

**COAST COMMUNITY COLLEGE DISTRICT
BOARD POLICY MANUAL**

TABLE OF CONTENTS

Revised 11-09-2009

010 INTRODUCTION

010-1 General Information

010-1-1	
010-1-3	Mission Statement
010-1-4	
010-1-5	
010-1-6	
010-1-7	
010-1-8	
010-1-9	

010-2 Board of Trustees

010-2-1	Code of Ethics for Members of the Board of Trustees
010-2-2	Board Membership
010-2-2.1	Board Elections
010-2-2.2	Filing Qualification Statement for Trustee Candidate
010-2-2.3	Governing Board Election Procedure in Event of Tie Vote
010-2-2.4	Vacancies on the Board
010-2-3	Officers
010-2-3.1	Election of Officers
010-2-4	Placing Items on the Agenda and Participation in Board Meetings
010-2-5	Board Meetings
010-2-5.1	Decorum
010-2-6	Policy and Administrative Procedure
010-2-6.1	Delineation of Authority to District and College President's
010-2-7	Compensation for Trustees
010-2-8	Conflict of Interest
010-2-9	Board Self-Evaluation
010-2-10	Board Involvement in Personnel Matters
010-2-11	Recording
010-2-11.1	Minutes
010-2-12	Presentation of Resolutions for Recognition Purposes
010-2-13	Annual Organizational Meeting
010-2-14	Student Representative, Board of Trustees
010-2-14.1	Student Representative Selection Process
010-2-14.3	Compensation for the Student Trustee
010-2-14.4	Student Trustee Travel and Conference Approvals
010-2-15	Evaluation of the Chancellor
010-2-16	Board of Trustees Audit Committee
010-2-17	Board of Trustees' Land Development Committee
010-2-18	Board of Trustees' Accreditation Committee
010-2-19	General Counsel
010-2-20	District Student Council

- 010-2-21 Board of Trustees' Career Technical Education Committee
- 010-2-22 Board of Trustees' Travel Policy
- 010-2-23
- 010-2-24

020 - ADMINISTRATION

020-1 - Administrative Responsibilities

- 020-1-1
- 020-1-2 Board of Trustees' Standards for Administration
- 020-1-3
- 020-1-3.1
- 020-1-3.2

030 - EDUCATIONAL PROGRAMS AND STUDENT RELATIONSHIPS

030-1 - Admission Requirements

- 030-1-1 Admissions Policy
- 030-1-1.1 Priority Registration Policy
- 030-1-2 Student Residence Classification
- 030-1-3 Student Fees and Charges Policy
- 030-1-4 Refund Policy
- 030-1-5 District Fee Schedule
- 030-1-6 Financial Aid
- 030-1-7 Enrollment, Attendance, and Disenrollment
- 030-1-7.1 Withdrawal from College Because of Military Orders
- 030-1-7.2 Non-Resident Tuition - Employee, Full-Time
- 030-1-8 Model District Policy on Matriculation
- 030-1-8.1 Policy on Matriculation Exemption Criteria

030-2 - Student Records

- 030-2-1 Cumulative Records
- 030-2-2 Family Rights and Privacy Act of 1974

030-3 - Courses of Study

- 030-3-1 Curriculum Development and Approval
- 030-3-1.1 Philosophy and Criteria for Associate Degree and General Education
- 030-3-1.2 Program/Course Articulation
- 030-3-1.3 Program Advisory Committees
- 030-3-1.4
- 030-3-1.5 Academic Freedom
- 030-3-2 Delineation of Functions Agreements
- 030-3-3 Student Safety
- 030-3-4 Library Services
- 030-3-4.1 Transfer Centers
- 030-3-4.2 Extended Opportunity Programs & Services
- 030-3-4.3 Accessibility Standards for Electronic and Information Technology
- 030-3-5 Home College Concept
- 030-3-6 International Credit Programs

**COAST COMMUNITY COLLEGE DISTRICT
BOARD POLICY MANUAL
TABLE OF CONTENTS, cont'd**

- 030-3-7 International and Multicultural Education
- 030-3-8 Field Trips and Excursions

