



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

- | | |
|--|--------------------|
| 1. Call to Order | Stanskas |
| 2. Minutes | Stanskas |
| a. November 5, 2013 | |
| 3. Academic Senate Reports | Allen-Hoyt/Gilbert |
| 4. Classified Senate Reports | Tinoco/Thomas |
| 5. Student Senate Reports | Brown/Dorsey |
| 6. District Reports | |
| a. Safety | Fields |
| 7. Old Business | |
| a. Safe Assign/Turn It In | Kuck |
| b. Online Ed Plan/Degree Audit | Kuck/Brady |
| c. Delineation of Duties Statement | Thomas |
| d. Update on Audit Recommendation | Hoyt/Gilbert |
| 8. New Business | |
| a. Credit/Non-Credit Discussion | Hoyt/Gilbert |
| b. Faculty Equivalency | Hoyt/Gilbert |
| c. Smoking Policy AP & BP 3570
(to include e-cigarettes/tobacco products) | Fisher |
| 9. Chancellor's Report | Baron |
| 10. Public Comment | |
| 11. Future Agenda Items/Announcements | Members |
| a. Adult Education Consortium (Fisher) | |
| b. Update AP 2225 – Collegial Consultation | |
| c. Management Hiring Process (Fisher/Marshall) | |
| 12. Adjournment | Stanskas |

Upcoming District Assembly Meeting Dates:

- January - DARK
- February 4, 2014
- March 4, 2014
- April 1, 2014
- May 6, 2014
- June - DARK
- July - DARK
- August - DARK
- September 2, 2014
- October 7, 2014
- November 4, 2014
- December 2, 2014



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

Members Present

Denise Allen, Larry Aycok, Bruce Baron, Stephanie Briggs, Rejoice Chavira, Patrick Dorsey, Gloria Fisher, Ben Gamboa, Jeremiah Gilbert, Jodi Hanley, Jim Hollbrook, JoAnn Jones, Yvette Lee, Albert Maniaol, Cheryl Marshall, Benjamin Mudgett, James Smith, John Stankas, Catalina Transporte, Cassandra Thomas, Michelle Tinoco

Members Absent

Aaron Beavor, Patricia Berry, Brandon Brown, Marco Cota, Kathy Crow, Gina Curasi, Diane Dusick, Yasmeen Flores, Colleen Gamboa, Ed Gomez, Janet Johnson, Cameron Lyons, Jeanne Marquis, Ericka Paddock, Samantha Skaggs, Kay Weiss, Clyde Williams

Guests Present

Matthew Isaac, Cory Brady, Tim Oliver

Call to Order

John Stankas called the meeting to order at 3:00 p.m.

Minutes

October 1, 2013 minutes were approved by consensus.

Academic Senate Reports

SBVC – Jeremiah Gilbert working on minor changes to a few committee charges in memberships. Had a presentation on institution set standards. Getting an update on State Legislation with keynote speakers from the ACCJC, presenting new standards and asking for feedback. Brandon Brown is giving a presentation on AB955.

CHC – Denise Allen-Hoyt reported the academic senate is reviewing the auditing policy. Senate sent back recommendation to look at non-credit and how it will for on the campus. It fits well with AB86 and is on the agenda for an initial look. Had a good meeting on wait list, which will be rolled out in the spring. Grant approval process moving forward. Any RFP for any grant will be brought forward to campus council so the entire campus is aware of what kinds of things are being looked at and have an opportunity to send it out to their constituents as deemed necessary. Curriculum committee looking at changing the approval timeline for different programs having a staggered approval process.

Classified Senate Reports

SBVC – Cassandra Thomas reported Delineation of Duties statement passed at CHC and SBVC senate. Coordinating Thanksgiving basket drive with student government. Started professional development subcommittee for classified staff week.

CHC – Michelle Tinoco reported classified survey results were received. There was a lot of positive feedback and will develop workshops for classified. Considering moving classified professional week to allow more classified to attend more workshops.

Student Senate Reports

CHC – Patrick Dorsey reported October 2 Club Rush was successful and have started planning Spring Club Rush. October was the month of Crafton Cares. Peanut butter and jelly was collected and will be donated to a local shelter. Health Science Club starting their own can food drive for students on campus. Student senate hopes to start communications with Valley ASB.

SBVC – no update

District Reports

Economic Development & Corp. Training – Dr. Matthew Isaac gave an update/report on the EDCT. A written report was presented.

Program Review – Albert Maniaol gave a Program Review update. A written report was presented. Ben Gamboa asked who the classified representative is to assist in establishing priorities and timelines. It is up to the department to select classified representative on the executive committee.

