



Board Policy and Administrative Procedures

Status of Revision/Updates

Revised 3-30-16

Board Policy is the voice of the board of trustees, and defines the general goals and acceptable practices for the operations of the college. It implements federal and state laws and regulations. The board, through policy, delegates authority to and through the chief executive to administer the college. The CEO and college staff is responsible to reasonably interpret board policy, as well as other relevant laws and regulations that govern the college. **Administrative Procedures** implement board policy, laws, and regulations. They address how the general goals of the district are achieved and define the operations of the district. They include details of policy implementation, responsibility and accountability, and standards of practice. They are developed and implemented by the CEO, administration, faculty and staff; they are not intended to require board action. (From the Community College League of California’s “How to Guide”)

Approved policies and procedures are located in the Board Policy and Administrative Procedure Manual on the public web site:
http://www.avc.edu/administration/board/policyprocedures.html#.VOzsTvnF_2E

Policy/Procedure	Title	Remaining/ Revision/ Update*	Assigned to/ Reviewed by:	Date Draft Completed/Status of Review:	Board meeting (1st reading)**	Board meeting (final)**	Updated myAVC/ Hard Copies Distributed****
BP 1200	District Mission	Revision	AP&P/SPBC, Academic Senate	5/19/09	6/8/09	7/13/09	7/16/09
BP 1200	District Mission	Revision	AP&P, Academic Senate	AP&P 4/26/12 AS 5/3/12	7/9/12	8/13/12	8/21/12
BP 1200	District Mission	Revision	E. Kudson			11/10/14	
BP 1200	District Mission	Revision	B. Suderman	EC – 1/4/16 CCC – 1/13/16 CCC – 3/9/16	4/11/16	5/9/16	
BP 2010	Board Membership	Revision Update (4/15)	E. Knudson	EC – 11/23/15 CCC – 12/9/15 CCC – 3/9/16	4/11/16	5/9/16	
BP 2100	Board Elections	Update (3/12)	Board/CCC	CCC 5/9/12	7/9/12	8/13/12	8/21/12

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BP 2105	Election of Student Member	Update (3/12) This policy was revised to conform to the Education Code provision permitting recall of a student trustee.	ASO/CCC	CCC 5/9/12 8/1/12 sent reminder			
AP 2105	Election of Student Member	Update (3/12) This procedure was revised to address the recall of student trustees.	ASO/CCC	CCC 5/9/12 8/1/12 sent reminder			
BP 2345	Public Participation at Board Meetings	Update (3/12)		No change needed – AVCCD Superintendent/ President and CEO are the same position.			
AP 2410	Board Policies and Administrative Procedures	Update (11/14)	E. Knudson				
AP 2430	Delegation of Authority	Update (11/14)	E. Knudson				
AP 2435	Evaluation of the CEO	Update (11/14)	E. Knudson				
AP 2510	Participation in Local Decision Making	Revision	SPBC/CCC	SPBC 2/1/12, 2/15/12, 2/21/12, 3/2/12 – Revision to change admin chair to Dean Inst Res and Effectiveness CCC 3/7/12	4/9/12		5/2/12
AP 2510	Participation in Local Decision Making	Update (11/14)		CCC 12/3/14			
BP 2710	Conflict of Interest		D. Keelen	EC – 11/2/15			
AP 2710	Conflicts of Interest	Update 2/11	J. Fisher/CCC	CCC 5/4/11	6/13/11		6/29/11
AP 2710	Conflicts of Interest		D. Keelen	EC – 11/23/15 CCC – 12/9/15 CCC – 3/9/16		4/11/16	
AP 2712	Conflict of Interest Code	Update 2/11	J. Fisher/CCC	CCC 5/4/11	6/13/11		6/29/11
AP 2712	Conflict of Interest Code	Update 22 – June 2013	E. Knudson	CCC-2/12/14	3/10/14		3/10/14

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AP 2714	Distribution of Tickets or Passes	New-Update (2/10, 2/11)	S. Turner/CCC	CCC 4/21/10 3/30/11 Incorporated 2/11 update changes into draft	6/13/11		6/29/11
BP 2715	Code of Ethics/Standards of Practice						
BP 2716	Political Activity	Update (6/13) This policy was revised to align to requirement of the Education Code.	E. Knudson/CCC				
BP 2720	Communications Among Board Members	Update	J. Fisher/CCC	CCC 4/21/10 Board 6/14/10 – Requested review by legal counsel.	6/14/10, 9/13/10	10/11/10	10/18/10
BP 2725	Board Member Compensation	Update (8/06)	J. Fisher/CCC	10/18/06	12/11/06	1/8/07	1/16/07, 7/28/08
BP 2725	Board Member Compensation	Revision	J. Zimmerman, J. Fisher/CCC	CCC 11/3/10	12/13/10	1/10/11	1/11/11
BP 2725	Board Member Compensation	Update (6/13) This policy was revised to update the legal references	E. Knudson				
BP 2730	Board Member Health Benefits	Update (3/12)	Board/CCC	CCC 5/9/12	7/9/12	8/13/12	8/21/12
AP 2740	Board Education	New	J. Fisher/S. Buffalo and J. Seefus	Board 10/11/10 – Task force formed to develop formal orientation process	11/14/11		11/17/11
BP 2750	Board Member Absence from the State	New (3/12)	Board/CCC	CCC 5/9/12	7/9/12	8/13/12	8/21/12
AP 3050	Institutional Code of Ethics	Update (11/14)					
AP 3100	Organizational Structure	Revision	CCC	CCC 7/8/09, 9/9/09, 9/23/09, 12/9/09, 1/20/10 (H. Preschler will send revisions to CCC)	6/14/10		7/6/10

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				2/3/10, 2/17/10, 3/3/10, 4/21/10, 5/19/10 (revised draft from 4/21/10 feedback),			
BP 3200	Accreditation	Update (3/12)	CCC	CCC 5/9/12	7/9/12	8/13/12	8/21/12
AP 3200	Accreditation	Update (3/12)	CCC	CCC 5/9/12	7/9/12		7/26/12
AP 3200	Accreditation	Update (11/14)	T. McDermott	CCC 2/25/15		3/9/15	
BP 3225	Institutional Effectiveness	Update (4/15)	E. Knudson	EC – 11/23/15 CCC – 12/9/15 CCC – 3/9/16	4/11/16	5/9/16	
AP 3225	Institutional Effectiveness	Update (4/15)	E. Knudson M. Goel				
AP 3250	Institutional Planning	Update (11/14)					
AP 3300	Public Records	Update 2/11	/CCC	CCC 5/4/11, 6/8/11, 9/22/11 – okay with change to wording	10/10/11		10/24/11
BP 3410	Nondiscrimination	Update (9/08)	R. Cataraha/CCC	CCC 10/8/08, 10/22/08, 11/19/08 11/20/08 – Sent draft to R. Cataraha – response due 12/12/08 12/5/08 – o.k. per R. Cataraha	1/12/09	2/9/09	2/17/09
BP 3410	Nondiscrimination	Update (3/12)	CCC	CCC 5/9/12 Send to HR, S. Standerfer for information.	7/9/12	8/13/12	8/21/12
AP 3410	Nondiscrimination	Update (3/12)	CCC	CCC 5/9/12 Send to HR, S. Standerfer for information.	7/9/12		7/26/12
AP 3410	Nondiscrimination	Update (9/08)	R. Cataraha/CCC	CCC 10/8/08, 10/22/08, 11/19/08 11/20/08 – Sent draft to R.	1/12/09		1/28/09

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				Cataraha – response due 12/12/08 12/5/08 – o.k. per R. Cataraha			
AP 3410	Nondiscrimination	Update (6/13) This procedure was revised to add “ethnicity” and “pregnancy” as protected classes	E. Knudson				
AP 3410	Nondiscrimination	Update 22-June 2013	M. Bryant	CCC-2/12/14	3/10/14		3/10/14
AP 3410	Nondiscrimination	Update (11/14)					
BP 3410	Nondiscrimination	Update (6/13) This policy was revised to add “ethnicity” and “pregnancy” as protected classes.	E. Knudson				
BP 3420	Equal Employment Opportunity	Update (4/15)	M. Bryant	EC 6/8/15 CCC-8/26/15 CCC-9/23/15 CCC-2/24/16			
AP 3420	Equal Employment Opportunity	Update (9/08) This procedure was modified based on changes to Title 5 Sections 59300 et seq. These revisions are legally advised. The suggested revisions are primarily to CCLC suggested text that was not included in AVCCD’s administrative procedure. The text not included, and the revisions thereto, are shown in italics at the end of the procedure. A determination of what additional text to include, if any, needs to be made.	S. Turner/CCC	CCC 10/8/08, 10/22/08, 11/19/08 11/20/08 – Sent draft to R. Cataraha – response due 12/12/08 12/1/08 R. Cataraha will review in January 11/19/09 – S. Turner reviewing – will respond 12/2/09 9/26/11 – S. Turner will respond with status report and action plan after October 2011 ACHROEEO conference discussion of			