030-4 - Academic Status

- 030-4-1 District Grading Policy
- 030-4-2 Credit By Examination
- 030-4-2.1 Graduation Requirements for Degrees and Certifications
- 030-4-2.2 Honorary Degrees
- 030-4-3 Course Repetition
- 030-4-4 Academic Renewal
- 030-4-5 Probation Policy
- 030-4-6 Policy on Disqualification
- 030-4-7 Remedial Limit Policy
- 030-4-8 Academic Accommodations for Students with Disabilities

030-5 - Attendance Options

- 030-5-1
- 030-5-2

030-6 - Student Organizations

- 030-6-1 Student Clubs and Organizations
- 030-6-1.1 Taking Positions on Issues
- 030-6-2 Student Government
- 030-6-3 Student Body Association - Orange Coast College
- 030-6-3.1 Charter of Self-Government (Associated Students) - Orange Coast College
- 030-6-4 Student Body Association - Golden West College
- 030-6-4.1 Charter of Self-Government (Associated Students) - Golden West College
- 030-6-5 Student Advisory Council - Coastline Community College

030-7 - Counseling and Guidance

- 030-7-1 Counseling and Guidance

030-8 - Student Health

- 030-8-1 Coast Community College District Alcohol and Drug Abuse Prevention Program
- 030-8-2 Student Health Plan
- 030-8-2.1 Student Health Plan - Orange Coast College and Golden West College
- 030-8-3 Student Medical Insurance
- 030-8-4 Student Accident Insurance
- 030-8-5 Communicable Disease Policy for Students
- 030-8-6 Student Victims of Sexual Assault

030-9 - Policies Affecting Student Activities

**COAST COMMUNITY COLLEGE DISTRICT
BOARD POLICY MANUAL
TABLE OF CONTENTS, cont'd**

030-9-1	Student Role in Governance
030-9-2	
030-9-3	
030-9-4	
030-9-4.1	
030-9-5	

030-10 - Student Code of Conduct and Disciplinary Procedures

030-10-1	Student Code of Conduct and Disciplinary Procedures
030-10-2	Free Speech
030-10-3	
030-10-4	Withholding of Transcripts
030-10-5	
030-10-6	Athletic Event Admission Fees
030-10-7	
030-10-8	
030-10-9	
030-10-10	College Bookstore - College Bookstore Fund - Golden West College
030-10-11	College Bookstore - College Bookstore Fund - Coastline Community College
030-10-12	
030-10-13	Athletic Eligibility
030-10-14	Athletics - Rules for Eligibility

030-11 - Community Services

030-11-1	Community Services Program
030-11-2	

030-12

030-13 - Special Programs - Senior Citizens

030-13-1	
030-13-2	

040 - BUSINESS OPERATIONS

040-1 - Planning/Budget

040-1-1	Investment Policy
040-1-1.1	Delegation of Authority
040-1-1.2	Fiscal Management
040-1-1.3	Capital Construction
040-1-2	Budget Transfer Board Approval Policy
040-1-2.1	Budget Preparation
040-1-2.2	Contracts
040-1-3	Co-Curricular Accounts
040-1-4	

**COAST COMMUNITY COLLEGE DISTRICT
BOARD POLICY MANUAL
TABLE OF CONTENTS, cont'd**

040-1-5

040-2 - Real Property, Facilities and Equipment

- 040-2-1 Use of Facilities
- 040-2-1.1 Usage Fees for Facilities and/or Equipment
- 040-2-1.2 Restricted Use of District Services, Facilities, or Equipment by District Employees

- 040-2-2
- 040-2-3 Disposition of District Property
- 040-2-4 Lending of Equipment
- 040-2-5 Energy and Resources Conservation
- 040-2-5.1 Integrated Waste Management Policy
- 040-2-6 Authorization to Acquire Federal Surplus Property
- 040-2-7
- 040-2-8 Removal of Architectural Barriers to the Handicapped
- 040-2-9
- 040-2-10
- 040-2-11 Naming District Facilities and Properties
- 040-2-12 Sale or Lease of Real Property
- 040-2-13 Land Utilization/Joint Use Development
- 040-2-14 Policy on Software Use

