

It should be noted that in addition to providing communication and tracking, SchoolDude is also promoting the College's ability to assess strategic goal and administrative unit outcomes. Reports from SchoolDude have been identified as measures to aid in assessing Strategic Goal 2.2 ("Improve facilities and maintenance as measured by climate surveys and operational reports compared to 2010-11 baseline") and Goal 2.3 ("Improve student and employee safety as measured by Clery and OSHA reports through climate surveys as compared to 2011-12 baseline") (**doc. 61**). Additionally, they are identified as measures for assessing Maintenance and Operations' Administrative Unit Outcome 2, that Maintenance and Operations responds to work requests in a timely manner (**doc. 45**).

Future Plans

- *Goal:* Implement a training sessions with maintenance staff for the proper use of SchoolDude; set up an extra work station in the M&O building for input and training. *Expected Completion Date:* October 1, 2013. *Position Responsible:* Manager, Maintenance and Operations.
- *Goal:* Establish, implement, and publicize a formalized process by which the public can report safety and disrepair conditions. *Expected Completion Date:* June 2014. *Position Responsible:* Manager, Maintenance and Operations.

List of Evidence

Doc. 25	External Evaluation Report of Educational Quality and Institutional Effectiveness, 2013
Doc. 45	Maintenance and Operations Assessment Plan
Doc. 57	SchoolDude Links on InsideCC
Doc. 58	SchoolDude Operations Procedure Work Sheet
Doc. 59	SchoolDude Sample Reports
Doc. 61	Strategic Goals Assessment Matrix

District Recommendation 1

Review and Update Board Policies on a Periodic Basis

In order to comply with the Standards, the team recommends that the Board of Trustees establish a process to ensure the Board's policies and procedures are evaluated on a regular basis and revised as appropriate (IV.V.1.e).

Progress in Addressing Recommendation

The governing board has updated board policies and procedures as needed, however there has not been a scheduled recurring evaluation of KCCD Board Polices. Beginning November, 2012, KCCD initiated a

formal process to ensure that the KCCD Board Policies and Procedures are evaluated periodically and revised as appropriate (**doc. 33**).

Effective January 2013 each section of the Board Policy Manual will be systematically reviewed every two years. The KCCD Board Policy includes eleven sections, including sections 5, 7, and 9, which are collective bargaining agreements that are negotiated every three years. In odd-numbered years, board policy sections 1, 3, and 11 will be reviewed and revised as appropriate. In even-numbered years, board policy sections 2, 4, 6, 8, and 10 will be reviewed and revised as appropriate.

In July 2013, KCCD General Counsel recommended removing the two collective bargaining unit agreements from the KCCD Board Policy Manual. The bargaining unit contracts are legally binding without being included in board policy. These two agreements are negotiated periodically and will open for negotiations in fall 2013. Therefore, KCCD Board Policy sections 5, 7, and 9 will not be included in the periodic reviews and revisions as described in the previous paragraph. Instead, sections 5, 7, and 9 will be recommended to be deleted from the KCCD Board Manual during the 2013-2014 academic year, following consultation with the collective bargaining units.

Initially, a calendar was created to facilitate the review of section 1, 3, 5, 7, 9, and 11. The calendar was revised in July 2013 to complete the review and revisions as appropriate limited to sections 1 and 3. The Chancellor and Chief Financial Officer are charged with coordinating the evaluation of Section 1 and Section 3 of the Board Policy Manual and to process recommended revisions by the October KCCD Board of Trustees meeting. The review of even numbered sections will commence in January 2014.

Conclusion

The District has defined a process for the periodic review and appropriate revision of the KCCD Board Policy Manual to ensure an ongoing and systematic review of Board policies and revisions where appropriate. This process began in January 2013 and will be evaluated for its efficacy and needed modifications by May 2014.

Future Plans

- *Goal:* The process begun January 2013 to evaluate one-half of the Board policies and resulting revisions will yield recommended governing board action beginning in October 2013. The remaining half of the Board policies will commence to be reviewed and revised as appropriate in January 2014. *Expected Completion Date:* January 2014 and every year thereafter. *Position responsible:* Chancellor