

Admin Council
 Approved Summary
 District Office
 July 22, 2013

3. Chancellor	a. Board Policy & Procedure Review	<p>The Chancellor reminded the Council that policy is reviewed first, then procedure—through Chancellor’s office by way of Consultation Council, not board.</p> <p>The Council is in the process of reviewing Sections One and Three of the board policy manual. Completion dates were reviewed with our newly adopted policy review calendar and are as follows:</p> <ol style="list-style-type: none"> 1. Tom Burke & Business Services- first group review on additions, deletions and revisions by July 25th 2. Chancellor Office- Section One, Two, Seven & Eleven- continued review for clarity and accuracy by August 30th 3. October 14th Council meeting- first group review of Section One & Three 4. November 4th & 18th Council meeting-finish Section One & Three <p>Chris Hine, General Counsel, suggested removing the collective bargaining sections from the board policy manual. Mr. Hine stated that these stand-alone agreements should be just that. Chancellor Serrano stated it would be taken into consideration and shared for discussion at the 8/20/13 Chancellor’s Cabinet.</p> <p>Chancellor Serrano also stated corrections need to be made to Section Four under 4C1, Credit by Exam and 4B7, Articulation.</p>
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Admin Council
 Summary
 District Office
 August 30, 2013

3. Chancellor	b. Board Policy One & Two Update	<p>The Chancellor reminded the Council that policy goes through Consultation Council, then it goes to the Board. Procedures do not go to the Board for approvals.</p> <p>The Council reviewed Sections One, Two, and Eleven of the board policy manual.</p> <ul style="list-style-type: none"> • Minor corrections were made to Section One- Description/Mission, 1A4 by the Chancellor. <i>Deferred to next meeting</i> • Section Two has revisions to policy 2F-2K, procedure 2B1A, 2C5 and 2C8; appendix 2B1 (a) (b) and 2C1.
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		<ul style="list-style-type: none"> • Section Three 3A12- Claims against the Kern Community College District was moved forward and will go to the November board meeting for approval. • Several corrections were made to section 4B7- Articulation to confirm Title V compliance. This section will be ready to move forward for first review by the board at the September board meeting. • BP Eleven C5 second sentence was corrected to state “ during the fiscal year”. Human Resources brought BP Section Eleven D1B up to Title V compliance with new legislation recently passed to include gender equality. <p>Completion dates were reviewed with our newly adopted policy review calendar and are as follows:</p> <ol style="list-style-type: none"> 5. Business Services Section Three- first group review on additions, deletions and revisions by October 14th 6. October 14th Council meeting- final group review of Sections One, Two and Four (Articulation & Credit by Exam 4C1 / 4B7) 7. November 4th & 18th Council meeting-finish Sections Three, & Eleven
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Admin Council
Summary
District Office
October 14, 2013

3. Chancellor	c. Board Policy 1A – 1B	<p>The Council reviewed Sections 1A, Two, and Eleven of the board policy manual.</p> <ul style="list-style-type: none"> • Minor corrections were made to Section 1A4 Description/Mission, third sentence to read: College classes are also available through centers and outreach sites. Bakersfield College operates two State-approved centers, one in Delano and one in Bakersfield. Cerro Coso Community College has two State-approved centers, Southeast Kern with a campus on Edwards Air Force Base and in California City, and Eastern Sierra Center, with campuses in the Town of Mammoth Lakes and Bishop. • Section 1B- replace current language to match our current Mission, Vision, Values & Goals, in that order, as stated in our district-wide Strategic Plan. • Section 2 was removed due to correction previously made and approved by the Board of Trustees. <p>Admin Council agreed to the proposed changes and this will move to</p>
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		Chancellor's Cabinet.
6. Fiscal Services	a. Board Policy Review-Section 3A1-12	<p>The Council reviewed Sections 3A1-11, with 3A12 under General Counsel of the board policy manual.</p> <ul style="list-style-type: none"> • Two new board policies were brought forward to the Council for a Delegation of Authority & Designation of Authorized Signatures. It was suggested that for the Delegation of Authority verbiage to be verified through Liebert Cassidy Whitmore (LCW), prior to moving forward. The Designation of Authorized Signatures CFO reference should be changed to "designee". • 3A1A6- Delete sample calendar and reference to Appendix 3A1B; unallocated district-wide unrestricted general fund reserves percentage being no higher than 17%. • 3A1A9- Reflective of the Board approved Budget Allocation Model and "will be reviewed by the Board of Trustees and Chancellor's Cabinet. • 3A1C- Change "Operations" to "budget" and strike Office/Central Services. • 3A2- Remove the word "Budget" from the title line. • 3A2C- Change second line to read, "whatsoever shall be deposited with the person in charge of College Business Office." 3A2C1 should read, "activities and event". • 3A2D- strike from policy • 3A2E- strike last sentence • 3A2F- verify gift amount with Ed. Code 81452 • 3A3A- should state, "district-wide" • 3A3B- strike from policy • 3A3G- re-write into procedure • 3A3H1-2 strike from policy <p>The remaining suggested changes are to reflect current practices with more accurate verbiage.</p>
7. Human Resources	a. Board Policy Review – Section Eleven C5 & D1	<p>The Council reviewed Section Eleven of the board policy manual.</p> <ul style="list-style-type: none"> • Section 11C5 – suggested new verbiage to read: A student worker will not exceed 19 hours per week. This change is ready to move forward to Chancellor's Cabinet on Tuesday, October 15, 2013. • Sections 11D1 – Suggested changes to 11D1 are to align the current Title IX, Section 504 with the existing Equal Employment Opportunity (EEO) verbiage. It will also identify the Compliance Officer as the Vice Chancellor of Human Resources; College Vice Presidents and Human Resources Managers as Compliance Coordinators; College Athletic Directors to serve as Title IX Coordinators for intercollegiate

