

<b>DHR Key Demand and Workload Indicators</b>					
<b>Indicators</b>	<b>2002/ 2003</b>	<b>2003/ 2004</b>	<b>2004/ 2005</b>	<b>2005/ 2006</b>	<b>2006/ 2007</b>
<b>TOTAL RECRUITMENTS</b>	<b>65</b>	<b>101</b>	<b>156</b>	<b>177</b>	<b>124</b>
Classified/Confidential	45	61	84	95	92
Faculty	11	10	49	35	8
Management	9	30	23	47	24
<b>TOTAL HIRES*</b>	<b>576</b>	<b>440</b>	<b>710</b>	<b>803</b>	<b>804</b>
Classified/Confidential	48	31	70	52	65
Faculty	28	13	27	56	33
Management (1)	11	12	10	20	18
Temporary Classified	242	209	292	325	343
Adjunct	247	175	311	350	345
<b>TOTAL SEPARATIONS</b>		<b>671</b>	<b>396</b>	<b>321</b>	<b>606</b>
Classified/Confidential		26	38	31	25
Faculty		15	21	20	26
Management		7	19	8	15
Temporary Classified & Adjunct		623	318	262	540
<b>EVALUATIONS SUBMITTED</b>	<b>248</b>	<b>199</b>	<b>234</b>	<b>911</b>	<b>928</b>
Classified/Confidential				657	648
Management	46	26	55	61	84
Faculty	202	173	179	193	196
<b>TRAINING CLASSES OFFERED</b>			<b>45</b>	<b>62</b>	<b>45</b>
Sexual Harassment Prevention <i>AB1825 to Supervisors</i>			2	5	6
Sexual Harassment Prevention to <i>Students and Classified Staff</i>			1	2	3
EEO and Interview Protocol to <i>Interview &amp; Selection Committee</i>			32	46	17
Respecting Diversity to <i>Students</i>			1	2	2
New Employee Orientation to new <i>Classified/Confidential staff</i>			9	7	8
Employment Relations <i>workshops</i> <i>(LCW) to management</i>					9
<b>FORMAL COMPLAINTS INVESTIGATED</b>	<b>10</b>	<b>7</b>	<b>13</b>	<b>10</b>	<b>13</b>
<b>INFORMAL COMPLAINTS INVESTIGATED</b>	<b>17</b>	<b>7</b>	<b>3</b>	<b>6</b>	<b>2</b>
Sexual Harassment	3	5	5	6	1
Race	4	3	5	4	9
Sexual Orientation	0	0	0	1	1
Religion	0	0	1	0	0
Sex	6	1	3	0	4
Ethnicity/National Origin	0	1	1	0	5
Retaliation	0	1	0	3	0
Disability	2	1	3	1	1
Age	0	2	1	3	2
Hostile Environment	8	1	1	0	0
Other	6	2	1	0	0

<b>DHR Key Demand and Workload Indicators</b>					
<b>Indicators</b>	<b>2002/ 2003</b>	<b>2003/ 2004</b>	<b>2004/ 2005</b>	<b>2005/ 2006</b>	<b>2006/ 2007</b>
<b>DHR Staffing**</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>16</b>
HR Administration	2	2	2	2	3
DEC Administration	1	1	1	1	1
Contracts, Compliance & Legal	0	0	0	0	1
Confidential Staff - HR	8	8	8	8	8
Confidential Staff - DEC	1	1	1	1	1
Classified Staff	1	1	1	1	1
Benefits	0	0	0	0	1
(1) Many management recruitments result in promotions or transfers within the district resulting in less hires than recruitments.					
* Total does not include: Transfers and Promotions					
**In 2006/2007 HR & DEC combined, Insurance Technician position transferred to DHR, and HR director and Contracts/Legal positions created.					

Recruitment Statistics  
5 Year Profile  
2002-2007

<b>2006-2007</b>		<b>Position Types</b>		<b>HIRES*</b>
<b># Of Recruitments by Recruiter</b>				
1002636 Martha Arellano	16	Classified	92	92
1002627 Ann Tewahaftewa	48	Faculty FT	8	7
1002781 Susan Brooks	37	Faculty PT	11	13
1478926 Hetal Patel	16	Management	24	23
1696205 Susan Boling	12	Hourly	5	4
1002639 Yami Chavez	11			
<b>TOTAL RECRUITMENTS</b>	<b>140</b>		<b>140</b>	<b>139</b>
Total Filled - 115, Not Filled - 12, Active - 13				
<b>2005-2006</b>		<b>Position Types</b>		<b>HIRES*</b>
<b># Of Recruitments by Recruiter</b>				
1002636 Martha Arellano	25	Classified	95	84
1002627 Ann Tewahaftewa	51	Faculty FT	35	40
1002781 Susan Brooks	45	Faculty PT	0	0
1478926 Hetal Patel	27	Management	47	33
1696205 Susan Boling	26	Hourly	4	2
1002639 Yami Chavez	0			
1001849 Gina Salazar	4			
1915992 Rosa Espinoza-Leal	3			
<b>TOTAL RECRUITMENTS</b>	<b>181</b>		<b>181</b>	<b>159</b>
Total Filled - 145; Not Filled - 36				
<b>2004-2005</b>		<b>Position Types</b>		<b>HIRES*</b>
Total Number of Recruitments	157	Classified	84	91
		Faculty FT	49	47
		Faculty PT	0	0
		Management	23	20
		Hourly	1	0
<b>TOTAL RECRUITMENTS</b>	<b>157</b>		<b>157</b>	<b>158</b>
Total Filled - 137; Not filled - 20				
<b>2003-2004</b>		<b>Position Types</b>		<b>HIRES*</b>
Total Number of Recruitments	104	Classified	61	51
		Faculty FT	10	9
		Faculty PT	1	0
		Management	30	21
		Hourly	2	1
<b>TOTAL RECRUITMENTS</b>	<b>104</b>		<b>104</b>	<b>82</b>
Total Filled - 80; Not Filled - 24				
<b>2002-2003</b>		<b>Position Types</b>		<b>HIRES*</b>
Total Number of Recruitments	67	Classified	45	45
		Faculty FT	11	9
		Faculty PT	0	0
		Management	9	6
		Hourly	2	1
<b>TOTAL RECRUITMENTS</b>	<b>67</b>		<b>67</b>	<b>61</b>
Total Filled - 54; Not Filled 13				

NOTE: The number of hires will differ from the number of recruitments due to the fact that several recruitments may have resulted in more than one successful hired candidate.

\* Number of HIRES includes: New Hires, Transfers, and Promotions

**RCCD Employee Training Schedule**  
**Diversity and Human Resources Department**  
**2007-2008**

**07/11/07 "New Classified/Confidential Employee Orientation/Training"**

*time:* 8:30 a.m. - 1:00 p.m..  
*location:* RCCSO, DHR Conference Room  
*presenter:* Diversity and Human Resources, Gina Salazar  
*audience:* Classified Employees

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**08/24/07 "Human Resources Roundtable"**

*time:* 9:00 a.m. - 12:00 p.m..  
*location:* Riverside City College, Hall of Fame  
*presenter:* Liebert Cassidy Whitmore, LLC  
*audience:* HR Managers and Staff

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**08/24/07 "Advanced Labor Negotiations"**

*time:* 1:00 p.m. - 4:00 p.m..  
*location:* Riverside City College, Hall of Fame  
*presenter:* Liebert Cassidy Whitmore, LLC  
*audience:* Anyone involved with negotiations

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**08/31/07 "New Classified/Confidential Employee Orientation/Training"**

*time:* 8:30 a.m. - 1:00 p.m..  
*location:* RCCSO, DHR Conference Room  
*presenter:* Diversity and Human Resources, Gina Salazar  
*audience:* Classified Employees

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**09/12/07 "EEO and Interview Protocol Workshop"**

*time:* 9:00 a.m. - 10:00 a.m..  
*location:* Riverside City College, AD109  
*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance  
*audience:* Classified, Management, and Faculty

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**09/18/07 "Sexual Harassment Prevention and Reporting"**

*time:* 11:00 a.m. - 12:30 p.m..  
*location:* Riverside City College, AD109  
*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance  
*audience:* Non-Supervisory Staff

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**09/21/07 "Hiring the EEO Way"**

*time:* 9:00 a.m. - 12:00 p.m..  
*location:* Riverside City College - Digital Library 121 (Auditorium)  
Moreno Valley Campus - Humanities 234  
Norco Campus - Science & Technology 107  
*presenter:* Liebert Cassidy Whitmore, LLC  
*audience:* Members of Screening/Selection Cmtes & those involved w/recruitment

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**09/21/07 "Performance Management: Evaluation, Documentation and Discipline"**

*time:* 1:00 p.m. - 4:00 p.m..  
*location:* Riverside City College - Digital Library 121 (Auditorium)  
Moreno Valley Campus - Humanities 234  
Norco Campus - Science & Technology 107  
*presenter:* Liebert Cassidy Whitmore, LLC  
*audience:* Supervisors, Managers and Administrators

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**RCCD Employee Training Schedule**  
**Diversity and Human Resources Department**  
**2007-2008**

**09/18/07 "Disciplinary Training Program"**

*time:* 1:00 p.m. - 3:00 p.m..  
*location:* Norco Campus - Science & Technology 107  
*presenter:* Art Alcaraz, Director of Diversity & Human Resources  
*audience:* Supervisors, Managers and Administrators

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**09/25/07 "Disciplinary Training Program"**

*time:* 1:00 p.m. - 3:00 p.m..  
*location:* Moreno Valley Campus - Student Services 303  
*presenter:* Art Alcaraz, Director of Diversity & Human Resources  
*audience:* Supervisors, Managers and Administrators

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**09/26/07 "New Classified/Confidential Employee Orientation/Training"**

*time:* 8:30 a.m. - 1:00 p.m..  
*location:* RCCSO, DHR Conference Room  
*presenter:* Diversity and Human Resources, Gina Salazar  
*audience:* Classified Employees

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**09/26/07 "Disciplinary Training Program"**

*time:* 1:00 p.m. - 3:00 p.m..  
*location:* Riverside City College - Bradshaw Building, Heritage Room  
*presenter:* Art Alcaraz, Director of Diversity & Human Resources  
*audience:* Supervisors, Managers and Administrators

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**10/09/07 "EEO and Interview Protocol Workshop"**

*time:* 9:00 a.m. - 10:00 a.m..  
*location:* Norco Campus, TBD  
*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance  
*audience:* Classified, Management, and Faculty

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**10/16/07 "Customer Service Training"**

*time:* 9:00 a.m. - 11:00 a.m..  
*location:* Norco Campus - Science & Technology 107  
*presenter:* Art Alcaraz, Director of Diversity & Human Resources  
*audience:* Classified and Confidential Staff

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**10/17/07 "Sexual Harassment Prevention and Reporting"**

*time:* 1:30 p.m. - 3:00 p.m..  
*location:* Norco Campus, TBD  
*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance  
*audience:* Non-Supervisory Staff

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**10/23/07 "Customer Service Training"**

*time:* 9:00 a.m. - 11:00 a.m..  
*location:* Moreno Valley Campus - Humanities 234  
*presenter:* Art Alcaraz, Director of Diversity & Human Resources  
*audience:* Classified and Confidential Staff

