

**SANTA ROSA JUNIOR COLLEGE
DISTRICT POLICY MANUAL**

	(Titles are hot links to District Policy Manual online)	Date of Adoption or Last Review	Responsible Administrator	1: No change necessary	2: Clerical, title, and / or technical change	3: Substantive Change	College Council Review Date	Board Approval Date
SECTION 0: BYLAWS OF THE BOARD OF TRUSTEES								
0.1	Role of the Board and Members (Powers, Purposes, Duties)	10/14/08			x		12/15/11	1/10/12
0.2	Limits of Authority	10/14/08			x		12/15/11	1/10/12
0.3	Public Statement by Board Members	10/14/08		x			12/1/11	1/10/12
0.4	Number of Regular Members and Terms of Office	10/14/08			x		12/15/11	1/10/12
0.5	Eligibility for Board Membership	10/14/08		x			12/1/11	1/10/12
0.6	Student Member	2/10/09			x		12/15/11	1/10/12
0.7	Organizational Meeting/Officers of the Board	10/14/08			x		12/15/11	1/10/12
0.8	Duties of the Board Officers	10/14/08		x			12/1/11	1/10/12
0.9	Duties of the Vice President (Deleted)	2/13/01						
0.10	Duties of the Clerk (Deleted)	2/13/01						
0.11	Duties of the Board Secretary	10/14/08		x			12/1/11	1/10/12
0.12	Legal Services	10/14/08		x			12/1/11	1/10/12
0.13	Temporary Committees of the Board	10/14/08		x			12/1/11	1/10/12
0.14	Negotiations Representative(s)	10/14/08			x		12/15/11	1/10/12
0.15	Representatives to Other Agencies or Organizations	10/14/08		x			12/1/11	1/10/12
0.16	Formulation, Adoption, Amendment of Policies and Bylaws	10/14/08		x			12/1/11	1/10/12
0.17	Formulation, Approval, Amendment of Administrative Procedures	10/14/08		x			12/1/11	1/10/12
0.18	Suspension of Policies, By-Laws, and Procedures	10/14/08			x		12/15/11	1/10/12
0.19	Meetings	10/14/08		x			12/1/11	1/10/12
0.19.1	Time, Place, Notification for Meetings	10/14/08		x			12/1/11	1/10/12

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0.19.2	Public and Closed Sessions	10/14/08		x			12/1/11	1/10/12
0.19.3	Construction of Agenda	10/14/08		x			12/1/11	1/10/12
0.19.4	Advance Delivery of Meeting Materials	10/14/08		x			12/1/11	1/10/12
0.19.5	Meeting Conduct	10/14/08			x		12/15/11	1/10/12
0.19.6	Quorum	10/14/08		x			12/1/11	1/10/12
0.19.7	Minutes and Recording Devices	10/14/08			x		12/15/11	1/10/12
0.19.8	Recording of Votes	10/14/08		x			12/1/11	1/10/12
0.20	Periodic Review and Evaluation	10/14/08			x		12/15/11	1/10/12
0.20P	Periodic Review and Evaluation of the Superintendent/President	10/14/08		x			12/1/11	1/10/12
0.21	Board Action on Issues Not Directly Affecting the College	10/14/08		x			12/1/11	1/10/12
0.22	Code of Ethics for Board of Trustees	10/14/08			x		12/15/11	1/10/12
0.23	Attendance at Meetings, Institutions, Conventions	10/14/08		x			12/1/11	1/10/12
0.24	Board Member Liability Protection	10/14/08		x			12/1/11	1/10/12
0.25	Conflict of Interest Code	10/14/08	Doug R.			x	10/4/12	10/9/12
0.26	Removal From Office	10/14/08		x			12/1/11	1/10/12
0.27	Filling Vacancies	10/14/08			x		12/15/11	1/10/12
0.28	Tie Votes in Board Members Elections	10/14/08		x			12/1/11	1/10/12
0.29	General Obligation Bond Measures and Independent Citizens' Bond Oversight Committee	10/14/08		x			12/1/11	1/10/12
0.29P	Procedures for Establishing and Maintaining the Independent Citizens' Bond Oversight Committee	10/14/08			x		12/15/11	1/10/12
0.30	Orientation of New Board Members	10/14/08			x		12/15/11	1/10/12
0.31	Board Self Evaluation	10/14/08			x		12/15/11	1/10/12

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SECTION 1: PHILOSOPHY, MISSION AND GOALS OF SANTA ROSA JUNIOR COLLEGE								
1.1	Mission Statement	6/8/10		X			11/17/11	1/10/12
SECTION 2: DISTRICT GOVERNANCE								
2.1	Procedures for Developing Board Policies and Administrative Procedures	1/8/08	MKR, Carol H.	X			12/1/11	1/10/12
2.1P	Guidelines for Drafting New or Revised Policy and Procedures	1/8/08	MKR, Carol H.		x		12/15/11	1/10/12
2.2	Management Team: General Responsibilities	1/8/08		x			11/17/11	1/10/12
2.2P	Management Guidelines and Procedures	12/9/08	Karen F.	x				
2.2.1	District Superintendent/President	5/13/08		X			12/1/11	1/10/2012 & 12/11/12
2.2.1P	District Superintendent/President	5/13/08	Maria G.		x		11/1/2012 & 3/7/13	12/11/2012 & 4/9/13
2.2.2	Administrative, Classified Management and Confidential Positions	1/8/08		X			12/1/11	1/10/12
2.2.2P	Administrative, Classified Management and Confidential Positions	5/13/08				x		6/12/12
2.3	Administrative Leeway in Absence of Board of Trustees Policy	1/8/08		X			12/1/11	1/10/12
2.4	Departmental Organization	1/8/08		X			12/1/11	1/10/2012 & 5-13-13

