Click here to view CCLC Policies & Procedures.

1. Call to Order

2. Approval of Minutes
   a. October 7, 2014

3. Old Business
   a. Consent Agenda
      i. BP 4040 Library & Other Instructional Support Services
      ii. BP 4230 Grading and Academic Record Symbols
      iii. AP 4230 Grading and Academic Record Symbols
      iv. AP 5013 Students in the Military
      v. BP 5075 Course Adds, Drops & Withdrawals
      vi. AP 5075 Course Adds, Drops & Withdrawals
      vii. BP 6925 Refreshments or Meals Served at Mtgs & District Events
      viii. AP 6925 Refreshments or Meals Served at Mtgs & District Events
      ix. BP 7160 Professional Development

   b. BP 2725 Board Compensation due back from Senates in November

   c. Board Policies and Administrative Procedures For Further Review
      i. AP 4040 Library & Other Instructional Support Services
      ii. AP 2510 Participation in Local Decision-Making (Senates to review District section by 11/14/14)
      iii. AP 2435 Evaluation of the Chancellor (review with AP 7150 for committee selection process)
      iv. BP 7150 Evaluation
      v. AP 7150 Evaluation
      vi. AP 7160 Professional Development
      vii. AP 4020 Program, Curriculum, and Course Development (Academic Senates to review by 11/14/14)
      viii. BP 4025 Philosophy and Criteria for Associate Degree and General Education (Academic Senates to review by 11/14/14)
      ix. AP 4025 Philosophy and Criteria for Associate Degree and General Education (Academic Senates to review by 11/14/14)
      x. AP 4050 Articulation (Academic Senates to review by 11/14/14)
      xi. BP 5500 Standards of Student Conduct & Discipline (Academic Senates to review by 12/9/14)
      xii. AP 5500 Standards of Student Conduct & Discipline (Academic Senates to review by 12/9/14)
      xiii. BP 6200 Budget Preparation (Academic Senates to review by 12/9/14)
      xiv. AP 6200 Budget Preparation (Academic Senates to review by 12/9/14)
      xv. BP 6300 Fiscal Management (Academic Senates to review by 12/9/14)
      xvi. AP 6300 Fiscal Management (Academic Senates to review by 12/9/14)
      xvii. BP 2010 Board Membership
      xviii. BP 2015 Student Trustees
      xix. BP 2040 Board Authorization
xx. BP 2100 Board Elections
xxi. BP 2105 Election of Student Trustees
xxii. AP 2105 Election of Student Trustees
xxiii. BP 2110 Vacancies on the Board
xxiv. AP 2110 Vacancies on the Board
xxv. BP 2130 Term Limits
xxvi. BP 2210 Officers
xxvii. BP 2220 Committees of the Board
xxviii. BP 2305 Annual Organizational Meeting
xxix. BP 2310 Regular Meetings of the Board
xxx. BP 2315 Closed Sessions
xxxi. BP 2320 Special and Emergency Meetings
xxxii. AP 2320 Special and Emergency Meetings
xxxiii. BP 2330 Quorum and Voting
xxxiv. BP 2340 Agendas
xxxv. AP 2340 Agendas
xxxvi. BP 2345 Public Participation at Board Mtgs
xxxvii. BP 2350 Speakers
xxxviii. BP 2355 Decorum
xxxix. BP 2360 Minutes
xl. BP 2365 Recording
xli. AP 2365 Recording
xlii. AP 2430 Delegation of Authority to the Chancellor
xliii. BP 2432 Chancellor Succession
xliv. BP 2610 Presentation of Initial Collective Bargaining Proposals
xlv. AP 2610 Presentation of Initial Collective Bargaining Proposals
xlvi. BP 2710 Conflict of Interest
xlvii. AP 2710 Conflict of Interest
xlviii. AP 2712 Conflict of Interest Code
xlix. BP 2716 Political Activity
l. BP 2717 Personal Use of Public Resources
li. BP 2720 Communications Among Board Members
lii. BP 2730 Board Member Health Benefits
liii. AP 2730 Board Member Health Benefits
liv. BP 2750 Board Member Absence from the State
d. District Assembly Membership Vacancies
i. Crafton Hills College Alternate Student
ii. San Bernardino Valley College Alternate Student

4. New Business
   a. AP and BP 3510 Workplace Violence
   b. Annual Committee Evaluation
      i. Review process and questions