Old Business

District Assembly in compliance with Accreditation Standard IV.A.5

New Business

Audit Policy – Jodi Hanley went through all community college websites. 72/112 community colleges allow students to audit. There is not a lot of consistency on the audit policies. Ed code section 76370 is the only consistent reference. A draft policy was presented. John Stanskas suggested the proposed policy be sent to both academic senates and for review or discussion. He also reminded the group that we are not required to allow auditing.

Online Ed Plan/Degree Audit – Cory Brady gave an update on SB1456 compliance and a written report was presented. We expect to have student Ed Plans that counselors can view online and a degree audit system that will alert students on how close they are in degree attainment.

Waitlist Process – Jeremiah Gilbert reported that currently when a student signs up for a waitlist, both senates have discussed and agreed on one of two options – same day

registration with improved notification to students (forward college email to personal email or text message) or to extend the response time for students. CHC decided to give students two days to register (excluding weekends) for the class once they receive notification. Recommendation from both faculty groups that they would prefer longer waitlist and explore other alternative methods to reach students. Cory Local campuses to follow their processes to change their procedures.

Chancellor's Report

Chancellor Baron reported on the Local Hire Policy and how the District has been working to increase and encourage local hires in our bond program. This has been accomplished through outreach methods and by bringing contractors and subcontractors together. The board asked for a policy to support local hire efforts, which will go to the board for first reading at the November board meeting. The Chancellor asked for comments from the group and provided clarification on lowest responsible bids. He added that Tim Oliver kicked off a budget review and analysis of our budget policy with The Brain Trust group. The Brain Trust will look at the budget model, review issues we are facing, review other similar multi-college districts, and will provide us with recommendations to consider in order to update our existing model. Tim Oliver explained the Brain Trust and their purpose. Staffing plan is being updated and the process is expected to be completed as part of the accreditation process. The Staffing Plan and Budget model will be distributed and made available. The Brain Trust will provide recommendations by January, there will be discussion in the spring, and we hope to implement some of the steps in the next fiscal year. Policies and procedures are outdated and will be updated by a consultant from CCLC. The consultant will review all policies and procedures, make recommendations, and add new policies as needed.

Public Comment

None

Future Agenda Items/Announcements

Credit/Non-Credit Discussion – Academic Senates (Dec)
Faculty equivalency (Dec)
Management Hiring Process (Dec)
Update on Safe Assign/Turnitin (Dec) Kuck
Smoking Policy to include e-cigarettes (Gilbert/Fisher)
Delineation of Duties statement update (Thomas)
Adult School Alignment (Fisher)
Update AP 2225 – Collegial Consultation

Annual Committee Evaluation

Distributed to committee and completed.

Adjournment

John Stanskas adjourned the meeting at 4:45 p.m.



**District Assembly Report
12/03/2013**

District Workers Compensation/Claims Summary

FY 2011, 2012, 2013 and 2014 valued as of 11/25/13

Claim Frequency by Location

Location	2011	2012	2013	2014*
CHC	21	15	8	5
DISTRICT	7	11	2	0
SBVC	23	18	30	12
Grand Total	51	44	40	17

*FY 2014 claims incurred for partial year - 07/01/13-11/25/13

Claim Severity by Location

Location	2011	2012	2013	2014*
CHC	\$291,197	\$141,973	\$150,694	\$1,214
DISTRICT	\$261,331	\$68,739	\$1,054	\$0
SBVC	\$188,875	\$157,418	\$163,563	\$26,703
Grand Total	\$741,403	\$368,129	\$315,311	\$27,917

*FY 2014 claims incurred for partial year - 07/01/13-11/25/13

District Safety Training Summary

Training Completions (Live and Online)

Courses completed from 07/01/13 through 11/25/13

Live Course Completions by Location

Location	# of Completions
CHC	136
DISTRICT	37
SBVC	271
Grand Total	444



**District Assembly Report
12/03/2013**

Online Course Completions by Location

Location	# of Completions
CHC	473
DISTRICT	280
SBVC	529
Grand Total	1282

Global Harmonized System (GHS) OSHA Mandated Training Summary as of 11/26/13

<u>Live Course Completions by Course/Location</u>				
Course	CHC	District	SBVC	SBVC
Globally Harmonized System (GHS)	24	3	82	109

<u>Online Course Completions by Course/Location</u>				
Course	CHC	DISTRICT	SBVC	Total
Hazard Communication: Right to Understand (GHS)	171	74	214	459
Safety Data Sheets (GHS)	185	73	228	486

Safety Initiatives 2013/2014

- **Safety Program Overhaul**

District Environmental Health & Safety will be working with a safety consultant and the Vice Presidents of Administrative Services at the respective campuses to review, update and consolidate eleven (11) existing safety programs for the San Bernardino Valley (SBVC) campus, and the Crafton Hills College (CHC) campus.

