



## Board Policy & Administrative Regulation Advisory Council

### **MINUTES**

**August 24, 2012**

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

Members Present:	Paula Jacobs, Juan Avalos, Kevin O'Connor, Bill Kelly, David Bugay, Dan Walsh, Jim Phaneuf (for Bob Bramucci), Don Busche, Linda Fontanilla, Debra Fitzsimons, Will Glen, Mark Zandonella, Kathy Schmeidler, Kathy Werle
Not Attending:	Bob Bramucci, Craig Justice, Jan Mastrangelo, Don Mineo
Guests Attending:	None

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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 1:40 pm.

**1. Review/approve Minutes from July 13, 2012 Meeting**

Minutes were reviewed and approved as presented.

**2. Committee Members for FY 2012-2013**

a. Committee Composition (Handout #1)

It is the consensus of the council to add an ASG Representative from Irvine Valley College and Saddleback College to the BP & AR Advisory Council composition.

Motion approved by the council.

**Action Item:** A request will be forwarded to the college presidents for names to fill the new positions.

b. 2013 Meeting Schedule (Handout #2)

The council members recommend Friday, January 11, 2013 deleted as a meeting date, Friday, February 8, 2013 changed to February 1, 2013, and Friday, February 22, 2013 changed to March 1, 2013.

The members will review the revised 2013 meeting schedule at the next meeting.

**3. BP-6160 – Final Examinations (Handout #3)**

Vice Chancellor Bob Bramucci requests new revisions to the board policy.

The board policy was recently reviewed and approved by the council and will be presented to the Board of Trustees for the 2<sup>nd</sup> reading at the August 27, 2012 board meeting. The council recommends not to revise the board policy and forward "as is".

**Action Item:** The council recommends the board policy can return to the council in 2 months.

**4. BP-XXXX-Mutual Respect**

- a. District Strategic Plan 1.1.7 (Handout #4)
- b. Saddleback College – Statement of Mutual Respect and Collegial Behavior (Handout #5)
- c. Irvine Valley College – Statement on Freedom of Expression, Civility, and Mutual Respect (Handout #6)
- d. Formation of workgroup to develop board policy on mutual respect

Kathy Werle agreed to chair the new workgroup formed to develop the new board policy on mutual respect. The colleges will submit 2-3 names of persons to serve on the workgroup and a final list of those on the workgroup will be submitted to Debra Fitzsimons. The deadline to complete the board policy is December 2012.

**5. Board Policy and Administrative Regulation Advisory Council Evaluation**

- a. Self-Assessment Survey (Handout #7)

The self-assessment survey was approved by the council members. Denice Inciong will send electronically to all members with a response due date of October 1, 2012.

**6. Advisory Council Review (August 24, 2012) (Handout #8)**

**BP-158 – Political Activity – For Discussion**

Debra advises the council this board policy is currently under review and will be revised.

**BP-4054-Political Activities – For Discussion**

Debra advises the council this board policy is currently under review and will be revised.

**BP-1311-Civic Center and Other Facilities Use – For Discussion**

Debra advises the council this board policy is currently under review and will be revised.

**AR-1311-Civic Center and Other Facilities Use – For Discussion**

Debra advises the council this administrative regulation is currently under review and will be revised.

**BP-3300 – Gifts – For Discussion**

Debra advises the council this administrative regulation is currently under review and will be revised.

**BP-4011.1 – Full-Time Faculty Hiring**

The board policy was reviewed by the council and recommends Dan Walsh, Paula Jacobs,

Don Busche and David Bugay review the policy and return with revisions at a later date.

**BP-5300.5 – Grade Changes – 2 versions**

The board policy was reviewed by the council and recommends continued review of the version presented by SC Academic Senate. Return at the next meeting.

**BP-3517 – Off-Campus Student Organizations**

The board policy was reviewed by the council and recommends title changes. Return at the next meeting.

**AR-6122 – Challenge of Adopted Instructional Materials**

The administrative regulation was reviewed by the council and recommends further discussion at the next meeting.

**BP-4073 – Faculty Reassigned Time and Stipends**

The board policy was reviewed by the council and recommends changes. Dan Walsh will propose revisions.

**7. Holding for Approval from SC**

None

**8. Holding for Approval from IVC**

IVC Academic Senate was reminded that several board policies and administrative regulations are on hold waiting for their approval. These policies have been on hold since June 15, 2012.

**9. Status of Action Items from Previous Meeting**

AR-4306 – Calendar Preparation – The Academic Senate inquired on the status of the administrative regulation and expressed concern why the administrative regulation is on hold although it was approved by the council on April 5, 2012. Debra Fitzsimons clarified that minor edits needed to be made and it will return at the next meeting.

**10. Action Items**

	<b>Action:</b>	<b>Assigned to:</b>	<b>Deadline:</b>	<b>Status/Comments</b>
1.	Fill new positions on the council – IVC/SC ASG Representatives	Debra Fitzsimons		
2.	BP-6160 – Final Examinations			Return for revision in 2 months
3.	AR-4306 – Calendar Preparation	Debra Fitzsimons	Next meeting	

**11. Next Meeting - Friday, September 14, 2012 - 1:30pm, District Services, Chancellor Conference Room**

The members confirm the meeting date/time.

**12. Adjourn**

The meeting adjourned at 3:30 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: September 14, 2012