



San Bernardino Community College District
POLICIES & PROCEDURES ADVISORY
COMMITTEE (PPAC)
August 27, 2026
3:00 pm-4:30 pm Pacific Time

MEETING AGENDA

Via Zoom: <https://sbccd-edu.zoom.us/j/88934518895>
Or Dial-In: 669 444 9171 | Meeting ID: 889 3451 8895

I. Welcome & Introductions

Kristina L. Hannon, Nohemy Ornelas, & Jose F. Torres, Tri-Chairs

II. Confirmation of Quorum

III. Training

IV. 2026-2027 Annual Review List

V. Adjournment & Next Meeting

The next scheduled meeting of PPAC is Thursday, September 17, 2026 at 3:00pm.

PPAC Review Notes | Key:

- Black: Existing Language
- Blue: CCLC Legal Update Addition
- Blue: CCLC Legal Update Strikethrough=agree to remove
- Red: Chapter Lead Update Addition
- Red: Chapter Lead Update Strikethrough=agree to remove
- Green: PPAC Committee Feedback Addition
- Green: PPAC Committee Feedback Strikethrough=agree to remove



POLICIES & PROCEDURES 2026-27 ANNUAL REVIEW LIST AS OF JULY 2026

Yellow Highlight – Chapter Lead Recommendations

Title	10+1?	Reason	Review Level
AP 2325 Teleconferenced Meetings	Non 10+1	> Legal Update 48	
AP 2340 Agendas	Non 10+1	> Legal Update 48	
BP 2365 Recording	Non 10+1	> Legal Update 48	
BP 2510 Participation In Local Decision-Making	10+1	> Recommendation from Chapter Lead BOT > Legal Update 44	
AP 2510 Participation In Local Decision-Making	10+1	> Recommendation from Chapter Lead BOT > Legal Update 44	
BP 2710 Conflict of Interest	Non 10+1	> Legal Update 48	
AP 2710 Conflict of Interest	Non 10+1	> Legal Update 48	
AP 3415 Immigration Enforcement Activities	Non 10+1	> Legal Update 46	
BP 3420 Equal Employment Opportunity	Non 10+1	> Legal Update 46	
AP 3420 Equal Employment Opportunity	Non 10+1	> Legal Update 46	
BP 3250 Institutional Planning	Non 10+1	> Legal Update 48	
BP 3410 Non-Discrimination	Non 10+1	> Recommendation from Chapter Lead VC Hannon	
AP 3410 Non-Discrimination	Non 10+1	> Recommendation from Chapter Lead VC Hannon	
BP 3430 Prohibition of Harassment	Non 10+1	> Legal Update 46	
AP 3430 Prohibition of Harassment	Non 10+1	> Legal Update 46 > Legal Update 44 Summer	
BP 3433 Prohibition of Sexual Harassment under Title IX	Non 10+1	> Legal Update 46 > Legal Update 44 Summer	
AP 3433 Prohibition of Sexual Harassment under Title IX	Non 10+1	> Legal Update 46 > Legal Update 44 Summer	
AP 3434 Responding to Harassment Based on Sex under Title IX	Non 10+1	> Legal Update 46 > Legal Update 44 Summer > Legal Update 43 > Legal Update 42 > Legal Update 41	
AP 3435 Discrimination and Harassment Resolution Procedures	Non 10+1	> Legal Update 46 > Legal Update 44 Summer > Legal Update 44 > Legal Update 43 > Legal Update 42	
BP 3501 Campus Security and Access	Non 10+1	> Legal Update 44	
AP 3501 Campus Security and Access	Non 10+1	> Legal Update 46 > Legal Update 44	
AP 3516 Registered Sex Offender Information	Non 10+1	> Legal Update 46	
BP 3540 Sexual and Other Assaults on Campus	Non 10+1	> Legal Update 42	



POLICIES & PROCEDURES 2026-27 ANNUAL REVIEW LIST AS OF JULY 2026

Yellow Highlight – Chapter Lead Recommendations

Title	10+1?	Reason	Review Level
AP 3540 Sexual and Other Assaults on Campus	Non 10+1	> Legal Update 46 > Legal Update 44 Summer > Legal Update 42	
AP 4010 Academic Calendar	10+1	> Legal Update 48	
AP 4100 Graduation Requirements for Degrees and Certificates	Non 10+1	> Legal Update 48	
BP 4240 Academic Renewal	10+1	> Recommendation from Chapter Lead VC Ornelas	
AP 4240 Academic Renewal	10+1	> Recommendation from Chapter Lead VC Ornelas	
AP 4255 Dismissal and Readmission	10+1	> Recommendation from Chapter Lead VC Ornelas > Legal Update 42	
BP 4260 Prerequisites & Corequisites	10+1	> Recommendation from Chapter Lead VC Ornelas	
AP 4260 Prerequisites & Corequisites	10+1	> Recommendation from Chapter Lead VC Ornelas	
BP 5030 Fees	10+1	> Recommendation from Chapter Lead EVC Torres	
AP 5030 Fees	10+1	> Recommendation from Chapter Lead EVC Torres	
AP 5050 Student Success and Support Program	10+1	> Legal Update 48	
BP 5400 Associated Students Organization	10+1	> Legal Update 48	
AP 5400 Associated Students Organization	10+1	> Legal Update 48	
AP 5520 Student Discipline Procedures	10+1	> Legal Update 46 > Legal Update 44 > Legal Update 40 > Legal Update 38	
BP 6250 Budget Management	Non 10+1	> Legal Update 46	
AP 6250 Budget Management	Non 10+1	> Legal Update 46	
AP 6345 Bids and Contracts – UPCCAA	Non 10+1	> Legal Update 46	
AP 6355 Job Order Contracts	Non 10+1	> Legal Update 44 > Legal Update 40	
*AP 6360 Contracts – Electronic Systems and Materials	Non 10+1	> Legal Update 46	
BP 6450 Wireless or Cellular Telephone Use	Non 10+1	> Legal Update 46	
AP 6450 Wireless or Cellular Telephone Use	Non 10+1	> Legal Update 46	
AP 6600 Capital Construction	Non 10+1	> Legal Update 48	
BP 6610 Local, Minority, Women, and Veteran Owned Enterprise Program	10+1	> Recommendation from Chapter Lead EVC Torres	
BP 6620 Naming of Buildings and Other Properties	Non 10+1	> Recommendation from Chapter Lead	
AP 6620 Naming of Buildings and Other Properties	Non 10+1	> Legal Update 46 > Recommendation from Chapter Lead	
BP 6700 Civic Center and Other Facilities Use	Non 10+1	> Legal Update 46 > Legal Update 44	



