

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

BOARD POLICY COMMITTEE MEETING

Monday, January 25, 2016

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 3:02 p.m. by Mr. John Hanna. Other member present: Ms. Arianna Barrios.

Staff present: Mr. Morrie Barembaum, Dr. Elliott Jones, Ms. Raquel Manriquez, Mr. Enrique Perez, Dr. Raúl Rodríguez, and Ms. Debra Gerard as record keeper.

Student present: Mr. Oscar Cortes, Santa Ana College (SAC)

1.2 Pledge of Allegiance to the United States Flag

The pledge of allegiance was led by Mr. Barembaum.

1.3 Public Comment

There were no public comments.

1.4 Approval of Minutes

It was moved by Ms. Barrios and seconded by Mr. Hanna to approve the minutes of January 11, 2016. The motion carried with the following vote: Aye – Ms. Barrios and Mr. Hanna.

2.0 REVIEW OF BOARD POLICIES & RELATED ITEMS

2.1 Review of RSCCD Oversight of RSCCD Foundation

Since all three foundations are under the auspices of the Board, the committee requested the following:

- a. The creation of a Memorandum of Understanding (MOU)/Master Agreement to formalize the relationship between RSCCD and the RSCCD Foundation.
- b. The SAC Foundation and Santiago Canyon College (SCC) Foundation MOU/Master Agreements be updated to include an annual report to the Board.
- c. BP 2305 – *Annual Organizational Meeting* be revised to add “Review of District and College Foundations” to the third bullet.

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

2.1 Review of RSCCD Oversight of RSCCD Foundation – (cont.)

- d. AR 3600 – Auxiliary Organizations, Accounting Services and Internal Control be revised to accommodate the activities of the district’s three foundations.

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

Ms. Manriquez explained the proposed changes to the administrative regulation. The committee recommended AR 2105 be revised to reflect the proposed changes.

2.3 Review of BP 3820 Gifts

The committee reviewed BP 3820, BP 7001, BP 2715, and BP 2710 together. The committee requested that a policy be drafted and placed on agenda for the February 22, 2016, board meeting which prohibits gifts to a board member or employee from any individual or business who conducts business with the district.

2.4 Review of BP 7001 Code of Ethics

The committee reviewed BP 3820, BP 7001, BP 2715, and BP 2710 together. The committee requested the following:

- a. A presentation on ethics be scheduled for the board and an interactive ethics training be scheduled for all employees.
- b. Examples of ethics policies from other public entities be presented to the committee for review to ensure RSCCD is using best practices.
- c. BP 2305 – Annual Organizational Meeting be revised to add “Brown Act and Ethics Presentations” to the third bullet.

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

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

2.6 Review of BP 2710 Conflict of Interest

The committee reviewed BP 3820, BP 7001, BP 2715, and BP 2710 together. The committee requested a briefing on updated Fair Political Practices Commission (FPPC) regulations relating to Form 700 be scheduled for the board and district employees. Further action on this policy is deferred until after the briefing.

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

2.7 Review of BP 2735 Board Member Travel

The committee reviewed BP 2735 and requested the chancellor review the recommended conference listing provided to the board and revise if necessary. With respect to general district travel, the committee encouraged good decision making when traveling on district business and asked the Academic Senates to provide input on any recommended changes to travel policy.

2.8 Review of Docket Item Process

In the spirit of continuous improvement, the committee asked the Academic Senates and all constituents to provide input on any recommended changes to information included on docket item cover sheets.

2.9 Review of District Programs

The committee requested that an explanation of the process of how district programs originate and how that process differs from the college process be placed on the next committee meeting agenda.

2.10 Review of Trustee Communication

The committee requested that a copy of the “e-mail guidance” documents recently provided to Long Beach City College trustees be provided to the committee for review.

2.11 Review of RSCCD Diversity

The committee determined there was no policy action on this topic but reiterated the board’s commitment to diversity.

2.12 Review of AR 2365 Recording

Because of the high cost of live streaming of board meetings, the committee seeks input from the internal and external community on ways the board can let their constituents know what the board is doing.

2.13 Review of BP 6400 Financial Audits

The committee requested that BP 6400 – Financial Audits be revised to allow audit firms to be engaged for no longer than three consecutive years and placed on the February 22, 2016, board meeting agenda.

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

2.14 Proposal of Future Agenda Items

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

ADJOURNMENT

Chairperson Hanna declared this meeting adjourned at 4:30 p.m.

Minutes Approved: February 16, 2016