

**San Mateo County Community College District  
Policy Review Matrix**

*(Yellow Highlighting Reflects Policies Schedule for Review in 2017)*

**CHAPTER I – BOARD OF TRUSTEES**

<b>POLICY</b>	<b>POLICY TITLE</b>	<b>REVISED/ REVIEWED</b>
1.00	The San Mateo County Community College District	02/16
1.01	District Mission	05/12
1.02	Organization of the Board	01/17
1.05	Student Trustee	05/13
1.10	Duties and Responsibilities of the Board	03/16
1.15	Officers of the Board	02/16
1.20	Duties of Officers	03/16
1.25	Secretary for the Board	06/15
1.30	Compensation of Board Members	03/14
1.35	Board Member Conduct	03/15
1.40	Meetings of the Board	06/16
1.45	Agendas for Meetings	03/12
1.50	Minutes of Meetings	06/15
1.55	Order of Business and Procedure	11/14
1.60	Rules of Order for Board Meetings	03/12
1.65	Community Relationships	02/16
1.70	Board Action on Legislative Issues/Political Activity	02/16

**CHAPTER II – ADMINISTRATION**

<b>POLICY</b>	<b>POLICY TITLE</b>	<b>REVISED/ REVIEWED</b>
2.00	Administrative Organization	05/15
2.00	Administrative Organization	05/15
2.02	Chancellor of the District	03/15
2.03	College Presidents	03/12
2.05	Academic Senate	05/15
2.06	Board Policy and Administrative Procedure	12/11
2.07	Policy Development	02/11
2.08	District Participatory Governance Process	01/17
2.09	Categories of Employment	05/09
2.10	Selection Procedures	05/10
2.11	Philosophy of Personnel Management and Human Resource Development	06/15
2.12	Employee Rights and Protection, Domestic Partner Rights, and Whistleblower Protection	03/11

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<b>2.13</b>	Dissemination of Employee Information	12/10
<b>2.14</b>	Outside Employment	05/15
<b>2.15</b>	Collective Bargaining	05/09
<b>2.16</b>	Public Notice of Negotiations	05/15
<b>2.17</b>	Emeritus Designation	05/15
<b>2.18</b>	Student Participation in District and College Governance	05/09
<b>2.19</b>	Nondiscrimination	06/15
<b>2.20</b>	Equal Employment Opportunity	06/15
<b>2.21</b>	Policy on Professional Ethics	03/14
<b>2.22</b>	Employment of Relatives	06/15
<b>2.23</b>	Leaves of Absence and Catastrophic Leave Program	10/13
<b>2.25</b>	Prohibition of Harassment	06/15
<b>2.26</b>	Drug Free Workplace and Educational Environment	10/12
<b>2.27</b>	Policy on Smoking	05/14
<b>2.28</b>	Safety: Injury and Illness Prevention Program	11/12
<b>2.29</b>	Sexual Assault Education, Prevention, and Reporting	03/15
<b>2.30</b>	Political Activity	12/11
<b>2.31</b>	Speech: Time, Place and Manner	06/13
<b>2.34</b>	Computer and Network Use	04/13
<b>2.35</b>	Use of District Communications Systems	05/13
<b>2.36</b>	Policy on Use of Student Email Addresses	01/11
<b>2.40</b>	Public Records	03/12
<b>2.45</b>	Conflict of Interest	01/17
<b>2.51</b>	Reporting of Crimes	05/15
<b>2.52</b>	Local Law Enforcement	12/11
<b>2.55</b>	Emergency Response Plan	01/10
<b>2.60</b>	Resignations	03/13
<b>2.70</b>	Accreditation	05/15
<b>2.75</b>	Institutional Planning and Effectiveness	06/15
<b>2.80</b>	Recognition: Honorary Degree; Presidential Medallion; Naming of Facilities	02/11

**CHAPTER III – CERTIFICATED PERSONNEL**

<b>POLICY</b>	<b>POLICY TITLE</b>	<b>REVISED/ REVIEWED</b>
<b>3.00</b>	Applicability of Chapter III Policies	11/10
<b>3.05</b>	Designation of Faculty	11/10

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<b>3.15</b>	Employee Requirements	11/10
<b>3.20</b>	Evaluation of Faculty	11/10
<b>3.25</b>	Wages, Hours and Other Terms and Conditions of Employment	11/10
<b>3.30</b>	Pay Period for Faculty	12/10
<b>3.35</b>	Payroll Deductions	12/10
<b>3.40</b>	Faculty Substitutes	11/10
<b>3.50</b>	Suspension and Dismissal	12/10
<b>3.80</b>	Summer Session Faculty Employment	11/10
<b>3.90</b>	Post Retirement Contract	11/10

