

DISTRICT ASSEMBLY MEETING
Tuesday, February 4, 2014 – 3:00 p.m.
District Office – Professional Development Center – Room #104
AGENDA

- | | |
|--|-----------------|
| 1. Call to Order | Stankas |
| 2. Minutes | Stankas |
| a. December 3, 2013 (p.2) | |
| 3. Academic Senate Reports | Allen-Hoyt/Au |
| 4. Classified Senate Reports | Tinoco/Thomas |
| 5. Student Senate Reports | Brown/Dorsey |
| 6. District Reports | |
| a. Bond Program Status Report (p.5) | Oliver |
| b. District Strategic Planning Committee Status Report (p.8) | Oliver |
| c. Fiscal Services Report (p.16) | Oliver |
| 7. Old Business | |
| a. Update on Audit Recommendation | Hoyt/Au |
| b. Smoking Policy AP & BP 3570 (p.18) | Fisher |
| 8. New Business | |
| a. Update AP 2225 – Collegial Consultation (p.22) | Fisher/Marshall |
| b. Management Hiring Process | Fisher/Marshall |
| 9. Chancellor's Report | Baron |
| a. Update on Policies & Procedures | |
| b. District Master Calendar Update | |
| 10. Public Comment | |
| 11. Future Agenda Items/Announcements | Members |
| a. Credit/Non-Credit Discussion (Marshall) | |
| b. Faculty Equivalency Update (Hoyt/Au) | |
| c. AB86 Update | |
| 12. Adjourn | Stankas |

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

Members Present

Allen, Denise; Briggs, Stephanie; Dusick, Diane; Fisher, Gloria; Gamboa, Ben; Gilbert, Jeremiah; Hanley, Jodi; Johnson, Janet; Jones, JoAnn; Maniaol, Albert; Marshall, Cheryl; Mudgett, Benjamin; Thomas, Cassandra; Tinoco, Michelle; Weiss, Kay

Members Absent

Aycock, Larry; Baron, Bruce; Beavor, Aaron; Berry, Patricia; Brown, Brandon; Chavira, Rejoice; Cota, Marco; Crow, Kathy; Curasi, Gina; Dorsey, Patrick; Flores, Yasmeeen; Gamboa, Colleen; Gomez, Ed; Holbrook, Jim; Lee, Yvette; Lyons, Cameron; Marquis, Jeanne; Paddock, Ericka; Skaggs, Samantha; Smith, James; Stanskas, John; Transporte, Catalina; Williams, Clyde

Guests Present

Fields, Whitney; Kuck, Glen; Oliver, Tim; Torres, Jose

Call to Order

Jodi Hanley called the meeting to order at 3:05pm.

Minutes

The minutes of November 5, 2013 were approved by consensus.

Academic Senate Reports

Denise Allen-Hoyt reported the Curriculum Committee has approved a multiple submission cycle for curriculum documents and it appears to be working better to manage workloads. CHC took official stand against AB 955. Refining new program on the discontinuance policy, which will hopefully be completed by the spring. Working on a position paper for class size and defining what constitutes best practices in terms of class size.

Jeremiah Gilbert reported Curriculum and Program Review Committee came back with minor changes. Working on updating AB 2225. Determined that SBVC waitlist should be the same as Crafton's. Chair of Basic Skills made a presentation on Student Success Project. Do we want to map SLO's to core competencies - will reexamine in Spring 2015. Jeremiah is president for another year.

Classified Senate Reports

Cassandra Thomas reported the Delineation of Duties passed CSEA as attached. Looking at AP 2225 and Ethics Statement for updates. Will be doing a Valentine's Day fundraiser.

Michelle Tinoco reported Classified Professionals Week June 9-12; will report more information in February. Has new PIO.

District Reports

Whitney Fields gave a safety report as submitted. Difficult to benchmark workers comp claims to other CCD's because we are not the same size as other CCD's.

Old Business

Safe Assign/Turn it in update

Kuck reported the general consensus was to recommend Turn it in. We will use the spring term to teach faculty how to use it, learn the pros and cons and have an information campaign for students. Chancellor's cabinet discussion about funding the project going forward. Cost will be less than \$30,000 per year.

Online Ed Plan/Degree Audit Updates.

Kuck reported we have Degree Audit in place but it's not being used. Student Planning is an interactive tool for students to use as a recommended schedule. Looking at Elusion to implement the process by early March to train and roll out.

Delineation of Duties Statement

Cassandra Thomas reported the Delineation of Duties Statement is used to help clarify conflict and confusion between the union and the senate. She presented the completed document as attached.

Update on Audit Recommendation:

Hoyt – Crafton Hills is working on the audit recommendation and will be working with SBVC senate to see if they can come up with a joint document. Gilbert reported the Audit Policy was sent to the Ed Policy committee and will bring information back to senate in January. Concerns/issues raised were: Do we want an audit policy? Will prerequisites be applied to auditing students? Will auditing students need to attend class on a regular basis? Is there an attendance policy? Limit to number of classes to be audited? If so, how will it be tracked?

New Business

Credit/Non-Credit Discussion

Gilbert reported not for credit is fee based process. Non credit is no credit assigned to the course. Issues/questions are: How are faculty compensated? How is it loaded? Does it fall within the departments? Minimum qualifications?

Hoyt reported issues on credentialing and adult ed and how it plays into the discussion about non credit. CHC Academic Senate recommends starting the process.

Faculty Equivalency

Hoyt and Gilbert reported academic senates are figuring out how equivalency works and how the details of the processes flow.

Smoking Policy AP & BP 3570

Gloria Fisher recommended including non-tobacco products and e-cigarettes. Jeremiah and Gloria to present suggested language in February.