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2.5	Governance and the Committee System	12/9/08	MKR, Carol H.		x		12/5/13	1/14/14
2.5P	Governance and the Committee System	5/10/11	MKR, Carol H.		x		12/5/13	1/14/14
2.5.1	Diversity on District Committees	6/10/08		x			Deleted 12/5/13	1/14/14
2.6	Academic Senate	1/8/08	Robin Fautley/Terry Shell				5/2/13	5/14/13
2.6.1	Fraternization in the Workplace	6/14/11	Karen F.		x		12/15/11	1/10/12
2.6.2	Academic Senate Professional Ethics Code	1/13/09	Robin Fautley/Terry Shell					
2.7	Discrimination Procedures	6/10/08	Maria G.		x		1/19/12	2/14/12
2.7P	Discrimination Complaint Procedures	5/10/11	Karen F.					
2.8	Endorsement/Sponsorship/Support	5/13/08	Mary Kay					
2.8P	Endorsement/Sponsorship/Support	10/14/08	Mary Kay					
2.9	Legal Claims Management	1/8/08	Doug R.				1/17/13	2/10/13
2.10	Public Notice & Presentation of Collective Bargaining Initial Proposals	10/14/08	Maria G.		x		1/19/12	2/14/12
2.11	Student Equity (Moved to 8.1.17)	5/12/09						
2.11P	Student Equity (Moved to 8.1.17P)	5/12/09						
2.12	Creation of Auxiliary Organizations	5/13/08		x			12/1/2011 & 12/5/13	1/10/2012 & 1/14/14
2.12P	Creation of Auxiliary Organizations	5/13/08	Doug R.		x		12/5/13	1/14/14
2.13	Computer and Communications Technology Use (Moved To 6.9)	12/12/00	Scott C.			x	3/7/13	4/9/13
2.13P	Computer and Communications Technology Use (Moved To 6.9P)	12/12/00	Scott C.			x	3/7/13	4/9/13
2.14	Intellectual Property Rights	1/8/08	Cherry			x	2/7/13	3/12/13

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SECTION 3: ACADEMIC PROGRAM								
3.1	General Education	1/8/08		X			11/17/11	1/10/2012 and 5-14-13
3.1P	Procedures for Approving General Education Courses at Santa Rosa Junior College	6/10/08	Abe F.		X		5/2/13	5/14/13
3.2	Degree and Certificate Programs	6/9/09			X		1/19/2012 & 11/1/12	2/14/2012 & 12/11/12
3.2.1	Development of Majors	6/14/11			X			4/10/12
3.2.1P	Development of Majors	6/14/11			X			4/10/12
3.2.2	Approval of Certificates and Majors	5/10/11	Kris A.		X		5/2/13	7/9/13
3.2.2P	Approval of Certificates and Majors	5/10/11			X		11/17/11	1/10/2012 & 7-9-13
3.3	Community Education	5/13/08			X		12/1/11	1/10/12
3.4	Non-Credit Programs and Courses	12/9/08		X			11/17/11	1/10/12
3.4P	Approving Non-Credit Programs and Courses	6/14/11	Abe F.	X			2/2/12	3/13/2012 - deleted 7-9-13
3.5	Contract Instruction	1/8/08		X			11/17/11	1/10/12
3.6	Program Review, Evaluation, Revitalization and Discontinuance	4/12/11		X			11/17/11	1/10/12
3.6P	Program Review, Evaluation, Revitalization and Discontinuance	4/12/11		X			11/17/11	1/10/12
3.7	External Accreditation of Designated Programs	1/8/08		X			11/17/11	1/10/12
3.7P	External Accreditation of Designated Programs	1/8/08			X			4/10/12
3.8	Academic Freedom	5/13/08		X			11/17/11	1/10/12
3.9	Faculty Member's Obligation to Students	12/9/08	Karen F.			X		
3.9.1P	Course Syllabi	4/13/10	Ty, Eric T.			X		
3.10	Grading	2/10/09				X	12/6/12	7/10/2012 & 2/10/13

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3.10P	Grading	2/10/09				X		7/10/12
3.11	Academic Integrity	1/13/09	Phyllis U.			X		7/10/12
3.11P	Academic Integrity	1/13/09	Phyllis U.			X		7/10/12
3.12	Curriculum Development	1/13/09			X			4/10/12
3.12.1	Prerequisites, Corequisites, Advisories to Courses	10/14/08		X			11/17/11	1/10/12
3.12.2	Online Instruction/Distance Education	1/8/08	Cherry			X		
3.12.2P	Online Instruction/Distance Education	1/8/08	Cherry			X		
3.12.3	Accessibility of Online & Web-based Instructional Materials	7/14/09			X		12/1/2011 & 2/2/12	1/10/12
3.12.3P	Accessibility of Online & Web-based Instructional Materials	7/14/09			X		12/1/2011 & 2/2/12	1/10/12
3.13	Career and Technical Education Program Advisory Committees	6/8/10		X			11/17/11	1/10/12
3.13P	Career and Technical Education Program Advisory Committees	6/8/10		X			11/17/11	1/10/12
3.14	The College Calendar	10/14/08			X		1/19/12	2/14/12
3.14.1	Instructional Days and Hours	10/14/08		X			11/17/11	1/10/12
3.14.1P	Instructional Days and Hours	4/14/09		X			11/17/11	1/10/12
3.14.2	Class Schedule	7/16/08		X			11/17/11	1/10/12
3.14.3	Instructional Facilities Scheduling and Planning	5/11/10		X			11/17/11	1/10/12
3.14.3P	Instructional Facilities Scheduling and Planning	5/11/10		X			11/17/11	1/10/12
3.14.4	Minimum Class Size	12/9/08		X			11/17/11	1/10/12
3.14.5	Class Wait Lists	6/9/09				X		4/10/12
3.14.5P	Class Wait Lists	4/13/10				X		4/10/12
3.15	Final Examinations	3/11/08		X			11/17/11	1/10/12