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**10/23/07 "The Administrative Assistant Conference"**

*time:* 9:00 a.m. - 4:00 p.m..  
*location:* Riverside City College - Bradshaw Building, Hall of Fame  
*presenter:* SkillPath  
*audience:* Support Staff

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**RCCD Employee Training Schedule**  
**Diversity and Human Resources Department**  
**2007-2008**

**10/30/07 "Customer Service Training"**

*time:* 1:00 p.m. - 3:00 p.m..  
*location:* Riverside City College - Bradshaw Building, Heritage Room  
*presenter:* Art Alcaraz, Director of Diversity & Human Resources  
*audience:* Classified and Confidential Staff

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**11/06/07 "EEO and Interview Protocol Workshop"**

*time:* 1:00 p.m. - 2:00 p.m..  
*location:* Moreno Valley Campus, TBD  
*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance  
*audience:* Classified, Management, and Faculty

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**11/08/07 "Preventing Harassment, Discrimination and Retaliation in the Academic Setting/Environment"**

*time:* 9:00 a.m. - 12:00 p.m..  
*location:* Riverside City College - Hall of Fame  
Moreno Valley Campus - Humanities 234  
Norco Campus - Science & Technology 107  
*presenter:* Liebert Cassidy Whitmore, LLC  
*audience:* Supervisors, Managers and Administrators

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**11/08/07 "Promoting Safety in Community College Districts"**

*time:* 1:00 p.m. - 4:00 p.m..  
*location:* Riverside City College - Hall of Fame  
Moreno Valley Campus - Humanities 234  
Norco Campus - Science & Technology 107  
*presenter:* Liebert Cassidy Whitmore, LLC  
*audience:* Supervisors, Managers and Administrators

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**11/14/07 "Sexual Harassment Prevention and Reporting"**

*time:* 9:30 a.m. - 11:00 a.m..  
*location:* Moreno Valley Campus, TBD  
*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance  
*audience:* Non-Supervisory Staff

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**12/05/07 "Sexual Harassment Awareness and Prevention"**

*time:* 9:00 a.m. - 11:00 a.m..  
*location:* Riverside City College, Heritage Room  
*presenter:* Brett Harvey, Best Best & Krieger  
*audience:* Supervisory Staff

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**12/06/07 "Sexual Harassment Prevention and Reporting"**

*time:* 8:30 a.m. - 10:00 a.m..  
*location:* Riverside City College, AD109  
*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance  
*audience:* Non-Supervisory Staff

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**12/12/07 "EEO and Interview Protocol Workshop"**

*time:* 10:30 a.m. - 11:30 a.m..  
*location:* Riverside City College, AD109  
*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance  
*audience:* Classified, Management, and Faculty

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**RCCD Employee Training Schedule**  
**Diversity and Human Resources Department**  
**2007-2008**

- 01/09/08 "EEO and Interview Protocol Workshop"**  
*time:* 1:00 p.m. - 2:00 p.m.  
*location:* Norco Campus, TBD  
*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance  
*audience:* Classified, Management, and Faculty
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- 01/17/08 "Sexual Harassment Prevention and Reporting"**  
*time:* 9:00 a.m. - 10:30 a.m.  
*location:* Norco Campus, TBD  
*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance  
*audience:* Non-Supervisory Staff
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- 02/20/08 "EEO and Interview Protocol Workshop"**  
*time:* 9:00 a.m. - 10:00 a.m.  
*location:* Moreno Valley Campus, TBD  
*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance  
*audience:* Classified, Management, and Faculty
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- 02/21/08 "Going Outside the Classified Service: Short Term Employees, Substitutes & Professional Experts"**  
*time:* 9:00 a.m. - 12:00 p.m..  
*location:* Riverside City College - Hall of Fame  
Moreno Valley Campus - Humanities 234  
Norco Campus - Science & Technology 107  
*presenter:* Liebert Cassidy Whitmore, LLC  
*audience:* HR Managers, Instructional Administrators at all levels and Department Chairs
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- 02/26/08 "Sexual Harassment Prevention and Reporting"**  
*time:* 1:00 p.m. - 2:30 p.m.  
*location:* Moreno Valley Campus, TBD  
*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance  
*audience:* Non-Supervisory Staff
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- 02/21/08 "Adjunct Faculty"**  
*time:* 1:00 p.m. - 4:00 p.m..  
*location:* Riverside City College - Hall of Fame  
Moreno Valley Campus - Humanities 234  
Norco Campus - Science & Technology 107  
*presenter:* Liebert Cassidy Whitmore, LLC  
*audience:* HR Managers, Instructional Administrators at all levels and Department Chairs
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- 03/11/08 "Sexual Harassment Prevention and Reporting"**  
*time:* 1:00 p.m. - 2:30 p.m.  
*location:* Riverside City College, AD109  
*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance  
*audience:* Non-Supervisory Staff
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- 03/13/08 "Sexual Harassment Awareness and Prevention"**  
*time:* TBA  
*location:* TBA  
*presenter:* Brett Harvey, Best Best & Krieger  
*audience:* Supervisory Staff
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**RCCD Employee Training Schedule**  
**Diversity and Human Resources Department**  
**2007-2008**

**03/20/08 "EEO and Interview Protocol Workshop"**

*time:* 1:00 p.m. - 2:00 p.m.  
*location:* Riverside City College, AD109  
*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance  
*audience:* Classified, Management, and Faculty

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**03/21/08 "Prevention and Control of Absenteeism and Abuse of Leave"**

*time:* 9:00 a.m. - 12:00 p.m..  
*location:* Riverside City College - Digital Library 409  
Moreno Valley Campus - Humanities 234  
Norco Campus - Science & Technology 107  
*presenter:* Liebert Cassidy Whitmore, LLC  
*audience:* Supervisors, Managers and Administrators

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**03/21/08 "Current Developments in Workers' Compensation"**

*time:* 1:00 p.m. - 4:00 p.m..  
*location:* Riverside City College - Digital Library 409  
Moreno Valley Campus - Humanities 234  
Norco Campus - Science & Technology 107  
*presenter:* Liebert Cassidy Whitmore, LLC  
*audience:* Supervisors, Managers and Administrators

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**04/08/08 "Sexual Harassment Prevention and Reporting"**

*time:* 11:00 a.m. - 12:30 p.m.  
*location:* Norco Campus, TBD  
*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance  
*audience:* Non-Supervisory Staff

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**04/22/08 "Managing Multiple Projects, Objectives and Deadlines"**

*time:* 9:00 a.m. - 4:00 p.m..  
*location:* Riverside City College - Bradshaw Building, Hall of Fame  
*presenter:* SkillPath  
*audience:* Support Staff

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**04/24/08 "EEO and Interview Protocol Workshop"**

*time:* 10:00 a.m. - 11:00 a.m.  
*location:* Norco Campus, TBD  
*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance  
*audience:* Classified, Management, and Faculty

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**05/08/08 "Sexual Harassment Prevention and Reporting"**

*time:* 9:00 a.m. - 10:30 a.m.  
*location:* Moreno Valley Campus, TBD  
*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance  
*audience:* Non-Supervisory Staff

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**03/13/08 "Sexual Harassment Awareness and Prevention"**

*time:* TBA  
*location:* TBA  
*presenter:* Brett Harvey, Best Best & Krieger  
*audience:* Supervisory Staff

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**RCCD Employee Training Schedule**  
Diversity and Human Resources Department  
**2007-2008**

**05/15/08 "Sick and Disabled Employees"**

*time:* 9:00 a.m. - 12:00 p.m..

*location:* Riverside City College - Hall of Fame  
Moreno Valley Campus - Humanities 234  
Norco Campus - Science & Technology 107

*presenter:* Liebert Cassidy Whitmore, LLC

*audience:* Supervisors, Managers and Administrators

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**05/20/08 "EEO and Interview Protocol Workshop"**

*time:* 1:00 p.m. - 2:00 p.m.

*location:* Moreno Valley Campus, TBD  
*presenter:* Chani Beeman, District Director of Diversity, Equity & Compliance  
*audience:* Classified, Management, and Faculty

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**05/15/08 "Disability Discrimination: State Law (FEHA) v. Federal Law (ADA)"**

*time:* 1:00 p.m. - 4:00 p.m..

*location:* Riverside City College - Hall of Fame  
Moreno Valley Campus - Humanities 234  
Norco Campus - Science & Technology 107

*presenter:* Liebert Cassidy Whitmore, LLC

*audience:* Supervisors, Managers and Administrators

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## DHR TRAINING INPUT SURVEY SUMMARY

Please take a few minutes to offer your input, it is important to us. Using the 1 to 5 scale, indicate your priority for each topic, one (1) being low priority and five (5) being high priority.

	Your Priority					Priority For Your Staff				
	1 = Low	2	3	4	5 = High	1 – Low	2	3	4	5 = High
<b>TRAINING</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Coaching/mentoring employees	3	3	10	14	17	6	6	11	8	15
Recognizing and Preventing Sexual Harassment in the Workplace	4	8	15	6	14	1	6	9	15	16
Motivating employees	2	3	9	11	25	6	4	8	11	18
Effective leadership techniques	0	4	8	14	23	3	4	9	10	20
Health and nutrition awareness	6	12	16	6	5	5	10	15	12	4
Disciplinary Procedures for progressive discipline	4	3	11	12	16	8	8	15	7	8
Speed reading	22	13	8	0	3	16	10	15	2	2
Dealing with Absenteeism	6	8	12	9	13	11	9	9	7	10
Employee evaluation process	2	5	9	18	14	4	9	12	11	10
Managing negativity	7	4	10	12	16	8	4	10	12	12
Conflict management	3	7	11	13	14	2	6	15	10	13
Effective leadership techniques	1	5	11	15	17	7	7	11	9	12
Interviewing do's and don'ts to hire the best	1	4	15	18	12	7	9	13	9	9
Understanding FMLA	3	6	16	10	10	5	10	13	7	11
Workers Compensation 101	4	6	22	7	9	8	11	14	6	6
Grievance Handling	2	4	16	18	7	3	13	14	8	6
Business writing and grammar skills	4	6	11	18	8	4	11	12	6	12
Preventing Violence in the workplace	7	8	13	12	8	4	10	13	9	11
Customer Service	3	4	9	9	24	0	0	5	11	31
Cultural Diversity	4	3	12	9	20	2	1	11	9	23
So now you're a supervisor - Transition from worker to Supervisor	11	8	9	6	10	6	8	9	10	11
Safety Awareness training	2	7	19	6	12	2	3	18	8	13
Issues regarding Drugs and alcohol in the workplace	7	13	19	2	8	10	10	17	2	8
Administrative Assistants - how to work effectively with your manager	14	3	11	7	12	5	3	7	10	20
Dealing with Interpersonal issues in the workplace	5	5	17	9	13	4	2	9	16	16
Computer skills development	9	3	9	12	15	4	1	13	7	22
Teamwork and collaboration in the workplace	6	3	7	9	24	4	1	9	11	22
Budget basics for supervisors/managers	4	2	12	10	22	6	3	11	7	17
Time Management and Multi-tasking	4	5	13	12	15	3	1	9	10	22
Ethics in the workplace	3	2	13	10	20	3	3	15	9	17
Public speaking skills	4	11	12	9	13	5	1	18	9	14
How to reward employees	1	5	11	11	21	5	3	14	6	14

1. Please list any other topics not included in the table that you believe might be valuable to consider offering. Please list topic and potential audience.

