



Rancho Santiago Community College District
District Council Meeting
June 2, 2014
Executive Conference Room
3:00 – 5:00 p.m.

Agenda

1. Approval of Minutes of May 19, 2014 Meeting
2. Board Policies/Administrative Regulations Didion
 - a. BP 3200 Accreditation (new reference citation)
 - b. BP6340 Contracts (new reference citation)
 - c. BP 7133 Holidays Management (title clarification)
 - d. AR 6305 Fiscal Accountability (new)
3. 2014-2015 Meeting Schedule Rodríguez
4. Committee Reports
 - a. Planning & Organizational Effectiveness Committee Didion
 - b. Human Resources Committee Didion
 - i. Reorganizations
 - c. Fiscal Resources Committee Hardash
 - d. Physical Resources Committee Hardash
 - e. Technology Advisory Group LeTourneau
5. Planning Process Rodríguez
6. Other

Next Meeting: June 16, 2014

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 19, 2014

Members:	Raúl Rodríguez	Present
	John Didion	Present
	Peter Hardash	Absent
	Jim Kennedy for Erlinda Martinez	Present
	Juan Vázquez	Present
	John Zarske	Present
	Corinna Evett	Present
	Tom Andrews for Victoria Williams	Present
	Sylvia LeTourneau	Present
	Jorge Sandoval	Present
	Jimmy Ko	Present
	Michael DeCarbo	Present
	Bonnie Jaros	Present
	George Sweeney	Present
Also in Attendance:		
	Raquel Manriquez	

1. Approval of Minutes of April 21, 2014

It was moved by Dr. DeCarbo, seconded by Dr. Jaros and carried unanimously to approve the minutes of the April 21, 2014 meeting with a minor correction.

2. Prioritized District Resource Augmentation Requests

Executive Vice Chancellor Didion presented the priority recommendation of the district resource augmentation requests from the Planning and Organizational Effectiveness (POE) Committee. Other POE committee members provided insight into the conversation that took place about the requests. Discussion ensued. It was moved by Mr. Vázquez, seconded by Mr. Didion and carried unanimously to recommend to the Chancellor that \$500,000 from anticipated growth funds be allocated to the district resource augmentation requests for election expense and legal expenses and the balance of the growth funds distributed to the colleges according to the budget model.

3. Roles of the Five Governance Committees in the Budget Process

Mr. Didion clarified that each of the district's governance committees make recommendations to and receive assignments from District Council and that the committees do not make assignments to each other.

4. Coordination of District Planning Initiatives with the College Planning Cycle
Mr. Didion reported that during discussion by POE to prioritize the district resource augmentations, the committee noted that this effort should be done earlier in the budget/planning cycle. POE recommends that coordinated planning by the district office and colleges be implemented for the next budget/planning cycle.
5. Administrative Regulations
Mr. Didion presented the revised AR 3510 – Workplace Violence Plan. It was moved by Ms. Evett, seconded by Dr. Jaros and carried unanimously to approve AR 3510.
6. Increase in District-wide Software Budget for Adobe Software Licensing
Assistant Vice Chancellor Le Tourneau brought back for approval an annual increase of \$92,345 to the ITS district-wide software maintenance budget to fund the district-wide licensing of Adobe’s Creative Suite software. It was moved by Mr. Didion, seconded by Mr. Zarske and approved with an abstention by Ms. Evett to increase the ITS district-wide software maintenance budget as requested.
7. Committee Reports
 - A. Planning and Organizational Effectiveness Committee (POE)
Mr. Didion had no additional report from the POE.
 - B. Human Resources Committee (HRC)
Mr. Didion reported that the HRC continues work on the HR & Staffing Plan, with a plan to have it completed by the end of summer.
 - a. There were no reorganizations to be considered.
 - C. Fiscal Resources Committee (FRC)
On behalf of Vice Chancellor Hardash it was reported that the FRC will be meeting on May 28, 2014.
 - D. Physical Resources Committee (PRC)
On behalf of Mr. Hardash it was reported that the PRC will meet next on September 3, 2014.
 - E. Technology Advisory Group (TAG)
Assistant Vice Chancellor LeTourneau reported that TAG was looking at mobile products for students and is currently obtaining campus feedback. It was reported that TAG is working on the Technology Plan, which will be presented for TAG approval at its meeting on May 29, 2014.
8. Constituent Representative Reports
 - A. Academic Senate/SAC: Academic Senate President Zarske reported on the activities of the Academic Senate.
 - B. Academic Senate/SCC: Academic Senate President Evett reported on the activities of the SCC Academic Senate.
 - C. CSEA: On behalf of CSEA Vice President Williams, Mr. Tom Andrews reported on the activities of CSEA.

8. Constituent Representative Reports (continued)
 - D. Student Government – SAC: ASG President-Elect Raquel Manriquez reported on the ASG activities at SAC.
 - E. Student Government – SCC: On behalf of ASG President Jimmy Ko, SAC ASG President Jorge Sandoval reported on the ASG activities at SCC.

