

Rancho Santiago Community College District (RSCCD)

**BOARD POLICY COMMITTEE MEETING**

**Friday, May 7, 2021**

2323 North Broadway via Zoom

Santa Ana, California

Pursuant to Governor Newsom’s Executive Order N-29-20, dated March 17, 2020, members of the Board of Trustees of the Rancho Santiago Community College District, staff, and the public will participate in the May 7, 2021, meeting via a teleconference. No in-person attendance will be accommodated or permitted. To avoid exposure to COVID-19 this meeting will be held via teleconference by calling **(669) 900-6833, 95217501772# (please use \*9 to raise your hand using your phone if you’d like to speak during public comments) or by using this link: <https://cccconfer.zoom.us/j/95217501772>**. Additionally, you may submit your comments electronically by emailing [Lucarelli\\_Anita@rsccd.edu](mailto:Lucarelli_Anita@rsccd.edu).

Should you wish to participate in **public comments** or request to “speak” to an agenda item, you may speak when authorized by the Committee Chairperson of the meeting or submit your comments electronically by emailing [Lucarelli\\_Anita@rsccd.edu](mailto:Lucarelli_Anita@rsccd.edu). Submissions by email must be received prior to the posted start time of the meeting. Please include in the subject line of the email: **COMMENTS FOR THE MEETING OF May 7, 2021**. Please indicate if you are addressing a specific agenda item or are making a “Public Comment.” Each speaker may speak for up to three minutes; however, the Committee Chairperson may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter. If a **translator** for the speaker is needed, please contact the executive assistant to the board of trustees at [Lucarelli\\_Anita@rsccd.edu](mailto:Lucarelli_Anita@rsccd.edu) or leave a message at 714-480-7452, on the Friday prior to the meeting so appropriate accommodations may be made.

**District Mission**

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.

Santa Ana College inspires, transforms, and empowers a diverse community of learners.

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 the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, and engaging.

**Americans with Disabilities Acts (ADA)**

It is the intention of the Rancho Santiago Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance, the Rancho Santiago Community College District will attempt to accommodate you in every reasonable manner. Please contact the executive assistant to the board of trustees at 2323 N. Broadway, Suite 410-2, Santa Ana, California, 714-480-7452, on the Friday prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

**A G E N D A**

**1.0 PROCEDURAL MATTERS**

4:00 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Public Comment

Should you wish to participate in **public comments** or request to “speak” to an agenda item, you may speak when authorized by the Committee Chairperson of the meeting or submit your comments electronically by emailing [Lucarelli\\_Anita@rscdd.edu](mailto:Lucarelli_Anita@rscdd.edu). Submissions by email must be received prior to the posted start time of the meeting. Please include in the subject line of the email: **COMMENTS FOR THE MEETING OF May 7, 2021**. Please indicate if you are addressing a specific agenda item or are making a “Public Comment.” Each speaker may speak for up to three minutes; however, the Committee Chairperson may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter.

1.4 Approval of Minutes – Board Policy Committee meeting – April 1, 2021

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

2.1 Review of BP 2760 Campaign Limitations

The committee may propose policies, recommend administrative regulations, or take no action on items discussed.

2.2 Review of BP 5215 Mandatory Vaccinations (NEW) - Students

The committee may propose policies, recommend administrative regulations, or take no action on items discussed.

2.3 Review of BP 6620 Naming District Properties and Facilities

The committee may propose policies, recommend administrative regulations, or take no action on items discussed.

2.4 Review of BP 7100 Commitment to Diversity

The committee may propose policies, recommend administrative regulations, or take no action on items discussed.

2.5 Review of BP 7120 Recruitment and Hiring

The committee may propose policies, recommend administrative regulations, or take no action on items discussed.

2.6 Review of BP 7132 Management Medical/Dental Insurance Benefits

The committee may propose policies, recommend administrative regulations, or take no action on items discussed.

2.7 Review of BP 7325 Mandatory Vaccinations (NEW) - Employees

The committee may propose policies, recommend administrative regulations, or take no action on items discussed.

2.8 Proposal of Future Agenda Items

3.0 **ADJOURNMENT**

**BOARD POLICY COMMITTEE MEETING**

**Thursday, April 1, 2021**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The Zoom meeting was called to order at 4:01 p.m. by Dr. Tina Arias Miller via video/teleconference. Other members present were Mr. John Hanna and Mr. David Crockett via video/teleconference (Zoom) pursuant to Governor Newsom's Executive Order N-29-20.

