

Rancho Santiago Community College District (RSCCD)  
2323 North Broadway, Room #103  
Santa Ana, California

## **BOARD POLICY COMMITTEE MEETING**

**Monday, January 11, 2016**

### **MINUTES**

#### **1.0 PROCEDURAL MATTERS**

##### 1.1 Call to Order

The meeting was called to order at 3:05 p.m. by Mr. John Hanna. Other members present: Ms. Arianna Barrios and Mr. Larry Labrado.

Staff present: Mr. Morrie Barembaum, Mr. John Didion, Dr. Elliott Jones, Ms. Raquel Manriquez, Mr. Enrique Perez, Ms. Narges Rabii-Rakin, Dr. Raúl Rodríguez, and Ms. Anita Lucarelli as record keeper.

Guest Present: Mr. Adam Elmahrek, Voice of OC reporter

##### 1.2 Pledge of Allegiance to the United States Flag

The pledge of allegiance was led by Mr. Elmahrek.

##### 1.3 Public Comment

There were no public comments.

##### 1.4 Approval of Minutes

It was moved by Ms. Barrios and seconded by Mr. Labrado to approve the minutes of September 14, 2015. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, and Mr. Labrado.

#### **2.0 REVIEW OF BOARD POLICIES & RELATED ITEMS**

##### 2.1 Review of RSCCD Oversight of RSCCD Foundation

The committee discussed the district oversight of the RSCCD Foundation and asked for (1) a draft of an updated Memorandum of Understanding between the RSCCD Foundation and the district, and (2) a special meeting be scheduled to include RSCCD board members and RSCCD Foundation board members (if possible) to review the Foundation to determine if the Foundation is fulfilling the district's mission statement and the possibility of a procedure to vet programs.

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

### **2.2 Review of AR 2105 – Selection and Regulations of Student Trustee**

Ms. Manriquez explained the proposed changes to the administrative regulation. The committee reviewed AR 2105 and asked for clarification on the proposed language in the regulation and verification that the proposed updates are in compliance with the Education Code.

### **2.3 Review of BP 3820 Gifts**

The committee reviewed BP 3820, BP 7001, BP 2715, and BP 2710 together. The committee asks for board members/district staff to review the gift policies from the City of Santa Ana, County of Orange, and SOCCCD. The committee requested additional input from other districts, OCTA, and CCLC at the next meeting. Mr. Hanna read from the city of Santa Ana Code of Ordinances the following excerpt: "...the receipt of gifts by public officials from persons who do business with the city erodes public confidence in the impartiality of decisions made by those officials." The committee is interested in a draft of a policy on gifts received by individuals that have influence in the decision-making process.

### **2.4 Review of BP 7001 Code of Ethics**

The committee reviewed BP 3820, BP 7001, BP 2715, and BP 2710 together. The committee asked staff to provide the committee with the code of ethics from other cities at the next meeting. The committee asked for the development of either a live or interactive presentation on ethics for board members and staff.

### **2.5 Review of BP 2715 Code of Ethics/Standards of Practice**

The committee reviewed BP 3820, BP 7001, BP 2715, and BP 2710 together. Please see Item 2.4 for a request from the committee.

### **2.6 Review of BP 2710 Conflict of Interest**

The committee reviewed BP 3820, BP 7001, BP 2715, and BP 2710 together. The committee asked that a board policy include a compliance process to ensure proper completion and review of Conflict of Interest Form 700s for district staff. The committee recommended the process include at least one board member and an internal compliance officer.

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

2.7 Review of BP 2735 Board Member Travel

The committee reviewed BP 2735 and requested clearer guidelines to board and staff travel, including limitations on reimbursements.

2.8 Review of Docket Item Process

Due to time constraints, the committee deferred review of this item to the next meeting. Mr. Hanna indicated the need for transparency in the docket item process and plans to ask the trustees if information needs to be added or removed from docket items for transparency to occur.

2.9 Review of District Programs

Due to time constraints, the committee deferred review of this item to the next meeting.

2.10 Review of Trustee Communication

The committee asked staff to research the status of board members' using district email accounts for district business. Mr. Hanna indicated that the committee may consider an update to the board's ethics policy that would encourage board members to use district emails for correspondence related to district business.

2.11 Review of RSCCD Diversity

The committee asked to review data relating to diversity in the hiring of staff at its next meeting.

2.12 Review of AR 2365 Recording

The committee reviewed AR 2365 and asked staff to provide an estimated cost for close captioning on board meeting recordings at its next meeting.

2.13 Review of BP 6400 Financial Audits

The committee reviewed BP 6400 and recommended the district not have the same accounting firm for more than five years.

2.14 Proposal of Future Agenda Items

There were no proposed future agenda items other than those referenced in the abovementioned items.

**ADJOURNMENT**

Chairperson Hanna declared this meeting adjourned at 4:27 p.m.

Minutes Approved: January 25, 2016