

KERN COMMUNITY COLLEGE DISTRICT
DISTRICT CONSULTATION COUNCIL
UNAPPROVED SUMMARY
March 28, 2017

ITEM	DISCUSSION	RECOMMENDATION / FOLLOW-UP	O	C
1. Agenda	The meeting was called to order by facilitator, Interim CFO, Deborah Martin at 1:10 p.m.	Both time keeper and gate keeper were not selected.		
2. Approval of Summary	Review of February 2017 minutes	Approved.		X
3. Human Resources	A. BP/AP Chapters 3 & 7 Revisions from 3/28/17	<p>1. BP/AP 3430 Prohibition of Harassment-CCA President stated BC faculty has an issue with the District having authority to move a faculty member with a consented relationship that turns into a harassment issue. Interim VC of HR read the section to put entire language into context. ACTION: email out clarification to DCC on this board policy</p> <p>2. BP/AP 3510 Workplace Violence- Academic Senate from Bakersfield and Porterville want “horseplay” removed and replaced with “unwanted physical contact”</p>	1. X 2. X	
4. General Counsel	A. No Report			
5. Business Services	A. No Report			
6. Educational Services	A. BP/AP Chapter 5	<p>1. BP/AP 5055 Enrollment Priorities</p> <p>2. BP/AP 5070 Attendance- (1) Absences due to illness, bereavement, personal emergency, or medical appointment; and ACTION: add subpoena <u>Instructor Drop</u> An instructor ma three class meetings in a regular ACTION: change highlighted to four If a student fails to attend the entire first class meeting of a term without prior permission from the instructor, the student will be considered to have never enrolled and the instructor may give that seat to another student. ACTION: Mr. Means to cross reference ALL three catalog to correct language in them.</p>		1. X 2. X

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		<p>3. BP/AP 5075 Course Adds, Drops, And Withdrawals- Withdrawals Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 60% of the term, whichever is less. Students who withdraw or drop classes during the first four weeks or 30% of the term, whichever is less, will receive no notation on their academic record. ACTION: remove highlighted, leaving 60% & 30%</p> <p>The District must establish the number of times that a student may withdraw from a class and receive a “W.” Students will not be permitted to withdraw and received a “W” in a ACTION: delete highlighted</p> <p>Students may be permitted to enroll in a class after having received the maximum authorized number of “W” symbols as long as the students will receive a grade or a non-evaluative symbol other than a “W” upon completion of the course, if the District policy permits additional withdrawals for which it does not receive apportionment and the official designated in the District’s policy approves such withdrawal after a review of a petition submitted by the student. ACTION: remove paragraph</p> <p>4. BP/AP 5110 Counseling 5. BP/AP 5120 Transfer Center 6. BP/AP 5130 Financial Aid 7. BP/AP 5140 Disabled Student Programs and Services 8. BP/AP 5150 Extended Opportunity Programs and Services</p> <p>9. BP/AP 5200 Student Health Services- From current KCCD Policy 4E titled Emergency First Aid Each College shall provide appropriate emergency first aid for students. The confidentiality of student health records shall be maintained in the office of the Vice President Student Services or designee. (Education Code Sections 72244-72246) These code sections no longer exist ACTION: delete</p>	<p>3. X</p> <p>9. X</p>	<p>3. X</p> <p>4. X</p> <p>5. X</p> <p>6. X</p> <p>7. X</p> <p>8. X</p>
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		<p>10. BP/AP 5205 Student Accident Insurance</p>		10.X
		<p>11. BP/AP 5210 Communicable Disease- From current KCCD Policy 4F12 titled Students with Chronic Communicable Diseases or Infectious Conditions</p> <p>A student with identified chronic communicable disease or infectious condition may attend College whenever, through reasonable accommodation, the risks associated with the disease or condition are outweighed by the detrimental effects resulting from the student's exclusion from the College and/or classes.</p> <p>4F12A Decisions on student participation will be made using the above standard in conjunction with the current, available public health department guidelines concerning the particular disease or condition, the physician's recommendations, the law and the factual assessment of the following:</p> <ul style="list-style-type: none">the risks associated with how the disease or condition is transmitted;the risks associated with how long the carrier is infectious;the risks associated with the disease's or condition's potential harm to others;the risks associated with the probability or the disease or condition being transmitted in the College setting; and <p>after taking into account the above, the College can reasonably accommodate the individual who carries the disease or condition without incurring undue financial or administrative burdens.</p> <p>4F12B Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of whether a student with a chronic communicable disease or infectious condition may attend College shall be made in accordance with established procedures relying primarily upon the physician's recommendation based on public health guidelines.</p> <p>4F12C The District shall respect the right of privacy of any student who</p>		11. X

