

**BOARD POLICY COMMITTEE MEETING**  
**Tuesday, August 7, 2018**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 5:03 p.m. by Ms. Claudia Alvarez. Other member present: Mr. John Hanna.

Staff present: Ms. Debra Gerard, Ms. Tracie Green, Dr. Raúl Rodríguez, and Ms. Anita Lucarelli as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The pledge of allegiance was led by Ms. Gerard.

1.3 Public Comment

There were no public comments.

1.4 Approval of Minutes

It was moved by Mr. Hanna and seconded by Ms. Alvarez to approve the minutes of October 3, 2017. The motion carried with the following vote: Aye – Ms. Alvarez and Mr. Hanna.

**2.0 REVIEW OF BOARD POLICIES & RELATED ITEMS**

2.1 Review of Master Agreement Template for the Foundations

The committee reviewed the Master Agreement template between the Rancho Santiago Community College District and the RSCCD Foundation. Items discussed relating to the Master Agreement included:

- Documentation ensuring that a RSCCD board member not be an employee of the RSCCD Foundation;
- Information relating to programs the foundation is involved in be shared with the Academic Senate at each college; and
- Add a sentence to the end of the first paragraph under Section III that the district has the responsibility to ensure that the foundation is in compliance with the first paragraph.

## **2.0 REVIEW OF BOARD POLICIES & RELATED ITEMS (contd.)**

### **2.1 Review of Master Agreement Template for the Foundations (cont.)**

Mr. Hanna indicated that he is unsure if the following statement should be in the foundation agreement or a board policy: “The RSCCD board has responsibility in an oversight role, collegially with the foundation board, to ensure the foundation board is compliant and consistent with RSCCD policies and regulations.”

Mr. Hanna asked the chancellor to verify that a member of the RSCCD board can be a voting member of the RSCCD Foundation board since the RSCCD board provides oversight to the RSCCD Foundation board.

After discussion of these additional items to the Master Agreement, the committee recommended that the Master Agreement be brought to the full board for a first reading at the September 10, 2018, board meeting.

Ms. Alvarez asked that the Board Policy Committee review the Master Agreement again after the full board has reviewed and commented on it during the first reading. In addition, she requested that the Santa Ana College and Santiago Canyon College foundation agreements be included for review at the next Board Policy Committee meeting.

Mr. Hanna asked that the RSCCD Foundation website include information regarding the activities/programs it supports in order to give the public a better idea of the work/purpose of the Foundation.

Ms. Alvarez asked that the RSCCD board agenda include an item for the RSCCD trustee representative on the RSCCD Foundation board to provide a report after the RSCCD Foundation board meets.

### **2.2 Discussion of Board Policy regarding Trustee Expenses including Conference Registration, Travel, and Attendance at Community Events**

The committee discussed trustee expenses including conference registration, travel, and attendance at community events. Ms. Alvarez indicated that community events are paid for with categorical funds (not general funds). The committee discussed having a priority opportunity for community events be given to board members that do not travel to attend conferences.

After discussion, the committee recommended that this sentence be removed from BP 2735 Board Member Travel: “*The district will only reimburse conference registration fees at the published early registration rate.*” The committee asked that this policy be placed on the next Board Policy Committee agenda for review.

**2.0 REVIEW OF BOARD POLICIES & RELATED ITEMS (contd.)**

2.3 Review of BP 2015 Student Member

The committee reviewed the policy and recommended it be forwarded to the board for a first reading.

2.4 Review of BP 2340 – Agendas

The committee reviewed the policy and took no action at this time.

2.5 Review of Board Policy (BP) 2745 Board Self Evaluation

The committee reviewed the policy, self-evaluation instrument, list of designated recipients, and the self-evaluation timeline as revised (November 12 instead of November 5 on the timeline to be completed on December 10, 2018); and recommended the self-evaluation instrument, list of designated recipients, and the self-evaluation timeline be forwarded to the board for approval.

2.6 Review of BP 3580 Use of Unmanned Aircraft Systems (NEW)

The committee reviewed the policy and recommended it be forwarded to the board for a first reading.

2.7 Review of BP 4010 Academic Calendar

The committee reviewed the policy and recommended it be forwarded to the board for a first reading.

2.8 Review of BP 4020 Program, Curriculum, and Course Development

The committee reviewed the policy and recommended it be forwarded to the board for a first reading.

2.9 Review of BP 4022 Course Approval (NEW)

The committee reviewed the policy and recommended it be forwarded to the board for a first reading.

2.10 Review of BP 4023 Hours and Units (NEW)

The committee reviewed the policy and recommended it be forwarded to the board for a first reading.

**2.0 REVIEW OF BOARD POLICIES & RELATED ITEMS (contd.)**

2.11 Review of BP 4026 4025B Baccalaureate Degree Programs (renumber only)

The committee reviewed the policy and recommended it be forwarded to the board for a first reading.

2.12 Review of BP 4070 Course Auditing and Auditing Fees (NEW)

The committee reviewed the policy and recommended it be forwarded to the board for a first reading.

2.13 Review of BP 4100 Graduation Requirements for Degrees and Certificates

The committee reviewed the policy and recommended it be forwarded to the board for a first reading.

2.14 Review of BP 4106 Nursing Programs

The committee reviewed the policy and recommended it be forwarded to the board for a first reading.

2.15 Review of BP 4231 Grade Changes

The committee reviewed the policy and recommended it be forwarded to the board for a first reading.

2.16 Review of BP 4300 Field Trips and Excursions

The committee reviewed the policy and recommended it be forwarded to the board for a first reading.

2.17 Review of BP 4410 Educational Research

The committee reviewed the policy and recommended it be forwarded to the board for a first reading.

2.18 Proposal of Future Agenda Items

The committee proposed the following as future agenda items:

- a. Master Agreement Template for the RSCCD Foundation, and SAC and SCC Foundation agreements
- b. BP 2735 Board Member Travel
- c. BP/Administrative Regulation 5200 Student Health Services
- d. Health Benefits for Part-Time Employees

**3.0 ADJOURNMENT**

Chairperson Alvarez declared this meeting adjourned at 6:10 p.m.

Minutes Approved: January 18, 2019