**CHAPTER IV – CLASSIFIED PERSONNEL**

<b>POLICY</b>	<b>POLICY TITLE</b>	<b>REVISED/ REVIEWED</b>
<b>4.00</b>	Applicability of Chapter IV Policies	11/10
<b>4.05</b>	The Classified Service	11/10
<b>4.15</b>	Employee Requirements	11/10
<b>4.20</b>	Supervision of Classified Employees	11/10
<b>4.22</b>	Classified Staff Development Program	11/10
<b>4.25</b>	Employees Not Members of the Classified Service	11/10
<b>4.30</b>	Pay Period for Classified Employees	11/10
<b>4.35</b>	Payroll Deductions	12/10
<b>4.40</b>	Continuation of Employment	11/10
<b>4.45</b>	Dismissals and Disciplinary Action	11/10

**CHAPTER V – NON-REPRESENTED PERSONNEL**

<b>POLICY</b>	<b>POLICY TITLE</b>	<b>REVISED/ REVIEWED</b>
<b>5.00</b>	Applicability of Chapter V Policies	11/10
<b>5.01</b>	Definition of Non-Represented Employees	11/10
<b>5.02</b>	Non-Represented Employees: Work Year and Workday	02/11
<b>5.04</b>	Non-Represented Employees: Staff Development Programs	11/10
<b>5.06</b>	Non-Represented Employees: Conflict Resolution	02/11
<b>5.07</b>	Non-Represented Employees: Health Benefits and Leaves of Absence	03/11
<b>5.10</b>	Managers: Employment and Reassignment	12/10
<b>5.12</b>	Managers: Responsibilities	11/10
<b>5.14</b>	Managers: Compensation and Benefits	06/11
<b>5.15</b>	Non-Represented Employees: Employment Requirements	12/10

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<b>5.16</b>	Managers: Evaluation	10/11
<b>5.20</b>	Academic Supervisors: Employment and Reassignment	12/10
<b>5.24</b>	Academic Supervisors: Compensation and Benefits	06/11
<b>5.26</b>	Academic Supervisors: Evaluation	12/11
<b>5.50</b>	Classified Professional/Supervisory Employees: Employment and Transfer	11/10
<b>5.54</b>	Classified Exempt and Non-Exempt Professionals and Supervisors: Compensation and Benefits	12/11
<b>5.56</b>	Classified Professional/Supervisory Employees: Evaluation	06/11
<b>5.60</b>	Confidential Employees: Employment and Transfer	11/10
<b>5.64</b>	Confidential Employees: Compensation and Benefits	10/11
<b>5.66</b>	Confidential Employees: Evaluation	06/11

**CHAPTER VI – EDUCATIONAL PROGRAM**

<b>POLICY</b>	<b>POLICY TITLE</b>	<b>REVISED/ REVIEWED</b>
<b>6.01</b>	Philosophy and Purpose	10/13
<b>6.03</b>	Division Organization	09/14
<b>6.04</b>	Minimum Class Size Guidelines	09/14
<b>6.05</b>	Academic Calendar	04/15
<b>6.10</b>	Philosophy and Criteria for Associate Degree and General Education	04/12
<b>6.11</b>	Requirements for Degrees and Certificates	04/15
<b>6.12</b>	Definition of Credit Courses	11/12
<b>6.13</b>	Curriculum Development, Program Review, and Program Viability	04/13
<b>6.14</b>	Course Prerequisites and Other Limitations on Enrollment	04/15
<b>6.16</b>	Standards of Scholarship	04/13
<b>6.17</b>	Course Repetition	06/10
<b>6.18</b>	Credit by Examination	06/10
<b>6.19</b>	Multiple and Overlapping Enrollments	03/15
<b>6.20</b>	Probation, Dismissal, and Readmission	11/10
<b>6.21</b>	Grading and Academic Record Symbols	04/13
<b>6.22</b>	Academic Renewal	06/14
<b>6.23</b>	Grade Changes	09/14
<b>6.24</b>	Articulation	05/10
<b>6.25</b>	Pass/No Pass Options	02/12
<b>6.26</b>	Transfer of Credit & Graduation and/or Certificate Program Requirements for Students Who Transfer among the District Colleges	04/15
<b>6.30</b>	Externally Funded Special Projects and Programs	09/14
<b>6.31</b>	Auditing of Courses	02/16

