against the District	3810
1835 Alcoholic Beverages	3560
1840 Auxiliary Organizations	3600

#### Chapter 2: Academic Affairs

2000 Academic Rank	4000
2005 Academic Senates	4005
2010 Academic Calendar	4010



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3519 Elder Abuse Reporting
3520 Local Law Enforcement
3530 Weapons on Campus
3540 Sexual and Other Assaults on Campus
3550 Drug Free Environment
3551 Drug Prevention Program
3560 Alcoholic Beverages
3570 Smoking on Campus
3600 Auxiliary Organizations
3710 Intellectual Property and Copyright
3720 Computer and Network Use
3725 Establishing and Maintaining Web Page Accessibility
3750 Use of Copyrighted Material
3810 Claims Against the District
3820 Gifts
3950 Naming of Facilities

## NEW

2020	Program, Curriculum and Course Development	4020
2021	Program Discontinuance	4021
2022	Course Approval	4022
2023	Minimum Class Size	4023
2025	Criteria for Associate Degree and General Education	4025
2026	Philosophy and Criteria for International Education	4026
2030	Academic Freedom	4030
2040	Library and Other Instructional Support Services	4040
2050	Articulation	4050
2060	Delineation of Functions Agreements	4060
2070	Course Auditing and Auditing Fees	4070
2100	Graduation Requirements for Degrees and Certificates	4100
2102	Career & Technical Programs	4102
2103	Work Experience	4103
2104	Contract Education	4104
2105	Distance Education	4105
2106	Nursing Programs	4106
2220	Standards of Scholarship	4220
2222	Basic Skills/Developmental Education (Remedial Coursework)	4222
2225	Course Repetition	4225
2225[A]	Repeatable Courses	4227
2225[B]	Course Repetition – Significant Lapse of Time	4228
2225[C]	Course Repetition – Variable Units	4229
2226	Multiple and Overlapping Enrollments	4226
2230	Grading and Academic Record Symbols	4230
2230[A]	Pass & No Pass	4232
2231	Grade Chances	4231
2235	Credit by Examination	4235
2240	Academic Renewal	4240
2250	Probation, Dismissal and Readmission	4250
2255	Dismissal and Readmission	4255
2260	Limitations on Enrollment: Pre-Requisites, Co-Requisites and Advisories	4260
2270	Attendance Reporting	4270
2300	Field Trips and Excursions	4300
2400	Community Education Services	4400
2500	Accreditation	3200
2525	Institutional Effectiveness	3225
2550	Institutional Planning	3250
2610	Instructional Service Agreements	4610
2630	Career and Technical Program Customer Fees	4630
2710	Intellectual Property and Copyright	3710
2720	Computer and Network Use	3720
2720[A]	Establishing and Maintaining Web Page Accessibility	3725
2750	Use of Copyrighted Material	3750

### Chapter 3: Student Services

For student matters involving Computer and Network Use, please see Chapter 2. For student matters involving Parking, Campus Safety, Disaster Preparedness, and District Police, please see Chapter 5. For student matters involving Fingerprinting, the Prohibition of Harassment and Retaliation, Service Animals, Accommodations for Non-Classroom Activities, and Nondiscrimination, please see Chapter 6.

3010	Admissions	5010
3011	Admission and Concurrent Enrollment of High School and Other Young Students	5011
3012	International Students	5012
3013	Students in the Military	5013
3015	Residence Determination	5015
3020	Non Resident Tuition	5020





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3710	Intellectual Property and Copyright
3720	Computer and Network Use
3725	Establishing and Maintaining Web Page Accessibility
3750	Use of Copyrighted Material
3810	Claims Against the District
3820	Gifts
3950	Naming of Facilities

