Rancho Santiago Community College District
District Council Meeting
May 9, 2016
Executive Conference Room
3:00 – 5:00 p.m.

Agenda

1. Approval of Minutes of March 21, 2016 Meeting

2. May 16 Board of Trustees Meeting Agenda   Rodríguez

3. Administrative Regulations   Gerard
    a. AR 2365 – Recording
    b. AR 5200 – Student Health Services
    c. AR 7120 – Recruitment and Hiring

4. SiteImprove Reports   Jaros

5. Governance Summit Follow Up   Evett
    a. Goals & Objectives
    b. Next Steps

6. Executive Searches – 2016-2017   Rodríguez

7. Committee Reports
    a. Planning & Organizational Effectiveness Committee Evett
    b. Human Resources Committee   Williams
    c. Fiscal Resources Committee   Hardash
    d. Physical Resources Committee   Hardash
    e. Technology Advisory Group   Krichmar

8. Constituent Representative Reports
    a. Academic Senate - SAC   Jones
    b. Academic Senate – SCC   Evett
    c. Classified Staff   Small
    d. Student Government – SAC   Cortes
    e. Student Government – SCC   Underwood

9. Other

Next Meeting:

May 23, 2016
3:00 – 5:00 p.m.
Executive Conference Room #114

Rancho Santiago Community College District
District Council Meeting

MINUTES
March 21, 2016

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

Chancellor Rodríguez convened the meeting at 3:05 p.m.

1. Approval of Minutes of March 7, 2016
   It was moved by Mr. Hardash, seconded by Ms. Williams and carried unanimously to approve the minutes of the March 7, 2016 meeting with one correction.

2. March 28, 2016 Board of Trustees Meeting Agenda
   Dr. Rodríguez shared highlights of the agenda for the March 28, 2016 Board of Trustees Meeting. Dr. Elliott Jones expressed concern that the board respect the process and faculty recommendation in its consideration of the suspensions to be reviewed in closed session.

3. Response to Recommendation from District Council
   Dr. Rodríguez reported he sent a memo to the Fiscal Resources Committee stating that he was not accepting their recommendation, which had been approved by District Council, for the projected $4 million deficit in the 2016-2017 Tentative Budget to be funded entirely out of the budget stabilization fund. Instead he is suggesting that $2 million be funded out of the budget stabilization fund and the remaining $2 million be found in reductions in the budget. It was noted by Dr. Rodríguez that the district needed to start addressing its structural deficit.

4. Committee Reports
    a. Planning and Organizational Effectiveness Committee (POE)
        Executive Vice Chancellor Didion reported that the committee will meet on
        March 25 to discuss the Governance Summit and new 3-year Strategic Plan.
    b. Human Resources Committee (HRC)
        Mr. Didion reported the committee will meet on April 13.
    c. Fiscal Resources Committee (FRC)
        Vice Chancellor Hardash reported that the committee will meet on March 23 and
        will discuss how to address the 2016-2017 deficit and review long-range financial
        projections. Mr. Hardash also conveyed that all input in addressing the budget
        was welcome and to send comments to him or other members of the FRC.
    d. Physical Resources Committee (PRC)
        Mr. Hardash reported that the committee will meet on April 6.
    e. Technology Advisory Group (TAG)
        Asst. Vice Chancellor Krichmar reported that the committee will meet on April
        14.

5. Constituent Representative Reports
    a. Academic Senate/SAC: Academic Senate President Jones reported that the next
        SAC Academic Senate meeting will be held on April 22.
    b. Academic Senate/SCC: On behalf of Academic Senate President Evett, Dr. Mary
        Mettler provided a report on SCC Academic Senate activities. She announced the
        new officers: Michael DeCarbo, President; Mary Mettler, Vice President; Mike
        Taylor, Secretary/Treasurer and Joyce Wagner, Curriculum Chair. Dr. Mettler
        also provided feedback from the faculty regarding the proposed gift policy stating
        that this policy would be a problem for many faculty members and the appropriate
        application of the policy would be for those who file Form 700 as suggested by
        Trustee Labrado at the last board meeting.
    c. CSEA: No report.
    d. Student Government/SAC: No report.
    e. Student Government/SCC: No report.

6. Other
    Ms. Williams expressed concern about staffing in her area.

    Mr. Didion provided an update regarding the Presidential Search at SAC, which is now
    underway. Committee members are reviewing files and the goal is to have a
    recommendation for appointment to the board by May 31.

7. Next Meeting: The next District Council meeting will be the Governance Summit to be
    held on Monday, April 18, 2016 in the Board Room (#107).

Meeting Adjournment: 3:35 p.m.

Approved:

AR 2365 Recording (New)

Reference: Government Code Section 54953.5

The Chancellor's Office is responsible for maintaining audio recordings of Board meetings, excluding closed sessions, for a minimum of thirty days following the meeting.

The audio recordings shall be made available to the public and the news media in accordance with the California Public Records Act, Government Code Section 6250.

The agenda for each meeting shall state, in a prominent place, that the meetings are being recorded electronically.

