



**Rancho Santiago Community College District**  
**District Council Meeting**  
**June 15, 2016**  
**Electronic Meeting via Email**

**Agenda**

1. Minutes of May 23, 2016 Meeting
  - a. Approval is requested of the minutes of the May 23, 2016 District Council Meeting
2. Administrative Regulation 3821 – Gift Ban Policy (New)
  - a. Approval is requested for NEW Administrative Regulation 3821 – Gift Ban Policy

**Mission Statement**

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community.



## Rancho Santiago Community College District District Council Meeting

---

### MINUTES May 23, 2016

Members:	Raúl Rodríguez	Present
	John Didion	Present
	Peter Hardash	Present
	Erlinda Martinez	Present
	John Weispfenning	Present
	Elliott Jones	Present
	Corinna Evett	Present
	Sean Small	Absent
	Oscar Cortes	Absent
	Nathan Underwood	Absent
	Lee Krichmar	Present
	Bonnie Jaros	Present
	Mary Mettler	Present
	Jim Granitto	Absent
	Victoria Williams	Absent

Chancellor Rodríguez convened the meeting at 3:10 p.m.

1. Approval of Minutes of May 9, 2016  
It was moved by Mr. Hardash, seconded by Dr. Jaros and carried unanimously to approve the minutes of the May 9, 2016 meeting.
2. May 31, 2016 Board of Trustees Meeting Agenda  
Dr. Rodríguez shared highlights of the agenda for the May 31, 2016 Board of Trustees Meeting.
3. Reorganization  
Executive Vice Chancellor Didion presented a reorganization in the Small Business Development Center.
4. EEO/Diversity Funds from Chancellor's Office  
Mr. Didion reported on the status of the district's application for EEO/Diversity funds available from the CCCCCO.
5. 2016-2017 Tentative Budget  
Vice Chancellor Hardash presented the 2016-2017 Tentative Budget which was recommended by the Fiscal Resources Committee. It was moved by Mr. Didion, seconded by Dr. Jaros and carried unanimously to approve the 2016-2017 as presented.

6. Future Meetings

- a) It was agreed that the June 6 and June 20 meetings will be cancelled. If any business needs to be conducted, it will be done as an electronic meeting (via email).
- b) The Chancellor presented the 2016-2017 District Council meeting schedule.

7. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POE)  
Mr. Didion reported that POE was reviewing the district's governance structure and will make a recommendation to District Council.
- b. Human Resources Committee (HRC)  
Mr. Didion reported that an update on diversity will be presented at the next meeting.
- c. Fiscal Resources Committee (FRC)  
Mr. Hardash reported FRC will next meet in September 2016.
- d. Physical Resources Committee (PRC)  
Mr. Hardash reported PRC will next meet electronically in September 2016.
- e. Technology Advisory Group (TAG)  
Asst. Vice Chancellor Krichmar reported TAG will next meet in September 2016.

8. Constituent Representative Reports

- a. Academic Senate/SAC: Academic Senate President Jones reported on the Excellence Awards and that the Senate was looking at textbooks as it relates to the gift ban policy recently approved by the Board.
- b. Academic Senate/SCC: Academic Senate President Corinna Evett reported on the upcoming faculty recognition and shared that Michael DeCarbo will be taking over as SCC Academic Senate President on July 1, 2016.
- c. CSEA: No report.
- d. Student Government/SAC: No report.
- e. Student Government/SCC: No report.

9. Other

Chancellor Rodríguez shared the Student Life and Leadership Fee Collection procedure proposed by the Student Trustee, endorsed by Student Services and ASG at both colleges and approved by Chancellor's Cabinet. This will be in effect beginning 2016-2017.

Dr. Rodríguez also reported that new requirements for a 3.0 grade point average to run for Student Trustee has resulted in no candidates for election. Work will take place over the summer to revisit this requirement and election will take place in fall 2016. In the interim the ASG Presidents from both colleges will alternate serving as Student Trustee.

Dr. Jaros acknowledged and expressed appreciation to District Office Fiscal Services for their assistance in providing information to complete the IEPI.

SCC President John Weispfenning announced that the SCC Softball Team won the State Title.

Chancellor Rodríguez noted this was the last meeting at which John Didion and Dr. Erlinda Martinez would be in attendance due to their retirements. All wished them well.