		<p>Athletic Programs.</p> <ul style="list-style-type: none"> • The Vice Chancellor for Human Resources will also be responsible for coordinating annual basic training programs for compliance coordinators. • Section 11D1B4- to read: Provide a supportive environment free of unlawful bias for all staff, students and visitors. • Additional verbiage is suggested in sections 11D1D through 11D2A3 to include gender equality per a recent passing of a senate bill. <p>Further discussion with General Counsel and Title V Ed Code verification will be conducted prior to the completion of the suggested changes.</p>
10. General Counsel	Board Policy Review-Section 3A12	Section Three 3A12- Claims against the Kern Community College District was moved forward and will go to the November board meeting for approval.

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District Office
November 18, 2013

6. Fiscal Services	a. Board Policy Review- Section Three A1-11	<p>Upon review of Section Three of the board policy, the following revisions/corrections were recommended by the Council:</p> <p>3A1A7- 17% from 5%- the board of trustees will have room to move; wording 3A1C- District does not have a reserve. Take out the word “do”. 3A1D- delete; already stated in 3A1A7 3A1E- re-number sections prior to this one 3A2A3- question as to who serves notices; CFO does 3A4 & 3A4A- re-write to state “approval process” 3A4H- define what’s an emergency in this section 3A4I- re-write and include gift card exclusion 3A4J- re-write; doesn’t read well 3A5A3- Combine all in one; both A & B 3A8A- Remove “her” from this section 3A8D- Remove “her” from this section 3A9A- Okay as is 3A10D1- educational in nature 3A12- ready to share with Consultation Council and then move to Board agenda</p> <p>ACTION: Student Travel Policy needs to be re-written</p>
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7. Human Resources	a. Board Policy Review- Section Eleven C5 & D1	<p>Board policy 11C5- needs a period after the first sentence. Delete the rest of the paragraph to simply read: "A student worker assignment may not exceed 19 hours per week."</p> <p>Board policy 11D1G4B- to read: Screening committees shall include a diverse membership that will bring a variety of perspectives to the assessment of applicant qualifications whenever possible.</p>

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District Office
December 2, 2013

6. Fiscal Services	a. Board Policy Review- Section Three A1-11	Consultation Council had not reviewed section 3A of the board policy at their last meeting. Further review, if any, will be completed after the Consultation Council meeting held on 12/9/13.
7. Human Resources	a. Board Policy Review- Section Eleven C5 & D1	<p>Consultation Council had not reviewed sections 11C5 & 11D1 of the board policy at their last meeting. Further review, if any, will be completed after the Consultation Council meeting held on 12/9/13.</p> <p>ACTION: Board policy, Section 11C5 for student employment, will move forward to December board agenda.</p>

10. General Counsel		ACTION: Pulled board policy, section 4C4C for student grade change procedure for General Counsel
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Admin Council
Summary
District Office
June 3, 2014

8. Education Services	a) Board Policy 4A8C- Enrollment Fee	ACTION: It was agreed that the entire Board Policy, Section Four, needs to be reviewed. Section Four is due to start the review process this month through December 2014 per our board policy review calendar.
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Admin Council
Summary
District Office
July 21, 2014

4. Educational Services	a. Draft Policy Four	a.) John Means revisited the idea of adopting the CCLC model for our policy and procedure manual. Chancellor stated she did not like the fact that the policies are too brief and vague. Sean and John felt that we could use the CCLCPP as a guide and expand on their language as needed. Using their mandated language, links to current law, and numbering system could be a useful compliance tool. Chancellor directed Suzanne Galindo to contact CCLC to have members of Admin Council added to the ListServ to receive the bi-annual updates to mandated PP language.
5. Fiscal Services	a. AP 3B4 Naming District	As stated 3B4 was forwarded to Ch. Cabinet.
7. Human Resources	b. Draft BP, 10A	Changes were made to 10A; three deleted paragraphs need to be added back, renumbered, and reviewed. All CBA's should be removed from BP, now.

