

DISTRICT ASSEMBLY MEETING  
Tuesday, November 5, 2013 – 3:00 p.m.  
District Office – Professional Development Center – Room #104  
AGENDA

- |  |                    |
|--|--------------------|
| 1. Call to Order   | Stanskas           |
| 2. Minutes   | Stanskas           |
| a. October 1, 2013   |                    |
| 3. Academic Senate Reports   | Allen-Hoyt/Gilbert |
| 4. Classified Senate Reports   | Tinoco/Thomas      |
| 5. Student Senate Reports  | Brown/Dorsey       |
| 6. District Reports  |                    |
| a. Economic Development & Corp. Training                                 | Isaac              |
| b. Program Review  | Albert             |
| 7. Old Business  |                    |
| a. District Assembly in compliance with<br>Accreditation Standard IV.A.5 | Stanskas           |
| 8. New Business  |                    |
| a. Audit Policy  | Hanley             |
| b. Online Ed Plan/Degree Audit   | C. Brady           |
| c. Waitlist Process  | Gilbert            |
| d. Annual Committee Evaluation   | Members            |
| 9. Chancellor's Report   | Baron              |
| a. Local Hire Policy   |                    |
| 10. Public Comment   |                    |
| 11. Future Agenda Items/Announcements                                    | Members            |
| a. Credit/Non-Credit Discussion  |                    |
| b. Adult School Alignment (Fisher)                                       |                    |
| c. Update AP 2225 – Collegial Consultation                               |                    |
| 12. Adjournment  | Stanskas           |



**DISTRICT ASSEMBLY MEETING**  
Tuesday, October 1, 2013 – 3:00 p.m.  
District Office – Professional Development Center – Room #104

**MEETING MINUTES**

**Members Present**

Denise Allen, Larry Aycock, Patricia Berry, Stephanie Briggs, Rejoice Chavira, Gina Curasi, Gloria Fisher, Ben Gamboa, Jeremiah Gilbert, Jodi Hanley, Janet Johnson, JoAnn Jones, Yvette Lee, Albert Maniaol, Cheryl Marshall, Benjamin Mudgett, James Smith, John Stankas, Cassandra Thomas, Michelle Tinoco, Kay Weiss

**Members Absent**

Bruce Baron, Aaron Beaver, Brandon Brown, Marco Cota, Kathy Crow, Patrick Dorsey, Diane Dusick, Yasmeen Flores, Colleen Gamboa, Ed Gomez, Jim Holbrook, Cameron Lyons, Jeanne Marquis, Ericka Paddock, Samantha Skaggs, Catalina Transporte, Clyde Williams

**Guests Present**

Jeremy Sims, Tim Oliver

1. Call to Order  
John Stankas called the meeting to order at 3:00 p.m.
2. Minutes  
May 7, 2013 and September 3, 2013 were approved by consensus.
3. Academic Senate Reports  
CHC - Denise Allen reported classes are full and packed. Recently revised curriculum committee bylaws to clarify who is responsible and can submit courses into the process. Final revision is going to Academic Senate. Discussions look promising with Brandman University for establishing four year degrees as satellite campuses.  
  
SBVC – Jeremiah Gilbert reported senate is trying to re-form a campus budget committee; Reaffirmed mission, vision, and value statements; Starting the process of sending out accreditation self-study to different body; and approved a short-term SLO remediation program.
4. Classified Senate Reports  
SBVC – Cassandra Thomas reported Constitution was revised. Delineation of Duties statement is going back for editing and should pass at the next meeting.

CHC – Michelle Tinoco reported an upcoming Classified Senate meeting on Bridging the Gap of communication between Senate and Faculty.

5. Student Senate Reports  
None.

6. District Reports

a. Human Resources

There was discussion of the history of the Mutual Respect Policy. The language needed revision and plagiarism was in question. The policy is required and tied to Anti-Bullying legislation. Research what needs to be done to be legally compliant on a new policy.

b. Technology, DTSP

Written report was submitted.

Jeremy Sims reported TESS SWOT Analysis was completed; Vision is being worked on; Subcommittees will work on goals and objectives and send to Glen by December. On target for completion by end of academic year.

7. New Business

a. Student Success Initiatives

Dr. Cheryl Marshall gave a presentation on Student Success Strategies at Crafton Hills College. She asked the committee to consider looking at policies, procedures, and practices that might be recommended to Cabinet or the Board that could be broadened for student success.

b. Update from HR Work Group

A written report was provided.

c. Reordering Constituent Reports for the Board

Denise Allen motioned; Ben Gamoba seconded, and the members voted to recommend the Staff Report items on the Board Agenda to be reflected under Reports as items 9.e-h.

d. Waitlist Process

Tabled to the next meeting.

