



Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees
 Category 16. Board Policy
 Subject 16.02 REVIEW TWO-YEAR BOARD POLICY REVIEW CALENDAR. This item presents for review the two-year Board Policy Review Calendar.
 Access Public
 Type Information

Public Content

The Board of Trustees is responsible for setting policy that directs the business of the District and its colleges to ensure that decision-making is administered by staff in an equitable and consistent manner across and within the three colleges and that appropriate modifications are made that facilitate the operational effectiveness of the colleges. Maintaining current, accurate, and relevant policies and procedures requires review on a consistent basis.

The attached Policy/Administrative Procedure Two-Year Review Calendar, adopted by the Board on March 8, 2011, provides progress to date on review of all Board policies and administrative procedures as required by Accreditation District Recommendation 2 (IV.B.1.e). Policies and administrative procedures are reviewed in chronological order; however, the order of policies and/or administrative procedures scheduled for review is subject to change at the Chancellor's discretion or based on necessity. Policies and administrative procedures are reviewed by constituent groups as provided in AP 2410 Board Policy and AP 2411 Administrative Procedures. The Board Policy Committee reviews all policies and administrative procedures prior to adoption by the full Board of Trustees.

Staff Review	N/A	Date(s) Reviewed
President	X	
Academic Senate	X	
Legal Counsel	X	
Further Information	Jamillah Moore, Clare Geisen	

[16.02.01_BP_APTwoYearReviewCalendarReviewCycle3-2011-3-2013Final .pdf \(317 KB\)](#)

Administrative Content

**Ventura County Community College District
Board Policy/Administrative Procedure Two-Year Review Calendar
Review Cycle 3/2011-3/2013**

SUMMARY (BP=Board Policy; AP=Administrative Procedure)

Chapters	No. of BPs/APs Reviewed	Status
Chapter 1 The District	2 of 2 BPs reviewed; No APs required	Review Completed
Chapter 2 Board of Trustees	46 of 47 BPs reviewed; 23 of 23 APs reviewed	Remaining BP under review
Chapter 3 General Institution	16 of 29 BPs reviewed; 13 of 15 APs reviewed	Remaining BPs/APs to be reviewed/Chancellor's Cabinet
Chapter 4 Academic Affairs	26 of 32 BPs reviewed; 28 of 35 APs reviewed	Remaining BPs/APs -- review resumes in September 2012 by councils
Chapter 5 Student Services	1 of 25 BPs reviewed; 1 of 28 APs reviewed	BPs/APs to be reviewed by appropriate councils beginning September 2012
Chapter 6 Business/Fiscal Affairs	16 of 20 BPs reviewed; 19 of 20 APs reviewed	Remaining BPs/AP under review by Business and Administrative Services
Chapter 7 Human Resources	3 of 30 BPs reviewed; 5 of 11 APs reviewed	Remaining BPs/APs under review by Human Resources

Note: Review completion subject to change based on District needs and/or return of BPs/APs for additional review. Not all BPs require APs, and a BP may have one or more APs.

DETAIL

Board Meetings	Chapter 1 The District	Chapter 2 Board of Trustees	Chapter 3 General Institution	Chapter 4 Academic Affairs	Chapter 5 Student Services	Chapter 6 Business/Fiscal Affairs	Chapter 7 Human Resources
3/8/11		BP 2010 Board Membership BP/AP 2015 Student Member BP 2100 Board Elections BP/AP 2105 Election of Student Member BP/AP 2110 Vacancies on the Board BP 2130 Term Limits BP 2135 Board Officer Rotation BP 2200 Board Duties and Responsibilities		BP 4021 Program Discontinuance			BP/AP 7270 Student Workers AP 7700 Whistleblower Protection
4/12/11	BP 1200 Mission Statements	BP 2205 Delineation of System and Board Functions BP 2210 Officers BP 2215 Role of the Board Chair BP 2220 Committees of the Board BP 2305 Annual Organizational Meeting BP 2310 Regular Meetings of the Board BP 2315 Closed Sessions BP/AP 2320 Special and Emergency Meetings BP 2330 Quorum and Voting BP 2347 Order of Public Protocol BP 2350 Speakers BP 2355 Decorum BP/AP 2360 Minutes BP/AP 2365 Recording BP/AP 2410 Board Policy BP/AP 2411 Administrative Procedures BP/AP 2425 Board/District Planning					