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3.16	Credit By Examination	5/13/08		X			11/17/11	1/10/12
3.16P	Credit By Examination	5/10/11		X			11/17/11	1/10/12
3.17	Independent Study	10/14/08		X			11/17/11	1/10/12
3.17P	Independent Study	1/8/08			X		1/19/12	2/14/12
3.18	Library Acquisitions	1/8/08		X			11/17/11	1/10/12
3.18P	Library Acquisitions	1/8/08		X			11/17/11	1/10/12
3.19	Textbooks	7/16/08	Cherry			X	4/4/13	5/14/13
3.19P	Textbooks	NEW	Cherry			x	4/4/13	5/14/13
3.20	Paraprofessional Assistance	1/8/08		X			11/17/11	1/10/12
3.21	Classroom Coverage	12/9/08	Joel G.		X		11/1/12	12/11/12
3.22	Field Trips and College-Sponsored Activities	1/13/09		X			11/17/11	1/10/12
3.22P	Field Trips and College-Sponsored Activities	12/9/08			X		12/1/11	1/10/12
3.23	Campus Children's Center	1/8/08		X			11/17/11	1/10/12
3.23.1	Campus Laboratory School Academic Progress	10/14/08		X			11/17/11	1/10/12
3.23.2	Campus Laboratory School Calendar and Hours of Operation and Service	1/8/08		X			11/17/11	1/10/12
3.23.2P	Campus Laboratory School Calendar and Hours of Operation and Service	10/14/08			X		12/1/11	1/10/12
3.23.3	Campus Laboratory School Suspension and Termination of Services	1/8/08		X			11/17/11	1/10/12
3.23.3P	Campus Laboratory School Suspension and Termination of Services	10/14/08			X		12/1/11	1/10/12
3.23.4	Campus Laboratory Non-Subsidized Fees	2/12/08		X			11/17/11	1/10/12
3.23.5	Campus Laboratory School Children's Advocacy	2/12/08		X			11/17/11	1/10/12
3.23.6	Campus Laboratory School in Relation to Non Custodial Parent Visiting and Temporary Restraining Orders	2/12/08		X			11/17/11	1/10/12

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3.24	Athletics	12/9/08		X			11/17/11	1/10/12
3.25	Regular Faculty Transfer Between Campuses and/or Centers	1/13/09				X	12/15/11	2/14/12
3.25P	Regular Faculty Transfer Between Campuses and/or Centers	12/9/08				X	12/15/11	2/14/12
3.26	Assignment of Office Space for Faculty and Instructional Support Staff				X		9/5/13	4/10/2012 & 10-8-13
SECTION 4: HUMAN RESOURCES								
4.1	Statement of Purposes	12/9/08		X			11/17/11	1/10/12
4.2	Personnel Files and Confidentiality	1/8/08			X		1/19/12	2/14/12
4.3	Determination of Employment Needs, Recruitment, and Determination of Qualifications	Under Revision	Karen F.					
4.3.1	Under Revision	Under Revision	Karen F.					
4.3.1P	Under Revision	Under Revision	Karen F.					
4.3.2	Faculty Hiring: Regular and Adjunct	4/14/09		X			11/17/11	1/10/12
4.3.2P	Faculty Hiring: Regular and Adjunct	3/10/09	Karen F.		X			
4.3.2a	Faculty Service Areas	1/8/08		X			11/17/11	1/10/12
4.3.2b	Equivalency of Faculty Qualifications	1/8/08		X			11/17/11	1/10/12
4.3.2bP	Equivalency of Faculty Qualifications	1/8/08		X			11/17/11	1/10/12
4.3.2c	Administrative Assignment to a Faculty Position	1/8/08		X			11/17/11	1/10/12
4.3.2cP	Administrative Assignment to a Faculty Position	1/8/08			X		1/19/12	2/14/12
4.3.2d	Reduction-In-Force of Faculty Positions	1/8/08		X			11/17/11	1/10/12
4.3.3	Pre-Employment Physicals	11/10/09		X			11/17/11	1/10/12
4.3.4	Nepotism	1/8/08		X			11/17/11	1/10/12
4.3.5	Orientation	1/8/08		X			11/17/11	1/10/12