<b>TOPIC</b>	<b>POTENTIAL AUDIENCE</b>
Recruitment of Student Athletes.	
Understanding health insurance	all staff
Understanding benefits	all staff
Telephone etiquette	anyone answering the phone
Face to face etiquette “you may have heard that question 100 times but that student only asked it once” – patience.	
Techniques on how to handle difficult students.	Classified staff
Workers comp	staff
Staying positive in uncertain times.	All
Classroom management/student discipline	Deans/Chairs/Coordinators
Customer Service	New and Current employees
How CA Community Colleges are financed.	Faculty (all)
Interpersonal effectiveness	
Team effectiveness	
Behavior (how to interpret behavior)	
Dealing with hostile and/or abuse patrons.	Everyone including the Assist Dean LLRC

2. Can you identify any organizational issues or challenges that the Diversity and Human Resources Department should consider addressing through training?

- Tools on how to survive in an organization that is in the midst of change and uncertainty.
- Updating tech skills and attitudes as to the value and speed of being able to use technology to communicate, market and inform more precisely.
- How to ?? hourly employees.
- Discipline for hourly employees.
- Honesty in reporting work absences using PN, sick and vacation time.
- Work ethics in terms of “ask yourself – are you really putting in a full days work or just fooling around half of the time on the computer and phone”?
- Ethics training for staff and managers.
- Issues related to laws of sexual harassment.
- New process training – timesheets/warehouse ordering/on-campus activities.
- Streamlining the hiring process. Making it possible to view applications on line. Having the committee meetings in a manner in which individuals can participate without being physically present...e.g. through confer process.
- More manager training/seminars and classes.
- Reasons for and filing of employee evaluations and discussion of how to encourage changes in performance.
- Constant changes in the workplace (moving, new administration, new procedures, hours, etc.)
- Current structure is not consistent and there is a culture of stagnancy (i.e. “things will never change”) regarding HR practices and policies named at efficiency.
- Managing change. Personal growth and District opportunities.
- Dealing with change within the organization.
- Formal training for all candidates chosen to be part of a review and interview committee.

- Departmental equity. Defining what can or cannot be done.
- Not so much training as an issue with updating the management handbook – we worked really hard on that but I don't remember getting a final copy of a finished product.
- Documenting performance deficits.
- I would recommend a District wide policy and training on customer service, as it relates to both internal and external audiences. San Bernardino City USD has an outstanding district-wide program that is exemplary.
- Although management is required/receives Sexual Harassment training/our coaches and general faculty do not. I think it's important for coaches and then can pass down to their athletes.
- Transition to 3 college district.
- Putting policy into action. Suggestions for ways to demonstrate beliefs in policies published.

### 3. What additional training could help make you an even better manager?

- I would benefit from an overall look at student services to help me transition into administration. Having a mentor would be great too.
- Computer skills training.
- Training for the particular position. I have management skills/background but would need the training for the position (specific).
- Training techniques on managing project development staffing and budgeting responsibilities sand other management commitments.
- Sales and marketing – all managers that have to “sell” and market ideas internally or to the public.
- Continuous efforts to stay informed by attending various trainings (ex. Sexual harassment, health issues, etc.)
- When and how to submit/ask employees to complete form for comp time.
- All administrators could benefit from a planned and programmed year long course of study. A Ph.D. does not mean one can teach or manage! Training is necessary for all!
- Encouraging teamwork and productivity.
- Ongoing leadership, knowledge of District “big picture”.
- Picking out key topics each year that are governed by contract/union/ or Board policy.
- Conflict management, negotiations training.
- Computer training. Updating manager handbooks and provide annual new materials for managers.
- Leadership/team development.
- All the 4s and 5s on the previous page. Also – a walk through the Management Notebook and Board Policy.
- New manager training.
- The in and outs of all agreements w/RCCD such as the CTA and CSEA contracts and Title V Educational Codes!!
- Effective leadership techniques.
- Meeting management – how to run effective meetings.
- How to promote personal and professional advancement of staff (setting them up for their next step in their career).
- Workers comp understanding – to keep staff working whenever possible.
- Budget training, personnel issues, CSEA contract.
- One that teaches proven strategies for creating a work environment where all staff desire to give their best.
- Motivating “tired” employees. Workman's Comp (how to handle). Teamwork training offered to entire department or division together.
- Overcoming negativity and lack of action within the Ed. System.

- More experience in effective leadership training.
- Dealing w/emotional/sensitive individuals.
- Making decisions as to what to file and what to discard.

4. What kinds of training programs could help your staff improve their efficiency?

- I think all of the programs could be beneficial to our student leaders (primarily who I deal with rather than “staff”).
- Recruiting seminar.
- Letter writing, English language writing skills and handling a confrontational customer.
- Efficiency/organizational skills. Ways to make our department better able to serve students without them going “everywhere” to get answers. A “one stop” shop.
- Teamwork workshop.
- More workshops to motivate a positive attitude and emphasis on how the college should be portrayed.
- Organizational training focusing on prioritization.
- Website research, e-file archiving protocol. Fast procedures to org. existing e-files inherited from past co-workers.
- Being able to understand how some of the software programs work that are on our computers. Ex. Microsoft outlook and others.
- Outlook and MS Word tips on what to use that’s new.
- How to set priorities; time management; processes for paper management and office procedure; business/office etiquette.
- Cross training in all programs, so that all staff members are aware of the required information in each program.
- Time management, customer service, presentations skills and teamwork; also tips on marketing our department and it’s programs.
- Dealing with difficult people.
- Methods of coming to work on time.
- Dealing with difficult people.
- Learning new cleaning techniques and trying out new chemicals. Vendors train sessions.
- Datatel and phone skills.
- Customer services, managing frustration, and public speaking.
- Team building. Customer service. Managing/coping with change.
- Time management, prioritizing tasks and organizational tips. Doing more with less idea.
- Appropriate work ethics – being on time, less talking during work hours, complete tasks.
- Taking minutes for meetings; transcribing notes from meetings (what to include, etc.)
- Time management. Proofreading. Computer skills.
- Customer service. Adapting to change.
- Datatel and benefactor training. How to use “tickler” systems and other organizational tools.
- Coaching staff – Recruiting seminar. Sexual harassment seminar for coaches.
- How to multi task. Learning what motivates YOU at work.
- Suggestions for handling document once.

5. Are there any technological changes or plans for your work unit, which might require staff to learn new skills? If so, which skills may need to be developed?

- Workshops on advanced Excel, PowerPoint, and Publisher would be great.
- Electronic medical records – computer skills.

- Computer skills – with all the new technology, improving our skills in this area could help us help students much better.
- Need more hands-on training on the Galaxy budgeting system. Also request more training as needed on Resource 25.
- Galaxy training for staff who handle budget.
- Changing many of the request forms online. There should be a formal training when changes are made.
- Embedding video or audio into PPT presentations and uploading to a website.
- Yes, public speaking skills and computer skills. I would also like to see more hands on training.
- Computer programs like Galaxy, WebCT, Access, etc.
- CD-RW, multimedia software
- Software training on Publisher and Access.
- We continue looking at adding tech resources but don't benefit from implementation due to a need to educate our users.
- The only thing is to work closely with employees and train them to their full capacity and skills taking initiative to find out what else can be done other than just the basic cleaning.
- There are many current and emerging technical procedures.
- Computer technology.
- At this point I am not aware of any pending technological changes, however and if any become apparent, I will contact HR department.
- Improved data collection methods. Marketing ideas.
- Web site maintenance, access data bases – data input, maintenance, inquiries, reports.
- Galaxy usage training as the program evolves and includes more features.
- Data management on specific software programs.
- Always – as Datatel is implemented we have to learn/enhance skills.
- Galaxy.
- The use of graphics to enhance work products.
- We are acquiring a new software platform, “WebCats” to facilitate data collection and reporting for state/federal grant compliance.
- Streaming media – for MoVals IMC staff, digitizing materials for the library staff.

6. Are there any other comments you would like to share regarding training needs?

- Training needs are sometimes on a regular basis depending on needs at that time. With my area, a location and displacement situation left us with needed training to handle situations in a totally different way. Perhaps help with change/transition.
- Customer service training for some of our IDS's.
- More diversity training offerings.
- Team participation from all employees, especially on big projects or orientations, (i.e. packaging the material, understanding the meaning behind the orientation).
- Presentations, communication skills
- Cross training on basic office needs paperwork completion process, etc. so that anyone can fill in with little notice.
- Include staff in the training more frequently. I very much enjoy the Liebert Cassidy training for managers.
- How to document incidents with difficult staff. Knowing our rights as management.
- Faculty need to be included in these types of trainings.
- Mentorship opportunities between new and current employees. Coaching opportunities for staff transitioning into management/administration.

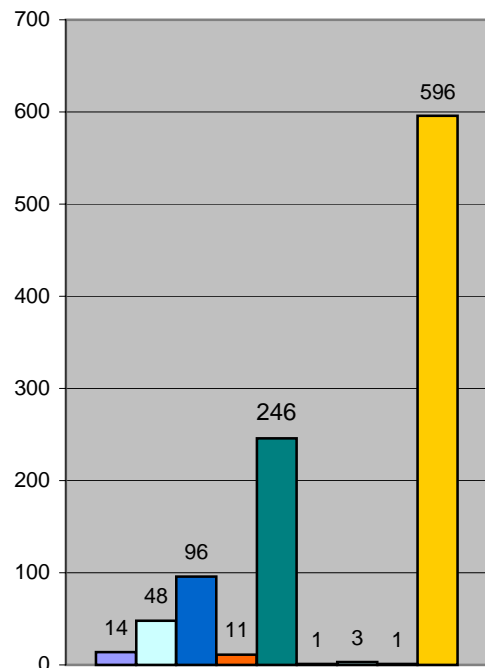
- Guidance for managers – how often to allow staff to be out for training and who decides what training is appropriate.
- One of the best trainings I attended was when we had the opportunity to look at the classified contract and ask questions and discuss examples of what other managers dealt with.
- What kind of training program could help the Human Resources Staff improve their efficiency on getting the new hourly employee through the process in less than 6 to 8 weeks.
- Inspirational/motivational workshops help staff maintain enthusiasm.
- I think the District could really use a well-planned and professionally taught training “program” that is on-going and covers both critical needs and a small dose of employee assistance program type of offerings. All managers should understand workman’s comp, FMLA, employee discipline policies/procedures and other areas that open the District up to liability. Plus, it’s the right thing to do for our employees. We need the help of a professional HR Director! Welcome aboard. 😊
- As a college I think we need to generally improve staff unity, build collegeability and reduce negativity – this probably isn’t your job.
- How to deal w/irate student/staff. How to manage all styles effectively.
- Making arrangements for adequate coverage, particularly in the library, makes it difficult for library staff to attend training sessions.

