

Chapter 3

General Organization

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Organizational Structure

AO 3100

Adoption Date: April 26, 2002

The Director of the Auxiliary Organization has the authority to organize the administrative structure and assign personnel in the manner in which the Director believes will best serve to achieve the mission of the Auxiliary.

The Director shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the Auxiliary.

Grants

AO 3280

Adoption Date: April 26, 2002

The Board of Directors shall be informed of all grant applications made, and all grants received by the Auxiliary.

The Director shall establish procedures to assure timely application and processing of grant applications and funds and that the grants that are applied for directly support the purposes of the Auxiliary.

Public Records

AO 3300

Adoption Date: April 26, 2002

The Director of the Auxiliary Organization shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act and other applicable laws and regulations.

Records Retention and Destruction

AO 3310

Adoption Date: April 26, 2002

The Director of the Auxiliary Organization shall establish administrative procedures to assure the retention and destruction of all Auxiliary records, including but not limited to student records, employment records, and financial records, that comply with Title 5 and other applicable laws and regulations.

Nondiscrimination

AO 3410

Adoption Date: April 26, 2002

The Auxiliary is committed to equal opportunity in educational programs, employment, and institutional programs and activities.

The Auxiliary and each individual who represents the Auxiliary shall not discriminate for reasons of race, color, religious creed, gender, disability, medical condition, age (over 40 years), marital status, sexual orientation, economic status, or national origin in employment practices or any action, decision, or practice related to students as prohibited by law.

The Director 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 Auxiliary funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the Auxiliary or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of race, creed, color, sex (i.e., gender), religion, or national origin, sexual preference, or disability.

Equal Access

AO 3415

Adoption Date: April 26, 2002

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

In accordance with applicable laws, the Auxiliary, and each individual who represents the Auxiliary, shall provide reasonable accommodation for access to its services, classes, and programs without regard to disability, race, religion, creed, color, national origin, ancestry, disability, sex (i.e., gender), marital status, or sexual orientation.

The Director shall establish administrative procedures to assure equal access opportunity.

The Director 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 appropriate regulations.

Affirmative Action

AO 3420

Adoption Date: April 26, 2002

The Board of Directors supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding, respect, harmony, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment opportunity through a continuing affirmative action program. While retaining the principle that decisions regarding employment, retention, and advancement must be based on merit and must reflect a concern for quality and excellence of work, specific good faith efforts will be made to increase the representation of protected groups in the work force of the Grossmont-Cuyamaca Community College District Auxiliary Organization.

Prohibition of Harassment

AO 3430

Adoption Date: April 26, 2002

The Auxiliary is committed to providing an academic and work environment that respects the dignity of individuals and groups. The Auxiliary 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, color, religion, ancestry, national origin, disability, sex (i.e., gender), sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

Harassment based on any of the following statuses is prohibited and will not be tolerated: race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

It is illegal to retaliate against any individual for filing a complaint of sexual harassment or for participating in a sexual harassment investigation, and retaliation constitutes a violation of this policy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

- Submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;

- Submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;

- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or education environment; or

- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.

Workplace Safety

AO 3500

Adoption Date: April 26, 2002

The Board of Directors is committed to a safe and secure Auxiliary work environment.

Disaster Preparedness

AO 3501

Adoption Date: April 26, 2002

The Auxiliary will comply with the District's Disaster Preparedness Plan.

Workplace Violence Plan

AO 3510

Adoption Date: April 26, 2002

The Board of Directors is committed to providing a work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

Reporting of Crimes

AO 3515

Adoption Date: April 26, 2002

The Director of the Auxiliary shall assure that, as required by law, reports are prepared of all occurrences reported to the District Public Safety Department of arrests for crimes committed that involve violence, hate violence, theft, or destruction of property, illegal drugs, or alcohol intoxication that are associated with Auxiliary programs or staff. The Director shall further assure that required reports of noncriminal acts of hate violence are prepared. Such reports shall be made available as required by law.

Sexual and other Assaults Occurring on Auxiliary Property

AO 3540

Adoption Date: April 26, 2002

Any sexual assault or physical abuse, including rape as defined by California law, whether committed by an employee, student, or member of the public, that occurs on Auxiliary property, is a violation of Auxiliary policies and procedures, and is subject to all applicable punishment, including criminal procedures, and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance. The Director of the Auxiliary shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment.