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				Title 5 changes.			
AP 3420	Equal Employment Opportunity	Update (11/14)					
AP 3420	Equal Employment Opportunity	Update (4/15)	M. Bryant	EC 6/8/15 CCC 8/26/15 CCC 9/23/15 CCC-2/24/16			
BP 3430	Prohibition of Harassment	Update (3/12)	CCC	CCC 5/9/12 Approved with corrections	7/9/12	8/13/12	8/21/12
BP 3430	Prohibition of Harassment	Update (4/15)	M. Bryant	EC 6/8/15 CCC 8/26/15 CCC 9/23/15 CCC-2/24/16			
AP 3430	Prohibition of Harassment	Update (3/12)	AVCFT, AVCFCE, Constituent Groups/CCC	CCC 5/9/12	8/13/12		8/21/12
AP 3430	Prohibition of Harassment	Update (11/14)					
AP 3430	Prohibition of Harassment	Update (4/15)	M. Bryant	EC 6/8/15 CCC 8/26/15 CCC 9/23/15 CCC 2/24/16			
AP 3435	Complaint Procedure for Discrimination or Harassment	Revision	S. Turner	9/28/09 Correction of addresses only	10/12/09		10/28/09
AP 3435	Discrimination and Harassment Investigations	Update (3/12) Revised to reflect changes in the law regarding the intake and processing of harassment or discrimination complaints, the investigation of complaints, remedies for complainants, and the dissemination of policy and procedures.	S. Turner	AVCCD adopted different language than that suggested by the CCLC. The proposed CCLC revisions will be sent to S. Turner to determine if			

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				any changes are needed in the district's procedure. 8/1/12 sent to S. Turner for review.			
AP 3435	Discrimination and Harassment Investigations	Update (6/13) This procedure was revised to remove the web address for the State Chancellor's website and include references to legal requirements in Title 5 Section 59338(b) and (c) regarding notice of rights of appeal.	E. Knudson				
AP 3435	Discrimination and Harassment Investigations	Update 22-June 2013	M. Bryant	CCC-2/14/2013	3/10/14		3/10/14
BP 3440	Service Animals	New-Update (8/11)	L. Lucero, T. Cleveland/CCC	CCC 9/21/11 9/26/11 – L. Lucero approved 10/13/11 – T. Cleveland approved	11/14/11	12/12/11	12/15/11
AP 3440	Service Animals	New-Update (8/11)	L. Lucero, T. Cleveland/CCC	CCC 9/21/11 9/26/11 – L. Lucero approved 10/13/11 – T. Cleveland approved w/correction	11/14/11		11/17/11
AP 3500	Campus Safety	Update (3/12) Revision	CCC	CCC 5/9/12 Send to constituent groups for information.	7/9/12		7/26/12
AP 3500	Campus Safety	Update (6/13) This procedure was revised to update the definition of "hate crimes" under the Clery Act and add domestic violence, dating violence and stalking to list of reportable crimes.	E. Knudson				

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AP 3500	Campus Safety	Update (11/14)	E. Vines	EC – 11/9/15 CCC 12/9/15 CCC – 3/9/16		4/11/16	
BP 3501	Campus Security and Access	New-Update (8/11)	Safety Committee/CCC	CCC 9/21/11 9/28/11 T. Cleveland sent to Safety Committee 10/13/11 Safety Committee approved	11/14/11	12/12/11	12/15/11
BP 3501	Campus Security and Access	Update (4/15)	M. Bryant	EC – 6/8/15 CCC 8/26/15 CCC 9/23/15 CCC-2/24/16			
AP 3501	Campus Security and Access	New-Update (8/11)	Safety Committee/CCC	CCC 9/21/11 9/28/11 T. Cleveland sent to Safety Committee 10/13/11 Safety Committee approved w/changes.	11/14/11		11/17/11
AP 3501	Campus Security and Access	Update 22-June 2013	D. Jensen	CCC 2/14/14	3/10/14		3/10/14
AP 3501	Campus Security and Access	Update (4/15)	M. Bryant T. Cleveland	EC 6/8/15 CCC 8/26/15 CCC 9/23/15 CCC-2/24/16			
BP 3503	Missing Student Notification	New-Update (8/11)		Not required for AVCCD – Only applies to districts with on-campus housing			
AP 3503	Missing Student Notification	New-Update (8/11)		Not required for AVCCD – Only applies to districts with on-campus housing			
BP 3504	Minors on Campus	New	J. Fisher	CCC 9/9/09, 12/9/09	2/8/10	3/8/10	3/31/10
AP 3504	Minors on Campus	New	J. Fisher	CCC 9/9/09, 12/9/09	2/8/10		3/30/10

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BP 3505	Emergency Response Plan	New-Update (9/08) Update (4/09) Update (8/11)	T. Brundage, T. Cleveland, M. Ruiz	CCC 10/8/08, 10/22/08, 11/19/08 11/20/08 – Sent draft to R. Cataraha and T. Cleveland – response due 12/12/08 12/1/08 R. Cataraha will review in January 5/17/09 Incorporated CCLC update 4/09 revisions 11/2/09 Per T. Cleveland Security/Police responsibility 11/19/09 Per S. Turner – will coordinate with Sheriff’s Dept. 9/20/11 – Incorporated 8/11 update into draft. CCC 9/22/11 – Review by T. Cleveland, T. Brundage, and M. Ruiz required. Cabinet 11/3/11 11/7/11 Okay per T. Cleveland	11/14/11	12/12/11	12/15/11
AP 3505	Emergency Response Plan	New-Update (4/09) Update (2/10) Update (8/11)	T. Brundage, T. Cleveland, M. Ruiz	CCC 5/20/09 11/2/09 Per T. Cleveland Security/Police responsibility 11/19/09 Per S. Turner – will coordinate with Sheriff’s Dept. 4/1/10 – Incorporated 2/10 update into draft 9/20/11 – Incorporated 8/11	11/14/11		11/17/11

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				update into draft CCC 9/22/11 – Review by T. Cleveland, T. Brundage, and M. Ruiz required. Cabinet 11/3/11 11/8/11 Okay with changes per T. Cleveland, S. Standerfer, and M. Ruiz			
AP 3505	Emergency Response Plan		E. Vines	EC – 11/9/15 CCC – 12/9/15 CCC – 3/9/16		4/11/16	
AP 3506	Campus and Site Closures and Reopenings	New	T. Cleveland/Cabine t, CCC	CCC 3/4/09, 3/18/09, 5/6/09, 9/9/09 – Revised draft per CCC recommendations, 10/7/09 P. Ford revised draft per CCC recommendations – (Update 12/2/09 this version is FINAL) 11/2/09 – Per T. Cleveland still waiting CCC approval	12/14/09		12/15/09
BP 3510	Workplace Violence Plan	Update (4/15)	M. Bryant T. Cleveland	EC 6/8/15 CCC8/26/15 CCC 9/23/15 CCC-2/24/16			
AP 3510	Workplace Violence Plan	Update (4/15)	M. Bryant	EC – 6/8/15 CCC 8/26/15 CCC 9/23/15 CCC-2/24/16			
BP 3515	Reporting of Crimes		E. Vines	EC – 11/9/15 CCC-2/24/16			
AP 3515	Reporting of Crimes	Update (8/11, 3/12) This procedure was	S. Standerfer,	CCC 9/21/11 – CCC			

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		revised to comply with recent changes to the Clery Act (CCLC Update 8/11). In the 3/12 CCLC Update, the procedure was revised to reflect changes in the law regarding the notification of students and employees complaining of sexual violence of their rights and the reporting of such complaints (CCLC Update 3/12).	Safety Committee, Dr. Wright, Dep. Murgatroyd/CCC	members will seek input from constituent groups for review at 10/19/11 meeting. Suggest that S. Standerfer send "Campus Alert" when crimes occur on campus. 9/26/11 – S. Standerfer – clarify with CCLC if reporting of discipline referrals required by Clery Act and verify telephone number of Palmdale station. 9/27/11 – Sent CCLC response to S. Standerfer, M. Ruiz, and T. Cleveland 9/28/11 T. Cleveland sent to Safety Committee 10/4/11 – S. Standerfer approved with changes 10/12/11 – Safety Committee approved with additional changes 10/20/12 – Academic Senate approved 11/7/11 Executive Council – T. Brundage and M. Ruiz will finalize 5/7/12 Incorporated 3/12 update into draft CCC 5/9/12 8/2/12 sent reminder			

