

## BP 3300 Public Records

Reference: *Government Code Sections 6250, et seq.*  
Board Approved: 04/13/05

The President/Superintendent shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act.

**See Administrative Procedures #3300.**

## BP 3300 Public Records

Reference: *Government Code Sections 6250, et seq.*

The [ CEO ] shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act.

See Administrative Procedures [ # ].

## BP 3310 Records Retention and Destruction

Reference: *Title 5, Sections 59020, et seq.*  
Board Approved: 04/13/05

The President/Superintendent shall establish administrative procedures to assure the retention and destruction of all District records, including but not limited to student records, employment records and financial records, that comply with Title 5.

**See Administrative Procedures #3310.**

## BP 3310 Records Retention and Destruction

Reference:

*Title 5, Sections 59020, et seq. ; Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45*

The { CEO } shall establish administrative procedures to assure the retention and destruction of all District records—including electronically stored information as defined by the Federal Rules of Civil Procedure—in compliance with Title 5. Such records shall include but not be limited to student records, employment records and financial records.

See Administrative Procedures [ # ]

Revised 02/07

## BP 3410 Nondiscrimination

Reference: *Education Code Sections 66250, et seq., 72010, et seq.; 87100 et seq.; Title 5, Sections 53000, et seq.; Government Code 12940, et seq.*

Board Approved: 04/13/05

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics.

The President/Superintendent shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics.

**See Administrative Procedure #3410.**

## BP 3410 Nondiscrimination

### References:

*Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;*

*Title 5 Sections 53000 et seq. and 59300 et seq.;*

*Penal Code Section 422.55;*

*Government Code Sections 12926.1 and 12940 et seq.*

**Note: This policy is legally required.**

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The [ CEO ] shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

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See Administrative Procedure [ # ].

Revised 9/02, 9/08

## BP 3420 Equal Employment Opportunity

Reference: *Education Code Sections 87100, et seq.*  
*Title 5, Section 53000, et seq*

Board Approved: 04/13/05

The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The President/Superintendent shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements are from time to time modified or clarified by judicial interpretation.

**See Administrative Procedure #3420.**

## BP 3420 Equal Employment Opportunity

Reference: *Education Code Sections 87100, et seq. Title 5, Section 53000, et seq.*

**Note: This policy and the corresponding procedure comply with Title 5, Section 53000, and Education Code section 87100 et seq., as amended in 2002. Because this remains a highly dynamic area of law, consultation with legal counsel in implementing this policy and procedure is advised.**

The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The [ CEO ] shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation.

See Administrative Procedure [ # ].

## BP 3430 Prohibition of Harassment

Reference: *Education Code Sections 212.5; 66252; 66281.5; Government Code 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. § 2000e.*

Board Approved: 04/13/05

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the President/Superintendent shall ensure that the institution undertakes education activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The President/Superintendent shall establish procedures that define harassment on campus. The President/Superintendent shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

**See Administrative Procedure #3430.**

## BP 3430 Prohibition of Harassment

Reference:

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The [ CEO ] shall establish procedures that define harassment on campus. The [ CEO ] shall further establish procedures for employees, students, and other members of the campus

community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

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**See Administrative Procedure [#]**

**Revised 7/02, 02/03, 08/03, 2/05**