

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, March 9, 2009
2323 North Broadway, #107
Santa Ana, CA 92706

Vision Statement (Board of Trustees)

Rancho Santiago Community College District is a learning community. The college district and its colleges are committed to ensuring access and equity and to planning comprehensive educational opportunities throughout our communities. We will be global leaders in many fields, delivering cost-effective, innovative programs and services that are responsive to the diverse needs and interests of all students. We will be exceptionally sensitive and responsive to the economic and educational needs of our students and communities. The environment will be collegial and supportive for students, staff, and the communities we serve.

We will promote and extensively participate in partnerships with other educational providers, business, industry, and community groups. We will enhance our communities' cultural, educational, and economic well-being.

We will be a leader in the state in student success outcomes. Students who complete programs will be prepared for success in business, industry, careers, and all future educational endeavors. We will prepare students to embrace and engage the diversity of our global community and to assume leadership roles in their work and public lives.

AGENDA

1.0 PROCEDURAL MATTERS 4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance

1.3 Public Presentations

(Please complete a blue presentation form if you plan to make public comments. Speakers are asked to adhere to the guidelines listed on the back of the form – please state your name/address). The public is invited to address the board regarding issues directly related to the business of the district. Each speaker is allowed no more than three minutes. The board cannot debate or take action on issues not listed on the agenda.

1.4 Approval of Minutes – Regular meeting of February 23, 2009 Action

1.5 Approval of Consent Calendar Action

2.0 INFORMATIVE REPORTS

2.1 Report from the Chancellor

2.2 Report from Student Trustee

2.3 Report from President of Santa Ana College

2.4 Report from President of Santiago Canyon College

2.5 Reports from Student Presidents

2.6 Reports from Academic Senate Presidents

CLOSED SESSION

Personnel (GC 54957.6)

-Employees as listed on the Human Resources dockets

Potential Litigation (GC 54956.9)

-1 Case

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Presentations

(Please complete a blue presentation form if you plan to make public comments. Speakers are asked to adhere to the guidelines listed on the back of the form – please state your name/address). The public is invited to address the board regarding issues directly related to the business of the district. Each speaker is allowed no more than three minutes. The board cannot debate or take action on issues not listed on the agenda.

3.0 HUMAN RESOURCES

- 3.1 Approval of Academic Personnel Action
- 3.2 Approval of Classified Personnel Action
- 3.3 New and Revised Board Policies Information
New and revised board policies are presented for a first reading.

4.0 INSTRUCTION

- 4.1 Accreditation Information
The administration recommends the board review the material provided so it may have the background necessary to make decisions recommended by the task force and to meet the October 15, 2009, deadline established by the Commission.
- 4.2 Presentation by Dr. Barbara Beno, Accrediting Commission for Community and Junior Colleges (ACCJC), to the board of trustees regarding recommendations set forth by the accreditation teams related to the board of trustees Action
The administration recommends the chancellor be authorized to reimburse ACCJC to cover travel expenses for this presentation.
- 4.3 BP 9022 – Evaluation of the Trustees Action
The administration recommends approval of new Board Policy 9022 effective immediately.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

- 5.1 Payment of Bills Action
The administration recommends the payment of bills as submitted.

5.2 Budget Update Information
An update on the budget will be provided as information.

5.3 Board Travel Budget Action
Board members may wish to reallocate unspent funds. The chancellor prefers unspent funds be redirected to the district reserve.

6.0 GENERAL

6.1 Resource Development Items for Approval Action
The administration recommends that the board approve the budgets and authorize the chancellor or his designee to enter into related contractual agreements on behalf of the district:

- Career Technical Education (CTE) Community Collaborative II – Supplemental (District/SAC/SCC) \$100,000
- Career Technical Education (CTE) Community Collaborative II – Workforce Innovation Partnership (District) \$250,000
- Career Technical Education (CTE) Multiple Pathways (SAC) \$ 25,000
- Child Development Infant Toddler Resource (District) \$ 4,015
- Child Development School-Age Resource (District) \$ 2,000
- Faculty Collaborations for Course Transformations in Developmental Mathematics (FACCTS) (SCC) \$ 8,000
- Faculty Inquiry Network (SAC) \$ 17,500

6.2 Resolution #09-04 – Emergency Closure of SAC Child Development Center Action
The administration recommends approval of Resolution #09-04 that certifies the Child Development Center was closed due to an emergency for one half day.

6.3 State and Federal Advocacy Report Information
A legislative report is provided as information.

6.4 Institutional Memberships Information
A list of RSCCD institutional memberships is provided as information.

6.5 Board Member Comments Information

7.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on March 23, 2009.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

2323 North Broadway, Room #107
Santa Ana, California 92706

Monday, February 23, 2009

MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES

The meeting was called to order at 4:30 p.m. by Dr. David Chapel. Other members present were Mr. Brian Conley, Mr. Paul Garcia, Mr. John Hanna, Mr. Larry Labrado, Mr. Mark McLoughlin, and Mr. Phillip Yarbrough.

Administrators present during the regular meeting were Mr. Peter Hardash, Dr. Eddie Hernandez, Jr., Dr. Erlinda Martinez, and Mr. Juan Vázquez. Ms. Anita Lucarelli was present as record keeper.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mr. Morrie Barembaum, Academic Senate President, Santiago Canyon College.

Dr. Chapel stated that Mr. Brian Conley and Ms. Lisa Woolery will be arriving late.

PUBLIC PRESENTATIONS

There were no public presentations.

APPROVAL OF MINUTES

It was moved by Mr. Yarbrough, seconded by Mr. Hanna, and carried unanimously to approve the minutes of February 2, 2009.

CONSIDERATION OF THE CONSENT CALENDAR

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to approve the recommended action on the following items as listed on the Consent Calendar:

Affiliation Agreement Amendment (Renewal): Cedars-Sinai Medical Center - OTA

The board approved this agreement renewal with Cedars-Sinai Medical Center in Los Angeles, California.

Payment of Bills

The board approved the payment of bills as submitted.

CONSIDERATION OF THE CONSENT CALENDAR – (cont.)

Quarterly Financial Status Report (CCFS-311Q) for the Period Ended December 31, 2008

The board approved the Quarterly Financial Status Report (CCFS-311Q) for the period ended December 31, 2008, as presented.

Budget Transfers and Budget Increases/Decreases

The board approved the budget transfers, increases, and decreases during the months of December 2008 and January 2009.

Award of Bid #1115/Data Closets – Remediation Project

The board approved awarding Bid #1115 to Comtech Infrastructure Solutions, Inc. in the amount of \$79,576 as presented.

Notice of Completion: Bid #1091/UPS Installation at Santa Ana College

The board approved the Notice of Completion for the Uninterruptible Power Supply Installation at Santa Ana College as presented.

Donation of Fire Engine from City of Anaheim

The board approved the acceptance of donation of a 1986 HUSH fire engine from the City of Anaheim as presented.

Purchase Orders

The board approved the purchase order listing for the period December 7, 2008, through February 7, 2009.

Resource Development Items for Approval

The board approved the budgets and authorized the chancellor or his designee to enter into related contractual agreements on behalf of the district:

- Board Financial Assistance Program (BFAP) (SCC)	\$275,599
- California Construction Contracting Program – SBDC (District)	\$ 50,000
- California Early Childhood Mentor Teacher Program (District)	\$ 1,584
- Career Technical Education (CTE) Community Collaborative II (District/SAC/SCC)	\$400,000
- EMT/Nursing Continuing Education Programs (SAC)	\$227,613

PRESENTATION OF BOARD PRESIDENT’S AWARDS

Mr. Labrado recognized Mr. Daryl Yambao who in his first two semesters at SCC completed 20 units of honors classes and has earned a cumulative 4.00 GPA. He enrolled at SCC in fall 2007 as a Business Administration/Economics major. Mr. Yambao is active in the Rotaract Service Club and is a member of Phi Theta Kappa honor society. He hopes to work in the airline

industry and has applied for fall 2009 admission to UCLA, Cal State Fullerton, and Chapman University.

Mr. Yambao thanked board members for this honor. He thanked his professors, his family, and the Lord for their help and guidance.

Mr. Yarbrough acknowledged Mr. Noe J. Aparicio who is studying Biomedical Engineering and plans to transfer to UCLA to complete his Bachelors degree. He is active in the Mathematics, Engineering, Science, Achievement Program, the Society of Hispanic Professional Engineers, the Partnership for Transfer Success Program, U-Link, and the Honors Program. Mr. Aparicio is part of the inaugural cohort of SAC Student Ambassadors and volunteers with the Student Outreach office. He plans to become a scientist, researcher, leader, and one who gives back to the community.

Mr. Aparicio thanked board members for the award and his professors as role models.

Dr. Chapel presented the following representatives from the Digital Media Center with the Board President's Award: Julie Slark, Gustavo Chamorro, Jetza Torres, Norma Castillo, Jose Contreras, Jason Linnen, Sylvia Turner, Bart Hoffman, and Sharon Brown (not in attendance). He commended DMC staff for their commitment to excellence in joining technology, business, and education.

Ms. Slark, Mr. Chamorro, Mr. Hoffman, and Ms. Turner thanked board for the award and the DMC team for its commitment. Ms. Turner thanked Dr. Hernandez and Dr. Martinez for having the vision to bring the Digital Media Center into existence.

INFORMATIVE REPORTS

Dr. Eddie Hernandez (Chancellor)

Dr. Hernandez congratulated the board president's award recipients. He stated that Ms. Judy Chitlik is attending the meeting in Mr. John Didion's absence. Dr. Hernandez indicated the agenda includes presentations on the Brown Act, accreditation, and budget.

Mr. Paul Garcia (Student Trustee)

Mr. Garcia reported that students on both campuses were notified that parking fees may increase. He indicated students understand parking fees may be increased but expressed concern for their safety in SAC's Bristol & Washington parking lot at night.

Mr. Garcia stated he submitted questions relating to parking fees to staff and anticipates a response soon.

He reported his plans to attend the student rally in Pasadena on February 27.

Ms. Lisa Woolery arrived at this time.

Mr. Juan Vázquez (President – Santiago Canyon College)

Mr. Vázquez reported enrollment for both colleges has increased with SCC's enrollment being 3% over last year's figures. Course offerings have been reduced by 15%; therefore, he stated efficiency and productivity have increased. Mr. Vázquez reported class sizes have increased from 25 to 36 students per class and the campus is experiencing challenges with its parking.

Mr. Vázquez reported the college held its convocation on February 6 and Leadership Orange Education Day was held at the Orange Education Center on February 10. He invited board members to attend the Hawks golf tournament fundraiser on April 17.

Mr. Yarbrough expressed appreciation for staff seeking solutions to the lack of parking and asked to be updated on its progress.

Mr. Hanna asked if parking violations were enforced at SCC. Mr. Vázquez answered affirmatively.

In response to Mr. Vázquez' comments regarding enrollment increases and class offering decreases, Mr. Hanna commented that the unavailability of classes has been detrimental to students. Mr. Vázquez indicated the amount of students unable to enroll due to the unavailability of classes is being compiled and will be given to board members at a future date. Mr. Hanna commended staff for providing services to students within a limited budget.

Dr. Erlinda Martinez (President – Santa Ana College)

Dr. Martinez reported that SAC staff is addressing the accreditation report recommendations.

Dr. Martinez indicated the classroom building at SAC is near completion, and the college will soon be hosting a grand opening. It is anticipated classes will be held in the building during the second eight-week classes of the spring semester.

Dr. Martinez reported SAC received a grant from the U.S. Department of Education for STEM Teaching Scholars. The grant will allow SAC to work with the Santa Ana Unified School District (SAUSD) to place 50 prospective elementary, secondary, and community college teachers in math and science classes.

Dr. Martinez stated that SAC recently hosted a workshop at UCI for SAUSD counselors, career technicians, and assessment technicians.

Dr. Martinez reported that Stephanie Susaki and Ryan Gleason were honored with scholar athlete of the year awards on February 20.

Mr. Hanna asked if parking violations were enforced at SAC. Dr. Martinez answered affirmatively.

Mr. Alejandro Flores (Student President – Santa Ana College)

Mr. Flores reported that ASG plans to distribute flyers during club rush on February 25 notifying prospective donors that donations may be made online toward the summer school rescue fund. Mr. Flores met with trustees regarding the rescue fund. He emphasized the importance of trustees donating toward the rescue fund as an example to potential donors. ASG donated \$500 toward the rescue fund. Mr. Flores indicated an *Orange County Register* reporter plans to cover the rescue fund's event during club rush on Wednesday.

Mr. Flores reported ASG supports an increase in parking fees provided the following recommendations are met: parking fee does not exceed \$25, improvements to parking lots, increase in security coverage, establishment of a parking fee for motorcycles, and a \$25 required parking fee for all district facilities including satellite locations and DMC.

ASG is planning to have a guest speaker in the student lounge address student financial issues.

Mr. Brian Conley arrived at this time.

Dr. Chapel, Mr. Yarbrough, and Mr. Hanna thanked Mr. Flores for bringing student concerns to the board and encouraged the concerns to be taken to the college president. Mr. Hanna explained limits on the district's flexibility to hire additional security staff due a state law requirement that 50% of all expenditures be in the classroom. During legislative visits, he indicated board members spoke to legislators on the flexibility of the 50% law for security staff. Mr. Hanna encouraged students to contact legislators with concerns.

Mr. Yarbrough asked Ms. Lam to report on concerns SCC students may have with parking. He asked Mr. Flores to report to the board after working with the college president on students' concerns.

Ms. Tina Lam (Student President – Santiago Canyon College)

Ms. Lam distributed *The Hawk Times* and the Student Leadership Institute newsletter. She reported the student council is collecting items for a rummage sale to be held on March 17. Ms. Lam indicated ASG hosted welcome week and club rush last week where the students distributed smoke-free SCC fliers and informed students of AlertU. In response to questions about increasing parking fees, she stated, in general, students oppose an increase.

Ms. Lam reported ASG supports an increase in parking fees provided the following recommendations are met: the parking fee does not exceed \$25, smoking facilities similar to those at Golden West College's (GWC) parking lot are provided, and SCC's creative parking is eliminated.

ASG is seeking a senator for representation on the accreditation committee. Upcoming events include celebrations for African American Heritage month and Women's History month. Ms. Lam indicated 30 students plan to attend the student rally on February 27 to be held in Pasadena. She reported students are hoping to attend the march in Sacramento to rally in March against budget reductions.

Mr. Conley expressed appreciation for the students' participation in the student rally and anticipated participation in Sacramento. He indicated that the covered structures for smokers at GWC's parking lot are bus stops.

Mr. Hanna thanked Ms. Lam for informing the board of students' concerns and encouraged her to bring the students' concerns to the college president.

Mr. Morrie Barembaum (Academic Senate President – Santiago Canyon College)

Since the numbers of sections are down and FTES is up, Mr. Barembaum reported efficiency in the classroom has increased since class sizes have been raised to 36 students. He expressed concern over local merchants complaining of students parking in the shopping center parking lot. He encouraged the board and district to build a permanent parking lot at Newport Blvd. and Santiago Canyon Road.

Mr. Barembaum reported that Mary McMullin has begun preliminary work on Title 5 grants. The five-year grant would provide \$550,000 a year for 5 years. It is hopeful the grant will be ready to submit by March 2010 and, if successful, be awarded in October 2010.

Mr. Barembaum reported the senate is working on serving students, the budget, and addressing the recommendations of the accreditation commission.

Mr. Barembaum gave a brief history of the college's accreditation. Due to a change in commission policy, SCC's self-study and site visit was changed to accommodate synchronization with SAC's site visit. Last year SCC submitted an abbreviated self-study and was visited by an accreditation team in October. Although SCC received a six-year reaffirmation of accreditation and was not to have gone through another accreditation process until 2012, the college has been placed on warning status with SAC.

The chancellor and college president have established teams to address commission recommendations. Due to summer vacations, most of the work will be addressed by the end of the spring semester. Faculty will be working on completing the Title 5 grant requirements and commission recommendations. Mr. Barembaum noted the administration and faculty are taking

the commission's recommendations seriously and encouraged the board to address the commission's recommendation relating to the board's self-evaluation as quickly as possible.

Mr. Raymond Hicks (Academic Senate President – Santa Ana College)

Mr. Hicks reported that faculty is working toward addressing the commission's recommendations. Teams have been created, timelines have been established, and faculty is motivated and committed to being removed from warning status in October. Mr. Hicks asked the board to take the commission's recommendation for the board's self-evaluation seriously. He indicated the 2001 recommendation by the accreditation committee had only been partially met.

Mr. Yarbrough indicated he takes the accreditation commission's recommendation on self-evaluation of the board seriously.

Mr. Hanna expressed appreciation to the senate presidents for their comments and the faculty for taking the commission's recommendations seriously. He indicated the board plans to address the self-evaluation recommendation and urged the senate to address its recommendations.

CLOSED SESSION

It was agreed to adjourn to closed session at 5:31 p.m.

RECONVENE

The board reconvened at 7:09 p.m.

Dr. Chapel reported Mr. Yarbrough left during closed session.

Mr. Conley announced the board discussed personnel items including employees as listed on the Human Resources dockets and evaluation of the chancellor, and real estate negotiations for 2900 W. Edinger, Santa Ana, California, and 201 E. 4th Street, Santa Ana, California, during closed session.

PUBLIC PRESENTATIONS

There were no public presentations.

APPROVAL OF ACADEMIC PERSONNEL

It was moved by Mr. Conley, seconded by Mr. Labrado, and carried unanimously to approve the academic personnel docket with the attached revised page and addendum.

APPROVAL OF CLASSIFIED PERSONNEL

It was moved by Mr. Conley, seconded by Mr. Labrado, and carried unanimously to approve the classified personnel docket with the attached addendum.

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT BETWEEN RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT AND CHILD DEVELOPMENT CENTERS TEACHERS ASSOCIATION (CDCTA)

It was moved by Mr. Conley, seconded by Mr. Labrado, and carried unanimously to approve the successor collective bargaining agreement with the attached revised pages with the Child Development Centers Teachers Association (CDCTA) for the period of July 1, 2008, through June 30, 2011.

BOARD TRAVEL/CONFERENCES

It was moved by Mr. Conley, seconded by Mr. Labrado, and carried unanimously to approve the submitted conferences and travel by board members.

BOARD ATTORNEY – LETTER OF ENGAGEMENT WITH BURKE, WILLIAMS & SORENSON, LLP

It was moved by Mr. Conley, seconded by Mr. Labrado, and carried unanimously to authorize the chancellor or his designee to approve the Letter of Engagement with Burke, Williams & Sorenson, LLP for professional services as presented effective February 23, 2009.

BROWN ACT PRESENTATION

Before Mr. Ronald Wenkart, General Counsel for the Orange County Department of Education (OCDE) presented information on the provisions of the Brown Act, he indicated the O.C. Sanitation District began billing public agencies such as community colleges and schools to process sewage in the northern area of Orange County a year or two ago. The various school districts' chief business officials in conjunction with the OCDE responded as a group by requesting the sanitation district negotiate such fees. Mr. Wenkart indicated negotiations are currently in the developmental stages.

Mr. Wenkart presented information on the following: purpose and scope of the Brown Act, definition of meetings subject to the Brown Act, definition of a meeting, exceptions to definition of a meeting, open meeting requirements, agenda requirements, special meetings, authorized closed sessions, sample closed session agenda items, public report of closed session action, and disclosure of confidential information.

Discussion ensued and Mr. Wenkart clarified the following:

1. The governing body of a local agency is subject to the Brown Act and any commission, committee, board, or other body, whether permanent or temporary, whether it makes decisions or is advisory, if it was created by resolution or formal action of the legislative body, is subject to the Brown Act. Advisory committees and standing committees (even if there is less than a quorum of legislative bodies) are subject to the Brown Act and require the posting of an agenda, minutes be taken, etc. The only exception is an ad hoc committee that doesn't have continuing jurisdiction and meets for a short period of time then, ceases to exist.
2. A quorum of committee members was clarified as two of the three committee members.
3. Board member A may talk to board member B but cannot bring board member C into the communication. The Brown Act requires all board discussion be in public.
4. If communication is sent to the board by the chancellor or the board's assistant, board members should reply individually (not "reply to all"). The chancellor or the board's assistant should not discriminate between board members but send communication to all board members.
5. It should be recorded in the minutes every board member's vote. If the vote is unanimous, no names are required; if the vote is 4-3, names must be recorded. This includes the vote or abstention of action taken during closed session.
6. Legislative bodies may not prohibit public criticism of the policies, procedures, programs, services, staff, or board members of the agency. Mr. Wenkart stated the public is encouraged to follow the public schools uniform complaint procedure, but the district cannot prohibit an individual from publicly speaking negatively of a staff member. An individual takes the risk of slandering a person if they make an accusation of criminal activity in public. The board president may suggest the individual temper their comments subject to liability, but the president may not prohibit the individual from addressing the board publicly. The Brown Act requires that it be made known that if the public provides any information (including their name and address), it is on a voluntary basis.

Dr. Chapel thanked Mr. Wenkart for his presentation. Dr. Chapel stated that instead of scheduling annual workshops, he encouraged board members to continually refresh their skills as other professionals do.

ACCREDITATION

Dr. Hernandez expressed concern over the district being placed on warning status by the Accrediting Commission for Community and Junior Colleges (ACCJC). He reported that the

district has contacted Dr. Barbara Beno regarding inconsistencies in the district and college accreditation recommendations.

Dr. Hernandez distributed a corrected page 5.2 (3) listing the updated taskforce members who will be addressing ACCJC recommendations. He stated the district is required to respond, write, approve, and document the process that resolves the commission's recommendations.

Dr. Hernandez reviewed the material provided to the board including the suggested activities for completion of board self-evaluation. He indicated Dr. Beno is willing to schedule a workshop with the board regarding the commission's recommendations, and staff is gathering information on other district models for board self-evaluation.

Dr. Hernandez encouraged board members to address the commission's recommendation on the micromanagement issue of board members' communication with employees.

Dr. Hernandez thanked Dr. Bonnie Jaros for creating the document entitled "Timeline for ACCJC Reports and Visits due October 15, 2009." He reviewed the timeline and noted the expediency needed in following it.

Mr. Labrado and Mr. Hanna asked that staff provide information on college districts that were placed on warning status and the process such districts followed to be taken off warning status.

Dr. Chapel expressed concern over the warning status placed on the district. He commented that Mt. San Antonio College and Ohlone College had been placed on warning status and have model plans available. Dr. Chapel asked if a board member should be appointed to serve as a member of the accreditation taskforce. Dr. Hernandez prefers staff bring recommendations to the board during public meetings for discussion.

Dr. Hernandez asked if the board recommends scheduling a workshop with Dr. Beno regarding the accreditation recommendations.

Dr. Chapel assured Dr. Hernandez that the board is serious about taking immediate action on accreditation recommendations. In addition, he stated the board will facilitate staff, be timely in decisions, expend the effort, devote the time, and do whatever is needed to meet the standards needed to remove the warning status.

Mr. Labrado stated that he did not read of a micromanagement comment in the recommendations. Dr. Martinez indicated the micromanagement issue is in the report to the colleges and has a required response by 2011. Dr. Chapel clarified that certain recommendations are required to be addressed by October 15 and other recommendations have different deadlines.

Mr. Hanna indicated that when the board met with the visiting accreditation team, micro-management was not discussed. The board's discussion with the team included the lack of

distribution of the board's self-evaluation and the self-evaluation not being included in board minutes. He asked that a presentation by a consultant be placed on the next board meeting's agenda.

Dr. Chapel asked if the board is able to make a decision on a board presenter tonight. Dr. Hernandez answered negatively, but commented that the board may recommend the chancellor seek a consultant. Dr. Chapel asked Dr. Hernandez to be clear in his directives to the board as the board does not wish to delay the process of addressing the commission's recommendations.

Ms. Woolery asked Dr. Hernandez if the board needs to have a consultant as she was not aware of micromanagement issues. Dr. Hernandez indicated the list of suggested activities for completion of board self evaluation was created by staff with the best interests of the board in mind.

Mr. Hanna asked that accreditation be placed on the agenda for discussion at the next board meeting. He questioned if the board needs to have an outside consultant make a presentation to the board as the district has Dr. Jaros who is able to act as a consultant on this issue.

Mr. Hanna stated the board takes the commission's recommendations seriously. He asked if the self-evaluation policy should be reviewed by the Board Policy Committee. Dr. Hernandez recommended the board hold open discussion at a board meeting for documentation purposes.

Since Dr. Chapel has served on an accreditation team in the past, he indicated a team usually reads the prior commission's report. He suggested the 2008 accreditation team may have been searching for resolution on the 2001 recommendations by the ACCJC.

Mr. Hanna suggested hearing from Dr. Jaros at a future date. Dr. Chapel asked if Dr. Jaros was able to address the board at this time.

Dr. Jaros thanked the board for its willingness to work on the commission's recommendations. In agreement with the chancellor, she asked the board follow staff's suggested activities for completion of board self-evaluation, not have a board member sit on a taskforce, and ask Dr. Beno to make a presentation to the board. Dr. Jaros suggested defining the commission's standard and researching how the district fell short of meeting that standard.

Dr. Jaros suggested an outcome approach to program review. She understands the board did an Association of Community College Trustees (ACCT) self-evaluation survey in 2008 and asked if the survey questions may be of use in completing this approach.

Mr. Hanna asked that accreditation be placed on the agenda for the next board meeting, and the item include defining an accreditation standard. He asked that Dr. Jaros review ACCT's survey and advise the board on the questions that meet the commission's standards in relation to the board's self-evaluation process.

Dr. Hernandez and Dr. Jaros indicated staff has not been provided a copy of ACCT's survey relating to the board's self-evaluation process.

Dr. Chapel stated that ACCT's survey fell short of the board's expectations and did not recommend its use.

Dr. Hernandez recommended the board follow the suggested activities for completion of board self-evaluation and begin the process of implementing the activities. In addition, he recommended the board choose self-evaluation survey questions and determine to whom the survey should be distributed at a future board meeting.

Mr. Labrado asked that hiring Dr. Barbara Beno be placed on the next agenda.

Mr. Hanna commented that the ACCT survey on self-assessment was an improvement over prior years' self-assessments. He presented a copy of the ACCT survey to Dr. Hernandez.

Dr. Chapel indicated the taskforce has been established; the board is energized and will provide resources to accomplish the task in a timely matter. He asked that the accreditation item be listed as an action item on the next agenda.

In response to Ms. Woolery's comment regarding micromanagement in the commission's report, Dr. Martinez stated that the word "micromanagement" was not used, but read into the record from SAC's evaluation report from ACCJC dated November 26, 2008, page 64, the following:

"The board understands its responsibilities and authority regarding educational, legal and financial matters. Board activities and actions are consistent with its policies. However, evidence was identified that indicated individual trustees are directing staff and/or requesting records of information on an individual basis and not going to the board chair and chancellor as the proper mechanism to be employed by trustees to obtain information. This diminishes the role of the district office to act as a liaison between the colleges and the governing board."