040-3 - Purchasing, Gifts, and Audit

- 040-3-1 Purchasing
- 040-3-1.1 Purchasing by the Department of General Services of the State of California
- 040-3-1.2 Standard Agreements for Services
- 040-3-1.3 Institutional Memberships
- 040-3-2 Petty Cash Funds for Small Emergency Purchases
- 040-3-3 Revolving Cash Fund
- 040-3-4 Prepayment Fund
- 040-3-5 Alternative Revolving Cash Funds at the Colleges
- 040-3-5.1 Alternative Revolving Cash Fund at the District
- 040-3-6 Replacement Warrants Drawn by County Auditor
- 040-3-7 Replacement Warrants Drawn by District
- 040-3-8
- 040-3-8.1
- 040-3-8.2
- 040-3-8.3
- 040-3-9
- 040-3-9.1

040-4 - Insurance

- 040-4-1 Insurance Brokerage
- 040-4-2 Limited Authority to Settle Liability Claims
- 040-4-3

**COAST COMMUNITY COLLEGE DISTRICT
BOARD POLICY MANUAL
TABLE OF CONTENTS, cont'd**

040-4-4

040-5 - Travel

- 040-5-1 Transportation Regulations
- 040-5-2 Mileage Reimbursement
- 040-5-3 Attendance at Meetings, Conference and Conventions
- 040-5-3.1 Participation in Events Which Include a Charitable Contribution or Political Donation
- 040-5-4 Participation in Overnight Athletic Events

040-6 - Tax Shelter

- 040-6-1
- 040-6-2

040-7 - Records

- 040-7-1 Retention and Destruction of Records
- 040-7-1.1 Destruction of Old Employment Applications
- 040-7-2 Inspection and Copying of Public Records

040-8 - Academic Calendar

- 040-8-1 Academic Calendar

040-9 - Signature Authorizations

- 040-9-1 Designation of Authorized Signatures
- 040-9-2 Signature of Commercial Warrants Issued Under District's Fiscal Accountability Plan

040-10 - Student Financial Aid

- 040-10-1
- 040-10-2 Federal Perkins (PERKINS) Loan Program
Check Writing Process - Outside of General Fund
- 040-10-3

040-11 - Conflict of Interest

- 040-11-1 Conflict of Interest Code
- 040-11-2 Identity Theft Prevention Policy

040-12 - Fiscal Accountability

- 040-12-1 Fiscal Accountability
- 040-12-1.1 Audits
- 040-12-2 Coast Community College District Internal Audit Department
Manual of Policies
- 040-12-2.1 Internal Audit Services Charter
- 040-12-3 Cashiering and Cash Handling Responsibilities and Guidelines

**COAST COMMUNITY COLLEGE DISTRICT
BOARD POLICY MANUAL
TABLE OF CONTENTS, cont'd**

040-13 - Security/Parking

040-13-1	Parking and Traffic
040-13-2	College Police Department and Peace Officer - GWC
040-13-3	Parking and Traffic Rules and Regulations - CCC
040-13-4	
040-13-5	Parking and Traffic Rules and Regulations Golden West College and Orange Coast College
040-13-6	District/College Security Policy
040-13-6.1	Responsibility for Investigation of Violent Crimes
040-13-6.2	Security for District Property
040-13-7	District Use of Force

040-14 - Safety

040-14-1	Illness and Injury Prevention Program
----------	---------------------------------------

040-15 - Miscellaneous

040-15-1	
040-15-2	Replacing or Repairing Employee's Property

050 - GENERAL PERSONNEL POLICIES

050-1 - Employment Principles

050-1-1	Employee Selection
050-1-1.1	Wages, Hours of Employment and Other Terms and Conditions of Employment
050-1-1.2	State Summary of Criminal History Information for Employment or Certification Purposes
050-1-1.3	Authorization for the Chancellor to Employ Certificated Temporary Staff
050-1-1.4	Authorization for the Chancellor to Employ Classified Staff
050-1-1.5	Authorization for the Chancellor to Accept Written Resignation from Certificated and Classified Personnel and Date of Resignation
050-1-1.6	Discipline and Dismissals- Academic Employees
050-1-1.7	Discipline and Dismissals- Classified Employees
050-1-1.8	Delegation
050-1-1.9	Nepotism
050-1-2	Equal Employment Opportunity Policy Statement
050-1-3	Employee Remuneration
050-1-4	Salary Deductions
050-1-4.1	Payroll Deductions
050-1-5	Employee Recognition
050-1-5.1	Emeritus Status
050-1-6	Sexual Harassment Policy Statement
050-1-6.1	Workplace Violence Plan