POLICIES & PROCEDURES 2026-27 ANNUAL REVIEW LIST AS OF JULY 2026

Yellow Highlight – Chapter Lead Recommendations

Title	10+1?	Reason	Review Level
AP 6700 Civic Center and Other Facilities Use	Non 10+1	> Legal Update 46 > Legal Update 43	
BP 6750 Parking	Non 10+1	> Legal Update 46	
AP 6750 Parking	Non 10+1	> Legal Update 46	
BP 6800 Occupational Safety	Non 10+1	> Legal Update 46	
AP 6800 Occupational Safety	Non 10+1	> Legal Update 46	
AP 6910 Housing	Non 10+1	> Legal Update 48	
AP 7110 Delegation of Authority, Human Resources	Non 10+1	> Legal Update 44	
AP 7126 Applicant Background Checks	Non 10+1	> Legal Update 46	
BP 7150 Evaluation	Non 10+1	> Recommendation from Chapter Lead VC Hannon	
AP 7150 Evaluation	Non 10+1	> Recommendation from Chapter Lead VC Hannon	
BP 7160 Professional Development	10+1	> Legal Update 44	
AP 7160 Professional Development	10+1	> Legal Update 44	
BP 7210 Academic Employees	10+1	> Legal Update 46	
AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies	10+1	> Legal Update 44	
AP 7235 Probationary Period - Classified Employees	Non 10+1	> Legal Update 42 > Legal Update 40	
AP 7237 Layoffs	Non 10+1	> Legal Update 40	
BP 7250 Educational Administrators	Non 10+1	> Legal Update 46 > Legal Update 42 > Legal Update 38 > Other Chapter Lead review	
AP 7250 Educational Administrators	Non 10+1	> Legal Update 46	
BP 7260 Classified Supervisors, Managers and Administrators	Non 10+1	> Legal Update 46 > Legal Update 42	
AP 7260 Classified Supervisors, Managers and Administrators	Non 10+1	> Legal Update 46	
*AP 7347 Paid Family Leave		> Legal Update 46	
AP 7348 Accommodations	Non 10+1	> Legal Update 46	
BP 7360 Discipline & Dismissal - Academic Employees	Non 10+1	> Legal Update 42 Addendum	
AP 7360 Discipline and Dismissal - Academic Employees	Non 10+1	> Legal Update 42 Addendum > Legal Update 42 > Legal Update 40 > Legal Update 38	
AP 7365 Discipline and Dismissal - Classified Employees	Non 10+1	> Legal Update 42	



Policy & Procedure Subscription Service

Community College League of California
Liebert Cassidy Whitmore

Legal Update #48

April 2026

OVERVIEW

This is the 48th update to the League's Policy & Procedure Subscription Service, offered in partnership with the law firm of Liebert Cassidy Whitmore. This update reflects new statutes and regulations, legal opinions, and questions from subscribers that have occurred since Legal Update #47 (disseminated to member districts in October 2025).

Revisions to the Board Policy Templates

BP 2365 Recording – The Service updated this policy to align with revisions to the Government Code.

BP 2710 Conflict of Interest – The Service updated this policy to align with revisions to the Government Code.

BP 3250 Institutional Planning – The Service updated this policy to remove a legal citation and Student Success and Support Program Plan from the list of required plans. The Service added a usage note to explain this revision.

BP 3800 Personal Data Protection – The Service updated this policy to add a legal reference, requirements pursuant to the Gramm–Leach–Bliley Act Safeguards Rule, and a usage note to explain its applicability.

BP 5400 Associated Students Organization – The Service updated this policy to align with revisions to the Government Code.



Revisions to the Administrative Procedure Templates

AP 2325 Teleconferenced Meetings – The Service updated this procedure to align with revisions to the Government Code.

AP 2340 Agendas – The Service updated this procedure to align with revisions to the Government Code.

AP 2710 Conflict of Interest – The Service updated this procedure to align with revisions to the Government Code.

AP 3415 Immigration Enforcement Activities – The Service updated this procedure to correct references to campus police or security and clarify that district personnel may not consent to entry of non-public district facilities.

AP 3800 Personal Data Protection – The Service updated this procedure to add a legal reference, requirements pursuant to the Gramm–Leach–Bliley Act Safeguards Rule, and a usage note to explain its applicability.

AP 4010 Academic Calendar – The Service updated this procedure to add Diwali as an optional holiday.

AP 4100 Graduation Requirements for Degrees and Certificates – The Service updated this procedure to align with revised Title 5 regulations on Certificates of Achievement.

AP 5050 Student Success and Support Program – The Service updated this procedure to align with revised Title 5 regulations on Student Education Plans.

AP 5400 Associated Students Organization – The Service updated this procedure to align with revisions to the Government Code.

AP 6600 Capital Construction – The Service updated this procedure to remove language related to the California Postsecondary Education Commission (as that commission no longer exists).

AP 6910 Housing – The Service updated this procedure to add a usage note about requirements for housing if a district includes units for faculty and staff.

AP 7600 College [Police or Security] – The Service updated this procedure to align with revisions to the Penal Code regarding the use of artificial intelligence and the Government and Penal Codes regarding the use of facial coverings.



POLICY & PROCEDURE SERVICE

Policy & Procedure Subscription Service

Community College League of California
Liebert Cassidy Whitmore

Legal Update #46

April 2025

OVERVIEW

This is the 46th update to the League's Policy & Procedure Subscription Service, offered in partnership with the law firm of Liebert Cassidy Whitmore. This update reflects new statutes and regulations, legal opinions, and questions from subscribers that have occurred since Legal Update #45 (disseminated to member districts in October 2024).

Revisions to the Board Policy Templates

BP 2305 Annual Organizational Meeting – The Service updated this policy to clarify scheduling requirements for the annual organizational meeting.

BP 2315 Closed Sessions – The Service updated this policy to reflect changes in the Brown Act to allow the governing board to hold closed sessions on matters posing a threat to cybersecurity.

BP 2340 Agendas – The Service updated this policy to clarify the usage note regarding establishing a timeframe for a member of the public to resubmit an agenda item.

BP 3433 Prohibition of Sexual Harassment under Title IX – The Service updated this policy and its title pursuant to a ruling invalidating the 2024 Title IX regulations in the U.S. District Court for the Eastern District of Kentucky litigation.

BP 3550 Drug-Free Environment and Drug Prevention Program – The Service updated this policy to include the requirement for district health centers to stock drug testing devices pursuant to changes in the Education Code. The Service also updated this policy to include additional requirements for opioid overdose reversal medications and fentanyl test strips pursuant to changes in the Education Code.

BP 5130 Financial Aid – The Service updated this policy to update restrictions on scholarship displacement pursuant to changes in the Education Code that become effective on July 1, 2025.