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				8/6/12 R. Murgatroyd ok with additional edits			
AP 3515	Reporting of Crimes	Update (6/13) This procedure was revised to add domestic violence, dating violence, and stalking to the list of crimes that must be reported.	E. Knudson				
AP 3515	Reporting of Crimes	Update (4/15)	M. Bryant T. Cleveland	EC – 6/8/15 CCC 8/26/15 CCC 9/23/15 CCC 2/24/16			
AP 3516	Registered Sex Offender Information		E. Vines	EC – 11/9/15 CCC – 12/9/15 CCC – 3/9/16		4/11/16	
AP 3518	Child Abuse Reporting		E. Vines	EC – 11/9/15 CCC – 12/9/15 CCC – 3/9/16		4/11/16	
BP 3520	Local Law Enforcement	Update (8/11) This policy was revised to comply with recent changes to the Clery Act. (CCLC Update 8/11) Reference to the district police department has also been removed.	W. Wright, Dep. Murgatroyd /CCC	CCC 9/21/11 9/26/11 Sent to T. Brundage, M. Ruiz 8/2/12 sent reminder			
BP 3520	Local Law Enforcement		E. Vines	EC – 11/9/15 CCC – 12/9/15 CCC – 3/9/16	4/11/16	5/9/16	
AP 3520	Local Law Enforcement	Update (8/11, 3/12) This procedure was revised to comply with recent changes to the Clery Act. References to the college police department have also been removed (CCLC Update 8/11). The 3/12 CCLC Update revised the description of the pastoral counselor (CCLC Update 3/12).	Dep. Murgatroyd, S. Standerfer, L. Trimble, J. Zimmerman, Dr. Wright/CCC	CCC 10/5/11 10/20/11 Sent to M. Ruiz, S Standerfer, L. Trimble, J. Zimmerman 5/7/12 Incorporated 3/12 update into draft CCC 5/9/12 8/2/12 sent reminder			

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AP 3520	Local Law Enforcement		E. Vines	EC – 11/9/15 CCC – 12/9/15 CCC – 3/9/16		4/11/16	
AP 3530	Weapons on Campus		E. Vines	EC – 11/9/15 CCC – 12/9/15 CCC – 3/9/16		4/11/16	
BP 3540	Sexual and Other Assaults on Campus	Update 11/14 Update 10/15	M. Bryant	EC – 11/9/15 CCC 2/24/16			
AP 3540	Sexual Assaults on Campus	Update (8/11, 3/12) This procedure was revised to comply with recent changes to the Clery Act (CCLC Update 8/11). The 3/12 CCLC Update reflects changes in the law regarding response to reports of sexual assault (CCLC Update 3/12).	Dr. Wright, Dep. Murgatroyd, G. Roggenstein/CCC	CCC 10/5/11 10/20/11 Sent to T. Brundage, M. Ruiz, G. Roggenstein 12/2/11 ok per G. Roggenstein w/ addition of “or designee” after reference to VPSS 5/7/12 Incorporated 3/12 update into draft CCC 5/9/12 8/5/12 sent reminder 8/6/12 ok per G. Roggenstein			
AP 3540	Sexual Assaults on Campus	Update (6/13) This procedure was revised to align with recent changes to the Clery Act and the Violence Against Women Act.	E. Knudson				
AP 3540	Sexual and Other Assaults on Campus	Update (11/14)					
AP 3540	Sexual and Other Assaults on Campus	Update (4/15)	M. Bryant	EC – 6/8/15 CCC 8/26/15 CCC 9/23/15 CCC 2/24/16			

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BP 3550	Drug Free Environment and Drug Prevention Program		E. Vines	EC – 11/9/15 CCC – 12/9/15 CCC – 3/9/16	4/11/16	5/9/16	
AP 3550	Drug Free Environment and Drug Prevention Program		E. Vines	EC – 11/9/15 CCC – 12/9/15 CCC – 3/9/16		4/11/16	
BP 3560	Alcoholic Beverages	Update (8/11)	CCC	CCC 9/21/11 – Approved	10/10/11	11/14/11	11/17/11
AP 3560	Alcoholic Beverages	Update (2/11, 8/11, 3/12)	M. Ruiz, B. Razo/CCC	CCC 5/4/11, 6/8/11, 9/21/11 (2/11 update changes approved), 10/5/11 10/20/11 Sent to B. Razo, M. Ruiz 5/1/12 B. Razo approved with minor edits 5/7/12 Incorporated 3/12 update into draft CCC 5/9/12	5/14/12		5/22/12
AP 3560	Alcoholic Beverages	Update (3/12)	CCC	CCC 6/6/12	7/9/12		7/26/12
AP 3560	Alcoholic Beverages	Update (11/14) & (4/15)	E. Vines	EC – 11/9/15 CCC – 12/9/15 CCC – 3/9/16		4/11/16	
BP 3570	Tobacco Use on Campus	New (3/12) This new policy was created to reflect the addition of Government Code Section 7597.1 regarding the enforcement of smoking and tobacco control regulations and policies.	ASO/CCC	CCC 5/9/12 8/2/12 sent reminder			10/2/12
AP 3570	Smoking on Campus	Revision	Safety Committee/Cabinet, ASO/CCC	Revisions recommended by Safety Committee to strengthen policy 7/8/08 sent to CCC by e-mail 8/6/08 CCC review – T. Cleveland will send out	2/8/10		3/30/10

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				campuswide survey. 11/20/08 reminder e-mail sent to T. Cleveland. 12/24/08 Per T. Cleveland – cost estimate for designated smoking areas to be presented to CCC at next meeting 2/4/09 CCC revisions incorporated 2/18/09 CCC final review CCC review – 3/18/09, 5/6/09, 9/9/09, 9/23/09 CCC revisions incorporated, 10/7/09 ASO revisions proposed, 11/4/09, 11/18/09			
AP 3570	Tobacco Use on Campus	Update (3/12) This procedure was revised to reflect the addition of Government Code Section 7597.1 regarding the enforcement of smoking and tobacco control regulations and policies.	T. Cleveland, D. Jensen, R. Murgatroyd/CCC	CCC 6/6/12 8/22/12 J. Zimmerman ok if note removed 8/22/12 T. Cleveland ok with additional edits 8/23/12 R. Murgatroyd ok	9/10/12		10/2/12
AP 3570	Tobacco Use on Campus		E. Vines	EC 5/18/15 CCC 5/27/15 CCC – 12/9/15 CCC – 3/9/16		4/11/16	
AP 3600	Auxiliary Organizations	Update (3/12) This procedure was revised to reflect the addition of Education Code Section 72690 regarding records maintained by an auxiliary organization of a community college district. In addition, this procedure was revised to clarify that Title 5 Section	D. McIntosh, J. Zimmerman/CCC	CCC 6/6/12 8/2/12 sent reminder			

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		59259 is permissive rather than mandatory.					
AP 3720	Computer and Network Use	Update (11/14)					
AP 3722	Acceptable Use Agreement	New	IT Committee/CCC	IT Committee 9/10/09 CCC (e-mail sent by C. Moise 9/29/09) CCC 12/9/09 – Academic Senate to review again in spring. CCC 9/8/10	10/11/10		10/18/10
AP 3810	Claims for Damages	Remaining	D. Wallace, R. Miller, T. Cleveland	10/17/07 Status update requested from D. Wallace 4/3/08 Status update requested	4/14/08		6/12/08, 7/28/08
AP 3810	Claims Against the District	Update (6/13) This procedure was revised to change the title.	E. Knudson				
BP 3820	Gifts	Update (3/12)	CCC	CCC 5/9/12 Send to AVC Foundation, S. Standerfer, and constituent groups for information.	7/9/12	8/13/12	8/21/12
BP 3820	Gifts	Update (4/15)	E. Knudson	EC – 12/7/15 CCC - 2/10/16 CCC – 3/9/16	4/11/16	5/9/16	
BP 3900 (replaces BP 5550)	Speech: Time, Place, and Manner	Update (2/10)	Academic Senate/CCC	CCC 4/21/10 11/3/10 – Dr. Hall reviewed with legal counsel, place must just not be out of way. She and Dr. Zimmerman will give final review. 9/26/11 Sent reminder 10/20/12 Academic Senate	4/9/12	5/14/12	5/22/12