Adopted: _____

AR 5200 Student Health Services (New)

References:

Education Code 76355, 76401, 76403

In accordance with Board Policy 5200, the following services will be provided within the confines of the Student Health Center:

1) Medical Care Services
   a) Assessment of medical histories and clinical data by qualified health professionals to develop a nursing or medical diagnosis, provide interventions and referrals when appropriate.
   b) Development of treatment plans for onsite testing, dispensing of medication, and provision of prescriptions per standardized protocols, referral and patient education/health counseling.
   c) Referral to other health services agencies for additional evaluation and treatment when the medical condition is beyond the student health services scope of practice.
   d) Provision of First Aid and basic emergency care following a medical incident that requires immediate intervention, including CPR and use of automatic external defibrillator.
   e) Assessment of health status and if necessary development of plans to increase fitness and health which may include counseling for tobacco cessation, weight management, assessment of nutritional status, and blood pressure.
   f) Investigation and control of communicable diseases through screening immunizations and case management. The College's Nurse Coordinator may assist in the investigation of communicable disease cases in collaboration with the County of Orange Public Health Department.
   g) Provision of Physician's and Registered Nurse or Nurse Practitioner clinical care services which may include physical examination, microscopy, prescription, clinical lab assessments, and referral to other medical agencies or private medical providers, community clinics, urgent care centers or pre-hospital paramedic and emergency services.
   h) Provision of student accident insurance follow-up for injuries incurred on campus or at any scheduled college-related activity.

2) Mental Health Services
   a) Assessment, evaluation, management and referral in cases of acute mental health crises.
   b) Threat Assessment Team participation in coordination with the office of Campus Safety, Student Discipline and the Chief Student Services Officer.
   c) Short-term psychological counseling and when necessary referral to other local agencies/providers for long term therapy.

d) Alcohol and drug use assessment and referral to other agencies and medical providers.

e) Awareness programs for conditions such as eating disorders anxiety, and suicide with referrals to other agencies and medical providers when indicated.

f) Stress management awareness through workshops, presentations, or individual and/or group counseling.

g) Suicide prevention/intervention through educational programs and crisis counseling referrals.

h) Sexual harassment/ assault recovery counseling through assessment with referrals to appropriate agencies and medical providers.

3) Health Education

a) On-line and in-classroom health assessments.

b) Access through the Health Centers website for resources for health related issues.

c) Family planning education, screening and contraception.

d) Health related publications and videos.

e) Tobacco cessation support and services with referral to community agencies.

f) Alcohol awareness and education.

Adopted: May 9, 2016

AR 7120 Recruitment and Hiring

References: Education Code Sections 87100 et seq., 87400, and 88003; AACJC Accreditation Standard III.A.1 (formerly III.A)

The recruitment and selection of employees shall be conducted in compliance with the procedures that are defined in the following documents:

1. Full-Time Faculty Recruitment and ~~Employment Administrative Regulations~~ <u>Selection</u> (AR 7120.1)
2. Classified ~~Staff Full-Time and Part-Time Hiring Administrative Regulations~~ <u>Employee (CSEA Bargaining Unit) Recruitment and Selection</u> (AR 7120.2)
3. ~~Supervisory/Confidential Staff Hiring Administrative Regulations~~ <u>Management Recruitment and Selection</u> (AR 7120.3)
4. ~~Administrative Staff Recruitment and Employment Administrative Regulations (AR 7120.4)~~
5. Equal Employment Opportunity and Human Resources Plan
6. ~~6.~~ RSCCD ADA Program and Facilities Access Transition Plan

Responsible Manager: Executive Vice Chancellor of Human Resources & Educational Services

Revised ~~March 17, 2014~~ <u>May 9, 2016</u> **(Previously AR4102)**

References Updated: March 16, 2015

RSCCD Goals (2013 – 2023) and
Strategic Objectives (2016 – 2019)

RSCCD Goal 1
RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students' needs with services and fiscal resources.

- *Increase percentage of local high schools graduates who attend RSCCD*
- *Develop sustainable, alternative revenue streams to address educational needs*
- *Increase outreach to adults seeking college credit or continuing education classes*

RSCCD Goal 2
RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry/labor to collaboratively meet those needs.

- *Strengthen current relationships and foster new partnerships that address local educational needs*
- *Support regional collaboration that addresses the needs of local employers in high demand occupations*

RSCCD Goal 3
RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.

- *Enhance the ability to predict student instructional needs in order to improve program completion*
- *Provide alignment of course offerings with student educational plans*
- *Utilize equity plans to reduce disproportionate impact on student success*
- *<u>Increase support for Distance Education and Open Educational Resources (OER)</u>*

RSCCD Goal 4

RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.

- *Maintain and enhance RSCCD's technological infrastructure*
- *Enhance opportunities that enable students to access college classes and services prior to high school graduation*
- *Support innovative pedagogies and curriculum design*
- *<u>In collaboration with constituent groups, provide support for efforts to increase faculty/staff diversity</u>*

RSCCD Goal 5

RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.

- *Support and enhance green practices and sustainability efforts*
- *Refine and improve the synchrony of integrated planning and resource allocation processes between the colleges and district*
- *Evaluate and improve the cycle of integrated planning*