Staff present: Ms. Jean Estevez, Dr. Marilyn Flores, Ms. Debra Gerard, Mr. Marvin Martinez, Mr. Adam O'Connor, Mr. Enrique Perez, Ms. Narges Rabii-Rakin (briefly), Mr. Roy Shahbazian, Mr. Ruben Smith, Mr. Jose Vargas, Mr. Alistair Winter, and Ms. Anita Lucarelli as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The pledge of allegiance was led by Mr. Smith.

1.3 Public Comment

There were no public comments.

1.4 Approval of Minutes

It was moved by Mr. Hanna and seconded by Mr. Crockett to approve the minutes of February 5, 2021. The motion carried with the following vote: Aye – Mr. Hanna, Mr. Crockett, and Dr. Arias Miller.

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

2.1 Review of Board Policy (BP) 6620 Naming District Properties and Facilities

The committee reviewed BP 6620 Naming of Buildings. Discussion ensued. It was noted that this item was taken to the full board for a first reading at its March 22, 2021, regular board meeting, but the committee asked that additional language be added for clarification purposes. The committee recommended revisions to the policy be reviewed at the next committee meeting.

2.2 Review of BP 7120 Recruitment and Hiring

The committee reviewed BP 7120. Discussion ensued. The committee recommended revisions to the policy be reviewed at the next committee meeting.

2.3 Review of BP 7132 Management Medical/Dental Insurance Benefits

The committee reviewed BP 7132. Discussion ensued. The committee recommended revisions to the policy be reviewed at the next committee meeting

2.4 Review of BP 7330 Communicable Disease

The committee reviewed BP 7330. Discussion ensued. The committee recommended revisions to the policy be reviewed at the next committee meeting

2.5 Proposal of Future Agenda Items

The committee asked that the abovementioned items and BP 7100 Commitment to Diversity be placed on the next committee meeting agenda.

**3.0 ADJOURNMENT**

Chairperson Dr. Arias Miller declared this meeting adjourned at 5:46 p.m.

Minutes Approved: May 7, 2021

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 2  
Board of Trustees

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**BP 2760 Campaign Limitations**

**Reference(s):**

California Assembly Bill 571  
Orange County Municipal Code Ordinance No. 19-002, Section 1-6-5  
California Education Code 72029

The Board of Trustees desire to promote fair elections, broader participation in its own election process, and to encourage a diverse and expanded community representation of candidates for future office.

The Board of Trustees recognize the community's interest to prevent corruption and avoid the appearance or perception of corruption with regard to large contributions from a small number of supporters for a candidate running to be elected to the Board of Trustees. The Board of Trustees further recognize that greater participation in the electoral process begins with a candidate's ability to fundraise from a larger group of individuals. Therefore, the Board of Trustees hereby institute a District policy to impose limitations on contributions to campaigns for elected District positions. No person, including individuals, corporations, other business entities, or political committees, shall contribute, and no candidate or elected Trustee shall seek, a contribution or contributions totaling more than \$2,100.00 to the campaign of a candidate or elected Trustee seeking an elected position of the District for each of the following elections for which the person is an elected Trustee of the District or a candidate in a general election, special election or a recall election.

The contribution limit of \$2,100.00 does not apply to the candidate's own monetary contributions to his or her own campaign, but will preclude a candidate from contributing more than the contribution limit to another candidate's campaign for an elected position of the District. A candidate's spouse is also precluded from using their own separate property to exceed the contribution limit.

**Adopted: April 12, 2021**

**Rancho Santiago Community College District  
BOARD POLICY  
Chapter 5  
Student Services**

**BP 5215 SARS-CoV-2 Vaccination Program (NEW)**

**Reference(s): BP 5210**

The Board authorizes the Chancellor to develop a plan to provide for the safe reopening of the District campuses, including, without limitation, the implementation of a mandatory SARS-CoV-2 vaccination program for all students of Rancho Santiago Community College District (“RSCCD”) requiring access to RSCCD’s facilities and programs in person. This program shall be contingent and effective upon the FDA’s approval of at least one of the SARS-CoV-2 vaccines. In the interim, the Board supports RSCCD’s strong encouragement that all students requiring access to RSCCD’s facilities and programs in person receive a SARS-CoV-2 vaccine as soon as possible. The purpose of the program is to protect the health and safety of the RSCCD community who work, study or train in any of the RSCCD’s locations as well as reduce the incidence of SARS-CoV-2 infection and resultant COVID-19 disease within the community.