Ricardo Perez  
 Eileen Colapinto  
 Michael Byrd  
 Richard Henry  
 Ola Jackson  
 Dawn Lindsay  
 Henry Rogers  
 Eugenia Vincent  
 Ralph Velasquez  
 George Zottos  
 Jamie Clifton  
 Lorraine Anderson  
 Aan Tan  
 Linda Lacy  
 Michael Wright  
 Shelagh Camak  
 Scott Zwart  
 Ron Vito  
 Robert Bramucci  
 Patricia Kohlmeier  
 Barry Meier  
 Ralph Perez  
 Gaither Loewenstein  
 John Tillquist  
 Richard Barron

(there were others but they did not write their name on their returned questionnaire)

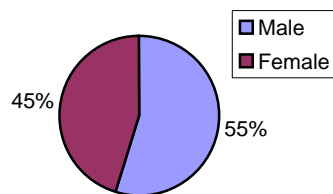
# DEC EEO Data - All Benefited Employees

**District Race/Ethnicity Distribution  
(Includes all benefited employees)**

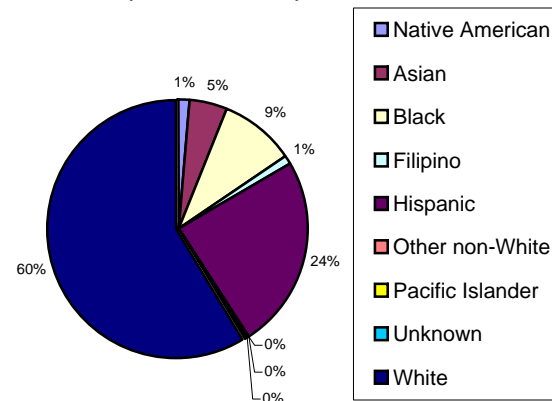


Native American	14
Asian	48
Black	96
Filipino	11
Hispanic	246
Other non-White	1
Pacific Islander	3
Unkown	1
White	596

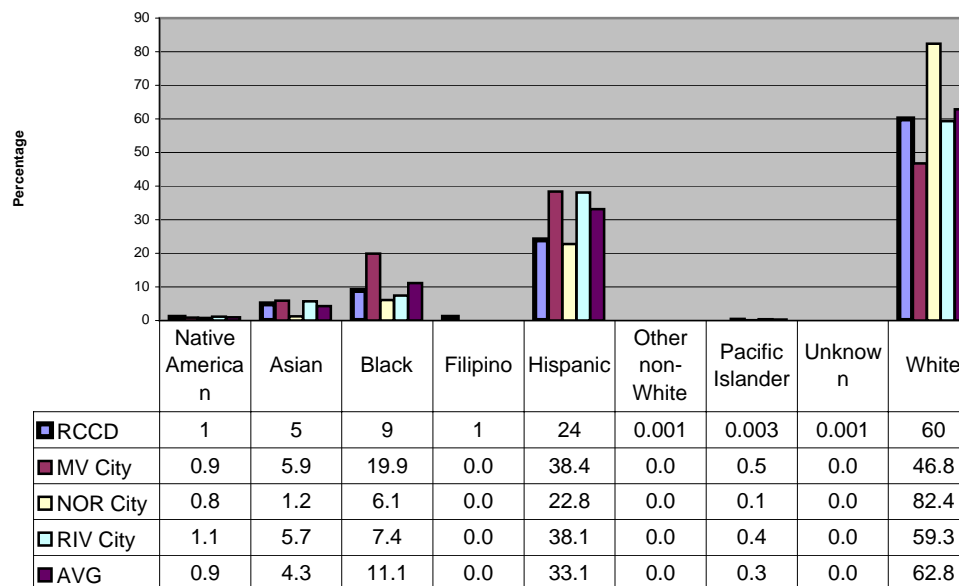
**District Gender Distribution  
(Includes all benefited employees)**



**District Race/Ethnicity Percentages  
(whole numbers)**

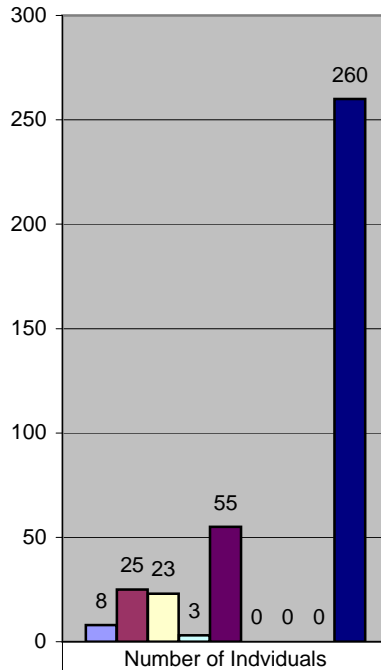


**RCC District and City Census Comparisons  
(All Benefited Employees)**



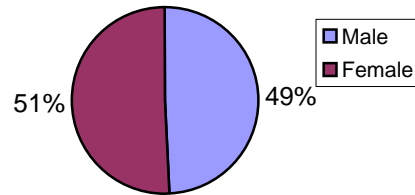
# 9-10 Month Contract Employees

**9-10 Month Contract Employees Race Distribution**

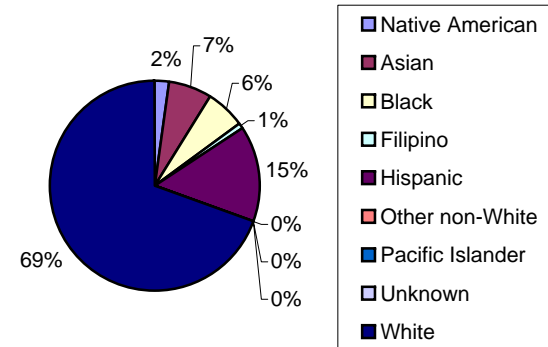


Native American	8
Asian	25
Black	23
Filipino	3
Hispanic	55
Other non-White	0
Pacific Islander	0
Unknown	0
White	260

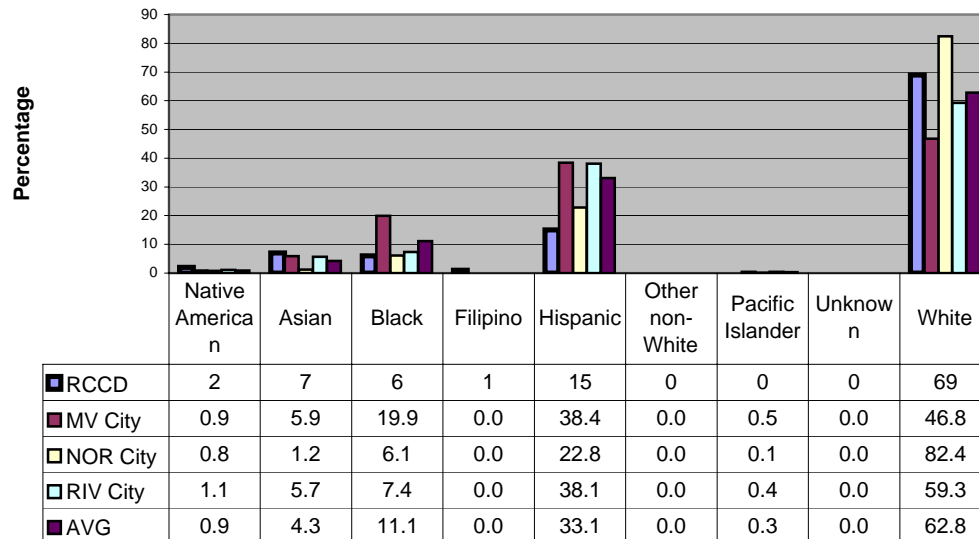
**9-10 Month Contract Employee Gender Distribution**



**9-10 Month Contract Employee Race Percentages (whole numbers)**



**9-10 Month Contract Employees and City Census Comparisons**



<b>Number of Complaints in DEC</b>					
	<b>2002/ 2003</b>	<b>2003/ 2004</b>	<b>2004/ 2005</b>	<b>2005/ 2006</b>	<b>2006/ 2007</b>
<b>FORMAL COMPLAINTS INVESTIGATED</b>	<b>10</b>	<b>7</b>	<b>13</b>	<b>10</b>	<b>13</b>
<b>INFORMAL COMPLAINTS INVESTIGATED</b>	<b>17</b>	<b>7</b>	<b>3</b>	<b>6</b>	<b>2</b>
Sexual Harassment	3	5	5	6	1
Race	4	3	5	4	9
Sexual Orientation	0	0	0	1	1
Religion	0	0	1	0	0
Sex	6	1	3	0	4
Ethnicity/National Origin	0	1	1	0	5
Retaliation	0	1	0	3	0
Disability	2	1	3	1	1
Age	0	2	1	3	2
Hostile Environment	8	1	1	0	0
Other	6	2	1	0	0

<b>DEC Summary of Outside Investigations Costs</b>				
<b>Date</b>	<b>General Description</b>	<b># of Interviews</b>	<b>Firm/Principal</b>	<b>Total Fee</b>
4/22/2005	Student v. Faculty Member	8	Carney & Delany/ Richard Roth	\$4,079.50
6/7/2005	Student v. PT Faculty	9	Thompson & Colegate/ Diane Wiesmann	\$6,958.00
9/29/2005	Employee v. Administrator	17	Thompson & Colegate/ Diane Wiesmann, Kurt Yeager	\$15,821.16
11/15/2005	Student v. PT Faculty	4	Thompson & Colegate/ Diane Wiesmann	\$4,817.50
11/15/2005	Student v. Faculty Member	2	Thompson & Colegate/ Diane Wiesmann	\$3,403.00
12/1/2005	Faculty v. Faculty	8	Covington & Crowe/ Alan Leahy	\$11,899.71
4/6/2006	Viewpoints request for information	0	Thompson & Colegate/ Kurt Yeager	\$2,104.50
5/3/2006	Community Member v. PT Faculty	2	Thompson & Colegate/ Diane Wiesmann	\$2,714.50
5/17/2006	Student v. PT Faculty	2	Thompson & Colegate/ Diane Wiesmann	\$2,583.00
9/26/2006	Student v. Staff	10	Thompson & Colegate/ Diane Wiesmann	\$14,877.50
11/20/2006	Student v. PT Faculty	5	Thompson & Colegate/ Diane Wiesmann	\$10,291.50
1/4/2007	Student v. Department	6	Thompson & Colegate/ Diane Wiesmann	\$8,299.11
4/3/2007	Student v. Department	5	Thompson & Colegate/ Diane Wiesmann	\$10,876.84
5/1/2007	Faculty v. Faculty	11	Carney & Delany/ Richard Roth	\$10,500.00
				<b>\$109,225.82</b>