Board Meetings	Chapter 1 The District	Chapter 2 Board of Trustees	Chapter 3 General Institution	Chapter 4 Academic Affairs	Chapter 5 Student Services	Chapter 6 Business/Fiscal Affairs	Chapter 7 Human Resources
		<p>BP 2430 Delegation of Authority to Chancellor BP/AP 2431 CEO Selection BP 2432 CEO Succession BP 2433 CEO Compartment BP 2434 Chancellor's Relationship with the Board BP 2435 Evaluation of the Chancellor BP 2436 Chancellor's Endorsement of Political Candidates and/or Measures BP/AP 2510 Participation in Local Decision Making BP/AP 2610 Presentation of Initial Collective Bargaining Proposals</p>					
5/10/11		<p>BP 2100 Board Elections BP/AP 2340 Agendas BP 2345 Public Participation at Board Meetings BP/AP 2710 Conflict of Interest AP 2712 Conflict of Interest Code – Form 700 Statement of Economic Interests BP 2715 Code of Ethics/Standards of Practice AP 2715(A) Board Code of Ethics AP 2715(B) Board Standards of Practice BP 2716 Political Activity BP/AP 2717 Personal Use of Public/District Resources BP/AP 2720 Board Member Communications BP 2725 Board Member Compensation BP/AP 2735 Board Member Travel and Meeting Expense BP/AP 2740 Trustee Professional Development BP/AP 2745 Board Self-Evaluation</p>					
6/21/11			<p>BP 3200 Accreditation BP 3283 District Partnerships BP/AP 3300 Public Records BP/AP 3310 Records Retention and Destruction BP/AP 3500 Campus Safety BP 3503 Animals on Campus BP/AP 3504 Children on Campus BP/AP 3520 Local Law Enforcement</p>	<p>AP 4020 Program, Curriculum, and Course Development AP 4100 Graduation Requirements for Degrees and Certificates AP 4250 Probation</p>			

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			BP/AP 3530 Weapons on Campus BP 3720 Computer & Network Use AP 3720-A Computer/Network Use AP 3720-B Local Administrative Permissions to Information Technology Resources BP/AP 3810 Claims Against the District BP/AP 3820 Gifts BP 3821 Use of District Names for Solicitation of Funds				
7/12/11	None						
8/9/11			BP/AP 3820 Gifts				BP/AP 7205 Employee Code of Ethics
9/13/11			BP/AP 3430 Prohibition of Harassment and Discrimination BP/AP 3515 Reporting of Crimes				
10/11/11		BP/AP 2425 Board/District Planning BP/AP 2740 Trustee Professional Development BP/AP 2745 Board Self-Evaluation		BP/AP 4010 Academic Calendar BP/AP 4040 Library Services BP/AP 4050 Articulation BP/AP 4060 Delineation of Functions Agreements BP/AP 4070 Auditing and Auditing Fees BP/AP 4101 Independent Study BP/AP 4103 Work Experience BP/AP 4104 Contract Education BP/AP 4106 Nursing Program BP/AP 4110 Honorary Degrees BP/AP 4220 Standards of Scholarship BP/AP 4222 Remedial Coursework BP/AP 4226 Multiple and Overlapping Enrollments BP/AP 4230 Grading Symbols BP/AP 4231 Grade Changes BP/AP 4232 Pass/No Pass BP/AP 4235 Credit By Examination BP/AP 4240 Academic Renewal BP/AP 4250 Probation, Disqualification, and Readmission AP 4255 Disqualification and Dismissal BP/AP 4400 Community Services Programs BP/AP 4610 Instructional Service Agreements			