Program participation should be mandatory, however, participation in the program is subject to limited exceptions, exemptions, and accommodations, which include approved medical exemptions, disabilities, and/or religious or personal accommodations. In addition, RSCCD students under the age of sixteen (16) years old are exempt from this program. Any students of RSCCD who are not vaccinated and require in-person access to RSCCD’s facilities and programs may be required to participate in additional non-pharmaceutical safety and intervention practices as directed by the Chancellor to mitigate risk to COVID-19 within the RSCCD community.

The Chancellor shall establish administrative procedures to administer the program that comply with requirements established by the Education Code, the Health and Safety Code, and the Center for Disease Control. The administrative procedures shall assure that the program and any exceptions, exemptions and accommodations requested and/or provided pursuant to the program conform to all requirements established by the relevant law and regulations.

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 6  
Business and Fiscal Affairs

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**BP 6620 Naming District Properties and Facilities**

~~The Governing Board retains authority for naming college land reserves, roads, sites, colleges, campuses, athletic fields, buildings, major centers, and other highly visible properties or facilities. No commitment for naming shall be made prior to Board approval of the proposed name. Proposed names may be provided by the Chancellor, trustees, and any other source.~~

~~The Chancellor will establish and implement procedures that provide name proposals for the Governing Board's consideration. For each naming proposal occasion, the Chancellor will be mindful of timelines that allow for appropriate consultation.~~

~~Naming of portions of buildings, small outdoor areas, and other minor properties or facilities may be approved by the Chancellor.~~

Requests to name major District or college land reserves, roads, sites, campuses, libraries, athletic fields, gymnasiums, buildings, major outdoor areas, major centers, or other properties or facilities (collectively, "Major Facilities"), shall be submitted in writing first to the appropriate College Council for recommendation and then to the College President for approval. Proposals that are approved by the College President shall then be submitted to the Chancellor consistent with BP 6620 for the Chancellor's approval.

If a Major Facility is not affiliated with a college of the District, written proposals shall be submitted to District Council for approval and then to the Chancellor for approval.

After following the guidelines provided herein, if the Chancellor approves the proposed naming proposal, at his discretion, he will then submit a proposed name or names to the Board of Trustees for their consideration, selection and approval. Any deviation at any point from the process or criteria for naming Major Facilities will require a supermajority or two-thirds (2/3) vote of the Board.

Requests to name minor District or college sites, buildings, components or portions of buildings (classrooms, laboratories, auditoriums, and conference rooms, etc.), minor outdoor areas (or portions thereof), and other minor properties or facilities (collectively, "Minor Facilities") shall be submitted in writing first to the appropriate College Council for recommendation and then to the College President for approval. Proposals that are approved by the College President shall then be submitted to the Chancellor consistent with BP 6620 for the Chancellor's approval.

If a Minor Facility is not affiliated with a college of the District, written proposals shall be submitted to District Council for approval and then to the Chancellor for approval.



The naming of Major Facilities and Minor Facilities (collectively, the “Facilities”, and independently, a “Facility”) and related areas or buildings should lend prestige to the District, college, staff, students and to the community. The credentials, character, and reputation of each individual, organization, or corporation for the name being considered shall be carefully scrutinized and evaluated. Proposals to name a District facility for other purposes, such as its function, shall adhere to the guidelines specified within this policy. Nominations submitted for consideration must be accompanied by sufficient rationale and supporting documentation, including but not limited to the impact of a named individual on the District, college, or community, historical significance, and reflection of the District’s or college’s core goals, vision and values. Further, nominations of individuals should consider the contributions and service of the individual to the District or college, and the individual’s unique and exceptional distinctions to warrant recognition.

The name conferred on a District or college Facility or location in recognition of an individual or group is an important factor in the public image of the District. It reflects upon both the District, the college and the location itself. Accordingly, the Board of Trustees may discontinue an approved name when the Board determines, in good faith, that a particular name is no longer appropriate for the District or the college to retain any Facility, the name tarnishes or diminishes the reputation of the District or college, the named person or corporate entity is no longer in good standing with the District or college, or an agreed-upon length of time for naming has expired.

