

**Board Policies and Administrative Regulations
By Theme**

ITEM 3c

| Classifications/Categories | Board Policy (BP) | Administrative Regulation (AR) |
|----------------------------------------------------------------------------------------------------|----------------------|--------------------------------------|
| Equity & Inclusion | | |
| Study Abroad Programs | 4351 | 4351 |
| Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information | | 5017 |
| Student Success and Support Program | 5050 | 5050 |
| Open Enrollment | 5052 | 5052 |
| Disabled Students Programs and Services | 5140 | |
| Accommodations for Students with Disabilities | 5145 | 5145 |
| Extended Opportunity Programs and Services | 5150 | 5150 |
| Shower Facilities for Homeless Students | 5220 | 5220 |
| Student Equity | 5300 | 5300 |
| Commitment to Diversity | 7100 | |
| Reasonable Accommodations for Employees/Applicants | 7348 | 7348 |
| Lactation Accommodations for Employees | | 7349 |
| Domestic Partners | 7510 | |
| Equity & Inclusion | | |
| Ethics | | |
| Conflict of Interest | 2710 | 2710 |
| Conflict of Interest Code | 2712 | 2712 |
| Distribution of Tickets or Passes | | 2714 |
| Code of Ethics - Standards of Practice | 2715 | |
| Political Activity of Board Members | 2716 | |
| Personal Use of Public Resources | 2717 | |
| Communications Among Board Members | 2720 | |
| Institutional Code of Ethics | 3050 | 3050 |
| Institutional Code of Conduct | 3055 | 3055 |
| Fiduciary Responsibilities and Ethics | 6302 | |
| Internal Audit | 6401 | 6401 |
| Confidentiality and Conflicts of Interest in Hiring | 7121 | |
| Anti-Nepotism | 7310 | |
| Political Activity of Employees | 7370 | |
| Whistleblower Protection | 7700 | 7700 |
| Ethics | | |
| Facilities | | |
| Recognition of United States and California Flags | 3951 | |
| Real Property Management | 6500 | 6500 |
| Capital Construction | 6600 | 6600 |
| Sustainability | 6601 | 6601 |
| Native American Graves and Repatriation Act | 6602 | |
| Naming of College Facilities | 6620 | |
| Facilities | | |
| Fiscal | | |
| Grants and Sponsored Projects | 3280 | 3280 |
| Auxiliary Organizations, Including Foundations | 3600 | 3600 |
| Gifts, Donations, and Bequests | 3820 | |
| Library - User Fees | 4041 | |
| Student Fees | 5030 | 5030 |
| Instructional and Course Materials Fees | | 5031 |
| Associated Students' Finance | 5420 | 5420 |
| Budget Preparation | 6200 | 6200 |
| Budget Management | 6250 | 6250 |
| Fiscal Management | 6300 | 6300 |
| Fiscally Accountable | 6301 | 6301 |
| Investment Policy | 6320 | 6320 |
| Cash Handling | 6321 | 6321 |
| College Bookstores | 6900 | |
| Fiscal | | |

