

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)  
2323 North Broadway via Zoom  
Santa Ana, California**

**BOARD POLICY COMMITTEE MEETING  
Thursday, September 9, 2021**

**MINUTES**

**1. PROCEDURAL MATTERS**

1.1 Call to Order

The Zoom meeting was called to order at 4:04 p.m. by Dr. Tina Arias Miller via video/teleconference pursuant to Governor Newsom's Executive Order N-29-20.

Other committee members present: Mr. David Crockett and Mr. John Hanna.

Other trustee present: Ms. Elisabeth Neely, Student Trustee.

Staff present: Dr. Marilyn Flores, Ms. Debra Gerard, Mr. Cheng Yu Hou, Ms. Iris Ingram, Ms. Sheryl Martin, Mr. Marvin Martinez, Mr. Enrique Perez, Dr. Pamela Ralston, Mr. Craig Rutan, and Ms. Anita Lucarelli as record keeper.

Guest Presenter: Merritt Brooks, BoardDocs Trainer

1.2 Pledge of Allegiance to the United States Flag

The pledge of allegiance was led by Mr. Martinez.

1.3 Public Comment

There were no public comments.

1.4 Approval of Minutes

It was moved by Mr. Hanna and seconded by Mr. Crockett to approve the minutes of July 16, 2021. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett and Mr. Hanna. After training, committee members used the online voting method.

1.5 BoardDocs Training

Committee members received training from Merritt Brooks from BoardDocs relating to participating in meetings via BoardDocs.

**2. REVIEW OF BOARD POLICIES AND RELATED ITEMS**

2.1 Review of Board Policy (BP) 2310 Board Meetings

The committee reviewed BP 2310. Discussion ensued. The committee asked that the following statement in BP 2310 be reviewed by legal counsel for clarity: "Authority to Conduct Business: No business shall be conducted by the Board except at a regular meeting or adjourned thereof, or at a duly called special meeting." In addition, the committee asked that BP 2220 (Committees of the Board) and BP 2320 (Special and Emergency Meetings) also be reviewed at the next committee meeting.

## 2.2 Review of BP 2315 Closed Session

The committee reviewed BP 2315. Discussion ensued regarding moving closed session to the beginning of the meeting. The committee asked that BP 2315 be reviewed at the next committee meeting.

## 2.3 Review of BP 2745 Board Self Evaluation

The committee reviewed BP 2745 Board Self Evaluation, the self-evaluation instrument, list of designated recipients, and the self-evaluation timeline related to the board's self-evaluation. Discussion ensued. The committee recommended the list of designated recipients be reviewed by staff and the survey instrument be updated if necessary to include Diversity Equity and Inclusion (DEI) questions. The committee recommended the full board review the self-evaluation instrument, list of designated recipients, and the self-evaluation timeline at its September 27, 2021 meeting.

## 2.4 Review of BP 7132 Management Medical/Dental Insurance Benefits

The committee reviewed BP 7132. Discussion ensued. It was moved by Mr. Hanna and seconded by Mr. Crockett to bring this policy to the full board for consideration. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett and Mr. Hanna.

## 2.5 Review of BP 5215 COVID-19 Vaccine Requirement for Student (NEW)

The committee reviewed BP 5215 and BP 7325 at this time. Discussion ensued. Mr. Hanna asked that a personal exemption be included in both policies. It was moved by Mr. Crockett to recommend bringing BP 5215 and BP 7325 to the full board for consideration. Since there was no second to the motion, the motion failed. The chancellor recommended the policies be reviewed at the next committee meeting.

## 2.6 Review of BP 7235 COVID-19 Vaccine Requirement for Employees and Volunteers (REVISED)

This policy was reviewed during Item 2.5.

# 3. ADJOURNMENT

## 3.1 Committee Chair adjourns the meeting

Dr. Arias Miller declared the meeting adjourned at 7:00 p.m.

Minutes approved: October 6, 2021