

## Board Policy and Procedures AY 2015-2016

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Updated: 04.01.16

### DEFERRED

#### AP 3A2E: Grant Preparation (Inclan. March 24, 2015)

Establishes procedural changes to the development and submitting of grants.

Consultation Council will entertain recommendations to the proposed language at their next meeting, 04/28/15. Procedures do not need Board approval.

#### AP 3B1H1: Tobacco-Free Campus (Burke. February 23, 2016)

Procedures for implementation of a tobacco free campus. Volunteer program, yet students/employees would be treated differently for violation. Issue tabled at DCC on 02.23.16. At 03.29.16 issue referred back to Ali/Burke/Hines and to include BC Collier for further discussion.

#### AP 4K (changed from AP 4J1): Sexual and other Assaults on Campus (Inclan, Bresso. 12.01.15)

Legally required language under Ed. code and Clery Act. Appears language is minimum requirements suggested by CCLC. First read at DCC – 12.01.15. Sent back to legal counsel for additional work, text unclear throughout “designate position”, “designate”, “list person or office”. Deferred at DCC- 12.01.15; 01.26.16; 02.23.16. Item tabled at 03.29.16 DCC for same reason, unclear text throughout “designate position” etc.

#### BP 4D4: Graduation (Inclan. April 7, 2015)

Moving sections 4D1E1-4D1E3, 4D2C and 4D3C to procedures. Academic Senate is requesting the following language change: “All courses applied towards a degree or certificate of study, including courses in the general education pattern must be completed with a “C” or better, or a “P” if the course is taken on a pass/no pass basis.” Additional discussion of whether language changes or additions are necessary due to BC offering a Baccalaureate degree.

#### BP 6A (old 10A-C): Unrepresented Employees (Ali. Sept. 23, 2014)

Language regarding Chancellor’s powers thoroughly discussed. BC’s attempt to stop the centralization of authority within the Chancellor’s position was met with great resistance. End result, recommended language changes will continue in the process.

As per the language changes regarding College Presidents, BC’s proposed language has been submitted to the Council, no discussion has taken place due to the length of discussion regarding the Chancellor’s powers. Issue was listed under “Future Meeting Items” at the 01/27/15, 02/24/15, 03/24/15, 04/28/15, and 05/26/15 meetings. District moved forward without Consultation Council consent placing it on the Board’s 06/11/15 agenda. Upon numerous requests, item was removed from a second read and approval at the 07/09/15 Board meeting and sent back to District Consultation Council. DCC 9.22.15 Abe Ali reported CCLC Consultant, Jane Wright, to review all aspects of BP 6A-H and

make recommendation. Expected to take till November, early December. Although listed as 6B-H, I did confirm at the meeting with Mr. Ali, Ms. Wright would be reviewing and recommending language on all of BP 6.

## COMPLETED

AP 3C1(a): Meals and In-State Travel Allowance for Students (Burke. October 27, 2015)

Change to item 6, requiring meals be purchased on a group basis. **After meeting with Student Service directors, Burke adjusted proposal to their recommendations.** First read at DCC. 10.27.15. Deferred at DCC- 12.01.15; 01.26.16; 02.23.16. **Referred to BOT by DCC 03.29.16.**

AP 3C1(b): Student Travel Authorization (Burke. October 27, 2015)

Adding new language that employee must purchase meals on a group basis. First read at DCC 10.27.15. Deferred at DCC – 12.01.15; 01.26.16; 02.23.16. **Referred to BOT by DCC 03.29.16.**

AP 3C3A(b): Claim for Travel (Burke. October 27, 2015)

Changes to travel reimbursement including having purchase orders in place prior to travel (#3 Steps to Activate Travel) and meals will only be reimbursed when an overnight stay is required **as per IRS.** (#2 Living Expenses). First read at DCC – 10.27.15. Deferred at DCC – 12.10.15; 01.26.16; 02.23.16. **Referred to BOT by DCC 03.29.16.**

AP 3C3A(a)(b): Claim for Travel Reimbursement (Burke. October 27, 2015)

Update of form. First read at DCC – 10.27.15. First read at DCC – 10.27.15. Deferred at DCC – 12.10.15; 01.26.16; 02.23.16. **Referred to BOT by DCC 03.29.16**

AP 4A4 (4260): Prerequisites, Co-requisites and Advisories (Inclan, November 3, 2015)

This procedure is legally required. Recommendations were developed by the CCC Chancellor's Office Task Force in conjunction with the State Academic Senate. First read at DCC – 12.01.15. Changing the word "district" to "college" throughout document. Approved with changes by DCC on 01.26.16.