Referring to both colleges' evaluation reports from ACCJC, Mr. Vázquez encouraged board members to read Standard IV. He indicated SCC's Standard IV is found on page 39 of SCC's evaluation report and addresses an October 15 deadline for response. In addition, he stated that pages 40-42 address recommendations that have different deadlines for response.

Dr. Jaros commented that by addressing the commission's recommendations that require a response by October 15, the district will have documentation for responses to the commission's recommendations for future deadlines.

Dr. Chapel indicated the board is eager, anxious, and ready to facilitate staff to progress as quickly as possible on addressing the commission's recommendations.

QUARTERLY INVESTMENT REPORT AS OF DECEMBER 31, 2008

The Quarterly Investment Report (for the quarter ended December 31, 2008) was submitted as information.

CONSTRUCTION PROTECTION SERVICES (CPS), SECURITY COVERAGE AT DIGITAL MEDIA CENTER (DMC)

It was moved by Mr. Conley and seconded by Mr. Labrado to approve changing the hourly rate for CPS security services from \$12.40 to \$13.45 effective January 2008 through fiscal year 2008-2009, termination of CPS coverage at DMC, and retention of CPS services as a contracted security provider in the event other construction projects require security coverage beyond the capacity of in-house staff.

Mr. Hanna stated that Mr. Yarbrough indicated his questions had been answered satisfactorily.

The motion carried unanimously.

RESOLUTION #09-03 IN HONOR OF SUPERVISOR BILL CAMPBELL

It was moved by Mr. Hanna and seconded by Mr. Labrado to approve Resolution #09-03 in honor of Supervisor Bill Campbell.

Mr. Hanna indicated he wrote the resolution to honor Supervisor Bill Campbell and urged his colleagues to support it.

The motion carried unanimously.

BUDGET UPDATE

Mr. Hardash reported the state passed a budget which includes a 17-month budget plan, corrections to the 2008-2009 and 2009-2010 budget to reflect a shortage in state revenues and increased expenditures, tax revenue increases of \$12.5 billion, expenditure reductions of \$14.9 billion, borrowing of \$5 billion in lottery funds, a federal stimulus of \$7.8 billion and vetoes of \$957 million. The condition of the state budget rests on the passage of the following measures at a May 19 special election ballot: state finance, education finance, California state lottery, budget act of 2008, mental health services act, and state officer salary increases.

As a result of the state budget, Mr. Hardash reported during the 2008-2009 fiscal year community colleges will not have a student tuition fee increase or a cost of living adjustment (COLA), and will have a \$340 million deferral to July 2009, \$200 million deferral from June 2009 to October 2009, and reduced Proposition 98 funding. During the 2009-2010 fiscal year, community colleges will not have a student tuition fee increase, a property tax backfill, or

categorical program reductions, but will have 3% growth funding and a continuance of Cal Grants.

The proposed deferral of current year apportionment for January and February 2009 to July 2009 is approximately \$11 to \$13 million for RSCCD. The apportionment deferral is expected to cause severe cash flow shortages for districts. RSCCD will be forced to borrow from internal funds, the O.C. Treasury, and/or issue Tax Revenue Anticipation Notes (TRANs). The state has caused depletion of the district reserve. Mr. Hardash indicated the district may need to make an additional \$5 million in reductions and borrow funds for June 30, 2009. The current year funding concerns include a P-1 deficit to current apportionment of \$76 million statewide (approximately \$1.8 million for RSCCD).

Mr. Hardash indicated staff is evaluating the student health fees and parking fees.

Discussion ensued regarding the budget. Dr. Hernandez indicated that as the district plans for next year's budget, it must keep in compliance with the 50% law; therefore, staff will begin the process of hiring 14 additional faculty members.

If estimates are accurate, Dr. Hernandez indicated the district may need to reduce an additional \$4 to \$6 million in its budget.

If the state budget had not passed, Mr. Hanna commented that the district would be in a more difficult financial situation. Mr. Hardash agreed. However, Mr. Hardash indicated the one-time \$7.8 billion federal dollars is being used to maintain the current budget; therefore, the 2010-2011 budget is uncertain. Mr. Hardash indicated that if the state had made the reductions anticipated, it may have resulted in approximately \$20 million dollars in budget reductions for RSCCD.

If the federal stimulus bill monies had not been made available to the state, Mr. Hanna asked if the district would be able to provide the current quality of education with \$20 million dollars less. Dr. Hernandez indicated the district would provide outstanding education services to fewer students.

If the revenue provisions for the state budget do not pass on the May 19 special election, Mr. Hanna asked for the monetary effect to RSCCD. He understands these figures are not able to be provided until state budget details are released.

REVISION OF PUBLIC COMMENT FORM

It was moved by Mr. Conley, seconded by Mr. Hanna, and carried unanimously to postpone action on the revised public comment form for Rancho Santiago Community College District for further review by the Board Policy Committee.

Mr. Conley asked that the public comment form be reviewed by Mr. Ron Wenkart, County Counsel, and be sent to board members in their weekly communication from the chancellor.

BOARD MEMBER COMMENTS

Ms. Woolery thanked Mr. Hardash for the budget update and the list of district bank accounts.

Ms. Woolery asked for the type of insurance provided to the district to recover funds if needed. Mr. Hardash indicated government code requires banks that house district deposits be collateralized.

Mr. Hanna commended Mr. Flores and students for initiating the summer school rescue fund. He indicated that if the district is asked to reduce its budget by an additional \$5 million, community partners may need to be contacted to seek additional revenue.

Mr. Hanna asked if consideration had been given to non-credit students receiving student health services. Dr. Hernandez indicated the district has considered offering health services to non-credit students but decided against it due to legal regulations. Mr. Hanna asked for the cost to the district of providing health care to students.

Mr. Conley asked that Ms. Laurie Weidner or a representative from Townsend Public Affairs provide a report to the board on the Washington, D.C. trip.

After visiting Mr. George Boggs in Washington, D.C., Mr. Conley asked that the issue of the district not paying dues to the American Association of Community Colleges (AACC) be addressed at the next board meeting.

Mr. Conley asked that the board receive informational eblasts from the chancellor and college presidents.

Mr. Conley asked that invitations to special events involving state representatives be given to the board as soon as possible.

Mr. Conley asked that photos be sent to him via email that were taken in Washington, D.C.

Mr. Hanna asked for the status of approximately \$240,000 for the nursing department. Dr. Hernandez indicated he would include an update in his report at the next board meeting.

NEXT MEETING

The next regular meeting of the Board of Trustees will be held on Monday, March 9, 2009, at the District Office, 2323 N. Broadway, Santa Ana, California.

ADJOURNMENT

There being no further business, Dr. Chapel declared this meeting adjourned at 9:23 p.m.

Respectfully submitted,

Eddie Hernandez, Jr., Ed.D.
Chancellor

Approved: _____
Clerk of the Board

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the Vice Chancellor of Business and Fiscal Services

2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340

Date: February 23, 2009
To: Board of Trustees
From: Peter J. Hardash
Subject: Docket Questions

From Trustee Phil Yarbrough

6.9 Construction Protection Services, Security Coverage at the Digital Media Center (DMC)

How does this save us money? What did we budget before that was more costly?

- We are currently paying for CPS, Inc. contracted security for 128 hours of security coverage per week at the Digital Media Center at a rate of \$13.25/hr. This is about \$92,000 per year, which was budgeted for this fiscal year. We are terminating this coverage at the DMC, effective 3/2/09, so we will save about \$30,670 for the remaining 4 months of fiscal year 08-09.

If we were to re-new the CPS, Inc. contract for the same level of coverage at the Digital Media Center next fiscal year, it will cost us a minimum of \$92,000/year, plus any additional rate increase. By not continuing to provide this coverage at the DMC, we'll save at least \$92,000 in FY 09-10.

By transferring an existing part-time position from the district offices to the DMC to provide security coverage during night classes, we can replace the CPS, Inc. security coverage at the DMC during hours when students and faculty are present, without incurring additional costs.

Although there are no current needs for contracted security coverage, we are recommending that we retain CPS as a contract security provider on an as needed basis, in the event that unexpected security concerns arise which overwhelm our ability to cover with existing RSCCD Safety and Security personnel or which would lead to high overtime costs.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC
March 9, 2008**

MANAGEMENT

New Job Description/Attachment #1

Assistant Dean, Student Services
Grade E

FACULTY

2009 Spring Additional CEFA Part-time Hourly Step Increases/Attachment #1

Separation

Askew, Gail
Professor, Pharmacy Technology
Human Services and Technology Division
Santa Ana College

Effective: June 5, 2009
Reason: Retirement

Bonilla, Lemuel
Professor
Educational Services
District

Effective: May 29, 2009
Reason: Retirement

Additional Assignment

Montiel-Childress, Dena
Department Chair, Business Skills
Continuing Education Division/CEC
Santa Ana College

Effective: September 2, 2008 – June 30, 2009
Stipend: \$3,026.00/Year

Change of Classification

Guerrero-Phlaum, Martha
Assistant Professor, Spanish
Humanities and Social Sciences Division
Santa Ana College

Effective: August 18, 2008
From: Class VI
To: Class VII

FACULTY (CONT'D)

Stipends

Anthony, Mary Anne
Professor, Math
Science and Math Division
Santa Ana College

Effective: August 25 - December 14, 2008
Stipend: \$750.00
Reason: BSI Strand D Leadership (Grant)

Huebsch, Mary
Associate Professor, Speech
Fine and Performing Arts Division
Santa Ana College

Effective: August 25 - December 14, 2008
Stipend: \$750.00
Reason: BSI Strand D Leadership (Grant)

Part-time/Hourly Hires/Rehires

Capucetti, Bruce
Instructor, Welding (equivalency)
Human Services and Technology Division
Santa Ana College

Effective: February 27, 2009
Hourly Lecture Rate I-3 \$51.73

McQuaid, William
Instructor, Fire Technology (equivalency)
Fire Academy
Human Services and Technology Division
Santa Ana College

Effective: February 26, 2009
Hourly Lecture Rate: I-3 \$51.73

Rozema, Jeffrey
Instructor, High School Subjects/Social Sciences
Continuing Education Division
Santa Ana College

Effective: February 23, 2009
Hourly Lecture Rate: M-2 \$41.97

Swingle, Joseph
Instructor, Speech Language Pathology
DSPS/Special Services Division
Santa Ana College

Effective: March 2, 2009
Hourly Lecture Rate: III-3 \$57.03

Non-paid Intern Service Form

Swanson, Michelle
Student Teaching Intern/ESL
Humanities and Social Sciences Division
Santiago Canyon College

Effective: March 10, 2009
College Affiliation: CSU, Fullerton

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSISTANT DEAN/STUDENT SERVICES**

GENERAL RESPONSIBILITIES

Responsible to the supervising administrator for successfully developing and implementing a wide variety of student services programs which may include, but are not limited to, student development and assistance programs, matriculation services, and other programs areas, as assigned.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF STUDENT SERVICES AND PROGRAMS

Will counsel students with special problems and may coordinate student conduct in conjunction with the supervising administrator; assists faculty and staff with difficult student problems; reviews and updates college/district policies in relation to assigned program areas. Assists students, faculty, and staff throughout areas of primary responsibility with the preparation and monitoring of area budgets, of written planning, accountability, and evaluative reports. Assumes the leadership for developing related grant proposals relevant to areas of responsibility and the college overall.

PERSONNEL

Is responsible for, or effectively recommending the hire, transfer, assignment, training, professional development, evaluation and promotion of staff; administers collective bargaining agreements and all related personnel policies in compliance with District practice and policies.

STUDENTS

Responsible for handling student complaints and resolving conflicts regarding a student eligibility, acceptance, utilization of programs, and delivery of programs and services; and interprets and recommends policies and programs to address student needs in the area of responsibility.

BUDGET/FUNDING

Is responsible for accurate and timely preparation, submission and administration of budget for all assigned programs and functions; substantial responsibility for reporting and accountability in all assigned program areas, as well as for seeking additional or alternative funding to expand programs and services for students.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSISTANT DEAN/STUDENT SERVICES (continued)**

COMMUNITY RELATIONS/REPRESENTATION

Must be highly motivated educational leader with the interest and ability to assume leadership in community institutions and support organizations to articulate, enhance, and improve college programs and services.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for advising, chairing, or supervising college/district committees and task forces, as appropriate and assigned.

ESSENTIAL FUNCTIONS

- A. Supervises all aspects of the planning, funding coordinating, staffing, delivery and evaluation of programs, activities and faculty and staff assigned in the areas of responsibility; substantial responsibility for procurement, expenditure and accounting for funding in compliance with applicable law and policy and for submission of reports.
- B. Resolves student complaints, conflicts, and special needs to maximize performance and access to programs and services.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Must possess a master's degree and a minimum of one year of formal training, internship, or leadership experience reasonably related to this administrative assignment; or a valid California Administrative or Supervisory Credential authorizing service at the community college level or equivalent.

Preferred Additional Qualifications: Possess the minimum qualifications to serve as a faculty member in the California Community Colleges.

Required Skills: Ability to be a sensitive and proactive leader, plan, measure, and evaluate programs, supervise staff, analyze and apply laws, rules and regulations involving programs, staff and students, prevent and resolve conflicts and problems, build consensus and organize programs and services to meet changing needs.

Date approved by the Board: 3/9/09

**CEFA STEP INCREASES FOR PART TIME INSTRUCTORS
EFFECTIVE JANUARY 12, 2009**

Attachment #2

NAME	CED SITE	CLASS STEP	INSTRUCTION	NON-INSTRUCTION
			RATE	RATE .05
Covarrubias, Araceli	CEC	C-3	\$41.97	\$20.99
Davidson, Erik	OEC	M-3	\$43.07	\$21.54
Duesterberg, Dorothy	CEC	M-3	\$43.07	\$21.54
Mull, Vicki	OEC	C-4	\$43.07	\$21.54
Rodriquez-Hernan, Susana	CEC	C-3	\$41.97	\$20.99
Sahranavard, Neda	CEC	M-3	\$43.07	\$21.54
Shin, Nata	CEC	C-3	\$41.97	\$20.99
Sillings, Donald	CEC	M-4	\$44.14	\$22.07
Silva, Danielle	OEC	C-3	\$41.97	\$20.99
Wilmington, Chenille	OEC	M-3	\$43.07	\$21.54
Alexander, Julie	CEC	M-4	\$44.14	\$22.07

3.3 (5)

~~XXXXX~~

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
MARCH 9, 2009**

CLASSIFIED

Return to Regular Assignment

Wright, Ruby
Counseling Assistant/ School of
Continuing Educ./ SAC

Effective: February 9, 2009
Grade 5, Step 4 + 2.5%Bil \$3231

Change in Salary Placement

Santamaria, Mark
HVAC Mechanic/ Administrative Services/
SAC

Effective: November 3, 2008
Grade 13, Step 3 + 5%SW \$4450

Turrentine, Michael
Tech. Specialist II/ ITS/ SAC

Effective: February 2, 2009
Grade 15, Step 6 + 2.5%L + 6PG + 5%SW
4 days/week \$6051

SHORT-TERM

Patel, Palak
Instructional Assistant-DSPS/ SCC

Effective: 03/10/09 – 06/30/09

Change in Short Term Assignment

Morales, Norma
Instructional Assistant/ School of
Continuing Educ./ SAC

Effective: 01/11/09 – 06/30/09

Additional Hours for On Going Assignment

Cabrera, Juan
Instructional Assistant/ EOPS/ SAC

Effective: 02/17/09 – 06/05/09
Not to exceed 19 consecutive working days
in any given period.

Lupercio, Patricia
Instructional Center Tech./ Humanities/
SCC

Effective: 03/10/09 – 06/06/09
Not to exceed 19 consecutive working days
in any given period.

HUMAN RESOURCES DOCKET

MARCH 9, 2009

Additional Hours for On Going Assignment cont'd

Nguyen, Tuan
Transfer Center Specialist/ Counseling/
SAC

Effective: 02/19/09 – 06/05/09
Not to exceed 19 consecutive working days
in any given period.

MISCELLANEOUS POSITIONS

Manross, Carolina
Business Expert Professional/ IWBC/
District

Effective: 10/01/08 – 06/30/09

Mendez, Rosalva
Child Dev. Intern I/ Child Dev. Services/
SAC

Effective: 02/01/09 – 06/30/09

COMMUNITY SERVICE PRESENTERS

Stipends Effective January 11 – February 10, 2009

Gates, James

Amount: \$ 400.00

Hogue, Tom

Amount: \$ 723.80

Krusemark, LeeAnne

Amount: \$ 116.23

Nugyen, Phuong

Amount: \$ 135.72

Potter, John

Amount: \$ 120.00

Wilkes, Doug

Amount: \$ 5,192.00

VOLUNTEERS

Portillo, Alvaro
Student Volunteer/ Math/ SCC

Effective: 03/10/09 – 06/30/09

**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

Cordero Perez, Teresa D.
Nguyen, Phuong Hoang

Effective: 02/23/09-06/30/09
Effective: 02/18/09-06/30/09

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DOCKET

3.2

CLASSIFIED
MARCH 9, 2009
ADDENDUM

SHORT TERM

Lee, Alfred
Instructional Assistant/ Science & Math/ SAC

Effective: 03/10/09 – 06/07/09

Martinez, Fernando
Instructional Assistant/ Science & Math/ SAC

Effective: 03/10/09 – 06/07/09

Nguyen, Mai
Admissions & Records Specialist I/ SCC

Effective: 03/10/09- 06/30/09

Potts, Tom
Instructional Assistant/ Fine & Performing
Arts/ SAC

Effective: 03/10/09 – 06/05/09

Sanchez, Oswald
Instructional Assistant/ Science & Math/ SAC

Effective: 03/10/09 – 06/07/09

Tran, Ngoc Tram
Instructional Assistant/ Science & Math/ SAC

Effective: 03/10/09 – 06/07/09

Substitute Assignment

Masri, Farrouk
Admissions Assistant/ SCC

Effective: 02/24/09 – 06/30/09

Melendez, Nicole
Admissions & Records Specialist I/ SCC

Effective: 02/24/09 – 06/30/09

Change in Short Term Assignment

Nunez, Vincent
Learning Resources Specialist/ Info. &
Learning Resources/ SAC

Effective: 01/10/09 – 06/07/09

MISCELLANEOUS POSITIONS

Cole, John
Model/ Fine & Performing Arts/ SAC

Effective: 03/10/09 – 06/05/09

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

EDUCATIONAL SERVICES

To: Board of Trustees	Date: March 9, 2009
Re: New and Revised Board Policies	
Action: Information	

BACKGROUND

The Board Policy Committee met on February 4, 2009. The Board Policy Committee recommends revision and/or addition of the following board policies. In accordance with the provisions of Board Policy 9023, these policies are presented for a first reading as an information item. They will be presented to the Board for second reading and adoption at a subsequent meeting.

ANALYSIS

The District subscribes to the Board Policy and Administrative Regulation Subscription Service through the Community College League of California (CCLC). The CCLC service utilizes the law firm of Liebert Cassidy Whitmore to develop model policies for community college districts. The service also recommends policy amendments to comply with legislative and regulatory changes. The attached policies and policy revisions have been developed in conjunction with the recommendations of the CCLC service. The personnel policies were reviewed by the District's Human Resources shared governance committee prior to review by the Board Policy Committee.

RECOMMENDATION

These policies are presented for first reading as an information item.

Fiscal Impact: None	Board Date: March 9, 2009
Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

**BOARD POLICY REVISIONS--FIRST READING
February 2009**

POLICY	ACTION	RATIONALE
COMMUNITY RELATIONS - 1000		
- Community Services Activities - BP 1350	Revise	Add CCLC Model Policy Language
BUSINESS/FINANCE SUPPORT SERVICES - 3000		
- Conflict of Interest - BP 3101	Revise	Add new legislative requirements (SB8 & SB274)
PERSONNEL - 4000		
- General Personnel Policy Statement - BP4101	Revise	Include AR reference--update code citation
- Recruitment and Selection of Employees - BP4102	Revise	Combine with BP 4104, add CCLC language
- Employee Appointment and Transfer - BP4104	Eliminate	Content moved to 4102 and AR
- Equal Employment Opportunity - BP4104 (NEW)	New	Use CCLC Model Policy
- Employment Contracts - BP4105	Eliminate	Obsolete language, covered elsewhere
- Insurance - BP4107	Eliminate	Add CCLC language, incorporate in BP4603
- Personnel Files - BP4110	Revise	Update code citation, move content to AR
- One Day Change of Assignment - BP4112	Eliminate	Covered in 4102
- Short-Term Excused Absence Without Loss of Pay - BP4113	Eliminate	Covered in collective bargaining agreements
- Military Leave - BP4115	Revise	Update code citation
- Employment of Relatives/Nepotism - BP4118	Revise	Add CCLC language
- Unlawful Discrimination and Sexual Harassment - BP4119	Revise	Follow Model Policy from Chancellor's Office
- Copyright and Patents - BP4120	Eliminate	Incorporate into BP7002 - Intellectual Property
- Acceptance of Outside Obligations - BP4126	Revise	Update language and code citations
- Salary Deductions - BP4127	Revise	Add CCLC language and code citations
- Employee Evaluation - BP4128	Revise	Update language and code citations
- Resignation - BP4129	Revise	Add CCLC language
- Medical Examinations - BP4130	Revise	Update language and code citations
- Diversity and Equal Employment Opportunity - BP4131	Eliminate	Covered in 4102
- Organizations Right of Access - BP4133	Revise	Correct code citation
- Solicitation of Political Contributions and Political Activities by Employees - BP4135	Revise	Add CCLC language and code citations
- International Travel - BP4136	Eliminate	Covered in 4108
- Whistleblower Protection - BP4140	Revise	Include anonymous reporting procedure
- Faculty Multiple Site Assignment - BP4203	Eliminate	Unnecessary. covered in union contracts
- Faculty Dismissal and/or Discharge - BP4206	Revise	Add CCLC language and code citations
- Faculty Retirement (Workload Reduction) - BP4207	Revise	Update language and code citations
- Faculty Retirement - BP4208	Eliminate	Unnecessary
- CLASSIFIED PERSONNEL - Definition Classified Service - BP4301	Revise	Add CCLC language and code citations
- Classified Salary Payments - BP4302	Revise	Update language
- Classified Retirement System - BP4303	Eliminate	Unnecessary
- Management Medical/Dental Insurance Benefits - BP4402	Revise	Clarify language
- Bereavement Leave Management - BP4404	Revise	Update language
- Duties - Management Interns - BP4416	Eliminate	Unnecessary

BOARD POLICY REVISIONS--FIRST READING
February 2009

POLICY	ACTION	RATIONALE
-- Administrative Leave -- BP4419	Revise	Update Language
- Retirement Administrative - BP4420	Eliminate	Unnecessary
- Salary Payments Administrative - BP4503	Eliminate	No longer permissible
- Educational Management Employee Retroactive Pay Administrative - BP4519	Revise	Renumber to 4422
- Administrative Retreat Rights - Administrative - BP4520	Revise	Clarify language and renumber to 4423
- Claims and Actions Against The District - BP4602	Revise	Add CCLC language and code citations
- District Property & Liability Protection - BP4603	Revise	Incorporate BP 4107
- Bonding of Personnel - BP4604	Revise	Change language and code citation
STUDENTS AND STUDENT PERSONNEL SERVICES - 5000		
- Open Enrollment - BP 5009	Revise	Update language
- Military Withdrawals - BP 5121	Revise	Update language
- Standards of Student Conduct - BP 5201	Revise	Clarify language and procedures
- Withholding of Student Records - BP 5555	New	Places current procedure in policy
INSTRUCTION - 6000		
- Credit/No Credit Courses - BP 6120 (Grading and Academic Record Symbols)	Revise	Retitle and use CCLC Model Policy
- Credit by Examination - BP 6121	Revise	Use CCLC Model Policy language
BY-LAWS OF THE BOARD - 9000		
- Committee Structure - BP 9009		
- Quorum and Voting - BP 9016	Revise	Add CCLC language
- Meetings - Special - BP 9020	Revise	Add CCLC language
- Board of Trustees Political Activities and Solicitation of Political Contributions - BP 9027	Revise	Add CCLC language

Community Services Activities - BP1350

Revised June 13, 1994-February 2009

The Board of Trustees of Rancho Santiago Community College District recognizes the responsibility of providing educational opportunities in the community as an extension of the traditional instructional program and directs the chancellor to establish a diversified program of community services to meet the educational, cultural, social, and recreational needs of the district.

Community Services courses shall be open for admission of adults and minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain community services courses. Students involved in community services courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

Legal Reference:

Education Code Section 78300

Conflict of Interest - BP3101

Adopted 12/09/02 Revised February 2009

It is the policy of the Board to comply with the terms of Title 2 California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission.

Board members and designated employees shall file statements of economic interests with the Chancellor or designee, who will make public, file and disseminate the statements according to government codes and local requirements. The Chancellor will maintain an administrative regulation identifying its procedures for such statements and the designations for employees.

Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as board members.

Board members and designated employees shall not be considered to be financially interested in contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

Board members who have a remote interest in any contract considered by the Board shall disclose his or her interest during a board meeting and have the disclosure noted in the official board minutes. The board member shall not vote or debate on the matter or attempt to influence any other board member to enter into the contract.

Board members and designated employees shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with or inimical to his or her duties as an officer of the district.

A Board member shall not simultaneously hold two public offices that are incompatible.

Upon leaving the Board, former members shall not, for a period of one year act as an attorney, agent, or otherwise represent for compensation others appearing before the Board.

The Board of Trustees prohibits the District from conducting any business with a former trustee for two years from the date of leaving office. This includes, but is not limited to, a business owned by said trustee or a business in which the trustee is a shareholder or partner.

Legal Reference:

Government Code Sections 1090, et seq.; 1126, 87200, et seq.

Title 2, California Code, Sections 18730 et seq.

RSCCD Conflict of Interest Code amendment adopted October 24, 1994.

General Personnel Policy Statement - BP4101

Revised 03/27/95 -February 2009

The Board of Trustees shall adopt personnel policies, which in conjunction with the applicable collective bargaining agreements, directs the chancellor to develop and implement policies and procedures which direct the work of the Rancho Santiago Community College District. The chancellor is authorized to develop and implement administrative regulations which establish processes and procedures commensurate with approved policy. The policies and ~~procedures~~ administrative regulations shall be in writing and shall be made available for public review.

Legal Reference:

Education Code 74142-70902

Recruitment, and Selection, Appointment and Transfer of Employees - BP4102

Revised ~~04/24/95~~ February 2009

It is the responsibility of the chancellor ~~and of persons delegated by him/her~~ to determine the personnel needs of the district.

It is the policy of the Rancho Santiago Community College District to obtain the best qualified ~~available candidates for each vacant position~~ administrators, faculty, and staff members who are dedicated to student success. The Board of Trustees supports a competitive selection process for filling vacant positions.

Rancho Santiago Community College District is an equal opportunity employer. The college district prohibits discrimination based on ~~race, sex, color, religion, age, national origin, disability, marital status, veteran status or sexual orientation.~~ Sexual harassment is also prohibited ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

The Board of Trustees recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

It shall be the duty of the chancellor to see that persons nominated for employment meet all qualifications established by law and/or the Board of Trustees for the position for which nomination is made.

