



## Board Policy & Administrative Regulation Advisory Council

### **MINUTES**

**February 3, 2012**

1:30 pm to 3:00 pm • District Services-Chancellor  
Conference Room

Members Present:	Debra Fitzsimons, Janice Mastrangelo, Gwen Plano, Dan Walsh, Kevin O'Connor, Bruce Gilman, David Bugay, Bill Kelly, Bob Bramucci, Will Glen, Juan Avalos, Don Busche and Don Mineo
Not Attending:	Lewis Long, Kathy Werle, Craig Justice, Lisa Davis Allen, Angela Mahaney
Guest Attending:	John Ozurovich, Davit Khachatryan, Carol Hilton, Ana Maria Cabos

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#### **Committee Charge**

*To coordinate the writing and revising of SOCCCD board policies and administrative regulations with the assistance of administrative and shared governance representatives.*

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#### **Convened**

The meeting convened at 1:38 pm.

Ana Maria Cobos spoke to the committee members and requests a new board policy and/or administrative regulation defining the standards, training and oversight regarding Copyright Laws. The council members agree that a workgroup should be formed, representing both Saddleback College and Irvine Valley College, to compose and submit to the council for review. Ana Maria Cobos will furnish copies of other colleges' copyright board policies to consultant, Bill Kelly.

#### **1. Review/approve Minutes from December 2, 2011 Meeting**

Minutes were reviewed and approved as presented.

#### **2. AR-3110-Basic Aid Allocation Process**

Administrative regulation reviewed and approved by the council as presented. Council members were advised, due to the importance of this Administrative Regulation, it will be presented to the Board of Trustees at the February 27, 2012 board meeting.

#### **3. BP-4209-Classified Management Personnel Reduction in Force Notification**

Board policy reviewed by the council and the members request further clarification. Bill Kelly to revise and return to the council at a later date.

- 4. BP-4018-Alcohol and Controlled Substances Testing**  
Board policy reviewed and approved by the council as presented.
- 5. BP-5130-Financial Aid**  
Board policy reviewed and approved by the council as presented.
- 6. AR-5130-Financial Aid**  
Administrative Regulation reviewed and approved by the council with insertion of “The Financial Aid office will not misrepresent information to students or prospective students”.
- 7. BP-5616-Attendance**  
Board Policy reviewed and approved by the council. Since IVC-Academic Senate not represented at this meeting the council recommends the board policy will be forwarded to Lisa Davis Allen for her approval. If approved by Lisa Davis Allen the board policy may go forward to the Chancellor.
- 8. AR-5616-Attendance**  
Administrative regulation reviewed and approved by the council, contingent on one item. Bill Kelly to confirm section B-b if it should remain in the administrative regulation. As IVC Academic Senate not represented at this meeting the council recommends the administrative regulation will be forwarded to Lisa Davis Allen for her approval. If approved by Lisa Davis Allen the administrative regulation may go forward to the Chancellor.
- 9. BP-4345-Catastrophic Leave: Employees**  
Board policy reviewed and approved by the council as presented.
- 10. BP-4080-Personal Necessity Leave for Administrators and Classified Management Personnel**  
Board policy reviewed by the council and recommends first paragraph to remain in board policy and all other language transferred to the administrative regulation. Jan Mastrangelo will also forward list of references to be included in both the board policy and administrative regulation. Council approves with changes.
- 11. AR-4080-Personal Necessity Leave for Administrators and Classified Management**  
Administrative regulation reviewed by the council, revised as noted in BP-4080 above. Council approves with changes.
- 12. BP-3205-Insurance**  
Board policy reviewed by the council. After discussion, further review of the Board policy is needed and will return to the council at a later date.
- 13. AR-3205(a)-District Property and Liability Protection Program**  
Administrative regulation reviewed by the council. After discussion, further review of the Administrative Regulation is needed and will return to the council at a later date.

- 14. AR-3205(b)-Workers' Compensation Benefits**  
Administrative regulation reviewed by the council. After discussion, further review of the Administrative Regulation is needed and will return to the council at a later date.
- 15. AR-3205(g)-Student Use of Voluntary Transportation To and From District Sponsored Activities**  
Administrative regulation reviewed by the council. The members recommend the language from this AR should be combined with the Field Trip policy that Don Busche is composing.
- 16. BP-4125-Retirement Incentive Plan for Education Administrators**  
Board policy reviewed by the council and approved as presented.
- 17. AR-4005(b)-Workweek for Administrators**  
Administrative regulation reviewed by the council and approved as presented.
- 18. AR-4000.7-Campus Safety and Security Department Standards**  
Administrative regulation reviewed by the council and approved with the insertion of "The SOCCCD policy department manual is on file in the District office."
- 19. AR-4030-Volunteer Assistance**  
Administrative regulation reviewed by the council. After discussion, further review of the administrative regulation is needed and will return to the council at a later date.
- 20. AR-4203-Sick Leave for Administrators and Classified Management**  
Administrative regulation reviewed by the council. After discussion, further review of the administrative regulation is needed and will return to the council at a later date.
- 21. AR-4208(a)-Work Breaks-Classified Staff**  
Administrative regulation reviewed by the council and approved as presented.
- 22. AR-5320-Academic Renewal**  
Administrative regulation reviewed by the council. Further review of the administrative regulation is needed and will return to the council at a later date.
- 23. AR-5401-Student Conduct**  
Administrative Regulation reviewed by the council and approved as presented.
- 24. AR-4079-Bereavement Leave**  
No discussion. AR will return to the next meeting.
- 25. BP-6110-Articulation of Courses and Programs**  
No discussion. BP will return to the next meeting.
- 26. AR-5075-Adds and Drops**  
No discussion. AR will return to the next meeting.

**27. BP-4011.6-Employment Procedures for Chancellor**

No discussion. BP will return to the next meeting.

**28. Next Meeting**

Next meeting Friday, February 24, 2012 - 1:30pm, Saddleback President Conference Room.

**29. Adjourn**

The meeting adjourned at 3:14 pm.

**Summary of Meeting:**

The committee reviewed and made recommendations of board policies and administrative regulations.

*Meeting minutes prepared by: Cheryl Dobbie, Executive Assistant, Office of the Vice Chancellor, Business Services*

*Meeting minutes approved: February 24, 2012*