AP 4B8: Independent Study (Inclan. July 10, 2015)

New procedure. Language from BP 4B8 moved to procedure. Approved by DCC 01.26.16.

**AP 4C1: Credit by Examination (Bresso/Inclan. August 27, 2015)**

**Placement of policy sections (4C1A-D and 4C1GA-GE) into procedure. Referred to BOT by DCC 03.29.16.**

**AP 4F9: Student Records, Directory Information and Privacy (Inclan. March 29, 2016)**

**Procedure is legally required. Adoption of recommended language from CCLC. Referred to BOT by DCC 03.29.16.**

AP 4F10: Student Complaints (Inclan, Bresso. 12.01.15)

Change (page 4) to correct reference to appropriate procedure code, 4F10(b). First read at DCC – 12.01.15. After discussion regarding term “the supervisor’s office” and a few minor changes in wording, procedure approved by DCC 01.26.16.

**AP 4I: Criminal Background Checks (Bresso/Inclan. August 27, 2015)**

**Placement of policy sections into procedure – pertains to students enrolling in Allied Health programs having background checks. Referred to BOT by DCC 03.29.16.**

BP 4A1: Admission & Registration (Inclan. July 20, 2015)

Addition of CCLC language about students having been expelled from another institution needs to be included as rationale for restricting admission in KCCD. First read DCC 9.22.15. Second read DCC 10.27.15 referred to Board of Trustees.

BP 4A4 (4260): Prerequisites, Co-requisites, and Advisories on Recommended Preparation (Inclan. September 29, 2015)

Legally required language establishing such requirements for courses be available to students in district publications and procedures established for student to challenge such requirements. First read at DCC – 10.27.15. Second read DCC 12.01.15 referred to Board of Trustees.

BP 4A5: Residence Eligibility (Inclan. June 22, 2015)

No recommended changes. Review date updated. First read DCC 9.22.15. Second read DCC 10.27.15 referred to Board of Trustees.

BP 4A7: Limitations on Enrollment in Courses or Programs (Inclan. June 24, 2015)

Correction to policy referencing a procedure code. First read DCC 9.22.15. Second read DCC 10.27.15 referred to Board of Trustees.

BP 4B8: Independent Study (Inclan. July 10, 2015)

Recommend moving some language from policy to procedure. First read DCC 9.22.15. Second read DCC 10.27.15 referred to Board of Trustees. 01.26.16 DCC reconfirmed moving forward to Board of Trustees.

BP 4C1: Credit by Examination (Bresso/Inclan. August 27, 2015)

Moving many sections to procedure – 4C1A-D and 4C1GA-GE. Minor additional language added. **Referred to BOT by DCC 03.29.16.**

BP 4C2: Credit from Other Institutions (Bresso. August 27, 2015)

No recommended changes.

BP4C3: Credit for Military or Public Service (Bresso. August 27, 2015)

No recommended changes.

BP 4C4E: Academic Renewal (Cerro Coso, **March 29, 2016**)

Cerro Coso has suggested language change reducing the elapse time to disregard course work from 5 years to 1 year. At the request of the Academic Senate, Michelle Pena drafted language based on faculty discussion and recommendations. The Academic Senate approved the language on 03/11/15. BC's proposal was submitted to V.C. Inclan on 03/19/15. 02.08.16 scheduled conference call between Academic Senate Presidents and VC Inclan to discuss issue. **Elapsed time reduced to two years. Students must complete at least 18 units of satisfactory coursework with a GPA of 2.5. Referred to BOT by DCC 03.29.16.**

BP 4C6: Disqualification and Reinstatement (Inclan. August 26, 2015)

Restructuring of language and clarifying when a student shall be placed on academic probation and/or continued probation. First read DCC 9.22.15. Proposed language to lower GPA for Disqualification from 2.0 to 1.75 was rejected, recommended to leave original policy language. Second read DCC 10.27.15 referred to Board of Trustees.

BP 4F: Student Activities and Organizations (Inclan. September 15, 2015)

Minor language change incorporating "opportunities for males and females in athletics". First read at DCC - 9.22.15. Referred back to legal counsel for clarification regarding need for transsexual and/or intersex reference in policy. 2<sup>nd</sup> read at DCC 10.27.15. Striking words "males and females" and replacing with "all students" 3<sup>rd</sup> read at DCC 12.01.15 referred to Board of Trustees.

BP 4F2: Associated Student Bodies (Inclan. September 15, 2015)

Adding language of qualification for students to hold SGA office. First read DCC – 9.22.15. Striking proposed language in 4F2. Referred back to legal counsel for clarification regarding if Adjunct Faculty may serve as an advisor. 2<sup>nd</sup> read at DCC 10.27.15. Determined Ed. code does not restrict adjunct faculty from serving as an advisor. 3<sup>rd</sup> read at DCC 12.01.15 referred to Board of Trustees.