**District Paid Health and Welfare Costs 07/08**

<b>Plan</b>	<b>Rate per month</b>	<b># of subscribers</b>	<b>monthly cost</b>	<b>payments per year</b>	<b>annual costs</b>
<b>Kaiser</b>					
subscriber	\$446.21	100	\$44,621.00	10	\$446,210.00
subscriber + 1	\$892.42	106	\$94,596.52	10	\$945,965.20
subscriber + family	\$1,262.78	167	\$210,884.26	10	\$2,108,842.60
<b>TOTALS</b>		<u>370</u>	<u>\$350,101.78</u>		<u>\$3,501,017.80</u>
<b>Monthly average</b>	<b>\$867.14</b>				
<b>Health Net</b>					
subscriber	\$456.22	138	\$62,958.36	10	\$629,583.60
subscriber + 1 adult	\$930.88	87	\$80,986.56	10	\$809,865.60
subscriber + child(ren)	\$884.32	55	\$48,637.60	10	\$486,376.00
subscriber + family	\$1,349.81	180	\$242,965.80	10	\$2,429,658.00
<b>TOTALS</b>		<u>460</u>	<u>\$435,548.32</u>		<u>\$4,355,483.20</u>
<b>Monthly average</b>	<b>\$905.31</b>				
<b>RCCD Health Plan</b>					
subscriber	\$1,854.30	61	\$113,112.30	10	\$1,131,123.00
subscriber + 1	\$1,854.30	83	\$153,906.90	10	\$1,539,069.00
subscriber + family	\$1,854.30	63	\$116,820.90	10	\$1,168,209.00
<b>TOTALS</b>		<u>207</u>	<u>\$383,840.10</u>		<u>\$3,838,401.00</u>
<b>Monthly average</b>	<b>\$1,854.30</b>				
<b>Delta Dental</b>					
subscriber	\$104.61	237	\$24,792.57	12	\$297,510.84
subscriber + 1	\$104.61	251	\$26,257.11	12	\$315,085.32
subscriber + child(ren)	\$104.61	114	\$11,925.54	12	\$143,106.48
subscriber + family	\$104.61	391	\$40,902.51	12	\$490,830.12
<b>TOTALS</b>		<u>993</u>	<u>\$103,877.73</u>		<u>\$1,246,532.76</u>
Monthly average	\$104.61				
<b>Jefferson Pilot Life</b>					
subscriber	\$14.26	993	\$14,160.18	10	\$141,601.80
<b>TOTALS</b>		<u>993</u>	<u>\$14,160.18</u>		<u>\$141,601.80</u>
<b>Monthly average</b>	<b>\$14.26</b>				
<b>TOTALS</b>			<b>\$1,287,528.11</b>		<b>\$13,083,036.56</b>
<b>Average cost per employee</b>	<b>\$1,327.79</b>		<b>\$1,327.79</b>		<b>\$13,277.90</b>

**CONTRACTS, COMPLIANCE AND LEGAL SERVICES PROGRAM REVIEW  
NUMBER OF CONTRACTS REVIEWED FY 06/07**

<u>Month/Yr</u>	<u>Total # of Contracts</u>	<u># of Contracts at No Cost</u>	<u># of Contracts \$5K &amp; Under</u>	<u># of Contracts \$20K &amp; Over</u>
August/06	37	6	19	7
Sept/06	24	5	9	4
Oct/06	28	2	14	6
Nov/06	37	9	19	5
Dec/06	35	21	8	3
Jan/07	36	11	20	4
Feb/07	26	8	10	4
Mar/07	31	4	13	7
Apr/07	32	7	13	4
May/07	43	21	9	7
Jun/07	56	18	12	14
<hr/>				
<b>YTD</b>	<b>385</b>	<b>112 (29%)</b>	<b>146 (38%)</b>	<b>65 (17%)</b>

**(16% [or 62] of total contracts have a dollar value of between \$5,001 and \$19,999)**

**AS OF 08/21/07**

**MATRIX OF OLD RIVERSIDE CCD BOARD POLICIES/PROCEDURES vs. NEW POLICIES/PROCEDURES**

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
Policy 1010	Legal Authority and Organization Policy	BP 2010	Board Membership		
Regulation 1010	Legal Authority and Organization (Regulation)	AP 2210  AP 2220  AP 2305  AP 2310  AP 2315  AP 2320  AP 2330  AP 2340  AP 2360	Officers  Committees of the Board  Annual Organizational Meeting  Regular Mtgs of the Board  Closed Sessions  Special and Emergency Meetings  Quorum and Voting  Agendas  Minutes		Need to make RCCD Regulation into several Admin. Procedures (see CCLC Numbering)

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
Policy 1011	Board of Trustees' Committee Bylaws	BP 2220	Committees of the Board	5/15/2007	
Regulation 1011	Board of Trustees' Committee Bylaws (Regulation) (dated 12-13-05)	AP 2220	Committees of the Board		Created a new CCLC Number to address the regulation info
Policy 1015	Election and Terms of Members Policy	BP 2100	Board Elections		Suggest deleting first sentence of current RCCD Policy 1015 due to repetition with language in new BP 2010.
Regulation 1015	Election and Terms of Members (Regulation)	AP 2100	Board Elections		
Policy 1016	Student Member of the Governing Board	BP 2015	Student Member		Also see Policy 6016
Regulation 1016	Student Member of the Governing Board (Regulation)	AP 2015 AP 2105	Student Member Election of Student Member		Also see Reg. 6016
Policy 1036	Open Meetings and Public Participation Policy	BP 2345	Public Participation at Board Meetings		
Regulation 1036	Open Meetings and Public Participation (Regulation)	AP 2345	Public Participation at Board Meetings		
Policy 1040	Responsibilities and Privileges of the Board of Trustees Policy	BP 2200	Board Duties, Responsibilities and Privileges	5/15/2007 (replaced old Policy/Regulation)	
Regulation 1040	Responsibilities and Privileges of the Board of Trustees (Regulation)	AP 2200	Board Duties, Responsibilities and Privileges	5/15/2007	

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
Policy 1041	Real Property Acquisition & Relocation Assistance Rules and Regulations Policy	BP 6500	Property Management		Doesn't appear to have been adopted by the Bd – no date listed
Regulation 1041	Real Property Acquisition & Relocation Assistance Rules and Regulations (Regulation)	AP 6500	Property Management		A very lengthy regulation!!!
Policy 1042	Authority to Accept Resignations Policy	BP 7350	Resignations		
Policy 1043	District Chancellor's Evaluation Policy	BP 2435	Evaluation of the Chancellor/CEO	5/15/2007	
Regulation 1043	District Chancellor's Evaluation (Regulation)	AP 2435	Evaluation of the Chancellor/CEO	5/15/2007	
Policy 1044	Board of Trustees Self-Assessment Process Policy	BP 2745	Board Self-Evaluation	5/15/2007 (replaced old Policy/Regulation)	
Regulation 1044	Board of Trustees Self-Assessment Process (Regulation)	AP 2745	Board Self-Evaluation	5/15/2007	Added this new AP to the CCLC Numbering System
Policy 1045	Board of Trustees Standards of Good Practice Policy	BP 2715	Code of Ethics/Standards of Practice	5/15/2007	
Regulation 1045	Board of Trustees Standards of Good Practice (Regulation)	AP 2715	Code of Ethics/Standards of Practice	5/15/2007	Added this new AP to the CCLC Numbering System
Policy 1080	Conflict of Interest Code Policy	BP 2710	Conflict of Interest		

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
Regulation 1080	Conflict of Interest Code (Regulation)	AP 2710 AP 2712	Conflict of Interest Conflict of Interest Code		The regulation was embedded in Policy 1080
Policy 2000	Organizational Structure Policy	BP 3100	Organizational Structure		CCLC recommends an AP too
Policy 2005	District Chancellor Policy	BP 2430  BP 2431  BP 2432	Delegation of Authority to the Chancellor/CEO & Presidents Chancellor/CEO Selection	5/15/2007  5/15/2007	
Regulation 2005	District Chancellor (Regulation)	AP 2430	Delegation of Authority to the Chancellor/CEO & Presidents	5/15/2007	No CCLC APs for 2431 and 2432
Policy 2010	Policies and Administrative Regulations Policy	BP 2410	Policy and Administrative Procedure	5/15/2007	
Regulation 2010	Policies and Administrative Regulations (Regulation)	AP 2410	Policy and Administrative Procedure	5/15/2007	
Policy 3001	Employment	BP 7120	Recruitment and Hiring	5/15/2007	Also reference BP 3410 and 3420 in BP 7120 to address RCCD's Policy language and see Policy 4001
Regulation 3001	Employment	AP 7120	Recruitment and Hiring		Also see Reg. 4001 with the same title
Policy 3005	Employment of Relatives/Nepotism Policy	BP 7310	Nepotism		
Regulation 3005	Employment of Relatives/Nepotism (Regulation)	AP 7310	Nepotism		Also see Regulation 4005
Policy 3010	Academic Senate Policy	BP 4005	Academic Senate		Created this CCLC Policy to accommodate RCCD's current Policy

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
Regulation 3010	Academic Senate (Regulation)	AP 4005	Academic Senate		Created this CCLC Procedure to accommodate RCCD's current Regulation
Policy 3020	Management (Academic) Leaves of Absence Policy	BP 7340	Leaves		Also see current Riverside CCD Policy 4020
Regulation 3020	Management Leaves of Absence Policy	AP 7340	Leaves		Also see current Riverside CCD Reg. 4020
Policy 3024	Academic Employee Collective Bargaining	BP 7210	Academic Employees		
Regulation 3024	Academic Employee Collective Bargaining Agreement (Regulation)	AP 7210	Academic Employees		
Policy 3029	Faculty Fellowship Grant Program Policy	BP 3280	Grants		Recommend deletion of this old RCCD Policy
Regulation 3029	Faculty Fellowship Grant Program (Regulation)	AP 3280	Grants		
Policy 3030	Group Benefits for Domestic Partners Policy	BP 7510	Domestic Partners		
Regulation 3030	Group Benefits for Domestic Partners (Regulation)	AP 7510	Domestic Partners		Created an AP to accommodate RCCD's Regulation
Policy 3040	Management Salaries Policy	AP 7130	Compensation		Also see current Riverside CCD Policy 4040 with the same title
Policy 3041	Bargaining Unit Employees' Salaries	AP 7130	Compensation		Also see current Riverside CCD Policy 4041 with the same title
Policy 3044	Salary Schedule for Substitute Teachers Policy	AP 7130	Compensation		

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
Regulation 3044	Salary Schedule for Substitute Teachers (Regulation)	AP 7130	Compensation		
Policy 3060	Computing and Internet Policy	BP 3720	Computer Use		Also see current RCCD 4060 and 6060 (same numbering)
Regulation 3060	Computing and Internet (Regulation)	AP 3720	Computer and Network Use		Also see current RCCD 4060 and 6060 (same numbering)
Policy 3080	Faculty Professional Growth Policy	BP 7160	Professional Growth	5/15/2007	
Regulation 3080	Faculty Professional Growth (Regulation)	AP 7160	Professional Development		
Policy 3090	Use of Parking Lots Policy	BP 6750	Parking		Also see current Riverside CCD Policies 4090 and 6090
Regulation 3090	Use of Parking Lots (Regulation)	AP 6750	Parking		Also see current Riverside CCD Regs. 4090 and 6090
Policy 3092	Academic Rank Policy	AP 4000	Academic Rank		Moved current RCCD Policy 3092 from BP 7210 on 6/10/07 per Ruth's request.
Regulation 3092	Academic Rank (Regulation)	AP 4000	Academic Rank		Moved current RCCD Reg. 3092 from AP 7210 on 6/10/07 per Ruth's request.
Policy 3095	Reduced Employment Plan	BP 7217	Reduced Employment		This policy is unique to Riverside.
Regulation 3095	Reduced Employment Plan	AP 7217	Reduced Employment		This procedure is unique to Riverside.
Policy 3096	Unused Sick Leave – Retirement Credit – Academic Employees	BP 7340	Leaves		
Regulation 3096	Unused Sick Leave – Retirement Credit – Academic Employees	AP 7340	Leaves		
Policy 3097	Medical Insurance After Retirement or Resignation	BP 7380	Retiree Health Benefits: Academic Employees		Also see current Riverside CCD Policy 4097