5. Academic Senate Reports
   Allen-Hoyt/Gilbert

6. Classified Senate Reports
   Tinoco/Thomas

7. Student Senate Reports
   Robles/Sultzbaugh

8. District Reports
   a. EDCT
   b. Program Review
      Isaac
      Maniaol

9. Chancellor’s Report
   Baron
10. Public Comment

11. Future Agenda Items/Announcements
   a. Chapter 6 Business & Fiscal Affairs
   b. Chapter 4 Academic Affairs
   c. Chapter 3 General Institution
   d. Chapter 5 Student Services
   e. Chapter 7 Human Resources
   f. Academic Calendar 2015-2016 and 2016-2017 (February)
   g. AB 86 Committee to report back with information and recommendations to the Chancellor for District Assembly consideration and action (February)

12. Adjourn

Hanley
DISTRICT ASSEMBLY MEETING  
Tuesday, October 7, 2014 – 3:00pm  
District Office – **Board Room**  
MINUTES

Members Present: Allen, Denise R; Aycock, Larry K.; Baron, Bruce; Briggs, Stephanie; Bryant, Tom; Danley, Jay C.; Feist, John P; Fisher, Gloria M.; Gamboa, Colleen G.; Gilbert, Jeremiah A; Hallex, Alicia M; Hanley, Jodi A.; Holbrook, James R.; Huston, Celia J.; Levesque, Robert A; Marshall, Cheryl; Nikac, Stacey K; Stanskas, Peter-John; Sultzbaugh, Crystal; Thomas, Cassandra S.; Weiss, Kathryn G.

Members Absent: Beavor, Aaron V.; Brown, Brandon; Chavira, Rejoice C; Crow, Kathryn E.; Curasi, Gina N; Dusick, Diane M.; Gamboa, Benjamin R.; Gomez, Edward P; Lillard, Sheri J; Oberhelman, Jason; Paddock, Ericka N; Smith, James E.; Tinoco, Michelle A; Williams, Clyde; Williams, Nicole B

Guests: Miyamoto, Jack; Oliver, Tim; Rowley, Kathleen; Guzman, Tiffany; Kinde, Haragewen

**Call to Order**

John Stanskas called the meeting to order at 3:00pm

**Approval of Minutes**

Holbrook motioned and Gilbert seconded a motion to approve the minutes of September 2, 2014.

**AYES:** Allen, Denise R; Aycock, Larry K.; Baron, Bruce; Briggs, Stephanie; Bryant, Tom; Danley, Jay C.; Feist, John P; Fisher, Gloria M.; Gamboa, Colleen G.; Gilbert, Jeremiah A; Hallex, Alicia M; Hanley, Jodi A.; Holbrook, James R.; Huston, Celia J.; Levesque, Robert A; Marshall, Cheryl; Nikac, Stacey K; Stanskas, Peter-John; Sultzbaugh, Crystal; Thomas, Cassandra S.; Weiss, Kathryn G.

**NOS:** None

**ABSENT:** Beavor, Aaron V.; Brown, Brandon; Chavira, Rejoice C; Crow, Kathryn E.; Curasi, Gina N; Dusick, Diane M.; Gamboa, Benjamin R.; Gomez, Edward P; Lillard, Sheri J; Oberhelman, Jason; Paddock, Ericka N; Smith, James E.; Tinoco, Michelle A; Williams, Clyde; Williams, Nicole B

**ABSTENTIONS:** None

**Old Business**

**Approval of Consent Agenda**

Aycock motioned and Fisher seconded a motion to approve the consent agenda and recommended the following administrative procedures and board policies: AP 2431 Chancellor Selection, BP 2435 Evaluation of the Chancellor, BP 2714 Distribution of Tickets or Passes, AP 2714 Distribution of Tickets or Passes, BP 2715 Code of Ethics - Standards of Practice, AP 2715 Code of Ethics - Standards of Practice (recommend deleting AP), BP 2735 Board Member Travel, AP 2735 Board Member Travel, BP 2740 Board Education, BP 4030 Academic Freedom, AP 4030 Academic Freedom (recommend deleting AP), BP 7400 Travel, AP 7400 Travel

**AYES:** Allen, Denise R; Aycock, Larry K.; Baron, Bruce; Briggs, Stephanie; Bryant, Tom; Danley, Jay C.; Feist, John P; Fisher, Gloria M.; Gamboa, Colleen G.; Gilbert, Jeremiah A; Hallex, Alicia M; Hanley, Jodi A.; Holbrook, James R.; Huston, Celia J.; Levesque, Robert A; Marshall, Cheryl; Nikac, Stacey K; Stanskas, Peter-John; Sultzbaugh, Crystal; Thomas, Cassandra S.; Weiss, Kathryn G.
NOS: None