This safety program overhaul will ensure that the safety programs in-place currently undergo regulatory revisions, standardization and consistency in format. The safety programs, which will be updated and consolidated, are as follows:

1. Chemical Hygiene
2. Confined Space
3. Blood borne Pathogens
4. Communicable Disease
5. Fire Life and Safety (Adding a section on candles, open flames and scented plug-ins in an office environment)
6. Hazardous Communication
7. Heat Illness
8. Hearing Conservation
9. Injury & Illness Prevention
10. Lock-out/Tag-out
11. Respiratory Protection



District Assembly Report 12/03/2013

- **Newly Released Programs**

On November 14th, 2013, the SBCCD, Board of Trustees approved the District, Emergency Operations Plan (EOP). SBCCD Police and EH&S have been working progressively on the final amendments and finalizing the plan and we now have a plan in-place to assist with continuously improving our emergency preparedness efforts.

What is the Emergency Operations Plan (EOP) all about?

The purpose of the plan is to provide the framework for coordination and full mobilization of the district sites, colleges, and external resources. The plan clarifies the 1) preparation for, 2) response to, and 3) recovery from an emergency or disaster incident that could impact the district, the campuses, or the region.

The EOP has been approved, now what?

Training is essential in preparing emergency operations personnel to respond effectively. An element of this training program will be emergency simulation exercises that allow personnel to become familiar with the procedures, facilities, and systems used in emergency situations. These exercises shall include:

1. Orientation Seminars
2. Tabletop Exercises
3. Functional Exercises
4. Full-Scale Exercises

The SBCCD Emergency Operations Plan can be found electronically at <http://sbccd.org/eop>.

- **Other New Safety Programs In-Progress - Completed By January 2014**

1. CHC – Asbestos Management Program
2. CHC – Hazardous Waste Management Program
3. District – Space Heater Policy

Delineation of Roles and Responsibility Statement

**San Bernardino Community College District
California School Employees Association Chapter #291
and
San Bernardino Community College District
Classified Senates**

Statement of Purpose

The purpose of this document is to clarify the different roles that CSEA, Chapter #291 and the San Bernardino Community College District Classified Senates fulfill in representing all San Bernardino Community College District classified employees; each has a distinct purpose with its own objectives. Pursuing the objectives of one organization within the framework of the other can be redundant, or even counterproductive, diluting the overall effectiveness of the organization in serving classified employee interests. By clearly understanding each organization's purpose, we ensure that classified employees have opportunities for input into the collegial consultation process, while at the same time are assured that classified bargaining rights are protected.

This document is an agreement between the San Bernardino Community College District Classified Senates and CSEA, Chapter #291 of the roles and responsibilities herein.

Statement of Purpose

San Bernardino Community College District Classified Senates

The San Bernardino Community College District Classified Senates promote the interests of all district-wide classified employees in accordance with AB 1725 mandates.

The purpose of this organization is to provide a vehicle by which the classified employee is able to fully participate in the process of achieving the goals and mission of the colleges and to promote a successful learning environment for students. It shall be the function of the Classified Senates to participate in the governance of San Bernardino Community College District on a consultative level: to actively collect, evaluate, and disseminate information for the classified employee and to represent those interests in non-bargaining unit (CSEA) issues on any collegial consultation committee. The classified senate shall also promote professional and personal development for all classified employees through Professional Development workshops and activities, webinars and conferences.

Statement of Purpose

Exclusive Bargaining Representative – San Bernardino Community College CSEA Chapter #291

The California School Employees Association, San Bernardino Community College Chapter #291, hereafter referred to as "The Association", shall be recognized as the "exclusive" representative for the classified employees within its bargaining unit. The Association expresses the viewpoint of the classified bargaining unit to the college administration and Governing Board in matters regarding Collective Bargaining.

The rights and responsibilities of the Association derive from the Public Employees Relations Act (SB 160, Rodda), and the interpretations of this Act by the Public Employees Relations Board, the Collective Bargaining Agreement, Past Practice, and other applicable laws. The Association's scope of representation shall include all matters dealing with the collective bargaining process, wages, hours of employment, workload, terms and conditions of employment, classified service on all hiring committees and all areas covered in The San Bernardino Community College Chapter #291 Collective Bargaining Agreement for Classified Employees.

