

Rancho Santiago Community College District
2323 North Broadway, Room #114
Santa Ana, California

BOARD POLICY COMMITTEE MEETING

Monday, September 30, 2013

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 5:01 p.m. by Mr. John Hanna via teleconference. Other member present: Mr. Phillip Yarbrough. Ms. Barrios was present via teleconference. Mr. Solorio arrived at the time noted.

Staff present: Mr. John Didion, Dr. Raúl Rodríguez, and Ms. Anita Lucarelli as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The pledge of allegiance was led by Mr. Yarbrough.

1.3 Public Comment

There were no public comments.

1.4 Approval of Minutes

It was moved by Mr. Yarbrough, seconded by Mr. Hanna, and carried unanimously to approve the minutes of August 7, 2013.

2.0 REVIEW OF BOARD POLICIES & RELATED ITEMS

2.1 Review of BP 2745 Board Self-Evaluation

The committee reviewed the self-evaluation instrument and list of designated recipients, and recommended the following changes to the self-evaluation instrument:

Under **Board leadership, ethics, and standards of conduct:**

The board makes decisions in the best interest of students, ~~and~~ the colleges, *and the entire district.*

The committee did not recommend any changes to the list of designated recipients.

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

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

The committee reviewed this policy and did not recommend any changes to the policy since the board had previously taken action to amend the student trustee policy.

Mr. Solorio arrived during discussion of Item 2.2.

2.3 Review of BP 7020 – Code of Ethics

The committee reviewed Items 2.3, 2.4, and 2.5 at the same time. After discussion, the committee recommended further review of this policy.

2.4 Review of BP 2717 - Personal Use of Public Resources

The committee reviewed Items 2.3, 2.4, and 2.5 at the same time. After discussion, the committee did not recommend any changes.

2.5 Review of BP 4137 - Civility

The committee reviewed Items 2.3, 2.4, and 2.5 at the same time. After discussion, the committee did not recommend any changes.

2.6 Review of BP 3410 Non Discrimination –~~BP7300; Unlawful Discrimination and Sexual Harassment~~ – BP 4119

The committee reviewed this policy and asked if additional requirements were needed as a result of this new state law. After discussion, the committee recommended the policy be forwarded to the full board for a first reading.

2.7 Review of BP 5055 Enrollment Priorities (New)

The committee reviewed this policy and recommended the policy be forwarded to the full board for a first reading.

2.8 Review of Section 7000 Policies – Human Resources

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

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

2.8 Review of Section 7000 Policies – Human Resources – (cont.)

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

BP 7001 Code of Ethics –~~BP7020~~

BP 7002 Civility –~~BP4137~~

BP 7003 Oath –~~BP4103~~

BP 7004 ~~Non-School~~ Outside Employment –~~BP4106~~

BP 7005 Personnel Files –~~BP4110~~

BP 7006 Service Recognition –~~BP4111~~

BP 7007 Volunteers ~~Personnel Service~~ –~~BP4117~~

BP 7008 Employee Evaluation –~~BP4128~~

BP 7009 Staff Development –~~BP4138~~

BP 7100 Commitment to Diversity (new)

BP 7110 ~~General Personnel Policy Statement~~ Delegation of Authority –~~BP4101~~

BP 7120 Recruitment and Hiring, Selection, Appointment and Transfer of Employees –
~~BP4102~~

BP 7121 Applicant Travel Reimbursement –~~BP4204~~

~~Deletion of BP4417 Personnel – Administrative Applicant Travel Reimbursement~~
~~Administrative~~

BP 7130 Compensation ~~Payroll Warrants for Employees~~ –~~BP3219~~

BP 7131 ~~Personnel~~ – Management Salary Schedules –~~Initial Placement & Salary Step~~
~~Advancement Recommendation~~ –~~BP4401~~

BP 7132 Management Medical/Dental Insurance Benefits –~~BP4402~~

BP 7133 Holidays Management –~~BP4414~~

BP 7140 Collective Bargaining (new)

BP 7141 Organizations Right of Access –~~BP4133~~

BP 7210 Academic Employees (new)

BP 7230 ~~Definition~~ Classified Employees ~~Service~~ –~~BP4301~~

BP 7240 Confidential Employees (new)

BP 7250 Educational Administrators ~~Administrative Retreat Rights~~ –~~Administrative~~
~~BP4423 (formerly BP4520)~~

BP 7260 Classified Supervisors and Managers (new)

BP 7310 Nepotism –~~BP4118~~

BP 7330 Communicable Disease ~~Medical Examinations~~ –~~BP4130~~

BP 7335 Health ~~Medical~~ Examinations –~~BP4130~~

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

2.8 Review of Section 7000 Policies – Human Resources – (cont.)

BP 7340 Leaves

~~Deletion of BP4114 Maternity Leave~~

~~Deletion of BP4115 Military Leave~~

~~Deletion of BP4404 Bereavement Leave Management~~

~~Deletion of BP4405 Family and Medical Leave Management~~

~~Deletion of BP4406 Industrial Accident or Illness Leave Management~~

~~Deletion of BP4407 Judicial Leave Management~~

~~Deletion of BP4408 Personal Necessity Leave Management~~

~~Deletion of BP4409 Quarantine Leave Management~~

~~Deletion of BP4410 Sick Leave Management~~

~~Deletion of BP4412 Unpaid Leaves of Absence Management~~

~~Deletion of BP4413 Vacation Management~~

BP 7345 Catastrophic Leave Program (new)

BP 7348 Faculty Pre-retirement (Workload Reduction) — ~~BP4207~~

BP 7350 Resignations — ~~BP4129~~

BP 7360 Faculty Discipline and Dismissal and/or Discharge – Academic Employees —
~~BP4206~~

~~Deletion of BP4415 Dismissal and/or Discharge Management~~

BP 7365 Discipline and Dismissal – Classified Employees

BP 7370 ~~Solicitation of Political Contributions and Political Activities by Employees~~
~~BP4135~~

BP 7380 Retiree Health Benefits: Academic Employees (new)

BP 7385 Salary Deductions — ~~BP4127~~

BP 7400 Travel — ~~BP4108~~

~~Deletion of BP4403 Professional Conference Leave/In-Service Training Leave-~~
~~Management~~

BP 7510 Domestic Partners (new)

BP 7600 Campus Security Officers (new)

BP 7700 Whistleblower Protection — ~~BP4140~~

~~Deletion of BP4116 Meetings~~

~~Deletion of BP4123 Support Program For Substance Abuse~~

~~Deletion of BP4126 Acceptance of Outside Obligations~~

~~Deletion of BP4202 Continuing Employment Contracts~~

~~Deletion of BP4205 Faculty Salary Payments~~

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

2.8 Review of Section 7000 Policies – Human Resources – (cont.)

~~Deletion of BP4302 Classified Salary Payments~~

~~Deletion of BP4419 Administrative Leave – Administrative~~

~~Deletion of BP4422 Management Retroactive Pay (formerly BP4519)~~

2.9 Review of BP 6332 Competitive Bidding and Quotation Policies

The committee reviewed this policy and recommended the policy be forwarded to the full board for a first reading.

2.10 Review of new policy to encourage employment preference of local businesses

The committee asked Dr. Rodríguez to encourage employment preference of local businesses in an email blast to staff.

2.11 Review of Prevailing Wage Monitoring

This item was not discussed.

2.12 Proposal of Future Agenda Items

It was proposed that the next Board Policy Committee meeting be held in November 2013.

3.0 ADJOURNMENT

Chairperson Hanna declared this meeting adjourned at 6:25 p.m.

Minutes Approved: December 2, 2013