ABSENT: Beavor, Aaron V.; Brown, Brandon; Chavira, Rejoice C; Crow, Kathryn E.; Curasi, Gina N; Dusick, Diane M.; Gamboa, Benjamin R.; Gomez, Edward P; Lillard, Sheri J; Oberhelman, Jason; Paddock, Ericka N; Smith, James E.; Tinoco, Michelle A ; Williams, Clyde; Williams, Nicole B

ABSTENTIONS: None

Board Policies and Administrative Procedures For Further Review
The work group will continue to review the following policies and procedures and bring recommendations back to District Assembly for the consent agenda: AP 2435 Evaluation of the Chancellor (review with AP 7150 for committee selection process), AP 2510 Participation in Local Decision-Making (Academic Senates to review by 10/14/14), AP 4020 Program, Curriculum, and Course Development (Academic Senates to review by 11/14/14), AP 4025 Philosophy and Criteria for Associate Degree and General Education (Academic Senates to review by 11/14/14), AP 4025 Philosophy and Criteria for Associate Degree and General Education (Academic Senates to review by 11/14/14), AP 4040 Library & Other Instructional Support Services (College Councils to review by September), AP 4040 Library & Other Instructional Support Services (College Councils to review by September), AP 4050 Articulation (Academic Senates to review by 11/14/14), BP 4230 Grading and Academic Record Symbols, AP 4230 Grading and Academic Record Symbols, AP 5013 Students in the Military - MIS Committee, BP 5075 Course Adds, Drops & Withdrawals, AP 5075 Course Adds, Drops & Withdrawals, BP 5500 Standards of Student Conduct & Discipline (Academic Senates to review by 12/9/14), AP 5500 Standards of Student Conduct & Discipline (Academic Senates to review by 12/9/14), BP 6200 Budget Preparation (Academic Senates to review by 12/9/14), AP 6200 Budget Preparation (Academic Senates to review by 12/9/14), BP 6300 Fiscal Management (Academic Senates to review by 12/9/14), AP 6300 Fiscal Management (Academic Senates to review by 12/9/14), BP 6925 Refreshments or Meals Served at Mtgs & District Events, AP 6925 Refreshments or Meals Served at Mtgs & District Events, BP 7150 Evaluation (Managers to review by September), AP 7150 Evaluation (Managers to review by September), BP 7160 Professional Development, AP 7160 Professional Development

AB 86 Update
Dr. Kathleen Rowley gave a presentation on AB 86 as submitted.

District Non-Credit Task Force
Holbrook motioned and Hanley seconded a motion to create a District Non-Credit Task Force to:
Evaluate
• Definition of noncredit (compared to credit and community service) categories of noncredit eligible for enhanced funding
• pros and cons of noncredit curricular modalities
• community needs and plans as evidenced through AB86
• utility of noncredit in other districts
• minimum qualifications
• compensation of other districts

Report back to District Assembly in February 2015 with information and recommendations to the Chancellor for District Assembly consideration and action.

Membership shall include 1 classified staff from each campus, 1 union representative (faculty) from each campus, 1 union representative (classified) from each campus, and 1 manager from each site.

AYES: Allen, Denise R; Aycock, Larry K.; Baron, Bruce; Briggs, Stephanie; Bryant, Tom; Danley, Jay C.; Feist, John P; Fisher, Gloria M.; Gamboa, Colleen G.; Gilbert, Jeremiah A; Hallex, Alicia M; Hanley, Jodi A.; Holbrook, James R.; Huston, Celia J.; Levesque, Robert A; Marshall, Cheryl;
SBCCD 3-Year Staffing Plan
Chancellor Baron reported the same recommendation has been taken to the Budget committee on the fiscal end and will be taken back to Chancellors Cabinet.

District Assembly Membership Vacancies
There are still vacancies for Crafton Hills College Alternate Student and San Bernardino Valley College Alternate Student.

New Business
Board Policies and Administrative Procedures
Student Trustee, Tiffany Guzman addressed the group to explain why the fee for student trustees is recommended to increase to $400 per month. She answered questions from the group.

Aycock motioned and Sultzbaugh seconded a motion as follows:
To approve BP and AP 5030 Fees to include an increase in the CPR card fee to $10. BP 2725 Board Member Compensation will be taken back to the Senates for discussion and brought back to District Assembly in November. This will allow time for changes to be made before it goes back to the board for final reading.