## NEW

3030	Student Fees	5030
3031	Instructional Materials Fees	5031
3035	Withholding of Student Records	5035
3040	Student Records, Directory Information and Privacy	5040
3040[A]	Student Records: Preferred Names and Gender	5041
3045	Student Records: Challenging Content and Access Log	5045
3050	Matriculation	5050
3052	Open Enrollment	5052
3055	Enrollment/Registration Priorities	5055
3055[A]	Registration Priorities	5056
3075	Course Adds and Drops	5075
3110	Counseling	5110
3120	Transfer Center	5120
3130	Financial Aid	5130
3140	Disabled Student Programs and Services	5140
3150	Extended Opportunity Programs and Services	5150
3160	Student Employment	5160
3200	Student Health Services	5200
3205	Student Accident Insurance	5205
3210	Communicable Disease	5210
3300	Student Equity	5300
3400	Associated Students Organization	5400
3405	Student District Consultation Council	5405
3410	Associated Students Elections	5410
3420	Associated Students Finance	5420
3430	Extra-Curricular Activities	5430
3500	Standards of Student Conduct	5500
3500[A]	Student Discipline Procedures	5520
3500[B]	Student Grievances Process for Instruction and Grade Related Matters	5522
3500[C]	Student Grievance Process for Matters Other than Instruction, Grades or Discipline	5524
3550	Speech: Time, Place and Manner	5550
3570	Student Credit Card Solicitations	5570
3610	Voter Registration	5610
3700	Athletics	5700
3800	Bookstore(s)	5800
3850	Vending Machine	5850
3900	Prevention of Identity Theft in Student Financial Transactions	5900

### Chapter 4: Institutional Advancement and Economic Development

4010	Grants	3280
4010[A]	Grants – Federally Funded Guidelines	3281
4010[B]	Grants – Time and Effort Reporting for Federally Funded Grants	3282
4010[C]	Grants – Cost Transfers	3283
4010[D]	Grants – Participant Support Costs	3284
4010[E]	Grants – Implementation	3285
4010[F]	Grants – Subaward Monitoring	3286
4200	Gifts	3820
4400	Naming of Facilities, Events and Programs	3950
4500	News Media	4600

### Chapter 5: Business and Financial Services

5100	Delegation of Authority	6100
5150	Designation of Authorized Signatures	6150
5200	Budget Preparation	6200
5250	Budget Management	6250
5300	Fiscal Management	6300



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## NEW

5300[A] Fiscal Management – Cash Equivalent Aid	6301
5307 Debt Issuance and Management	6307
5320 Investments	6320
5340 Bids and Contracts	6340
5340[A] Bids and Contracts Under the UPCCAA	6345
5340[B] Contracts – Capital Construction	6350
5340[C] Change Orders – Delegation of Authority	6352
5340[D] Contracts – Electronic Systems and Materials	6360
5340[E] Contracts – Accessibility of Information Technology	6365
5400 Audits	6400
5520 Security for District Property	6520
5550 Disposal of Surplus Personal Property	6550
5600 Capital Construction	6600
5700 Use of Facilities	6700
5700[A] Use of Aquatics Complex	6705
5740 Citizens' Bond Oversight Committee	6740
5750 Parking	6750
5775 Sustainability/Environmental Responsibility	6870
5800 Campus Safety	3500
5801 Campus Security and Access	3501
5805 Disaster Preparedness – Emergency Operations Plan	3505
5805[A] Academic Emergency Procedures for Significant Events	3506
5806 Emergency Pay	3505B
5807 Disaster Service Worker	3505C
5810 Workplace Violence and Safety	3510
5815 Reporting of Crimes	3515
5818 Child Abuse Reporting	3518
5819 Elder Abuse Reporting	3519
5820 Local Law Enforcement	3520
5830 Weapons on Campus	3530
5840 Sexual and Other Assaults on Campus	3540
5840[A] Registered Sex Offender Information	3516
5850 Drug Free Environment	3550
5860 Criminal Offender Record Security	3315
5870 Smoking on Campus	3570
5900 Travel Expenses	6900
5905 Itemized Expense Reimbursement (Non-Travel)	6905
5907 District-Paid Meals and Refreshments	6907
5950 District Police	7600

### Chapter 6: Human Resources and Employee Relations

For employee matters involving Computer and Network Use, please see Chapter 2. For employee matters involving Parking, Disaster Preparedness, Campus Safety, and District Police, please see Chapter 5.