POLICY & PROCEDURE SERVICE

BP 5500 Standards of Student Conduct – The Service updated this policy to add a prohibition on hazing pursuant to changes in the Education Code. The Service also updated a reference to BP 3433 Prohibition of Sexual Harassment under Title IX pursuant to a ruling invalidating the 2024 Title IX regulations in the U.S. District Court for the Eastern District of Kentucky litigation and included references to AP 3433 Prohibition of Sexual Harassment under Title IX and AP 3434 Responding to Sexual Harassment under Title IX.

BP 6250 Budget Management – The Service updated this policy to add a percentage amount of unrestricted reserves recommended by the Government Finance Officers Association and the California Community Colleges Chancellor's Office.

BP 7210 Academic Employees – The Service updated this policy to add provisions about providing official letters of recommendation to a district employee pursuant to changes in the Education Code.

BP 7230 Classified Employees – The Service updated this policy to add provisions about providing official letters of recommendation to a district employee pursuant to changes in the Education Code. The Service also updated this policy to exclude part-time students employed part-time as student-tutors by their district from the classified service pursuant to changes in the Education Code.

BP 7250 Educational Administrators – The Service updated this policy to add provisions about providing official letters of recommendation to a district employee pursuant to changes in the Education Code. The Service also updated this policy to add provisions about retreat rights pursuant to changes in the Education Code.

BP 7260 Classified Supervisors and Managers – The Service updated this policy to add provisions about providing official letters of recommendation to a district employee pursuant to changes in the Education Code.

BP 7600 College [*Police or Security*] – The Service updated this policy to revise the usage note.



POLICY & PROCEDURE SERVICE

Revisions to the Administrative Procedure Templates

AP 2320 Special and Emergency Meetings – The Service updated this procedure to allow the governing board to provide notice of emergency meetings by email pursuant to changes in the Government Code.

AP 3415 Immigration Enforcement Activities – The Service updated this procedure to clarify the responsibility of the Office of the Chancellor or President regarding verifying requests for access to non-public spaces.

AP 3420 Equal Employment Opportunity – The Service updated this procedure to add a usage note about the restriction on including a statement in a job advertisement, posting, application, or other material that an applicant must have a driver's license pursuant to changes in the Government Code.

AP 3430 Prohibition of Harassment – The Service updated this procedure to update references to BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Sexual Harassment under Title IX pursuant to a ruling invalidating the 2024 Title IX regulations in the U.S. District Court for the Eastern District of Kentucky litigation.

AP 3433 Prohibition of Sexual Harassment under Title IX – The Service updated this procedure and its title pursuant to a ruling invalidating the 2024 Title IX regulations in the U.S. District Court for the Eastern District of Kentucky litigation. The Service also updated this procedure to update definitions of acts considered sexual assault. The revised procedure aligns with the 2020 Title IX regulations and the Education Code.

AP 3434 Responding to Sexual Harassment under Title IX – The Service updated this procedure and its title pursuant to a ruling invalidating the 2024 Title IX regulations in the U.S. District Court for the Eastern District of Kentucky litigation. The revised procedure aligns with the 2020 Title IX regulations and the Education Code. The Service also updated this procedure to clarify the right to an Advisor, limitations on Informal Resolution, notice of disciplinary action, and complaint reporting pursuant to changes in the Education Code.



POLICY & PROCEDURE SERVICE

AP 3435 Discrimination and Harassment Complaints and Investigations – The Service updated this procedure to revise the legal references to the Education Code. The Service updated this procedure to revise the references to BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Sexual Harassment under Title IX pursuant to a ruling invalidating the 2024 Title IX regulations in the U.S. District Court for the Eastern District of Kentucky litigation. The Service also updated this procedure to clarify who are responsible employees and confidential employees and streamline language about training requirements. The Service also updated this procedure to identify additional reporting requirements pursuant to changes in the Education Code.

AP 3501 Campus Security and Access – The Service updated this procedure to include a statement that a district operates non-public spaces that are not open to the general public and include references to other relevant policies and procedures.

AP 3516 Registered Sex Offender Information – The Service updated this procedure to clarify requirements for sex offenders to register.

AP 3540 Sexual and Other Assaults on Campus and in Campus Programs – The Service updated this procedure to revise a reference to AP 3434 Responding to Sexual Harassment under Title IX pursuant to a ruling invalidating the 2024 Title IX regulations in the U.S. District Court for the Eastern District of Kentucky litigation. The Service also updated this procedure to revise the usage note.

AP 3550 Drug-Free Environment and Drug Prevention Program – The Service updated this procedure to revise the legal references to the Education Code. The Service also updated this procedure to align with changes in the Education Code. The Service also eliminated extraneous language.

AP 3775 Artificial Intelligence (AI) – The Service updated this procedure to add a legal reference to the Government Code, which now defines artificial intelligence.

AP 4022 Course Approval – The Service updated this procedure to align requirements to Title 5 Sections 55100 and 55150.

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students – The Service updated this procedure to revise the language regarding CCAP partnerships pursuant to changes in the Education Code.

AP 5013 Students in the Military – The Service updated this procedure to remove an exception regarding residence determinations for military personnel pursuant to changes in the Education Code.



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AP 5015 Residence Determination – The Service updated this procedure to remove an exception regarding residence determinations for military personnel pursuant to changes in the Education Code.

AP 5017 Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information – The Service updated this procedure to revise the legal reference to the Title 5 regulations.

AP 5035 Withholding of Student Records – The Service updated this procedure to revise the usage note.

AP 5130 Financial Aid – The Service updated this procedure to revise the usage note. The Service also updated this procedure to update restrictions on scholarship displacement pursuant to changes in the Education Code that become effective on July 1, 2025.

AP 5203 Lactation Accommodation – The Service updated this procedure to remove a legal reference to the 2024 Title IX regulations pursuant to a ruling invalidating the 2024 Title IX regulations in the U.S. District Court for the Eastern District of Kentucky litigation. The Service also revised the usage note.

AP 5300 Student Equity – The Service updated this procedure to include an additional component of a Student Equity Plan pursuant to changes in the Education Code.

AP 5500 Standards of Student Conduct – The Service updated this procedure to add a prohibition on hazing pursuant to changes in the Education Code. The Service also updated a reference to AP 3433 Prohibition of Sexual Harassment under Title IX and AP 3434 Responding to Sexual Harassment under Title IX pursuant to a ruling invalidating the 2024 Title IX regulations in the U.S. District Court for the Eastern District of Kentucky litigation.