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		<p>has a chronic communicable disease or infectious condition. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to others.</p> <p>4F12D The District shall provide integration into the curriculum of an educational program for students to communicate the sources, transmittal and prevention of the major chronic communicable diseases and infectious conditions.- ACTION: strike highlighted language</p> <p>The Vice President of Student Services or designee shall maintain a liaison with the appropriate local public health authority when communicable disease issues involve the campus.</p> <p>The Vice President of Student Services or designee will report communicable disease measures to appropriate District departments.- ACTION: change to designated Vice President ACTION: and college before the word, District</p> <p>12. BP/AP 5220 Shower Facilities for Homeless Students- Shower facilities are open to use by homeless students for a minimum of two hours per day. Hours ACTION: add -during regular operational hours before highlighted</p> <p>13. BP/AP 5300 Student Equity</p> <p>14. BP/AP 5400 Associated Students Organization- The students of the District are authorized to organize a student body association(s). The Board of Trustees hereby recognizes that/those association(s) as the Associated Students of Bakersfield College, Porterville College, and Cerro Coso Community College District.</p> <p>The Associated Students organization is recognized as the official voice for the students in District decision-making processes. It may conduct other activities as approved by the District Chancellor or designee. The Associated Students activities shall not conflict with the authority or</p>		<p>12. X</p> <p>13. X</p> <p>14. X</p>
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		<p>responsibility of the Board or its officers or employees. ACTION: lowercase Associated Students; delete the word- District;</p> <p>The Associated Students shall conduct itself in accordance with state laws and regulations and administrative procedures established by the College President or designee.</p> <p>The Associated Students shall be granted the use of District premises subject to such administrative procedures as may be established by the College President or designee. Such use shall not be construed as transferring ownership or control of the premises.</p> <p>The associated student bodies of the Colleges are recognized as advisory bodies to the Board of Trustees and are subject to the control and regulation of the Board of Trustees. Advisors to student governments shall be selected on each campus in accordance with criteria and procedures established by each campus. (Added June 1, 1995) ACTION: verify Ed code to change to college president; ACTION: college President</p> <p>4F2A The Colleges shall establish Administrative procedures to shall ensure students the opportunity to express their opinions and to ensure that these opinions are given every reasonable consideration and the right to participate effectively in District and College governance.- ACTION: delete</p> <p><i>AP 5400</i> Bakersfield College, Porterville College, and Cerro Coso Community College shall have one Associated Students Organization. ADD: the word "each" before highlighted</p> <p>A simple majority of the elected voting members of the Associated Students Organization governing body shall constitute a quorum. - ACTION: remove the word elected.</p>		
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		<p>Each College shall have one Associated Students Organization which shall be known as the Associated Students (AS). ACTION: delete</p> <p>A governing body shall be elected which shall be known as the AS Executive Board. It shall keep an account of its meetings, expenditures, authorizations, and policies established. Minimum standards for membership to the AS Executive Board shall be defined by the association's constitution and bylaws. ACTION: delete highlights</p> <p>The associated student bodies may engage in any activities, including fundraising activities which have been approved by the College President or designee. No hazing activities as defined by the California Education Code may be practiced by any organization or its members- ACTION: check code on hazing.</p> <p>15. BP/AP 5410 Associated Students Elections</p> <p>16. BP/AP 5420 Associated Students Finance- 4F7C Student organizations shall prepare budgets of anticipated income and expenditures for each school year to serve as operating guides for the year's activities. Activities will be limited by the actual funds available, not by the budget. ACTION: change highlighted to academic.</p> <p>4F7C1 The annual operating budget for each associated student body shall be submitted to the Board of Trustees for information only by May 1 of each year. (Added June 1, 1995)- ACTION: add the word "tentative" before annual; change to College Presidents</p> <p><i>AP 5420</i> Deposits: in trust accounts of the centralized State Treasury System pursuant to Government Code Sections 16305-16305.7 or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation. Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings</p>	<p>15. X</p> <p>16. X</p>	<p>15. X</p>
