# Grossmont-Cuyamaca Community College District
## Auxiliary Organization Policies

### Table of Contents

**Chapter 1: The Auxiliary**
- AO 1100 The GCCCD Auxiliary Organization
- AO 1200 Auxiliary Mission
- AO 1300 Educational Philosophy

**Chapter 2: Auxiliary Board**
- AO 2010 Board Membership
- AO 2100 Term of Office
- AO 2210 Officers
- AO 2220 Committees of the Board
- AO 2310 Regular Meetings of the Board
- AO 2315 Closed Sessions
- AO 2320 Special and Emergency Meetings
- AO 2330 Quorum and Voting
- AO 2340 Agendas
- AO 2345 Public Participation at Board Meetings
- AO 2350 Speakers
- AO 2355 Decorum
- AO 2360 Minutes
- AO 2365 Recording
- AO 2410 Policy and Administrative Procedures
- AO 2430 Delegation of Authority to the Director
- AO 2435 Evaluation of the Director
- AO 2710 Conflict of Interest
- AO 2715 Code of Ethics/Standards of Practice
- AO 2720 Communications among Board Members
- AO 2725 Board Member Compensation
- AO 2735 Board Member Travel

**Chapter 3: General Organization**
- AO 3100 Organizational Structure
- AO 3280 Grants
- AO 3300 Public Records
- AO 3310 Records Retention and Destruction
- AO 3410 Nondiscrimination
- AO 3415 Equal Access
- AO 3420 Affirmative Action
- AO 3430 Prohibition of Harassment
- AO 3500 Campus Safety
- AO 3501 Disaster Preparedness
- AO 3510 Workplace Violence Plan
- AO 3515 Reporting of Crimes
- AO 3540 Sexual and other Assaults on Auxiliary Property
AO 3550 Drug Free Environment and Drug Prevention Program
AO 3710 Intellectual Property and Copyright
AO 3720 Computer Use
AO 3810 Claims Against the Auxiliary
AO 3820 Gifts
AO 3830 Volunteer Workers’ Compensation and Liability Coverage

Chapter 4: Academic Affairs - No Board Policies recommended for adoption

Chapter 5: Student Services - No Board Policies recommended for adoption

Chapter 6: Business and Fiscal Affairs
   AO 6100 Delegation of Authority
   AO 6150 Designation of Authorized Signatures
   AO 6200 Budget Preparation
   AO 6250 Budget Management
   AO 6300 Fiscal Management
   AO 6320 Investments
   AO 6330 Purchasing
   AO 6331 Purchasing Jointly Through Other Public Agencies
   AO 6340 Contracts
   AO 6400 Audits
   AO 6420 Subrecipient Monitoring
   AO 6440 Certification of Time Worked
   AO 6500 Real Property Management
   AO 6520 Security for Auxiliary Property
   AO 6525 Responsibility for Personal Property
   AO 6540 Insurance
   AO 6550 Disposal of Property
   AO 6620 Naming of Facilities
   AO 6800 Safety

Chapter 7 Human Resources
   AO 7100 Commitment to Diversity
   AO 7110 Delegation
   AO 7310 Nepotism
   AO 7320 Fingerprinting
   AO 7333 Bloodborne Pathogen Exposure Control
   AO 7335 Health Examinations
   AO 7350 Resignations
   AO 7370 Political Activity
   AO 7385 Voluntary Salary Reductions
   AO 7400 Travel

All Policies were adopted on April 26, 2002, except 6420 and 6440, which were approved June 30, 2008.