The chancellor will recommend the appointment of all employees to the Board of Trustees. Employees may be appointed by the chancellor or delegated agent subject to ratification at the next regular meeting of the Board of Trustees.

The authority to assign and/or transfer personnel within the district is delegated to the chancellor except as such power may be limited by law, district policies, procedures, and collective bargaining agreements.

Legal Reference:

~~Title VI, Title VII, Title IX,~~ of the United States Civil Rights Act of 1964.

~~Executive Order 11246, as amended by Executive Order 11375.~~

~~Chapter 2, Division 4, Title 2 of the California Administrative Code. Subsection 1 (commencing with Sections 53000), Section 1, Chapter 1, Division 4, Title 5, Division 6~~ of the California Administrative Code of Regulations.

Sections 87100, 87400 and 88000 et. seq of the California Education Code.

~~Employee Appointment and Transfer~~

Equal Employment Opportunity - BP4104

~~Revised 03/27/95—Adopted February 2009~~

The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The Chancellor shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation.

~~The chancellor will recommend the appointment of all academic and classified administrators, managers and full-time faculty to the Board of Trustees. Classified staff and part-time employees may be appointed on an interim basis by the chancellor or delegated agent until appointed at the next regular meeting of the Board of Trustees. Selection will be based upon competence and will be in accordance with all pertinent rules and regulations of the Board of Trustees, laws of the State of California, including the rules and regulations adopted by the Department of Fair Employment and Housing. Part-time temporary, substitute, short-term, and student help may be appointed by the chancellor or his/her delegated agent. The position shall be reported at the next regular meeting of the Board of Trustees.~~

~~Assignment and/or transfer of personnel within the district is delegated to the chancellor except as such power may be limited by law, district policies, procedures, and collective bargaining agreements.~~

Appointment Standards

~~Applicants for appointment shall fulfill the requirements and meet the standards as defined in the job announcement. In addition, they shall:~~

- ~~1.—Submit documentation as required by the Immigration Reform and Control Act of 1986 requiring that the employer obtain documentation which verifies the employee's identity and authorizes his/her right to work in the United States.~~
- ~~2.—Submit to fingerprinting.~~
- ~~3.—Submit to tuberculosis examination.~~

~~Legal References:~~

~~Collective Bargaining Agreements~~

~~Education Code 76406. Examination for tuberculosis, 87400. Employment of academic positions, 87405. Employment of persons convicted of sex offenses or controlled substance offenses Employee Appointment and Transfer (Continued) Education Code: ,87406. Employment of sexual psychopath, 87408. Medical Examinations; communicable diseases, 87408.6 Medical Examination; tuberculosis 88022. ,Employment after conviction of sex offense or controlled substance offense; rehabilitated controlled substance offender, 88023. Employment of sexual psychopath, 88024. Use of personal identification cards to ascertain conviction of crime. 88034. Employment of retired classified employee~~

~~Employment Contracts — BP4105~~

~~Adopted 03/27/95~~

~~Employment contracts for full-time employees in the Rancho Santiago Community College District may be offered to academic, administrative, and classified personnel by the chancellor or designee. Classified and part-time employees (less than 50%) are offered employment by a dean or vice chancellor. Part-time academic employees are offered semester-to-semester assignments.~~

~~Contracts and offers of employment so offered do not become binding documents until approved at a regular meeting of the Board.~~

~~Contracts and offers of employment are to be made in accordance with collective bargaining agreements, Board of Trustee policy, and RSCCD procedure.~~

~~Any academic employee not a regular employee who fails to signify his or her acceptance within 45 consecutive calendar days after notice of his or her election or employment has been given him or her, or mailed to him or her by United States registered mail with postage thereon prepaid at his or her last known place of address, by the clerk or secretary of the Governing Board of the community college district, shall be deemed to have declined employment.~~

~~Legal Reference:~~

~~Education Code~~

~~72290. Employment of personnel; salaries and benefits~~

~~87410. Acceptance of election, when employment deemed declined~~

~~Insurance — BP4107~~

~~Adopted 03/27/95~~

~~All employees of the district shall be covered by liability, error and omission, and indemnity insurance carried by the district.~~

~~Legal Reference:~~

~~Education Code~~

~~1252 Power to contract for group workmen's compensation insurance (county superintendent)~~

~~72253. Replacing or repairing employees' property~~

~~72506. Liability insurance~~

~~72509. Insurance coverage for volunteers~~

~~72510. Reimbursement for loss, destruction or damage of personal property~~

~~72511. Liability insurance (50,000 or more ADA)~~

Personnel Files - BP4110

Revised ~~11/14/01~~ February 2009

Rancho Santiago Community College District shall keep personnel files on all current and former employees.

All personnel files are confidential and are available for review only to those persons having legal right or authorization to inspect.

~~All written materials filed (except for those prohibited by law) shall be available for inspection by the employee during employee's non-working hours. The inspection of the personnel file shall be in the presence of a member of the human resources staff.~~

Legal Reference:

Education Code 87031. Personnel file contents and inspection

Labor Code Section 1198.5

Collective Bargaining Agreements

~~~~~  
~~One Day Change of Assignment~~ **BP4112**

Revised ~~03/27/95~~

~~The chancellor is authorized to change the assignment of an employee for district business for a period of one day. Change of assignment for more than one day shall be authorized by the Board of Trustees.~~

~~~~~  
~~Short Term Excused Absence Without Loss of Pay~~ **BP4113**

Revised ~~03/27/95~~

~~Administrators are authorized to excuse an employee without loss of pay for an occasional absence up to a maximum of four (4) hours for personal business when such absence from regular duty is deemed in the best interest of the district.~~

~~Legal Reference: Education Code~~

~~87763. Leaves of Absence~~

~~87764. Power to Grant Leaves of Absence~~

~~88190. Leaves of Absence and Vacation~~

~~88198. Provisions Authorizing Leaves of Absence~~

Military Leave - BP4115

Adopted 03/27/95 Revised February 2009

All Employees shall be entitled to a military leave of absence as prescribed by ~~under provisions of the federal Uniformed Services Employment and Reemployment Rights Act, and the California Military and Veterans Code.~~

Affected employees shall also receive vacation, sick leave, health and welfare benefits, and reemployment rights, pursuant to the applicable provisions of federal and state law.

Leave of more than 180 Calendar Days

~~Under the provisions, the employee is entitled to receive full pay for thirty (30) calendar days during a military leave of more than one hundred and eighty (180) calendar days. In order to receive such pay, the employee must have worked for the district for one year or more immediately prior to such leave.~~

Leave of less than 180 Calendar Days

~~Under the provisions, the employee is entitled to receive full pay for the first thirty (30) calendar days during a military leave of less than one hundred and eighty (180) calendar days. In order to receive such pay, the employee's previous military service and service with the district combined must equal one year or longer.~~

Legal Reference:

Uniformed Services Employment and Reemployment Rights Act

Military and Veterans Code

Education Code Section 87700

Nepotism - BP4118

Revised ~~11/14/01~~ February 2009

It shall be the policy of the district not to offer employment to an applicant or to permanently assign or promote an employee to a position which would have a supervisory or evaluative relationship with a ~~position held by a~~ close relative employed by the district.

A supervisory or evaluative relationship includes the ability to recommend or influence the appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative or domestic partner as defined by Family Code Section 297 et seq.

~~This policy also includes the non-hiring of a close relative of an employee if the employee could have a substantial influence in regards to employment, promotion, termination or salary placement of the applicant.~~

For the purposes of this policy, a close relative shall be a spouse husband, wife, domestic partner, parent, child, grandchild, sibling ~~son, daughter,~~ or in-laws. A parent, child, grandchild or sibling of a domestic partner shall also be considered an in-law. Persons related by blood or marriage living in the same household are also considered to be close relatives.

This policy would require, as soon as possible, the reassignment of one employee, to a comparable position when two employees get married or form a domestic partnership and a supervisory or evaluative relationship exists between the positions held by the employees.

The District will also make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest due to the employment of relatives.

Unlawful Discrimination and Sexual Harassment - BP4119

Revised ~~July 21, 2003~~ February 2009

- ~~1.0 It is the policy of Rancho Santiago Community College District to provide an educational employment and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of any program or activity of the District that is administered by, directly funded by, or that receives any financial assistance, the State Chancellor or Board of Governors of the California Community Colleges.~~
- ~~2.0 It shall be a violation of this policy for anyone who is authorized to recommend or take personal or academic action affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of Rancho Santiago Community College District, to engage in unlawful discrimination, as defined below, or for anyone to retaliate against a person who files an unlawful discrimination complaint, who participates in an investigation of a complaint, or who represents or serves as an advocate for the complainant or for the person against whom a complaint is made.~~
- ~~2.1 The district will take preventive, corrective, and disciplinary action for any act that violates this policy or the rights and privileges it is designed to protect.~~
- ~~2.2 Employees, students, or other persons acting on behalf of the district who engage in unlawful discrimination or retaliation may be subject to discipline, up to and including discharge, expulsion, or termination of contract.~~
- ~~2.3 Employees should be aware that if they engage in acts that the district determines to be acts of unlawful discrimination, such acts are outside the course and scope of their employment and may result in the employee having to obtain his or her own legal counsel. Acts of unlawful discrimination may result in a money judgment against the employee personally.~~
- ~~3.0 The chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.~~
- ~~4.0 No district funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the district or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability as defined and otherwise prohibited by state and federal statutes, and includes sexual harassment.~~
- ~~5.0 Unlawful Discrimination~~
- ~~5.1 "Unlawful Discrimination" means discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability as defined and otherwise prohibited by state and federal statutes, and includes sexual harassment.~~
- ~~5.2 Sexual Harassment~~
- ~~5.2.1 "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual~~

nature made by someone from the work or educational setting, under any of the following conditions:

~~5.2.1.1 Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.~~

~~5.2.1.2 Submission to, or rejection of, the conduct by an individual is used as the basis of employment or academic decisions affecting the individual.~~

~~5.2.1.3 The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile, or offensive work or educational environment.~~

~~5.2.1.4 Submission to, or rejection of, the conduct by an individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the colleges of the District.~~

~~5.2.2 Specific Examples: For the purpose of further clarification, sexual harassment may include, but is not limited to, the following conduct when it occurs under one or more of the conditions described in section 5.2.1 above:~~

~~5.2.2.1 Making unsolicited written, verbal, physical or visual contact with sexual overtones.~~

~~5.2.2.1.1 Written: Includes, but is not limited to, suggestive or obscene letters, notes or invitations~~

~~5.2.2.1.2 Verbal: Includes, but is not limited to, derogatory comments, slurs, jokes, epithets.~~

~~5.2.2.1.3 Physical: Includes, but is not limited to, assault, touching, impeding or blocking movement.~~

~~5.2.2.1.4 Visual: Includes, but is not limited to, leering, gestures, or display of sexually suggestive objects, pictures, cartoons, or posters.~~

~~5.2.2.2 Continuing to express sexual interest after being informed that the interest is unwelcome.~~

~~5.2.2.3 Making reprisals, threats of reprisals, or implied threats of reprisals following rejection of sexual harassment:~~

~~5.2.2.3.1 Within the Work Environment: Either employing or actually withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; or suggesting that probation will be failed.~~

~~5.2.2.3.2 Within the Educational Environment: Either employing or actually withholding grades earned or deserved; suggesting that a poor performance~~

evaluation will be prepared, or suggesting that a scholarship recommendation or college application will be denied.

5.2.3 ~~Within the Rancho Santiago Community College District, sexual harassment is prohibited regardless of the status and/or relationship the affected parties may have.~~

5.2.3.1 ~~Private, personal conduct may at some point become unwelcome. Employees placed on notice that the co-employee or student now finds the conduct unwelcome shall cease such conduct immediately. Any conduct of a sexual nature following such notice may be determined to be sexual harassment. Such conduct is subject to investigation by the District on the complaint of an individual who finds it to be unwelcome.~~

5.2.3.2 ~~Employees who participate in a consensual relationship, and at some point wish to discontinue the relationship, must clearly state to the other participant that the conduct is no longer consensual or welcome, and that all such conduct must cease.~~

5.2.4 ~~Any employees who have knowledge of conduct that may constitute sexual harassment of students or employees by another employee, volunteer, or individuals in the school community are required to immediately report such conduct to the Assistant Vice Chancellor Human Resources.~~

6.0 ~~Responsible District Officer: The Executive Vice Chancellor of Human Resources and Educational Services is designated by the District as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating their investigation. The actual acceptance and investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District.~~

7.0 ~~Information on where to obtain specific rules and procedures for reporting complaints of unlawful discrimination may be obtained by contacting the Assistant Vice Chancellor of Human Resources, District Operations Center, 2323 N. Broadway, Santa Ana, CA 92706. (714) 480-7490.~~

8.0 ~~A copy of this policy will be displayed in a prominent location in the main administrative building of each campus or other area where notices regarding the District's rules, regulations, procedures, and standards of conduct are posted.~~

9.0 ~~Faculty and staff will be provided with a copy of this policy at the beginning of the first quarter or semester of the college year after the policy is adopted, or at the time of hire as a new employee.~~

10.0 ~~A copy of this policy, as it pertains to students, will be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable.~~

The policy of the Rancho Santiago Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination, in whole or in part, on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that

receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the Rancho Santiago Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment.

The policy of Rancho Santiago Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

In so providing, the Rancho Santiago Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, §§ 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).

Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

Academic Freedom

The Rancho Santiago Community College District Governing Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity.

When investigating unlawful discrimination complaints containing issues of academic freedom the District will consult with a faculty member appointed by the appropriate Academic Senate with respect to contemporary practices and standards for course content and delivery.

Responsible District Officer

The District has identified the Executive Vice Chancellor of Human Resources and Educational Services to the State Chancellor's Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to title 5, section 59328, and for coordinating their investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.

Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the responsible District officer. The appropriate forms and procedures for filing and investigating complaints of unlawful discrimination are contained in Administrative Regulation 4119.

See Administrative Regulations:

-

~~AR 4119: Regulations for Reporting Complaints of Unlawful Discrimination and Sexual Harassment~~

-

Legal References:

- ~~Education Code, Section 66250, et seq.; 72010, et seq.~~
- ~~Title 5, California Code of Regulations, Section 59300, et seq.~~
- ~~Rehabilitation Act of 1973, Section 504~~
- ~~Title II, Americans with Disabilities Act of 1990~~
- ~~Title IX of the United States Civil Rights Act of 1964~~

20 U.S.C. § 1681 et seq.:

Ed. Code, §§ 66270, 66271.1, 66281.5:

Gov. Code, §§ 11135-11139.5:

Cal. Code Regs., tit. 5, §§ 59300 et seq.:

34 C.F.R. § 106.8(b).

~~Copyright and Patents—BP4120~~

~~Revised 03/11/96~~

~~The purpose of district funded projects is not the production, publication, and distribution of instructional materials for profit. The Rancho Santiago Community College District does, however, reserve the right to patent or copyright materials produced under district funding. The copyrights or patents obtained by the District may be transferred to the individual(s) originally developing these materials, providing that:~~

- ~~1. The developer(s) request the district for the transfer of copyright or patent within four years from the completion of the project.~~
- ~~2. The district recovers the actual cost of the original development, either in one sum or through the receipt of 50% of the proceeds until actual cost is recovered.~~
- ~~3. The district retains the right of perpetual use of the materials in the original form at no additional cost to the district.~~

~~By fulfilling the above conditions, individuals(s) may also copyright or patent materials produced under district funding, but not copyrighted or patented by the district.~~

~~No employee shall use, or cause to be reproduced, copyright materials for the production of materials to be sold, without obtaining copyright permissions.~~

~~No employee shall separately enter into an agreement for the production of copyrighted materials without being authorized to obtain the necessary copyright permissions.~~

~~Legal Reference:~~

~~Education Code~~

~~32360. Copyrights; use of funds~~

~~32361. Copyrights; use of employee work time~~

~~72207. Authority to secure copyrights~~

~~78900. Inapplicability of article; royalties writing or preparing instructional materials; claim of district to loyalty~~

Acceptance of Outside Obligations - BP4126

Revised ~~03/27/95~~ February 2009

An employee wishing to accept responsibilities in organizations that might require absence from assigned duties with the district must first obtain approval of the Board of Trustees.

~~Each requested absence under this regulation must be passed on by the Board of Trustees.~~

Legal Reference:

Education code

87764 Academic Employees

88190. Classified Employees

~~88207. Personal necessity~~

Government Code 1126

Collective Bargaining Agreements

~~~~~

## Salary Deductions - BP4127

**~~Adopted 04/24/95~~ Revised February 2009**

Employees may request that salary deductions be made for organization dues, participation in a deferred compensation program, premium contributions on board-approved insurance programs and other items authorized by law and district policy.

Legal Reference:

Education Code

87040. Deductions in salary payment as requested by employee

87833. Deductions for organization dues

87834. Deductions for organization service fees

~~88165. Time of payment of compensation~~

~~88166. Error in salary~~

88167. Authorized salary deductions; direct payment of service fees

Government Code 3543.1(d)

## Employee Evaluation - BP4128

**Revised 04/24/95 February 2009**

Rancho Santiago Community College District personnel employees who are represented by FARSCCD, CSEA, CEFA or CDCTA shall be evaluated in accordance with policies and procedures and the terms and conditions of the appropriate collective bargaining agreement. s-developed and recommended to the Board of Trustees by the chancellor. Management employees, including confidential employees, shall be evaluated in accordance with administrative regulations approved by the chancellor.

Legal Reference:

Education Code

87663 Probationary faculty

88013 Probationary classified employees

Title 5, 53130

Collective Bargaining Agreements

~~~~~

Resignation - BP4129

Revised 04/24/95 February 2009

An employee shall submit resignation in writing. Such statement is to be directed to the Board of Trustees through the chancellor's office. The Board of Trustees authorizes the Chancellor to accept an employee's resignation on its behalf at any time and resignations shall be deemed accepted by the Board when accepted by the Chancellor, and release the employee from contract with the district. Such action shall be subject to ratification by the Board of Trustees at a subsequent meeting. The employee shall specify the effective date of such resignation and this date shall be approved unless the chancellor desires to accept the resignation sooner, but in no event shall the effective date be later than the last day of the current academic year.

Legal Reference:

Education Code

~~81655. Delegation of Powers~~

87730; 88201

Medical Examinations - BP4130

Revised ~~04/24/95~~ February 2009

Medical Examination; Tuberculosis Test

~~All employees upon initial employment shall present evidence of having submitted to examination (chest x ray, skin test, or other test designated as acceptable by the county health department), to determine that they are free of active tuberculosis prior to commencing service and every four (4) years thereafter or more often if directed by the Board of Trustees upon recommendation of the local health officer.~~

Examination for Communicable Disease/Tuberculosis

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired employees must show that they have been examined within the past 60 days to determine that they are free from active tuberculosis.

Following initial employment, all employees shall be required to undergo an examination within every four years to determine if they are free from tuberculosis.

Employment of Retirant; Medical Certificate; Periodic Medical Examinations

Retirants employed by Rancho Santiago Community College District shall be required as a condition of employment to have a medical examination which will show that the retirant is free from any disabling disease unfitting him or her to instruct or associate with students.

Fitness for Duty Examinations

The Chancellor may require any employee to undergo a physical or mental examination where such a fitness for duty exam is job related and consistent with business necessity. Such medical examinations shall be at the District's expense and shall be conducted by a physician chosen by the District.

~~Diversity and Equal Employment Opportunity BP4131~~

~~Revised July 21, 2003~~

~~The Rancho Santiago Community College District recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, and harmony and creativity, while providing suitable role models for all students. To this end, the district is committed to the concept and principles of staff diversity and equal opportunity in education and employment for all persons and by prohibiting discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability as defined and otherwise prohibited by state and federal statutes, and includes sexual harassment. This commitment is applied to every aspect of education and personnel policies and practices in employment, development, advancement and treatment of employees, students, and the general public.~~

~~In order to effectively address and comply with federal and state mandates and guidelines on staff diversity and equal employment opportunity, Rancho Santiago Community College District believes all staff must be involved in and responsible for active promotion of campus diversity. The district is committed to providing a learning and work environment that is conducive to open discussion and free of intimidation, harassment, and unlawful discrimination.~~

~~The Rancho Santiago Community College District will continue vigorous efforts to ensure that the recruitment, screening, selection, hiring, and promotional processes are in accordance with principles of equal opportunity and staff diversity.~~

~~Legal Reference:~~

~~Education Section 87100, et seq~~

~~Title 5, Section 53000, et seq~~

Organizations Right of Access - BP4133

Adopted 04/24/95 Revised February 2009

In accordance with Government Code Section 3543.1(b), exclusive representative employee organizations shall have the right of access at reasonable times to areas where employees work, the right to use district bulletin boards, mailboxes, and other means of communication, and district facilities subject to administrative regulations established by the chancellor. A copy of materials to be distributed or posted shall be provided to the chancellor or designee one working day prior to distribution.

These employee organizations shall be permitted reasonable access to employees. Such access shall not interfere with the school district operations nor infringe upon hours of assigned duties of the employees.

These employee organizations shall pay for their own supplies. When college equipment is used for producing materials, the organization shall pay a reasonable fee for the use. The fee shall be established by the administration. District materials shall have priority over organizational materials where staff time is limited for the production of materials. Employee organizations shall not use district telephones for employee organizations purposes; no long distance or other telephone charges shall be charged to the district.

Legal reference:

Government Code 3543.1(b)

~~~~~

## Solicitation of Political Contributions and Political Activities by Employees - BP4135

**Adopted 11/25/96 Revised February 2009**

All officers and employees of Rancho Santiago Community College District shall abide by all State laws, Education and Government codes relating to political activities and the solicitation of political contributions.

~~Six months prior to every general election, the Board will seek college counsel to provide the latest legal status of laws and regulations relating to solicitation of political contributions and political activities by Board members, officers, and employees of the college. This status report will be distributed to all Board members and employees.~~

Employees shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

Legal Reference:

Government Code ~~3205, 17556~~ 8314

Education Code ~~7045, 7054, 7056~~

## ~~International Travel—BP4136~~

~~Adopted 03/17/97~~

~~The District recognizes its responsibility to serve the educational needs of the global community and the educational value of fostering an international perspective. In doing so, there may be occasions when trustees, faculty, and staff are required to travel to international destinations. It is understood that the same travel policies, procedures and regulations for local travel will apply to all international travel and that all travel conducted at District expense will be focussed solely on our educational mission.~~

## **Whistleblower Protection - BP 4140**

**Adopted 07/24/2006 Revised February 2009**

The chancellor shall establish procedures regarding the reporting and investigation of suspected unlawful activities by district employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "unlawful activity" refers to any activity--intentional or negligent--that violates state or federal law, local ordinances, or district policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation. The Chancellor will ensure that avenues for the anonymous reporting of suspected incidents are available to employees.

Furthermore, district employees shall not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

Legal Reference:

California Labor Code section 1102.5, U.S. Government code section 53296, Private Attorney General Act of 2004 (Labor Code section 2698).

~~~~~

~~Multiple Site Assignments—BP4203~~

~~FACULTY~~

~~Adopted 03/27/95~~

~~The district will attempt not to assign a contract faculty member to more than one instructional site during day hours of instruction. Faculty members will be consulted prior to such assignments being confirmed.~~

Faculty Dismissal and/or Discharge - BP4206

Revised ~~04/24/95~~ February 2009

Contract Employee

~~Contract I, II and III employees may be dismissed according to procedures defined in the collective bargaining agreement and Education Code.~~

~~Academic employees on regular status may be dismissed according to Education Code 87600-87612.~~

A contract or regular employee may be dismissed or penalized for one or more of the grounds set forth in Education Code section 87732. If the employee is to be penalized, the Board shall determine the nature of the penalties. If the Board decides to dismiss or penalize a contract or regular employee, it shall assure that each of the following has been satisfied:

- The employee has been evaluated in accordance with standards and procedures established in accordance with the provisions of Education Code Sections 87660 et seq., and any administrative procedure for evaluation contained in a collective bargaining agreement;
- The Board has received all statements of evaluation which considers the events for which dismissal or penalties may be imposed;
- The Board has received a recommendation from the Chancellor.
- The Board has considered the statements of evaluation and the recommendations in a lawful meeting.

If the Board decides it intends to dismiss or penalize a contract or regular employee, it shall take the actions required by the Education Code, and the Chancellor or designee shall thereafter assure that the employee is afforded the full post-termination due process required by the Education Code Sections 87666 through 87681, and 87740.

The Chancellor shall establish procedures that define the conditions and processes for dismissal, discipline, and due process and ensure they are available to employees.

Legal Reference:

Education Code

~~87600-87612. Employment of Community College Certificated Personnel~~

87669 Determination of Penalty

87732. Grounds for Dismissal of Permanent Employees

Faculty Retirement (Workload Reduction) - BP4207

Adopted ~~04/24/95~~ Revised February 2009

With Board approval, an academic employee may elect to reduce their his/her workload from full-time to not less than half-time ~~or more duties~~ for a maximum of five years prior to retirement and continue to receive the same service credit in the State Teachers Retirement System as would have been received had the employee continued to work on a full-time basis. Administrative regulations shall be established to make this benefit available to academic employees of the district on an individual basis, as approved by the Board of Trustees.