8. Public Comment  
None.

9. Future Agenda Items/Announcements

a. Credit/non-credit Discussion

i. Refer to Faculty Senate

ii. Make a Recommendation to Union and SBCCD Negotiating Team

iii. Agendize for Discussion in December

- b. Audit Policy
  - i. Review our BP/AP
  - ii. Review Other Campus BP/AP
  - iii. November Discussion
- c. Online Ed Plan/Degree Audit
  - i. DCS
  - ii. Progress Report in November and Implementation Date
- d. Adult School Alignment
  - i. AB 86 and SB 81
  - ii. Refer to Chancellor's Cabinet. Dr. Fisher will take to Cabinet in October.
  - iii. Progress report back to District Assembly in December

10. Adjournment

John Stankas adjourned the meeting at 4:32pm.



## **Report of the Economic Development & Corporate Training (EDCT) Division**

District Assembly Meeting, November 5, 2013

Prepared by Matthew Isaac, Ph.D., Executive Director, EDCT

### **Entrepreneurship Institute of San Bernardino (EIOSB)**

- Not-for-credit program offered by EDCT in partnership with San Bernardino Valley College
- Funded by EDCT; invested \$33,000 of its own funds as seed money to support the program
- Won \$25,000 grant from Walmart Foundation to provide entrepreneurship training for 30 individuals
- Pacific Mercantile Bank donated \$2,500 and offers on-going support for the program
- A cohort of 22 students began the program in September; 20 students still persists

### **EDCT Received a New Grant Award from CCCCO to Serve the Regional Colleges in Digital Media**

- Grant is to provide leadership in Information Communication Technologies (ICT)/Digital Media
- Award is \$300,000 for the first year; \$200,000 per year for the remaining 3 years; will be on-going
- Continuation of the grant is based on performance and outcomes
- This award helped to establish a Deputy Sector Navigator (DSN) at EDCT for the Desert Region
- Objective is to provide leadership for ICT/Digital Media programs of colleges in Desert Region
- This is a competitive grant but the eligibility was based on the qualifications of the employee designated as the Deputy Sector Navigator (DSN) in the grant application
- Albert Maniaol is the designated DSN; his educational and work backgrounds made us eligible to apply for this grant; Albert has an Electrical Engineering degree, master's degree (MBA) in Information Technology (IT) and private industry ICT work experience.

### **California Dept. of Corrections and Rehabilitation (CDCR) – Caltrans Parolee Placement Program**

- EDCT received a \$2.6 million contract from CDCR for three years to place parolees for Caltrans
- Three way partnership: CDCR, Caltrans and California State University, San Bernardino
- Our project augments the services of the existing CSUSB ex-offender re-entry program
- EDCT's contract is to place the ex-offenders enrolled in the CSUSB program in temporary jobs at Caltrans; will lead eligible participants to full-time job opportunities
- EDCT has sub-contracted the placement services to CEO, Inc., a private third party vendor
- Robert Levesque, EDCT Director of Workforce Development, supervises the project
- EDCT recently hired Eddie Rubio as the Caltrans Project Administrator to coordinate the project

### **\$3 Million Application Submitted to NSF to Establish a Nanotechnology Technical Education Center (NanoTEC)**

- Lead Primary Investigator (PI) is Dr. Isaac; other PIs are from UCI and UCR
- Advanced Technological Education (ATE) Center of Excellence for the Western Region states
- Goal is to use EDCT's infrastructure and build a resource center to assist other community colleges
- Received endorsement from the Chancellor's Office in Sacramento to serve the 112 Calif. colleges
- Primary partners are University of California, Irvine (UCI), University of California, Riverside (UCR), San Bernardino Valley College, Crafton Hills College, Molecular Express (a nano-medicine company in Dominguez Hills), and Kelly Space and Technology. Other collaborators are: Arizona State University and NASA Center for Nanotechnology.
- This grant project will help in the development of a credit Nanotechnology Certificate program and career pathways articulated with four year colleges.

#### Update on complying with **SB1456 - Student Success Act of 2012**

This past year the **District Application Workgroup (DAWG)** has been focusing discussions on the **SB1456 - Student Success Act of 2012** state bill that requires implementation by Fall 2014. Among the key items being addressed are Degree Audit, Educational Plans, Priority Registration and MIS reporting changes.

