

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

(Yellow Highlighting Reflects Policies Schedule for Review in 2017-2018)

CHAPTER I – BOARD OF TRUSTEES

POLICY	POLICY TITLE	REVISED/ REVIEWED
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

POLICY	POLICY TITLE	REVISED/ REVIEWED
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	07/17
2.07	Policy Development	07/17
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

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

(Yellow Highlighting Reflects Policies Schedule for Review in 2017-2018)

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

CHAPTER III – CERTIFICATED PERSONNEL

POLICY	POLICY TITLE	REVISED/ REVIEWED
---------------	---------------------	------------------------------

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

(Yellow Highlighting Reflects Policies Schedule for Review in 2017-2018)

3.00	Applicability of Chapter III Policies	11/10
3.05	Designation of Faculty	11/10
3.15	Employee Requirements	11/10
3.20	Evaluation of Faculty	11/10
3.25	Wages, Hours and Other Terms and Conditions of Employment	11/10
3.30	Pay Period for Faculty	12/10
3.35	Payroll Deductions	12/10
3.40	Faculty Substitutes	11/10
3.50	Suspension and Dismissal	12/10
3.80	Summer Session Faculty Employment	11/10
3.90	Post Retirement Contract	11/10

CHAPTER IV – CLASSIFIED PERSONNEL

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

CHAPTER V – NON-REPRESENTED PERSONNEL

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

San Mateo County Community College District Policy Review Matrix

(Yellow Highlighting Reflects Policies Schedule for Review in 2017-2018)

5.12	Managers: Responsibilities	11/10
5.14	Managers: Compensation and Benefits	06/11
5.15	Non-Represented Employees: Employment Requirements	12/10
5.16	Managers: Evaluation	10/11
5.20	Academic Supervisors: Employment and Reassignment	12/10
5.24	Academic Supervisors: Compensation and Benefits	06/11
5.26	Academic Supervisors: Evaluation	12/11
5.50	Classified Professional/Supervisory Employees: Employment and Transfer	11/10
5.54	Classified Exempt and Non-Exempt Professionals and Supervisors: Compensation and Benefits	12/11
5.56	Classified Professional/Supervisory Employees: Evaluation	06/11
5.60	Confidential Employees: Employment and Transfer	11/10
5.64	Confidential Employees: Compensation and Benefits	10/11
5.66	Confidential Employees: Evaluation	06/11

CHAPTER VI – EDUCATIONAL PROGRAM

POLICY	POLICY TITLE	REVISED/ REVIEWED
6.01	Philosophy and Purpose	10/13
6.03	Division Organization	09/14
6.04	Minimum Class Size Guidelines	09/14
6.05	Academic Calendar	04/15
6.10	Philosophy and Criteria for Associate Degree and General Education	04/12
6.11	Requirements for Degrees and Certificates	04/15
6.12	Definition of Credit Courses	11/12
6.13	Curriculum Development, Program Review, and Program Viability	04/13
6.14	Course Prerequisites and Other Limitations on Enrollment	04/15
6.16	Standards of Scholarship	04/13
6.17	Course Repetition	06/10
6.18	Credit by Examination	06/10
6.19	Multiple and Overlapping Enrollments	03/15
6.20	Probation, Dismissal, and Readmission	11/10
6.21	Grading and Academic Record Symbols	04/13
6.22	Academic Renewal	06/14
6.23	Grade Changes	09/14
6.24	Articulation	05/10

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

(Yellow Highlighting Reflects Policies Schedule for Review in 2017-2018)

6.25	Pass/No Pass Options	02/12
6.26	Transfer of Credit & Graduation and/or Certificate Program Requirements for Students Who Transfer among the District Colleges	04/15
6.30	Externally Funded Special Projects and Programs	09/14
6.31	Auditing of Courses	02/16
6.32	Intellectual Property	04/13
6.33	Use of Copyrighted Materials	03/13
6.34	KCSM-TV and KCSM-FM	05/14
6.35	Academic Freedom	03/13
6.38	Criteria for Selection of Guest Speakers	04/15
6.39	Presence of Non-Students on Campus	06/16
6.45	Field Trips and Excursions	05/10
6.50	Student Teachers and Interns	06/16
6.60	Nursing Program	12/10
6.80	Policy Governing the Use of Off-Campus Facilities	04/15
6.87	Library and Learning Support Services	03/15
6.90	Community Education Classes	03/15
6.94	Contract Courses and Services	04/15

CHAPTER VII – STUDENT SERVICES

POLICY	POLICY TITLE	REVISED/ REVIEWED
7.00	Student Services	08/13
7.01	Admissions and Concurrent Enrollment	03/14
7.02	Residence Determination	08/13
7.07	Non-Resident Student Tuition Fees	11/14
7.09	Withholding of Student Records	08/13
7.20	Student Equity	08/13
7.22	Student Credit Card Marketing	08/13
7.23	Athletics	03/15
7.26	Prevention of Identity Theft in Student Financial Transactions	08/13
7.28	Student Records, Directory Information, and Privacy	08/13
7.37	Open Enrollment	08/13
7.38	Enrollment Priorities	08/13
7.39	Student Success and Support Program	03/14

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

(Yellow Highlighting Reflects Policies Schedule for Review in 2017-2018)

7.40	Counseling and Advising Services	08/13
7.41	Disabled Students Programs and Services (DSPS)	03/14
7.42	Extended Opportunities Programs and Services (EOPS)	08/13
7.43	Student Financial Aid Programs	05/16
7.44	Student Health and Psychological Services	10/13
7.45	Transfer Center	08/13
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

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

(Yellow Highlighting Reflects Policies Schedule for Review in 2017-2018)

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