Legal Reference:

Education Code

~~22724. Credit for Certain Part-Time Employees~~

22713. Part-time employment; reduction of workload from full-time

87483. Regulations: Reduction to Part-Time Employment Status

~~~~~

# ~~Faculty Retirement - BP4208~~

~~Adopted 12/11/95~~

~~Rancho Santiago Community College District academic employees are subject to applicable laws and regulations regarding membership in State Teachers' Retirement System (STRS). Mandatory or voluntary membership in STRS shall be subject to the rules and regulations of the STRS and amendments thereto. There shall be no mandatory retirement age.~~

~~Legal Reference:~~

~~Education Code 22000 et seq.~~

~~California Code of Regulations Title V 20500 et seq.~~

# Definition Classified Service - BP4301

**Revised ~~03/27/95~~ February 2009**

Persons employed in positions that are not academic positions shall be known as the Classified Service.

~~For purposes of clarification, a permanent classified employee is one who has satisfactorily served and completed one year of probationary employment. A probationary employee is one who has been employed less than 12 months.~~

~~Substitute and short term employees employed and paid for less than seventy five percent of a school year shall not be a part of the Classified Service.~~

~~Full time day students employed part time, apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment, shall not be part of the Classified Service.~~

The classified service does not include:

- Substitute and short-term employees who are employed and paid for less than 75 percent of the fiscal year.
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.
- Full time students employed part time, and part-time students employed part time in any college work-study program or in a work experience education program conducted by the District.

The Board shall fix and prescribe the duties of the members of the classified service.

Before a short-term employee is employed, the Board, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Board may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year.

Legal Reference:

Collective Bargaining Agreement

Education Code

88003. Classified service in districts not incorporating the merit system

88004. Positions not specifically exempted

88009. Fixing of duties88013. Rules and regulations governing personnel management of classified service in districts not incorporating merit system; designation as permanent employee; disciplinary action

# Classified Salary Payments - BP4302

**Revised ~~03/27/95~~ February 2009**

All contract employees shall be paid on the 10th and 25th of the month, unless the day falls on a holiday or weekend. If this should occur, the employee shall be paid on the last working day before the 10th or the 25th.

Payment on the 25th of the month is an Earned Salary Advance (ESA) for the current month. The ESA is computed at ~~34%~~ 50% of the regular monthly take home salary, and rounded to the nearest whole dollar. The Earned Salary Advance (ESA) ~~shall will~~ be recomputed ~~each time upon request of~~ the employees whenever the employee receives a salary change. In the event the employee has a garnishment/levy the Earned Salary Advance may be changed.

All classified employees, and other persons employed in positions which provide for a fixed monthly salary, shall be paid their full monthly salary subject to any adjustment that may be necessary.

Absences of all regular employees will be reported on payroll absence cards, which will report the number of hours absent due to illness or injury, personal absence, vacation, bereavement, excused absence, and any other absence.

All substitutes, temporary, or on-going hourly, will be paid by payroll time sheets for the actual services performed during the payroll period beginning the 11th day of the previous month through the 10th of the current month. Payment is to be made on the 10th day of the following month.

Overtime earnings for services performed during any payroll period will be paid in addition to the regular earnings, provided full approval of such overtime has been received by the Payroll Department in time for such inclusion.

## Legal Reference:

Collective Bargaining Agreement

Education Code

85244. Time of payment of wages of full-time non-certificated employees

85260. Alternate payroll procedure

88165. Time of payment of compensation



# ~~Classified Retirement System — BP4303~~

~~Revised 08/26/96~~

~~Rancho Santiago Community College District classified employees (administrative and non-administrative) are subject to applicable laws and regulations regarding membership in the Public Employees' Retirement Systems (PERS).~~

~~Membership in PERS shall be subject to the rules and regulations of PERS and amendments thereto.~~

~~All hourly employees who work 1000 hours or more in one fiscal year shall become members of the Public Employees' Retirement System in accordance with law.~~

~~Legal Reference:~~

~~Government Code~~

~~20334 PERS Membership~~

~~20336 PERS Membership~~

# Management Medical/Dental Insurance Benefits - BP4402

Revised ~~August 29, 2005~~ February 2009

## Eligibility

All management employees (including cabinet-level employees) who have an assignment of 50% or more are eligible for district-paid Group Medical/Dental benefits. The district's contribution in each succeeding year will be the district's cost for medical/dental benefits during the immediate preceding year plus an amount not to exceed 10%.

## Health Insurance

The district will provide management employees with a cafeteria health insurance program. Each employee will receive a cash allocation based upon the medical insurance option selected. The allocation for employees working under a contract of 50% to 79% will be pro-rated. The employee can assign this allocation or any part of it toward additional insurance coverage (dental, vision) or may receive it as cash.

## Life Insurance

Active employees will receive life insurance benefits in the amount of the employee's annual salary or \$50,000, whichever is greater.

## Retired Staff

Retired management employees shall receive district-paid medical/dental benefits based upon the following eligibility criteria:

~~For employees Managers whose first paid date of contract full-time service is was prior to May 31, 1986, who subsequently qualify for the foregoing fifteen (15) year retiree service benefit, the district will pay its portion of the insurance premium shall receive the same district-paid medical insurance coverage as is provided to active management employees for life.~~

~~For employees Managers whose first paid date of contract full-time service is was on or after May 31, 1986, and who serve as a manager for at least subsequently qualify for the foregoing fifteen (15) years retiree service benefit, the District will pay its portion of the insurance premium shall receive the same district-paid medical insurance coverage as is provided to active management employees until the retiree reaches age 70, after which such retirees may continue coverage at their own expense.~~

Managers employed under individual administrative contracts retiring on or after July 1, 1975, with less than fifteen (15) but with five (5) or more years of service to the district may participate in medical/dental benefits by paying their own premiums.

Surviving dependent spousal benefits will continue at district expense for administrators hired prior to July 1, 1989, and for supervisory/confidential employees hired prior to April 11, 2005. Surviving dependent spouses of those employees hired on or after these respective dates (and having five or more years of service with the district) may continue surviving dependent spousal benefits at their own expense.

## Bereavement Leave Management - BP4404

Revised ~~08/29/2005~~ February 2009

Management employees shall be granted, without loss of salary or other benefits, five days leave of absence due to the death of the employee's spouse, parent or child.

Upon the death of a member of the employee's immediate family (other than a parent, spouse or child), bereavement leave shall be granted as follows:

- Up to three working days if required travel is less than 200 land miles one way from the district;
- Up to five working days if required travel equals or exceeds two hundred land miles one way from the district.

~~Employees may be granted, without loss of salary or other benefits, leave of absence not to exceed three regularly assigned working days or five regularly assigned working days if required travel equals or exceeds two hundred land miles one way from the District upon the death of any member of the employee's immediate family except as noted above.~~

Requests for additional bereavement leave days may be approved by the chancellor.

"Member of the immediate family," as used herein, means blood, step and foster relations limited to the parent, grandparent, grandchild, spouse, child, sibling, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, of the employee or his/her spouse or any person living in the employee's household excluding strictly landlord/tenant relationships. Exceptions may be approved by the chancellor.

Legal Reference:

Education Code

87788. Leave of Absence due to death in immediate family

88194. Bereavement leave of absence

---

## ~~Duties Management Interns BP4416~~

~~Revised 08/29/2005~~

~~It shall be the policy of the Rancho Santiago Community College District for all management interns to serve as managers and assume appropriate designated functions and responsibilities.~~

## Administrative Leave - BP4419

**Adopted 08/29/2005 Revised February 2009**

The Board of Trustees may grant any academic or classified administrator, who has served the Rancho Santiago Community College District as an administrator for five consecutive years, an administrative leave for two consecutive months. The leave is at full pay. A basic consideration in the approval of administrative leave will be the consideration of a plan which will include: (1) the proposal presented to the review committee which will demonstrate how a two-month leave will benefit students and the district, and (2) the reassignment of duties to other administrators while on leave.

At the expiration of the administrative leave, the administrator shall be required to render service to the district for a minimum of one year. If the administrator fails to render service for the required minimum of one year, he/she shall make financial restitution in whole or in part to the district within 10 months. In no event shall the administrator be assessed more than the amount of pay received during the administrative leave.

The chancellor shall make recommendations to the Board of Trustees regarding granting administrative leaves following a review of proposals by the Leave Committee which is chaired by the Chancellor. The Leave Committee shall consist of members of the Cabinet the Academic Senate and Classified Senate Union presidents and the requesting administrator's immediate supervisor.

The administrator may be asked to make a presentation to the Board of Trustees upon completion of the leave. In addition to the administrator's report, the Administrative Leave Committee shall make an evaluation report to the Board of Trustees.

The chancellor is directed to develop a procedure to implement this policy.

### Legal Reference:

Administrative Handbook

Supervisory/Confidential Handbook

---

## ~~Retirement Administrative~~ BP4420

~~Adopted 12/11/95~~

~~Revised 08/29/2005~~

~~Rancho Santiago Community College District academic employees are subject to applicable laws and regulations regarding membership in State Teachers' Retirement System (STRS). Mandatory or voluntary membership in STRS shall be subject to the rules and regulations of the STRS and amendments thereto. There shall be no mandatory retirement age.~~

### Legal Reference:

Education Code 22000 et seq

California Code of Regulations Title V 20500 et seq

## ~~Salary Payments Administrative BP4503~~

~~Adopted 03/27/95~~

~~Revised February 2009~~

~~All full-time academic personnel employed on other than a twelve-month basis shall be given the option of being paid in twelve monthly payments or being paid in monthly payments corresponding to the number of months for which they are employed.~~

---

## ~~Educational Management Employee Retroactive Pay Administrative - BP4519 4422~~

~~Revised 03/27/95 February 2009~~

~~Only current educational management employees, retirees, former employees who have retired with a permanent disability or were former employees who were terminated or laid off due to district financial constraints shall be eligible for retroactive pay which result in a salary increase.~~

~~To be eligible, employees or former employees identified in paragraph 1 must have been employed during the period covered by the retroactive pay increase. Former employees need not be in an active status when the increase(s) is/are actually approved and implemented; however, pay increases will be made on a prorated basis. Increases covered by this policy include retroactive pay increases (current fiscal year) and lump sum payments (one-time adjustments).~~

# Administrative Retreat Rights Administrative - BP4520 4423

Adopted 03/27/95 Revised February 2009

In order to properly balance the rights of students, administrators, and faculty, and in accordance with Education Code Section 87458, the Rancho Santiago Community College District adopts the following Administrator Retreat Rights Policy.

This policy does not apply to ~~certificated~~ academic administrators hired before ~~the effective date for these sections of Assembly Bill 1725 (June 30, 1990)~~. A tenured employee, when assigned from a faculty position to an administrative position, retains his or her status and continues to accumulate seniority as a tenured faculty member. The assignment of such an administrator to a faculty position shall be done in accordance with Section II below. Administrators hired after ~~the effective date~~ June 30, 1990 can acquire the right to become first-year probationary faculty members as provided by Education Code Section 87458 and in accordance with this policy.

I. An administrator hired after June 30, 1990, and who did not have faculty tenure in this district at the time of hire, may be reassigned to a first-year probationary faculty position provided that he or she meets all of the following:

A. Holds an administrative position that is not part of the classified service. For every administrative job title, the records of the district shall show whether or not it is part of the classified service.

B. Has served in this district a total of at least two years as one or more of the following: a faculty member or ~~instructional or student services~~ academic administrator. This service has not been documented as unsatisfactory.

C. ~~Is being dismissed due to the elimination of the current position as part of the administrative reorganization or as part of a reduction in force among administrators, that is, voluntarily requesting reassignment to faculty status~~ for reasons other than for cause. In no case shall the district reassign an administrator to a faculty position if evidence exists that justifies dismissal for cause.

~~D. Has voluntarily requested a reassignment to faculty status within the district.~~

II. To determine the disciplines to which an administrator shall be assigned, the following shall apply:

A. The administrator can be assigned only to a discipline in which he or she has at least the minimum qualifications, or ~~equivalencies~~ equivalency as specified by the Education Code and Title 5. Before the board makes a determination of equivalency, the appropriate academic senate shall certify (through its equivalency process ~~the Equivalencies Committee~~) to the Governing Board for which discipline(s) that the administrator possesses equivalent qualifications to meet the appropriate minimum qualifications for and shall recommend the discipline(s) to which the administrator may be assigned. A written record of the Board's decision, including the views of the Academic Senate, shall be available for review pursuant to Education Code Section 87358.

B. Whenever possible, the administrator shall be assigned to a discipline in which he or she has not only the minimum qualification but also where all the following apply:

1. There are sufficient noncontract assignments in the discipline or service to make a full-time assignment for an additional faculty member.

2. The administrator has an interest as indicated by a statement of the administrator's own preference for assignment.

Legal Reference:

Education Code 87458

~~~~~

Claims and Actions Against the District - BP4602

Adopted 07/17/95 Revised February 2009

~~Any and all claims for money or damages against the Rancho Santiago Community College District must be presented, and acted upon, in accordance with the district procedures set forth in Government Code, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.~~

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place[s] for service of claims, lawsuits or other types of legal process upon the District is:

_____ Rancho Santiago Community College District
_____ Risk Management Department
_____ 2323 N. Broadway, Suite 225
_____ Santa Ana, CA 92706

~~Compliance with these procedures is a prerequisite to any court action, unless the claim is governed by statutes or regulations which expressly free the claimant from the obligation to comply with this policy and the claims procedures set forth in Government Code 900 et seq.~~

Legal Reference:

Government Code 900 et seq.: 910

Education Code 72505

935.4

District Property & Liability Protection - BP4603

Adopted 07/17/95 Revised February 2009

The Rancho Santiago Community College District Board of Trustees directs the chancellor to develop and review procedures, every two years or more often if necessary, that insure the safety of students, employees, and the public while on or in district property.

The district shall provide for insurance coverage for the following perils, either through the purchase of insurance, self-insurance, or participation in a joint powers authority pursuant to Education Code Section 81603. If the district elects to participate in a joint powers authority, the regulations required by that authority shall be followed.

- Liability insurance for damages for death, injury to person, or damage or loss of property
- Liability insurance for the personal liability of the members of the Board of Trustees and other officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his or her employment
- Loss or damage to real property including district vehicles
- Losses resulting from crime
- Workers compensation insurance
- Loss or damage from "other perils"

Legal Reference:

Education Code 70902; 75202; 72506 and 81601 et seq.

~~~~~

## Bonding of Personnel - BP4604

**Revised 07/17/95 February 2009**

All district employees who handle funds shall be covered for \$500,000 under a blanket fidelity bond purchased by the Governing Board or in lieu of a bond, by insurance of no less than \$500,000 per occurrence.

Legal Reference:

~~California~~ Education Code 72507 Insurance in lieu of indemnity bonds

~~84041. Requirement for Employees' Indemnity Bonds~~



## Open Enrollment - BP5009

**Adopted 06/08/81 Revised February 2009**

It is the policy of this district that every class offered, unless specifically exempted by statute, in the official catalog or class schedule for which ~~average daily attendance~~ an FTES (full time equivalency) is to be reported for state aid shall be fully open to enrollment by any person who meets the academic prerequisites of such class, and who is otherwise eligible for admission to the college.

Students will not be required to participate in any preregistration activities not uniformly required; nor shall college or district allow anyone to place or enforce non-academic requisites as barriers to enrollment or the successful completion of a class.

### **Legal Reference:**

~~Title 5, Administrative Code TS-51820~~ Education Code - Section 76001; Title 5 - 51006-08

~~~~~

Military Withdrawals - BP5121

Adopted 11/14/01 Revised February 2009

Withdrawals due to military orders will not have adverse consequences. Admissions will use the following procedures:

1. "MW" grade for compelled military withdrawal with annotated comment on transcript.
(Military Withdrawal)
2. Refund of enrollment, parking, and health fees.
3. "MW" grade would not count in the progress probation calculation.
4. Priority registration granted the first semester upon return.

Legal Reference:

Education Code 70901-02; Title 5 55024

Standards of Student Conduct - BP5201

Revised ~~08/29/2005~~ February 2009

Guidelines for Student Conduct are set forth in the California Education Code, California Administrative Code, Title V, policies of the Board of Trustees, and all civil and criminal codes. Students enrolling in district educational programs assume an obligation to obey state law and district rules and regulations governing the conduct of students.

Students who enroll in those instructional programs in which the college has affiliations with various outside associations must comply with the college's policies and procedures and also with the outside associations' policies and procedures. This includes but is not limited to students enrolled in the programs of Cosmetology, Fire Academies, Criminal Justice Academies and Nursing.

I. GUIDELINES FOR STUDENT CONDUCT

~~In compliance with the California Education Code (Sections 48922, 66017, 66300, 76020, 76021, 76030, 76043, 76120, 76130, 76131, and 87014) and in keeping with above, be it~~

~~RESOLVED, by the Board of Trustees of Rancho Santiago Community College District, that this Board recognizes the need for a clear standard of behavior on campus and at district activities, and be it further~~

~~RESOLVED, that the following violations of orderly conduct are cause for corrective action.~~

The following represent violations for disciplinary action, up to but not limited to expulsion, that may be taken:

A. Dishonesty, cheating, plagiarism, lying, or knowingly furnishing false information to the district or a college official performing their duties.

B. Forgery, alteration, or misuse of district documents, records, or identification.

~~C. Knowingly accessing and without permission altering, damaging, deleting, destroying, copying, or otherwise using any data, which reside or exist internal or external to a computer, computer system, or computer network in the district. Willful misconduct that results in damage to any real or personal property owned by the district or district employees (damage includes, but not limited to vandalism, such as cutting, defacing, breaking, etc.).~~

D. Obstruction or disruption of pedestrian or vehicular traffic or of teaching, research, administration, or of other district activities on or off District premises. This includes obstruction or disruption of administration, disciplinary procedures or authorized college activities. ~~It also includes pedestrian or vehicular traffic.~~

~~E. Physical abuse or detention of any person on district-owned or controlled property or at district-sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another. Assault, battery, or any threat of force or violence upon a student, college personnel, or campus visitor; willful misconduct which results in injury or death to a student, college personnel, or campus visitor.~~ This includes fighting on district property or at a district sponsored event, on or off district premises.

F. Detention of any person on district-owned or controlled property or at district-sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another.

F. G. Theft of ~~or damage to~~ any property of the district which includes property of a member of the district community or a campus visitor.

G-H. Unauthorized entry into or unauthorized use of district property, supplies, equipment, and/or facilities.

H I. Misrepresentation of oneself or of an organization to be an agent of the district.

I J. Sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat or assault, or any conduct that threatens the health and safety of the alleged victim, which includes students, college personnel, or campus visitors.

J K. Use, possession, distribution, or being under the influence of alcoholic beverage on district property or at any district sponsored event.

K L. Use, possession, distribution, or being under the influence of narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule "D" in Section 4160 of the Business and Professions Code on District property or at any District-sponsored event except as expressly permitted by law.

L M. Expression which is libelous, slanderous, obscene or which incites students so as to create a clear and present danger of commission of unlawful acts on district premises, or violation of district regulations, or the substantial disruption of the orderly operation of the college.

M N. Engaging in lewd, indecent, or obscene behavior on district property or at any district-sponsored function.

N O. Possession or use while on the district premises, or a district-sponsored function, of any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, dangerous chemical or deadly weapon. Exceptions include those participating in a criminal justice educational program who are authorized such possession or those who are enrolled in a course which authorizes such possession.

P. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative regulation.

Q. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability, sexual orientation or any other status protected by law.

R. Continuous disruptive behavior or willful disobedience, habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel, which includes physical as well as verbal abuse, including the use of racial epithets and hate speech;

S. Disruptive written or verbal communication, vulgarity, open and persistent abuse of other students which include verbal abuse, racial epithets and hate speech.

T. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;

U. Violation of the Computer Usage Policy is applicable to students using computer classrooms, computer labs, the wireless network or other locations on and off district property. A violation is considered any of the following:

- (a) Accessing with or without permission, or causing to be accessed without authorization, altering, damaging, deleting, hacking, destroying, or otherwise using

any data, computer, computer system, computer software and programs, or computer network belonging to or used by the college or any member of the District.

- (b) Accessing with or without permission, taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the college or District.
- (c) Using or causing to be used, computer services without permission.
- (d) Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the college or District.
- (e) Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to the college or District.
- (f) Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
- (g) Using any account or password without authorization.
- (h) Allowing or causing an account number or password to be used by any other person without authorization.
- (i) Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing such material which is part of the instructional process or assignment for a class in which the student is currently enrolled.
- (j) Use of systems or networks for personal commercial purposes.
- (k) "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.

Ø V. Any act constituting good cause for suspension or expulsion, or violation of district policies or campus regulations, as defined in Section II E 1 of this policy.

P. Violation of district policies or campus regulations.

II. DUE PROCESS DISCIPLINARY ACTIONS FOR STUDENTS

Student conduct must conform to the standards established by the Board of Trustees. Violations are subject to the following types of disciplinary actions. (These disciplinary actions are listed in degree of severity, but not necessarily in sequential order. Disciplinary actions may be imposed singly or in combination.)

A. **WARNING** - Verbal notice to the student that continuation or repetition of specific conduct may be cause for other disciplinary action.

B. **REPRIMAND** - Written reprimand for violation of district rules, with copy to the student and to the student disciplinary file. A reprimand admonishes the offender to avoid any future infractions of district rules.

C. PROBATION - Probation is a disciplinary action which allows the offender to return to the district with the understanding of expected appropriate future behavior. Probation may include exclusion of the individual(s) from extra-curricular district activities that would be set forth in the written notice of probation. The probation would be for a specified period of time and appropriate notice will be sent to any advisor(s) of student organizations(s) involved. Any further violations of the Standards of Student Conduct during this probationary period will result in further, more serious disciplinary action against the offender.

D. RESTITUTION - Reimbursement by the offender(s) for damage(s) or for the misappropriation of district property may take the form of appropriate community service to repair or otherwise compensate for damage(s) or loss(es).

E. REMOVAL, SUSPENSION, AND EXPULSION

An instructor or department administrator may remove a student from his or her class or departmental service for up to two days, and shall report all such action to the academic dean of the appropriate division and to the administrative designee responsible for student discipline.

The administrative designee responsible for student discipline may suspend privileges from that class, campus service, office, department, or the entire campus based upon the violation, for up to ten days.

During the period of the removal, the student shall not be returned to a class from which he or she was removed without the concurrence of the instructor and the appropriate academic dean and the Student Services administrator administrative designee responsible for student discipline; nor shall the student be returned to the service, department, office from which they were removed, or the campus, without concurrence of appropriate administrator.

If the student is a minor, the college president, or designee shall ask the parent or guardian to attend a conference regarding the removal as soon as possible, and if the parent so requests, the Dean of Student Affairs or designee at Santa Ana College or the Vice President of Student Services or designee at Santiago Canyon College shall attend (depending on the college).

F. SUSPENSION

The Board of Trustees, the chancellor or the chancellor's designee may suspend a student for good cause, as defined in Section I, A-V herein, for any of the following periods:

(a) From one or more classes for less than the remainder of the school term.

(b) From one or more classes for the remainder of the school term.

(c) From all classes and activities of the college for up to two (2) academic years.

During the period of the suspension, the student is prohibited from being enrolled in or physically present on any campus of the district for the period of the suspension. The chancellor or designee may impose a lesser disciplinary sanction than suspension, including, but not limited to warning, reprimand, probation, restitution or ineligibility to participate in co-curricular activities or any combination of the listed options.

G. EXPULSION

Expulsion may be for good cause (refer to Section I, A-V), when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others.

1. Good Cause for Removal, Suspension and Expulsion

Good cause for suspension, removal, or expulsion includes, but is not limited to, violations enumerated in the Guidelines for Student Conduct, and the following offenses:

(a) continuous disruptive behavior or willful disobedience, habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel, which includes physical as well as verbal abuse, including the use of racial epithets;

(b) assault, battery or any threat of force or violence upon a student or college personnel;

(c) willful misconduct which results in injury or death to a student or college personnel willful misconduct that results in damage to any real or personal property owned by the district or district employees (damage includes, but not limited to cutting, defacing, breaking, etc.);

(d) use, sale or possession on campus of, or presence on campus under the influence of, narcotics, other hallucinogenic drugs or substances or any poison classified as such by Schedule "D" in Section 4160 of the Business and Professions Code;

(e) willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;

(f) knowingly making entry into a computer, a computer system, or the computer network of the district and/or making un-authorized additions, deletions, modifications, or destruction of any data which may reside therein;

(g) sexual assault or physical abuse, including, but not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault upon a student or college personnel;

(h) willfully breaking the law; the institution will cooperate fully with law enforcement and other agencies if a student is charged by federal, state or local authority;

(i) persistent, serious misconduct where other means of correction have failed to bring about proper conduct; and violations enumerated in the Guidelines for Student Conduct.

2. Authority for Removal, Suspension & Expulsion

III. DUE PROCESS

No student shall be removed, suspended for more than ten days or expelled unless the conduct for which the student's student is being disciplined is related to college activity or attendance, and the student is afforded the right of due process. This is also includes any types of threats, both verbal and physical, towards district personnel or other students.

The chancellor or designee shall, prior to the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the college is situated of any acts of the student which may be violative in violation of Section 245 of the Penal Code. Violations of any law, ordinance, regulation, or rule regulating, or pertaining to, the parking of vehicles shall not be cause for suspension or expulsion. However, repeatedly ignoring or consistent violations of parking rules, regulations, laws or ordinances may result in vehicles being towed or loss of parking privileges.

During the due process investigation period and hearing, the designated investigating administrator may allow, disallow and/or select individuals who will be included in the process. For actions regarding minor students, parental notification and/or involvement is required.

A. Removal From Class by Instructor

~~An instructor may remove a student from his or her class for the day of removal and the next class meeting, and shall report all such action to the academic dean of the appropriate division and to the Dean of Student Affairs or designee at Santa Ana College and the Vice President of Student Services or designee at Santiago Canyon College.~~

B. Suspension

~~The Board of Trustees, the chancellor or the chancellor's designee may suspend a student for good cause as defined in Section II E 1 herein.~~

~~The chancellor, or chancellor's designee, may suspend a student for good cause for any of the following periods:~~

- ~~(a) From one or more classes for a period of up to ten days of instruction.~~
- ~~(b) From one or more classes for the remainder of the school term.~~
- ~~(c) From all classes and activities of the college for one or more terms.~~

~~During the period of the suspension, the student is prohibited from being enrolled in or physically present on any campus of the district for the period of the suspension. The chancellor or designee may impose a lesser disciplinary sanction than suspension, including, but not limited to warning, reprimand, probation, restitution or ineligibility to participate in co-curricular activities or any combination of the listed options.~~

~~Any suspension of more than ten school days must be accompanied by a due process hearing as outlined in Section II-G IV of this policy.~~

~~Whenever a minor student is suspended from a college of the District, the parent or guardian shall be notified in writing by the chancellor, or a designee. If an instructor has recommended the suspension of a minor student, the Dean of Student Affairs or designee at Santa Ana College or the Vice President of Student Services or designee at Santiago Canyon College shall invite the parent or guardian to attend an optional meeting regarding the suspension.~~

C B. Expulsion

~~Only the Board of Trustees may expel a student. Expulsion may be for good cause (refer to Section II E 1), when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. Expulsion shall be accompanied by a due process hearing as outlined in Section II-G IV of this policy.~~

3. Restrictions on Removal, Suspension, and Expulsion

~~No student shall be removed, suspended, or expelled unless the conduct for which the student's discipline is related to college activity or attendance. This is also includes any types of threats, both verbal and physical, towards district personnel or other students.~~

~~The chancellor or designee shall, prior to the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the college is situated of any acts of the student which may be violative of Section 245 of the Penal Code. Violations of any law, ordinance, regulation, or rule regulating, or pertaining to, the parking of vehicles shall not be cause for suspension or expulsion. However, repeatedly ignoring or consistent violations of parking rules, regulations, laws or ordinances may result in vehicles being towed or loss of parking privileges.~~

F. INTERIM SUSPENSION PENDING HEARING

~~The chancellor or designee may, for the purpose of protecting lives or property, and to insure the maintenance of order, place a student on interim suspension provided that a reasonable opportunity for a hearing is afforded the student within ten days.~~

G. IV. DUE PROCESS HEARING

1. A student who is being considered for suspension or expulsion shall be afforded a due process hearing before a Disciplinary Hearing Board designated by the chancellor or the chancellor's designee. The chancellor or designee shall provide that a reasonable opportunity for a hearing is afforded the student within ten days.