9. Next Meeting: The next meeting of the District Council will be held on Monday, June 2, 2014 in the Executive Conference Room (#114).

Meeting Adjournment: 4:45 p.m.

Approved:

BP 3200 Accreditation

Reference: Accreditation Eligibility Requirement 21, Standard IV.B.1.i; [Title 5 Section 51016](#)

The Chancellor shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of other District programs that seek special accreditation.

The Chancellor shall keep the Board informed of approved accrediting organizations and the status of accreditations.

The Chancellor shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The Chancellor shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

Revised August 19, 2013 (Previously BP7100)

BP 6340 Contracts

Reference: Education Code Sections 81641 et seq.; Public Contract Code Sections 20650 et seq.; Government Code Section 53060

The Board delegates to the Chancellor the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contract Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the Chancellor concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the Chancellor is authorized to proceed with a contract.

It is the policy of the Governing Board of Rancho Santiago Community College District to require from any bidding vendor or contractor, prior to the awarding of a contract, an affidavit that such vendor or contractor does comply with all Federal and State regulations pertaining to fair employment practices. Such Certificate of Compliance is to be required in all cases where the Rancho Santiago Community College District is legally required to advertise for bids prior to contract.

Revised: September 9, 2013 (Previously BP3100)

BP 7133 ~~Holidays~~ Management Holidays

Reference: Education Code 88203.

Permanent and probationary management and confidential employees shall be entitled to payment for authorized holidays provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday.

Revised October 28, 2013 (Previously BP4414)

Fiscal Accountability – AR6305

Adopted

RSCCD, as a fiscally accountable District, processes its own commercial checks, ensures proper internal controls for those payments, and audits the payments. The District follows the Education Code requirements and assumes these responsibilities from the Orange County Department of Education (OCDE). The District shall notify OCDE of payments to update their records and the County Treasury. The District shall adhere to the implementation plan, as approved by the Board of Trustees and OCDE.

As a fiscally accountable District, the following procedures and regulations apply:

- I. The Assistant Vice Chancellor, Fiscal Services serves as the District Disbursing Officer. The duties and responsibilities assigned to this position include:
 - a. Determine that funds are available to cover the payment of the claim;
 - b. Determine that adequate documentation exists to substantiate the appropriateness and authenticity of financial transactions;
 - c. Determine that there has been compliance with budgetary, legal, procedural and specially funded program requirements;
 - d. Certify that the foregoing review has been performed by signing check registers;
 - e. Maintain a record of all transactions reviewed together with notations regarding rejected check requests;
 - f. Issue checks in accordance with procedures prescribed by OCDE and County Auditor;
 - g. Ensure organizational independence between operating, custodian accounting and auditing functions;
 - h. Ensure that the segregation of duties is properly controlled;
 - i. Ensure that the handling of receipts and disbursement of funds are separated from the accounting function;
 - j. Ensure a degree of independence of the District Disbursing Officer sufficient to maintain positive integrity of responsibilities;
 - k. Ensure internal controls between Purchasing and Accounts Payable departments;
 - l. Ensure the control of checks and signatures;
 - m. Ensure the adherence to Board rules and policies;
 - n. Provide financial information to the Governing Board and County Superintendent;
 - o. Ensure that Budget controls and procedures are reasonable in accordance with good business and management practices;
 - p. Prepare financial statements and cost analysis reports;
 - q. Ensure that there are adequate audit trails through operational data processing systems;
 - r. Process replacement checks, stop payments, cancelled checks;
 - s. Detect, account for, and recover monies lost due to forged checks.
- II. Check Control – Check stock is stored in a secured room in the Accounting Department and currently used stock is locked in a safe in Accounts Payable. Access to both the room and safe is limited to designated staff.
- III. Signature Security and Control – Electronic signatures of the Disbursing Officer and check signers will be maintained in a secure manner with access limited to designated staff.
- IV. Record Retention and Accessibility to the Public:
 - a. The District follows the record retention guidelines as outlined in AR 3310 – Records Retention and Title 5 section 59020-59029
 - b. Records shall be available for public inspection pursuant to AR3300 – Public Records.

Legal reference: Education Code Section 85266

Responsible Manager: Assistant Vice Chancellor, Fiscal Services



PROPOSED

Rancho Santiago Community College District **2014 - 2015 District Council Meetings**

District Council meetings are held in the **Executive Conference Room (#114)** from **3:00 – 5:00 p.m.** Meeting participants include Chancellor's Cabinet members, Presidents of the district governance groups, and the Chairs and Co-Chairs of the district's five participatory governance committees. The Executive Assistant to the Chancellor provides administrative support to the committee.

Fall 2014

~~July 21~~ cancelled

August 18 11

September 15

October 6

October 20

November 3

~~November 17~~ cancelled

December 1

Spring 2015

February 9

March 2

March 16

April 6

April 20

May 4

May 18

June 1

June 15