



Rancho Santiago Community College District
District Council Meeting
September 21, 2015
Executive Conference Room
3:00 – 5:00 p.m.

Agenda

1. Approval of Minutes of August 31, 2015 Meeting
2. Response to Recommendation from District Council Didion for Rodríguez
3. Administrative Regulations Didion
4. Committee Reports
 - a. Planning & Organizational Effectiveness Committee Didion
 - b. Human Resources Committee Didion
 - c. Fiscal Resources Committee Hardash
 - d. Physical Resources Committee Hardash
 - e. Technology Advisory Group Krichmar
5. Constituent Representative Reports
 - a. Academic Senate - SAC Jones
 - b. Academic Senate – SCC Evet
 - c. Classified Staff Andrews
 - d. Student Government – SAC Cortes
 - e. Student Government – SCC Pham
6. Other

Next Meeting: October 5, 2015

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

August 31, 2015

Members:	Raúl Rodríguez	Present
	John Didion	Present
	Peter Hardash	Present
	Erlinda Martinez	Present
	John Weispfenning	Present
	Elliott Jones	Present
	Corinna Evett	Present
	Sarah Salas for Tom Andrews	Present
	Oscar Cortes	Absent
	Kevin Pham	Present
	Lee Krichmar	Present
	Bonnie Jaros	Absent
	Ray Hicks	Present
	Jim Granitto	Absent
	Victoria Williams	Present

1. Approval of Minutes of August 10, 2015

It was moved by Mr. Hardash, seconded by Ms. Krichmar and carried unanimously to approve the minutes of the August 10, 2015 meeting with correction in CSEA report.

1a. Revised Budget Allocation Model Language

Academic Senate Presidents Evett and Jones presented a revision to the revised budget allocation model language discussed at the August 10 District Council meeting.

Discussion ensued. It was referred back to the Fiscal Resources Committee for further clarification and recommendation to District Council.

2. Administrative Regulations

Executive Vice Chancellor Didion presented the following administrative regulations:

- AR 2510-Participation in Local Decision Making: the AR is brought for a second reading. The chart on page 9 will be updated with college input and two student members will be added to the Technology Advisory Group.
- AR 3501-Campus Security and Access: new.
- AR 3505-Emergency Response Plan: new.

It was moved by Dr. Martinez, seconded by Dr. Weispfenning and carried unanimously to approve the Administrative Regulations as presented.

3. 2015-2016 Adopted Budget Recommendation

Vice Chancellor Hardash presented the 2015-2016 Adopted Budget recommendation from the Fiscal Resources Committee (FRC) to District Council. Discussion ensued. It was moved by Mr. Hicks and seconded by Mr. Hardash and carried unanimously to approve the 2015-2016 Adopted Budget as recommended by FRC.

4. Discussion of One Time Funding

Chancellor Rodríguez stated that a process should be put in place to determine how one time funds are to be allocated. Discussion ensued. It was agreed that a list of possible uses for these one-time funds be provided to the Planning and Organizational Effectiveness Committee (POE) for discussion and recommendation.

5. SAC Accreditation Follow Up Report

President Martinez presented for information the SAC Accreditation Follow Up Report. The college is finalizing the report, which will be shared with the Board of Trustees and then submitted to ACCJC.

6. Committee Reports

A. Planning and Organizational Effectiveness Committee (POE)

Mr. Didion stated that in September POE would be sending a request district-wide for input on any changes to the district's Mission Statement. Mr. Didion also presented the results of the survey conducted by POE regarding the planning process. Survey participants included all members of the district's governance committees. The survey revealed that clarification was required for the roles of each governance committee. It was agreed that POE will coordinate a Governance Summit, with members of all governance committees, be held on Wednesday, December 9, 2015 from 2 to 4 p.m. Topics of discussion for the summit include clarification of roles of governance committees and possible need to revise the district's committee structure to align with the new accreditation standards.

B. Human Resources Committee (HRC)

Mr. Didion reported the next meeting of HRC is scheduled for September 9.

C. Fiscal Resources Committee (FRC)

Vice Chancellor Hardash reported the next scheduled meeting is September 23, at which time work will begin on the annual review of the budget allocation model.

D. Physical Resources Committee (PRC)

Mr. Hardash reported PRC will now be meeting every other month and the next meeting is scheduled for October 7. Meeting materials for the September 2015 meeting will be sent to PRC members via email.