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<b>6.32</b>	Intellectual Property	04/13
<b>6.33</b>	Use of Copyrighted Materials	03/13
<b>6.34</b>	KCSM-TV and KCSM-FM	05/14
<b>6.35</b>	Academic Freedom	03/13
<b>6.38</b>	Criteria for Selection of Guest Speakers	04/15
<b>6.39</b>	Presence of Non-Students on Campus	06/16
<b>6.45</b>	Field Trips and Excursions	05/10
<b>6.50</b>	Student Teachers and Interns	06/16
<b>6.60</b>	Nursing Program	12/10
<b>6.80</b>	Policy Governing the Use of Off-Campus Facilities	04/15
<b>6.87</b>	Library and Learning Support Services	03/15
<b>6.90</b>	Community Education Classes	03/15
<b>6.94</b>	Contract Courses and Services	04/15

**CHAPTER VII – STUDENT SERVICES**

<b>POLICY</b>	<b>POLICY TITLE</b>	<b>REVISED/ REVIEWED</b>
<b>7.00</b>	Student Services	08/13
<b>7.01</b>	Admissions and Concurrent Enrollment	03/14
<b>7.02</b>	Residence Determination	08/13
<b>7.07</b>	Non-Resident Student Tuition Fees	11/14
<b>7.09</b>	Withholding of Student Records	08/13
<b>7.20</b>	Student Equity	08/13
<b>7.22</b>	Student Credit Card Marketing	08/13
<b>7.23</b>	Athletics	03/15
<b>7.26</b>	Prevention of Identity Theft in Student Financial Transactions	08/13
<b>7.28</b>	Student Records, Directory Information, and Privacy	08/13
<b>7.37</b>	Open Enrollment	08/13
<b>7.38</b>	Enrollment Priorities	08/13
<b>7.39</b>	Student Success and Support Program	03/14
<b>7.40</b>	Counseling and Advising Services	08/13
<b>7.41</b>	Disabled Students Programs and Services (DSPS)	03/14
<b>7.42</b>	Extended Opportunities Programs and Services (EOPS)	08/13
<b>7.43</b>	Student Financial Aid Programs	05/16
<b>7.44</b>	Student Health and Psychological Services	10/13
<b>7.45</b>	Transfer Center	08/13

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7.46	Access to Shower Facilities	01/17
7.48	Child Development Centers	08/13
7.56	Collection of Delinquent Loans and Other Financial Obligations	08/13
7.60	Student Organizations and Activities	08/13
7.61	Financial Responsibilities: Student Body Associations and Student Organizations	08/13
7.62	Associated Students Election	08/13
7.63	Off-Campus Student Organizations	08/13
7.67	Sexual Harassment Involving Students	04/15
7.69	Student Conduct	01/16
7.73	Student Grievances and Appeals	05/14

### CHAPTER VIII – BUSINESS OPERATIONS

POLICY	POLICY TITLE	REVISED/ REVIEWED
8.00	Fiscal Management	03/11
8.02	Delegation of Authority	03/14
8.03	Authorized Signatures	03/14
8.05	District Financial Audits	11/11
8.06	Investment of District Funds	07/15
8.08	Attendance Accounting	03/11
8.11	District Budget	03/11
8.13	Public Safety on District Property	05/13
8.14	Bond Oversight Committee and Accountability Measures	06/16
8.15	Purchasing	03/15
8.16	Construction Bids - Prequalification of Bidders	04/12
8.17	Capital Construction	05/12
8.18	Revolving Cash Fund	03/11
8.20	Claims Against the District	12/10
8.27	Records Management	03/16
8.28	Hazardous Materials	11/10
8.30	Property Management, Inventory and Transfer	03/12
8.31	Disposal of District Property	02/12
8.33	Auxiliary Services	10/12
8.35	Cash Collections	02/12
8.38	Gifts and Donations	06/15
8.40	Risk Management	10/12

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<b>8.42</b>	Tax Deferred Compensation	02/12
<b>8.45</b>	Transportation on District-Sponsored Activities	03/11
<b>8.47</b>	Study/Travel Tours	10/12
<b>8.48</b>	Traffic Regulations	10/13
<b>8.50</b>	Accidents	02/12
<b>8.51</b>	Report of Injuries	03/12
<b>8.54</b>	District Organizational Memberships	04/12
<b>8.55</b>	Conference Attendance and Travel	03/13
<b>8.56</b>	In-District Conferences and Meetings	11/11
<b>8.66</b>	Solicitation of Funds	02/12
<b>8.67</b>	Advertising in District Publications	02/12
<b>8.70</b>	Fees and Charges	02/16
<b>8.72</b>	Refund of Fees	02/12
<b>8.74</b>	Exemptions and Waivers from Fees	02/12
<b>8.80</b>	Community Use of District Facilities	06/15