

**Section Three—Business Services
Governance Processes Relative to the
District Board Policy Manual
and Collegial Consultation
With Academic Senates**

Employ the Process of Mutual Agreement

Policies: None

Procedures: None

Appendices: None

Rely Primarily Upon the Advice and Judgment

Policies: [3A1](#) (re: Budget Development)
[3A1A6](#) (re: Budget Development)

Procedures: None

Appendices: None

BP/AP 3B1G

**Proposed Addition to
Kern Community College District Board Policy Manual
Section Three – Business Services**

Governance Process: Share as Information Only

Reason for Revision: To Establish/Amend District Policy

3B1G ~~The Board of Trustees, students and staff of the District recognize the serious health problems associated with smoking tobacco or using other non-tobacco vapor products in and the use of smokeless tobacco. It is also recognized that tobacco smoke and non-tobacco vapor products poses a health risk to non-smokers. Because of these problems and risk the District is determined that all District property, facilities and operations will be smoke and tobacco free. (See AP 3B1G)~~

The following provisions shall govern conduct on District facilities and District controlled property and conduct during District operations and District sponsored activities.

3B1G1 There shall be no intoxicants or narcotics used in the District/College buildings or District vehicles, nor ~~shall intoxicants or narcotics be used, nor~~ shall profane language, quarreling, or gambling be permitted. ~~Colleges that decide to have a Tobacco Free Campus may do so.~~ Alcoholic beverages are prohibited except as provided for in the law, state regulations, and sections within this policy. ~~Violations of this policy or any other regulation of this type during occupancy shall be sufficient cause for:~~

- ~~• immediate revocation of permit,~~
- ~~• immediate suspension of the activity,~~
- ~~• removal of all participants from the facility, and~~
- ~~• the denial of further use of District/College premises to the applicant.~~

3B1G2 There shall be no smoking, including tobacco and non-tobacco vapor products, in the District/College buildings or District vehicles. Colleges that decide to have a tobacco or smoke free campus may do so .The restrictions on tobacco or smoking at each college shall be found in AP 3B1G.

3B1G3 Violations of 3B1G or 3B1G1, 3B1G2, 3B1G3, or any other regulation of this type during occupancy shall be sufficient cause for:

- immediate revocation of permit.
- immediate suspension of the activity.
- removal of all participants from the facility, and
- the denial of further use of District/College premises to the applicant.

AC 1/22/14
CC 11/18/14

DRAFT

AP 3B1G2 Smoke/Tobacco
Free Procedure

**Proposed Addition to
Kern Community College District Board Policy Manual
Section Three – Business Services**

Governance Process: Share as Information Only

Reason for Revision: To Establish/Amend District Procedure

1. The following administrative regulation shall apply at all Bakersfield College facilities except the Weill Center.
2. Use of any form of tobacco or non-tobacco vapor products is prohibited in all district vehicles, or at ~~KCCD~~ Bakersfield College sponsored activity or athletic event.
3. Use of any form of tobacco or non-tobacco vapor product is prohibited on ~~District property~~ Bakersfield College facilities or ~~in District~~ operations.
4. These procedures apply to employees, students, visitors and other persons who use the facilities on the Bakersfield College campuses or any other building/property that ~~are~~ is part of the Kern Community College District Bakersfield College.
5. ~~The District~~ Bakersfield College shall make available to employees and students a current referral list of smoking cessation programs and other information of literature on the subject of smoking that may assist individuals who wish to stop using tobacco products. Such information shall be available in the health services office on any of the college campuses.
6. Signs prohibiting smoking shall be prominently displayed throughout each Bakersfield College campus and District location. Information about ~~the Board Policy in~~ this administrative procedure will be communicated on the District's website, and via District Bakersfield College communication ~~means~~ resources, including course schedules, catalogs, and student handbooks.

A. Students

Students found to be non-compliant with this administrative procedure shall be subject to the following:

First offense: verbal warning and review of policy and administrative procedure.

Second offense: referral to the Dean of Student Services for consultation and written reprimand for continuing violation of the rules.

Third offense: discipline in accordance with applicable laws, regulations, board policies and administrative procedures.

B. Employees

Employees found to be non-compliant with this administrative procedure shall be subject to the following:

First offense: verbal warning and review the board policy and administrative procedure.

Second offense: referral to the employee's manager/supervisor, prepare a written reprimand for continuing violation of the rules.

Third offense: discipline in accordance with applicable collective bargaining agreements, laws, regulations, board policies and administrative procedures.

C. Members of the public:

Members of the public found to be non-compliant with these administrative procedures shall be subject to the following:

First offense: verbal warning and review the board policy and administrative procedure

Second offense: removal from ~~District property~~ *Bakersfield College facilities.*

**Proposed Addition to
Kern Community College District Board Policy Manual
Section Three – Business Services**

Governance Process: Share as Information Only

Reason for Revision: To Establish/Amend District Procedure

1. The following administrative regulation shall apply at all Cerro Coso Community College and Porterville College facilities.
2. Use of any form of tobacco or non-tobacco vapor products is prohibited in all district vehicles.
3. Use of any form of tobacco or non-tobacco vapor product is prohibited in Cerro Coso Community College and Porterville College facilities or operations except in designated smoking areas.
4. These procedures apply to employees, students, visitors and other persons who use the facilities on the Cerro Coso Community College and Porterville College campus or any other building/property that is part of the Porterville College.
5. Signs prohibiting smoking except in designated areas shall be prominently displayed throughout Cerro Coso Community College and Porterville College. Information about the Board Policy in this administrative procedure will be communicated on the District's website, and via Cerro Coso Community College and Porterville College communication resources, including course schedules, catalogs, and student handbooks.
6. Violations of this procedure shall be addressed as follows:

A. Students

Students found to be non-compliant with this administrative procedure shall be subject to the following:

First offense: verbal warning and review of policy and administrative procedure.

Second offense: to the Dean of student services for consultation and written reprimand for continuing violation of the rules.

Third offense: discipline in accordance with applicable laws, regulations, board policies and administrative procedures.

B. Employees

Employees found to be non-compliant with this administrative procedure shall be subject to the following:

First offense: verbal warning and review the board policy and administrative procedure.

Second offense: referral to the employee's manager/supervisor, prepare a written reprimand for continuing violation of the rules.

Third offense: discipline in accordance with applicable collective bargaining agreements, laws, regulations, board policies and administrative procedures.

C. Members of the public:

Members of the public found to be non-compliant with these administrative procedures shall be subject to the following:

First offense: verbal warning and review the board policy and administrative procedure

Second offense: removal from Porterville College facilities.