E. Technology Advisory Group (TAG)

Assistant Vice Chancellor Krichmar reported the next meeting of TAG is scheduled for September 3.

6. Constituent Representative Reports

- a. Academic Senate/SAC: Academic Senate President Jones reported that the Senate had conducted a retreat prior to the start of the semester.
 - b. Academic Senate/SCC: Academic Senate President Evett reported that the Senate had conducted a retreat prior to the start of the semester.
 - c. CSEA: Sarah Salas, on behalf of CSEA President Tom Andrews provided an update on CSEA activities.
 - d. Student Government/SAC: No report.
 - e. Student Government/SCC: ASG President Kevin Pham reported on the ASG activities at SCC.
7. Next Meeting: The next District Council meeting will be held on Monday, September 21, 2015 in the Executive Conference Room (#114).

Meeting Adjournment: 4:00 p.m.

Approved:



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Santa Ana College • Santiago Canyon College

DATE: September 14, 2015
TO: District Council
FROM: Raúl Rodríguez, Chancellor
SUBJECT: Action on Recommendations

The following recommendations were adopted by the District Council on the dates indicated. Per the RSCCD Planning Process, I have reviewed these recommendations and accept them without comment. The Adopted Budget and the Adopted Budget Assumptions for 2015-16 have both been forwarded to the Board of Trustees for their review and action. In addition, I will direct that the new language (highlighted below) regarding institutional costs be incorporated into the Budget Allocation Model.

August 10, 2015

- 2015-2016 Adopted Budget Assumptions as recommended by the Fiscal Resource Committee
- Revision to the Budget Allocation Model regarding Institutional Costs:

***INSTITUTIONAL COSTS** – Examples are those expenses associated with State and Federal regulatory issues, property, liability and other insurances, board election, interfund transfers and Retiree Health Benefit Costs. As the board election expense is incurred every other year, it will be budgeted each year at one-half of the estimated cost. In the off years, the funds will remain unspent and specifically carried over to the next year to be used solely for the purpose of the election expense. If there is insufficient budget, the colleges will be assessed the difference based on the current FTES split. If any funds remain unspent in an election year, it will be allocated to the colleges based on the current FTES split for one-time uses.*

August 31, 2015

- 2015-2016 Adopted Budget as recommended by the Fiscal Resource Committee

BOARD OF TRUSTEES:

Claudia C. Alvarez • Arianna P. Barrios • John R. Hanna • Lawrence R. "Larry" Labrado • Jose Solorio • Nelida Mendoza Yanez • Phillip E. Yarbrough

CHANCELLOR:

Raúl Rodríguez, Ph.D.

AR 2340 Agendas

Reference: **Education Code Section 72121(b)**

The agenda for Board meetings is compiled by the Chancellor's Office staff. Included in the agenda are: business, educational, operational and professional matters requiring board approval; policy issues; and informational items. The agenda is developed the week prior to Board meetings and distributed to trustees and staff the Thursday before a regularly scheduled meeting. The docket portion of the agenda, listing each of the respective agenda items, is distributed to the news media and posted in the public area of the District Office the Thursday before a regularly scheduled meeting.

Copies of the agenda are made available to the public at Board meetings.

Adopted: _____

AR 2360 Minutes

Reference: Education Code Section 72121(a)

The Chancellor's Office is responsible for maintaining minutes of Board meetings according to current law and the provisions of the Ralph M. Brown Open Meetings Act. The minutes shall be written to include only actions proposed and/or approved by the Board.

Adopted: _____

AR 3420 Equal Employment Opportunity (New)

References:

Education Code Sections 87100 et seq.; Title 5 Sections 53000 et seq. and 59300 et seq.;
ACCJC Accreditation Standard III.A.11

Board Policy 3420 reflects the District's commitment to ensure equal opportunity and promote the value of having a diverse work force. Diversity in the academic environment fosters cultural, social and civic awareness as well as mutual understanding and respect. The District is committed to the principle of equal employment through a continuing equal opportunity employment program.

The District's policies, regulations, and practices are fully described in the RSCCD Equal Employment Opportunity and Human Resources Plan, which is incorporated into this administrative regulation by reference. This plan is maintained on the RSCCD website and may be viewed through the following link:

<https://www.rsccd.edu/Departments/Human-Resources/Documents/HRC/RSCCD%20EEO%20Plan%20approved%201.12.15.pdf>

Adopted: August 20, 2015

AR 3430 Prohibition of Harassment

References:

Education Code Sections 212.5; 44100; 66281.5;
Government Code Section 12940;
Title IX, Education Amendments of 1972; Title 5, Sections 59320 et seq.;
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.