Policy/Procedure	Title	Remaining/ Revision/ Update*	Assigned to/ Reviewed by:	Date Draft Completed/Status of Review:	Board meeting (1 st reading)**	Board meeting (final)**	Updated myAVC/ Hard Copies Distributed****
				approved			
AP 3900 (replaces AP 5550)	Speech: Time, Place, and Manner	Update (2/10)	Academic Senate/CCC	CCC 4/21/10 9/26/11 Sent reminder 10/20/12 Academic Senate approved 4/2/12 J. Zimmerman and T. Schultz to add designated areas	5/14/12		5/22/12
AP 3900	Speech: Time, Place and Manner	Update (11/14)	E. Vines	EC – 11/9/15 CCC – 12/9/15 CCC – 3/9/16		4/11/16	
BP 4020	Program, Curriculum, and Course Development	Update (8/11, 3/12)	AP&P/CCC	CCC 9/21/11 9/26/11 Sent to M. Clinton and S. Lowry 3/15/12 Academic Senate approved on AP&P recommendation 5/7/12 Updated w/legal reference from new CCLC update	5/14/12	6/11/12	7/23/12
BP 4020	Program, Curriculum, and Course Development	Update (11/14)	B. Suderman	EC – 2/23/15 CCC – 2/25/15 CCC 7/22/15 CCC 9/23/15	10/12/15	11/9/15	
AP 4020	Program, Curriculum, and Course Development	Update (8/11)	AP&P, S. Padilla/CCC	CCC 10/5/11 10/20/11 Sent to M. Clinton, S. Lowry, and S. Padilla 10/20/11 S. Padilla approved 3/15/12 Academic Senate approved on AP&P recommendation	5/14/12		5/22/12

Policy/Procedure	Title	Remaining/ Revision/ Update*	Assigned to/ Reviewed by:	Date Draft Completed/Status of Review:	Board meeting (1st reading)**	Board meeting (final)**	Updated myAVC/ Hard Copies Distributed****
AP 4020	Program and Curriculum Development	Update (11/14)	B. Suderman	EC – 2/23/15 CCC- 2/25/15 EC - 7/13/15 CCC – 7/22/15			
AP 4021	Program Discontinuance	Update (4/15)	B. Suderman	EC – 7/13/15 CCC – 7/22/15			
BP 4025	Philosophy and Criteria	Update (11/14)	B. Suderman	EC 7/13/15 CCC 7/22/15 CCC9/23/15	10/12/15	11/9/15	
AP 4025	Philosophy and Criteria for Associate Degree and General Education	Update (11/14)	B. Suderman	EC – 2/23/15 CCC – 2/25/15 CCC – 7/22/15			
BP 4030	Academic Freedom	Update (11/14)	B. Suderman	EC – 2/23/15 CCC – 2/25/15	3/9/15	4/13/15	
AP 4030	Academic Freedom	Update (11/14)	B. Suderman	EC – 2/23/15 CCC – 2/25/15		3/9/15	
BP 4040	Library and Learning Support Services	Update (11/14)	B. Suderman	EC – 2/23/15 CCC – 2/25/15	3/9/15	4/13/15	
AP 4040	Library and Learning Support Services	Update (11/14)	B. Suderman	EC – 2/23/15 CCC – 2/25/15		3/9/15	
BP 4050	Articulation	Update (11/14)	B. Suderman	EC – 2/23/15 CCC – 2/25/15			
AP 4050	Articulation	Update (11/14)	B. Suderman	EC – 2/23/15 CCC – 2/25/15			
AP 4100	Graduation Requirements for Degrees and Certificates	Revision	L. Trimble, Academic Senate	6/2/09	6/8/09		7/16/09
AP 4100	Graduation	Revision	AP&P, Academic	AP&P 4/26/12	7/9/12		7/26/12

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	Requirements for Degrees and Certificates		Senate	AS 5/3/12			
AP 4102	Occupational/Vocation al Technical Programs	Revision Update (8/11)	S. Lowry, Academic Deans, AP&P, T. Younglove, S. Padilla/CCC	11/3/10 Academic deans reviewing due to accreditation eval team recommendation re: advisory committees CCC 10/5/11 9/26/11 Per S. Lowry academic deans will review 10/4/11 10/20/11 Sent to M. Clinton, S. Lowry, T. Younglove, and S. Padilla 10/20/11 S. Padilla approved 3/15/12 Academic Senate approved on AP&P recommendation	5/14/12		5/22/12
AP 4102	Career and Technical Programs	Update (4/15)	B. Suderman	EC – 7/13/15 CCC – 7/22/15			
AP 4105	Distance Education	Update (8/11)	S. Padilla, AP&P, DETC/CCC	CCC 10/5/11 10/20/11 Sent to S. Padilla, M. Clinton, S. Lowry, C. Forte-Parnell, and R. Balogh 10/20/11 S. Padilla approved 10/20/11 R. Balogh approved 3/15/12 Academic Senate approved on AP&P recommendation	5/14/12		5/22/12
AP 4105	Distance Education	Update (4/15)	B. Suderman	EC – 7/13/15			

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				CCC – 7/22/15			
AP 4222	Remedial Coursework	Update (4/15)	B. Suderman	EC – 7/13/15 CCC – 7/22/15			
BP 4225	Course Repetition	Update (4/09)	AP&P/CCC	CCC 5/20/09 11/17/09 – o.k. per M. Clinton	12/14/09	1/11/10	1/21/10
AP 4225	Course Repetition	Update (2/08)	AP&P/CCC	CCC 3/19/08 4/3/08 Advised D. Charlie recommendation due 4/28/08 5/8/08 D. Charlie will respond by fall 11/20/08 reminder e-mail sent to D. Charlie 12/24/08 reminder e-mail sent to D. Charlie	5/11/09		5/17/09
AP 4225	Course Repetition	Update (4/09)	AP&P/CCC	CCC 5/20/09 11/19/09 – o.k. per M. Clinton	12/14/09		12/15/09
AP 4225	Course Repetition	Update (8/11)	AP&P, L. Trimble/CCC	CCC 10/5/11 10/20/11 Sent to M. Clinton, S. Lowry, and L. Trimble			7/26/12
AP 4226	Multiple and Overlapping Enrollments	Revision	L. Trimble	4/9/08 Per L. Trimble, revise to remove second bullet	5/12/08		6/12/08, 7/28/08
AP 4227	Course Repetition Absent Substandard Academic Work	Update (2/08)/Update (9/08)	AP&P/CCC	CCC 3/19/08 4/3/08 Advised D. Charlie recommendation due 4/28/08 5/8/08 D. Charlie will review by fall 11/20/08 reminder e-mail sent to D. Charlie	5/11/09		5/17/09

Policy/Procedure	Title	Remaining/ Revision/ Update*	Assigned to/ Reviewed by:	Date Draft Completed/Status of Review:	Board meeting (1 st reading)**	Board meeting (final)**	Updated myAVC/ Hard Copies Distributed****
				12/24/08 reminder e-mail sent to D. Charlie			
AP 4227	Repeatable Courses	Update (4/09)	AP&P/CCC	CCC 5/20/09 11/17/09 – o.k. per M. Clinton	12/14/09		12/15/09
AP 4228	Course Repetition – Significant Lapse of Time	New-Update (9/08)	AP&P/CCC	CCC 10/8/08, 10/22/08, 11/19/08 11/20/08 – Sent draft to D. Charlie and S. Lowry – response due 12/12/08 12/24/08 reminder e-mail sent to D. Charlie	5/11/09		5/17/09
AP 4229	Course Repetition – Variable Units	New-Update (9/08)	L. Trimble, AP&P/CCC	CCC 10/8/08, 10/22/08, 11/19/08 11/20/08 – Sent draft to D. Charlie and S. Lowry – response due 12/12/08 12/24/08 reminder e-mail sent to D. Charlie 11/17/09 – o.k. per M. Clinton w/L. Trimble review. 1/21/10 – Sent L. Trimble reminder 1/24/10 – ok. Per L. Trimble	2/8/10		3/30/10
BP 4230	Grading and Academic Record Symbols	Update (8/07)	AP&P/CCC	CCC 10/2/07 10/18/07 – D. Charlie will present to AP&P, AS 2/08 1/24/08 – o.k. per D. Charlie	2/11/08	3/10/08	3/13/08, 7/28/08
AP 4230	Grading and Academic Record Symbols	Update (8/07)	AP&P/CCC	CCC 10/2/07 10/18/07 – D. Charlie will present to AP&P, AS 2/08	2/11/08	3/10/08	3/13/08, 7/28/08