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		<p>and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.</p> <p>Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.</p> <p>Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.</p> <p>Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.</p> <p>Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.</p> <p>Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.-</p> <p>ACTION: indent</p> <p>Approval shall be obtained each time before any funds may be expended: the College Presient or designee ACTION: correct spelling</p> <p>All student organization monies are to be given to the College-designated treasurer immediately after collection. The College-designated treasurer shall issue a receipt for the same and keep a</p>		
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		<p>duplicate thereof on file. ACTION: change to college business office</p> <p>All money collected by student organizations for dues, entertainments, benefits, contributions, or any other purpose shall be deposited by the College-designated treasurer in the name of Associated Students in a bank designated by the College President or designee. ACTION: change to CFO</p> <p>The College-designated treasurer shall keep an accurate account of each student activity fund within the College showing the receipts, expenditures, and balance on hand.</p> <p>17. BP/AP 5500 Standards of Student Conduct-</p> <p>6. SUSPENSION: The Board of Trustees, the College President or designee may suspend a student for good cause or when the presence of the student causes a continuing danger to the physical safety of the student or others. The Board of Trustees may exclude from attendance in regular classes any student whose physical or mental disability is such as to cause his or her attendance to be inimical to the welfare of other students. (Education Code Sections 76020 and 76030) - ACTION: Add expulsion bullet</p> <p>COMMUNITY SERVICE: Student may be required to perform hours of community service at a qualifying/participating government agency or 501(c)3 entity.</p> <p>White Paper: Student may be required to write a reflective paper submitted to the President or designee. The paper shall be submitted within thirty (30) days of the assignment. ACTION: Move #7 & #8 after #2</p> <p>Whenever a minor is removed from a class, the parent or guardian shall be notified in writing by the College President or designee. If the student removed from class by a faculty member is a minor, the College</p>		17. X
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		<p>President or designee shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the faculty member or the parent or guardian so requests, a College administrator shall attend the conference. During the period of removal, a student shall not be returned to the class from which he/she was removed without the concurrence of the faculty member of the class. (Education Code Sections 76031 and 76032) ACTION: move to under #5</p> <p><i>AP 5500</i> Definitions: (Quoted from the Regulation at Cal State University, Long Beach, as printed in the its General Catalog dated 1990-91, page 56.) ACTION: leave in highlighted, and renumber section</p> <p>18. BP/AP 5510 Off-Campus Student Organizations- From current KCCD Policy 4F5 titled Danes, Parties, Picnics, Etc. No class, club or organization sponsored by the College may hold parties, picnics, or dances off the campus except with specific permission from the College President or designee. Insofar as possible, all student activities shall be held on the College campus.- ACTION: move to bottom of AP 5400</p> <p><i>AP 5510</i> <u>Kern Community College District's Safety Office does not provide law enforcement service to off-campus organizations nor are activities off-campus recognized by District authority.-ACTION: correct highlighted</u></p> <p>19. BP/AP 5530 Student Rights And Grievances- From current KCCD Policy 4F9 titled Student Rights Each College will publish policies and procedures which protect the rights of students, including the right of privacy concerning records and information about each student. ACTION: re-write</p> <p><i>AP 5530</i></p>	<p>18. X</p> <p>19. X</p>	
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Police citations (i.e. "tickets"); complaints about citations must be directed to the **County Courthouse** in the same way as any traffic violation. **ACTION: check highlighted with campus process**

