

CONTRA COSTA COMMUNITY COLLEGE DISTRICT
CRC Agenda
September 5, 2013, 2:00pm – 3:30pm
Chancellor's Office

Agenda Item			Submitted By	Desired Outcome
1. Review September 5 agenda			All	Add or delete item(s)
2. Review meeting notes from May 23, 2013; discuss status of any carry-over items:			All	On-going
3. Negotiation Updates:			Gene/Glenn	On-going
4. Review Policies and Procedures:			Gene/Helen/ Mojdeh	Approval/Move Forward
June 18, 2013, Employee Groups Governing Board Policy and Administrative Procedure: 1 st read				
Helen Benjamin	BP2020	Leaves for Attendance at Educational Activities Professional Development		
Business Procedures: For Information				
Jonah Nicholas	Bus. 18.01	The CCCC General Fund Budget		
Jonah Nicholas	Bus. 9.22	Employee Reimbursement		
	Bus. 18.06	Budget Preparation		
Human Resources Procedures: CCLC Update #21				
Name	Number	Title		
Gene Huff	HR4000.17	Political Activity		
Student Services Policies/Procedures:				
Name	Number	Title		
Mojdeh Mehdizadeh	BP3005	Intercollegiate Athletics		
	S/S3005	Intercollegiate Athletics		
	S/S3005.01	An Agreement Concerning Intra-District Participation (<i>Delete</i>)		
Business Procedures: 1st Read				
Jonah Nicholas	BP1011	Foundations		
	Bus. 8.21	Student Trips outside the Country/ State Out-of-Country, Study Abroad Trips for Educational Programs		
	Bus. 9.24	Student Group Expense Claim Guidelines		

Distribution: Helen Benjamin, Gene Huff, Mojdeh Mehdizadeh, Glenn Appell, Jeffrey Michels, Michael Zilber, Doug Dildine, Donna Wapner,

	Bus. 9.25	Student Conference Expense (<i>Delete</i>)		
Human Resources Procedure – 2nd read Revised Human Resources Procedure 2040.01 – Sabbatical Leave for Faculty		<i>Helen</i>	<i>Discussion and recommendation to move forward</i>	
5.	Calendar issues and Saturday classes: what is the reason we don't count them as service days?	<i>Glenn</i>	<i>Resolution/ Agreement</i>	
6.	Office hours for variance overloads.	<i>Glenn</i>	<i>Resolution/ Agreement</i>	
7.	Gay marriage fed rule changes, implementation plans and communication with faculty.	<i>Glenn</i>	<i>Resolution/ Agreement</i>	
8.	Clarifications on consulting company to do benefit info distribution.	<i>Glenn</i>	<i>Resolution/ Agreement</i>	
9.	Clarification regarding communication chain of command with the UF and the district.	<i>Glenn</i>	<i>Resolution/ Agreement</i>	
10.	Variable Flex issues at LMC.	<i>Glenn</i>	<i>Resolution/ Agreement</i>	
11.	Foreign Language Lab issue at DVC (May be pulled).	<i>Glenn</i>	<i>Resolution/ Agreement</i>	

CONTRA COSTA COMMUNITY COLLEGE DISTRICT
Revised CRC Agenda
May 23, 2013, 2:00pm – 3:30pm
Chancellor's Office

Agenda Item			Submitted By	Desired Outcome
1. Review May 23 agenda			All	Add or delete item(s)
2. Review meeting notes from March 28, 2013; discuss status of any carry-over items:			All	On-going
3. Negotiation Updates:			Gene/Glenn	On-going
4. Review New/Revised Board Policies/Procedures – 1 st Read			Gene/John/ Helen/Mojdeh	Approval/Move Forward
April 16, 2013, Employee Groups				
Governing Board Policy and Administrative Procedure: 1st Read				
Name	Number	Title		
Helen Benjamin	BP1020	Conflict of Interest (New)		
	AP1020.01	Conflict of Interest (New)		
Business Procedures				
1st Read				
Jonah Nicholas	BP5029	Donor Recognition		
	Bus. 2.01	Attendance Accounting		
	Bus. 3.30	Externally Funded Projects		
	Bus. 6.01	Guidelines for Processing Applications for Use of Facilities (Delete)		
	Bus. 6.02	Guidelines to Determine Fees for Use of College Facilities (Delete)		
	Bus. 7.05	Fees for Meals Funded by Participants (Delete)		
	Bus. 7.31	Preparation of Bank Deposits		
	Bus. 7.32	Returned Checks Procedure		
	Bus. 9.09	Guidelines for Hosting Official Functions Meals and Light Refreshments		
	Bus. 9.21	Guidelines for Travel Reimbursement (Delete)		
	Bus. 9.42	Contracts/Agreements for Professional Services and Advice		
	Bus. 9.43	Contracting for Other Than Technical Services (Delete)		
	Bus. 9.44	Contracting for Technical Services by Individuals (Non-Employees) (Delete)		
	Bus. 10.52	Donor Recognition (New Procedure)		
May 14, 2013, Employee Groups				
Board Policies/Administrative Procedures				
1st Read				
Helen Benjamin	BP1021 (New)	Vacancies on the Governing Board		
	AP1021.01 (New)	Provisional Appointment to a Governing Board Vacancy		

Distribution: Helen Benjamin, Gene Huff, John al-Amin, Glenn Appell, Jeffrey Michels, Michael Zilber, Doug Dildine, Donna Wapner, Mojdeh Mehdizadeh

Business Procedures 1st Read				
Jonah Nicholas	Bus. 3.41	Student Body Funds and Club Accounting		
	Bus. 6.03	Collection of Fees for Use of Facilities		
	Bus. 6.04	Use of College Facilities		
	Bus. 9.40	Contracts/Agreements for Personal Services		
	Bus. 16.01	Employee vs. Independent Contractor		
John al-Amin	Bus. 8.11	Operation of Vehicles		
Curriculum and Instruction Policies/ Procedures 1st Read				
Mojdeh Mehdizadeh	BP4015 (New)	Course Prerequisites, Corequisites and Advisories		
	C/I 4014 (Former BP4004)	Course Prerequisites, Corequisites and Advisories ON Recommended Preparation		
5. Revised Human Resources Procedure 2040.01 – Sabbatical Leave for Faculty			Helen	Discussion and recommendation to move forward
6. Retiree Emails			Glenn	Resolution/ Agreement
7. Newspaper Emails			Glenn	Resolution/ Agreement
8. Dean evaluation schedules and protocol			Glenn	Resolution/ Agreement
9. Dental and VSP extension for dependents to age 26			Glenn	Resolution/ Agreement