AP 5520 Student Discipline Procedures – The Service updated this procedure to revise a reference to AP 3434 Responding to Sexual Harassment under Title IX pursuant to a ruling invalidating the 2024 Title IX regulations in the U.S. District Court for the Eastern District of Kentucky litigation. The Service also updated this procedure to include information about a student's right to have an adviser during the student discipline process.

AP 6345 Bids and Contracts - UPCCAA – The Service updated this procedure to reflect updated monetary limits to the permissible informal and formal bidding procedures under UPCCAA and to update the definition of 'public projects.'

AP 6360 Contracts – Electronic Systems and Materials – The Service updated this procedure to remove a legal reference.

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AP 6450 Wireless or Cellular Telephone Use – The Service updated this procedure to add a legal reference to a federal law.

AP 6620 Naming of Buildings – The Service updated this procedure to clarify existing language.

AP 6700 Civic Center and Other Facilities Use – The Service updated this procedure to remove an outdated reference.

AP 6750 Parking – The Service updated this procedure to revise the usage note.

AP 6800 Occupational Safety – The Service updated this procedure to include the ability of the district to obtain a workplace restraining order on behalf of a victim employee in accordance with the Labor Code.

AP 7126 Applicant Background Checks – The Service updated this procedure to add legal references to the Education Code.

AP 7250 Educational Administrators – The Service updated this procedure to add a legal reference pursuant to changes in the Education Code.

AP 7347 Paid Family Leave – The Service updated this procedure to revise the usage note.

AP 7348 Accommodations – The Service updated this procedure to revise the usage notes.

AP 7600 College [*Police or Security*] – The Service updated this procedure to revise the usage note.

NEW Administrative Procedure Template

AP 3436 Hazing – The Service created a new procedure prohibiting hazing including definitions, reporting options, investigation procedure, annual reporting requirements, and information on prevention and education to comply with significant requirements in federal law and the Education Code.



POLICY & PROCEDURE SERVICE

Policy & Procedure Subscription Service

Community College League of California
Liebert Cassidy Whitmore

Legal Update #44

April 2024

OVERVIEW

This is the 44th update to district members of the League's Policy & Procedure Subscription Service, offered in partnership with the law firm of Liebert Cassidy Whitmore. The update reflects new statutes and regulations, legal opinions, the 2024 ACCJC Accreditation revisions, and questions from subscribers that have occurred since legal Update 43 (disseminated to member districts in October 2023).

Revisions to the Board Policy Templates

BP 1200 District Mission – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard and update the usage note pursuant to the 2024 changes in the ACCJC's Accreditation Standards.

BP 2010 Board Membership – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard and Eligibility Requirement pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 2015 Student Member(s) – The Service updated this policy to add voting privileges for student members of the governing board and clarify the student member's rights pursuant to changes in the Education Code.

BP 2200 Board Duties and Responsibilities – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 2310 Regular Meetings of the Board – The Service updated this policy to remove provisions regarding meetings during proclaimed states of emergency pursuant to changes in the Government Code. Requirements regarding teleconferenced meetings are in AP 2325 Teleconferenced Meetings and requirements regarding special or emergency meetings are in BP/AP 2320 Special and Emergency Meetings.



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BP 2315 Closed Sessions – The Service updated this policy to add a citation to the Government Code and clarify when a governing board may hold a closed session.

BP 2340 Agendas – The Service updated this policy to revise the limitation on how frequently a member of the public may resubmit an agenda item is a local decision.

BP 2355 Decorum – The Service updated this policy to add references to the Government Code and update language pursuant to changes in the Government Code.

BP 2410 Board Policies and Administrative Procedures – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 2430 Delegation of Authority to the [CEO] – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard and related language pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 2431 [CEO] Selection – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard and the usage note pursuant to the 2024 changes in the ACCJC Accreditation Standards.

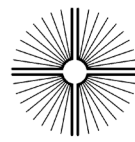
BP 2432 [CEO] Succession – The Service updated this policy to change a reference to an “acting president” to an “acting [CEO].”

BP 2435 Evaluation of the [CEO] – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 2510 Participation in Local Decision-Making – The Service updated this policy to revise the reference to the ACCJC Accreditation Standards pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 2715 Code of Ethics/Standards of Practice – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard and add supporting language pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this policy to change a reference to the “Superintendent/President” to “[CEO].”

BP 2740 Board Education – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

**POLICY & PROCEDURE SERVICE**

BP 2745 Board Self-Evaluation – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 3200 Accreditation – The Service updated this policy to revise the reference to the ACCJC Eligibility Requirement pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 3225 Institutional Effectiveness – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 3250 Institutional Planning – The Service updated this policy to revise the reference to the ACCJC Accreditation Standards and add supporting language pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 3410 Nondiscrimination – The Service updated this policy to remove one of the accreditation-related references pursuant to the 2024 changes in the ACCJC Accreditation Standards and add a Government Code section reference.

BP 3420 Equal Employment Opportunity – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 3501 Campus Security and Access – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard and add supporting language pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 3550 Drug-Free Environment and Drug Prevention Program – The Service updated this policy to add additional requirements related to fentanyl test strips and specify the need to identify supporting administrative procedures pursuant to changes to the Education Code.

BP 4020 Program, Curriculum, and Course Development – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 4025 Philosophy and Criteria for Associate Degree and General Education – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

**POLICY & PROCEDURE SERVICE**

BP 4030 Academic Freedom – The Service updated this policy to revise the references to the ACCJC Accreditation Standard and Eligibility Requirements pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 4040 Library and Learning Support Services – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 4050 Articulation – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 4100 Graduation Requirements for Degrees and Certificates – The Service updated this policy to remove the requirement regarding publishing graduation requirements in the District's catalog pursuant to changes in the Title 5 regulations.

BP 5010 Admissions and Concurrent Enrollment – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 5030 Fees – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this policy to remove the reference to baccalaureate degree pilot programs pursuant to changes in the Education Code.

BP 5040 Student Records, Directory Information, and Privacy – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this policy to clarify when a district may use a student's gender or legal name as indicated in a government-issued identification document pursuant to changes in the Education Code.

BP 5050 Student Success and Support Program – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 5110 Counseling – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 5130 Financial Aid – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.



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BP 5500 Standards of Student Conduct – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 5510 Off-Campus Student Organizations – The Service updated this policy to align with the Clery Act and clarify requirements related to working with local law enforcement agencies.

BP 5700 Intercollegiate Athletics – The Service updated this policy to remove the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 6200 Budget Preparation – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 6300 Fiscal Management – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 6340 Bids and Contracts – The Service updated this policy to remove the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 6400 Financial Audits – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 6520 Security for District Property – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 6700 Civic Center and Other Facilities Use – The Service updated this policy to align with changes in the Education Code.

BP 7120 Recruitment and Hiring – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards and add an Education Code section to the references.