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
Regulation 3097	Medical Insurance After Retirement or Resignation	AP 7380	Retiree Health Benefits: Academic Employees		Also see current Riverside CCD Reg. 4097
Policy 3099	Affirmative Action and Staff Diversity	BP 7120	Recruitment and Hiring		Also see current Riverside CCD Policy 4099
Regulation 3099	Affirmative Action and Staff Diversity	AP 7120	Recruitment and Hiring		Also see current Riverside CCD Regul. 4099
Policy 3100	Prohibition of Sex Discrimination	BP 3410	Nondiscrimination		Also see current RCCD Policy 6200
Regulation 3100	Prohibition of Sex Discrimination	AP 3410	Nondiscrimination		Also see current RCCD Reg. 4100, and 6100
Policy 3110	Prohibition of Sexual Harassment	BP 3430	Prohibition of Harassment		Also see Policy 4110 and 6110 (same titles)
Regulation 3110	Prohibition of Sexual Harassment	AP 3430	Prohibition of Harassment		Also see Reg. 4110 and 6110
Policy 3115	Drug-Free Workplace	BP 3550	Drug Free Environment and Drug Prevention Program		Also see current Riverside CCD Policy 4115 (same title)
Regulation 3115	Drug-Free Workplace	AP 3550	Drug Free Environment and Drug Prevention Program		Also see current Riverside CCD Reg. 4115 (same title)
Policy 3230	Smoking/Non-Smoking	BP 3570	Smoking on Campus		Also see current Riverside CCD Policy 4230 and 6230 with the same title
Regulation 3230	Smoking/Non-Smoking	AP 3570	Smoking on Campus		Also see current Riverside CCD Reg. 4230 and 6230 with the same title
Policy 4001	Employment	BP 7120	Recruitment and Hiring	5/15/2007	Also see current Riverside CCD Policy 3001 with the same title
Regulation 4001	Employment	AP 7120	Recruitment and Hiring		Also see current Riverside CCD Reg. 3001 with the same title
Policy 4005	Employment of Relatives/Nepotism Policy	BP 7310	Nepotism		Also see current Riverside CCD Policy 3005 with the same title
Regulation 4005	Employment of Relatives/Nepotism (Regulation)	AP 7310	Nepotism		Also see current Riverside CCD Reg. 3005 with the same title

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
Policy 4011	Criminal Offender Record Security	BP 3315	Criminal Offender Record Security		Created a new BP per Ruth
<a href="#">Regulation 4011</a>	<a href="#">Criminal Offender Record Security</a>	<a href="#">AP 3315</a>	<a href="#">Criminal Offender Record Security</a>		<a href="#">Created a new AP per Ruth</a>
Policy 4020	Management (Classified) Leaves of Absence Policy	BP 7340	Leaves		Also see Policy 3020
<a href="#">Regulation 4020</a>	<a href="#">Management Leaves of Absence Policy</a>	<a href="#">AP 7340</a>	<a href="#">Leaves</a>		<a href="#">Also see Reg. 3020</a>
Policy 4021	Confidential Classified Employees' Leaves of Absence	BP 7340	Leaves		
<a href="#">Regulation 4021</a>	<a href="#">Confidential Classified Employees' Leaves of Absence</a>	<a href="#">AP 7340</a>	<a href="#">Leaves</a>		
Policy 4024	Classified Collective Bargaining Agreement	<a href="#">AP 7140</a>	<a href="#">Collective Bargaining</a>		
Policy 4026	Confidential Classified Employees' Salaries	<a href="#">AP 7130</a>	<a href="#">Compensation</a>		
Policy 4027	Confidential Classified Employees' Overtime Pay	BP 7234	Overtime		Created a new BP
<a href="#">Regulation 4027</a>	<a href="#">Confidential Classified Employees' Overtime Pay</a>	<a href="#">AP 7234</a>	<a href="#">Overtime</a>		
Policy 4030	Group Benefits for Domestic Partners	BP 7510	Domestic Partners		Also see Policy 3030
<a href="#">Regulation 4030</a>	<a href="#">Group Benefits for Domestic Partners</a>	<a href="#">AP 7510</a>	<a href="#">Domestic Partners</a>		<a href="#">See Regulation 3030</a>

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
Policy 4035	Salary Schedule for Temporary Non-Academic Employees	AP 7130	Compensation		
Policy 4039	Supervisor Salaries	AP 7130	Compensation		
Policy 4040	Management Salaries	AP 7130	Compensation		Also see Policy 3040 with the same title
Policy 4041	Bargaining Unit Employees' Salaries	AP 7130	Compensation		Also see Policy 3041 with the same title
Policy 4042	Professional Growth for Confidential Classified Employees	BP 7160	Professional Growth	5/15/2007	
Regulation 4042	Professional Growth for Confidential Classified Employees	AP 7160	Professional Development		
Policy 4045	Reclassification for Classified Positions	BP 7232	Classification Review		
Regulation 4045	Reclassification for Classified Positions	AP 7232	Classification Review		
Policy 4060	Computing and Internet Policy	BP 3720	Computer Use		Also see RCCD 3060 and 6060 (same numbering)
Regulation 4060	Computing and Internet Policy	AP 3720	Computer and Network Use		Also see RCCD 3060 and 6060 (same numbering)
Policy 4081	Unused Sick Leave – Retirement Credit – Classified Employees	BP 7340	Leaves		
Regulation 4081	Unused Sick Leave – Retirement Credit – Classified Employees	AP 7340	Leaves		
Policy 4090	Use of Parking Lots Policy	BP 6750	Parking		Also see Policies 3090 and 6090

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
Regulation 4090	Use of Parking Lots (Regulation)	AP 6750	Parking		Also see Regs. 3090 and 6090
Policy 4097	Medical Insurance After Retirement or Resignation	BP 7380	Retiree Health Benefits: Academic Employees		Also see Policy 3097
Regulation 4097	Medical Insurance After Retirement or Resignation	AP 7380	Retiree Health Benefits: Academic Employees		Also see Reg. 3097
Policy 4099	Affirmative Action and Staff Diversity	BP 7120	Recruitment and Hiring		Also see Policy 3099
Regulation 4099	Affirmative Action and Staff Diversity	AP 7120	Recruitment and Hiring		Also see Regul. 3099
Policy 4100	Prohibition of Sex Discrimination	BP 3410	Nondiscrimination		Also see RCCD Policy 6200
Regulation 4100	Prohibition of Sex Discrimination	AP 3410	Nondiscrimination		Also see current RCCD Reg. 3100, and 6100
Policy 4110	Prohibition of Sexual Harassment	BP 3430	Prohibition of Harassment		Also see Policy 3110 and 6110 (same titles)
Regulation 4110	Prohibition of Sexual Harassment	AP 3430	Prohibition of Harassment		See Reg. 3110 and 6110
Policy 4115	Drug-Free Workplace	BP 3550	Drug Free Environment and Drug Prevention Program		Also see Policy 3115 (same title)
Regulation 4115	Drug-Free Workplace	AP 3550	Drug Free Environment and Drug Prevention Program		Also see Reg. 3115 (same title)
Policy 4230	Smoking/Non-Smoking	BP 3570	Smoking on Campus		Also see Policy 3230 and 6230 with the same title
Regulation 4230	Smoking/Non-Smoking	AP 3570	Smoking on Campus		Also see Reg. 3230 and 6230 with the same title
Policy 5000	Resident Priority for Special Program Applicants	BP 5055	Enrollment Priorities		
Separate Document	Separate Admissions Criteria	AP 5055	Enrollment Priorities		Add per Ruth

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
Policy 5005	Minimum Class Size	Create BP 4023	Minimum Class Size		Created a new policy to accommodate a current RCCD Policy
Policy 5015	Open Enrollment	BP 5052	Open Enrollment		Also see Policy 6055
Policy 5020	Physical Education	BP 5700	Physical Education and Athletics		
Regulation 5020	Physical Education	AP 5700	Physical Education and Athletics		
Policy 5030	Instructional Production Services	BP 4630	Instructional Production Services		Created a new Policy to accommodate a current RCCD Policy
Policy 5045	Use of Copyrighted Materials	BP 3710	Securing of Copyright		
Regulation 5045	Use of Copyrighted Materials	AP 3710	Securing of Copyright		Create a procedure to align with BP
Policy 5050	Grading Standards	BP 4230	Grading Symbols		
Regulation 5050	Grading Standards (Regulation)	AP 4225 AP 4230 AP 4231 AP 4232 AP 4235  AP 4240  AP 4250 AP 4255	Course Repetition Grading Symbols Grade Changes Credit/No Credit Credit By Examination Academic Renewal Probation Disqualification &Dismissal		
Policy 5075	Field Trips	BP 4300	Field Trips and Excursions		Also see Policy 6075 and 7075
Regulation 5075	Field Trips	AP 4300	Field Trips and Excursions		Also see Regul. 6075 and 7075
Policy 5100	International Education	BP 4026	Philosophy and Criteria for International Education		Created a new Policy to accommodate a current RCCD Policy
Regulation 5100	International Education	AP 4026	Philosophy and Criteria for International Education		

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
Policy 5110	Colleges/Secondary Articulation	BP 4050	Articulation	5/15/2007	
<a href="#">Regulation 5110</a>	<a href="#">Colleges/Secondary Articulation</a>	<a href="#">AP 4050</a>	<a href="#">Articulation</a>		
Policy 5120	Use of Facilities, Distribution and Posting of Literature, and Preventing Disruption of Instructional and/or Other District Activities	BP 5550	Speech: Time, Place, and Manner		
<a href="#">Regulation 5120</a>	<a href="#">Use of Facilities, Distribution and Posting of Literature, and Preventing Disruption of Instructional and/or Other District Activities</a>	<a href="#">AP 5550</a>	<a href="#">Speech: Time, Place, and Manner</a>		
Policy 6000	Board of Publications	BP 4600	News Media		Created a new Policy to accommodate a current RCCD Policy
<a href="#">Regulation 6000</a>	<a href="#">Board of Publications</a>	<a href="#">AP 4600</a>	<a href="#">News Media</a>		
Policy 6010	District Student Senate	BP 5400	Associated Students Organization		
<a href="#">Regulation 6010</a>	<a href="#">District Student Senate</a>	<a href="#">AP 5400</a>	<a href="#">Associated Students Organization</a>		
Policy 6016	Student Member of Governing Board	BP 2015 BP 2105	Student Member Election of Student Member		Also see Policy 1016
<a href="#">Regulation 6016</a>	<a href="#">Student Member of Governing Board</a>	<a href="#">AP 2015</a>	<a href="#">Student Member</a>		Also see Reg. 1016