Policy/Procedure	Title	Remaining/ Revision/ Update*	Assigned to/ Reviewed by:	Date Draft Completed/Status of Review:	Board meeting (1 st reading)**	Board meeting (final)**	Updated myAVC/ Hard Copies Distributed****
				1/24/08 – o.k. per D. Charlie			
BP 4231	Grade Changes	Update (2/08)	R. Hall/CCC	CCC 3/19/08 4/3/08 Advised R. Hall recommendation due 4/28/08 4/8/08 L. Trimble approved.	5/12/08	6/9/08	6/12/08, 7/28/08
AP 4231	Grade Changes	Update (2/08)	R. Hall/CCC	CCC 3/19/08 4/3/08 Advised R. Hall recommendation due 4/28/08 4/8/08 – Revised per L. Trimble	5/12/08		6/12/08, 7/28/08
AP 4231	Grade Changes	Revision	B.Benjamin/S. Lowry, P. Sandoval	6/18/08 sent B. Benjamin draft of changes relative to OCR complaint resolution to P. Sandoval, S. Lowry, and D. Charlie 6/18/08 P. Sandoval approved w/additional revisions 7/1/08 Per D. Charlie, AP&P does not need to review	7/14/08		7/28/08, 7/28/08
AP 4231	Grade Changes	Update (4/15)	E. Vines	CCC – 6/15/15 AP & P – 7/15/15		8/10/15	
AP 4232	Pass/No Pass	Update (8/07)	L. Trimble, AP&P/CCC	CCC 10/2/07 10/18/07 – D. Charlie will present to AP&P, AS 2/08 11/2/07 – Approved w/correction by L. Trimble 1/24/08 – o.k. per D. Charlie	2/11/08	3/10/08	3/13/08, 7/28/08
AP 4232	Pass/No Pass	Update (2/08)	CCC	CCLC 2/08 update is a note – Notes were generally not included in adopted policies			

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				and procedures so no change is needed.			
BP 4235	Credit by Examination	Update (2/08)	CCC	CCC 3/19/08	4/14/08	5/12/08	6/12/08, 7/28/08
AP 4235	Credit by Examination	Update (2/08)	CCC	CCC 3/19/08	4/14/08		6/12/08, 7/28/08
AP 4240	Academic Renewal	Update (8/06)	R. Hall	No change needed – reference already included on adopted procedure			
BP 4240	Academic Renewal	Update (2/08)	CCC	CCC 3/19/08	4/14/08	5/12/08	6/12/08, 7/28/08
BP 4250	Probation, Disqualification and Readmission					12/8/14	
AP 4250	Probation, Dismissal and Readmission		E. Vines	CCC-10/8/14	11/10/14	12/8/14	
AP 4255	Dismissal and Readmission	Update 24 (10/13)	E. Vines	CCC-10/8/14		1/12/15	
BP 4260	Prerequisites and Corequisites	Update (2/08)	CCC	CCC 3/19/08	4/14/08	5/12/08	6/12/08, 7/28/08
AP 4260	Prerequisites and Co-requisites	Update (6/13) This procedure was revised to update the note regarding the development of this procedure.	E. Knudson				
BP 4300	Field Trips and Excursions	Update (8/07)	J. Zimmerman, D. Wallace/CCC	CCC 10/2/07 10/17/07 – e-mailed J. Zimmerman, D. Wallace w/11/2/07 response deadline	11/13/07	12/10/07	1/7/08, 7/28/08
AP 4300	Field Trips and Excursions	Update (8/07)	J. Zimmerman, D. Wallace/CCC	CCC 10/2/07 10/17/07 – e-mailed J. Zimmerman, D. Wallace w/11/2/07 response deadline	11/13/07	12/10/07	1/7/08, 7/28/08
BP 4400	Community Services Programs	Update (8/07)	AP&P/CCC	CCC 10/2/07 10/18/07 – D. Charlie will present to AP&P, AS 2/08	2/11/08	3/10/08	3/13/08, 7/28/08

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				1/24/08 – o.k. per D. Charlie			
AP 4400	Community Services Programs	Update (8/07)	AP&P/CCC	CCC 10/2/07 10/18/07 – D. Charlie will present to AP&P, AS 2/08 1/24/08 – o.k. per D. Charlie	2/11/08	3/10/08	3/13/08, 7/28/08
AP 4610 (Omitted)	Instructional Service Agreements	Remaining/ Update (8/06)	L. Uhazy, S. Lowry	Incorporated CCLC 8/06 update in draft 7/17/07 Omit Procedure per L. Uhazy and S. Lowry			
AP 4610	Instructional Service Agreements	Update (2/08)		AVCCD does not have this procedure.			
BP 5010	Admissions and Concurrent Enrollment	Update 24 (10/13)	E. Vines	CCC-10/8/14	11/10/14	12/8/14	
BP 5010	Admissions and Concurrent Enrollment	Update (4/15)	B. Suderman E. Vines				
AP 5010	Admissions	Update (8/11) This procedure was revised to comply with recently enacted U.S. Department of Education regulations.	N. Chelette, L. Trimble, S. Padilla/CCC	CCC 10/5/11 10/20/11 Sent to S. Lowry, L. Trimble, and S. Padilla 8/23/12 sent reminder 8/24/12 ok per S. Padilla			
AP 5010	Admissions and Concurrent Enrollment	Update (6/13) This policy was revised to update the legal references and comply w/Ed Code Section 76038					
AP 5010	Admissions	Update (4/15)	E. Vines				
AP 5011	Admission and Concurrent Enrollment of High School and Other Young Students	Update (3/12) This procedure was revised to reflect the amendment of Education Code Section 76001 regarding low enrollment priority for concurrently enrolled students.	Matriculation Committee/CCC Note: Review to see if change to AP 5055 required as well.	CCC 6/6/12 8/23/11 sent reminder			
AP 5013	Students in the Military	Update (8/11)	AP&P, L.	CCC 10/5/11	5/14/12		5/22/12

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			Trimble/CCC	10/20/11 Sent to M. Clinton, S. Lowry, and L. Trimble 3/15/12 Academic Senate approved on AP&P recommendation			
AP 5013	Students in the Military	Update (3/12) This procedure was revised to reflect updates to the Education Code and the Military and Veterans Code regarding residence classification and withdrawal processes for members of the armed forces.	L. Trimble/CCC	CCC 6/6/12 8/23/12 sent reminder			
AP 5013	Student in the Military	Update (11/14)	E. Vines				
AP 5015	Residence Determination	Update (2/11)	/CCC	CCC 5/4/11 6/13/11 L. Trimble approved.	7/11/11		7/21/11
AP 5015	Residence Determination	Update (3/12) This procedure was revised to reflect the changes to residency determination for members of the Armed Forces as well as children of members of the Armed Forces and to clarify residency determination for students exempt from nonresident tuition.	L. Trimble, S. Padilla /CCC	CCC 6/6/12 8/23/12 ok per S. Padilla			
AP 5015	Residence Determination	Update (11/14)	E. Vines				
AP 5015	Residence Determination	Update (4/15)	E. Vines				
AP 5020	Nonresident Tuition	Update (3/12) This procedure was revised to comply with Title 5 Section 54045.5 regarding students exempt from nonresident tuition.	L. Trimble, S. Padilla /CCC	CCC 6/6/12 8/23/12 ok per S. Padilla			
AP 5020	Non Resident Tuition	Update (4/15)	E. Vines				
BP 5030	Fees	Update (4/15)	B. Suderman E. Vines				

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AP 5030	Fees	Update (3/12) This procedure was revised to comply with Education Code Section 68130.5 regarding students exempt from nonresident tuition.	L. Trimble, S. Padilla /CCC	CCC 6/6/12 8/23/12 ok per S. Padilla			
AP 5030	Fees	Update (4/15)	B. Suderman E. Vines D. Keelen				
AP 5031	Instructional Materials	Update (3/12) This procedure was revised to reflect changes in Title 5 Sections 59400 et seq.	AP&P, D. Keelen, Cashier/CCC	CCC 6/6/12 8/23/12 sent reminder			
BP 5040	Student Records, Directory Information and Privacy	Update (4/15)	E. Vines				
AP 5040	Student Records, Directory Information, and Privacy	Update (3/12) This procedure was revised to reflect the addition of Section 71091 to the Education Code regarding the transmission of electronic student transcripts.	L. Trimble, C. Madlock/CCC	CCC 6/6/12 8/23/12 sent reminder			
AP 5040	Student Records, Directory Information and Privacy	Update (4/15)	E. Vines				
BP 5050	Matriculation	Revision	R. Hall/CCC	CCC 5/19/10	6/14/10	7/12/10	9/21/10
BP 5050	Student Success & Support Program	Revision	E. Vines	CCC-10/8/14		1/12/15	
BP 5050	Student Success and Support Program	Update (4/15)	E. Vines				
AP 5050	Matriculation	Revision	R. Hall/CCC	CCC 5/19/10	6/14/10		7/6/10
AP 5050	Student Success and Support Program	Update 24-(10/13)	E. Erin	CCC-10/8/14		1/12/15	
AP 5050	Student Success and Support Program	Update (4/15)	E. Vines				
AP 5055	Enrollment Priorities	Update (3/12) This procedure was revised	L. Trimble, S.	CCC 6/6/12			