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| Operational | BP | AR |
| Recruitment: Chancellor | 2431 | 2431 |
| Evaluation of the Chancellor | 2435 | |
| Presentation of Initial Collective Bargaining Proposals | 2610 | 2610 |
| Board Member Compensation | 2725 | |
| Health Benefits - Board Members | 2730 | |
| Board Member Travel | 2735 | |
| Board Education | 2740 | |
| Board Self Evaluation | 2745 | |
| Board Member Absence from the State | 2750 | |
| Academic and Business Hours for District and College Facilities | 3101 | |
| Record Retention and Destruction | 3310 | 3310 |
| Domestic Animals and/or Pets on District Premises | 3441 | |
| Claims Against the District | 3810 | 3810 |
| Academic Calendar | 4010 | 4010 |
| Curriculum | 4020 | |
| Instructional Program Review | | 4020 |
| Course Approval (Stand Alone Credit Courses) | | 4022 |
| Associate Degree Requirements | 4025 | 4025 |
| Certificate Programs | 4027 | |
| Textbook Adoption | 4031 | |
| Selection of Library Materials | 4040 | |
| Articulation of Courses and Programs | 4050 | 4050 |
| Auditing Courses | 4070 | |
| Graduation Requirements for Degrees and Certificates of Achievement | 4100 | 4100 |
| Independent Study | 4101 | 4101 |
| Work Experience | | 4103 |
| Contract Education | 4104 | 4104 |
| Distance Education | | 4105 |
| Nursing Program | | 4106 |
| Final Examinations | 4109 | |
| Honorary Degrees | 4110 | 4110 |
| Basic Skills Courses | | 4222 |
| Academic Record Symbols and Grade Point Average | | 4230 |
| Grade Changes | 4231 | 4231 |
| Credit for Prior Learning | 4235 | 4235 |
| Academic Renewal | 4240 | 4240 |
| Prerequisites, Corequisites and Advisories Policy | 4260 | |
| Prerequisites, Corequisites, Advisories and Limitations on Enrollments | | 4260 |
| Field Trips, Excursions, and Field Study Courses | 4300 | 4300 |
| Community Education Programs | 4400 | |
| Instructional Service Agreements | | 4610 |
| Admissions | 5010 | 5010 |
| Admission of Concurrently Enrolled K-12 Students | | 5011 |
| Students in the Military | 5013 | 5013 |
| Nonresident Student Tuition | 5020 | 5020 |
| Enrollment Priorities | 5055 | 5055 |
| Attendance | 5070 | 5070 |
| Adds and Drops | | 5075 |
| Counseling | 5110 | |
| Transfer Center | 5120 | 5120 |
| Financial Aid | 5130 | 5130 |
| Standards of Student Conduct | 5500 | 5500 |
| Student Organizations at Off-Campus Locations | 5510 | 5510 |
| Grade Grievance | | 5530 |
| Intercollegiate Athletics | 5700 | 5700 |
| Designation of Authorized Signatures | 6150 | 6150 |

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| Basic Aid Funds Allocation Process | 6210 | 6210 |
| Institutional Membership in Organizations | 6303 | 6303 |
| Refreshments and Meals at District Functions | 6304 | 6304 |
| Petty Cash Fund | | 6322 |
| Payroll Period for Personnel | 6325 | |
| Purchasing, Contracts, and Bids | 6340 | 6340 |
| Bids and Contracts Utilizing CUPCCAA | | 6345 |
| Employee Phone Allowance | 6450 | 6450 |
| District Driver and Vehicle Use for District Sponsored Activities | 6530 | 6530 |
| Disposition of District Property | 6550 | 6550 |
| Civic Center and Other Facilities Use | 6700 | 6700 |
| Authorization for Employment | 7110 | |
| Job Specifications and Authorized Positions | 7110.1 | 7110.1 |
| Recruitment, Selection, and Hiring | 7120 | |
| Duties & Responsibilities of Faculty | 7120.2 | |
| Recruitment: Classified Staff | 7120.3 | 7120.3 |
| Employment Procedures for Administrators and Managers | 7122 | 7122 |
| Recruitment: Part-Time Faculty Hiring | 7124 | 7120 |
| Compensation | 7130 | |
| Faculty Salary Classification Changes and Initial Classification Placement (Delete 12.14.20) | 7130.1 | 7211 |
| Salary Schedule Placement for Management Personnel and Classified Bargaining Unit Employees | 7130.2 | 7130.2 |
| Academic Ranking | 7130.3 | |
| Academic Administrators and Classified Managers Personnel Files | | 7145 |
| Evaluation of Management Personnel | 7150 | 7150 |
| Professional Development and Growth | 7160 | 7160 |
| Professional Growth and Development Leave for Administrators and Classified Management Personnel | 7161 | 7161 |
| Enrollment Fee Reimbursement for Eligible Employees | 7165 | 7165 |
| Academic Assignments for Management Team | | 7210 |
| Duties and Responsibilities of the Department / Academic Chair | 7218 | |
| Faculty Reassigned Time and Stipends | 7219 | |
| Substitute Classified Employees | 7230 | 7236 |
| Reclassification of Classified Personnel | 7232 | |
| Work Week/Shift Designation- Classified Staff | | 7239 |
| Administrator Retreat Rights | 7250 | 7250 |
| Designated Administrators and Classified Management Personnel | 7250.1 | |
| Salary Schedules and Annual Step Increments for Management Personnel | 7251 | |
| Change in Position of Personnel Into and Within Management Classified Managers | 7252 | |
| Student Help Hourly Rates | 7260 | 7270 |
| Excused Absence (Without Loss of Pay) | 7290 | |
| Attendance/Absence Reporting Procedures- Faculty | 7340 | 7344 |
| Personal Leave (With Loss of Pay) | 7340.1 | |
| Transfer of Sick Leave for Academic Personnel | 7340.2 | |
| Transfer of Sick Leave For Classified Personnel | 7340.3 | |
| Sick Leave for Management Personnel | 7340.4 | 7340.4 |
| Bereavement Leave for Management Personnel | 7340.5 | 7340.5 |
| Parental Leave for Management Personnel | 7340.6 | |
| Personal Necessity Leave for Administrators and Classified Management Personnel | 7340.7 | 7340.7 |
| Vacation Leave for Management Personnel | 7340.8 | |
| Family Medical Leave for Administrators and Classified Management Personnel | 7340.9 | 7347 |
| Medical Benefits for Management Personnel While on Leave | 7340.1 | |
| Catastrophic Leave: Employees | 7345 | 7345 |
| Employees Called to Military Duty | | 7346 |