6100 Commitment to Diversity	7100
6110 Delegation of Authority	7110
6120 Recruitment and Hiring	7120
6120[A] Academic and Classified Administrators Recruitment and Hiring	7120a
6120[B] Classified and Classified-Confidential Recruitment and Hiring	7120b
6120[C] Full-Time Faculty Recruitment and Hiring	7120c
6120[D] Part-Time Faculty Recruitment and Hiring	7120d
6120[E] Temporary/Casual Long-Term Faculty Recruitment and Hiring	7120e
6120[F] Employment of Professional Experts	7120g
6120[G] Verification of Eligibility for Employment	7125
6120[H] Fingerprinting	7337
6121 President Recruitment and Hiring	7121
6126 Applicant Background Investigations and Reference Checks	7126





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## NEW

6130 Compensation	7130
6140 Collective Bargaining	7140
6145 Personnel Files	7145
6150 Employee Evaluations	7150
6155 Evaluation of President	7155
6160 Professional Growth	7160
6160[A] Professional Growth – Full-Time Faculty – Salary Advancement and Sabbatical Leave	7160a
6200 Faculty Internship Program	7200
6210 Academic Employees	7210
6210[A] Faculty Service Areas, Minimum Qualifications, and Equivalencies	7211
6210[B] Part-Time Faculty: Benefits	7213
6210[C] Academic Employees: Probationary Contract Faculty	7215
6210[D] Academic Employees: Grievance Procedure for Contract Decisions	7216
6217 CAL STRS Reduced Workload Program	7217
6230 Classified Employees	7230
6232 Classification Review	7232
6232[A] Claims for Work Out of Classification	7233
6234 Overtime	7234
6240 Confidential Employees	7240
6250 Educational Administrators and Retreat Rights	7250
6260 Classified Supervisors and Managers	7260
6310 Nepotism	7310
6330 Communicable Disease	7330
6330[A] Certification from Tuberculosis	7336
6335 Health Examinations	7335
6340 Leaves	7340
6340[A] Sabbaticals – Academic Employees	7341
6340[B] Holidays	7342
6340[C] Industrial Accidents and Illness Leave	7343
6340[D] Absence Notification	7344
6345 Catastrophic Leave Program	7345
6346 Employees Called to Military Duty	7346
6348 Retirement Credit of Unused Sick Leave	7348
6350 Resignations	7350
6360 Discipline and Dismissal – Academic Employees	7360
6365 Discipline and Dismissal – Classified Employees	7365
6368 Discipline and Dismissal – Management, Supervisory and Confidential Employees	7368
6370 Political Activity	7370
6371 Personal Use of Public Resources	7371
6380 Retiree Health Benefits	7380
6381 Health and Welfare Benefits	7381
6382 Deferred Compensation [403(B) and 457(B)] Plans	6327
6385 Salary Deductions	7385
6410 Nondiscrimination	3410
6420 Equal Employment Opportunity	3420
6430 Prohibition of Harassment and Retaliation	3430
6430[A] Handling Complaints of Unlawful Discrimination, Harassment or Retaliation	3435
6440 Service Animals	3440
6445 Handling Accommodations for Persons with Disabilities for Non Classroom-Related Activities	3445
6447 Reasonable Accommodation Process for Employment	3447
6460 Drug Prevention Program	3551
6500 Volunteers	7500
6510 Domestic Partners	7510
6515 Group Benefits for Domestic Partners	7515
6700 Whistleblower Protection	7700



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3040	Student Records, Directory Information and Privacy	5040
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3045	Student Records: Challenging Content and Access Log	5045
3050	Matriculation	5050
3052	Open Enrollment	5052
3055	Enrollment/Registration Priorities	5055
3055[A]	Registration Priorities	5056
3075	Course Adds and Drops	5075
3110	Counseling	5110
3120	Transfer Center	5120
3130	Financial Aid	5130
3140	Disabled Student Programs and Services	5140
3150	Extended Opportunity Programs and Services	5150
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3800	Bookstore(s)	5800
3850	Vending Machine	5850
3900	Prevention of Identity Theft in Student Financial Transactions	5900
<b>Chapter 4: Institutional Advancement and Economic Development</b>		
4010	Grants	3280
4010[A]	Grants – Federally Funded Guidelines	3281
4010[B]	Grants – Time and Effort Reporting for Federally Funded Grants	3282
4010[C]	Grants – Cost Transfers	3283
4010[D]	Grants – Participant Support Costs	3284
4010[E]	Grants – Implementation	3285
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