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BP 7160 Professional Development – The Service updated this policy to revise the reference to the ACCJC Accreditation Standard and add supporting language pursuant to the 2024 changes in the ACCJC Accreditation Standards.

BP 7340 Leaves – The Service updated this policy to add a citation to the Government Code and add language providing leave for reproductive loss pursuant to changes in the Government Code.

Revisions to the Administrative Procedure Templates

AP 2110 Vacancies on the Board – The Service updated this procedure to add vacancy notice requirements pursuant to changes in the Education Code and best practice.

AP 2325 Teleconferenced Meetings – The Service updated this procedure to align with the Ralph M. Brown Act requirements pursuant to changes in the Government Code.

AP 2410 Board Policies and Administrative Procedures – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 2430 Delegation of Authority to the [CEO] – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 2435 Evaluation of the [CEO] – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 2510 Participation in Local Decision-Making – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standards pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 2710 Conflict of Interest – The Service updated this procedure to provide legally advised language regarding the prohibition on outside employment that is inconsistent, incompatible, or in conflict with the individual's District duties, functions, and responsibilities.

AP 2712 Conflict of Interest Code – The Service updated this procedure to add a citation to the Government Code.



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AP 3050 Institutional Code of Ethics – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 3200 Accreditation – The Service updated this procedure to remove the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 3225 Institutional Effectiveness – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 3250 Institutional Planning – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standards pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 3300 Public Records – The Service updated this procedure to revise the citations to the California Public Records Act pursuant to changes in the Government Code.

AP 3410 Nondiscrimination – The Service updated this procedure to remove the reference to the ACCJC Accreditation Standard Catalog Requirements pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 3420 Equal Employment Opportunity – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 3435 Discrimination and Harassment Complaints and Investigations – The Service updated this procedure to align the deadline for complaints of discrimination, harassment, or retaliation in employment to the statute of limitations allowed under the Fair Employment and Housing Act.

AP 3501 Campus Security and Access – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 3510 Workplace Violence – The Service updated this procedure to add citations to the Labor Code and identify requirements of a workplace violence prevention plan and file retention requirements pursuant to changes in the Labor Code.

AP 3530 Weapons on Campus – The Service updated this procedure to clarify the prohibition on weapons.

**POLICY & PROCEDURE SERVICE**

AP 3550 Drug-Free Environment and Drug Prevention Program – The Service updated this procedure to include provisions related to fentanyl test strips pursuant to changes in the Education Code.

AP 3720 Computer and Network Use – The Service updated this procedure to revise the citations to the California Public Records Act pursuant to changes in the Government Code.

AP 4010 Academic Calendar – The Service updated this procedure to identify optional language pursuant to changes in the Education Code.

AP 4020 Program and Curriculum Development – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 4021 Program Discontinuance – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 4025 Philosophy and Criteria for Associate Degree and General Education – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 4030 Academic Freedom – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard and Eligibility Requirements pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 4040 Library and Learning Support Services – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 4050 Articulation – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 4100 Graduation Requirements for Degrees and Certificates – The Service updated this procedure to revise associate degree requirements to align with changes in the Title 5 regulations.

POLICY & PROCEDURE SERVICE

AP 4102 Career and Technical Education Programs – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 4105 Distance and Correspondence Education – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 4222 Remedial Coursework – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this procedure to identify requirements related to placement pursuant to the 2024 changes in the Education Code.

AP 5010 Admissions – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students – The Service updated this procedure to add a legal citation and to revise language regarding College and Career Access Pathways (CCAP) pursuant to changes in the Education Code and in the Title 5 regulations.

AP 5030 Fees – The Service updated this procedure to remove the reference to the ACCJC Accreditation Standard and add a reference to an ACCJC Eligibility Requirement pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this procedure to remove the reference to baccalaureate degree pilot programs pursuant to changes in the Education Code.

AP 5040 Student Records, Directory Information, and Privacy – The Service updated this procedure to add a legal citation, clarify when a district may use a student's gender or legal name as indicated in a government-issued identification document, and clarify the records a district shall update to reflect an affirmed name and gender pursuant to changes in the Education Code. The Service also updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 5050 Student Success and Support Program – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

**POLICY & PROCEDURE SERVICE**

AP 5110 Counseling – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 5130 Financial Aid – The Service updated this procedure to add a legal citation pursuant to changes in the Education Code. The Service also updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 5500 Standards of Student Conduct – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 5520 Student Discipline Procedures – The Service updated this procedure to clarify and simplify language regarding determination of discipline and student discipline hearings.

AP 5530 Student Rights and Grievances – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 5700 Intercollegiate Athletics – The Service updated this procedure to remove the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 6200 Budget Preparation – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 6300 Fiscal Management – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 6340 Bids and Contracts – The Service updated this procedure to remove the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 6355 Job Order Contracts – The Service updated this procedure to revise the citations to the California Public Records Act pursuant to changes in the Government Code.

**POLICY & PROCEDURE SERVICE**

AP 6400 Financial Audits – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 6520 Security for District Property – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 6535 Use of District Equipment – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 6910 Housing – The Service updated this procedure to add a usage note regarding a district's ability to offer groups priority for housing.

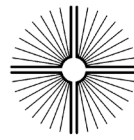
AP 7110 Delegation of Authority, Human Resources – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 7120 Recruitment and Hiring – The Service updated this procedure to add a legal citation and add that a district's local practice regarding recruitment and hiring of academic employees should include information on an applicant's required disclosure of sexual harassment pursuant to changes in the Education Code. The Service also updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 7145 Personnel Files – The Service updated this procedure to clarify the records a district shall update to reflect an affirmed name and gender pursuant to changes in the Education Code.

AP 7150 Evaluation – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this procedure to align content to the ACCJC Accreditation Standard and add a usage note to clarify optional language.

AP 7160 Professional Development – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this procedure to align content to the ACCJC Accreditation Standard.



POLICY & PROCEDURE SERVICE

AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.

AP 7340 Leaves – The Service updated this procedure to add a legal citation regarding leave for reproductive loss pursuant to changes in the Government Code.

AP 7346 Employees Called to Military Duty – The Service updated this procedure to align with language from the Uniformed Services Employment and Re-employment Rights Act of 1994 (“USERRA”), the Education Code, and the Military and Veterans Code.

AP 7400 Employee Travel – The Service updated this procedure to revise the title to “Employee Travel.”



POLICY & PROCEDURE SERVICE

Policy & Procedure Subscription Service

Community College League of California
Liebert Cassidy Whitmore

Legal Update #43

October 2023

OVERVIEW

This is the 43rd update to district members of the League's Policy & Procedure Subscription Service, offered in partnership with the law firm of Liebert Cassidy Whitmore. The update reflects new statutes and regulations, legal opinions, and questions from subscribers that have occurred since legal Update 42 (disseminated to member districts in April 2023 and the Special Addendum to Update 42 issued in May 2023).

