

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Board Policy & Administrative Regulation Advisory Council

Minutes
June 24, 2011

Attendees:

Convened: 1:45 pm
Adjourned: 3:10 pm

Debra Fitzsimons
Bill Kelly
Gwen Plano
Kevin O'Connor
Don Busche
David Bugay
Bill Kelly
Dan Walsh
Carol Danna

Opening Comments/Discussion

Minutes for June 10, 2011 meeting approved.

The next BP & AR Advisory Council meeting for July 8, 2011, is cancelled. The next meeting will occur on July 22, 2011 at Saddleback College-Chancellor Conference Room. Location of meetings will alternate between Irvine Valley College and District Office and all future meetings will begin at 2:00pm. The council members request a schedule of future meetings.

The council will review BP & AR Advisory Council membership list at the next meeting and update it, as appropriate.

Bill Kelly advises the District will convert to the Community College League of California numbering system sometime in the future and any council member may submit board policies or administrative regulations to the council for the review process.

BP & AR Discussed/Action

- **BP-3110-Basic Aid Funds Allocation Process**
Item #5 revised to read as follows: "...for scheduled maintenance and smaller renovation projects, including maintenance equipment, as identified in the 20-year..." and the last sentence "The colleges and district services will provide the Chancellor a plan of how the money will be used, including a rationale of why it is appropriate as a basic aid expenditure" is removed.

An Item #6 is added to include "The chancellor shall establish Administrative Regulations regulating the use of basic aid funds." The administrative regulation is to include a definition for "equipment" and will be drafted by the Vice Chancellor, Business Services and Facility Directors and brought back to the BP & AR Advisory Council to go through the process.

The council members have approved the board policy with the changes above.

- **BP-1400-Code of Ethics-Standards of Practice**
The Saddleback Academic Senate will review the board policy on August 31, 2011. This board policy will return to the council at the September 2011 BP & AR Advisory Council meeting.
- **BP-4081-Payroll Deductions**
Council approves board policy as presented.
- **BP-4211-Retirement Incentive Plan for Administrators and Classified Management Personnel**
Council approves board policy as presented.
- **BP-4055-Academic and Business Hours for District and College Facilities**
Council approves board policy as presented.
- **BP-4201.4-Reclassification of Classified Personnel**
Council authorizes Bill Kelly to restructure sentence for duplicate language only and approves board policy.
- **BP-4202-Transfer of Sick Leave for Classified Personnel**
Council approves board policy as presented.
- **BP-4207-Payroll Period for Classified Management Personnel**
Council approves board policy as presented.
- **BP-4080-Personal Necessity Leave for Administrators and Classified Management Personnel**
Council approves board policy as presented.
- **BP-4083-Vacation Leave for Administrators and Classified Management Personnel**
Council approves board policy as presented.
- **BP-4076-Compensation**
Council approves board policy as presented.

- **BP-4050-Employee Use of District Motor Vehicles**
Council approves board policy as presented.
- **BP-4051-Reimbursement**
Council approves board policy as presented.
- **BP-4020-Designated Administrators and Classified Management Personnel**
Council approves board policy as presented.

Council agrees to the following changes to those board policies and administrative regulations currently on the "On Hold" list:

Remove AR-3XXX-Public Safety Code from the On Hold list. No further discussion needed.

AR-3115-Conflict of Interest Code approved by council as presented.

Bill Kelly will review and revise BP-4201.4-Reclassification of Classified Personnel.

Bill Kelly will discuss with Lewis Long the AR-5XXX-Student Rights and Grievance.

Don Busche will review and advise the status of AR-6XXX-Articulation of Courses and Program.

Kevin O'Connor will review and revise the BP and AR-6150-Study Abroad Programs.

Minutes Prepared by: Cheryl Clavel, Executive Assistant, Office of the Vice Chancellor, Business Services.

Minutes Approved by Council: August 5, 2011