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| Resignations | 7350 | |
| Disciplinary Action of Classified Personnel | 7365 | 7365 |
| Re-Employment of Classified Personnel | 7366 | |
| Retirement Benefits for Administrators and Classified Management Personnel | 7382 | |
| Payroll Deductions | 7385 | |
| Employee Travel Program | 7400 | |
| Employee Travel - Payment of Employee Travel Expenses | | 7400 |
| Volunteer Assistance | 7500 | 7500 |
| Employee Outstanding Service Awards | 7850 | |
| Operational | | |
| Organization | BP | AR |
| The South Orange County Community College District | 1100 | |
| Missions | 1200 | |
| Board Membership | 2010 | |
| Student Member of the Board of Trustees | 2015 | 2015 |
| Board Elections | 2100 | |
| Student Trustee Election Procedures | | 2105 |
| Vacancies on the Board | 2110 | 2110 |
| Officers | 2210 | |
| Committees of the Board | 2220 | |
| Organization of the Governing Board | 2305 | |
| Regular Meetings of the Board | 2310 | |
| Closed Sessions | 2315 | |
| Special and Emergency Meetings | 2320 | 2320 |
| Meeting Procedures, Quorum, and Voting | 2330 | |
| Board Agendas | 2340 | |
| Minutes of the Board of Trustee Meetings | 2360 | 2360 |
| Recording of the Board of Trustee Meetings | 2365 | |
| Board Policy and Administrative Regulation Development | 2410 | 2410 |
| Chancellor Succession | 2432 | |
| Administration Organization | 3100 | |
| Delegation of Authority | 6100 | 6100 |
| Organization | | |
| Participation | BP | AR |
| Duties & Responsibilities of the Board of Trustees | 2200 | |
| Public Participation at Board Meetings | 2345 | |
| Public Speakers at the Board Meeting | 2350 | |
| Decorum | 2355 | |
| Delegation of Authority to Chancellor | 2430 | |
| Delegation of Authority to the College President | 2430.1 | |
| Delegation of Authority to Academic Senate | 2510.1 | |
| Role and Scope of Authority of the Academic Senates | 2510.2 | |
| Classified Employees Participation in Decision-Making | 2510.3 | 2510.3 |
| Student Participation in Governance | 2510.4 | |
| Public Communications | 3351 | 3351 |
| Speech and Advocacy | 3900 | 3900 |
| College Speakers | 3905 | |
| Academic Freedom | 4030 | |
| Student News Media | 4500 | |
| Associated Students' Organization | 5400 | 5400 |
| Associated Students' Elections | 5410 | |
| Voter Registration | | 5610 |
| Participation | | |