10. Next Meeting: The next District Council meeting will be held on Monday, August 8, 2016 in the Executive Conference Room (#114).

Meeting Adjournment: 3:55 p.m.

Approved:

# AR 3821 Gift Ban Policy (New)

## References:

California Code of Regulations, Title 2, Sections 18730 et seq.  
California Government Code, 87200 and 54950

## Introduction

Board Policy 3821 prohibits designated employees and officers of the Rancho Santiago Community College District from soliciting or accepting gifts from entities or individuals who do business with the District. It is the intent of the policy to prevent undue influence on decisions and recommendations made by designated employees and officers as well as eliminating the appearance of any undue influence. The list of designated employees and officers is contained in Exhibit A of Administrative Regulation (AR) 2712.

## Purchasing

The negotiation of either quantity or trade discounts with suppliers for all purchases shall be by the Vice Chancellor of Business Operations/Fiscal Services or his designee only. The District prohibits the use of gifts, incentives, inducements, favors, monetary returns, either promised or given, and/or rebates of any kind (hereinafter referred to as incentives) that do not accrue directly to the District. Any supplier of goods or services attempting to or providing such incentives shall be subject to the immediate termination of any existing and future purchase order to the supplier. The District will take any and all appropriate actions deemed necessary, including but not limited to referral to local law enforcement authorities.

## Exempted Activities

### 1. Volunteer Service on Non-Profit/Not-for-Profit Boards

It is recognized that the District benefits from community involvement by designated employees and officers. Service on professional and community organizations provide value to the District, its programs and students. In that regard, meals, beverages, and expenses related to attendance at conferences, meetings, planning sessions, etc., which are incidental to service on the board or committee of a non-profit or not-for profit organization, are not considered gifts for the purposes of this Board Policy. Examples of non-profit/not-for-profit organizations include but are not limited to:

- Community Organizations (e.g. chambers of commerce, service clubs, Orange County Human Relations Commission)
- Foundations (e.g. college/district foundations, Community Foundation of Orange, Education Foundation for Orange County Schools, Orange County Hispanic Education Endowment Fund)
- Professional Associations (e.g. Community College League of California, California Community College Trustees, Chief Executive Officers of the California Community Colleges, Association of California Community College Administrators)
- Credit Unions (e.g. SchoolsFirst Federal Credit Union, Comunidad Latina Federal Credit Union)

### 2. Joint Powers Authorities

The District is a member of joint powers authorities which provide coverage for a wide range of insurance risks including property/liability, workers compensation, and health benefits. These agencies are governed by elected boards and appointed committees which oversee the programs and benefits provided to the member districts. Designated employees and officers who serve on boards and committees of joint powers authorities are authorized to attend meetings,

planning sessions, workshops and conferences sponsored by these agencies, which may or may not include sponsored meals, beverages or related activities.

3. Participation in Fundraising Events

The district and college foundations, as well as other community organizations, periodically hold fundraising events (e.g. golf tournaments, recognition dinners, etc.) which designated employees and officers may attend by paying a registration fee with personal funds. Events of this nature may include sponsored meals, beverages or commemorative gifts, which are provided to all persons attending the event are not considered gifts under the provisions of BP 3821.

4. Professional Conferences/Workshops

The District provides funding for designated employees and officers to attend conferences and workshops which focus on professional development. Portions of these conferences, such as meals, refreshment breaks, or commemorative gifts, may be sponsored. The participation of designated employees and officers in these conferences and workshops does not constitute the receipt of a gift under the provisions of BP 3821.

5. District/College Events and Recognition Ceremonies

The District and its colleges periodically hold events and recognition ceremonies (e.g. convocations, service recognitions, employee orientations etc.) which may include food, beverages and/or commemorative gifts that may be sponsored or underwritten by outside organizations. Meals, beverages or commemorative gifts, which are provided to all persons attending the event are not considered gifts under the provisions of BP 3821.

Applicability of California Fair Political Practices Regulations

Some items of value and activities exempted from the definition of gifts for the purposes of BP 3821 may still be subject to disclosure by the designated employee or officer pursuant to the regulations of the California Fair Political Practices Commission. Each designated employee and officer is responsible for maintaining a record of items received during the course of a year that are subject to disclosure on the Annual Statement of Economic Interests (Form 700).

**Adopted:** \_\_\_\_\_