

**BOARD POLICY COMMITTEE MEETING
Monday, September 19, 2016**

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:41 p.m. by Mr. John Hanna. Other member present: Ms. Arianna Barrios.

Staff present: Ms. Debra Gerard, Mr. Enrique Perez, Dr. Raúl Rodríguez, and Ms. Anita Lucarelli as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The pledge of allegiance was led by Ms. Lucarelli.

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 June 20, 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 Board Policy (BP) 2745 Board Self Evaluation

The committee reviewed the policy, proposed timeline, designated recipients of the self-evaluation instrument, and the survey instrument. The committee did not recommend changes to the policy, proposed timeline, or survey instrument.

The committee recommended the following positions be added to the designated recipient list as community members: President, Garden Grove Chamber of Commerce; President, Orange Chamber of Commerce; President, Orange County Hispanic Chamber of Commerce; President, Santa Ana Chamber of Commerce; and representative of the Los Angeles/Orange County Building Trades Council. These additional positions increase the number of community members from five to ten; thereby, increasing the number of designated recipients by five.

2.0 REVIEW OF BOARD POLICIES & RELATED ITEMS (contd.)

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

The committee reviewed the policy and agreed with the changes to the policy.

2.3 Review of BP 2735 – Board Member Travel

The committee reviewed Item 2.3 and 2.5 (BP 7400 & AR 7400) at this time.

The committee recommended the following be included in **BP 2735 Board Member Travel:**

The timely registration for conferences is required. The district will only reimburse conference registration fees at the published early registration rate.

The district shall not pay for lodging that exceeds the published standard single occupancy room rate for conferences.

The committee recommended the following (italics) be included in **BP 7400 Travel:**

The chancellor shall ensure travel funds are expended in the most economical and appropriate manner.

The committee recommended the following (italics) be included in **AR 7400 Travel:**
Under Travel:

1. *A Conference/Travel Request/Claim Form must be completed, signed, and prior authorization obtained before attendance at any event.*
2. *The district shall not pay for lodging that exceeds the published standard single occupancy room rate for conferences.*

2.4 Review of BP ~~6305~~ 6303 – Fiscal Accountability

The committee reviewed the policy and agreed with renumbering the policy.

2.5 Review of BP 7400 and Administrative Regulation (AR) 7400 – Travel

The committee reviewed the policy and the administrative regulation during discussion of Item 2.3 (BP 2735 – Board Member Travel).

2.6 Review of AR 2105 – Selection and Regulations of Student Trustee

The committee reviewed the policy and agreed with the changes to the policy.

2.0 REVIEW OF BOARD POLICIES & RELATED ITEMS (contd.)

2.7 Review of AR 3600 – Auxiliary Organizations, ~~Accounting Services and Internal Control~~

The committee reviewed the policy and a draft of a master agreement between RSCCD and the RSCCD Foundation. The committee recommended the following be included in BP 3600 Auxiliary Organizations policy:

No trustee should serve as an employee of an auxiliary organization.

The committee recommended the administrative regulation follow the district's review/acceptance process.

2.8 Proposal of Future Agenda Items

Mr. Hanna asked that follow-up be conducted regarding BP 3821 Gift Ban Policy and any potential problems faculty may have regarding conflicts.

3.0 ADJOURNMENT

Chairperson Hanna declared this meeting adjourned at 5:46 p.m.

Minutes Approved: May 23, 2017