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		to reflect the amendment to Education Code Section 66035.8 regarding priority enrollment for members of the Armed Forces and the addition of Section 66025.9 providing priority enrollment for foster youth.	Padilla, Matriculation Committee/CCC	8/23/12 ok per S. Padilla			
AP 5055	Enrollment Priorities	Update 24 (10/13)	E. Vines	CCC 10/8/14		11/10/14	
AP 5055	Enrollment Priorities	Update (11/14)	E. Vines				
BP 5060	Enrollment Unit Load	Revision	R. Haley/CCC	1/27/10 Revision to correct title of dean suggested by R. Haley CCC 2/3/10	3/8/10	4/12/10	4/22/10
AP 5071	Online Attendance	New	AP&P/AS	New catalog language approved by AP&P 4/14/11 and AS 4/28/11	6/13/11		6/29/11
AP 5075	Course Adds and Drops	Update (2/08)	L. Trimble, R. Manley/CCC	CCC 3/19/08 4/3/08 Advised L. Trimble recommendation due 4/28/08 4/8/08 Per L. Trimble – R. Manley should review (sent reminder e-mail 6/13/08) 6/16/08 Per R. Manley – reviewing Chancellor’s Office new guidelines 11/20/08 – reminder e-mail sent to L. Trimble and R. Haley 12/16/08 – o.k. per R. Haley. 12/24/08 o.k. with changes per L. Trimble	1/12/09		1/28/09
AP 5075	Course Adds and Drops	Update (4/09)	L. Trimble,	CCC 5/20/09 11/17/09 – Per M. Clinton –	2/8/10		3/30/10

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				refer to L. Trimble 1/21/10 – Sent L. Trimble reminder 1/24/10 – o.k. per L. Trimble			
AP 5075	Course Adds and Drops	Update (8/11)	AP&P, Counseling, L. Trimble/CCC	CCC 10/5/11 10/20/11 Sent to M. Clinton, S. Lowry, and L. Trimble 5/7/12 Incorporated 3/12 update into draft CCC 6/6/12	7/9/12		7/26/12
AP 5075	Course Adds and Drops	Update (3/12) This procedure was revised to reflect changes to Title 5 regarding withdrawal	AP&P, L. Trimble, Counseling	CCC 6/6/12 8/23/12 sent reminder			
BP 5110	Counseling	Revision	R. Haley/CCC	1/27/10 Revision to specify requirement for pre- enrollment counseling suggested by R. Haley CCC 2/3/10	3/8/10	4/12/10	4/22/10
BP 5110	Counseling	Update (4/15)	E. Vines				
AP 5110	Counseling	Update (4/15)	E. Vines				
BP 5130	Financial Aid	Update (8/11, 3/12) This policy was revised to comply with recently enacted U.S. Department of Education regulations (CCLC Update 8/11). The 3/12 CCLC Update revised the policy to clarify the meaning of “covered services.”(CCLC Update 3/12).	N. Chelette, J. Zimmerman, S. Padilla/CCC	CCC 9/21/11 – Request clarification of statement regarding monitoring of employee and vendor communications. 9/26/11 Sent to S Lowry, J. Zimmerman, and S. Padilla 9/27/11 – Sent CCLC response to CCC 5/7/12 Incorporated 3/12 update into draft	10//8/12	11/12/12	

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				CCC 5/9/12 8/23/12 sent reminder 8/24/12 ok per S. Padilla 10/2/12 ok per J. Zimmerman			
BP 5130	Financial Aid	(Update 4/15)	E. Vines				
AP 5130	Financial Aid	Update (8/11) This procedure was revised to comply with recently enacted U.S. Department of Education regulations.	S. Padilla, L. Trimble/CCC	CCC 10/5/11 10/20/11 Sent to S. Padilla, L. Trimble 8/23/12 sent reminder 8/24/12 ok per S. Padilla 10/2/12 ok per J. Zimmerman	10/8/12		
AP 5130	Financial Aid	Update due to Baccalaureate	E. Vines	CCC 12/3/14			
AP 5130	Financial Aid	Update (4/15)	E. Vines				
BP 5140	Disabled Student Programs and Services	Update (3/12) This policy was revised to reflect recent changes to Title 5 regarding accommodation of disabled students.	N. Chelette, J. Zimmerman, L. Lucero/CCC	CCC 5/9/12 8/23/12 sent reminder 9/27/12 ok per L. Lucero 10/2/12 ok per J. Zimmerman w/additional changes	10/8/12	11/12/12	
AP 5140	Disabled Student Programs and Services	Update (3/12) This procedure was revised to reflect recent changes to Title 5 regarding accommodation of disabled students.	J. Zimmerman, L. Lucero/CCC	CCC 6/6/12 8/23/12 sent reminder 9/27/12 ok per L. Lucero w/additional changes 10/2/12 ok per J. Zimmerman	10/8/12		
AP 5420	Associated Student Organization and Student Clubs and Organization Finance		D. Keelen	EC – 11/23/15 CCC – 12/9/15 CCC – 3/9/16		4/11/16	

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BP 5500	Standards of Conduct	Revision Update (3/12) This policy was revised to reflect changes regarding pornography and gaming in approved administrative procedure 3722 (10/26/10). The 3/12 CCLC update revised the language regarding protected categories and added a prohibition on bullying. (CCLC Update 3/12)	N. Chelette, C. Madlock, Dep. Murgatroyd, ASO, Academic Senate/CCC	1/27/10 – Revision to prohibit computer access of pornography and gaming websites suggested by R. Haley – sent to R. Hall, C. Moise 10/26/10 Revised draft w/language from approved AP 3722 CCC 11/3/10 – Dr. Hall will check w/legal counsel re: stronger child pornography prohibition language CCC 12/8/10 9/26/11 Sent reminder 5/7/12 Incorporated 3/12 update in draft CCC 5/9/12 8/30/12 sent reminder			
BP 5500	Standards of Conduct	Update (11/14)	E. Vines				
AP 5500	Standards of Conduct	Update (3/07)	/CCC	AVCCD does not have AP 5500. Incorporated changes in AP 5520			
AP 5500	Standards of Conduct	Update (3/12)	/CCC	AVCCD did not adopt AP 5500. Changes included in BP 5500.			
AP 5500	Standards of Student Conduct	Update (11/14)	E. Vines				
BP 5510	Off-Campus Student Organizations	New-Update (8/11) New policy created to address recent required changes to the Clery Act.	J. Zimmerman/CCC	CCC 9/21/11 9/26/11 Sent to J. Zimmerman			

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				8/30/12 sent reminder			
AP 5510	Off-Campus Student Organizations	New-Update (8/11) New procedure created to address recent required changes to the Clery Act.	J. Zimmerman/CCC	CCC 9/21/11 9/26/11 Sent to J. Zimmerman 8/30/12 sent reminder			
AP 5520	Student Discipline Procedures	Update (6/13) This procedure was revised to correct the standard of proof to comply with U.S. Department of Education guidance.	E. Vines				
AP 5520	Student Discipline Procedures	Update (4/15)	E. Vines	EC 5/18/15 CCC 5/27/15		9/14/15	
AP 5530	Student Rights and Grievances	Update (4/15)	E. Eines	EC 5/18/15 CCC 5/27/15		8/10/15	
BP 5700	Athletics	Update (6/13) This policy was revised to update the name of the Commission of Athletics.	Ed Knudson				
BP 5700	Athletics	Update (11/14)	E. Vines				
BP 5700	Intercollegiate Athletics	Update (2/15)	V. Suderman E. Vines				
AP 5700	Athletics	Update (6/13) This procedure was revised to update the name of the Commission of Athletics.	E. Knudson				
AP 5700	Intercollegiate Athletics	Update (4/15)	B. Suderman E. Vines				
BP 5800	Prevention of Identity Theft in Student Financial Transactions	New-Update (9/08, 2/11)	S. Padilla, J. Zimmerman/CCC	CCC 10/8/08, 10/22/08, 11/19/08 11/20/08 – Sent draft to R. Hall and S. Padilla – response due 12/12/08 12/24/08 reminder e-mail sent to S. Padilla and R. Hall	10/10/11	11/14/11	11/17/11

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				1/9/09 S. Padilla – seeking clarification from Chancellor’s Office concerning language 11/10/10 – Per R. Hall, clarification still pending 3/30/11 – incorporated 2/11 update into draft CCC 5/4/11, 9/22/11 – approved			
AP 5800	Prevention of Identity Theft in Student Financial Transactions	New-Update (9/08, 2/11) New Policy created to comply with the Fair and Accurate Credit Transactions Act (FACT Act), a new federal law that requires any public agency which establishes “covered accounts,” i.e. accounts that involve multiple payments or transactions, to implement a program to monitor for identity theft. This new policy is legally required.	S. Padilla, J. Zimmerman, D. Keelen/CCC	CCC 10/8/08, 10/22/08, 11/19/08 11/20/08 – Sent draft to R. Hall and S. Padilla – response due 12/12/08 12/24/08 reminder e-mail sent to S. Padilla and R. Hall 1/9/09 S. Padilla – seeking clarification from Chancellor’s Office concerning language 11/10/10 – Per R. Hall, clarification still pending 3/30/11 – incorporated 2/11 update into draft CCC 5/4/11, 9/22/11 – request update from S. Padilla and J. Zimmerman – deadline 10/19/11 9/30/11 – S. Padilla recommended Business			