The procedures for sexual assaults shall include assurances that:

- All victims of sexual assault occurring on Auxiliary property shall be provided with information regarding options and assistance available to them;

- All alleged victims of sexual assault shall be provided with the following, upon request:

 - A copy of this AO policy containing the Auxiliary's policy regarding sexual assault;

 - A list of personnel on campus who should be notified of the assault, and procedures for such notification, if the alleged victim consents;

 - A description of available services, and the persons on campus available to provide those services, including but not limited to transportation to a hospital, counseling by Auxiliary staff or referral to a counseling center, notice to the police, if desired, and a list of other available campus resources or appropriate off campus resources;

 - A description of available procedures, including criminal prosecution, civil prosecution (i.e., lawsuit), Auxiliary disciplinary procedures, and modification of class schedules and tutoring, if necessary; and

 - Information regarding any ongoing investigation, including the status of any student or employee disciplinary proceedings or appeal.

The Auxiliary shall maintain the identity of any alleged victim of sexual assault occurring on Auxiliary property in confidence unless the alleged victim specifically waives that right to confidentiality. The Auxiliary shall maintain the identity of any alleged assailant who is a student or an employee in confidence unless the alleged assailant waives that right to confidentiality.

Drug Free Environment and Drug Prevention Program

AO 3550

Adoption Date: April 26, 2002

The Auxiliary shall be free from all drugs and from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the Auxiliary.

Intellectual Property and Copyright

AO 3710

Adoption Date: April 26, 2002

The Director of the Auxiliary is directed to develop administrative procedures for the following policy for the disposition of educational materials owned by the Grossmont-Cuyamaca Community College District Auxiliary Organization.

Pursuant to the Education Code, the Grossmont-Cuyamaca Community College District Auxiliary Organization, upon approval of the Board of Directors, and for educational use, public purpose, and in furtherance of Article IX, Section 1 of the Constitution, may sell, give, or exchange for similar published materials, published materials prepared by Auxiliary employees in connection with the curricular and special services that the Auxiliary is authorized to perform. The Board of Directors may also license the use of copyrights held by the Auxiliary for educational use and for the same purposes as listed above.

Any charge assessed a nonpublic agency for the purchase of such materials produced by Auxiliary employees in connection with the curricular and special services which the Auxiliary is authorized to perform shall be based on the fair market value as determined by the Board and shall not be subject to competitive bidding, provided, however, that any public agency or private organization whose principal purpose is the development, support, or the providing of other benefits to the Auxiliary as determined by the Board may be provided such materials free of charge or given the right to use such materials or be licensed to use the copyrights held by the Auxiliary without charge. Any charge assessed a public agency or a private organization whose principal purpose is the development, support, or the providing of other benefits to the Auxiliary as determined by the Board for the license to use the copyright or for materials produced, to which the Auxiliary holds the copyright, shall not exceed the cost to the Auxiliary of the preparation and reproduction of the materials and shall not be subject to competitive bidding.

Computer Use

AO 3720

Adoption Date: April 26, 2002

Employees and students who use Auxiliary computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The Director shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users. The procedures will also include that users must not use a system to perform an illegal, malicious act, or an act in violation of Auxiliary policy.

Claims Against the Auxiliary

AO 3810

Adoption Date: April 26, 2002

Any claims against the Auxiliary for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy on a form prescribed by the Auxiliary as a prerequisite to filing suit against the Auxiliary.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state, or by a state department or agency, or by another public entity;
- Claims for fees, wages, and allowances: claims for fees, salaries, or wages, mileage, or other expenses and allowances.

All claims shall be presented within the time limit as provided under Government Code Section 911.2; i.e., not later than six months after accrual of the cause of action for death or for injury to person or for damage to personal property and not later than one year for any other claim after accrual of the cause of action.

The designated place[s] for service of claims, lawsuits, or other types of legal process upon the Auxiliary is the Auxiliary Director's Office.

Gifts

AO 3820

Adoption Date: April 26, 2002

The Board of Directors shall consider all gifts, donations, and bequests made to the Auxiliary. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the Auxiliary, or the ownership of which would have the potential to deplete resources of the Auxiliary.

The Auxiliary shall assume no responsibility for appraising the value of gifts made to the Auxiliary.

Acceptance of a gift shall not be considered endorsement by the Auxiliary of a product, enterprise, or entity.

In no event shall the Auxiliary accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of race, sex (i.e., gender), color, religion, national origin, age, disability, or sexual preference; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

Volunteer Workers' Compensation and Liability Coverage

AO 3830

Adoption Date: April 26, 2002

The Board of Directors shall provide Workers' Compensation and liability insurance coverage for volunteer workers, including students, while they are in performance of a service for the Auxiliary.

Licensed professional volunteers, such as physicians and attorneys, are insured for Workers' Compensation only.