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
		AP 2105	Election of Student Member		
Policy 6030	Interdistrict Attendance Agreements	BP 5010	Admission and Concurrent Enrollment		Also see Policy 7030
Regulation 6030	Interdistrict Attendance Agreements	AP 5010	Admission and Concurrent Enrollment		Also see Reg. 7030
Policy 6040	Student Employment	BP 5160	Student Employment		Also see AP 4103 and/or create new policy
Regulation 6040	Student Employment	AP 5160	Student Employment		Also see AP 4103 and/or create new procedure
Policy 6042	Student Fees	BP 5030	Fees	8/21/2007	
Regulation 6042	Student Fees	AP 5030	Fees		
Policy 6045	Student Health Services	BP 5200	Student Health Services	8/21/2007	
Regulation 6045	Student Health Services	AP 5200	Student Health Services		
Policy 6055	Enrollment, Attendance and Disenrollment	BP 5070	Attendance		
Regulation 6055	Enrollment, Attendance and Disenrollment	AP 5052 AP 5055 AP 5070 AP 5075	Open Enrollment Enrollment Priorities Attendance Course Adds and Drops		
Policy 6057	Audit of Courses	BP 4070	Auditing and Auditing Fees		
Regulation 6057	Audit of Courses	AP 4070	Auditing and Auditing Fees		
Policy 6058	Enrollment of Minors	BP 5011	Admissions		Created a new policy to align with the procedure
Regulation 6058	Enrollment of Minors	AP 5011	Admission of High School and Other Young Students		
Policy 6060	Computing and Internet Policy	BP 3720	Computer Use		Also see current RCCD 3060 and 4060 (same numbering)

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
Regulation 6060	Computing and Internet Policy	AP 3720	Computer and Network Use		Also see current RCCD 3060 and 4060 (same numbering)
Policy 6066	Probation and Dismissal	BP 4250	Probation, Disqualification, and Readmission		
Regulation 6066	Probation and Dismissal	AP 4250 AP 4255	Probation Disqualification and Dismissal		
Policy 6068	International Student Acceptance	BP 5010 BP 5012	Admissions International Students		
Regulation 6068	International Student Acceptance	AP 5012	International Students		
Policy 6070	Release of Student Information	BP 5040	Student Records and Directory Information		
Regulation 6070	Release of Student Information	AP 5040	Student Records and Directory Information		
Policy 6075	Field Trips	BP 4300	Field Trips and Excursions		Also see Policy 5075 and 7075
Regulation 6075	Field Trips	AP 4300	Field Trips and Excursions		Also see Regul. 5075 and 7075
Policy 6080	Student Discipline and Due Process	BP 5500	Standards of Student Conduct	5/15/2007	
Regulation 6080	Student Discipline and Due Process	AP 5520	Student Discipline Procedures		
Policy 6090	Use of Parking Lots	BP 6750	Parking		Also see current Riverside CCD Policies 3090 and 4090
Regulation 6090	Use of Parking Lots	AP 6750	Parking		Also see current Riverside CCD Regs. 3090 and 4090
Policy 6091	Matriculation Title V	BP 5050	Matriculation		
Regulation 6091	Matriculation Title V	AP 5050	Matriculation		
Policy 6092	Prerequisites/Corequisites/Advisories	BP 4260	Pre-Requisites and Co-requisites		
Regulation 6092	Prerequisites/Corequisites/Advisories	AP 4260	Pre-Requisites and Co-requisites		
Policy 6093	Remedial Limitation	BP 4222	Remedial Coursework		Created a new policy to accompany the League-recommended procedure

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
<a href="#">Regulation 6093</a>	<a href="#">Remedial Limitation</a>	<a href="#">AP 4222</a>	<a href="#">Remedial Coursework</a>		
Policy 6100	Prohibition of Sex Discrimination	BP 3410	Nondiscrimination	5/15/2007	Also see RCCD Policy 6200
<a href="#">Regulation 6100</a>	<a href="#">Prohibition of Sex Discrimination</a>	<a href="#">AP 3410</a>	<a href="#">Nondiscrimination</a>		Also see current RCCD Reg. 3100, and 4100
Policy 6110	Prohibition of Sexual Harassment	BP 3430	Prohibition of Harassment		Also see Policy 3110 and 4110 (same titles)
<a href="#">Regulation 6110</a>	<a href="#">Prohibition of Sexual Harassment</a>	<a href="#">AP 3430</a>	<a href="#">Prohibition of Harassment</a>		See Reg. 3110 and 4110
Policy 6120	Organization of the Associated Student Body	BP 5400	Associated Students Organization		
<a href="#">Regulation 6120</a>	<a href="#">Organization of the Associated Students of Riverside Community College</a>	<a href="#">AP 5400</a>	<a href="#">Associated Students Organization</a>		
Policy 6130	Extra-Curricular Activities	BP 5430	Extra-Curricular Activities		Created a new policy
<a href="#">Regulation 6130</a>	<a href="#">Extra-Curricular Activities</a>	<a href="#">AP 5430</a>	<a href="#">Extra-Curricular Activities</a>		Created a new procedure
Policy 6140	Gifts, Grants, Bequests, and Fund Raising	BP 3820	Gifts		
<a href="#">Regulation 6140</a>	<a href="#">Gifts, Grants, Bequests, and Fund Raising</a>	<a href="#">AP 3820</a>	<a href="#">Gifts</a>		
Policy 6200	Non-Discrimination in Programs and Activities	BP 3410	Nondiscrimination	5/15/2007	Also see RCCD Policy 6100
<a href="#">Regulation 6200</a>	<a href="#">Non-Discrimination in Programs and Activities</a>	<a href="#">AP 3410</a>	<a href="#">Nondiscrimination</a>		Also see RCCD Reg. 6100
Policy 6225	Safety and Welfare of Students	BP 3540	Sexual and Other Assaults on Campus		
<a href="#">Regulation 6225</a>	<a href="#">Safety and Welfare of Students</a>	<a href="#">AP 3540</a>	<a href="#">Sexual and Other Assaults on Campus</a>		

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
Policy 6230	Smoking/Non-Smoking	BP 3570	Smoking on Campus		Also see Policy 3230 and Policy with the same title 4230
<a href="#">Regulation 6230</a>	<a href="#">Smoking/Non-Smoking</a>	<a href="#">AP 3570</a>	<a href="#">Smoking on Campus</a>		Also see Reg. 3230 and Reg. with the same title 4230
Policy 7005	Tax Sheltered Annuities	BP 6327	Tax-Sheltered Annuity Program		
<a href="#">Regulation 7005</a>	<a href="#">Tax Sheltered Annuities</a>	<a href="#">AP 6327</a>	<a href="#">Tax-Sheltered Annuity Program</a>		
Policy 7011	Travel Expense Payment	BP 7400	Travel		Links with Policies 2735 (Bd Member Travel)
<a href="#">Regulation 7011</a>	<a href="#">Travel Expense Payment</a>	<a href="#">AP 7400</a>	<a href="#">Travel</a>		Links with Procedures 2735 (Bd Member Travel)
Policy 7025	Sale of Equipment, Furniture and Supplies	BP 6550	Disposal of District Property		
<a href="#">Regulation 7025</a>	<a href="#">Sale of Equipment, Furniture and Supplies</a>	<a href="#">AP 6550</a>	<a href="#">Disposal of District Property</a>		
Policy 7030	Interdistrict Attendance Agreements	BP 5010	Admission and Concurrent Enrollment		Also see Policy 6030. Create a new policy??
<a href="#">Regulation 7030</a>	<a href="#">Interdistrict Attendance Agreements</a>	<a href="#">AP 5010</a>	<a href="#">Admission and Concurrent Enrollment</a>		Also see Reg. 6030. Create a new procedure??
Policy 7035	Course Materials and Supplies Fees	BP 5031	Materials Fees		
<a href="#">Regulation 7035</a>	<a href="#">Course Material Fee Regulations</a>	<a href="#">AP 5031</a>	<a href="#">Materials Fees</a>		
Policy 7036	Replacement or Retrieval of Overdue Library Materials	BP 4040	Library and Other Instructional Support Services	5/15/2007	
<a href="#">Regulation 7036</a>	<a href="#">Replacement or Retrieval of Overdue Library Materials</a>	<a href="#">AP 4040</a>	<a href="#">Library Services</a>		

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
Policy 7041	Other Fees	BP 4630	Instructional Production Services		Created new CCLC policy
Regulation 7041	Other Fees	AP 4630	Instructional Production Services		Created new CCLC procedure
Policy 7045	Fees for Preparation of Personal Information	BP 6960	Fees for Preparation of Personal Information		Created new policy
Regulation 7045	Fees for Preparation of Personal Information	AP 6960	Fees for Preparation of Personal Information		Created new procedure
Policy 7046	District Fees for Clerical and Material Costs Involved in the Duplication of Material	BP 6970	District Fee for Clerical and Material Costs Involved in the Duplication of Material		Created new policy
Regulation 7046	District Fees for Duplication of Material for Non-Personal Information	AP 6970	District Fee for Clerical and Material Costs Involved in the Duplication of Material		Created new procedure
Policy 7050	Determination of Prevailing Wage Rates for Public Works	BP 6340	Contracts		
Regulation 7050	Determination of Prevailing Wage Rates for Public Works	AP 6370	Contracts – Personal Services		
Policy 7055	Vending Machines	BP 6930	Vending Machines		Created a new policy
Policy 7060	Retention/Destruction of Records	BP 3310	Records Retention and Destruction		
Regulation 7060	Retention/Destruction of Records	AP 3310	Records Retention and Destruction		
Policy 7065	Retrieval of Overdue Materials from District Employees	BP 6520	Security for District Property	5/15/2007	

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
Regulation 7065	Retrieval of Overdue Materials from District Employees	AP 6520	Security for District Property		
Policy 7070	Naming of Facilities	BP 6620	Naming of Facilities		
Regulation 7070	Naming of Facilities	AP 6620	Naming of Facilities		
Policy 7075	Field Trips	BP 4300	Field Trips and Excursions		Also see Policy 5075 and 6075
Policy 7080	Budget Development – Fund Balance Target	BP 6200	Budget Preparation	5/15/2007	No Regulation!
Policy 8005	Use of Facilities	BP 6700	Civic Center and Other Facilities Use		
Regulation 8005	Use of Facilities	AP 6700	Civic Center and Other Facilities Use		

**MATRIX OF NEW RIVERSIDE CCD BOARD POLICIES/PROCEDURES**

NEW		BP 1100	The Riverside Community College District		
NEW		BP 1200	District Mission	5/15/2007	
NEW		BP 2110	Vacancies on the Board		
NEW		AP 2110	Vacancies on the Board		
NEW		BP 2345	Public Participation at Board Meetings		
NEW		BP 2345	Public Participation at Board Meetings		
NEW		BP 2350	Speakers		
NEW		BP 2355	Decorum		
NEW		BP 2365	Recording		
NEW		AP 2365	Recording		