To forward the remaining Chapter 2 policies and procedures to be reviewed by the Work Group and brought back to District Assembly with recommendations by December:
BP 2000, 2010, 2015, 2040, 2100, 2105, 2110, 2130, 2210, 2220, 2305, 2310, 2315, 2320, 2330, 2340, 2345, 2350, 2355, 2360, 2365, 2432, 2610, 2710, 2716, 2717, 2720, 2730, 2750
AP 2105, 2110, 2320, 2340, 2365, 2430, 2610, 2710, 2712, 2730

District Reports
Written reports were submitted for TESS and Human Resources.

Public Comment
None

Future Agenda Items/Announcements
Chapter 6 Business & Fiscal Affairs
Chapter 4 Academic Affairs
Chapter 3 General Institution
Chapter 5 Student Services
Chapter 7 Human Resources
Academic Calendar 2015-2016 and 2016-2017 (February)

Adjourn
Stanskas adjourned the meeting at 4:30pm.
Name of Committee: District Assembly

Please think about the internal processes, external interactions, and work products or outcomes of this committee, and answer each of the following questions objectively.

How long have you served continuously on this committee? □ 1st year □ 2 years □ 3 years □ 4 or more years

On how many other committees did you serve this year? □ 0 □ 1 □ 2 □ 3 □ 4 □ 5 or more

Did you serve as chair or convener of this committee this year? □ Yes □ No

Do you expect to serve on this committee again next year? □ Yes □ No □ I don't know

What is your primary function at SBCCD? □ FT Faculty □ PT Faculty □ Classified □ Confidential □ Manager □ Student

Please indicate how often the committee’s processes, interactions, and outcomes reflected each of the following characteristics:

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Almost Always</th>
<th>Often</th>
<th>Sometimes</th>
<th>Seldom</th>
<th>Almost Never</th>
<th>No Opinion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaborative: Sharing, inclusive, open to input, respectful of diverse opinions, characterized by meaningful dialogue</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Transparent: Open, easy to understand, clearly defined, characterized by effective and meaningful communication with the District community</td>
<td>□</td>
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<tr>
<td>Evidence-Based: Reliant upon relevant, accurate, complete, timely qualitative and/or quantitative information; not based solely on assertion, speculation, or anecdote</td>
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<tr>
<td>Effective: Working properly and productively toward the committee’s intended results</td>
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<tr>
<td>Efficient: Performing well with the least waste of time and effort; characterized by serving the committee’s specified purposes in the best possible manner</td>
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</table>
Please enter this committee’s most significant accomplishment this year:

Please enter the improvement most needed by this committee in its processes, interactions, outcomes, or other aspect of its work:

Please indicate extent to which you agree/disagree with the following statements about your service on this committee overall this year.

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<tr>
<th>Statement</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
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<tr>
<td>I feel comfortable contributing ideas.</td>
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<td>My ideas are treated with respect, whether or not others agree with them.</td>
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<td>I have had sufficient opportunity to provide input into committee recommendations.</td>
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Please rate the following aspects of the committee’s work overall this year.

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<tr>
<th>Aspect</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Very Poor</th>
<th>No Opinion</th>
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<td>Clarity of the committee’s charge</td>
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<td>Quality of communication within the committee</td>
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<td>Quality of information flow from the committee to the constituency groups</td>
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<td>Quality of information flow from the constituency groups to the committee</td>
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<td>Quality of communication by the committee with the District community as a whole</td>
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<td>Access to data needed for deliberations</td>
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<td>Access to meeting space</td>
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<td>Access to other resources needed for the committee to work effectively</td>
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<td>Training or mentoring for you as a committee member</td>
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<td>Establishment of expectations or norms for committee members and convener(s)</td>
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<tr>
<td>Adherence to expectations or norms for committee members and convener(s)</td>
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Thank you very much for participating in this important effort to improve committee work at SBCCD.
EDCT Wins $1.25 Million Grant Award from US DOL/TAACCCT on September 29, 2014

- PDC’s share of a $14 million regional grant award from US Dept. of Labor
- EDCT will work with SBVC Applied Technology Division in offering credit classes
- Classes offered will be in Industrial Maintenance Mechanic and Welding Applications
- 100 unemployed workers will receive for-credit instruction: 64 will be in Welding and 36 in Machine Technology Certificate programs
- 64 incumbent workers will receive customized Industrial Maintenance Mechanic training
- Enables offering stackable credentials with industry-recognized certifications
- EDCT will provide SBVC with nearly $250,000 to revise curriculum and to deliver programs

EDCT Receives $375,000 Award from the California Employment Training Panel (ETP)

- Serves large and small businesses and will run for 13 months from August 2014
- Purpose is to: assist employers in developing high performance workplaces; improve job-specific skills to meet productivity goals; and train employees in current technology to become more energy efficient
- Additionally, develop mechanical craft and welding skills for workers in high priority manufacturing industries.