This procedure and the related policy protects students, ~~and employees~~, unpaid interns and volunteers in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District vehicle, or at a class or training program sponsored by the District at another location.

Definitions

General Harassment: Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive, persistent, or severe that a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

Environmental: A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender,

race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment: In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

- submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, ~~or~~ progress, internship, or voluntary activity;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or
- submission to, or rejection of, the conduct by the 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 community college.

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty, or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Revised _____ ~~March 16~~, 2015

AR3510 - Workplace Violence Plan

Legal References: Cal/OSHA; Labor Code Sections 6300 et seq.; Title 8 Section 3203; Code of Civil Procedure Section 527.8; Penal Code Sections 273.6; 626.9; 626.10; ~~and 12021~~

Rancho Santiago Community College District is committed to providing a safe work and educational environment that is free of violence and the threat of violence.

Responding to Acts or Threats of Violence

The top priority in this process is effectively handling critical workplace incidents involving actual or potential violence. Violence or the threat of violence against or by any employee of the District or any other person is unacceptable. Immediate action will be taken to stop any act or threat of violence on district property.

A non-employee on District property, who commits or threatens violent behavior, shall be subject to criminal and civil sanctions, including removal from the property, restraining orders and prosecution.

Any District employee or student who violates this policy shall be subject to appropriate disciplinary action pursuant to the applicable policies and procedures of the District, and may further be subject to such additional civil and criminal sanctions, including but not limited to, restraining orders, criminal charges, and civil law suits, as permitted by law.

Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her supervisor and to the District Safety Department. In emergency situations, the employee may also call the local law enforcement agency by calling 9-1-1.

No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.

Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken.

In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, the District Safety Department, 3-3-3 and the local police, 9-1-1, will be called.

Definitions of Acts or Threats of Violence:

- Striking, punching, slapping or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening or unwanted horseplay.
- Possession, use, or threat of use, of a firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, on District property, including parking lots, other exterior premises, District vehicles, or while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his or her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his or her duties.
- RSCCD's employees, students, and volunteers, or any visitor or other third party attending a sporting, entertainment, or educational event, or visiting an academic or administrative office building, or dining facility, are further prohibited from carrying, maintaining, or storing a firearm or weapon on any college facility, even if the owner has a valid permit, when it is not required by the individual's job, or in accordance with the relevant RSCCD Policies for Student Life. This prohibition applies to all events on campus where people congregate in any public or outdoor areas. Any such individual who is reported or discovered to possess a firearm or weapon on district property will be asked to remove it immediately.

Failure to comply may result in a student conduct referral and/or arrest, or an employee disciplinary action and/or arrest.

The following groups are exempted from this regulation: Employees may possess a firearm or weapon only if the employee is:

1. Required to possess the firearm or weapon as a part of the employee's job duties with RSCCD;
2. Using the firearm or weapon in conjunction with training received by the employee in order to perform the responsibilities of his/her job with the district.
3. Exemptions as outlined in California Penal Code 626.9.

Threat Assessment Teams (TAT) and Behavioral Assessment Teams (BAT)

Each college shall establish a committee with responsibility for education, threat assessment and violence prevention on campus. The membership of this body shall include representatives from the following areas: student affairs, safety & security, a mental health professional or counseling services representative, and others who have knowledge, professional expertise, or responsibilities that could assist the committee with completing its work. The team is charged with using its judgment to assess, intervene, and follow policies for individuals whose behaviors may present a threat to the safety of the campus community as appropriate; working with enforcement and mental health agencies to expedite assessment and intervention; and developing comprehensive fact-based assessments of students, employees, or other individuals who may present a threat to the university. The TAT / BAT is empowered to take timely and appropriate action, consistent with the judgment of the team, college policy and applicable law.