**COAST COMMUNITY COLLEGE DISTRICT
BOARD POLICY MANUAL
TABLE OF CONTENTS, cont'd**

050-1-6.2	Computer and Electronic Resource Systems Acceptable Use Policy
050-1-7	Board Privilege
050-1-8	Conference Attendance
050-1-9	Use of District Mailboxes
050-1-10	Provision of Parking Space
050-1-11	Deferred Taxation on Contributions to California State Teachers' Retirement System (STRS)
050-1-12	Deferred Taxation on Contributions to California Public Employees' Retirement System (PERS)
050-1-13	Employee Deferred Compensation Plan - Orange County Teachers' Federal Credit Union
050-1-14	Gender Equity Policy Statement
050-1-15	District Smoking Policy
050-1-16	Rights of Administrators Involving Faculty Tenure: Policies and Procedures
050-1-17	Faculty Hiring Policy and Procedures
050-1-18	Policy on Sexual Assault
050-1-19	Drug and Alcohol Free Workplace Policy
050-1-20	Communicable Disease
050-1-21	Accommodations for Employees with Disabilities
050-1-22	Catastrophic Leave-Sharing Policy for Managers
050-1-23	Fraud Prevention in Financial Statements & Whistleblower Protection

050-2 - Employee Organizations

050-2-1	Employee Rights
050-2-2	Qualification as "Employee Organization"
050-2-3	Recognition of Employee Organizations
050-2-4	Spokesperson for "Recognized" Employee Organizations
050-2-5	Spokesperson for the Board of Trustees
050-2-6	Public Notice of Collective Bargaining Proposals
050-2-7	Coast Community College District Management Association
050-2-8	Association of Confidential Employees Coast Community College District

050-3 - Employee Absences

050-3-1	Unused Sick Leave
050-3-2	Doctor's Verification
050-3-3	Maternity Absence
050-3-4	Classified / Administrative Holiday Schedule

050-4 - Employee Insurance/Annuity

050-4-1	General Provisions
050-4-2	Salary Continuation Insurance
050-4-3	Dental Care Insurance
050-4-4	Tax Sheltered Annuity
050-4-5	Optical Care Insurance

**COAST COMMUNITY COLLEGE DISTRICT
BOARD POLICY MANUAL
TABLE OF CONTENTS, cont'd**

050-4-6 Retiree Health Benefits

060 - CERTIFICATED EMPLOYEES PERSONNEL POLICIES

060-1 - Employee Status

060-1-1 Agreement between Coast Federation of Employees/American Federation of Teachers, Local 1911, and Coast Community College District (Faculty Unit)

060-1-2 Agreement between Coast California Teachers Association/National Education Association and Coast Community College District

060-1-3 Employment Notices

060-1-4 Clinical Contract Pre-Placement Physicals Health Science Programs (GWC) Allied Health Programs (OCC)

060-1-5 Evaluation and Improvement of Instruction

060-1-6 Tenure

060-1-7 Relations Between District and Certificated Employees

060-1-8 Academic Due Process

060-1-9 Retirement

060-1-10 Faculty Role in Governance

060-2 -Absences

060-2-1 Sick Leave

060-2-2 Extended Sick Leave

060-2-3 Absences for Personal Reasons

060-2-4 Unpaid Leaves

060-2-5 Military Leaves

060-2-6 Advancement on Salary Schedule While on Leave

060-2-7 Sabbatical Leave of Absence

060-2-8 Vacation Period for Employees Changing from Ten - to Twelve - Month Schedule

060-2-9 Industrial Accident and Illness Leaves of Absence

060-3 - Property Rights

060-3-1 Property Rights

070 - CLASSIFIED EMPLOYEES PERSONNEL POLICIES

070-1 Employee Status

070-1-1 Agreement between Coast Community College District and Coast Federation of Classified Employees Local 4794