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4.3.6	Transfers	1/8/08		X			11/17/11	1/10/12
4.3.7	Probation Periods	12/9/08		X			11/17/11	1/10/12
4.3.8	Employee Position Status	12/9/08		X			11/17/11	1/10/12
4.3.9	Classified Hiring: Regular	1/8/08		X			11/17/11	1/10/12
4.3.9P	Classified Hiring: Regular	3/9/10			X		2/2/12	3/13/12
4.3.10	Management Team Hiring	1/8/08		X			11/17/11	1/10/12
4.3.10P	Management Team Hiring	12/9/08	Karen F.		X			
4.3.11	Equivalency of Minimum Qualifications for Educational and Classified Administrators	1/8/08		X			11/17/11	1/10/12
4.3.11P	Equivalency of Minimum Qualifications for Educational and Classified Administrators	1/8/08			X			6/12/12
4.4	Certificated Assignments (DELETED)	4/10/01						
4.4.1	Percentage of Faculty Assignments	12/9/08		X			11/17/11	1/10/12
4.4.1P	Faculty Load Conversion Table (DELETED – See 4.4.1)	1/8/08						
4.4.2	Office Hours	1/8/08		X			11/17/11	1/10/12
4.4.3	Commencement Attendance	12/9/08		X			11/17/11	1/10/2012 & 11/12/13
4.4.4	Faculty Professional Development Activity Days (PDA)	1/8/08			X		2/2/12	3/13/12
4.5	Salaries and Compensation	12/9/08			X		2/2/12	3/13/12
4.5.1	Salary Placement Guidelines Classified and Management	12/9/08		X			11/17/11	1/10/12
4.5.1P	Salary Placement Guidelines Classified and Management	12/9/08		X			11/17/11	1/10/12
4.5.2	Professional Growth Increment (Deleted)	4/10/01						
4.5.3	Step Increases	12/9/08		X			11/17/11	1/10/12
4.5.4	Additional Work Assignments	1/8/08		X			11/17/11	1/10/12

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4.5.4P	Additional Work Assignments	12/9/08			X		1/19/12	2/14/12
4.6	Classification	12/9/08		X			11/17/11	1/10/12
4.6.1	Prescription of Duties and Creation of New Positions	1/8/08		X			11/17/11	1/10/12
4.6.2	Reclassification of Existing Positions	12/9/08			X		pulled 1/19/12 for further review	5/8/12
4.6.3	Reorganizations	1/8/08	Karen F.		X		12/6/12	1/8/13
4.7	Benefits	1/8/08			X			6/12/12
4.7.1	Reporting Faculty Absence and Leave Time	1/8/08		X			11/17/11	1/10/12
4.7.1P	Reporting Faculty Absence and Leave Time	1/8/08	Karen F.		X		pulled 1/19/12 for further review	
4.8	Leaves of Absence	12/9/08		X			11/17/11	1/10/12
4.8.1	Sabbatical Leaves	12/9/08		X			11/17/11	1/10/12
4.8.2	Educational Leaves	12/9/08		X			11/17/11	1/10/12
4.9	Disciplinary Procedures	1/8/08		X			11/17/11	1/10/12
4.9.1	Suspension and/or Dismissal of Academic Employees	12/9/08		X			11/17/11	1/10/12
4.9.2	Mandatory Sick Leave or Transfer of Faculty Employee Due to Mental Incapacity	12/9/08			X		1/19/12	2/14/12
4.9.2P	Mandatory Sick Leave or Transfer of Faculty Employee Due to Mental Incapacity	12/9/08			X		pulled 1/19/12 for further review	6/12/12
4.10	Performance Evaluation	12/9/08		X			11/17/11	1/10/12
4.11	Health and Safety (Moved to 6.8.2)	12/12/00						
4.11P	Health and Safety (Moved to 6.8.2P)	12/12/00						
4.11.1	OSHA Compliance (Moved to 6.8.3)	12/12/00						
4.11.2	Drug Free Workplace (Moved to 6.8.4)	12/12/00						
4.11.3	Hazard Communication Program (Moved to 6.8.5)	12/12/00						

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4.11.4	No Smoking (Moved to 6.8.6)	12/12/00						
4.11.4P	No Smoking (Moved to 6.8.6P)	12/12/00						
4.11.5	Drugs, Tobacco, Alcohol (Moved To 7.4.2)	5/12/09						
4.11.5a	Alcohol and Controlled Substance Testing for Drivers of Certain District Vehicles (Moved To 6.8.8)	5/12/09						
4.11.6	Infectious Diseases	1/8/08	Karen F.		X		12/6/12	1/8/13
4.12	Resignations/Terminations	12/8/09			X		2/2/12	3/13/12
4.13	Pre-Retirement Reduction of Workload	12/8/09		X			11/17/11	1/10/12
4.14	Guide to Complaint and Grievance Processes	12/8/09			X		2/2/12	3/13/12
4.14a	Employee Conduct	12/9/08		X			11/17/11	1/10/12
4.14aP	Employee Conduct	12/9/08			X		2/2/12	3/13/12
4.14b	Employee Conflict and Crisis Intervention(formerly 4.16a) (DELETED)	5/12/09						
4.14bP	Employee Conflict and Crisis Intervention(formerly 4.16aP) (DELETED)	5/12/09						
4.14c	Workplace Violence Prevention (formerly 4.22)	1/8/08		X			11/17/11	1/10/12
4.14cP	Workplace Violence Prevention (formerly 4.22P)	1/8/08			X		2/2/12	3/13/12
4.15	Layoffs	1/8/08			X		pulled 1/19/12 for further review	6/12/12
4.16	Employer-Employee Relations	1/8/08		X			11/17/11	1/10/12
4.17	Faculty and Educational Administrators Seniority Placement	12/9/08		X			11/17/11	1/10/12
4.18	Early Retirement Option (ERO)	12/9/08		X			11/17/11	1/10/12
4.18P	Certificated Employee Early Retirement Incentive Policy DELETED	4/10/01						
4.19	Disciplinary Procedures for Classified Managers and Confidential Employees	1/8/08		X			11/17/11	1/10/12
4.19P	Disciplinary Procedures for Classified Managers and Confidential Employees	10/19/10		X			11/17/11	1/10/12