2. The Disciplinary Hearing Board shall be composed of the following individuals appointed by the chancellor or designee:

- 1 RSCCD Student
- 1 Administrator
- 1 Faculty Member
- 1 Classified Staff

3. The student shall be notified in writing at least two school days before the hearing of the following:

- (a) The time, date, and place set for the hearing;
- (b) The charges to be brought;
- (c) ~~The names of the witnesses and the~~ Documentary evidence that will be introduced at the hearing;
- (d) The right of the student to appear in person and present his or her position;
- (e) The right to cross-examine the district's witnesses if the witness(es) elect(s) to be present;
- (f) The right to present evidence or witness(es) on own behalf.

(g) In cases of alleged sexual assault, technical rules of evidence shall not apply; no past sexual history may be introduced as part of the testimony, except that the past sexual history of the alleged victim shall be permitted if offered as evidence of the character or trait of character of the victim for the purposes described in California Evidence Code 1103.

2 4. The hearing board shall hear evidence and witnesses presented by the district and by the student. In the event the student for whom the hearing is held, or other key parties, is not present at the hearing, the Hearing Board will proceed without the individual(s). The Hearing Board shall render its decision on the evidence presented within two school days of the close of the hearing. The hearing board shall notify the Dean of Student Affairs at Santa Ana College or the Vice

President of Student Services at Santiago Canyon College or their designee of the decision and will notify the student by certified mail of the outcome of the hearing. If the recommendation is for suspension or expulsion, the student will be notified in writing of their right to appeal the decision to the Board of Trustees.

Any request by the student to appeal the decision to the Board of Trustees must be made within forty-eight hours of receipt of the letter sent by the aforementioned administrator outlining the hearing board's decision. If the decision supports a recommendation for expulsion, the suspension will continue until the Board of Trustees can hear the appeal.

If the recommendation opposes suspension or expulsion, the recommendation shall be final, and, the chancellor or designee shall reinstate the student immediately to their status prior to the hearings.

The Board shall, unless a request has been made by the student for an open session, hold closed sessions under the following conditions:

- (a) If the Board is considering the suspension or expulsion of the student.
- (b) If a public hearing upon such question would lead to the giving of information concerning the student which would be in violation of Section 76243 of the Education Code.

3 5. Before calling such closed session, the chancellor or designee shall, in writing, by registered or certified mail, if the student is a minor notify the parent or guardian, or the student, if the student is an adult, of the intent of the Board to call and hold such closed session. Unless the student, or the student's parents (if the student is a minor) within forty-eight hours after receipt of such written notice, request in writing that the hearing be held in open session, the appeal shall be conducted in closed session. If such written request is served upon the clerk or secretary of the Board, the meeting shall be public except that any discussion at such meeting that might be in conflict with the right to privacy of any other student shall be in closed session. Whether the matter is considered at a closed session or open meeting, final action of the Board shall be taken at a public meeting and the result of such action shall be a public record of the district.

4 6. The appeal before the Board of Trustees shall be a review of the evidence presented to the Hearing Board, and an opportunity for both sides to present oral argument. No new evidence or witnesses will be heard unless the Board of Trustees so requests.

5 7. The decision of the Board of Trustees shall be final. Students expelled or suspended for more than one academic year from attendance at colleges or programs of the district shall be entitled to make an annual appeal to the Board of Trustees of the expulsion or suspension by written request directed to the Secretary of the Board that the matter be placed on the agenda of the Board of Trustees. Such appeals shall be conducted as provided in ~~Section II-G-4~~ of this policy.

Additional copies of the following Rancho Santiago Community College District student policies are available in the RSCCD catalog and the offices of Student Services at both Santa Ana College and Santiago Canyon College:

- Student Code of Conduct
- Sexual Harassment Policy/Complaint Procedures
- Academic Honesty Policy
- Grievance Procedures for Students

Legal references: Education Codes 66300, 76030, 76031, 76032, 76033, 76034, 76035, 76036, 76037, 76120, 76243, & 87014.

Withholding of Student Records – BP 5555

Proposed February 2009

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.

Legal Reference:

Title 5, Section 59410

Credit/No Credit Courses Grading and Academic Record Symbols - BP 6120

Adopted 03/28/77 Revised February 2009

~~Courses may be offered on a credit/no credit basis in accordance with the provisions published in the college catalog.~~

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

Legal Reference:

Title 5, Section 55022, 55023

~~~~~

## Credit by Examination - BP6121

**Adopted 03/28/77 Revised February 2009**

~~Unit credit may be awarded by examination according to the provisions of prevailing law and approved procedures published in the college catalog.~~

Credit may be earned by students who satisfactorily pass authorized examinations. The President or his/her designee shall establish administrative procedures to implement this policy.

### **Legal Reference:**

~~Title 5 Section 55753, Title 5 Section 55050~~

~~~~~

Committee Structure - BP9009

Revised 2/5/07 February 2009

Annually, the president of the Board shall appoint members to the Standing committees. Standing and ad hoc committees may be limited and/or created as deemed necessary by a majority of the Board. Committee members shall serve until they have completed their assignments. The Board president shall appoint the chairs on any Standing or ad hoc committees established by the Board of Trustees.

The Executive Committee of the Board is comprised of the President, Vice President, and Clerk of the Board. The Chancellor serves as staff to all Board of Trustee committees.

The chair of any Standing or ad hoc committee will be in charge of scheduling and/or canceling any committee meeting. If the Chancellor can not attend a meeting he/she will send a representative to the committee meeting.

Quorum and Voting - BP9016

Adopted 08/1/77 Revised February 2009

A majority of the members of the Board shall constitute a quorum for the transaction of business. Four votes shall be necessary to determine the outcome of any issue. Less than a quorum may adjourn any meeting to a future date.

The Board shall act by majority vote of all the membership of the Board, except as noted below.

No action shall be taken by secret ballot.

The following actions require a two-thirds majority of all members of the Board:

- Resolution to pursue the authorization and issuance of bonds by a 55% vote of the electorate;
- Resolution of intention to sell or lease real property (except where an unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from approval requirements of a planning commission or other local land use body;
- Appropriation of funds for an undistributed reserve;
- Resolution to condemn real property.

The following actions require a unanimous vote of all the members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

Legal Reference:

Education Code Sections 72000(d)(3, 81310 et seq., 81365, 81511, 81432

Government Code Section 53094

Code of Civil Procedure Section 1245.240

Meetings - Special - BP9020

Adopted 08/1/77 Revised February 2009

~~Special meetings of the Board shall be held at the call of the president or upon written request of three members of the Board.~~

Special meetings may be called by the President of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meeting may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

Legal References:

Government Code Sections 54956, 54956.5, 54957; Education Code Section 72129

Board of Trustees Political Activities and Solicitation of Political Contributions - BP9027

Adopted 11/25/96 Revised February 2009

The Board of Trustees of Rancho Santiago Community College District shall abide by all State laws, Education and Government codes relating to political activities and solicitation of political contributions.

Six months prior to every general election, the Board will seek college counsel to provide the latest legal status of laws and regulations relating to solicitation of political contributions and political activities by Board members, officers, and employees of the college. This status report will be distributed to all Board members and employees groups.

Members of the Board shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the district. The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding ballot measures.

Legal Reference:

Government Codes 3205, 8314

Education Codes 7054, 7056

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

To: Board of Trustees	Date: March 9, 2009
Re: Accreditation	
Action: For information	

BACKGROUND

In reference to the letters dated February 3, 2009, addressed to each of the college presidents regarding the status and recommendations from the October 20-23, 2008, accreditation visits, a task force was created to provide recommendations to the board.

ANALYSIS

In order to prepare a comprehensive response to the recommendation related to board self-evaluation, the attached documents were prepared: a chart containing processes used by other California community colleges for board self-evaluation; RSCCD BP9022 approved 3/12/01; and RSCCD BP9022 approved 5/27/08.

RECOMMENDATION

It is recommended the board review the material provided so it may have the background necessary to make decisions recommended by the task force and to meet the October 15 deadline established by the Commission.

Fiscal Impact: None	Board Date: March 9, 2009
Prepared by: Dr. Edward Hernandez, Jr., Chancellor	
Submitted by: Dr. Edward Hernandez, Jr., Chancellor	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

College/District	Evaluation Policy	Evaluation Instrument	Outside Input	Summarized by staff	Discussed in open meeting	Frequency
RSCCD	Yes	Yes	No	No	No	Annually
Cabrillo	Yes	Yes	Yes - faculty, staff, students, community	Yes	Yes - special	At least annually
Cerritos	Yes	Yes	No	Yes - supt/pres	Yes - special	Annually
Chabot-Las Positas	Yes	Yes	Unknown	Unknown	Unknown	Unknown
Chaffey	Yes	Unknown	Yes - supt	Unknown	Unknown	Annually
Citrus	Yes	Yes	No	Yes - supt/pres	Yes - special	Unknown
Coast	Yes	Yes	No	Yes - chancellor	Yes - special	Odd-numbered years
College of the Desert	Yes	Yes	Yes - chancellor, faculty, staff, students who sit at board table	Yes - chancellor	Yes - special	Annually
Contra Costa	Yes	Yes	No	Yes - outside evaluator	Yes	Annually
Copper Mountain	Yes	Yes	No	Unknown	No	At least annually
El Camino	Yes	Yes	No	Yes - chancellor	Yes - special	
Feather River	Yes	Unknown	Unknown	Unknown	Unknown	Even-numbered years
Foothill-DeAnza	Yes	Yes	No	Yes - chancellor	Yes - special	Annually
Gavilan	Yes	Yes	No	No	Yes - special	Annually
Glendale	Yes	Yes	No	Yes - supt/pres	Yes - special	Annually
Grossmont-Cuyamaca	Yes	Yes	No	Yes - chancellor	Yes - special or regular	Even-numbered years
Hartnell	No	Yes	Unknown	Unknown	Unknown	Unknown
Imperial	Yes	Yes	No	Yes - chancellor	Yes - special	Annually
Lassen	Yes	Yes	No	Unknown (discusses at board retreat)	Yes	Annually
Long Beach	Yes	Yes	No	Yes - chancellor	Yes - regular	Annually
Mendocino-Lake	Yes	Yes	Yes - staff who participate in board meetings	Yes - chancellor	Yes	Even-numbered years
Monterey Peninsula	Yes	Yes	Yes - faculty, staff, students, community (those who typically attend board meetings)	No	Yes	Annually
Mt. San Antonio	Yes	Yes	Unknown	Unknown	Unknown	2 years
Mt. San Jacinto	Yes	Unknown	Unknown	Unknown	Yes - special	Annually
North Orange County	Yes	Yes	Yes - faculty, staff, students, community (those who typically attend board meetings)	Yes - chancellor	Yes - regular	Odd-numbered years
Ohlone	Yes	Yes	Unknown	Unknown	Yes - special	Annually
Palo Verde	Yes	Yes	No	Yes - supt/pres	Yes - special	Annually
Palomar	Yes	Yes	No	Yes - chancellor	Yes - special	Annually
Pasadena	Yes	Yes	No	No	Yes	Annually
Peralta	Yes	Yes	No	No	Yes	Annually
Redwoods	Yes	Yes	No	Yes - chancellor	Yes	Annually
Rio Hondo	Yes	Yes	No	Yes - supt/pres	Yes - special	Annually
Riverside	Yes	Unknown	Unknown	Unknown	Unknown	Annually
San Jose-Evergreen	Yes	Yes	No	Yes - chancellor	Yes - special	Annually
San Luis Obispo	Under revision	Yes	No	Unknown	Unknown	Unknown
Santa Clarita	Yes	Yes	No	Yes - chancellor	Yes - special	Annually
Santa Monica	Yes	Yes	No	No	Yes	At least annually
Santa Rosa	Yes	Yes	No	Unknown	Yes - special	Annually
Sequoias	Yes	Yes	No	No	Yes - special	Annually
Shasta-Tehama-Trinity	Yes	Yes	No	No	Yes - special	Annually
Sierra	Yes	Yes	Yes - supt	Unknown	Yes - special	Annually
Siskiyou	Yes	Unknown	Yes - others who sit at board table	Unknown	Yes - special	Annually
Solano	Yes	Yes	Unknown	Unknown	Unknown	At least annually
South Orange County	Yes	Yes	No	No, but coordinated w/chancellor evaluation	Yes - special	Annually
Southwestern	Yes	No	Unknown	Unknown	Unknown	Annually
State Center	Yes	Yes	No	Yes - board assistant	Yes - special	Annually
Ventura	Yes	Unknown	No	Unknown	Yes - special	Annually
Victor Valley	Yes	Yes	No	No	Yes - special	Annually
West Hills	Yes	Yes	No	Yes - chancellor	Yes - special or regular	
West Kern	Yes	No	Yes	Outside consultant	Yes - special	Annually
West Valley Mission	Yes	No	Yes - community	Outside consultant	Yes - special	Annually
Yosemite	Yes	Yes	No	Yes - supt/pres	Yes - special	Annually
Yuba	Yes	Yes	No	Yes - supt/pres	Unknown	Every other year

EVALUATION OF TRUSTEES
Revised 03/12/01

BP9022

Members of the Board of Trustees will conduct a self-evaluation no later than September 1 of each year. The purpose of the evaluation shall include, but not be limited to the following:

- 1) Evaluation of progress towards Board goals for the previous year.
- 2) Identification and review of Board strengths and weaknesses.
- 3) Board performance from the perspective of both the Board and the chancellor as it might affect the accomplishment of district goals.

Evaluation of the Trustees – BP9022

EVALUATION OF TRUSTEES – BP9022

Revised 5/27/08

The chancellor will make arrangements for the Board of Trustees to conduct a self-evaluation no later than September 1 of each year. The purpose of the evaluation shall include, but not be limited to the following:

1. Evaluation of progress towards Board goals.
2. Identification and review of Board strengths and weaknesses.
3. Board performance from the perspective of the Board as it might affect the accomplishment of district goals.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

To:	Board of Trustees	Date: March 9, 2009
Re:	Presentation by Dr. Barbara Beno, ACCJC, to the board of trustees regarding recommendations set forth by the accreditation teams related to the board of trustees	
Action:	Action	

BACKGROUND

At the board meeting of February 23, 2009, it was recommended that the board hire a consultant to provide a workshop for the board on the recommendations of the accreditation teams regarding the board of trustees. Staff recommended that Dr. Barbara Beno, ACCJC, be contacted to determine her availability to conduct such a workshop.

ANALYSIS

The chancellor contacted Dr. Beno who is available to make a presentation to the board at its regularly scheduled March 23, 2009, meeting. She is able to provide the workshop at 4.30 prior to the board's regular portion of the meeting.

RECOMMENDATION

It is recommended the board authorize the chancellor to reimburse the ACCJC to cover travel expenses for this presentation.

Fiscal Impact: Not to exceed \$1,000	Board Date: March 9, 2009
Prepared by: Dr. Edward Hernandez, Jr., Chancellor	
Submitted by: Dr. Edward Hernandez, Jr., Chancellor	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

To: Board of Trustees	Date: March 9, 2009
Re: BP9022 – Evaluation of the Trustees	
Action: For action	

BACKGROUND

As part of the trustees' obligation of addressing the accreditation recommendation on board self-evaluation, a review was conducted of California community college districts' board self-evaluation processes, and copies of board policies were reviewed by the task force created to address this recommendation. The task force also reviewed the policy recommended by the Community College League of California (CCLC).

ANALYSIS

The task force has reviewed the material and drafted a new board policy for your action.

RECOMMENDATION

It is recommended the board approve the new Board Policy 9022 effective immediately

Fiscal Impact: None	Board Date: March 9, 2009
Prepared by: Dr. Edward Hernandez, Jr., Chancellor	
Submitted by: Dr. Edward Hernandez, Jr., Chancellor	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

EVALUATION OF TRUSTEES – BP9022

Revised 3/9/09

Effective and efficient governing board operations are an integral part of creating a successful educational program. In order to evaluate progress toward its stated goals, the board will annually schedule a time and place at which all of its members will participate in a formal self-evaluation.

The purpose of the board self-evaluation is to identify areas of board functioning that are working well and those that may need improvement.

The board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal board operations and performance. The board members shall develop goals against which the board will be evaluated. A self-evaluation instrument will be based on these goals and not goals set for the district.

The evaluation process shall include the establishment of strategies for improving board performance. Revised priorities and new goals will be set for the following year's evaluation.

To that end, the board of trustees has established the following:

- a. Once a year, to coincide with the district's annual budget planning cycle, the board shall approve an instrument and process to be used in board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these board policies regarding board operations, as well as criteria defining the board effectiveness as advocated by recognized practitioners in the field.
- b. The board, working with the chancellor, will seek staff, faculty, student, and community input through a representative sampling of each group using the evaluation instrument. Completed evaluation instruments will be submitted to the board secretary (chancellor).
- c. All board members will be asked to complete the evaluation instrument and submit them to the board secretary (chancellor).
- d. The results of the self-evaluation will be used to identify accomplishments in the past year and goals for the following year that will be reviewed and updated at the board's annual goals workshop.
- e. The board will discuss the tabulated results as a group and report its outcome at a public meeting and its results will be widely communicated.

Check Registers Submitted for Approval
Checks Written for Period 02/14/09 thru 02/27/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
42347	General Fund Unrestricted	3,103.51	0.00	3,103.51	92*0218249	92*0218256
42348	General Fund Unrestricted	3,775.80	0.00	3,775.80	92*0218257	92*0218264
42349	General Fund Unrestricted	16,918.83	0.00	16,918.83	92*0218265	92*0218270
42350	General Fund Unrestricted	2,907.95	0.00	2,907.95	92*0218271	92*0218278
42351	General Fund Unrestricted	4,954.88	0.00	4,954.88	92*0218279	92*0218284
42352	General Fund Unrestricted	1,299.88	0.00	1,299.88	92*0218285	92*0218290
42355	General Fund Unrestricted	3,573.59	0.00	3,573.59	92*0218310	92*0218315
42356	General Fund Unrestricted	553.77	0.00	553.77	92*0218316	92*0218319
42362	General Fund Unrestricted	17,414.42	0.00	17,414.42	92*0218341	92*0218341
42364	General Fund Unrestricted	15,278.96	0.00	15,278.96	92*0218344	92*0218345
42367	General Fund Unrestricted	2,630.35	0.00	2,630.35	92*0218350	92*0218352
42368	General Fund Unrestricted	3,471.12	0.00	3,471.12	92*0218353	92*0218355
42369	General Fund Unrestricted	1,000.00	0.00	1,000.00	92*0218356	92*0218356
42370	General Fund Unrestricted	879.18	0.00	879.18	92*0218357	92*0218358
42373	General Fund Unrestricted	12,998.57	0.00	12,998.57	92*0218367	92*0218371
42379	General Fund Unrestricted	2,423.03	0.00	2,423.03	92*0218402	92*0218406
42380	General Fund Unrestricted	25,032.66	0.00	25,032.66	92*0218407	92*0218407
42381	General Fund Unrestricted	21,369.34	0.00	21,369.34	92*0218408	92*0218411
42383	General Fund Unrestricted	7,418.22	0.00	7,418.22	92*0218415	92*0218419
42388	General Fund Unrestricted	5,031.01	0.00	5,031.01	92*0218442	92*0218451
42391	General Fund Unrestricted	3,260.00	0.00	3,260.00	92*0218465	92*0218467
42392	General Fund Unrestricted	1,143.34	0.00	1,143.34	92*0218468	92*0218471
42393	General Fund Unrestricted	1,551.27	0.00	1,551.27	92*0218472	92*0218476
42394	General Fund Unrestricted	51.00	0.00	51.00	92*0218486	92*0218497
42396	General Fund Unrestricted	368.45	0.00	368.45	92*0218502	92*0218502
42398	General Fund Unrestricted	2,100.00	0.00	2,100.00	92*0218506	92*0218509
42400	General Fund Unrestricted	4,724.34	0.00	4,724.34	92*0218516	92*0218519
42401	General Fund Unrestricted	4,625.67	0.00	4,625.67	92*0218520	92*0218521
42402	General Fund Unrestricted	4,445.22	0.00	4,445.22	92*0218522	92*0218529
42403	General Fund Unrestricted	26,121.79	0.00	26,121.79	92*0218530	92*0218534
42407	General Fund Unrestricted	10,417.40	0.00	10,417.40	92*0218543	92*0218545
42409	General Fund Unrestricted	3,260.24	0.00	3,260.24	92*0218551	92*0218556
42412	General Fund Unrestricted	3,024.39	0.00	3,024.39	92*0218568	92*0218575
42416	General Fund Unrestricted	46,374.75	0.00	46,374.75	92*0218598	92*0218598
42417	General Fund Unrestricted	6,036.00	0.00	6,036.00	92*0218599	92*0218599
42418	General Fund Unrestricted	2,303.51	0.00	2,303.51	92*0218600	92*0218603
42419	General Fund Unrestricted	18,935.54	0.00	18,935.54	92*0218604	92*0218607

Check Registers Submitted for Approval
 Checks Written for Period 02/14/09 thru 02/27/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
42422	General Fund Unrestricted	458.67	0.00	458.67	92*0218612	92*0218612
42423	General Fund Unrestricted	10,301.23	0.00	10,301.23	92*0218613	92*0218621
42426	General Fund Unrestricted	3,702.95	0.00	3,702.95	92*0218634	92*0218635
42429	General Fund Unrestricted	1,108.90	0.00	1,108.90	92*0218639	92*0218639
42430	General Fund Unrestricted	1,678.90	0.00	1,678.90	92*0218640	92*0218642
42436	General Fund Unrestricted	558.00	0.00	558.00	92*0218673	92*0218673
42438	General Fund Unrestricted	19,674.72	0.00	19,674.72	92*0218677	92*0218684
42439	General Fund Unrestricted	1,987.94	0.00	1,987.94	92*0218685	92*0218689
42440	General Fund Unrestricted	542.36	0.00	542.36	92*0218690	92*0218690
42441	General Fund Unrestricted	101.62	0.00	101.62	92*0218691	92*0218691
42442	General Fund Unrestricted	110,910.85	0.00	110,910.85	92*0218692	92*0218695
So Calif Edison Co						
42447	General Fund Unrestricted	1,667.68	0.00	1,667.68	92*0218720	92*0218721
42450	General Fund Unrestricted	8,060.00	0.00	8,060.00	92*0218731	92*0218732
42452	General Fund Unrestricted	10,498.00	0.00	10,498.00	92*0218734	92*0218737
42453	General Fund Unrestricted	1,478.37	0.00	1,478.37	92*0218738	92*0218739
42454	General Fund Unrestricted	1,027.16	0.00	1,027.16	92*0218740	92*0218744
42455	General Fund Unrestricted	4,960.03	0.00	4,960.03	92*0218745	92*0218745
42457	General Fund Unrestricted	2,950.00	0.00	2,950.00	92*0218747	92*0218748
42458	General Fund Unrestricted	24,670.06	0.00	24,670.06	92*0218749	92*0218752
42459	General Fund Unrestricted	500.00	0.00	500.00	92*0218753	92*0218753
42462	General Fund Unrestricted	4,682.02	0.00	4,682.02	92*0218770	92*0218770
42465	General Fund Unrestricted	175.79	0.00	175.79	92*0218793	92*0218793
42466	General Fund Unrestricted	3,148.84	0.00	3,148.84	92*0218794	92*0218805
42468	General Fund Unrestricted	22,675.00	0.00	22,675.00	92*0218808	92*0218808
42469	General Fund Unrestricted	1,337,475.99	0.00	1,337,475.99	92*0218809	92*0218810
Anthem Blue Cross						
42470	General Fund Unrestricted	18,639.30	0.00	18,639.30	92*0218811	92*0218812
42471	General Fund Unrestricted	316.10	0.00	316.10	92*0218813	92*0218815
Total Fund 11 General Fund Unrestricted		1,884,728.46	0.00	1,884,728.46		

Check Registers Submitted for Approval
Checks Written for Period 02/14/09 thru 02/27/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
42346	General Fund Restricted	1,589.98	0.00	1,589.98	92*0218244	92*0218248
42353	General Fund Restricted	14,799.77	0.00	14,799.77	92*0218291	92*0218302
42354	General Fund Restricted	2,572.52	0.00	2,572.52	92*0218303	92*0218309
42357	General Fund Restricted	246.22	0.00	246.22	92*0218320	92*0218321
42359	General Fund Restricted	626.87	0.00	626.87	92*0218323	92*0218336
42360	General Fund Restricted	7,377.48	0.00	7,377.48	92*0218337	92*0218339
42361	General Fund Restricted	15,785.00	0.00	15,785.00	92*0218340	92*0218340
42365	General Fund Restricted	1,089.50	0.00	1,089.50	92*0218346	92*0218348
42366	General Fund Restricted	58,506.54	0.00	58,506.54	92*0218349	92*0218349
42371	General Fund Restricted	1,003.89	0.00	1,003.89	92*0218359	92*0218360
42372	General Fund Restricted	1,305.20	0.00	1,305.20	92*0218361	92*0218366
42374	General Fund Restricted	1,577.29	0.00	1,577.29	92*0218372	92*0218375
42376	General Fund Restricted	4,455.00	0.00	4,455.00	92*0218380	92*0218390
42378	General Fund Restricted	3,645.00	0.00	3,645.00	92*0218393	92*0218401
42382	General Fund Restricted	1,215.00	0.00	1,215.00	92*0218412	92*0218414
42384	General Fund Restricted	391.07	0.00	391.07	92*0218420	92*0218421
42387	General Fund Restricted	4,500.00	0.00	4,500.00	92*0218427	92*0218441
42389	General Fund Restricted	40,929.05	0.00	40,929.05	92*0218452	92*0218463
42391	General Fund Restricted	8,680.34	0.00	8,680.34	92*0218466	92*0218466
42394	General Fund Restricted	3,779.64	0.00	3,779.64	92*0218477	92*0218498
42395	General Fund Restricted	263.38	0.00	263.38	92*0218499	92*0218501
42399	General Fund Restricted	931.63	0.00	931.63	92*0218510	92*0218515
42406	General Fund Restricted	2,481.60	0.00	2,481.60	92*0218538	92*0218542
42407	General Fund Restricted	3,985.00	0.00	3,985.00	92*0218544	92*0218544
42408	General Fund Restricted	12,247.99	0.00	12,247.99	92*0218546	92*0218550
42410	General Fund Restricted	6,122.26	0.00	6,122.26	92*0218557	92*0218559
42411	General Fund Restricted	2,178.06	0.00	2,178.06	92*0218560	92*0218567
42413	General Fund Restricted	6,472.84	0.00	6,472.84	92*0218576	92*0218589
42415	General Fund Restricted	6,030.75	0.00	6,030.75	92*0218592	92*0218597
42420	General Fund Restricted	495.28	0.00	495.28	92*0218608	92*0218610
42431	General Fund Restricted	1,970.67	0.00	1,970.67	92*0218643	92*0218644
42432	General Fund Restricted	1,136.20	0.00	1,136.20	92*0218645	92*0218645
42435	General Fund Restricted	1,580.00	0.00	1,580.00	92*0218654	92*0218672
42436	General Fund Restricted	68.80	0.00	68.80	92*0218674	92*0218674
42443	General Fund Restricted	472.49	0.00	472.49	92*0218696	92*0218702
42445	General Fund Restricted	19,536.08	0.00	19,536.08	92*0218711	92*0218714
42448	General Fund Restricted	737.93	0.00	737.93	92*0218722	92*0218724