**COAST COMMUNITY COLLEGE DISTRICT
BOARD POLICY MANUAL
TABLE OF CONTENTS, cont'd**

070-1-1.1	Job Classifications - Classified
070-1-2	Agreement between Coast Community College District and International Association of Theatrical and Stage Employees, Local 659
070-1-2.1	Job Classifications - International Association of Theatrical and Stage Employees Personnel
070-1-3	Hearing Requests by Classified Staff
070-1-4	Classified Employees Professional Development Program
070-1-4.1	Coast Community College District Classified Employees Professional Development Program Guidelines
070-1-5	Retirement

070-2 - Absence

070-2-1	Industrial Accident or Illness Leaves
---------	---------------------------------------

080 - CONFIDENTIAL EMPLOYEES PERSONNEL POLICIES

080-1 Employee Status

080-1-1	Definition of Confidential Employee
080-1-2	Confidential Employees
080-1-2.1	Hiring Policy for Confidential Staff
080-1-3	Overtime Compensation
080-1-4	Longevity
080-1-5.1	Coast Community College District Confidential Employees Professional Development Program
080-1-6	Reclassification
080-1-7	Pre-retirement Reduced Schedule for Confidential Staff
080-1-8	Retirement

080-2 Absence

080-2-1	Sick Leave
080-2-1.1	Illness While on Vacation
080-2-2	Extended Sick Leave
080-2-3	Absence Due To Death in Immediate Family
080-2-4	Absence Due to Personal Necessity
080-2-5	Absence Because of Quarantine, Subpoena as Witness, Jury Duty
080-2-6	Floating Holiday, Confidential Employees
080-2-7	Holidays and Vacation, Confidential
080-2-8	Military Leaves

080-3 Employee Insurance/Annuity

080-3-1	General Provisions
080-3-2	Insurance
080-3-3	Life Insurance
080-3-4	District's Medicare Supplement Plan

**COAST COMMUNITY COLLEGE DISTRICT
BOARD POLICY MANUAL
TABLE OF CONTENTS, cont'd**

090 - SUPERVISORY/MANAGEMENT AND MANAGEMENT PERSONNEL POLICIES

090-1 - Employee Status

090-1-1	Exempt Classification
090-1-2	Due Process
090-1-3	Tenure
090-1-4	Management Salary Schedule
090-1-5	Advancement on Salary Schedule, Management
090-1-6	Management Longevity
090-1-7	Pre-retirement Reduced Schedule for Management Staff
090-1-8	Management Professional and Staff Development Program
090-1-9	Regular Evaluation of Classified and Certificated Managers

090-2 - Absence

090-2-1	Sick Leave
090-2-1.1	Illness While on Vacation
090-2-2	Extended Sick Leave
090-2-3	Leaves of Absence
090-2-4	Military Leaves
090-2-5	Industrial Accident and Illness Leaves of Absence
090-2-6	Absence Due to Death in Immediate Family
090-2-7	Absence Due to Personal Necessity
090-2-8	Absence Because of Quarantine, Subpoena as Witness, Jury Duty
090-2-9	Professional Development Leave for Administrators and Management
090-2-9.1	Professional Improvement Administrative Leave Program
090-2-10	Holidays and Vacation, Management
090-2-11	Lump Sum Vacation Payment

090-3 - Employee Insurance/Annuity

090-3-1	General Provisions
090-3-2	Insurance
090-3-3	Life Insurance, Management
090-3-4	District's Medicare Supplement Plan

**100 - HOURLY, NON-CLASSIFIED, NON-CERTIFICATED AND STUDENT EMPLOYEES
PERSONNEL POLICIES**

100-1 - Salary Schedules

100-1-1	Hourly, Non-Classified, Non-Certificated Employees Salary Schedule
---------	-----------------------------------------------------------------------

**COAST COMMUNITY COLLEGE DISTRICT
BOARD POLICY MANUAL
TABLE OF CONTENTS, cont'd**

100-1-1.1	Job Titles - Hourly Personnel
100-1-2	KOCE Hourly Salary Schedule
100-1-2.1	Job Titles - KOCE Hourly
100-1-3	Student Salary Schedule
100-1-3.1	Job Titles - Student Personnel

110 - NONSCHEDULED ASSIGNMENTS

110-1 Hourly Rates for Student Health Service Physicians and Clinical Psychologists

110-2 Administration of Justice "D" Rate