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				Services review 10/3/11 Sent to D. Keelen and T. Brundage for review 8/23/12 sent reminder			
BP 6100	Delegation of Authority, Business and Fiscal Affairs	Update (2/15)	E. Knudson D. Keelen				
AP 6100	Delegation of Authority	Update (8/06)	J. Fisher, D. Wallace	AVCCD does not have AP 6100			
AP 6100	Delegation of Authority, business and Fiscal Affairs	Update (4/15)	E. Knudson D. Keelen				
BP 6200	Budget Preparation	Update (11/14)	D. Keelen	EC 9/14/15 CCC 9/23/15 CCC 10/28/15	11/9/15	12/14/15	
AP 6200	Budget Preparation	Update (11/14)	D. Keelen	EC 9/14/15 CCC 9/23/15 CCC 10/28/15			
BP 6250	Budget Management		D. Keelen	EC 9/14/15 CCC 10/28/15	11/9/15	12/14/15	
AP 6250	Budget Management		D. Keelen	EC 9/14/15 CCC 10/28/15		11/9/15	
BP 6300	Fiscal Management	Update (11/14)	D. Keelen	EC 8/24/15 CCC 8/26/15 CCC 9/23/15 CCC 10/28/15	11/9/15	12/14/15	
AP 6300	Fiscal Management	Update (11/14)	D. Keelen	EC 8/24/15 CCC 8/26/15 CCC 9/23/15 CCC 10/28/15		11/9/15	
AP 6325	Payroll	Remaining	B. Benjamin	7/26/07 Omit per B.			

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(omitted)				Benjamin – covered in other procedures			
BP 6330	Purchasing	Update (11/14)	D. Keelen				
AP 6330	Purchasing	Update (11/14)	D. Keelen				
BP 6340	Bids and Contracts	Update (4/15)	D. Keelen				
AP 6340	Bids and Contracts	Update (2/10, 2/11) Some technical corrections to AP 6340 were made and a new procedure, titled AP 6345 (Bids and Contracts (UPCCAA Version)), was developed for any district that chooses to use it. AP 6340 and AP 6345 are designed to coordinate with each other; AP 6345 does not supplant AP 6340. (CCLC 2/10, 2/11 updates). Also includes correction to Vice President of Business Services title (9/21/11 CCC meeting).	W. Wright, D. Jensen/CCC	CCC 4/21/10, 5/4/11, 6/8/11, 9/22/11 – correction to VPAS title, T. Brundage to review by 10/19/11 3/30/11 incorporated 2/11 update changes into draft 9/26/11 sent reminder 8/23/12 sent reminder			
AP 6340	Bids and Contracts	Update (6/13) This procedure was revised to update section regarding the awarding of bids and contracts as discussed in new Section 20651.7 of the Public Contract Code.	E. Knudson				
AP 6340	Bids and Contracts	Update (4/15)	D. Keelen				
AP 6345	Bids and Contracts (UPCCAA Version)	New-Update (2/10, 2/11, 3/12) This new procedure was created to comply with the Uniform Public Construction Cost Accounting Act (UPCCAA), which has always been referenced in the note at the beginning of AP 6340. This new procedure template for AP 6345 is an option for any other districts that may be considering adopting resolutions to be bound by the terms of the UPCCAA. (CCLC 2/10, 2/11 updates) This procedure was revised to	W. Wright/D. Jensen/CCC	CCC 4/21/10, 5/4/11, 6/8/11, 9/22/11 – T. Brundage to review by 10/19/11 3/30/11 incorporated 2/11 update changes into draft 9/26/11 sent reminder 5/7/12 incorporated 3/12 update into draft CCC 6/6/12 8/23/12 sent reminder			

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		reflect an increase in the UPCCAA informal bid limit. (CCLC Update 3/12)					
BP 6400	Financial Audits	(Update 4/15)	D. Keelen	EC 8/24/15 CCC 8/26/15 CCC 9/23/15 CCC 10/28/15	11/9/15	12/14/15	
AP 6400	Financial Audits	Update (4/15)	D. Keelen	EC 8/24/15 CCC 8/26/15 CCC 9/23/15 CCC 10/28/15		11/9/15	
BP 6450	Wireless or Cellular Phone Use	New-Update (9/08, 3/12) This policy was created to address Internal Revenue Service (IRS) guidelines (CCLC 9/08). The CCLC 3/12 Update revised the policy to reflect changes in the Internal Revenue Service (IRS) classification of employer-issued cellular phones (CCLC Update 3/12).	W. Wright, D. Keelen, S. Turner/CCC	CCC 10/8/08, 10/22/08, 11/19/08, 5/9/12 11/20/08 – Sent draft to D. Wallace – response due 12/12/08 12/24/08 reminder e-mail sent to D. Wallace 9/26/11 sent reminder 5/7/12 Incorporated 3/12 update in draft CCC 5/9/12 5/13/12 Requested clarification from CCLC whether policy and procedure apply to data plans for tablets. Response: Legal counsel is considering change for next updates, but IRS regulations currently specify cell phones. 8/23/12 sent reminder			

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AP 6450	Wireless or Cellular Phone Use	New-Update (9/08, 3/12) This procedure was created to address Internal Revenue Service (IRS) guidelines (CCLC 9/08). The CCLC 3/12 Update revised the procedure to reflect changes in the Internal Revenue Service (IRS) classification of employer-issued cellular telephones	W. Wright, D. Keelen/CCC	CCC 10/8/08, 10/22/08, 11/19/08, 6/6/12 11/20/08 – Sent draft to D. Wallace – response due 12/12/08 12/24/08 reminder e-mail sent to D. Wallace 9/26/11 sent reminder 5/7/12 Incorporated 3/12 update in draft 8/23/12 sent reminder			
BP 6520	Security for District Property	Update (11/14)	D. Keelen				
AP 6520	Security for District Property	Update (11/14)	D. Keelen				
AP 6530	District Vehicles	Update (6/13) This procedure was revised to update license requirements for vehicles considered buses.	E. Knudson				
AP 6535	Use of District Equipment	Update (4/15)	D. Keelen R. Shaw D. Jensen E. Knudson				
BP 6550	Disposal of Property	Update (8/11)	CCC	AVCCD did not adopt BP 6550, but the CCLC update indicates it is legally required CCC 9/21/11 – approved	10/10/11	11/14/11	11/17/11
BP 6550	Disposal of Property	Update (3/12)	CCC	CCC 5/9/12	7/9/12	8/13/12	8/21/12
AP 6550	Disposal of Property	Update (3/12) This procedure was revised to reflect the repeal of Education Code Section 81383 regarding disposal of real property.	W. Wright, D. Keelen/CCC	CCC 6/6/12 8/23/12 sent reminder			

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AP 6550	Disposal of Property		D. Keelen	EC – 11/23/15 CCC – 12/9/15 CCC – 3/9/16		4/11/16	
BP 6620	Naming Opportunities	Revision	Board, J. Fisher	7/11/11 Board request for revision	8/8/11	8/29/11	8/31/11
BP 6700	Civic Center and Other Facilities Use	Update (2/10) The revised template for BP 6700 is provided to clarify any confusion regarding which uses of district facilities are required by the Civic Center Act, as opposed to uses that are pursuant to leases or other arrangements. This revised version of BP 6700 also assures that the policy language is consistent with the time, place, and manner regulations for speech.	W. Wright/CCC	CCC 4/21/10 9/26/11 sent reminder 8/23/12 sent reminder			
BP 6700	Civic Center and Other Facilities Use	Update (11/14)	D. Keelen				
AP 6700	Civic Center and Other Facilities Use	Update (4/09)	/CCC	AVCCD's adopted procedure does not include the language being revised in CCLC's 4/09 update			
AP 6700	Civic Center and Other Facilities Use	Update (2/10) The revised template for AP 6700 is provided to clarify any confusion regarding which uses of district facilities are required by the Civic Center Act, as opposed to uses that are pursuant to leases or other arrangements. This revised version of AP 6700 also assures that the procedure language is consistent with the time, place, and manner regulations for speech.	W. Wright/CCC	CCC 4/21/10 9/26/11 sent reminder 8/23/12 sent reminder			
AP 6700	Civic Center and Other	Update (11/14)	D. Keelen				
AP 6700	Civic Center and Other	Update (4/15)	D. Jensen				