Check Registers Submitted for Approval
Checks Written for Period 02/14/09 thru 02/27/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
42449	General Fund Restricted	22,743.84	0.00	22,743.84	92*0218725	92*0218730
42451	General Fund Restricted	15,424.70	0.00	15,424.70	92*0218733	92*0218733
42456	General Fund Restricted	4,246.74	0.00	4,246.74	92*0218746	92*0218746
42460	General Fund Restricted	5,050.59	0.00	5,050.59	92*0218754	92*0218757
42461	General Fund Restricted	4,800.00	0.00	4,800.00	92*0218758	92*0218769
42463	General Fund Restricted	1,760.00	0.00	1,760.00	92*0218771	92*0218781
42464	General Fund Restricted	1,760.00	0.00	1,760.00	92*0218782	92*0218792
42467	General Fund Restricted	301.78	0.00	301.78	92*0218806	92*0218807
Total Fund 12 General Fund Restricted		<u><u>296,873.97</u></u>	<u><u>0.00</u></u>	<u><u>296,873.97</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
42344	Child Development Fund	5,460.00	0.00	5,460.00	92*0218241	92*0218241
42358	Child Development Fund	106.92	0.00	106.92	92*0218322	92*0218322
42363	Child Development Fund	1,753.30	0.00	1,753.30	92*0218342	92*0218343
42375	Child Development Fund	1,828.55	0.00	1,828.55	92*0218376	92*0218379
42397	Child Development Fund	2,980.30	0.00	2,980.30	92*0218503	92*0218505
42424	Child Development Fund	6,900.00	0.00	6,900.00	92*0218622	92*0218623
42433	Child Development Fund	224.29	0.00	224.29	92*0218646	92*0218651
42434	Child Development Fund	2,040.91	0.00	2,040.91	92*0218652	92*0218653
42437	Child Development Fund	487.33	0.00	487.33	92*0218675	92*0218676
42444	Child Development Fund	4,886.30	0.00	4,886.30	92*0218703	92*0218710
Total Fund 33 Child Development Fund		<u>26,667.90</u>	<u>0.00</u>	<u>26,667.90</u>		

Check Registers Submitted for Approval
 Checks Written for Period 02/14/09 thru 02/27/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
42390	Capital Outlay Projects Fund	57.16	0.00	57.16	92*0218464	92*0218464
42404	Capital Outlay Projects Fund	25,546.50	0.00	25,546.50	92*0218535	92*0218535
42405	Capital Outlay Projects Fund	75,210.70	0.00	75,210.70	92*0218536	92*0218537
42428	Capital Outlay Projects Fund	145.41	0.00	145.41	92*0218638	92*0218638
Total Fund 41 Capital Outlay Projects Fu		100,959.77	0.00	100,959.77		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
42377	Bond Fund, Measure E	15,012.64	0.00	15,012.64	92*0218391	92*0218392
42385	Bond Fund, Measure E	45,197.85	0.00	45,197.85	92*0218422	92*0218423
42386	Bond Fund, Measure E	7,240.13	0.00	7,240.13	92*0218424	92*0218426
42427	Bond Fund, Measure E	1,505.00	0.00	1,505.00	92*0218636	92*0218637
42446	Bond Fund, Measure E	50,581.08	0.00	50,581.08	92*0218715	92*0218719
Total Fund 42 Bond Fund, Measure E		119,536.70	0.00	119,536.70		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
42345	Student Financial Aid Fund	2,366.00	0.00	2,366.00	92*0218242	92*0218243
42414	Student Financial Aid Fund	1,120.06	0.00	1,120.06	92*0218590	92*0218591
42425	Student Financial Aid Fund	4,451.00	0.00	4,451.00	92*0218624	92*0218633
42472	Student Financial Aid Fund	3,670.51	0.00	3,670.51	92*0218816	92*0218818
Total Fund 74 Student Financial Aid Fund		11,607.57	0.00	11,607.57		

SUMMARY

Total Fund 11 General Fund Unrestricted	1,884,728.46
Total Fund 12 General Fund Restricted	296,873.97
Total Fund 33 Child Development Fund	26,667.90
Total Fund 41 Capital Outlay Projects Fund	100,959.77
Total Fund 42 Bond Fund, Measure E	119,536.70
Total Fund 74 Student Financial Aid Fund	11,607.57
Grand Total:	<u><u>2,440,374.37</u></u>



RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT



2008-2009/2009-2010 Budget Update

**Board of Trustees Meeting
March 9, 2009**

What has changed?

- State Controller just starting to release tax refunds and paying state obligations
- Sales Tax increase – April 1, 2009
- State Revenues have deteriorated
- State Expenditures have increased
- May 19th Election
- May Revise – scheduled for May 25th

May 19 Special Election Ballot Measures

- 1A – State Finance
- 1B – Education Finance (Prop 98)
 - Test 1 modification
- 1C – California State Lottery
 - Borrowing \$5 billion
- 1D - Budget Act of 2008. California Children and Families Act – Proposition 10 amendments
- 1E - The Mental Health Services Act: Proposition 63 amendments
- 1F - State officer salary increases

Federal Stimulus Plan

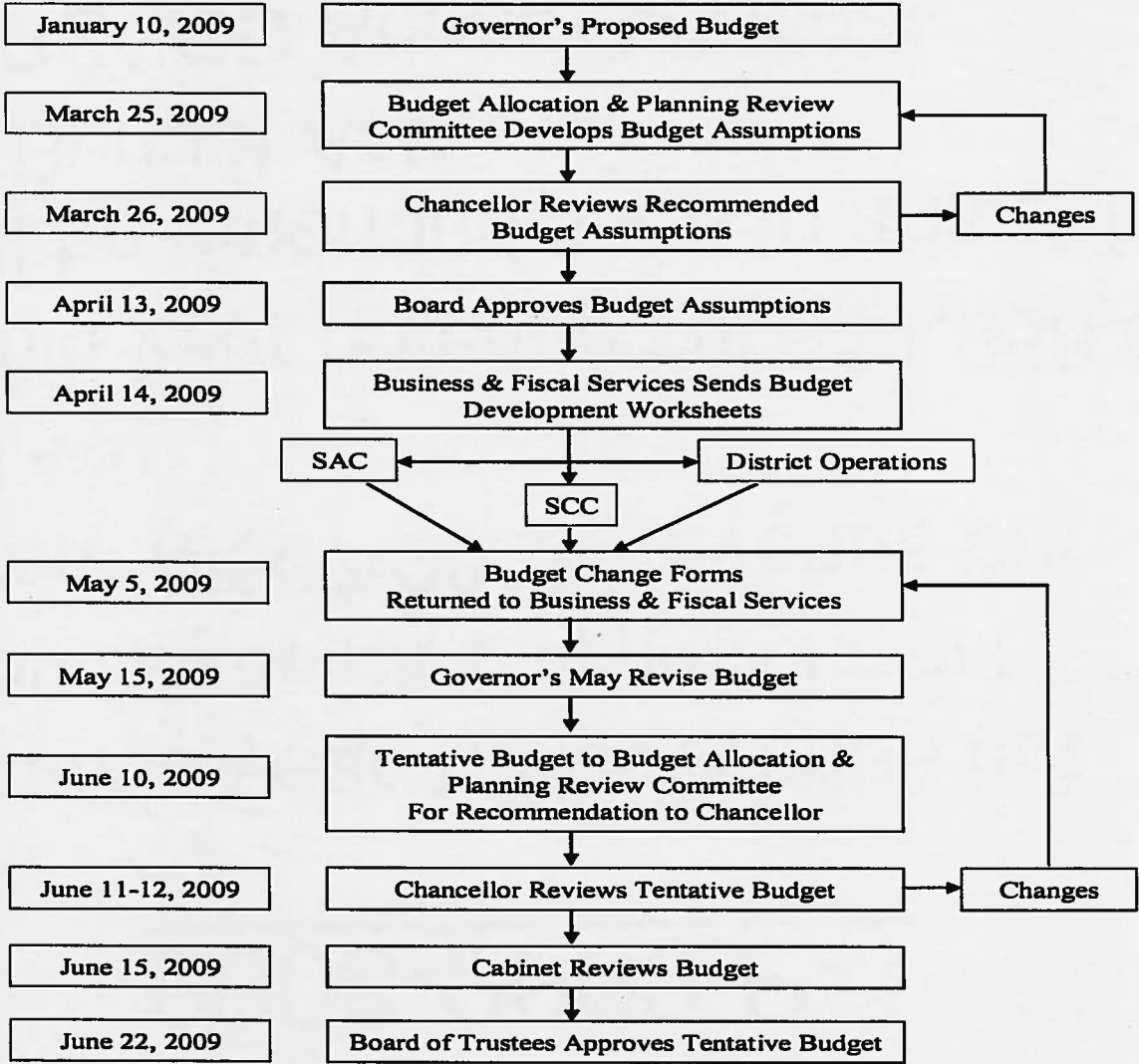
- California Budget detail has yet to be released
- Federal Stimulus Plan detail slowly being released
- April 1, 2009 key date to trigger additional taxes and cuts to state budget
- Need to have received \$10 billion or more in Federal Stimulus package to help state budget
- DOF and State Treasurer must agree on the amount of Federal funds available for state's general fund
- Governor may call Special Session to deal with changes in state laws to be eligible for federal funds

2008-2009 P-1

- Current mid-year 1.2% revenue cut
 - \$1,730,229 deficit to apportionment
- Prior year (2007-2008) revenue cut
 - \$228,400
- Total mid year revenue cut - \$1,958,629
- P-1 will be amended soon to adjust for newer Budget Act
- 08-09 RSCCD Adopted Budget
 - Anticipated cuts of \$4 million

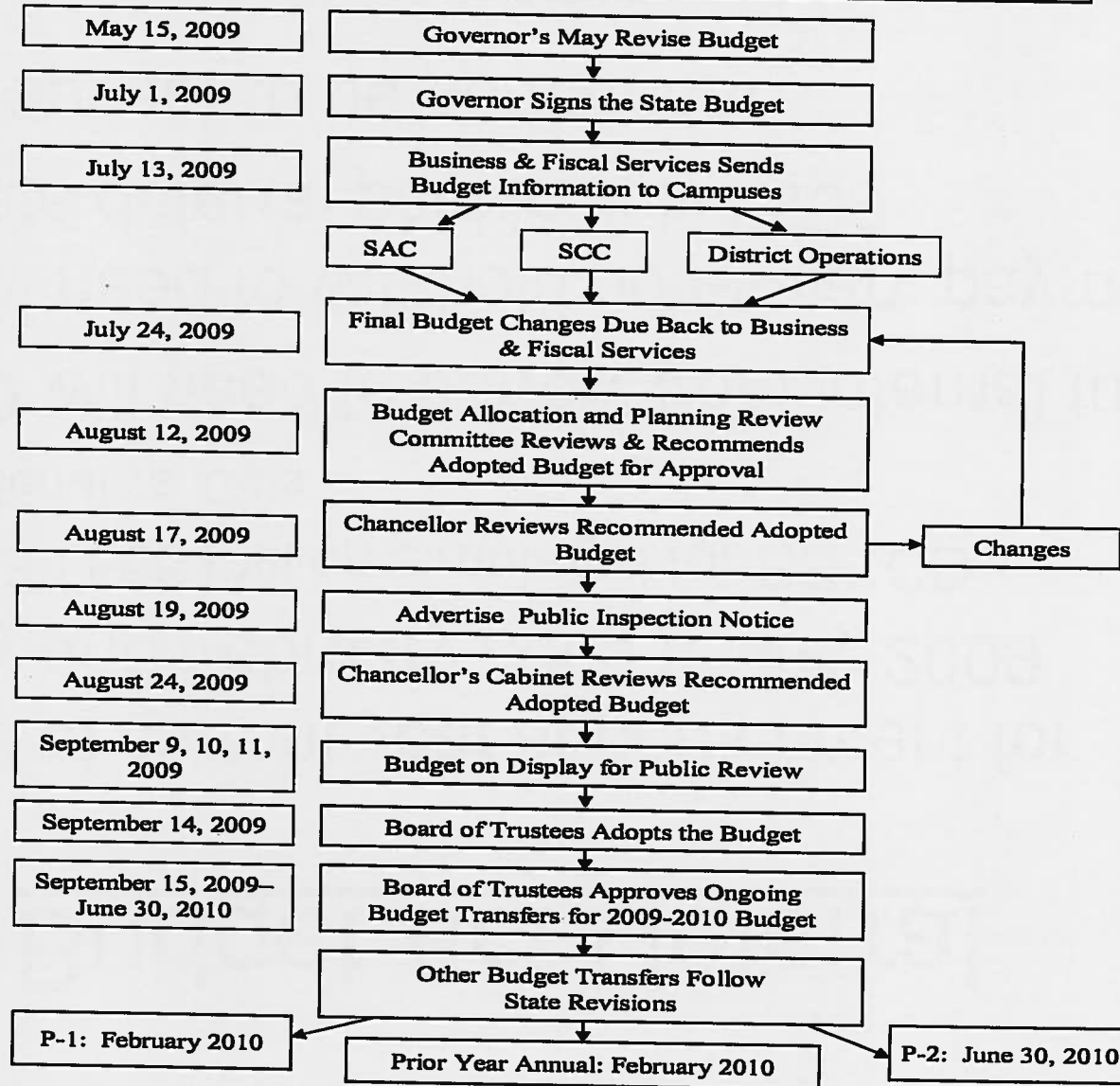
RSCCD Tentative Budget Calendar
Fiscal Year 2009 – 2010
February 26, 2009

DRAFT



RSCCD Adopted Budget Calendar
Fiscal Year 2009 – 2010
February 26, 2009

DRAFT



Budget Act Deferral

- Deferral of current year apportionment for January and February 2009 to July 2009
 - \$12,680,566 million simulated for RSCCD
 - Deferral vs. Cuts
- RSCCD will need to borrow from internal funds
- Possibly need to withhold non-salary payments until state deferral paid in July 2009
- It does appear to be permanent

Current Year Funding Concerns

- 2008-2009 P-1 deficit to current year apportionment - \$76 million statewide
 - Statewide property tax shortfall
 - Statewide student fees shortfall
 - Shortfall in funding for “Restoration” districts
 - First call on growth funds
 - Leaves less for actual growth
- Approximately \$1.8 million for RSCCD
- Apportionment and Growth deficit may continue to increase

Simulation Simulation Simulation Simulation Simulation Simulation

California Community Colleges Simulated Payment Schedule 2008-09

Calculations reflect the enacted budget revisions of February 2009

(Includes: elimination of the 0.68% COLA; the existing \$200 million deferral; and the new \$340 million deferral. The deferral of \$200 million from July to October 2009 is not shown as this will impact the payment schedule for the next fiscal year—see footnote below)

District	Revised P1 Certification	Apportionment Paid Thru Jan 09	February	March	April	May	June	Apportionment Total Jul 08 - June 09	Total Deferral Paid back in July 2009
Allan Hancock	\$ 33,175,219	\$ 19,236,206	\$ 952,432	\$ 2,261,906	\$ 2,127,903	\$ 2,271,389	\$ 1,093,114	\$ 27,942,950	\$ 5,232,269
Antelope Valley	\$ 47,884,675	\$ 28,070,198	\$ 1,374,657	\$ 3,264,806	\$ 3,071,387	\$ 3,278,482	\$ 1,577,787	\$ 40,837,327	\$ 7,247,348
Barstow	\$ 11,732,987	\$ 7,051,250	\$ 336,106	\$ 789,862	\$ 752,569	\$ 803,316	\$ 386,599	\$ 10,129,802	\$ 1,603,185
Butte	\$ 38,809,471	\$ 22,981,566	\$ 1,112,385	\$ 2,646,053	\$ 2,489,291	\$ 2,657,146	\$ 1,278,762	\$ 33,145,213	\$ 5,664,258
Cabrillo	\$ 34,378,372	\$ 20,191,460	\$ 990,105	\$ 2,343,802	\$ 2,204,946	\$ 2,353,627	\$ 1,132,892	\$ 29,216,632	\$ 5,159,740
Cerritos	\$ 70,555,970	\$ 41,160,320	\$ 1,991,738	\$ 4,810,548	\$ 4,525,554	\$ 4,830,715	\$ 2,324,800	\$ 59,643,675	\$ 10,912,295
Chabot-Las Positas	\$ 56,065,661	\$ 31,871,143	\$ 1,610,341	\$ 3,822,590	\$ 3,596,126	\$ 3,838,615	\$ 1,847,348	\$ 46,588,163	\$ 9,479,498
Chaffey	\$ 52,178,080	\$ 30,735,911	\$ 1,496,812	\$ 3,557,532	\$ 3,348,770	\$ 3,572,445	\$ 1,719,253	\$ 44,428,723	\$ 7,749,337
Citrus	\$ 48,673,889	\$ 28,265,799	\$ 1,395,423	\$ 3,318,614	\$ 3,122,007	\$ 3,332,526	\$ 1,603,791	\$ 41,038,160	\$ 7,635,709
Coast	\$ 68,830,984	\$ 43,226,259	\$ 2,023,204	\$ 4,761,118	\$ 4,479,052	\$ 4,781,078	\$ 2,300,912	\$ 61,571,623	\$ 8,259,361
Compton	\$ 19,140,207	\$ 12,017,587	\$ 548,397	\$ 1,304,991	\$ 1,227,678	\$ 1,310,461	\$ 630,865	\$ 17,039,779	\$ 2,100,428
Contra Costa	\$ 63,968,975	\$ 35,928,848	\$ 1,848,845	\$ 4,381,443	\$ 4,103,055	\$ 4,379,727	\$ 2,107,760	\$ 52,729,478	\$ 11,239,497
Copper Mt.	\$ 9,030,109	\$ 5,345,159	\$ 258,623	\$ 615,678	\$ 578,203	\$ 618,259	\$ 297,540	\$ 7,714,462	\$ 1,315,647
Desert	\$ 14,865,376	\$ 8,978,233	\$ 2,011,974	\$ 1,013,530	\$ 953,485	\$ 1,017,779	\$ 489,810	\$ 14,464,811	\$ 400,565
El Camino	\$ 68,506,151	\$ 39,282,406	\$ 1,967,578	\$ 4,670,791	\$ 4,394,076	\$ 4,690,371	\$ 2,257,259	\$ 57,262,481	\$ 11,243,670
Feather River	\$ 4,724,714	\$ 3,166,852	\$ 290,591	\$ 322,134	\$ 303,049	\$ 323,484	\$ 155,678	\$ 4,561,788	\$ 162,926
Foothill-DeAnza	\$ 77,481,188	\$ 47,547,560	\$ 2,235,047	\$ 5,282,714	\$ 4,969,746	\$ 5,304,860	\$ 2,552,984	\$ 67,892,911	\$ 9,588,277
Gavilan	\$ 11,863,222	\$ 6,919,850	\$ 343,571	\$ 808,842	\$ 780,923	\$ 812,232	\$ 390,890	\$ 10,036,308	\$ 1,826,914
Glendale	\$ 62,901,108	\$ 36,700,936	\$ 1,802,231	\$ 4,288,635	\$ 4,034,561	\$ 4,306,614	\$ 2,072,574	\$ 53,205,551	\$ 9,695,557
Grossmont-Cuyamaca	\$ 52,409,975	\$ 30,662,674	\$ 1,510,351	\$ 3,573,344	\$ 3,361,646	\$ 3,588,323	\$ 1,726,894	\$ 44,423,232	\$ 7,986,743
Hartnell	\$ 15,100,737	\$ 9,437,288	\$ 1,460,822	\$ 1,029,577	\$ 968,581	\$ 1,033,893	\$ 497,565	\$ 14,427,726	\$ 673,011
Imperial	\$ 28,601,667	\$ 16,869,995	\$ 822,278	\$ 1,950,079	\$ 1,834,549	\$ 1,958,254	\$ 942,417	\$ 24,377,572	\$ 4,224,095
Kern	\$ 54,721,037	\$ 32,339,079	\$ 1,582,528	\$ 3,730,913	\$ 3,509,880	\$ 3,746,554	\$ 1,803,043	\$ 46,711,997	\$ 8,009,040
Lake Tahoe	\$ 7,967,904	\$ 4,708,756	\$ 229,155	\$ 543,256	\$ 511,072	\$ 545,534	\$ 262,540	\$ 6,800,313	\$ 1,167,591
Lassen	\$ 9,061,097	\$ 5,494,262	\$ 259,570	\$ 617,791	\$ 581,191	\$ 620,381	\$ 298,561	\$ 7,871,756	\$ 1,189,341
Long Beach	\$ 87,890,233	\$ 52,547,684	\$ 2,517,071	\$ 5,992,409	\$ 5,637,396	\$ 6,017,530	\$ 2,895,959	\$ 75,608,049	\$ 12,282,184
Los Angeles	\$ 330,676,953	\$ 194,124,500	\$ 9,505,252	\$ 22,545,754	\$ 21,210,060	\$ 22,640,267	\$ 10,895,716	\$ 280,921,549	\$ 49,755,404
Los Rios	\$ 181,011,733	\$ 106,830,447	\$ 5,201,185	\$ 12,341,489	\$ 11,610,393	\$ 12,393,225	\$ 5,964,287	\$ 154,340,966	\$ 26,670,767
Marin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mendocino-Lake	\$ 11,487,913	\$ 5,595,398	\$ 330,044	\$ 783,253	\$ 736,850	\$ 786,536	\$ 378,524	\$ 8,610,605	\$ 2,877,308
Merced	\$ 36,242,554	\$ 22,670,030	\$ 1,043,176	\$ 2,471,039	\$ 2,324,646	\$ 2,481,398	\$ 1,194,182	\$ 32,184,471	\$ 4,058,083
Mira Costa	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Monterey Peninsula	\$ 21,883,767	\$ 14,348,464	\$ 2,236,990	\$ 1,459,353	\$ 1,403,654	\$ 1,498,303	\$ 721,064	\$ 21,667,828	\$ 215,939
Mt. San Antonio	\$ 110,856,673	\$ 65,152,750	\$ 3,178,869	\$ 7,558,275	\$ 7,110,495	\$ 7,589,980	\$ 3,652,897	\$ 94,243,046	\$ 16,613,627
Mt. San Jacinto	\$ 28,484,824	\$ 16,394,820	\$ 2,249,691	\$ 1,942,119	\$ 1,827,061	\$ 1,950,281	\$ 938,570	\$ 25,302,522	\$ 3,182,402
Napa Valley	\$ 7,847,831	\$ 4,073,892	\$ 230,008	\$ 535,070	\$ 503,370	\$ 537,313	\$ 258,584	\$ 6,138,237	\$ 1,709,594
North Orange County	\$ 89,778,942	\$ 53,784,038	\$ 2,585,925	\$ 6,121,182	\$ 5,758,641	\$ 6,146,843	\$ 2,958,192	\$ 77,354,721	\$ 12,424,221
Ohlone	\$ 26,377,141	\$ 15,162,607	\$ 757,929	\$ 1,798,408	\$ 1,691,865	\$ 1,805,948	\$ 889,120	\$ 22,085,878	\$ 4,291,263
Palo Verde	\$ 10,539,040	\$ 6,809,238	\$ 361,536	\$ 718,558	\$ 675,988	\$ 721,570	\$ 347,258	\$ 9,634,148	\$ 904,882
Palomar	\$ 35,164,608	\$ 18,545,032	\$ 1,039,365	\$ 2,397,544	\$ 2,255,505	\$ 2,407,595	\$ 1,158,864	\$ 27,803,705	\$ 7,360,903