Revisions to the Board Policy Templates

BP 2735 Board Member Travel – The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.

BP 3250 Institutional Planning – The Service updated this policy to align with changes in the Title 5 regulations.

BP 3550 Drug-Free Environment and Drug Prevention Program – The Service updated this policy to clarify that only districts with a campus health center are required to include certain language about distributing opioid overdose reversal medication.

BP 4300 Field Trips and Excursions – The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.

BP 5015 Residence Determination – The Service updated this policy to add a reference to the Education Code.

BP 7400 Travel – The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.

BP 7600 College [*Police or Security*] – The Service updated this policy to clarify that Chief(s) of Police need not report to the CEO.



POLICY & PROCEDURE SERVICE

Revisions to the Administrative Procedure Templates

AP 2712 Conflict of Interest Code – The Service updated this procedure to adjust the disclosure categories for two designated positions.

AP 2735 Board Member Travel – The Service updated this procedure to remove the out-of-state travel ban pursuant to changes in the Government Code.

AP 3434 Responding to Harassment Based on Sex under Title IX – The Service updated this procedure to clarify that written confidentiality agreements with Parties and Advisors are good practice but not required under federal Title IX law and regulations.

AP 3435 Discrimination and Harassment Complaints and Investigations – The Service updated this procedure to provide optional language regarding a governing board's review of an appeal of the district's administrative determination under Title 5 regulations.

AP 3550 Drug-Free Environment and Drug Prevention Program – The Service updated this procedure to clarify that only districts with a campus health center are required to include certain language about distributing opioid overdose reversal medication.

AP 4020 Program and Curriculum Development – The Service updated this procedure to clarify that Title 5 regulations require districts to develop and offer programs and curricula in ethnic studies, but districts have the option to develop and offer programs and curricula that infuse a global perspective into the curricular offerings and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.

AP 4103 Work Experience Education – The Service updated this procedure to revise the title and content to align with changes in the Title 5 regulations.

AP 4105 Distance and Correspondence Education – The Service updated this procedure to add a legal citation and align with revised Title 5 regulations.

AP 4227 Repeatable Courses – The Service updated this procedure to align with revised Title 5 regulations.

AP 4300 Field Trips and Excursions – The Service updated this procedure to remove the out-of-state travel ban pursuant to changes in the Government Code.

AP 5040 Student Records, Directory Information, and Privacy – The Service updated this procedure to provide a timeline for the district to respond to a request for student records pursuant to the Education Code.



POLICY & PROCEDURE SERVICE

AP 5055 Enrollment Priorities – The Service updated this procedure to align with revised Title 5 regulations.

AP 6200 Budget Preparation – The Service updated this procedure to align with Title 5 regulations.

AP 6700 Civic Center and Other Facilities Use – The Service updated this procedure to align with the Education Code.

AP 7400 Travel – The Service updated this procedure to remove the out-of-state travel ban pursuant to changes in the Government Code.



POLICY & PROCEDURE SERVICE

Community College League of California
Liebert Cassidy Whitmore

Legal Update #42 April 2023

OVERVIEW

This is the 42nd update to district members of the League's Policy & Procedure Subscription Service, offered in partnership with the law firm of Liebert Cassidy Whitmore. This update reflects new statutes and regulations, legal opinions, and questions from subscribers that have occurred since legal Update 41 (disseminated to member districts in October 2022).

Revisions to the Board Policy Templates

BP 2330 Quorum and Voting – The Service updated this policy to clarify voting requirements related to the sale or lease of surplus real property.

BP 2340 Agendas – The Service updated this policy to reflect recent reorganization and renumbering of the California Public Records Act.

BP 2365 Recording – The Service updated this policy to add a citation to and to reflect recent reorganization and renumbering of the California Public Records Act.

BP 3300 Public Records – The Service updated this policy to reflect recent reorganization and renumbering of the California Public Records Act.

BP 3410 Nondiscrimination – The Service updated this policy to add antidiscrimination provisions related to a person's use of cannabis off the job and away from the workplace pursuant to changes in the Government Code.

BP 3420 Equal Employment Opportunity – The Service updated this policy to align with updated Title 5 regulations.

BP 3540 Sexual and Other Assaults on Campus and in Campus Programs – The Service updated this policy to apply to victims of domestic violence and to any location, expanding the application beyond a district's grounds pursuant to changes in the Education Code. The Service updated the title to align to current law.



POLICY & PROCEDURE SERVICE

BP 3550 Drug Free Environment and Drug Prevention Program – The Service updated this policy to add requirements related to providing information on opioid overdose reversal medication in campus orientations and the ability of campus health centers to distribute opioid overdose reversal medication pursuant to changes in the Education Code.

BP 5015 Residence Determination – The Service updated this policy to allow specified athletes to be entitled to classification as residents tuition and fee purposes pursuant to changes in the Education Code.

BP 5020 Nonresident Tuition – The Service updated this policy to provide an exemption to a nonresident student who enrolls in a credit English as a Second Language course if they meet certain requirements pursuant to changes in the Education Code.

BP 5035 Withholding of Student Records – The Service updated this policy to include an additional citation to the Education Code and clarify when a district may withhold registration privileges or transcripts.

BP 5040 Student Records, Directory Information, and Privacy – The Service updated this policy to state that a district will develop and implement a process for students, staff, and faculty to declare an affirmed name, gender, or both pursuant to changes in the Education Code.

BP 5130 Financial Aid – The Service updated this policy to implement the California Ban on Scholarship Displacement Act of 2021 pursuant to changes in the Education Code.

BP 5410 Associated Students Elections – The Service updated this policy to allow a disabled student or student enrolled in a district's adult education program to serve on student government pursuant to changes in the Education Code.

BP 5500 Standards of Student Conduct – The Service updated this policy to add legal citations.

BP 6250 Budget Management – The Service updated this policy to align to a recommendation regarding unrestricted budget reserves.

BP 6800 Occupational Safety – The Service updated this policy to clarify legal citations.

BP 6910 Housing – The Service updated this policy to identify how a district may prioritize and restrict occupancy in affordable housing, to include language regarding prioritizing affordable housing for students, and to include language regarding data collection pursuant to changes in the Education Code and Health and Safety Code.



POLICY & PROCEDURE SERVICE

BP 7120 Recruitment and Hiring – The Service updated this policy to align with updated Title 5 regulations.

BP 7210 Academic Employees – The Service updated this policy to align with updated Title 5 regulations.