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	Facilities		D. Keelen E. Knudson				
BP 6900	Bookstore	Update (3/12)	CCC	CCC 5/9/12 Send to T. Brundage, Dr. Wright, D. Keelen, D. McIntosh, and D. Moyer for information	7/9/12	8/13/12	8/21/12
BP 7110	Delegation of Authority, Human Resources	Update (4/15)	M. Bryant	EC – 6/8/15 CCC 8/26/15 CCC 9/23/15 CCC – 12/9/15 CCC – 3/9/16	4/11/16	5/9/16	
AP 7110	Delegation of Authority, Human Resources	Update (4/15)	E. Knudson M. Bryant	EC 6/8/15 CCC 8/26/15 CCC 9/23/15 CCC – 12/9/15 CCC – 3/9/16		4/11/16	
BP 7120	Recruitment and Hiring	Update (11/14)	M. Bryant	EC – 2/23/15 CCC – 2/25/15	3/9/15	4/13/15	
AP 7120	Recruitment and Hiring	Revision	J. Fisher/Exec. Council	CCC 12/7/11	12/12/11		12/15/11
AP 7120	Recruitment and Hiring	Update (11/14)	M. Bryant	EC – 2/23/15 CCC – 2/25/15		3/9/15	
AP 7121	Faculty Internship	Revision	C. Valiotis, AS, MAC, AVCFT/CCC	9/15/11, 10/20/11, 12/1/11 MAC 10/5/11 CCC (Suspend until revised)	11/14/11 Suspension		11/17/11 Suspension
BP 7130	Compensation	Update (8/11) This policy was revised to clarify that incentive compensation is prohibited according to recent U.S. Department of Education regulations.	S. Turner, AVCFT, AVCFCE/CCC	CCC 9/21/11 9/26/11 sent to S. Turner, Dr. Lowry, and P. Ford 9/27/11 Dr. Lowry will			

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				review with E-Board first week of October 2011. 8/23/12 sent reminder 8/27/12 ok per Dr. Lowry			
BP 7130	Compensation	Update (4/15)	M. Bryant	EC – 6/8/15 CCC – 12/9/15 CCC – 3/9/16	4/11/16	5/9/16	
AP 7130	Compensation	Update (8/11) This procedure was revised to clarify that incentive compensation is prohibited according to recent U.S. Department of Education regulations.	S. Turner, AVCFT/CCC	CCC 10/5/11 10/20/11 sent to S. Turner and Dr. Lowry 8/23/12 sent reminder 8/27/12 ok per Dr. Lowry	9/10/12		10/2/12
AP 7130	Compensation	Update (4/15)	M. Bryant/D. Keelen	EC – 6/8/15 CCC 8/26/15 CCC 9/23/15 EC – 11/23/15 CCC 12/9/15 CCC 3/9/16		4/11/16	
AP 7150	Evaluation	Revision	CMS/CCC	CMS 8/31/10 CCC 9/8/10	9/13/10		9/21/10
AP 7150	Evaluation	Update (11/14)	M. Bryant	EC – 2/23/15 CCC – 2/25/15 EC – 6/1/15		5/11/2015	5/20/2015
BP 7160	Professional Development	Update (4/15)	M. Bryant	EC – 6/8/15 CCC – 12/9/15 EC 2/29/16 CCC 3/9/16	4/11/16	5/9/16	
AP 7160	Professional Development	Update (11/14)	M. Bryant	EC – 2/23/15 CCC – 2/25/15		3/9/15	
AP 7160	Professional Development	Update (4/15)	M. Bryant	EC 6/8/15 CCC 8/26/15		4/11/16	

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				CCC 9/23/15 CCC – 12/9/15 CCC 3/9/16			
AP 7211	Faculty Service Areas, Minimum Qualifications, and Equivalencies	Update (4/15)	M. Bryant B. Suderman Senate				
AP 7236	Substitute and Short Term Employees	Revision	C. Hoover/CCC, Admin Council	7/8/09, 8/5/09 CCC 7/14/09 Admin Council	9/14/09		9/28/09
AP 7250	Educational Administrators Reassignment Rights	Revision Revision to procedure initiated by Mutual Agreement Council.	P. Sandoval, R. Cataraha/MAC, Deans, Cabinet, CCC, AVCFT	10/15/08, 11/12/08, 12/10/08 MAC 12/11/08, 1/29/09 Cabinet 2/11/09 MAC 3/5/09 AS 10/26/10 Portion of procedure needs to be negotiated 9/26/11 sent reminder to S. Turner 8/27/12 sent reminder 8/27/12 ok per Dr. Lowry	9/10/12		10/2/12
AP 7270	Student Workers	Update (3/12) This procedure was revised to reflect the addition of Section 18220 to the Government Code giving preference to present and former foster children for student assistant positions.	J. Zimmerman, A. Steinberg/CCC	CCC 6/6/12 8/27/12 sent reminder			
AP 7270	Student Workers	Update (6/13) This procedure was revised to remove the reference to Government Code Section 18220, as this code section does not apply to community college districts.	E. Knudson				
BP 7310	Nepotism	Update (2/11)	J. Fisher/CCC	CCC 5/4/11	6/13/11	7/11/11	7/21/11

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AP 7310	Nepotism	Update (2/11)		AVCCD does not have this administrative procedure.			
AP 7320	Consensual Amorous Relationships	New procedure proposed by College Coordinating Committee	H. Preschler, S. Turner/CCC	CCC 2/17/10, 4/21/10 8/27/12 Dr. Lowry will speak with H. Preschler to verify that draft matches agreed to language. Also will compare with provisions of AP 3430 regarding consensual relationships to determine if new procedure is needed or if language in AP 3430 can be altered/is acceptable as is.			
AP 7337	Fingerprinting	Update (2/11)	CCC	CCC 5/4/11, 6/8/11, 9/22/11 – approved with minor language changes	10/10/11		10/24/11
BP 7340	Leaves	Update (6/13) This policy was revised to include additional permissible reasons for employee leaves due to employee organization activities.	Ed Knudson				
BP 7340	Leaves	Update (4/15)	M. Bryant	EC – 6/8/15 CCC 8/26/15 CCC 9/23/15 CCC – 12/9/15 CCC – 3/9/16	4/11/16	5/9/16	
AP 7340	Leaves	Update (4/15)	M. Bryant				
AP 7343	Industrial Accident and Illness Leave	Update (2/11)	J. Fisher/CCC	CCC 5/4/11	6/13/11		6/29/11
AP 7346	Employees Called to Military Duty	Remaining	B. Benjamin	4/10/06 B. Benjamin to add relevant references	8/13/07		9/26/07, 7/28/08

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				7/19/07 Per B. Benjamin revert to previously considered language			
BP 7365	Discipline and Dismissal – Classified Employees	Update (4/09)	CCC	CCC 5/20/09	10/12/09	11/9/09	11/17/09
AP 7365	Discipline and Dismissal – Classified Employees	Update (3/12)	CCC	The correction of a typographical error does not apply to AVCCD's procedure.			
AP 7371	Personal Use of Public Resources	Remaining	S. Standerfer, Business Services, IMC, ITS, R. Miller	4/10/06 B. Benjamin to determine if any conflict w/AP 6535 or Ed. Code 7/19/07 B. Benjamin, C. Wilde approved	8/13/07		9/26/07, 7/28/08
AP 7380	Retiree Health Benefits	Remaining/ Update (2/08)	B. Benjamin	4/10/06 B. Benjamin to add retirement benefits for employees not covered by collective bargaining 7/19/07 B. Benjamin will work on language to be approved by Bd for CMS and administrator benefits 10/17/07 Status update requested from B. Benjamin 3/18/08 2/08 CCLC update does not apply	4/14/08		6/12/08, 7/28/08
BP 7600	College Police	Update (4/09)	W. Wright/CCC	CCC 5/20/09 9/26/11 sent reminder			

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				8/27/12 sent reminder			
BP 7600	Police Departments		E. Vines	EC – 11/9/15 CCC 12/9/15 CCC – 3/9/16	4/11/16	5/9/16	
AP 7600	College Police	Update (4/09)	W. Wright/CCC	CCC 5/20/09 9/26/11 sent reminder 8/27/12 sent reminder			
BP 7700	Whistleblower Protection	Update (4/15)	M. Bryant	EC - 6/8/15 CCC 8/26/15 CCC 9/23/15 CCC – 12/9/15 CCC – 3/9/16	4/11/16	5/9/16	
AP 7700	Whistleblower Protection	Update (4/09)	/CCC	AVCCD does not have this optional procedure			
AP 7700	Whistleblower Protection	Update (4/15)	M. Bryant	EC 6/8/15 CCC 8/26/15 CCC 9/23/15 CCC – 12/9/15 CCC – 3/9/16		4/11/16	