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4.20	Reasonable Accommodations for Employees	12/9/08		X			11/17/11	1/10/12
4.20P	Reasonable Accommodations for Employees	12/9/08			X		2/2/12	3/13/12
4.21	Privacy and Access	12/9/08			X		2/2/12	3/13/12
4.21P	Privacy and Access	12/9/08			X		2/2/12	3/13/12
SECTION 5: FINANCE								
5.1	Role of Board: Financial	1/13/09	Doug R.		x		3/7/13	4/9/13
5.2	Superintendent/President's Budget Activities	1/13/09	Doug R.		X		11/1/12	12/11/12
5.3	Budget Development and Administration	3/11/08		x			11/17/11	1/10/12
5.3.1	Preliminary Estimates	3/11/08		x			11/17/11	1/10/12
5.3.2	Public Review and Adoption of Final Budget	3/11/08		x			11/17/11	1/10/12
5.3.3	Adoption of Final Budget (Deleted)	5/8/01						
5.3.4	Transfer of Funds	3/11/08		x			11/17/2011 & 1/17/13	1/10/2012 & 2/12/13
5.3.4P	Transfer of Funds	3/11/08	Kate J.				1/17/13	2/12/13
5.3.5	Fiscal Control	3/11/08		x			11/17/11	1/10/12
5.3.5aP	Use and Control of Signature Stamps	3/11/08	Kate J.				10/3/13	11/12/13
5.3.5bP	Write Off of Accounts Receivable	3/11/08		x			11/17/11	1/10/12
5.4	Student Fees	3/11/08		x			11/17/11	5/14/2013 & 11/12/13
5.4P	Student Fees	3/11/08		x			11/17/11	5/14/2013 & 11/12/13
5.4.1	Other Fees	3/11/08	Kate J.				2/7/13	3/12/13
5.4.1P	Other Fees	3/11/08	Kate J.			x	2/7/13	3/12/13

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5.5	Sale and Disposal of Surplus Property	1/13/09		x			4/4/13	5/14/13
5.5P	Sale and Disposal of Surplus Property	1/13/09			x		4/4/13	5/14/13
5.6	Gifts, Bequests and Devises	1/13/09	Doug R.		x		3/7/13	4/9/13
5.6P	Gifts, Bequests and Devises	1/13/09	Doug R.		x		3/7/13	4/9/13
5.7	Investment Policy	1/13/09	Doug R.		x		3/7/13	4/9/13
5.8	Purchasing	1/13/09					11/7/13	12/10/13
5.8P	Purchasing	1/13/09					11/7/13	12/10/13
5.8.1	Soliciting Prices (Bids and Quotations)	2/10/09					11/7/13	12/10/13
5.8.1P	Sole and Single Source Purchases: Obtaining Equipment On a Trial Basis; Filing Pre-Award Bid Protests	3/11/08					11/7/13	12/10/13
5.8.2	Contracts	3/10/09						
5.8.2P	Contracts	1/13/09						
5.8.3	Paying For Goods and Services	3/10/09	Kate J.		x		2/7/13	3/12/13
5.8.3P	Reimbursement for Miscellaneous Expenses and Ratification of Unauthorized Commitments	3/10/09	Kate J.		x		2/7/13	3/12/13
5.8.4	Travel Reimbursement	3/11/08					10/3/13	11/12/13
5.8.4P	Travel Reimbursement	3/10/09					10/3/13	11/12/13
5.8.5	Independent Contractors/Consultants	3/11/08			x		4/4/13	5/14/13
5.8.5P	Independent Contractors/Consultants	3/11/08			x		4/4/13	5/14/13
5.8.6	Honorariums	1/13/09	Kate Jolley		x		2/7/13; hold to bring as sep Bd item with new procedure	
5.8.7	Meal Reimbursement, Entertainment Expenses, Community Activities Reimbursement	3/11/08	Kate Jolley		x		2/7/13	3/12/13
5.8.8	Procurement Credit Cards	9/8/09		x			4/4/13	5/14/13

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5.8.8P	Procurement Credit Cards Use and Control	9/8/09			x		4/4/13	5/14/13

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5.8.9	Environmentally Preferable Purchasing Policy (Interim)	2/8/11					5/2/13	5/14/13
5.9	Accounting System	3/11/08		x			11/17/11	1/10/12
5.9.1	General Fund	3/11/08		x			11/17/11	1/10/12
5.9.2	Capital Projects Fund	3/11/08		x			11/17/11	1/10/12
5.9.3	Funds	3/11/08		x			11/17/11	1/10/2012 & 11/12/13
5.9.3P	Bank Accounts	3/11/08		x			11/17/11	1/10/12
5.9.4	Encumbering	3/11/08		x			11/17/11	1/10/12
5.9.5	Classification of Expenditures	3/11/08		x			11/17/11	1/10/2012 & 11/12/13
5.9.5a	Capital Assets	3/10/09		x			11/17/11	1/10/2012 & 11/12/13
5.9.6	Periodic Financial Reports	3/11/08		x			11/17/11	1/10/12
5.9.7	Annual Audits	3/11/08		x			11/17/11	1/10/12
5.9.7P	Annual Audits	3/11/08		x			11/17/2011 & 1/17/13	1/10/2012 & 2/12/13
5.9.7a	Internal Audits	3/11/08		x			11/17/11	1/10/12
5.9.8	Student Organization Account	3/11/08		x			11/17/2011 & 1/17/13	1/10/2012 & 2/12/13
5.9.9	Reimbursements for Personal Use	3/11/08		x			11/17/11	1/10/12
5.10	Food Service Management	1/13/09	Doug, Tim Bosma		x		11/1/12	12/11/12
5.11	Care of District Records	3/11/08						
5.12	Fiscal Review of Auxiliary Operations	3/11/08		x			11/17/11	1/10/12
5.13	American Express and Travel-Related Expenses	3/11/08		x			11/17/11	1/10/12
5-13P	American Express and Travel-Related Expenses	3/11/08	Kate Jolley			x	Deleted 10/3/13	11/12/13
5-14	Disaster Preparedness (will move to 6.12)	3/11/08	Tony			x	Deleted 10/3/13	11/12/13