### **Criteria**

1. Notwithstanding the forgoing, in addition to following the process outlined above, no Major Facility may be named without some appropriate monetary gift, as specified below:
  - a. A Major Facility may be named for an individual(s) or organization(s) or their designee, responsible for a “major gift” benefiting the District or a college. The term “major gift” in this context is deliberately not defined by arbitrary standards or by a specific dollar amount, but consideration may be given when the donor makes a “major gift” of no less than ten percent (10%) of the total cost of construction of the building or the then market value of the facility where the naming of a Major Facility is appropriate.
  - b. The District’s interpretation is meant to be flexible so that each situation may be judged on its own merits and may take into account significant contributions or personal services as well as monetary or in-kind gifts. It is expected that each naming opportunity will recognize the donor according to the level of gift size of the Major Facility, relation of the gift to the completion and enhancement of the Major Facility, urgency and need for project funds reputation of the individual or corporate entity to the District or colleges. However, the ten percent (10%) minimum threshold shall be a significant factor in considering whether to name a Major Facility either partially or fully after a donor for a specified period of years to be set at the initial naming of the facility.
  - c. Monetary gifts may be fulfilled over time but must be paid in full prior to opening or dedication of the building or Major Facility, unless otherwise stipulated by the donor agreement. Such Major Facilities will not be named for persons making gifts of property (real or personal) until the gift is converted to liquid assets. Under extraordinary circumstances, this requirement may be waived.

2. Notwithstanding the forgoing, in addition to following the process outlined above, gifts for Minor Facilities related to small outdoor areas or portions thereof (fountains, landscape, structures) will in most instances require a gift to cover the entire cost of the project as well as maintenance for long-term preservation. The Board shall have the discretion to waive the entire cost requirement and require an agreed-upon Gift consisting of a percentage of construction and maintenance costs following a proposal from the Chancellor.
3. Gifts naming a corporate entity shall avoid the appearance of corporate influence or conflict of interest. The Board shall exercise due diligence in the approval of recommending the approval of naming any Facility that involves the name of the corporation or stems entirely from corporate funding. The naming of any Facility shall limit the size, design, or logos of any corporation to avoid the appearance of advertising.
4. The Board shall have the right to waive **or modify** monetary requirements for the naming of any Facility. If, at the Board's discretion, the Board determines the monetary requirement should be waived **or modified** for any Facility, it will require a two-thirds (2/3) vote of the Board.
5. The College Presidents, in consultation with the Chancellor, shall be authorized to develop criteria and set contribution amounts to be paid for approval of temporary and permanent signage to be placed on any district property, including without limitation, electronic billboards, banners, digital or virtual signs websites or recordings.
6. The Chancellor, in consultation with the College Presidents, shall be authorized to set the amount of contributions required to receive the naming rights of a program of the district, similar to the criteria and contributions requirements for buildings.

**Revised: September 9, 2013 (Previously BP9025)**  
**Revised: xxxxxxxx, 2021**

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 7  
Human Resources

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**BP 7100 Commitment to Diversity**

**References:**

Education Code Sections 87100 et seq.  
Title 5 Sections 53000 et seq.  
Accreditation Standard IIIA.4

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

Nothing in this Board Policy shall authorize hiring and staff development processes that set numerical goals or quotas, or preferences, in conflict with state law.

**Adopted: October 28, 2013**

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 7  
Human Resources

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## **BP 7120 Recruitment and Hiring**

Reference(s):

Title VII of the Civil Rights Act of 1964  
Article 1, Section 31 of the California Constitution  
Title 5 of the California Code of Regulations Sections 53000 et seq., 51023.5  
Education Code Sections 70901.2, 70902(b)(7) & (d), 87100 et seq., and 87458  
ACCJC Accreditation Standard III.1.A

It is the responsibility of the Chancellor to determine the personnel needs of the District. The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

It is the policy of the Rancho Santiago Community College District to obtain the best qualified administrators, faculty, and staff members who are dedicated to student success. The Board of Trustees supports a competitive selection process for filling vacant positions. To this end, the Board supports a policy that promotes broad participation in filling vacant positions and encourages the diverse representation of candidates and applicants.

It shall be the duty of the Chancellor to see that persons nominated for employment meet all qualifications established by law and/or the Board of Trustees for the position for which nomination is made. Each vacancy for employment shall be selected from a pool of a minimum of three (3) finalists.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording the appropriate constituent groups an opportunity to participate in the decisions under the Board's policies regarding local decision making.

For any positions being filled for a specific college position at a particular district campus, the Chancellor shall include representative staff from that campus in the hiring and recruitment process.

The Chancellor will recommend the appointment of all employees to the Board of Trustees. Employees may be appointed by the Chancellor or delegated agent subject to majority ratification at the next regular meeting of the Board of Trustees.