District	Revised P1 Certification	Apportionment Paid Thru Jan 09	February	March	April	May	June	Apportionment Total Jul 08 - June 09	Total Deferral Paid back in July 2009
Pasadena Area	\$ 82,794,662	\$ 47,933,863	\$ 2,374,616	\$ 5,644,983	\$ 5,310,553	\$ 5,668,647	\$ 2,728,058	\$ 69,660,720	\$ 13,133,842
Peralta	\$ 70,627,105	\$ 40,887,105	\$ 2,026,804	\$ 4,815,399	\$ 4,530,116	\$ 4,835,585	\$ 2,327,144	\$ 59,422,153	\$ 11,204,952
Rancho Santiago	\$ 87,504,008	\$ 51,854,355	\$ 2,516,069	\$ 5,966,076	\$ 5,612,623	\$ 5,991,086	\$ 2,883,233	\$ 74,823,442	\$ 12,680,566
Redwoods	\$ 17,772,424	\$ 10,128,434	\$ 510,526	\$ 1,211,735	\$ 1,139,947	\$ 1,216,814	\$ 585,597	\$ 14,793,053	\$ 2,979,371
Rio Hondo	\$ 55,718,716	\$ 32,133,252	\$ 1,596,514	\$ 3,798,936	\$ 3,573,873	\$ 3,814,861	\$ 1,835,917	\$ 46,753,353	\$ 8,965,363
Riverside	\$ 94,399,323	\$ 54,924,327	\$ 3,050,162	\$ 6,436,203	\$ 6,054,898	\$ 6,463,184	\$ 3,110,432	\$ 80,039,206	\$ 14,360,117
San Bernardino	\$ 53,751,353	\$ 30,105,502	\$ 1,542,438	\$ 3,664,800	\$ 3,447,683	\$ 3,680,163	\$ 1,771,092	\$ 44,211,679	\$ 9,539,674
San Diego	\$ 112,283,340	\$ 65,823,485	\$ 3,235,723	\$ 7,655,546	\$ 7,202,003	\$ 7,687,638	\$ 3,699,706	\$ 95,304,100	\$ 16,979,240
San Francisco	\$ 113,671,420	\$ 68,841,014	\$ 3,237,680	\$ 7,750,186	\$ 7,291,036	\$ 7,782,675	\$ 3,745,442	\$ 98,648,033	\$ 15,023,387
San Joaquin Delta	\$ 47,925,739	\$ 26,747,835	\$ 1,381,282	\$ 3,267,606	\$ 3,074,021	\$ 3,281,304	\$ 1,579,140	\$ 39,331,188	\$ 8,594,551
San Jose-Evergreen	\$ 3,263,902	\$ 1,642,013	\$ 109,760	\$ 222,535	\$ 209,351	\$ 223,468	\$ 107,545	\$ 2,514,672	\$ 749,230
San Luis Obispo	\$ 13,617,341	\$ 8,188,760	\$ 396,696	\$ 928,438	\$ 873,434	\$ 932,331	\$ 448,688	\$ 11,768,347	\$ 1,848,994
San Mateo	\$ 44,129,148	\$ 13,665,544	\$ 1,275,843	\$ 3,006,752	\$ 2,830,502	\$ 3,021,365	\$ 1,454,043	\$ 25,256,049	\$ 18,873,099
Santa Barbara	\$ 48,823,325	\$ 29,511,224	\$ 1,398,936	\$ 3,328,804	\$ 3,131,593	\$ 3,342,758	\$ 1,608,715	\$ 42,322,030	\$ 6,501,295
Santa Clarita	\$ 56,169,805	\$ 32,796,360	\$ 1,619,806	\$ 3,829,691	\$ 3,602,806	\$ 3,845,746	\$ 1,850,780	\$ 47,545,189	\$ 8,624,816
Santa Monica	\$ 88,399,109	\$ 46,121,379	\$ 2,533,929	\$ 6,027,104	\$ 5,670,036	\$ 6,052,371	\$ 2,912,727	\$ 69,317,546	\$ 19,081,563
Sequoias	\$ 32,436,977	\$ 17,377,276	\$ 931,201	\$ 2,211,573	\$ 2,080,561	\$ 2,220,844	\$ 1,068,790	\$ 25,890,235	\$ 6,546,742
Shasta-Tehama-Trinity	\$ 23,917,373	\$ 13,115,860	\$ 688,135	\$ 1,630,701	\$ 1,534,092	\$ 1,637,537	\$ 788,071	\$ 19,394,396	\$ 4,522,977
Sierra	\$ 8,806,871	\$ 4,575,947	\$ 266,904	\$ 600,458	\$ 564,884	\$ 602,975	\$ 290,184	\$ 6,901,352	\$ 1,905,519
Siskiyou	\$ 11,302,130	\$ 6,567,038	\$ 324,082	\$ 770,586	\$ 724,934	\$ 773,816	\$ 372,402	\$ 9,532,858	\$ 1,769,272
Solano	\$ 33,125,928	\$ 18,273,662	\$ 950,173	\$ 2,258,525	\$ 2,124,722	\$ 2,267,993	\$ 1,091,480	\$ 26,966,555	\$ 6,159,071
Sonoma	\$ 50,847,127	\$ 29,542,771	\$ 1,467,859	\$ 3,466,788	\$ 3,261,402	\$ 3,481,321	\$ 1,675,399	\$ 42,895,540	\$ 7,951,587
South Orange County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Southwestern	\$ 50,920,474	\$ 30,337,998	\$ 1,461,681	\$ 3,471,789	\$ 3,266,107	\$ 3,486,343	\$ 1,677,816	\$ 43,701,734	\$ 7,218,740
State Center	\$ 102,200,693	\$ 56,748,264	\$ 2,937,226	\$ 6,968,105	\$ 6,555,288	\$ 6,997,316	\$ 3,367,485	\$ 83,573,684	\$ 18,627,009
Ventura	\$ 70,958,742	\$ 41,461,781	\$ 2,045,410	\$ 4,838,010	\$ 4,551,388	\$ 4,858,291	\$ 2,338,071	\$ 60,092,951	\$ 10,865,791
Victor Valley	\$ 37,360,322	\$ 21,753,689	\$ 1,606,408	\$ 2,547,249	\$ 2,396,341	\$ 2,557,928	\$ 1,231,012	\$ 32,092,627	\$ 5,267,695
West Hills	\$ 25,989,139	\$ 15,135,757	\$ 744,014	\$ 1,771,955	\$ 1,666,978	\$ 1,779,383	\$ 866,335	\$ 21,954,422	\$ 4,034,717
West Kern	\$ 8,700,845	\$ 5,786,051	\$ 251,595	\$ 593,229	\$ 558,084	\$ 595,716	\$ 286,690	\$ 8,071,365	\$ 629,480
West Valley-Mission	\$ 10,587,014	\$ 7,263,542	\$ 1,807,341	\$ 721,829	\$ 679,065	\$ 724,855	\$ 348,839	\$ 11,545,471	\$ (958,457)
Yosemite	\$ 45,366,123	\$ 24,501,334	\$ 1,255,568	\$ 3,093,090	\$ 2,909,843	\$ 3,106,056	\$ 1,494,801	\$ 36,360,692	\$ 9,005,431
Yuba	\$ 22,895,252	\$ 11,681,450	\$ 680,633	\$ 1,561,012	\$ 1,468,532	\$ 1,567,556	\$ 754,392	\$ 17,693,575	\$ 5,201,677
Statewide Total	\$ 3,468,134,375	\$ 2,009,635,369	\$ 107,896,630	\$ 236,426,796	\$ 222,450,750	\$ 237,450,750	\$ 114,274,080	\$ 2,928,134,375	\$ 540,000,000

Note: This simulation includes estimated payments for the 2008-09 fiscal year only, showing the impact on districts' payments of the \$540 in deferrals included in the recently enacted budget. Please note that a new July to October deferral of \$200 million will be required for the 2009-10 fiscal year; this new deferral is not included in the simulation.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

(Chancellor's Office)

To: Board of Trustees	Date: March 4, 2009
Re: Board Travel Budget	
Action: Request for Action	

BACKGROUND

A board member has requested the status of travel budget expenditures for the board of trustees.

As a result of the current budget situation, district travel has been drastically reduced and further reductions may be required in 2009-2010.

The board of trustees' budget was reduced from \$50,000 to \$35,000, and separate accounts were established with a balance of \$4,375 for each board member with the understanding when the monies were spent, there were no additional funds available.

ANALYSIS

The chancellor has provided the attached information on board travel expenditures for 2008-2009 as of March 5, 2009.

RECOMMENDATION

Board members may wish to reallocate unspent funds. The chancellor prefers unspent funds be redirected to the district reserve.

Fiscal Impact:	Board Date: March 9, 2009
Prepared by: Anita Lucarelli, Executive Assistant, Board of Trustees	
Submitted by: Dr. Edward Hernandez, Jr., Chancellor	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

**Rancho Santiago Community College District
Board of Trustees Travel and Conference Analysis**

* Expenses and Encumbrances as of 3/5/2009

Fiscal Year	Adopted Budget	Actual Expenditures	Enc + PRs	Total
2002-03	50,556	36,951		
2003-04	25,556	20,317		
2004-05	25,556	22,751		
2005-06	40,000	44,633		
2006-07	40,000	43,006		
2007-08	50,000	53,306		
2008-09	35,000	16,228	395.00	18,377 *

NOTE: Some Trustees do not turn in all their receipts or ask that meals not be reimbursed in order to stay within budget.

11 General Fund Unrestricted

EXPENDITURES

5 Other Operating Exp & Services

52 Travel & Conference Expenses

5210 Conference Expenses

11_0000_675000_51205_5210 Conference Expenses : BOT - Alfredo Amez
 11_0000_675000_51210_5210 Conference Expenses : BOT - David Chapel
 11_0000_675000_51215_5210 Conference Expenses : BOT - Brian Conley
 11_0000_675000_51220_5210 Conference Expenses : BOT - John Hanna
 11_0000_675000_51225_5210 Conference Expenses : BOT- Larry Labrado
 11_0000_675000_51230_5210 Conference Expenses : BOT - Lisa Woolery
 11_0000_675000_51235_5210 Conference Expenses : BOT - Phil Yarbroug
 11_0000_675000_51240_5210 Conference Expenses : BOT - Paul Garcia
 11_0000_675000_51245_5210 Conference Expenses : BOT - Mark McLoug

Total Object 5210 Conference Expenses

Total GL Class 52 Travel & Conference Expenses

Total Major Object 5 Other Operating Exp & Services

Total EXPENDITURES

Total Fund 11 General Fund Unrestricted

TOTAL ALL REVENUES

TOTAL ALL EXPENDITURES

TOTAL NET

Budget Recapitulation
 Year To Date Ending 3/31/2009

	Adopted Budget	Allocated Budget	YTD Actual	YTD Enc + PRs	YTD Balance	Pct Avail
11_0000_675000_51205_5210 Conference Expenses : BOT - Alfredo Amez	4,375	0	0.00	0.00	0.00	0 %
11_0000_675000_51210_5210 Conference Expenses : BOT - David Chapel	4,375	4,375	1,663.34	0.00	2,711.66	62 %
11_0000_675000_51215_5210 Conference Expenses : BOT - Brian Conley	4,375	4,375	4,462.66	0.00	-87.66	
11_0000_675000_51220_5210 Conference Expenses : BOT - John Hanna	4,375	4,375	3,670.35	0.00	704.65	16 %
11_0000_675000_51225_5210 Conference Expenses : BOT- Larry Labrado	4,375	4,375	2,399.72	0.00	1,975.28	45 %
11_0000_675000_51230_5210 Conference Expenses : BOT - Lisa Woolery	4,375	4,375	0.00	0.00	4,375.00	100 %
11_0000_675000_51235_5210 Conference Expenses : BOT - Phil Yarbroug	4,375	4,375	1,297.61	0.00	3,077.39	70 %
11_0000_675000_51240_5210 Conference Expenses : BOT - Paul Garcia	4,375	4,375	1,501.06	395.00	2,478.94	57 %
11_0000_675000_51245_5210 Conference Expenses : BOT - Mark McLoug	0	4,375	1,233.74	0.00	3,141.26	0 %
Total Object 5210 Conference Expenses	35,000	35,000	16,228.48	395.00	18,376.52	53 %
Total GL Class 52 Travel & Conference Expenses	35,000	35,000	16,228.48	395.00	18,376.52	53 %
Total Major Object 5 Other Operating Exp & Services	35,000	35,000	16,228.48	395.00	18,376.52	53 %
Total EXPENDITURES	35,000	35,000	16,228.48	395.00	18,376.52	53 %
Total Fund 11 General Fund Unrestricted	35,000	35,000	16,228.48	395.00	18,376.52	53 %
TOTAL ALL REVENUES	0	0	0.00	0.00	0.00	
TOTAL ALL EXPENDITURES	35,000	35,000	16,228.48	395.00	18,376.52	
TOTAL NET	35,000	35,000	16,228.48	395.00	18,376.52	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To: Board of Trustees	Date: March 9, 2009
Re: Budget Approval	
Action: Request for Approval	

ANALYSIS

Budgets for the following categorical programs for FY 08/09 have been developed:

	<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
1.	Career Technical Education (CTE) Community Collaborative II - Supplemental (DO/SAC/SCC) Grant award from the California Community Colleges Chancellor's Office to support career exploration programs at middle schools in Santa Ana and Orange, and for program development and alignment/articulation of college and high school CTE programs, and for professional development and externship opportunities for CTE faculty and teachers. (08-09)	2/20/09	\$100,000
2.	Career Technical Education (CTE) Community Collaborative II - Workforce Innovation Partnership (DO) Grant award from the California Community Colleges Chancellor's Office, wherein RSCCD is the fiscal agent and Central County ROP will implement "Project GreenSTEM" to introduce students to GIS, develop a sequenced pathway leading to GIS certification, and introduce students to STEM (science, technology, engineering, math) careers in the Energy and Utilities Sector. (08/09)	2/20/09	\$250,000
3.	Career Technical Education (CTE) Multiple Pathways (SAC) Sub-award from The James Irvine Foundation through the CA Education Roundtable: Intersegmental Coordinating Committee to develop CTE pathways that blend high school and community college coursework for the last two years of high school in Automotive, Business, and New Media/Entertainment programs. (08/09)	1/6/09	\$25,000
4.	Child Development Infant Toddler Resource (District) Funding from the California Department of Education to be used for the benefit of infants and toddlers ages birth to three years in the district child development centers. (08/09)	7/1/08	\$4,015
5.	Child Development School-Age Resource (District) Funding from the California Department of Education to be used for the benefit of Pre-Kindergarten children in the district child development centers. (08/09)	12/22/08	\$2,000

Fiscal Impact: \$406,515	Board Date: March 9, 2009
Item Prepared by: Sarah Santoyo	
Item Submitted by: Enrique Perez, Interim Assistant Vice Chancellor, Educational Services	
Item Recommended by: Edward Hernandez, Jr., Chancellor	

6. **Faculty Collaborations for Course Transformations in Developmental Mathematics (FACCTS) (SCC)**

Santiago Canyon College will participate with the Center for Research in Mathematics and Science Education (CRMSE) at San Diego State University in a pilot project of collaborative innovation teams for course redesign in developmental mathematics, in conjunction with the California Community Colleges Basic Skills Initiative. (08-09)

1/1/09

\$8,000

7. **Faculty Inquiry Network (SAC)**

Sub-award from the William and Flora Hewlett Foundation through Chabot-Las Positas Community College District for faculty to form a Faculty Inquiry Group to investigate a complex problem in and develop a community of practice for basic skills education. (08/09)

1/12/09

\$17,500

RECOMMENDATION

It is recommended that these budgets be approved and that the Vice Chancellor, Business Operations/Fiscal Services, or his designee, be authorized to enter into related contractual agreements on behalf of the district.

Fiscal Impact: \$406,515

Board Date: March 9, 2009

Item Prepared by: Sarah Santoyo

Item Submitted by: Enrique Perez, Interim Assistant Vice Chancellor, Educational Services

Item Recommended by: Edward Hernandez, Jr., Chancellor

SPECIAL PROJECT DETAILED BUDGET # 2xxx
NAME: Career Technical Education (CTE) Community Collaborative II - Supplemental
FISCAL YEAR: 2008/2009

CONTRACT PERIOD: 2/1/09 - 6/30/10
 CONTRACT INCOME: \$100,000
 Grant #: 08-141-870

PROJ. ADM. Enrique Perez
 PROJ. DIR. Gustavo Chamorro
 DATE: 2/9/09

		Revised	
11-2xxx-684000-53330-2110	Classified Management (Gustavo Chamorro July '09-June '10)	8,000	
11-2xxx-684000-53330-3215	PERS - Non-instructional	500	
11-2xxx-684000-53330-3315	OASDHI - Non-instructional	300	
11-2xxx-684000-53330-3325	Medicare - Non-instructional	116	
11-2xxx-684000-53330-3415	Health & Welfare - Non-instructional	850	
11-2xxx-684000-53330-3435	H & W Ret Fnd - Non-instructional	0	
11-2xxx-684000-53330-3515	SUI - Non-instructional	24	
11-2xxx-684000-53330-3615	WCI - Non-instructional	160	
11-2xxx-684000-53330-3915	Other Benefits - Non-instructional	50	
11-0000-672000-50000-5999	MATCH Credit Account		10,000
Other Reimbursable Categorical			
12-2xxx-000000-10000-8659	Other Reimbursable Categorical		66,451
12-2xxx-000000-20000-8659	Other Reimbursable Categorical		6,650
12-2xxx-000000-50000-8659	Other Reimbursable Categorical		26,899
Reassigned Time			
12-2xxx-675000-53305-1480	Reassigned Time - Part-Time	0	
12-2xxx-675000-53305-1483	Reassigned Time - Beyond Contract	2,053	
12-2xxx-675000-53305-1484	Int/Sum Reassigned Time - Beyond Contract	0	
12-2xxx-675000-53305-1485	Int/Sum Reassigned Time - Part-Time	0	
12-2xxx-675000-53305-3115	STRS - Non-instructional	169	
12-2xxx-675000-53305-3325	Medicare - Non-instructional	30	
12-2xxx-675000-53305-3435	H & W Ret Fnd - Non-instructional	0	
12-2xxx-675000-53305-3515	SUI - Non-instructional	6	
12-2xxx-675000-53305-3615	WCI - Non-instructional	45	
12-2xxx-675000-53305-4310	Supplies - Instructional	0	
12-2xxx-675000-53305-4710	Food & Food Services	250	
12-2xxx-675000-53305-4610	Supplies - Non-instructional	0	
12-2xxx-675000-53305-5100	Contracted Services - industry reps "Tech TeachIns" \$7,000 - ROR welding instructor \$1,000	8,000	
12-2xxx-675000-53305-5210	Conference	0	
12-2xxx-675000-53305-6410	Equipment - \$1,000 <	0	
12-2xxx-675000-53305-6415	Equipment - Technology \$1,000 < ("Tech Teach-Ins" kits)	12,500	
Supplies			
12-2xxx-634000-19715-4310	Supplies - Instructional (8 teachers x \$100/ea)	800	
12-2xxx-634000-19715-5100	Contracted Services (\$500 stipends x 8 teachers)	4,000	
12-2xxx-634000-19715-5220	Mileage	400	
Program Development			
Fine and Performing Arts			
12-2xxx-602000-15505-1480	Beyond Contract - Reassigned Time	6,159	
12-2xxx-602000-15505-3115	STRS - Non-instructional	508	
12-2xxx-602000-15505-3325	Medicare - Non-instructional	89	
12-2xxx-602000-15505-3435	H & W Ret Fnd - Non-instructional	0	
12-2xxx-602000-15505-3515	SUI - Non-instructional	18	

President's Approval:
 Prepared by: Sarah Santoyo

Board Approved: February 23, 2009
 Accountant: Dolly Paguiran
 6.1 (3)

SPECIAL PROJECT DETAILED BUDGET # 2xxx

**NAME: Career Technical Education (CTE) Community Collaborative II - Supplemental
FISCAL YEAR: 2008/2009**

CONTRACT PERIOD: 2/1/09 - 6/30/10
CONTRACT INCOME: \$100,000
Grant #: 08-141-870

PROJ. ADM. Enrique Perez
PROJ. DIR. Gustavo Chamorro
DATE: 2/9/09

		Revised	
Detail String	Description	QTY	AMOUNT
12-2xxx-602000-15505-3615	WCI - Non-instructional	135	
12-2xxx-602000-15505-4310	Supplies - Instructional	0	
12-2xxx-602000-15505-4610	Supplies - Non-instructional	0	
12-2xxx-602000-15505-5220	Mileage	400	
	Diesel Department (hybrid diesel class for h.s. students)		
12-2xxx-094700-15752-4210	Books, Mags, Ref Material (20 students x \$160/ea)	3,200	
12-2xxx-094700-15752-4310	Supplies - Instructional	0	
12-2xxx-094700-15752-4610	Supplies - Non-instructional	0	
12-2xxx-094700-15752-5966	Transportation (20 students \$30/ea x 4 months)	2,400	
12-2xxx-094700-15752-6410	Equipment/Software - \$1,000 <	18,000	
12-2xxx-094700-15752-6419	Equipment/Software - < \$1,000	0	
	Welding Department (Promoting SAC Welding)		
12-2xxx-634000-15756-1480	Instructor - Part-Time	0	
12-2xxx-634000-15756-1483	Instructor - Beyond Contract (G. Moreno)	1,027	
12-2xxx-634000-15756-3111	STRS - Non-instructional	85	
12-2xxx-634000-15756-3321	Medicare - Non-instructional	15	
12-2xxx-634000-15756-3431	H & W Ret Fnd - Non-instructional	0	
12-2xxx-634000-15756-3511	SUI - Non-instructional	3	
12-2xxx-634000-15756-3611	WCI - Non-instructional	23	
12-2xxx-095650-15756-4310	Supplies - Instructional	7,788	
12-2xxx-095650-15756-5966	Transportation (20 students \$30/ea x 4 months)	2,400	
12-2xxx-095650-15756-6410	Equipment - \$1,000 <	19,000	
CANYON COLLEGE			
Preparation for 7th & 8th Graders			
12-2xxx-634000-29305-5220	Mileage	400	
Professional Development for CTE Faculty			
12-2xxx-675000-25205-4710	Food & Food Services	250	
12-2xxx-675000-25205-5100	Contracted Services (presenters)	6,000	
	SUBTOTAL	96,154	
12-2xxx-672000-50000-5865	Indirect (4%)	3,846	
	TOTAL	100,000	

President's Approval:
Prepared by: Sarah Santoyo

Board Approved: February 23, 2009
Accountant: Dolly Paguirigan
6.1 (4)

SPECIAL PROJECT DETAILED BUDGET # 2xxx
NAME: CTE Community Collaborative II - Workforce Innovation Partnership (WIP)
FISCAL YEAR: 2008/2009

CONTRACT PERIOD: 2/1/09 - 6/30/10
 CONTRACT INCOME: \$250,000
 Grant #: 08-142-870

PROJ. ADM. Enrique Perez
 PROJ DIR. Gustavo Chamorro
 DATE. 2/9/09

FUND String	Description	Amount	Total
12-2xxx-000000-50000-8659	Other Reimbursable Categorcal		250,000
12-2xxx-675000-53305-5100	Contracted Services: Central County ROP	250,000	

President's Approval:
 Prepared by: Sarah Santoyo

Board Approved: March 9, 2009
 Accountant: Dolly Paguirigan
 6.1 (5)

SPECIAL PROJECT DETAILED BUDGET # 3xxx
NAME: ARCHES* - CTE Multiple Pathways
FISCAL YEAR: 2008/2009

CONTRACT PERIOD: 12/1/08 - 7/31/09
 CONTRACT INCOME: \$25,000
 CFDA # NA

PROJ. ADM. Sara Lundquist
 DATE: 2/11/09

Funding Source: Irvine Foundation, sub from Intersegmental Coordinating Committee
 *Alliance for Regional Collaboration to Heighten Educational Success (ARCHES)

DESCRIPTION	REVENUE	DEBIT	BALANCE
12-3xxx-000000-10000-8891	Other Local Revenues - Special Projects		25,000
12-3xxx-602000-19605-1480	Reassigned Time - Part-Time	3,500	
12-3xxx-602000-19605-1483	Reassigned Time - Beyond Contract	0	
12-3xxx-602000-19605-1484	Int/Sum Reassigned Time - Beyond Contract	0	
12-3xxx-602000-19605-1485	Int/Sum Reassigned Time - Part-Time	0	
12-3xxx-602000-19605-3115	STRS - Non-instructional	289	
12-3xxx-602000-19605-3325	Medicare - Non-instructional	51	
12-3xxx-602000-19605-3435	H & W Ret Fnd - Non-instructional	0	
12-3xxx-602000-19605-3515	SUI - Non-instructional	11	
12-3xxx-602000-19605-3615	WCI - Non-instructional	77	
12-3xxx-602000-19605-4210	Books, Mags, Ref Matenal	10,646	
12-3xxx-602000-19605-4610	Supplies - Non-instructional	926	
12-3xxx-602000-19605-4710	Food & Food Services	0	
12-3xxx-602000-19605-5100	Contracted Services	3,500	
12-3xxx-602000-19605-5220	Mileage	0	
12-3xxx-602000-19605-5966	Transportation - Student	6,000	
			25,000

President's Approval:
 Prepared by: Sarah Santoyo

Board Approved: March 9, 2009
 Accountant:
 6.1 (6)

SPECIAL PROJECT DETAILED BUDGET # 3375
NAME: Faculty Collaborations for Course Transformation (FACCTS)
FISCAL YEAR: 2008/2009

CONTRACT PERIOD. 1/1/09 - 7/20/09
 CONTRACT INCOME. \$8,000

PROJ ADM Larry Mercadante
 PROJ DIR Joyce Wagner

Date 2/24/09

Datatel String	Description	Debit	Credit
12-3375-000000-20000-8891	Other Local Revenue - Special Project . Santiago Canyon College		8,000
12-3375-170100-25150-1483	Beyond Contr - Reassigned Time : Math (#0640)		
12-3375-170100-25150-1484	Int/Sum Beynd Contr-Reassigned . Math		
12-3375-170100-25150-3115	STRS - Non-Instructional : Math		
12-3375-170100-25150-3325	Medicare - Non-Instructional : Math		
12-3375-170100-25150-3515	SUI - Non-Instructional Math		
12-3375-170100-25150-3615	WCI - Non-Instructional : Math		
12-3375-602000-25150-1483	Beyond Contr - Reassigned Time . Math (#0640)	7,130	
12-3375-602000-25150-1484	Int/Sum Beynd Contr-Reassigned Math		
12-3375-602000-25150-3115	STRS - Non-Instructional : Math	589	
12-3375-602000-25150-3325	Medicare - Non-Instructional Math	103	
12-3375-602000-25150-3515	SUI - Non-Instructional . Math	21	
12-3375-602000-25150-3615	WCI - Non-Instructional . Math	157	
	TOTAL	8,000	8,000

6.1 (9)

President's Approval
 Prepared by H Nguyen

Board Approval Date 03/09/09
 Accountant

SPECIAL PROJECT DETAILED BUDGET #3xxx

NAME: Faculty Inquiry Network

FISCAL YEAR: 2008/2009

CONTRACT PERIOD: 1/1/09 - 6/30/09

CONTRACT INCOME: \$17,500

PROJ. ADM. Norm Fujimoto

PROJ. DIR. Sandra Wood

DATE: 2/26/09

Account String	Description	Revised Budget	
		Debit	Credit
12-2194-000000-10000-8659	Other Reimbursable Programs (Chancellor's Office)		17,500
TOPS: 123010 - Registered Nursing			
12-3xxx-675000-xxxxx-1484	Beyond Contract Reassigned Time	10,000	
12-3xxx-675000-xxxxx-1480	Part-Time Reassigned Time	2,000	
12-3xxx-675000-xxxxx-3115	STRS - Non-instructional	1,026	
12-3xxx-675000-xxxxx-3325	Medicare - Non-instructional	174	
12-3xxx-675000-xxxxx-3515	SUI - Non-instructional	36	
12-3xxx-675000-xxxxx-3615	WCI - Non-instructional	264	
12-3xxx-675000-xxxxx-7650	Stipends Paid to Students	4,000	
		17,500	17,500

President's Approval:
Prepared by: Sarah Santoyo

Board Approved: March 9, 2009
Accountant:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

EDUCATIONAL SERVICES

To: Board of Trustees	Date: March 9, 2009
Re: Resolution #09-04 - Emergency Closure of SAC Child Development Center	
Action: Approval	

BACKGROUND

SAC Child Development Center was closed for one half day on January due to the loss of electrical power. Southern California Edison turned off all power to the facility for a repair in the area; consequently, attendance reimbursement income from California Department of Education was lost. The daily attendance for the week prior to the date of closure was 857 CDE for certified and 19 CDE non-certified children.

ANALYSIS

Education Code 8271 per the attached Management Advisory 94-02, February, 1994, provides for dispensations in the case of emergency closure to recover lost income. The Board of Trustees must approve a resolution certifying these facts.

RECOMMENDATION

It is recommended that the Board of Trustees approve Resolution #09-04 that certifies the Child Development Center was closed due to an emergency for one half day.

Fiscal Impact:	None	Board Date: March 9, 2009
Item Prepared by:	Dee Tucker, Executive Director, Child Development Services	
Item Submitted by:	Enrique Perez, Interim Assistant Vice Chancellor, Educational Services	
Item Recommended by:	Dr. Edward Hernandez, Jr., Chancellor	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Adoption of Resolution for Emergency Closure

Resolution No. 09-04

This resolution must be adopted in order to certify the approval of the Board of Trustees for reduced days of operation or attendance due to emergency conditions as referenced on MA 94-02 (February 1994) to the California Department of Education.

BE IT RESOLVED that the Board of Trustees of Rancho Santiago Community College District authorizes that Santa Ana College Child Development Center was closed on one half day on January 6, 2009, due to emergency conditions.

PASSED AND ADOPTED THIS 9th day of March, 2009 by the Board of Trustees of Rancho Santiago Community College District of Orange County, California.

I, Brian Conley, Clerk of the Board of Trustees of Rancho Santiago Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature)

March 9, 2009
(Date)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

(Public Relations and Governmental Affairs)

To: Board of Trustees	Date: March 2, 2009
Re: State and Federal Advocacy Report	
Action: Information	

BACKGROUND

At the request of Trustee Brian Conley, Board clerk, Laurie Weidner, Executive Director, Public Affairs/Governmental Relations, will give a report on recent state and federal advocacy efforts.