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5.15	Enrollment Fee Reimbursement Program	3/11/08	Kate J.		x		1/17/13	2/12/13

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SECTION 6: FACILITIES PLANNING								
6.0	Institutional Research	3/11/08	Jane S-T	x			1/19/12	2/14/12
6.1	Facilities: Planning	3/11/08			x			5/8/12
6.1.1	Facilities Needs Assessment	3/11/08			x			5/8/12
6.1.2	Existing Structures	3/11/08		x			12/1/11	1/10/12
6.1.3	Additions and Remodeling	3/11/08			x			5/8/12
6.1.4	Facilities: Educational Specifications	3/11/08			x			5/8/12
6.2	Facilities: Capital Outlay Programming	3/11/08			x			5/8/12
6.2.1	Space Inventory and Utilization	3/11/08			x			5/8/12
6.2.2	Five Year Capital Outlay Program	3/11/08		x			12/1/11	1/10/12
6.2.3	Scheduled Maintenance Program	3/11/08			x			5/8/12
6.2.4	Hazardous Materials Removal Program	3/11/08	Doug Kuula			x		
6.3	Facilities: Capital Outlay	3/11/08		x			12/1/11	1/10/12
6.3.1	General Management of Facilities Planning Projects	3/11/08			x			5/8/12
6.3.2	Facilities: Specific Project Administration	3/11/08			x			5/8/12
6.4	Facilities: Design	3/11/08		x			12/1/11	1/10/12
6.4.1	Facilities: Design Standards	3/11/08		x			12/1/11	1/10/12
6.4.2	Facilities: Architects and Engineers	3/11/08		x			12/1/11	1/10/12
6.4.2a	Facilities: Contracts and Services	3/11/08			x			5/8/12
6.4.3	Facilities: Drawings and Specifications	3/11/08		x			12/1/11	1/10/12
6.4.4	Construction Related Equipment	3/11/08			x			5/8/12

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6.5	Site Selection	3/11/08			x			6/12/12
6.5.1	Site Development	3/11/08		x			12/1/11	1/10/12
6.5.2	Facilities: Acquisition	3/11/08		x			12/1/11	1/10/12
6.5.3	Land Use	3/11/08		x			12/1/11	1/10/12
6.5.4	Native Oak and Landmark Tree Protection	3/11/08		x			12/1/11	1/10/12
6.5.4P	Native Oak and Landmark Tree Protection	3/11/08		x			12/1/11	1/10/12
6.6	Facility Project Financial Management	12/9/08	Tony		x			6/12/12
6.6.1	Facilities: Cost Estimating	3/11/08	Tony		x			6/12/12
6.6.2	Payment to Consultants and Contractors	3/11/08		x			12/1/11	1/10/12
6.6.3	Facilities: Progress Payments	3/11/08	Tony		x		pulled 12/1/2011 now Cat 2	6/12/12
6.6.4	Change Orders, Retention and Final Payments	3/11/08	Tony		x		pulled 12/1/2011 now Cat 2	6/12/12
6.6.5	Liquidated Damages	3/11/08		x			12/1/11	1/10/12
6.7	Construction	3/11/08	Tony		x			6/12/12
6.7.1	Bidding and Documentation	3/11/08		x			12/1/11	1/10/12
6.7.2	Facilities: Project Supervision and Inspection	3/11/08	Tony		x			6/12/12
6.7.3	Facilities: Acceptance	3/11/08	Tony		x			6/12/12
6.7.4	Facilities: Dedication	3/11/08		x			12/1/11	1/10/12
6.7.5	Facilities: Building Plaques	3/11/08		x			12/1/11	1/10/12
6.7.5P	Facilities: Building Plaques	3/11/08		x			12/1/11	1/10/12
6.7.6	Facilities: Memorials	3/11/08		x			12/1/11	1/10/12
6.7.6P	Facilities: Memorials	3/11/08	Tony		x			6/12/12

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6.8	Facilities Operations	3/11/08		x			12/1/11	1/10/12
6.8.1	Toxic Waste	3/11/08	Doug Kuula		x		pulled 12/1/2011 now Cat 2	6/12/12
6.8.2	Health and Safety	3/11/08	Doug Kuula			x	4/18/13	
6.8.2P	Health and Safety	3/11/08	Doug Kuula			x	4/18/13	
6.8.3	OSHA Compliance	3/11/08	Doug Kuula			x	11/7/13	12/10/13
6.8.4	Drug-Free Workplace	3/11/08		x			12/1/11	1/10/12
6.8.5	Hazard Communication Program	12/9/08	Doug Kuula		x		pulled 12/1/2011 now Cat 2	6/12/12
6.8.6	District Smoke-Free Campus Environment	12/9/08		x			12/1/2011 & 11/15/12	1/10/2012 & 12/11/12
6.8.6P	Smoke-Free Environment Procedural Guidelines	7/14/09		x			12/1/2011 & 11/15/12	1/10/2012 & 12/11/12
6.8.7	District Energy Policy	12/9/08	Tony		x			6/12/12
6.8.7P	District Energy Guidelines	12/9/08	Tony		x			6/12/12
6.8.8	Alcohol and Controlled Substance Testing for Drivers of Certain District Vehicles	5/12/09		x			12/1/11	1/10/12
6.9	Computer and Communications Technology Use—NOW POLICY 2.13	3/11/08	Scott C.	x		x	sent back for revisions	4/10/12
6.9P	Computer and Communications Technology Use—NOW PROCEDURE 2.13P	3/11/08	Scott C.			x	sent back for revisions	5/8/12
6.10	Public Sculptures/Installations	9/8/09		x			12/1/11	1/10/12
6.10P	Public Sculptures/Installations	9/8/09		x			12/1/11	1/10/12
SECTION 7: COMMUNITY RELATIONS								
7.1	Communication With the Public (Public Information Program)	10/14/08	Sabrina		x		1/19/12	2/14/12
7.1.1	College News Releases/Official Announcements	10/14/08	Sabrina		x		1/19/12	2/14/12
7.2	News Media Coverage of Board Meetings	10/14/08		x			12/1/11	1/10/12