The authority to assign and/or transfer personnel within the District is delegated to the Chancellor except as such power may be limited by law, District policies, procedures, and collective bargaining agreements.

**Revised:** October 28, 2013 (Previously BP4102)

**References Updated:** March 16, 2015; November 7, 2016

**Revised:** **xxxxxxxxx, 2021**

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 7  
Human Resources

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**BP 7132 Management Medical/Dental Insurance Benefits**

Eligibility

All management employees (including cabinet-level employees) who have an assignment of 50% or more are eligible for District-paid Group Medical/Dental benefits. The District's contribution in each succeeding year will be the District's cost for medical/dental benefits during the immediate preceding year plus an amount not to exceed 6%.

Health Insurance

The District will provide management employees with a cafeteria health insurance program. Each employee will receive a cash allocation based upon the medical insurance option selected. The allocation for employees working under a contract of 50% to 79% will be prorated. The employee can assign this allocation or any part of it toward additional insurance coverage (dental, vision) or may receive it as cash.

Life Insurance

Active employees will receive life insurance benefits in the amount of the employee's annual salary or \$50,000, whichever is greater.

Medicare

Current active employees are required to enroll in Medicare A & B programs upon their retirement if said employees are age 65 or older. If those employees are not age 65 at the time of retirement, they are required to enroll in Medicare A&B programs when they turn age 65.

Retired Staff

For the purposes of determining benefit eligibility under this policy, retirement is defined as a management employee's termination from full-time District employment which is concurrent with his/her retirement under STRS and/or PERS.

Retired management employees shall receive District-paid medical/dental benefits based upon the following eligibility criteria:

Managers whose first date of full-time service was prior to May 31, 1986, shall receive the same District-paid medical insurance coverage as is provided to active management employees for life.

- Managers whose first date of full-time service was on or after May 31, 1986, and who serve as a manager for at least fifteen (15) years shall receive the same District-paid medical insurance coverage as is provided to active management employees until age 70, after which such retirees may continue coverage at their own expense.

- Managers employed under individual administrative contracts retiring on or after July 1, 1975, with less than fifteen (15) but with five (5) or more years of service to the District may participate in medical/dental benefits by paying their own premiums.
- Surviving dependent spousal benefits will continue at District expense for administrators hired prior to July 1, 1989, and for supervisory/confidential employees hired prior to April 11, 2005.
- Surviving dependent spouses of those employees hired on or after these respective dates (and having five or more years of service with the District) may continue surviving dependent spousal benefits at their own expense.

**Revised:** April 25, 2016 (Previously BP4402)  
**Revised:** xxxxxxxx, 2021

**Rancho Santiago Community College District**  
**BOARD POLICY**  
**Chapter 7**  
**Human Resources**

**BP 7325 SARS-CoV-2 Vaccination Program (NEW)**

**Reference(s): BP 7330**

The Board authorizes the Chancellor to develop a plan to provide for the safe reopening of the District campuses, including, without limitation, the implementation of a mandatory SARS-CoV-2 vaccination program for all faculty, academic appointees, staff and other employees of Rancho Santiago Community College District (“RSCCD”) requiring access to RSCCD’s facilities and programs in person. This program shall be contingent and effective upon the FDA’s approval of at least one of the SARS-CoV-2 vaccines. In the interim, the Board supports RSCCD’s strong encouragement that all faculty, academic appointees, staff and other employees requiring access to RSCCD’s facilities and programs in person receive a SARS-CoV-2 vaccine as soon as possible. The purpose of the program is to protect the health and safety of the RSCCD community who work, study or train in any of the RSCCD’s locations as well as reduce the incidence of SARS-CoV-2 infection and resultant COVID-19 disease within the community.

Program participation should be mandatory, however, participation in the program is subject to limited exceptions, exemptions, and accommodations, which include approved medical exemptions, disabilities, and/or religious or personal accommodations. Any faculty, academic appointees, staff and other employees of RSCCD who are not vaccinated and require in-person access to RSCCD’s facilities and programs may be required to participate in additional non-pharmaceutical safety and intervention practices as directed by the Chancellor to mitigate risk to COVID-19 within the RSCCD community.

The Chancellor shall establish administrative procedures to administer the program that comply with requirements established by the Education Code, the Health and Safety Code, the Occupational Safety and Health Administration, and the Center for Disease Control. The administrative procedures shall assure that the program and any exceptions, exemptions and accommodations requested and/or provided pursuant to the program conform to all requirements established by the relevant law and regulations.