

BOARD POLICY COMMITTEE MEETING

Wednesday, August 7, 2013

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 5:07 p.m. by Mr. John Hanna. Other member present: Mr. Jose Solorio.

Staff present: Mr. John Didion, Mr. Peter Hardash, Dr. Raúl Rodríguez, and Ms. Debra Gerard as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The pledge of allegiance was led by Ms. Gerard.

1.3 Public Comment

There were no public comments.

1.4 Approval of Minutes

It was moved by Mr. Solorio, seconded by Mr. Hanna, and carried unanimously to approve the minutes of July 1, 2013.

2.0 REVIEW OF BOARD POLICIES & RELATED ITEMS

2.1 Review of BP 2716 Political Activity

Mr. Hanna noted that this policy was being reviewed to remind the chancellor to seek counsel six months prior to the November 2014 general election about the latest status of laws and regulations relating to political contributions and activities by board members, officers and employees. Mr. Didion noted that the Community College League of California (CCLC) had added language to the policy relating to bond issues, which had been a concern of the committee. The committee recommended forwarding this policy to the full board for a first reading.

2.0 REVIEW OF BOARD POLICIES & RELATED ITEMS – (cont.)

2.2 Review of BP 3820 Gifts

Mr. Didion presented a revised policy for consideration, as well as an opinion letter from counsel regarding language relating to discrimination included in the policy. After discussion it was recommended that the policy be forwarded to the full board for a first reading as revised.

2.3 Consideration of Board Commemorating Days/Months for Individuals or Issues

Mr. Didion presented a revision to BP 2305 Annual Organizational Meeting, which added consideration of the designation of weeks or months of observance to the annual organizational meeting. After discussion, the committee recommended forwarding this policy to the full board for a first reading as revised.

2.4 Review of BP 2715 Code of Ethics/Standards of Practice

Mr. Didion presented an opinion from counsel regarding restriction on board members' communications. After discussion, the committee recommended further review of this policy.

2.5 Review of BP 2015 Student Member

Mr. Hanna noted that this policy was being reviewed to ensure the student member of the board understood that he/she was bound by the board's code of ethics. It was agreed that BP 2015 Student Member and BP 2715 Code of Ethics/Standards of Practice would be revised to include language which indicates the student member is bound by BP 2715 Code of Ethics/Standards of Practice. After discussion it was recommended that the policy be forwarded to the full board for a first reading as revised.

2.6 Review of BP 5201.5 Student Athlete Code of Conduct

It was reported that all students are acknowledging in writing the Student Athlete Code of Conduct. Mr. Hanna expressed his appreciation to the college presidents for implementing this procedure.

2.7 Review of BP 7003 Location of District-Sponsored Events

Mr. Didion presented a revision to the policy which will ensure notice is provided to the district each year. After discussion, it was recommended that the policy be forwarded to the full board for a first reading.

2.0 REVIEW OF POLICIES & RELATED ITEMS – (cont.)

2.8 Review of BP 2730 Board Member Health

Mr. Didion presented an opinion from counsel regarding cash payment to board members in lieu of receipt of health benefits. After discussion, it was agreed the existing policy will stand.

2.9 Review of Section 6000 Policies

Mr. Didion explained that revisions to the following RSCCD board policies are recommended to match the Community College League of California's model of accreditation-standard policies

The committee reviewed the following policies. After discussion, the committee recommended bringing the policies to the full board for a first reading:

BP 6100 Delegation of Authority ~~BP-3308~~
BP 6150 Designation of Authorized Signatures (new)
BP 6200 Budget Preparation ~~BP-3201~~
~~Deletion of BP 3202 Budget Development Structure~~
~~Deletion of BP 3203 General Fund Restricted Reserve~~
BP 6250 Budget Management ~~BP 3204~~
~~Deletion of BP 3205 Transfer of Budget Appropriations~~
BP 6300 Fiscal Management ~~BP 3200~~
~~Deletion of BP 3216 Financial Reports~~
~~Deletion of BP 3220 Quarterly Financial Reports~~
BP 6320 Investments ~~BP 3211~~
BP 6330 Purchasing ~~BP 3306~~-as amended
~~Deletion of BP 3300 Purchasing General Policy Statement~~
~~Deletion of BP 3304 Cooperative Purchasing by State Contract with Department~~
~~General Services and Other Public Agencies~~
~~Deletion of BP 3302 Purchase Code of Ethics and Control Guidelines~~
BP 6340 Contracts ~~BP 3100~~
BP 6400 Audits ~~BP 3104~~
BP 6450 Wireless or Cellular Telephone Use (new)
BP 6500 Property Management ~~BP 3518~~
BP 6520 Security for District Property ~~BP 3510~~
BP 6540 Insurance BP 4603
~~Deletion of BP 4601 Risk Management~~
~~Deletion of BP 4604 Bonding of Personnel~~
BP 6550 Disposal of Property ~~BP 3405~~
BP 6600 Capital Construction ~~BP 3504~~
~~Deletion of BP 3506 Five Year Capital Construction Plan~~
BP 6620 Naming District Properties and Facilities ~~BP 9025~~
BP 6700 Civic Center and Other Facilities Use ~~BP 4330~~

2.0 REVIEW OF POLICIES & RELATED ITEMS – (cont.)

2.9 Review of Section 6000 Policies (cont.)

The committee recommended the following current policies be retained and renumbered within the 6000 section:

- BP 6740 Citizens Oversight Committee (new)
- BP 6750 Vehicle Operation and Parking ~~BP 3501~~
- BP 6800 Safety (new)
- BP 6900 Bookstores ~~BP 3226~~
- BP 3103 Food and Meeting Refreshments
- BP 3213 Payment – Goods & Services
- BP 3217 Accounting for Monies Collected
- BP 3223 Auxiliary Food Service Operation
- BP 3301 Equitable Opportunities for Business Enterprises
- BP 3305 Fiduciary and Legal Considerations
- BP 3307 Competitive Bidding and Quotation Policies
- BP 3310 Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act
- BP 3311 Interaction With and Solicitation from Private Businesses
- BP 3400 Inventory Control
- BP 3403 Moveable Inventory Control Responsibilities
- BP 3404 Inventory Order Quantity and Storage Controls
- BP 3406 Environmentally Preferable Purchase and Practices
- BP 3500 Plant Maintenance and Operations General Policy Statement
- BP 3503 Selection of Architects
- BP 3505 Facility Construction Standards
- BP 3404 Inventory Order Quantity and Storage Controls
- BP 3406 Environmentally Preferable Purchase and Practices
- BP 3507 Outside Governing Agencies
- BP 3508 Energy and Water Conservation
- BP 3511 Facility Modification and New Construction
- BP 3512 Deferred Maintenance
- BP 3516 Transportation
- BP 3600 Information Technology Services – Copyright of Software
- BP 3601 Company Property, Security, Privacy and Searches
- BP 3602 Disaster Recovery
- BP 4608 Donation of Vehicles
- BP 7001 District Standard for Hardware and Software
- BP 7003 Location of District-Sponsored Events

2.0 REVIEW OF POLICIES & RELATED ITEMS – (cont.)

2.10 Review of Requests for Proposal (RFP)

This item was discussed during consideration of Item 2.9. Mr. Hanna requested a new policy be created to address the process for awarding of architectural, audit and construction management contracts.

2.11 Review of BP 2710 Conflict of Interest

There was no discussion on this item.

2.12 Review of BP 3305 Fiduciary and Legal Considerations

This item was discussed during consideration of Item 2.9. Mr. Solorio requested a report on how the district is implementing the commitment to the volume of business with minority, women, or disabled veteran-owned enterprises.

2.13 Review of BP 3307 Competitive Bidding and Quotation Policies

This item was discussed during consideration of Item 2.9. Mr. Hanna requested a new policy be created to address the competitive bid process for personal service contracts exceeding \$1 million.

2.14 Review of BP 3503 Selection of Architects

This item was discussed during consideration of Item 2.9.

2.15 Proposal of Future Agenda Items

Mr. Hanna requested that discussion of prevailing wage monitoring be placed on the next Board Policy Committee meeting agenda.

Mr. Hanna requested that a new policy be created to encourage employment preference of local businesses.

3.0 ADJOURNMENT

Chairperson Hanna declared this meeting adjourned at 7:05 p.m.