BP 4F3: Clubs and Organizations (Inclan. September 15, 2015)

Adding language, "no secret fraternities, sororities or clubs". First read DCC – 9.22.15. Referred back to legal counsel for clarification regarding whether adjunct faculty may serve as an advisor. 2<sup>nd</sup> read at DCC 10.27.15. Determined Ed. code does not restrict adjunct faculty from serving as an advisor. 3<sup>rd</sup> read at DCC 12.01.15 referred to Board of Trustees.

BP 4F4: Political Organizations (Inclan. September 15, 2015)

Changing word "organization" to "club". First read DCC 9.22.15. Second read DCC 10.27.15 referred to Board of Trustees.

BP 4F6: Fraternities (Inclan. September 15, 2015)

Deleting policy, incorporated into BP 4F3. First read DCC 9.22.15. Second read DCC 10.27.15 referred to Board of Trustees.

BP 4F7: Student Finances (Inclan. September 15, 2015)

Adding language regarding deposits of SGA funds into business services and establishing procedures for expenditures. Clarifies club advisors as faculty. First read DCC 9.22.15. Striking work “academic” from 4F7H and 4F7H1. Referred back to legal counsel for clarification regarding whether adjunct faculty may serve as an advisor. 2<sup>nd</sup> read at DCC 10.27.15. 3<sup>rd</sup> read at DCC 12.01.15. Referred to Inclan to review recommendations made by SGA directors. 01.26.16 determined SGA recommendations pertain to procedural issues not policy. DCC referred to Board of Trustees.

BP 4F8: Student Conduct (Inclan. August 26, 2015)

New language and clarity on old language particularly in sections 4F8D2, 4F8D3, 4F8D4, 4F8D15, 4F8D21, 4F8D22, and 4F8D23. Language clarifies and restricts Assault, Battery, Engaging Expressions, Willful Misconduct, Gambling, Illegal Substances, Discriminatory Behavior, and Bullying. First read DCC 9.22.15. 4F8D3 proposed language will remain yet will include reference to (Education Code Section 66301) prohibiting restricting communication outside of campus protected by the First Amendment. Referred back to legal counsel for clarification regarding 4F8D23 and reference to cyberbullying. 2<sup>nd</sup> read at DCC 10.27.15. 3<sup>rd</sup> read DCC 12.01.15, striking words “such as teasing or name calling; social isolation or manipulation” from section 4F8D23. Referred to Board of Trustees. 01.26.16 DCC changes reconfirmed, referred to Board of Trustees.

BP 4F9: Student Records, Directory Information and Privacy (Inclan. March 29, 2016)

Policy is legally required. Adoption of recommended language from CCLC with minor revision. Referred to BOT by DCC 03.29.16.

BP 4F10: Student Compliant Policy (Inclan. July 17, 2015)

No recommended changes, procedures should be reviewed and updated. First read DCC 9.22.15. Second read DCC 10.27.15 referred to Board of Trustees. 01.26.16 DCC reconfirmed referral to Board of Trustees.

BP 4F11: Sunday Practices (Inclan. September 15, 2015)

Deleting policy. First read DCC 9.22.15. Referred to Institutional Research for clarification if Sunday practices take place will they count for days of instruction? This also raised the question regarding athletic teams (class) participating in Sunday games. 2<sup>nd</sup> read at DCC 10.27.15. Determined institution does not provide enough instruction on Sundays to count as a day of instruction. Referred to Board of Trustees.

BP 4F12: Student with Chronic Communicable Diseases (Inclan. September 15, 2015)

Minor language change establishing procedures for prevention and control. First read DCC 9.22.15. Second read DCC 10.27.15 referred to Board of Trustees.

BP 4H: Student Credit Card Solicitation (Inclan. July 10, 2015)

No recommended changes.

BP 4I: Criminal Background Checks (Bresso/**Inclan**, August 27, 2015)

Moving section 4I1B to procedure – pertains to students enrolling in Allied Health programs having background checks. **Referred to BOT by DCC 03.29.16.**

BP 4K (old BP 4J): Sexual & Other Assaults on Campus (Inclan, July 17, 2015)

Policy is required based on federal regulation. New language. First read DCC 9.22.15. Second read DCC 10.27.15 referred to Board of Trustees. 01.26.16 DCC changes reconfirmed, referred to Board of Trustees.

BP 4010: Academic Calendar (Inclan, October 2, 2015)

New language requiring the submittal of an academic calendar, recognizing the work year calendar is a mandatory subject of bargaining, to the Board of Trustees. First read DCC 10.27.15 referred to Board of Trustees.