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
NEW		BP 2510	Participation in Local Decision-Making	5/15/2007	
NEW		AP 2510	Participation in Local Decision-Making	5/15/2007	
NEW		BP 2610	Presentation of Initial Collective Bargaining Proposals		
NEW		AP 2610	Presentation of Initial Collective Bargaining Proposals		
NEW		BP 2716	Political Activity		
NEW		BP 2717	Personal Use of Public Resources		
NEW		BP 2720	Communications among Board Members		
NEW		BP 2725	Board Member Compensation		
NEW		BP 2730	Board member Health Benefits		
NEW		BP 2735	Board Member Travel		
NEW		AP 2735	Board Member Travel		
NEW		BP 2740	Board Education	5/15/2007	
NEW		BP 3050	Institutional Code of Professional Ethics	5/15/2007	
NEW		BP 3200	Accreditation	5/15/2007	
NEW		BP 3250	Institutional Planning	5/15/2007	
NEW		BP 3300	Public Records		
NEW		AP 3300	Public Records		
NEW		BP 3420	Equal Employment Opportunity		
NEW		AP 3420	Equal Employment Opportunity		
NEW		AP 3435	Discrimination and Harassment Investigations		

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
NEW		BP 3500	Campus Safety		
NEW		AP 3500	Campus Safety		
NEW		BP 3510	Workplace Violence Plan		
NEW		AP 3510	Workplace Violence Plan		
NEW		BP 3515	Reporting of Crimes	10/17/2006	
NEW		AP 3515	Reporting of Crimes		
NEW		AP 3516	Registered Sex Offender Information		
NEW		BP 3518	Child Abuse Reporting	8/21/2007	
NEW		AP 3518	Child Abuse Reporting	8/27/2007	
NEW		BP 3520	Local Law Enforcement		
NEW		AP 3520	Local Law Enforcement		
NEW		BP 3530	Weapons on Campus		
NEW		AP 3530	Weapons on Campus		
NEW		BP 3560	Alcoholic Beverages		
NEW		AP 3560	Alcoholic Beverages		
NEW		BP 3600	Auxiliary Organizations		
NEW		AP 3600	Auxiliary Organizations		
NEW		BP 3715	Intellectual Property		
NEW		AP 3715	Intellectual Property		
NEW		AP 3750	Use of Copyrighted Material		
NEW		BP 3810	Claims against the District		
NEW		AP 3810	Claims against the District		
NEW		BP 4010	Academic Calendar		
NEW		AP 4010	Academic Calendar		
NEW		BP 4020	Program and Curriculum Development		

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
NEW		AP 4021	Program Discontinuance		
NEW		BP 4025	Philosophy and Criteria for Associate Degree and General Education	5/15/2007	
NEW		BP 4030	Academic Freedom	5/15/2007	
NEW		BP 4060	Delineation of Functions Agreements		
NEW		AP 4060	Delineation of Functions Agreements		
NEW		BP 4100	Graduation Requirements for Degrees and Certificates		
NEW		AP 4100	Graduation Requirements for Degrees and Certificates		
NEW		AP 4101	Independent Study		
NEW		AP 4102	Career and Technical Programs		
NEW		AP 4103	Work Experience		
NEW		AP 4104	Contract Education		
NEW		AP 4105	Distance Education		
NEW		BP 4110	Honorary Degrees		
NEW		AP 4110	Honorary Degrees		
NEW		BP 4220	Standards of Scholarship		
NEW		AP 4220	Standards of Scholarship		
NEW		BP 4222	Remedial Coursework		
NEW		AP 4222	Remedial Coursework		
NEW		BP 4260	Pre-Requisites and Co- requisites		

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
NEW		AP 4260	Pre-Requisites and Co-requisites		
NEW		BP 4400	Community Services Programs		
NEW		AP 4400	Community Services Programs		
NEW		AP 4610	Instructional Service Agreements		
NEW		AP 5013	Students in the Military		
NEW		BP 5015	Residence Determination		
NEW		AP 5015	Residence Determination		
NEW		BP 5020	Non Resident Tuition		
NEW		AP 5020	Non Resident Tuition		
NEW		BP 5035	Withholding of Student Records		
NEW		AP 5035	Withholding of Student Records		
NEW		BP 5045	Student Records: Challenging Content and Access Log		
NEW		AP 5045	Student Records: Challenging Content and Access Log		
NEW		BP 5050	Matriculation		
NEW		AP 5050	Matriculation		
NEW		BP 5110	Counseling		
NEW		AP 5110	Counseling		
NEW		BP 5120	Transfer Center		
NEW		AP 5120	Transfer Center		
NEW		BP 5130	Financial Aid		
NEW		AP 5130	Financial Aid		

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
NEW		BP 5140	Disabled Student Programs and Services		
NEW		AP 5140	Disabled Student Programs and Services		
NEW		BP 5150	Extended Opportunity Programs and Services		
NEW		AP 5150	Extended Opportunity Programs and Services		
NEW		BP 5205	Student Accident Insurance		
NEW		BP 5210	Communicable Disease		
NEW		AP 5210	Communicable Disease		
NEW		BP 5300	Student Equity		
NEW		AP 5300	Student Equity		
NEW		BP 5410	Associated Students Elections		
NEW		AP 5410	Associated Students Elections		
NEW		BP 5420	Associated Students Finance		
NEW		AP 5420	Associated Students Finance		
NEW		BP 5530	Student Rights and Grievances		
NEW		AP 5530	Student Rights and Grievances		
NEW		BP 5570	Student Credit Card Solicitation		
NEW		AP 5570	Student Credit Card Solicitation		

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
NEW		AP 5610	Voter Registration		
NEW		BP 5800	Bookstore(s)		
NEW		AP 5800	Bookstore(s)		
NEW		BP 5850	Vending Machines		
NEW		AP 5850	Vending Machines		
NEW		BP 6100	Delegation of Authority		
NEW		AP 6100	Delegation of Authority		
NEW		BP 6150	Designation of Authorized Signatures		
NEW		AP 6150	Designation of Authorized Signatures		
NEW		BP 6250	Budget Management		
NEW		AP 6250	Budget Management		
NEW		BP 6300	Fiscal Management	5/15/2007	
NEW		AP 6305	Reserves		
NEW		AP 6310	Accounting		
NEW		AP 6315	Warrants		
NEW		BP 6320	Investments		
NEW		AP 6320	Investments		
NEW		AP 6322	Employee Indemnity Bonds		
NEW		AP 6325	Payroll		
NEW		BP 6330	Purchasing		
NEW		AP 6330	Purchasing		
NEW		AP 6350	Contracts - Construction		
NEW		AP 6360	Contracts - Electronic Systems and Materials		
NEW		AP 6365	Contracts - Accessibility of information Technology		
NEW		AP 6380	Vendors		
NEW		BP 6400	Audits		
NEW		AP 6400	Audits		

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
NEW		AP 6530	District Vehicles		
NEW		AP 6535	Use of District Equipment		
NEW		BP 6540	Insurance		
NEW		AP 6540	Insurance		
NEW		BP 6600	Capital Construction		
NEW		AP 6600	Capital Construction		
NEW		BP 6740	Citizens' Oversight Committees		
NEW		AP 6740	Citizens' Oversight Committees		
NEW		BP 6800	Safety		
NEW		AP 6800	Safety		
NEW		AP 6850	Hazardous Materials		
NEW		AP 6950	Drug and Alcohol Testing (U.S. Department of Transportation)		
NEW		BP 6975	Other Fees		
NEW		AP 6975	Other Fees		
NEW		BP 7100	Commitment to Diversity		
NEW		AP 7100	Commitment to Diversity		
NEW		BP 7110	Delegation of Authority		
NEW		AP 7110	Delegation of Authority		
NEW		AP 7125	Verification of Eligibility for Employment		
NEW		BP 7126	Applicant Background Checks		
NEW		AP 7126	Applicant Background Checks		
NEW		AP 7145	Personnel Files		
NEW		BP 7150	Employee Evaluations	5/15/2007	

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
NEW		AP 7211	Faculty Service Areas, Minimum Qualifications and Equivalencies		
NEW		AP 7212	Part-time Faculty: Screening		
NEW		AP 7213	Part-time Faculty: Benefits		
NEW		AP 7214	Part-time Faculty: Office Hours		
NEW		AP 7215	Academic Employees: Probationary Contract Faculty		
NEW		AP 7216	Academic Employees: Grievance Procedure for Contract Decisions		
NEW		BP 7230	Classified Employees		
NEW		AP 7230	Classified Employees		
NEW		AP 7231	Seniority		
NEW		AP 7233	Claims for Work Out of Classification		
NEW		AP 7235	Probationary Period: Classified Employees		
NEW		AP 7236	Substitute and Short-Term Employees		
NEW		AP 7237	Layoffs		
NEW		BP 7240	Confidential Employees		
NEW		AP 7240	Confidential Employees		
NEW		BP 7250	Educational Administrators		

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
NEW		AP 7250	Educational Administrators		
NEW		BP 7260	Classified Supervisors and Managers		
NEW		AP 7260	Classified Supervisors and managers		
NEW		AP 7270	Student Workers		
NEW		BP 7330	Communicable Disease		
NEW		AP 7330	Communicable Disease		
NEW		BP 7335	Health Examinations		
NEW		AP 7335	Health Examinations		
NEW		AP 7336	Certification of Freedom from Tuberculosis		
NEW		AP 7337	Fingerprinting		
NEW		AP 7341	Sabbaticals		
NEW		AP 7342	Holidays		
NEW		AP 7343	Industrial Accidents and Illness		
NEW		AP 7344	Notifying District of Illness		
NEW		BP 7345	Catastrophic Leave Program		
NEW		AP 7345	Catastrophic Leave Program		
NEW		AP 7346	Employees Called to Military Duty		
NEW		AP 7347	Paid Family Leave		
NEW		BP 7360	Discipline and Dismissal - Academic Employees		

OLD RCCD POLICY #	OLD POLICY TITLE	NEW POLICY #	NEW POLICY TITLE	DATE APPROVED	NOTES
NEW		AP 7360	Discipline and Dismissal - Academic Employees		
NEW		BP 7365	Discipline and Dismissal - Classified Employees		
NEW		AP 7365	Discipline and Dismissal - Classified Employees		
NEW		AP 7366	Reinstatement		
NEW		BP 7370	Political Activity		
NEW		AP 7370	Political Activity		
NEW		AP 7371	Personal Use of Public Resources		
NEW		AP 7381	Health and Welfare Benefits		
NEW		BP 7385	Salary Deductions		
NEW		AP 7385	Salary Deductions		
NEW		BP 7500	Volunteers		
NEW		AP 7500	Volunteers		
NEW		AP 7600	District Police		
NEW		BP 7700	Whistleblower Protection		
NEW		AP 7700	Whistleblower Protection		

# Diversity and Human Resources Strategic Plan Summary

Recruiting	Retaining	Developing
Online Application Process	Standardize Procedures	Bi-monthly Diversity and Human Resources Newsletter
Online Screening Process	Update Employee Handbooks	Training Calendar
Actively Seek Qualified Candidates	Design and Update Diversity and Human Resources Website	Professional Growth and Development Training
Strategic Diversity Partners	Put Employee Forms Online	Enhance Employee Evaluation Process
One Stop Shop	Revise Board Policies	Develop Manager's Toolkit ( <i>What do I do if...</i> )
Expand Recruiting Outreach to Underrepresented Groups	Implement Classification and Compensation Study Recommendations	Diversity and Human Resources Scorecard
Document the Hiring Process	On-campus Delivery of Human Resources	Internal and External Diversity Advisory Councils
	Accommodation and Return to Work Process	