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7.3	Santa Rosa Junior College Foundation	10/14/08	Doug		x		12/5/13	1/14/14
7.4	Relations Between Public and College Personnel	10/14/08	Maria G.		x			
7.4.1	Complaints Concerning College Personnel	10/14/08	Maria G.		x			
7.4.2	Drugs, Tobacco, Alcohol	5/12/09	Doug R., Matt McCaffrey		x			
7.5	Relations With Local Government Agencies	10/14/08	Maria G.					
7.6	Use of College Facilities	3/10/09	Tony			x		
7.6P	Use of College Facilities	3/10/09	Tony			x		
7.6.1	Mail Handling	1/13/09	Doug		x			
7.7	Citizens' Advisory Committees	10/14/08	RFA		x		1/19/2012 & 11/7/13	2/14/2012 & 12/10/13
7.8	Soliciting Funds on Campus	1/13/09	Doug		x		12/5/13	1/14/14
7.8.1	Fund Raising	3/10/09	Doug				12/5/13	1/14/14
7.8.1P	Fund Raising	4/14/09	Doug				12/5/13	1/14/14
7.9	Campus Disturbances/Loitering	12/9/08	Doug		x			
7.10	Vandalism	12/9/08		x			11/17/11	1/10/12
7.11	Closed Campus	12/9/08	Doug		x		Pulled 12-1-11 for further review 4-4-13	5/14/13
7.12	Parking and Traffic Regulations	12/9/08		x			12/1/11	1/10/12
7.12P	Parking and Traffic Regulations	4/13/10	Doug, Matt McCaffrey		x			
7.13	District Police	12/9/08		x			12/1/11	1/10/12
7.13.1	Campus Crime Reporting and Campus Security Act	12/9/08		x			12/1/11	1/10/12
7.14	Wine and Special Events	2/12/08	Doug			x	12/5/13	1/14/14

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7.14P	Wine and Special Events Guidelines for Responsible Hosting	2/12/08	Doug			x	12/5/13	1/14/14
7.15	Honorary Degrees	10/14/08		x			12/1/11	1/10/12
7.16	Children and Visitors in the Classroom and Work Areas	12/9/08	Ricardo		x			
7.17	Service Animals	2/10/09	Ricardo/Patie W.			x	5/2/16	6/11/13
7.17P	Service Animals	2/10/09	Ricardo/Patie W.			x	5/2/16	6/11/13
7.18	Response to Rape and Sexual Assault	3/10/09	Doug, Matt McCaffrey		x			
7.18P	Response to Rape and Sexual Assault Procedures	3/10/09	Doug, Matt McCaffrey		x			
7.19	Animal Control	12/9/08	Ricardo/Karen		x		12/6/12	1/8/13
SECTION 8: STUDENT SERVICES								
8.1	Admission and Enrollment	2/12/08		x			11/17/11	1/10/12
8.1.1	Access for Students With Disabilities	2/12/08		x			11/17/11	1/10/12
8.1.1P	Academic Adjustments, Alterations, Course Substitutions/Waivers for Students With Disabilities	3/11/08		x			11/17/11	1/10/12
8.1.2	Resident Status for Non-Resident Police Academy and In-Service Law Enforcement Enrollees	2/12/08		x			11/17/11	1/10/12
8.1.2P	Resident Status for Non-Resident Police Academy and In-Service Law Enforcement Enrollees	2/12/08		x			11/17/11	1/10/12
8.1.3	Registration and Enrollment	3/11/08	Ricardo			x		
8.1.4	Fees and Refunds	3/11/08		x			11/17/11	1/10/12
8.1.5	Attendance Requirements	5/11/10	Ricardo/Freyja			x	1/19/2012 Two readings at BOT	4/10/12
8.1.6	Academic Renewal	3/11/08			x		2/2/12	3/13/12
8.1.7	Student Unit Load	5/13/08		x			11/17/11	1/10/12
8.1.8	Change of Program	2/12/08	Ricardo			x		