Delineation of Roles and Responsibilities

	Classified Senate	CSEA Chapter #291
Membership	Automatic for all permanent classified and confidential employees– Title V/AB1725	Bargaining unit members only. This is all regular classified employee unit members whether full or part-time employees.
Dues	None.	Mandatory monthly dues.
Participation	Voluntary. Open to ALL permanent classified and confidential employees.	Open to bargaining unit classified members only.
Voting	All permanent classified and confidential employees.	Chapter dues paying members only.
Role	The Classified Senate is a professional organization promoting the interests of all categories of classified employees. The Senate supports, facilitates implementation and promotes awareness of the collegial consultation process.	CSEA Chapter#291 is the exclusive bargaining representative for the San Bernardino Community College District's classified employees.
Purpose	To focus on issues related to the Collegial Consultation process and to ensure representation on Collegial Consultation committees, projects and issues.	To focus on collective bargaining issues such as wages, benefits, hours of employment, workload, terms and conditions of employment.
Examples of Items to Fall Under Each Organization (not all responsibilities are listed)	<ul style="list-style-type: none"> • Participates in the collegial consultation process on campus and the district. • Provides a body representing the needs, concerns, and viewpoints of all the classified employees on issues <u>other than working conditions</u>. • Providing a centralized means of communication between ALL classified employees and the rest of the college community. • Appointment of classified employees to college and District collegial consultation committees. • Provides an opportunity for classified employees to enhance the democratic process of collegial consultation. • Promotes the interests of the classified employees in the development and formulation of policy and practice related but not limited to the following: <ul style="list-style-type: none"> - Providing personal and professional development opportunities - Developing leadership within the classified community - Preserving and advancing intercollegiate relationships and involvement, creating a sense of unity - Providing a professional classified 	<ul style="list-style-type: none"> • Wages, including salary schedule and placement, promotions, seniority, layoff and re-employment rights, initial classification and reclassification. • Hours of employment. • Health and welfare benefits, including holidays and vacations. • Leaves, transfers, and reassignment policies. • Safety conditions of employment, including District-initiated disability leaves. • Procedures to be used for the evaluation of classified employees. • Procedures for processing grievances and disciplinary actions. • Promotes the well-being and rights of member classified employees by: <ul style="list-style-type: none"> - Participating on collective bargaining related standing committees - Represents classified employee unit members on all working conditions - Serving as a communication link within its membership and to the district on bargaining issues - Selecting representatives from its membership to serve on collegial consultation and District committees as appropriate. - Communicating union rights and responsibilities with its members.

	<p>presence and visibility on campus and in the district.</p> <ul style="list-style-type: none"> - Advocating the value and contributions Classified Employees provide to student success and learning - Providing recommendations and views on matters affecting classified employees and the conduct, welfare, and growth of the college. 	
Joint Responsibilities	<ul style="list-style-type: none"> • Each collegial consultation committee with classified employee representation must have an appointee from both CSEA and the Classified Senate, though sometimes the two constituencies agree to appoint a single classified member. • The presidents of each organization will meet regularly to discuss issues and maintain a relationship in order to best serve the classified employees. 	

This document is for informational purposes and is intended to clarify the roles and responsibilities of the Classified Senates and CSEA within the San Bernardino Community College District.

**San Bernardino Valley College
Classified Senate**



Cassandra Thomas, President

Date 11-19-13

CSEA, CHAPTER #291



Colleen Gamboa, President

Date 11/19/13

**Crafton Hills College
Classified Senate**



Michelle Tinoco, President

Date 11/19/13

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4 SMOKING

- 5
6 A. Smoking of any form of tobacco or non-tobacco products is prohibited on District grounds, in
7 all District vehicles, at any activity or athletic event and on all property owned, leased or
8 rented by or from the District, unless a tobacco use area has been designated.
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10 B. This policy allows for the establishment of procedures to comply with California Code of
11 Regulations Government Code Section §7597.
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13 C. This policy and these regulations apply to employees, students, visitors and other persons
14 who use the facilities on the campuses or centers that are part of San Bernardino Community
15 College District.
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50 Reference:
51 Government Code Section 7597
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54 Approved: 11/15/12
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3
4 SMOKING

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6 **A. Smoking shall be permitted only in designated areas. Look for “Tobacco Use Area”**
7 **signs at each campus.**

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9 Smokers must:

- 10 • Respect the rights of non-smokers.
11 • Smoke only in designated smoking areas.
12 • Make sure their smoke does not enter buildings.
13 • Extinguish cigarettes in appropriate containers.

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15 Non-Smokers must:

- 16 • Respect the rights of smokers.

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18 **B. Notice of the Policy**

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20 • Notice of the Smoking Policy of the campus will be published in appropriate District
21 publications and in notices distributed to students, staff, and those renting District
22 facilities.
23 • Appropriate signage will also be placed throughout the campus.

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25 **C. Enforcement**

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27 • Violations of this section may be punished by a fine of \$50.00.
28 • Enforcement shall be the responsibility of the District Police Department.
29 • Any person who desires to register a complaint hereunder may initiate enforcement
30 consideration with the District Police Department.
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