Each Threat Assessment Team or Behavior Assessment Team shall publish periodic guidance to faculty, staff and students regarding the following:

- a. how to recognize and report aberrant or potentially harmful behavior that may represent a threat to the community;
- b. policies and procedures for the assessment of individuals whose behavior may present a threat;
- c. appropriate means of intervention with such individuals;
- d. college/system action to resolve potential threats; and to whom on the college's threat assessment team, or through what method, potentially threatening behavior should be reported

Employee and student responsibilities should include:

- a. Administrators, faculty members, staff members, and students should take any threat or violent act seriously and to report acts of violence or threats to the appropriate authorities as set forth in this policy.
- b. Department heads, directors, and supervisors are also responsible for communicating the policy to all employees under their supervision, overseeing facility safety, identifying and providing violence prevention training to employees as appropriate, and ensuring that all employees are aware of how to report potential threats;
- c. Reporting incidents or threats of violence to their immediate supervisor, Human Resource Office, campus safety & security, Threat Assessment Team members, or other designated individuals or offices stated by board policy or administrative regulation. This can be completed in person, via telephone, or by using the online Maxient reporting tool.
- d. Providing Human Resources and the immediate supervisor, or a college's Safety & Security office, with a copy of any Protective Orders from a court which lists the College Campus / Office as protected areas so that appropriate enforcement activities occur.
- e. No person who, in good faith, reports threatening or otherwise troubling behavior in accordance with this policy will be subject to retaliation.

Human Resources will coordinate employee-related preventive measures, including conducting criminal conviction checks in accordance with RSCCD policy, providing awareness programs to new employees, coordinating referrals to the employee assistance program, advising employees and managers, making referrals to the TAT / BAT and providing case management, providing conflict resolution services, and coordinating with other college and community resources to support victims of violence.

Student Affairs will coordinate student-related preventive measures including training for professionals, student employees, and students through the on-call process and through other education and training methods. The Associate Dean of Student Development is responsible for responding to and adjudicating violations of the College Student Code of Conduct policy. The Associate Dean of Student Development staff will coordinate and convene the Crisis Intervention Team, the goal of which is to coordinate support services and administrative response to crises involving students, make referrals to the Threat Assessment Team, and provide case management.

Procedures for reporting or responding to threats by any person:

Any individual who believes there is an immediate danger to the health or safety of any member of the college community should call the District Safety & Security or local law enforcement (911) immediately. Individuals should call the District Safety & Security (714-564-6330) to notify the Threat Assessment Team about a concerning behavior or situation observed. Members of staff or faculty can make use of the MAXIENT online reporting tool, which is available on everyone's desk top computer.

EMERGENCIES OR PERSONS OF CONCERN: Students, faculty, staff, and visitors may report emergencies, criminal actions and suspicious behavior to the District Safety & Security (714-564-6330) or by dialing 333 from any campus phone or by activating the blue emergency phones located on campus. If "911" is dialed from a cellular phone or pay phone, the call will be routed to an off-campus police department or dispatch center. If this should occur, the caller should describe the nature of the emergency to the dispatcher. In order to avoid this type of delay, campus patrons may consider programming cellular phones to the District Safety & Security (714-564-6330). All non-emergency calls to the District Safety & Security should also be directed to (714-564-6330).

DISTRESSED EMPLOYEES: Concerns about the behavior of or statements made by RSCCD employees, full or part time, including faculty employees, administrative or confidential employees, classified may be reported to Assistant Vice Chancellor of Human Resources at 714-480-7490. Matters needing immediate attention should be directed to the District Safety & Security at 714-480-7331.

DISTRESSED STUDENTS: The Associate Dean of Student Development Office, or Safety & Security out of normal office hours, takes reports of students who may be in distress. The Associate Dean of Student Development reporting system allows faculty members and critical staff members to submit information about a student whose exhibited behaviors or statements may be of concern (in or outside of the classroom). Contact may be made by phone to the respective campus Associate Dean or the MAXIENT reporting system available on the computer desktop of every network computer. Matters needing immediate attention should be directed to District Safety & Security at 714-480-7331.

Responsible Manager: ~~Director~~ Chief, District Safety and Security

Revised May 19, 2014 _____

AR 7110 Delegation of Authority, Human Resources (NEW)

Reference:

Education Code Section 70902(d);
ACCJC Accreditation Standard III.A.11

The Executive Vice Chancellor, Human Resources & Educational Services is delegated responsibility from the Chancellor to authorize employment, develop job responsibilities, and perform other personnel actions provided that all federal and state law and regulations, Board Policies, and Administrative Procedures are followed.

Adopted: _____

AR 7160 Professional Development (New)

References:

Education Code Sections 87150 et seq.;
ACCJC Accreditation Standard III.A.14 (formerly III.A.5)

The District plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the district's mission. The District will evaluate these programs and use the results of the evaluation as the basis for improvement.