BP 7230 Classified Employees – The Service updated this policy to align with updated Title 5 regulations.

BP 7240 Confidential Employees – The Service updated this policy to align with updated Title 5 regulations.

BP 7250 Educational Administrators – The Service updated this policy to align with updated Title 5 regulations.

BP 7260 Classified Supervisors and Managers – The Service updated this policy to align with updated Title 5 regulations.

BP 7340 Leaves – The Service updated this policy to add legal citations.

BP 7600 College [*Police or Security*] – The Service updated this policy to align with updated Title 5 regulations and to move some detail to the accompanying procedure.

Revisions to the Administrative Procedure Templates

AP 2325 Teleconferenced Meetings – The Service created this *new* procedure to allow for easier reference to the Ralph M. Brown Act's requirements for public meetings by teleconference.

AP 2712 Conflict of Interest Code – The Service updated this procedure to update the gift limit and to revise the disclosure categories.

AP 3410 Nondiscrimination – The Service updated this procedure to add antidiscrimination provisions related to a person's use of cannabis off the job and away from the workplace pursuant to changes in the Government Code.

AP 3420 Equal Employment Opportunity – The Service updated this procedure to align with updated Title 5 regulations.

AP 3433 Prohibition of Harassment Based on Sex Under Title IX – The Service updated this procedure to remove a historically offensive term found in federal law.



POLICY & PROCEDURE SERVICE

AP 3434 Responding to Harassment Based on Sex Under Title IX – The Service updated this procedure to include required information on sexual assault and domestic violence counselors pursuant to changes in the Education Code.

AP 3435 Discrimination and Harassment Complaints and Investigations – The Service updated this procedure to reflect the new name of the California Civil Rights Department and to align with updated Title 5 regulations.

AP 3540 Sexual and Other Assaults on Campus and in Campus Programs – The Service updated this procedure to set out options for victims including information about sexual assault and domestic violence counselors pursuant to changes in the Education Code. The Service updated the title of this procedure to align to current law.

AP 3550 Drug Free Environment and Drug Prevention Program – The Service updated this procedure to add requirements related to providing information on opioid overdose reversal medication in campus orientations and the ability of campus health centers to distribute opioid overdose reversal medication pursuant to changes in the Education Code.

AP 3725 Information and Communications Technology Accessibility & Acceptable Use – The Service updated this procedure to align with updated Title 5 regulations.

AP 4020 Program and Curriculum Development – The Service updated this procedure to align with updated Title 5 regulations.

AP 4100 Graduation Requirements for Degrees and Certificates – The Service updated this procedure to align with updated Title 5 regulations.

AP 4105 Distance and Correspondence Education – The Service updated this procedure to align with updated Title 5 regulations.

AP 4222 Remedial Coursework – The Service updated this procedure to incorporate new requirements related to placing students in transfer-level English and mathematics within the first year of matriculation pursuant to changes in the Education Code.

AP 4225 Course Repetition – The Service updated this procedure to update the definition of substandard grades and the circumstances under which a student can repeat courses pursuant to changes in Title 5 regulations.

AP 4230 Grading and Academic Record Symbols – The Service updated this procedure to align with updated Title 5 regulations.

AP 4232 Pass/No Pass – The Service updated this procedure to align with updated Title 5 regulations.



POLICY & PROCEDURE SERVICE

AP 4250 Probation – The Service updated this procedure to align with updated Title 5 regulations.

AP 4255 Dismissal and Readmission – The Service updated this procedure to align with updated Title 5 regulations.

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students – The Service updated this procedure to remove requirement that courses be certified for remedial purposes and require they be certified for pre-transfer level courses pursuant to changes in the Education Code.

AP 5015 Residence Determination – The Service updated this procedure to allow specified athletes to be entitled to classification as residents for tuition and fee purposes pursuant to changes in the Education Code.

AP 5020 Nonresident Tuition – The Service updated this procedure to provide an exemption to a nonresident student who enrolls in a credit English as a Second Language course if they met certain requirements pursuant to changes in the Education Code.

AP 5030 Fees – The Service updated this procedure to provide an exemption to a nonresident student who enrolls in a credit English as a Second Language course if they met certain requirements pursuant to changes in the Education Code.

AP 5040 Student Records, Directory Information, and Privacy – The Service updated this procedure to provide a process for students to declare an affirmed name, gender, or both pursuant to changes in the Education Code.

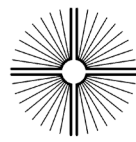
AP 5055 Enrollment Priorities – The Service updated this procedure to include an additional category of students eligible for priority for enrollment pursuant to changes in the Education Code.

AP 5075 Course Adds and Drops – The Service updated this procedure to align with updated Title 5 regulations.

AP 5130 Financial Aid – The Service updated this procedure to implement the California Ban on Scholarship Displacement Act of 2021 pursuant to changes in the Education Code.

AP 5300 Student Equity – The Service updated this procedure to correct a reference to foundational skills.

AP 6400 Financial Audits – The Service updated this procedure to align with updated Title 5 regulations.

**POLICY & PROCEDURE SERVICE**

AP 6910 Housing – The Service updated this procedure to identify how a district may prioritize and restrict occupancy in affordable housing and to include language regarding data collection pursuant to changes in the Education Code and Health and Safety Code.

AP 7145 Personnel Files – The Service updated this procedure to provide a process for staff and faculty to declare an affirmed name, gender, or both pursuant to changes in the Education Code.

AP 7235 Probationary Period: Classified Employees – The Service updated this procedure to implement requirements in non-merit system districts regarding employees who do not successfully complete their probationary period pursuant to changes in the Education Code.

AP 7365 Discipline and Dismissal – Classified Employees – The Service updated this procedure to implement requirements related to employee status during discipline proceedings pursuant to changes in the Education Code.

AP 7600 College [*Police or Security*] – The Service updated this procedure to align with updated Title 5 regulations and to move some detail from the board policy to this procedure.



POLICY & PROCEDURE SERVICE

Policy & Procedure Subscription Service

Community College League of California
Liebert Cassidy Whitmore

Legal Update #41

October 2022

OVERVIEW

This is the 41st update to district members of the League's Policy & Procedure Subscriber Service, offered in partnership with the law firm of Liebert Cassidy Whitmore. The update reflects new statutes and regulations, legal opinions, and questions from subscribers that have occurred since legal Update 40 (disseminated to member districts in April 2022).

Revisions to the Board Policy Templates

BP 3410 Nondiscrimination – The Service updated this policy to include “ethnicity” as a protected class consistent with the legal references cited in the policy.

BP 6910 Housing – The Service updated this policy to delete a legal reference to Education Code Sections 94110 et seq., to add a reference to Education Code Section 76010, and to remove provisions required by that section.