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| Regulatory | BP | AR |
| Accreditation | 3200 | 3200 |
| Institutional Planning | 3250 | 3250 |
| Public Records | 3300 | 3300 |
| Nondiscrimination | 3410 | 3410 |
| Immigration Enforcement Activities | | 3415 |
| Equal Employment Opportunity | 3420 | |
| Americans with Disabilities Act and the Fair Housing Act | 3425 | |
| Unlawful Harassment and Discrimination Prevention and Complaints | 3430 | 3430 |
| Sexual Harassment Prevention and Complaints Under Title IX | 3433 | 3433 |
| Service Animals | 3440 | 3440 |
| Elder and Dependent Adult Abuse Reporting | 3519 | 3519 |
| Compliance with Payment Card Industry Data Security Standards | 3740 | |
| HIPAA/CMIA Privacy | | 3953 |
| Career and Technical Educational Program Advisory Committees | 4102 | 4102 |
| Course Repetition and Repeatable Courses | 4225 | 4225 |
| Multiple & Overlapping Enrollments | 4226 | |
| Grading and Academic Record Symbols Policy | 4230 | |
| Residence Determination | 5015 | 5015 |
| Withholding of Student Records | 5035 | |
| Student Records: Compliance with Family Educational Rights and Privacy Act (FERPA) | 5040 | 5040 |
| Prevention of Identity Theft in Student Financial Transactions | 5800 | |
| Audits | 6400 | 6400 |
| Alcohol and Controlled Substances Testing | 6950 | |
| Public Notice –Collective Bargaining | 7140 | |
| Regulatory | | |
| Safety | BP | AR |
| Campus Police and Safety Services | 3500 | |
| Campus Security and Access | 3501 | 3501 |
| Emergency Operations Plan | 3505 | 3505 |
| Public Safety Camera System | 3508 | 3508 |
| Workplace Violence | 3510 | 3510 |
| Reporting of Crimes and/or Safety Concerns and Notification Protocols | 3515 | 3515 |
| Registered Sex Offender Information | | 3516 |
| Child Abuse Reporting | 3518 | 3518 |
| Local Law Enforcement | 3520 | 3520 |
| Weapons on Campus | 3530 | 3530 |
| Vandalism | 3536 | |
| Sexual and Other Assaults on Campus | 3540 | 3540 |
| Drug-Free Environment and Drug and Alcohol Prevention Program | 3550 | 3550 |
| Alcoholic Beverages | 3560 | 3560 |
| Smoke and Tobacco Free District | 3570 | 3570 |
| Electronic Communications | 3720 | 3720 |
| Information Security Program Overview | | 3725 |
| Information Security - Data Classification | | 3726 |
| Information Security - Access Control | | 3727 |
| Information Security - Physical Security | | 3728 |
| Information Security - Logging and Monitoring | | 3729 |
| Information Security - Remote Access | | 3730 |
| Internally Developed Systems Change Control | | 3731 |
| Information Security - Security Incident Response | | 3732 |
| Information Security - Secure Operations | | 3733 |
| Information Security - Network Security | | 3734 |
| Information Security - Disaster Recovery | | 3735 |
| Information Security - Cloud Storage | | 3736 |
| Unmanned Aircraft Systems | 3950 | 3950 |
| Student Health Services | 5200 | 5200 |

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| Classifications/Categories | Board Policy (BP) | Administrative Regulation (AR) |
|--------------------------------------------|----------------------|--------------------------------------|
| Student Accident Insurance | 5205 | |
| Communicable Disease | 5210 | 5210 |
| Security for District Property | 6520 | |
| Insurance | 6540 | 6540 |
| Lost Money or Property | 6541 | 6541 |
| Traffic and Parking Regulations | 6750 | 6750 |
| Occupational Safety and Health | 6800 | |
| Removal of Hazardous Waste | | 6850 |
| Communicable Diseases Assessment | 7330 | 7330 |
| Health Examinations | 7335 | 7335 |
| Certification of Freedom from Tuberculosis | 7336 | 7336 |
| Fingerprinting of Personnel | | 7337 |
| Industrial Accident or Illness Leave | 7343 | 7343 |
| Safety | | |