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8.1.9	Commencement	2/12/08		x			11/17/11	1/10/12
8.1.10	Recognition of Achievement/Dean's Honor List	2/12/08	Ricardo			x	5/2/13	6/11/13
8.1.10P	Dean's Honor List	2/12/08	Ricardo			x	5/2/13	6/11/13
8.1.11	Special Admission of K-12 Students	1/13/09		x			11/17/11	1/10/12
8.1.11P	Special Admission Administrative Procedures	1/13/09	Ricardo			x		
8.1.12	Student Educational Leaves	3/11/08		x			11/17/2011 & 12/5/13	1/10/2012 & 1/14/14
8.1.13	Status of Transferring Students	2/12/08	Ricardo			x		
8.1.14	Remedial Coursework Unit Limitation	5/13/08		x			11/17/11	1/10/12
8.1.14P	Remedial Coursework Unit Limitation	5/13/08		x			11/17/11	1/10/12
8.1.15	Auditing of Classes	2/12/08		x			11/17/11	1/10/12
8.1.15P	Auditing of Classes	11/9/10		x			11/17/11	1/10/12
8.1.16	Repetition of Courses	12/14/10	Ricardo/Freyja			x		5/8/2012 and 5-14-13
8.1.16P	Repetition of Courses	11/9/10	Ricardo/Freyja			x		5/8/2012 and 5-14-13
8.1.17	Student Equity	5/12/09		x			11/17/11	1/10/12
8.1.17P	Student Equity	5/12/09						
8.2	Student Rights and Responsibilities	3/11/08			x		2/2/12	3/13/12
8.2.1	Non-Discrimination	3/11/08	Karen F.				10/17/13	11/12/13
8.2.2	Student Grievances/Complaints	3/11/08	Robert E.			x		7/10/12
8.2.2P	Student Grievances/Complaints	6/10/08	Robert E.			x		7/10/2012 & 12/11/12
8.2.3	Student Access to Student Records	5/13/08		x			11/17/11	1/10/12

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8.2.4	Moved to 3.1.6	11/14/00						
8.2.5	Grounds for Barring Student From Class (DELETED)	5/12/09						
8.2.6	Probation, Dismissal, and Readmission	3/11/08		x			11/17/11	1/10/12
8.2.6P	Probation, Dismissal and Readmission	1/13/09		x			11/17/11	1/10/12
8.2.7	DELETED	11/14/00						
8.2.8	Student Discipline	5/13/08		x			11/17/11	1/10/12
8.2.9	Student Educational Rights and Privacy	11/10/09		x			11/17/2011 & 10/3/13	1/10/2012 & 11/12/13
8.2.9P	Student Educational Rights and Privacy	11/10/09	Ricardo			x		
8.3	Student Support Services	3/11/08		x			11/17/11	1/10/12
8.3.1	Articulation/Transfer Center	3/11/08			x		2/2/12	3/13/12
8.3.2	Counseling	3/11/08		x			2/2/12	1/10/12
8.3.3	Career Development Service Center	2/12/08		x			11/17/11	1/10/12
8.3.4	Assessment	6/10/08			x			5/8/12
8.3.4P	Assessment	6/10/08			x			5/8/12
8.3.5	Adult Reentry	3/11/08		x			11/17/11	1/10/12
8.3.6	Veterans Services	3/11/08		x			11/17/11	1/10/12
8.3.7	Financial Aid and Scholarship Services	3/11/08		x			11/17/11	1/10/12
8.3.8	Employment Services	3/11/08		x			11/17/11	1/10/12
8.3.9	Housing (Moved to 8.5.9)	5/12/09						
8.3.9P	Housing (DELETED)	5/12/09						
8.3.10	Proctoring Services for non-SRJC Exams	7/16/08		x			11/17/11	1/10/12

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8.3.10P	Proctoring Services for non-SRJC Exams	7/16/08		x			11/17/11	1/10/12
8.3.11	Doyle Scholarship Program	8/9/11		x			11/17/11	1/10/12
8.4	Student Health Services	2/12/08	Ricardo/Susan Q.		x		3/7/13	4/9/13
8.4P	Student Health Services	10/14/08	Ricardo/Susan Q.		x		3/7/13	4/9/13
8.4.1	Student Health Services Fee ——— COMBINED INTO 8.4	3/11/08		x			11/17/11	1/10/12
8.4.2	Student Accident Insurance	1/13/09	Doug R.		x		11/1/12	12/11/12
8.4.3	Student Health Services Optional Service Charges ——— COMBINED INTO 8.4p	2/12/08		x			1/19/12	2/14/12
8.4.3P	Student Health Services Optional Service Charges ——— COMBINED INTO 8.4p	2/12/08		x			1/19/12	2/14/12
8.5	Student Affairs	5/13/08		x			11/17/11	1/10/12
8.5.1	Student Government	5/13/08		x			11/17/11	1/10/12
8.5.2	Student Clubs, Organizations or Ad Hoc Groups	5/13/08		x			11/17/11	1/10/12
8.5.2P	Student Clubs, Organizations or Ad Hoc Groups	5/13/08	Ricardo		x			
8.5.3	Student Production of Goods and Services	2/12/08		x			11/17/11	1/10/12
8.5.4	Student Publications	2/12/08		x			11/17/11	1/10/12
8.5.5	Speakers	3/11/08	Ricardo		x		11/7/13	12/10/13
8.5.6	Solicitation of Funds and Distribution of Literature on Campus	2/12/08	sent back for further review; now Cat 3			x	11/17/2011 & 11/7/13	1/10/2012 & 12/10/13
8.5.6P	Distribution of Literature on Campus	3/11/08	sent back for further review; now Cat 3			x	1/19/2012 & 11/7/13	2/14/2012 & 12/10/13
8.5.7	Identification Cards	2/12/08		x			11/17/11	1/10/12
8.5.8	Travel/Extra Class Activities	2/12/08		x			11/17/11	1/10/12
8.5.9	Student Off-Campus Housing Assistance	5/12/09		x			1/19/12	2/14/12
8.6	Matriculation	6/10/08		x			11/17/11	3/13/12

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	8.6P Matriculation	6/10/08	Ricardo		x			
	8.7 Athletics (Moved to 3.24)	5/8/01						
	8.8 Extended Opportunity Programs and Services (EOPS)	3/11/08	Ricardo		x		10/3/13	11/12/13
	8.9 Cooperative Agencies Resources for Education (CARE)	3/11/08		x			1/19/2012 & 10/3/13	2/14/2012 & 11/12/13
<i>Updated</i>	<i>2-28-13 FG</i>							