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11/8/11	None – Preparing for Accreditation Visit. Policy Committee did not meet.						
12/13/11		BP/AP 2201 Board Participation in District and Community Activities BP 2430 Delegation of Authority to Chancellor (no AP required)				BP 6810 Smoking (no AP required)	
1/17/12		BP 2715 Code of Ethics/Standards of Practice AP 2715(A) Board Code of Ethics AP 2715(B) Board Standards of Practice BP/AP 2745 Board Self-Evaluation	BP/AP 3280 Grants BP/AP 3430 Prohibition of Harassment and Discrimination BP 3821 Use of District Names (no AP required)				
2/14/12		BP/AP 2740 Trustee Professional Development	BP/AP 3280 Grants	BP/AP 4021 Program Discontinuance		BP/AP 6750 Parking	BP 7120 Recruitment and Hiring AP 7120-B Recruitment and Hiring: Full-Time Faculty AP 7120-D Recruitment and Hiring: Part-Time Faculty
3/13/12		BP 2200 Board Duties and Responsibilities (no AP required) BP 2210 Officers (no AP required) BP 2215 Role of the Board Chair (no AP required) BP 2430 Delegation of Authority to Chancellor (no AP required) BP 2434 Chancellor's Relationship with the Board (no AP required) BP/AP 2710 Conflict of Interest AP 2712 Conflict of Interest Code – Form 700 Statement of Economic Interests BP 2715 Code of Ethics/Standards of Practice AP 2715(A) Board Code of Ethics AP 2715(B) Board Standards of Practice BP/AP 2720 Board Member Communications BP/AP 2740 Trustee Professional Development BP/AP 2745 Board Self-Evaluation (Note: Above in response to Commission Concern)			BP/AP 5055 Enrollment Priorities		
4/10/12	None						
5/8/12		BP/AP 2015 Student Member BP/AP 2105 Election of Student Member		BP/AP 4100 Graduation Requirements for Degrees and Certificates BP/AP 4235 Credit by Examination		BP/AP 6750 Parking	

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6/19/12		BP 2205 Delineation of System and Board Functions (no AP required) BP 2350 Speakers (no AP required) BP 2715 Code of Ethics/Standards of Practice AP 2715(A) Board Code of Ethics BP/AP 2745 Board Self-Evaluation		BP/AP 4025 Philosophy and Criteria for Associate Degrees and General Education BP/AP 4225 Course Repetition BP/AP 4227 Course Repetition Absent Substandard Academic Work BP/AP 4230 Grading and Academic Record Symbols			
7/10/12	BP 1100 VCCCD (no AP required)						
8/14/12		BP 2350 Speakers (no AP required) BP/AP 2745 Board Self-Evaluation				BP/AP 6100 Delegation of Authority BP/AP 6150 Designation of Authorized Signatures BP/AP 6330 Purchasing AP 6331 Procurement Cards AP 6336 Travel AP 6337 Mileage Reimbursement BP/AP 6430 Contracts AP 6365 Accessibility of Information Technology BP/AP 6400 Audits BP/AP 6500 Property Management BP/AP 6520 Security for District Property AP 6530 District Vehicles AP 6535 Use of District Equipment BP 6540 Insurance (no AP required) BP/AP 6550 Disposal of Property BP/AP 6600 Capital Construction BP/AP 6620 Naming Buildings BP/AP 6700 Civic Center and Other Facilities Use BP/AP 6740 Citizens Oversight Committee BP/AP 6800 Safety	
9/11/12							
10/9/12							
11/13/12							
12/11/12							
1/2013							

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2/2013							
3/2013							

Date: August 14, 2012

Process/Policy/Procedure Questions: Contact Clare Geisen, Director, Administrative Relations, Chancellor's Office, Tel. 805.652.5504/cgeisen@vcccd.edu

Calendar: Contact Laurie Nelson-Nusser, Administrative Assistant, Chancellor's Office, Administrative Relations, Tel. 805.652.5508/Lnusser@vcccd.edu