Admin Council
Summary
District Office
October 13, 2014

3. General Counsel	c. Smoking Policy	Smoking policy-keep policy as it was only adding the two clauses: Tabaco and non-Tabaco vapor products.
4. Fiscal Services	a. Board Policy 3B- First Look	ACTION: Move to Chancellor's Cabinet.
5. Human Resources	b. Board Policy 10A-Revised	<p>A corrected version of Board Policy 10A was presented today. Chancellor Serrano shared that 10A has two sections that we "rely primarily upon the advice and judgment", 10A5B5 and 10A5B16; they were inadvertently removed in the process of relocating language from policy to job description and procedure.</p> <p>ACTION: This corrected draft will be presented at Consultation Council on 10/28.</p>
	c. Board Policy 10B-First Look	<p>The Council was asked to review policy 10B. The Chancellor shared changes in the way we present our board policy section reviews. Suzanne Galindo, Executive Assistant to General Counsel is the keeper of the KCCD Board Policy Manual. As sections come up for review, the governance page will be attached along with a letter and checklist for the review process that will be sent to Academic Senate for an 8 week review cycle to conclude with Consultation Council before being presented to the board.</p> <p>-Board Policy</p> <p>Need to pick up the pace and complete; most college districts allow about 8 weeks to review before board submission</p> <p>Academic Senate to receive a letter with time frame simultaneously with Admin Council and then Chancellor's Cabinet</p> <p>Check on merging of sections : 5, 6, 7, 8 and 9 in board policy</p> <p>Create a policy checklist to determine to need for revision</p>
6. Information Technology /	a. Board Policy 3E-Update	Deferred. Vice Chancellor James and General Counsel Hine

Operations		are currently reviewing the entire section for a re-write to reflect how we currently do business and current changes in law.
7. Educational Services	a. DRAFT-Board Policy 4A8- Student Fees b. Board Policy, Section Four- First Look	No Report was given at this time. ACTION: Move item to Consultation Council. This has been reviewed by Vice Presidents and ready to move to Cabinet.

Admin Council
Summary
District Office
November 3, 2014

2. Chancellor	a. Board Policy Review Process	Chancellor Serrano addressed with the Council the shared governance process for the board policies reviews. The district will implement an 8-week review timeframe for the academic senate to review during the same vetting timeframe for Admin and Chancellor's cabinet. The letter and a checklist are in development.
3. General Counsel	a. Smoking Policy	Smoking policy-keep policy as it was only adding the two clauses: Tobacco and non-Tabaco vapor products. Deferred to next Admin meeting.
5. Human Resources	a. Board Policy 10B- First Look	Vice Chancellor Ali shared that Admin will review in detail at our 11/17/14 meeting due to some re-vamping by Ms. Galindo per the governance process. This will be shared with Chancellor's Cabinet and Consultation Council in November. Chancellor Serrano stated to start moving the remaining sections of Board Policy Ten forward.
6. Information Technology / Operations	a. Board Policy 3E-Update	Deferred. Vice Chancellor James and General Counsel Hine are currently reviewing the entire section for a re-write to reflect how we currently do business and current changes in law.
7. Educational Services	a. DRAFT-Board Policy 4A8- Student Fees	No ready at this time. Betty will meet with Suzanne and John Means to go over and bring this forward. ACTION: Add to next Admin and Chancellor's Cabinet.

Admin Council
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District Office
January 7, 2015

<p>5. Human Resources</p>	<p>a.) Board Policy 10A-First Look- Vice Chancellor Abe Ali started over on the proposed revisions to board policy section, 10A. Below are the proposed changes: Pg.2- the definition of who this section refers to at the bottom should be moved up directly under 10A4 The two highlighted sections, both on pg.6 (10A6C) and pg. 7 (10A6E), are Academic senate's "rely primarily upon the advice and judgment" sections. It was proposed to remove 10A6E due to redundancy. Pg. 8- defines the responsibilities of management staff under 10A7 in the job descriptions posted on the KCCD website. b.) Board Policy 10B-First Look- Some minor corrections were made to this policy section: Remove the contract article references and replace with the words, "faculty contract under 10B3A5 and AP 10B As for the rest of the section, the board policy and administrative procedures need to match current language and be consistent throughout.</p>	<p>ACTION: Move Board Policy 10A to the next Chancellor's Cabinet. ACTION: Chancellor's cabinet start time to change to 8:30 am on the 13th of January. ACTION: Vice Chancellor Abe to revamp and bring back to the next Admin Council.</p>
<p>Education Services</p>	<p>a.) Board Policy & AP section 4B3-Distance Education Under the header for AP 4B3, at the end of the sentence add, "with students". The additional revisions include: Matching intro with #5 a-k on pg.1 Change back 72 hours to 48 hours per VPs' #6 refers to items 1-5 not 1-45 BP 4B3- remove 4B3F & G and all Title 5 section numbers and only have reference, "per Tittle 5".</p>	<p>ACTION: Move Board Policy & AP 4B3 to the next Chancellor's Cabinet.</p>

4. Fiscal services	a.) Board Policy 3B7- Time, Place & Manner - adopt with what the CC LC board language has per general counsel Hine	ACTION: taken per notes
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Admin Council
Summary
District Office
April 13, 2015

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