Revisions to the Administrative Procedure Templates

AP 3434 Responding to Harassment Based on Sex under Title IX – The Service updated this procedure to remove a historically offensive term, to align to FBI crime definitions, and to clarify that the contents of a written investigative report should not include findings or determinations of law or fact, consistent with the 2020 regulations.

AP 6910 Housing – The Service updated this procedure to delete a legal reference to Education Code Sections 94110 et seq., to add a reference to Education Code Section 76010, to remove provisions required by that section, and to update the template to align to current law.

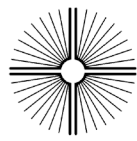
AP 6950 Drug and Alcohol Testing – The Service updated this procedure to correct a typographical error.

**POLICY & PROCEDURE SERVICE****AP 7216 Academic Employees: Grievance Procedures for Contract Decisions –**

The Service updated this procedure to clarify how a district processes grievance procedures and the requirement for the faculty union, if any, to consult with the Academic Senate regarding the faculty grievance procedure.

Additional Notes

Several districts recently inquired about the necessity to create a separate policy on reserves. The Service confirmed that BP 6250 Budget Management currently addresses the relevant Title 5 regulation requirements and meets the Government Finance Officers Association (GFOA) best practices.



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

POLICY & PROCEDURE SERVICE

Policy & Procedure Subscriber Service

Community College League of California
Liebert Cassidy Whitmore

Legal Update #40

April 2022

OVERVIEW

This is the 40th update to district members of the League's Policy & Procedure Subscriber Service, offered in partnership with the law firm of Liebert Cassidy Whitmore. The update reflects new statutes and regulations, legal opinions, and questions from subscribers that have occurred since legal Update 39 (disseminated to member districts in October 2021).

As part of the ongoing updates, the Service biannually updates the templates for diversity, equity, and inclusion-related issues. That process is continuing, and the League is redoubling that effort and commits to integrating diversity, equity, inclusion, and accessibility issues into these reviews of the policy/procedure templates.

Revisions to the Board Policy Templates

BP 2310 Regular Meetings of the Board – The service updated this policy to align to the recent changes in the Brown Act regarding teleconferenced meetings.

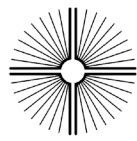
BP 2340 Agendas – The Service updated this policy to reflect amended Brown Act provisions on public requests for agenda materials.

BP 2410 Board Policies and Administrative Procedures – The Service updated this policy to clarify that in unusual circumstances the governing board may adopt changes at the same meeting at which they are introduced.

BP 3430 Prohibition of Harassment – The Service updated this policy to add reference to Education Code Section 66262.5 and optional language regarding the prevalence of sexual harassment and sexual violence.

BP 3433 Prohibition of Sexual Harassment under Title IX – The Service updated this policy to add optional language regarding the prevalence of sexual harassment and sexual violence.

BP 5040 Student Records, Directory Information, and Privacy – The Service updated this policy to add legal citations and language concerning a student's ability to request name and gender changes in the student's records.



POLICY & PROCEDURE SERVICE

BP 6540 Insurance – The Service updated this policy to delete a reference to workers' compensation insurance and reflect Education Code Section 72506.

BP 7130 Compensation – The Service updated this policy to clarify that the governing board may request a pay equity compensation study for employees and administrators.

BP 7230 Classified Employees – The Service updated this policy to reflect new legislation that shortened the probationary period and new requirements for layoff and hearing rights for classified employees.

BP 7340 Leaves – The Service updated this policy to include references to Government Code Sections 12945.2 and 12945.21.

BP 7380 Retiree Health Benefits: Academic Employees – The Service updated this policy to add a usage note that the policy does not apply to districts that provide benefits under the Public Employees' Medical & Hospital Care Act.

BP 7600 College Police or Security – The Service updated this policy to add new legal requirements that law enforcement agencies establish a board policy before purchasing, raising funds for, or acquiring military equipment.

Revisions to the Administrative Procedure Templates

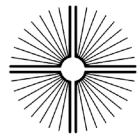
AP 3430 Prohibition of Harassment – The Service updated this procedure to include reference to Education Code Section 66281.8 and clarify the prompt and equitable procedure for investigating harassment complaints.

AP 3434 Responding to Harassment Based on Sex under Title IX – The Service updated this procedure to reflect recent legislation and clarify the procedures for adjudicating student complaints of sexual harassment under Title IX.

AP 3435 Discrimination & Harassment Complaints and Investigation – The Service updated this procedure to reflect recent legislation and clarify grievance procedures for adjudicating student complaints of sexual harassment.

AP 4100 Graduation Requirements for Degrees and Certificates – The Service updated this procedure to reflect new Title 5 Regulations regarding direct assessment competency-based education.

AP 5040 Student Records, Directory Information, and Privacy – The Service updated this procedure to add legal citations and language concerning a student's ability to request name and gender changes in the student's records.



POLICY & PROCEDURE SERVICE

AP 5420 Associated Students Finance – The Service updated this procedure to clarify that an academic employee who is the designated advisor of a student body organization must approve the expenditure of funds for that organization.

AP 5520 Student Discipline Procedures – The Service updated this procedure to reflect recent legislation that complainants or witnesses in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for violations of the student conduct policy unless the violation was egregious.

AP 6355 Job Order Contracts – The Service updated this procedure to reflect recent amendments to the Public Contract Code that extended authorization for districts to enter into job order contracts and requirements that contractors use a workforce that involves apprenticeship occupations in the building and construction trades.

AP 7130 Compensation – The Service updated this procedure to clarify that the governing board may request a pay equity compensation study for employees and administrators.

AP 7235 Probationary Period: Classified Employees – The Service updated this procedure to reflect recent legislation that shortened the probationary period for classified employees and to clarify this change is not applicable to collective bargaining agreements entered into before January 1, 2022.

AP 7237 Layoffs – The Service updated this procedure to add legal citations regarding new requirements for layoffs and hearing rights of classified employees.

AP 7347 Paid Family Leave – The Service updated this procedure to reflect recent changes to the California Family Rights Act that clarified employees may take protected leave to care for a parent-in-law.

AP 7360 Discipline and Dismissal - Academic Employees – The Service updated this procedure to reflect recent clarifications to the requirements for placement on involuntary paid administrative leave.

AP 7380 Retiree Health Benefits: Academic Employees – The Service updated this procedure to add a usage note that the procedure does not apply to districts that provide benefits under the Public Employees' Medical & Hospital Care Act.

AP 7600 College Police or Security – The Service updated this procedure to add new legal requirements that law enforcement agencies obtain approval from the governing board before purchasing, raising funds for, or acquiring military equipment.