Presently, Degree Audit has limitedly functional and is used by counseling and admissions offices. Unfortunately, it is limited to college courses only and the printed evaluation has issues that need to be addressed before making it fully functional to staff and students. Currently, DAWG is addressing the required changes to implement transfer courses and corrections to the printed evaluation.

With Degree Audit working with college courses only, in June 2013, we rolled out the initial 'Course Planning' module released by Ellucian (Datatel), which allows students to utilize Degree Audit to develop their Educational Plans online via WebAdvisor. However, earlier this year, Ellucian released an improved replacement called 'Student Planning' as a part of their new Self-Service platform. Currently, we are finding the budget and resources to implement the 'Student Planning' module, to replace the 'Course Planning' module.

**Submitted by:** Cory Brady – Interim Director  
Administrative Applications  
(909) 384-4366  
[cbrady@sbccd.edu](mailto:cbrady@sbccd.edu)

Name of Committee: District Assembly

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**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?       1<sup>st</sup> 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 during 2010-11 reflected each of the following characteristics:**

	Almost Always	Often	Sometimes	Seldom	Almost Never	No Opinion
<u>Collaborative</u> : Sharing, inclusive, open to input, respectful of diverse opinions, characterized by meaningful dialogue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Transparent</u> : Open, easy to understand, clearly defined, characterized by effective and meaningful communication with the District community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Evidence-Based</u> : Reliant upon relevant, accurate, complete, timely qualitative and/or quantitative information; not based solely on assertion, speculation, or anecdote	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Effective</u> : Working properly and productively toward the committee's intended results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Efficient</u> : Performing well with the least waste of time and effort; characterized by serving the committee's specified purposes in the best possible manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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.**

	Strongly Agree	Agree	Disagree	Strongly Disagree
I feel comfortable contributing ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My ideas are treated with respect, whether or not others agree with them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have had sufficient opportunity to provide input into committee recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please rate the following aspects of the committee's work overall this year.**

	Very Good	Good	Fair	Poor	Very Poor	No Opinion
Clarity of the committee's charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of communication within the committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of information flow from the committee to the constituency groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of information flow from the constituency groups to the committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of communication by the committee with the District community as a whole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to data needed for deliberations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to meeting space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to other resources needed for the committee to work effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training or mentoring for you as a committee member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishment of expectations or norms for committee members and convener(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adherence to expectations or norms for committee members and convener(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Thank you very much for participating in this important effort to improve committee work at SBCCD.**



# SAN BERNARDINO COMMUNITY COLLECT DISTRICT

## BOARD POLICY

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### TO CREATE OPPORTUNITIES FOR LOCAL HIRES AND LOCAL BUSINESSES ON DISTRICT CAPITAL IMPROVEMENT AND CONSTRUCTION PROJECTS

#### 1. Definitions.

A. "Bid" shall mean all capital improvement and construction bids and proposals that are projected to be funded by the District that are first advertised after the effective date of this policy;

B. "Local Hire" means individuals residing in the Inland Empire providing work on District Bid work sites.

C. "Local Business" shall mean a business serving as a contractor or supplier that has its principal headquarters or permanently staffed regional office located within the Inland Empire, and that has held a business license with one of the cities within the Inland Empire for a minimum of 3 months;

#### 2. Goals.

A. The Board establishes goals of fifty percent, (50%), participation of Local Hires and twenty-five percent, (25%), participation of Local Businesses in its District Bid projects awarded each fiscal year. These goals are reflective of the demographics of the community. Bid documents will be amended to include these responsiveness requirements on a project-by-project Bid basis, but the goal will be evaluated based on an entire fiscal year assessment.

#### 3. Bidding.

As a condition to be considered responsive, a Bid must include the following:

A. Demonstrated participation of at least fifty percent, (50%), and twenty-five percent, (25%), of the total bid being performed by Local Hires and Local Businesses; or

B. A demonstrated good faith effort to include Local Hires and Local Businesses, in accordance with regulations to be issued by the Chancellor; or,

C. The bidder certifies that it intends to perform ninety-five percent (95%) of the work with its own employees.

**4. Reporting.**

The Chancellor or his or her designee shall make a report to the Board at least quarterly regarding the District's performance towards these goals.

**5. Coordinating Committee.** The Chancellor or his or her designee shall work with the other public or private entities to promote the Local Hire and Local Business goals and report the progress of these meetings to the Board on at least a quarterly basis.

Approved: \_\_\_\_\_, 2013

Amended: \_\_\_\_\_