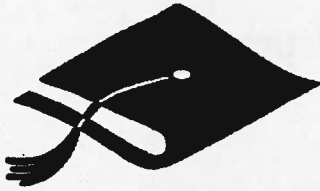
ANALYSIS

Board members participated in legislative advocacy trips to Sacramento, California, in January 2009; and Washington, D.C. in February 2009.

RECOMMENDATION

A legislative report is presented as information to the board.

Fiscal Impact: None	Board Date: March 9, 2009
Prepared by: Laurie Weidner, APR, Executive Director, Public Affairs/Governmental Relations	
Submitted by: Laurie Weidner, APR, Executive Director, Public Affairs/Governmental Relations	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	



RANCHO SANTIAGO

COMMUNITY COLLEGE DISTRICT

Santa Ana College • Santiago Canyon College

March 3, 2009

TO: Eddie Hernandez, Jr., Ed.D.
Chancellor

FROM: Laurie Weidner, APR

RE: Summary of State and Federal Advocacy Trips

This note is in response to the Board's request for me to provide a summary of the recent state and federal advocacy trips.

State Advocacy

Strategy with law makers

- Urge support for property tax backfill
- Restore funding for competitive CalGrants and urge the State to continue to make CalGrant payments to needy students statewide (payments were suspended due to the State's fiscal crisis)
- Address the need for regulatory relief
- Urge legislative support for AB 38 (extending residency tuition fees to military veterans)

Strategy with Chancellor's Office

- Request support in working with the Board of Governors to provide regulatory relief.
- Learn the status of activities pertaining to SB588 and the Field Act, and to discern RSCCD's next advocacy steps.

Strategic appointments & highlights

- Fred Harris, Chancellor's Office – Received an updated on the status of SB588, legislation pertaining to the Field Act. Work is underway to assess the value of having an alternative plan check process. Efforts are underway to align and evaluate building code standards used by the University of California and California State University systems. A report is under development summarizing findings.
- Melinda Melendez, Office of Senator Gloria Romero – Support for restoring competitive CalGrant funding and for flexibility in allocating categorical funds. Meeting led by Trustee Brian Conley.

- Dillon Gibbons, Office of Assemblywoman Connie Conway – Orientation regarding RSCCD and community college issues. Meeting led by Trustee John Hanna.
- Sara Bachez, Assembly Budget Subcommittee – Expressed support for the need for property tax backfill and increasing funding overall to community colleges. Meeting led by Trustee Hanna.
- Assemblyman Curt Hagman – Supportive of increased funding for community colleges for job training and workforce development. Supportive of AB 38. Supportive of providing regulatory relief for community colleges. Discussed his plan to work with the Governor to bolster state revenue by liquidating state surplus property that may be of value for “shovel ready” projects. Meeting led by Trustee Mark McLoughlin.
- Steve Bruckman & Morgan Lynn, Chancellor’s Office – Understood our issues regarding regulatory relief and briefed the Board about recent decisions rendered by the Board of Governors regarding the 75/25 rule, etc. Meeting led by Trustee McLoughlin.
- Paul Navarro, Office of the Governor – Recognized the Governor’s support for community colleges. Discussion focused on the need for property tax backfill and the Governor’s support of this need. Meeting led by Trustees Hanna and McLoughlin.
- Amy Supinger, Senate Budget Subcommittee – Supportive of backfill, supportive of the need to draw federal stimulus dollars into California’s community colleges, supportive of restoring funding for competitive CalGrants. Meetings led by Trustees Hanna and McLoughlin.
- Senator Bob Huff (meeting included Trustees from other Orange County community college districts) – Supportive of regulatory relief and the need to ensure community colleges can provide workforce development and training.
- Amy Costa, Office of Senator Dean Florez – Meeting served as an orientation to RSCCD and statewide community college issues. Meeting led by Trustee Hanna.
- Jose Millan, Anne McKinney and Mike Magee, Chancellor’s Office – Information shared about funding streams for career technical education. Information shared about the disbursement of funds through the federal stimulus package. Discussion about SCC’s financial aid concerns, ideas exchanged for maximizing the pending Washington D.C. advocacy trip. Meeting led by Trustee McLoughlin.
- Max Espinoza, Office of Speaker Karen Bass – Extensive discussion about the 50 percent rule and regulatory relief for community colleges. Meeting led by Trustee Hanna.
- Sandy Freed, Office of Assemblyman Anthony Portantino – Support for property tax backfill, the restoration of student CalGrant payments, and funding for competitive CalGrants. Meeting led by Trustees Hanna and McLoughlin.
- Tonya Wolters, Senator Mark Wyland – Orientation to RSCCD and statewide community college issues. Meeting led by Trustees Hanna and McLoughlin.

Results & Next Steps

- Follow up communication has been distributed to all those who met with the Board. District advocacy will continue to focus on the importance of securing property tax backfill. Other items were solved through the unveiling of the recent budget proposal.
- Board Legislative Committee will be meeting in April to revisit SB588 and our next steps regarding the Field Act. At this time, it does not appear that RSCCD will see any immediate benefits from SB588.
- The information shared in the meetings with the Chancellor's Office staff helped to direct appointment scheduling and outcomes for the federal advocacy efforts.
- District Public Affairs/Governmental Relations will schedule spring visits for local state representatives to advance the district's legislative priorities. A key focus will be on securing property tax backfill. Meetings are being scheduled for April, May and June.

Federal Advocacy

Strategy with lawmakers

- Educate lawmakers about Santiago Canyon College's (SCC) financial aid concerns and urge language changes to the Higher Education Act during Negotiated Rule Making.
- Increase Pell Grant awards.
- Educate and urge law makers about the need to direct funds from the federal stimulus package to California for infrastructure and "shovel ready" projects for community colleges.
- Educate and urge law makers about the need to direct federal stimulus package funds to California community colleges for career technical education programs and workforce training.
- Increase funding for career technical education programs.
- Fund STEM programs, curriculum development and efforts to strengthen high school pathways in STEM.
- Streamline reporting requirements for the new GI Bill.

Strategy with agency leaders

- Urge representatives of the Economic Development Administration (EDA) of the U.S. Department of Commerce to fund a parking lot and/or parking structure to relieve overcrowding at the Digital Media Center (DMC).
- Urge the USDA program administrator to visit Santa Ana College's (SAC) USDA-grant funded program and SCC's water utility science program in 2009.
- Identify funding streams from the USDA.
- Identify funding streams from the U.S. Department of Education.
- Persuade key influentials with various federal higher education trade associations to carry messages to law makers about the need to immediately change the language in the Higher Education Act pertaining to student cohort loan default rates.

Strategic appointments & highlights

- George Boggs & David Baime, American Association of Community Colleges – Discussion focused on SCC’s financial aid issue, the federal stimulus package and the need for funds for workforce training and “shovel ready” projects. Both agreed to revisit the student cohort rate calculation and would, again, include it on their federal agenda. Meeting led by Trustee Conley.
- Carina Armenta, Office of Senator Barbara Boxer – Orientation regarding RSCCD and California’s community college issues. Particularly interested in the need for regulatory relief and streamlined reporting on the GI bill. Meeting led by Trustee Hanna.
- Bryan Borlik, Economic Development Administration, Department of Commerce – Fruitful discussion about the DMC incubator and parking limitations that are impacting the academic program and the growth of the incubator. Meeting led by Trustee Conley.
- Senator Diane Feinstein, Ryan Hunt and Olyvia Roderiquez, Office of Senator Feinstein – Productive visit with the Senator and her staff about the federal stimulus package and the need to direct funds to California community colleges, including the number of “shovel ready” projects that would directly impact RSCCD. Meeting led by Trustee Conley.
- Gail Schwartz & Grace Solares, U.S. Department of Education – Discussion centered around funding opportunities available through the Department of Labor and the National Science Foundation. Meeting led by Trustees Conley and Hanna.
- Joanie Crissman, National Association of Student Financial Aid Administrators – Discussion about SCC’s financial aid concerns and the best strategy for influencing Negotiated Rule Making. Meeting led by Trustee Conley.
- Irma Lawrence, U.S. Department of Agriculture – Update about the success of SAC’s USDA-grant funded program. Discussion about new funding opportunities for Hispanic-serving institutions. Invitation to visit SAC and SCC in 2009. Meeting led by Trustee Conley.
- Congressman Ed Royce – Short discussion focused on tax credits for corporations that donate industry equipment and technology for career technical education programs. Meeting led by Trustee Hanna.
- Congresswoman Loretta Sanchez – Gave special recognition to the Congresswoman for her support of SAC’s EMT/Nurse Continuing Education Center through the federal earmarks. Discussion about policy issues with key staff including SCC’s financial aid issue and concerns surrounding the reporting associated with the new GI Bill. Meeting led by Trustee Conley.

Results & Next Steps

- As a result of the strategic visits pertaining to SCC’s financial aid issue, SCC financial aid has been asked to help craft the language that will be carried forward through federal trade associations (such as the AACC) during Negotiated Rule Making. This issue had fallen off the federal agenda of several leading trade associations whose advocacy efforts are needed to influence law makers.

- SCC is spearheading the effort to create a coalition of other colleges nationwide (with small financial aid programs) that will be adversely impacted by the new cohort rate calculation. The intent is to gather data for law makers to show the adverse impact the new calculation will have on students and well-managed financial aid programs. The data gathered will be used to unify an advocacy effort to federal law makers and to provide broad, national data that the federal trade associations can use in their advocacy efforts.
- Debriefing meetings have been held with SCC financial aid, the district's educational services division, and district grants department regarding the information gleaned from the federal advocacy visit.
- Debriefing documents have been provided to internal staff – SCC financial aid, educational services and the district office grants unit, to enable them to take appropriate follow-up action.
- Coordinated follow-up meetings on the SCC financial aid issue with key staff in the Orange County offices of Congressman Ed Royce and Congresswoman Loretta Sanchez. Work continues to urge their intervention in the Negotiated Rule Making process to alter the language to ease penalties and public scrutiny for small financial aid programs. The chief of staff for the Orange County offices are working with district public affairs/governmental relations and the appropriate Washington D.C. education experts.
- Developed a backgrounding leave-behind document for use in the follow-up advocacy efforts regarding SCC's financial aid issue.
- A pending trip may be planned this spring with SCC financial aid to the U.S. Department of Education to discuss this issue. Additional advocacy efforts will continue with other appropriate law makers to urge a change to the language in the bill.
- Bryan Borlik, EDA, offered to write a note of endorsement to the Seattle Office of the EDA, regarding the growth of the DMC. He has offered to urge the Seattle Office to consider funding the DMC with another grant to allow for program expansion. Follow up continues on this issue to lay the foundation for future potential funding.
- Irma Lawrence, USDA, has committed to visiting SAC and SCC in June 2009. District public affairs/governmental relations will coordinate the orientation and visit.
- Joanie Crissman, (NASFAA), offered to direct RSCCD to influential resources within the federal U.S. Department of Administration who can influence Negotiated Rule Making. Many strategies are underway to continue to move this district-wide priority forward.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

(Chancellor's Office)

To: Board of Trustees	Date: March 2, 2009
Re: Institutional Memberships	
Action: Information	

BACKGROUND

A list of RSCCD institutional memberships is attached per Brian Conley's request to address the issue of the district not paying dues to the American Association of Community Colleges (AACC).

ANALYSIS

Due to the current budget situation, various institutional memberships for 2008-2009 fiscal year have been postponed.

RECOMMENDATION

The attached list of RSCCD institutional memberships is provided as information.

Fiscal Impact: \$23,760.00	Board Date: March 9, 2009
Prepared by: Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by: Dr. Edward Hernandez, Jr., Chancellor	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

2008/09 MEMBERSHIPS APPROVED

Academic Senate for Community Colleges	6,430.00
Association of Community College Trustees	5,245.00
Board of Governors/Student Right To Know	7,800.00
Calif. Community College Athletic Association	15,830.00
Comm. Colleges for International Development (GRANT funded)	6,250.00
Community College League	30,687.00
Greater Santa Ana Business Alliance	1,205.00
ICEED (GRANT funded)	800.00
Orange County Business Council	5,000.00
Orange County School Board Association	125.00
Orange Chamber of Commerce	3,000.00
Research & Planning Group	350.00
TOTAL	82,722.00

2008/09 MEMBERSHIPS POSTPONED

American Association of Community Colleges	23,760.00
American Council on Education	1,347.00
Council For Higher Education Accreditation	1,502.00
Educause	1,210.00
Instructional Technology Council	450.00
League For Innovation	5,275.00
National Community College Hispanic Council	400.00
National Council for Marketing & Public Relations	725.00
TOTAL SAVINGS	34,669.00

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the Vice Chancellor of Business Operations/Fiscal Services

2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340 – Office
(714) 796-3935 – Fax

Date: March 9, 2009
To: Dr. Eddie Hernandez
From: Peter J. Hardash
Subject: Docket Questions

From Trustee John Hanna

Questions on 5.3

If the Board takes no action tonight, will the unspent funds remain or roll over into the Board's Travel and Conference Expense Fund? If not, where do those funds go?

- Unspent budget appropriations will revert to the district's ending fund balance at fiscal year end (June 30) and will flow through the district's Budget Allocation Model to be used in the new fiscal year for fixed costs and discretionary costs. These unspent appropriations do not roll over and remain in the Board Travel and Conference account. All General Fund unrestricted unspent appropriations end up in the ending fund balance.

Is there any policy or regulation that broke down the Board's travel and conference expenses in a pro-rata/equal basis? If so what is it? Or is it custom and practice?

- No

If a Board member exceeds the listed pro-rata or equal share of the travel and conference funds is there any provision, policy or rule that prohibits that Board member from continuing to be reimbursed from the Board Travel and Conference Expense Fund, assuming funds exist in the account?

- Board member travel budgets are allocated by Trustee. Unspent funds from other Trustees could be transferred to other Trustees. However, our budgetary internal control structure requires that each line item account must have adequate funds to cover expenses. Otherwise, reimbursements or payments cannot be authorized.

What account are Board meals taken out of? Are the meal costs apportioned as item requested? Does the account reflect payments by trustees for the meals and if so in what format?

- Board of Trustees meals at Board meetings are charged to the Food and Food Service Supplies – Board of Trustees account (11-0000-660000-51200-4710). Board members are not asked to reimburse for the meals. Two Board members have voluntarily reimbursed for the meals and these payments are credited back to the food account.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the Vice Chancellor of Business Operations/Fiscal Services

2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340 – Office
(714) 796-3935 – Fax

Date: March 9, 2009
To: Dr. Eddie Hernandez
From: Peter J. Hardash
Subject: Docket Questions

From Trustee Lisa Woolery

Why did we cancel the private security contract at the Digital Media Center?

- We cancelled the contract for security at the DMC to save about \$8,000/ month, the cost for 128 hours of coverage each week. We originally put the CPS, Inc. contract security coverage there to provide 24 hour security presence on site to prevent theft and vandalism during construction, more than three years ago. When the DMC opened, we extended the contracted security coverage due to on-going construction of the business incubator, when construction was completed we extended the contract as an inducement to attract business tenants. We do not provide 24 hour on-site security coverage at any of our other Centers.

The facility is slightly over half full capacity with tenants, and none of them objected when they were advised of the proposed change in security coverage. The site director says they expect the incubator to be full of entrepreneurs within the next few months, and that security at the site is not an issue for the potential new tenants. Although a DMC student was robbed last year, the incident occurred off campus, across the street. The suspect in that incident was arrested on February 23, 2009. There have not been any other serious incidents at the DMC.

Is it safe for just one security officer to be patrolling this area?

- We have one officer assigned to several of our other locations nearby, including Market Place Educational Center and Spurgeon High School. They have radio contact with Santa Ana College and can have another officer respond to the DMC within minutes. We emphasize to our officers in our procedures that if they observe any condition that puts them or others at risk, they should back out of harm's way and call for help, including calling the police, fire or paramedics and SAC.

Lucarelli, Anita

From: Lucarelli, Anita
Sent: Monday, March 09, 2009 1:16 PM
To: Lucarelli, Anita
Subject: RE: Docket - March 9, 2009

From: Didion, John
Sent: Monday, March 09, 2009 12:13 PM
To: Lucarelli, Anita
Subject: Response to Mark McLoughlin

Agenda Item 3.3 is for information only so no action will be taken today.

The prohibition against Board members holding incompatible offices is in the Government Code and pertains to elected officials holding offices with public agencies that have overlapping jurisdictions. For example, a person could not serve simultaneously on our board and on a city council or K-12 district because of the inherent conflict of interest.

From: Mark McLoughlin
Sent: Sunday, March 08, 2009 10:21 AM
To: Lucarelli, Anita
Cc: Hernandez, Eddie
Subject: Docket - March 9, 2009

Anita:
3.0 Human Resources
3.3 New and Revised Board Policies
BP3101 – Conflict of Interest
I would like to have discussion on this.
If it is on the Consent Calendar, I would like to have it pulled.
There is a statement in the revision is that is vague and needs clarification:

"A Board member shall not simultaneously hold two public offices that are incompatible"

Please follow up with Eddie on this for his review and consideration.
Thanks

Mark McLoughlin

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the Vice Chancellor of Business Operations/Fiscal Services

2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340 – Office
(714) 796-3935 – Fax

Date: March 9, 2009
To: Dr. Eddie Hernandez
From: Peter J. Hardash
Subject: Docket Questions

From Trustee Mark McLoughlin

Looking @ Check Register under So. Calif. Edison, we have issued checks amounting to \$1,423,968.94. For what period of spending is this? The reason for the question is to determine what we can do to reduce this spend through alternative energy (Solar, etc.)

- The Check Register listing submitted for Board of Trustees approval for the 3/9/09 Board meeting lists a payment to So. Ca. Edison Co. under Register #42442 in the amount of \$110,910.85 for check numbers 920218692 to 920218695. The new Datatel format will print the name of the vendor if the total amount of the check register is more than a \$100,000.00. For example register #42469 is written to Anthem Blue Cross in the amount of \$1,337,475.99 for check numbers 920218809 to 920218810. Except for these two vendors, no other vendor names appear on the list.

+o

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the Vice Chancellor of Business and Fiscal Services

2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340

Date: March 6, 2009
To: Dr. Eddie Hernandez
From: Peter J. Hardash
Subject: Student Trustee Question – Student Service Sticker Fees

From Student Trustee Paul Garcia

This is a follow up question regarding the ASG Student Service Sticker, if the district has "no authority or control over the use of this voluntary fee" then the 72%/28% split is set by whom? Student Leaders from both SAC and SCC have expressed concern for the lack of transparency. If a student at SAC or SCC, who upon registration signified Santa Ana or Santiago Canyon College as their Home Campus, and paid the ASG Student Service Sticker, and where current policy the money goes into a pool rather than staying at the student's Home Campus, the monies are distributed 72%/28%. If these findings are incorrect, please provide the correct information.

- **ASG Student Activities/Service Sticker Fees**

The ASG "sticker fee" is known as the Student Activities Fee at Santa Ana College and the Student Service Fee at Santiago Canyon College. It is commonly called a sticker fee because it comes in the form of a sticker which is attached to the Student ID card. The Student ID card has a voluntary fee of \$2.50. The sticker fee of \$5 is in addition to the \$2.50 fee for the ID card. A student must have a Student ID card in order to purchase an Activities/Service sticker.

The Santa Ana College - 72% and Santiago Canyon College - 28% split of income derived from fees collected for the voluntary purchase of the \$5 sticker, was agreed to by student leaders and campus leaders many years ago, according to internal sources. This split represents approximately the Full Time Equivalency Students (FTES) split earned between the two colleges for purposes of state apportionment. This is an attendance accounting standard used for state apportionment purposes. The current fiscal year state apportionment FTES split in the district's Adopted Budget is SAC - 72.77% and SCC - 27.23%.

Attachment #1, ASB Sticker Fee Income, shows an eight year historical income trend for the ASG sticker fee. This report also presents the historical distribution of the fees by the 72%/28% split formula. This includes the current year to date figures for 2008-2009 of \$88,691.

Rhonda Langston reports that the current year collections on the student sticker fee income has increased slightly because of the change in the student tuition fee policy of payment upon registration for classes or dropped three days later for non payment. Students are now paying their parking permit fees along with the tuition fees and some students are additionally paying for the sticker fee at the time of registration.

Attachment #2, ASB Reserves, shows the current reserves and contingencies for both campus ASG's. These reserves and contingencies are in addition to current year income that is collected for the sticker fee.

The Datatel system is capable of breaking out student demographics such as home campus and the accounting of fees collected by each campus. The following are examples, based on Fall 2008 enrollments. Current year to date income figures are used for each example if redistribution were to occur.

1. This percentage breakdown is based on where the students are actually taking classes. "Both" means students take classes at both campus locations and it cannot be determined which is their physical campus.

Physical Campus (class location – class location designated)

SCC	24%	\$21,286
SAC	54%	\$47,893
Both	22%	\$19,512 ???

2. This percentage breakdown is based on a student's self-designated home campus at the time of registration. This does not take into account how many classes are taken at each campus. This is a student selected self designation where they identify their home campus. This is a subjective designation by the student. A student could be taking one class at SCC and two and SAC and still decide to select SCC as the home campus because it may be closer to home.

Home Campus (student designated)

SCC	35%	\$31,042
SAC	65%	\$57,649

3. This is the historical distribution percentage model that has been used for years. This model only takes into account FTES generation and can be considered objective, although no correlation to where students consider their home campus or representative of where they take their classes.

Normal Historical split (FTES)

SCC	28%	\$24,833
SAC	72%	\$63,858

The use of the Physical Campus distribution model would require a further definition of a split for the "Both" category. The Home Campus self designated model will significantly shift the distribution on ASG sticker income when compared to the current model. Other detail issues will need to be discussed and clarified.

We are happy to meet with student leaders from both campuses to discuss this issue and the various options available for collection and distribution of this voluntary student fee.

ASB Reserves

	<u>2008/09</u>	<u>2007/08</u>	<u>2006/07</u>	<u>2005/06</u>	<u>2004/05</u>
<u>SAC</u>					
Reserves	\$ 228,121.58	\$ 237,272.66	\$ 248,699.82	\$217,470.95	\$181,061.72
Contingencies	\$ 25,095.21	\$ 19,321.00	\$ 17,869.19	\$ 13,894.73	\$ 7,242.62
Total	<u>\$ 253,216.79</u>	<u>\$ 256,593.66</u>	<u>\$ 266,569.01</u>	<u>\$231,365.68</u>	<u>\$188,304.34</u>

<u>SCC</u>					
Reserves	\$ 95,085.37	\$ 111,880.97	\$ 129,199.86	\$140,013.38	\$151,711.07
Contingencies	\$ 21,238.90	\$ 16,060.60	\$ 16,832.18	\$ 11,260.84	\$ 10,698.73
Total	<u>\$ 116,324.27</u>	<u>\$ 127,941.57</u>	<u>\$ 146,032.04</u>	<u>\$151,274.22</u>	<u>\$162,409.80</u>

* Contingencies include Bookloan programs, scholarships, and ICC Council.

ASB Sticker Fee Income

	<u>2008/09</u>	<u>2007/08</u>	<u>2006/07</u>	<u>2005/06</u>	<u>2004/05</u>	<u>2003/04</u>	<u>2002/03</u>	<u>2001/2002</u>	
Early Dec	44,200.00	43,194.50	44,669.00	49,693.50	51,637.00	58,979.00	74,059.50	89,948.83	
Oct - Dec	15,725.00	10,243.00	10,896.00	14,488.00	11,062.00	11,771.50	7,266.50	12,196.00	
Jan - Mar	28,766.00	27,687.50	28,020.00	29,268.50	30,359.00	36,319.00	53,171.00	74,540.00	
Apr - June	-	1,210.00	6,090.50	5,770.00	5,071.00	5,321.00	6,011.75	10,463.00	
Total	\$ 88,691.00	\$ 82,335.00	\$ 89,675.50	\$ 99,220.00	\$ 98,129.00	\$ 112,390.50	\$ 140,508.75	\$ 187,147.83	
SAC	72%	63,858	61,751	67,257	72,430.60	71,634.17	82,045.07	102,571.39	136,617.92
SCC	28%	24,833	20,584	22,419	26,789.40	26,494.83	30,345.44	37,937.36	50,529.91
		\$ 88,691.00	\$ 82,335.00	\$ 89,675.50	\$ 99,220.00	\$ 98,129.00	\$ 112,390.50	\$ 140,508.75	\$ 187,147.83

Lucarelli, Anita

From: Lucarelli, Anita
Sent: Monday, March 09, 2009 1:56 PM
To: Lucarelli, Anita
Subject: FW: Paul Garcia - questions

Please see answers below.

From: Paul Garcia
Sent: Fri 3/6/2009 3:02 PM
To: Lucarelli, Anita
Cc: Dave Chapel
Subject: Two Inquires
Hi Anita,

I have two questions:

1) The first question is Regarding RSCCD Travel to Mexico. In the light of the ongoing and escalating dangers that are taking place in Mexico with the Drug wars, are there any college/district sponsored events in Mexico for this spring and or in the future (summer) if so has there been any safety alerts and discussion at the District and colleges? Second part of the question, will there be advertisements on the safety concern, examples (flyers or bulletin alerts)? Spring Break is coming up and I believe it is important to convey the safety concern to students.

- SAC – is not offering community services trips to Mexico or study abroad programs during the spring 2009 session.
- SCC - is not offering any community services trips to Mexico or study abroad programs in the spring or summer 2009 sessions.
- SCC - Each year, SCC Student Activities and the Health Center team up for a "Safe Spring Break" event in the AB Quad. They host a BBQ and hand out condoms and information on alcohol and tobacco abuse. Up to this point, travel advisories have not been included in the materials.
- SCC - The ASG Newsletter advisor has been given the suggestion to include travel and safety tips for spring break in the next edition.

2) In regards to student loans, is there any news on how banks have stopped lending to students because of the grim economy?

- SAC & SCC - Prior to President Bush leaving, a plan was put into place that has the federal government buy student loans from the banks in order to keep them fluid. Consequently, the banks are continuing the student loan programs, and students still receive student loans.
- SAC & SCC - Only the private loan market, which does not include federal guaranteed loans (usually used in private institutions and universities), has become very tight.

I plan on mentioning this in my student trustee report for Monday.

Thank you.

Paul Z. Garcia
Student Trustee
Rancho Santiago Community College District

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 North Broadway
Santa Ana, California 92706

BOARD MEETING
BOARD OF TRUSTEES

4:30 p.m.
Monday, March 9, 2009

CONSENT CALENDAR

The following docket items are recommended for action as indicated. (Any item which a Board member wishes to discuss may be removed.)

* * * * *

- | | | |
|-----|--|-----------------|
| 5.1 | <u>Payment of Bills</u> | <u>Approved</u> |
| 6.1 | <u>Resource Development Items for Approval</u> | <u>Approved</u> |
| 6.2 | <u>Resolution #09-04 – Emergency Closure of SAC Child Development Center</u> | <u>Approved</u> |