Definitions

Party – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the **Grievance Hearing Committee or the College Grievance Officer**. **ACTION: lowercase highlighted**

The College President shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be the Vice President of Student Services or designee. **The Vice President of Student Services or designee and the student may also seek the assistance of the Associated Student Organization in attempting to resolve a grievance informally**. **ACTION: delete highlighted**

Student Complaints

The **Vice President, Student Services**, or designee shall be responsible for the administration of the student complaint **policy**. The Vice President will also maintain a file of student complaints. **ACTION: change to student life director and change the word policy to procedure**

This student complaint **policy** is designed to consider an **alleged** wrong against a student. Efforts will be made to resolve a complaint in a timely and fair manner. **ACTION: broad term; what should this say to narrow the field. Suzanne Galindo to confirm with General Counsel**

Composition of Hearing Panel

The non-voting Chair of the Hearing Panel (not a Standing Committee member) shall be appointed by the College President. The Student Complaint Hearing Panel shall be composed of selected members of the Standing Committee and an ad hoc member as follows: **ACTION:**

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		<p>check with General Counsel</p> <p>20. BP/AP 5570 Student Credit Card Solicitation</p> <p>21. BP/AP 5700 Intercollegiate Athletics- Any fundraising activities conducted by a member of the Athletics Department shall follow approval procedures prior to the proposed event as outlined in the Athletics Department Staff Handbook. All fundraising and trust account activities shall follow the procedures established by the District Business Services Office. ACTION: verify and confirm highlighted and report to Suzanne Galindo</p> <p>22. BP/AP 5800 Prevention of ID Theft in Student Financial Trans.- <u>The District is required to provide for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students when the District serves as a creditor in relation to its students. When applicable, the District Chancellor or designee is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.</u> ACTION: See CIO</p>		<p>20. X</p> <p>21. X</p> <p>22. X</p>
7. Constituency Issues	A. No Report	A. No items were shared.		
8. Operations	A. No Report			
9. Chancellor	A. District Fraud Case Update	A. This item was added to the agenda at the beginning of the meeting by the Chancellor. 80% recovery on missing monies; FBI still investigating. ACTION: send update letter out to DCC.		X
10. Future Meeting Agenda Items	<ol style="list-style-type: none"> 1. DRAFT 2017-18 KCCD Budget 2. CCLC Board Policy Chapters 2&7 	<ol style="list-style-type: none"> 1. Each DO area will present their Draft 2017-18 budgets with explanations for proposed increases. 2. Complete the review process for Chapters 2 & 7 		

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Adjournment	Meeting adjourned at 4:05 p.m.			

MEMBERS PRESENT:

Thomas J. Burke, Chancellor
Deborah Martin, Interim CFO, District Office
John Means, Assoc. Vice Chancellor, Educational Services & Workforce Development
Victoria Simmons, Interim Vice Chancellor, Human Resources
Rosa Carlson, President, Porterville College (**via video conference**)
Sonya Christian, President, Bakersfield College
Lisa Couch for Jill Board, President, Cerro Coso Community College (**via video conference**)
Michael Barrett, CSEA Representative, Cerro Coso Community College (**via video conference**)
Kathy Freeman, CCA President, Bakersfield College
Stewart Hathaway, Senate President, Porterville College (**via video conference**)
Steven Holmes, Academic Senate President, Bakersfield College
Jan Moline, Academic Senate President, Cerro Coso (**via video conference**)
Sue Vaughn, Management Association, Bakersfield College
Tina Johnson, CSEA Representative, Bakersfield College
Vern Butler, CSEA Representative, Porterville College

Danielle Hillard, Executive Assistant, Chancellor's Office (scribe)

GUEST PRESENT:

Suzanne Galindo, Executive Assistant, General Counsel

MEMBERS ABSENT:

SGA Pres Matthew Frazier, Bakersfield College
SGA Pres Ariel Nelson, Cerro Coso Community College
SGA Pres Samuel M. Perez, Porterville College

O: Open C: Closed