EDCT Wins $300,000 Grant Award from the California Community College Chancellor’s Office

- One of three Industry-Driven Regional Collaborative (IDRC) grants awarded in California
- Prepare 60 long-term unemployed adults with barriers to employment for entry-level jobs with advanced manufacturing and logistics companies beginning in July 2014.
- Provide training in Advanced Manufacturing or Welding Applications
- Graduates will receive certification through the National Center for Construction Education Research (NCCER) or American Welding Society (AWS)
- Our partners are San Bernardino Valley College, Chaffey College, and Barstow College

Update on the $2.6 Million Grant Project with California Department of Corrections & Rehabilitation

- Collaborative project with CDCR, Caltrans, CSUSB, Center for Employment Opportunities (CEO)
- In collaboration with California State Reentry Initiative (CSUSB-CSRI), this project allows ex-offenders to transition productively into the community
- EDCT coordinates the placement of parolees to perform certain labor intensive and transitional work crew assignments; our subcontractor for this coordination is CEO.
- Participants receive $10 per hour and are allowed to work 32 hours per week with opportunity for full-time permanent jobs for parolees with Caltrans after 90 days of initial employment.
2014 – 2015 DISTRICT PROGRAM REVIEW
STEERING COMMITTEE MEMBERS

DISTRICT POLICE DEPARTMENT          -  KRYSTEN NEWBURY
FISCAL SERVICES                      -  JOSE TORRES
                                          STEVE SUTORUS
                                          LAWRENCE STRONG
                                          TIM OLIVER
ECONOMIC DEVELOPMENT AND
CORPORATE TRAINING                   -  ALAN BRAGGINS
HUMAN RESOURCES                      -  AMALI A PEREZ
KVCR                                 -  YENDIS BATTLE
TECHNOLOGY AND EDUCATIONAL
SUPPORT SERVICES                     -  ANDREW CHANG
                                          JEREMY SI MS
                                          RHIANNON LARES
                                          DENNIS WINTERS

ALBERT R. MANI AOL, CHAIR/ FACILITATOR
FY 2014 – 2015 District Program Review Report
District Assembly Meeting
November 4, 2014

1. The District’s Program Review Steering Committee for FY 2014 – 2015 has been formed and membership includes representatives from the various entities of the District: Police Department, Economic Development and Corporate Training, Human Resources, KVCR, Fiscal Services and Technology & Educational Support Services.

2. Activities and timelines for this project are as follows:

- District Program Review Steering Committee meets to discuss Program Review requirements, approves timelines and develops questionnaires for the District Operations Satisfaction Survey. **Scheduled date:** 10/30/2014
- User training on the use of the Program Review web-based program and tools for developing Program Review Plans. **Target date:** 11/18/2014
- District Operations Satisfaction Survey will be electronically sent to all faculty and staff. **Target Date:** 12/8/2014
- Survey results will be compiled, summarized and distributed to the appropriate District entities to help them develop their respective Program Review Draft Plans. **Target Date:** 1/9/2015
- Program Review Draft Plans (goals, priorities and etc.) are reviewed and finalized by the committee (multiple meetings). **Target Date:** 3/6/2015
- Resource requests to support Program Review Plans are prioritized and ranked. **Target date:** 3/13/2015
- Final District Program Review Plans and Prioritized Resource Allocation will be submitted to the Chancellor’s Office. **Target date:** 3/20/2015

It is anticipated that the District Operations Planning and Program Review Plans and Resource Priorities will be completed and approved by the Chancellor in time for the Budget Committee meeting in April 2015. For further information, please visit the Program Review website at [https://sbccd.org/ProgramReview/Home.aspx/Listing/](https://sbccd.org/ProgramReview/Home.aspx/Listing/).

Thank you.

(Respectfully submitted by Albert Maniaol, Chair, District Program Review Steering Committee)
10/27/2014