Public Comment

Jeremiah Gilbert reported he will be on sabbatical until September. Credit/Non-Credit - how do we move forward? It has adult ed issues, CTA issues, etc. This should be taken to Chancellor's Cabinet.

Future Agenda Items/Announcements

Adult Education Consortium/Town Hall meeting will be held on December 5, 2013 at SBVC.

Audit Policy – February (Gilbert/Hoyt)

Update AP 2225 – Collegial Consultation

Management Hiring Process (Fisher/Marshall)

Adjourn

Meeting was adjourned at 4:00pm



Activities Status Report for District Measure M Projects January 2014



Crafton Hills College

Project Name	Status
Parking Lot, ADA, Lighting Improvement Project (PAL)	Project is in the warranty and Division of State Architect (DSA) closeout phase. Project team continues to work on warranty requests as they come up. All DSA project closeout documents have been submitted to DSA and per word from DSA project certification should be received soon.
New Science Building	Project is in the construction phase. The award of the contract was approved by the SBCCD Board of Trustees back on December 12, 2013 to Earl Corporation. The award was delayed one month from November to December 2013 board date due to bid protest by the second low bidder. Kitchell/BRj and the District attorney rejected the protest because it was immaterial. The bid and contract amount was over budget due to: underestimate design contingency by the Architect, additional scope of work added to the overall DSA package, and District standardization. NTP-1 was issued December 13, 2013. Activities currently include pre-construction activities such as initial coordination, initial meetings, initial submittals, finalizing schedule, and full mobilization. NTP-2 was issued on January 14, 2014.
Crafton Center	The Architect is working through the final contract documents for a DSA (Division of the State Architect's Office) back-check appointment scheduled for 1/27/2014. Documents for bidding are currently being prepared by the Project Management team. The current schedule is estimated for a May 2014 Board award for the project to begin construction.
Occupational Education 2 Building	<p>Building Package: Project is in the construction phase. The award of the contract was approved by the SBCCD Board of Trustees back in December 2013 to Sinanian Development, Inc. The bid and contract amount was under budget. Activities currently include pre-construction activities such as initial coordination, initial meetings, initial submittals, etc. Weekly Construction Meeting with the project team have also begun. Notice to Proceed 2 (NTP-2) is scheduled to be issued mid-January which will commence construction activities on-site.</p> <p>Demolition Initial Package: Project is in the closeout phase. Current activities include: punch list items, which is 98% complete and project closeout, which is 95% complete. Notice of Completion is schedule to be submitted at the end of January.</p>
Solar Farm	The Solar Farm at Crafton Hills College is currently up and running generating 1.3 MW. Project is in warranty phase. Southern California Edison is currently finalizing the programming details with Campus Information Technology Department.
PE Complex Building	PE Complex is in construction phase. As of January 2014 masonry has been installed up to 12' high, sewer and underground utilities have been completed, forming for concrete work is underway and pool area fencing is being installed.
Renovation Projects: Performing Arts Center (PAC) Student Services A (SSA) Student Center/Cafeteria (SCC)	Student Services A (SSA) renovation is in DSA submittal phase. The project was submitted to DSA on December 17, 2013. FF&E package is being finalized and DSA progress is being tracked. Performing Arts Center (PAC) will resume programming in February 2014 and Student Center/ Cafeteria (SCC) will begin design phase in February 2014.
Renovation Projects: Laboratory/Administration (LADM) Maintenance & Operations (M&O)	Laboratory/ Administration (LADM) renovation is in DSA submittal phase. The project was submitted to DSA on December 17, 2013. FF&E package is being finalized and DSA progress is being tracked. M&O Operations is currently in Construction Document phase and is scheduled to be submitted to plan check (City of Yucaipa) in March 2014.



**Activities Status Report for District Measure M Projects
January 2014**



Crafton Hills College

Project Name	Status
LRC: Temporary Parking Lot	LRC Temporary Parking Lot is scheduled for DSA back-check on January 23rd. Once the project is approved by DSA, any last changes from the Campus will be incorporated before bid/award. First Advertisement is scheduled for January 30th, bid opening is scheduled for February 20th and the NTP for commencement of construction activities is scheduled for February 27th. Completion of the project is scheduled for April 24th.
Circuit A and C Projects	<p>The Circuit A Project is substantially complete as of June 29, 2013. The project is in the closeout phase with DSA closeout documentation in progress.</p> <p>The Circuit C Project is substantially complete as of July 1st, 2013. The project is in the closeout phase and DSA closeout documentation in progress.</p>
OE1 Roof Renovation	The OE1 Roof Renovation Project is substantially complete as of August 11, 2013. The project is in the closeout phase with the Notice of Completion and Release of Retention in progress.



Activities Status Report for District Measure M Projects January 2014



San Bernardino Valley College

Project Name	Status
Advanced Small Projects:	
<i>"K" Street Lighting</i>	The Project Team has completed construction documents for the "K" Street Lighting Project. Project will be implemented through utilization of UCCAP. The approved funding for this project is derived from the Gym building budget. Construction is scheduled to begin February 2014.
<i>Soccer Field Renovation</i>	The Soccer Field Renovation project and close-out is complete. The approved funding for this project is derived from the Gym building budget.
<i>Grant Street Sewer</i>	The Grant Street Sewer project has been completed. Project is awaiting Division of State Architect certification and close out. The approved budget for this project is derived from savings on the Central Plant Project.
<i>Miscellaneous Site Work Project</i>	This project incorporated the completion of the miscellaneous and pending items remaining on the SBVC Voluntary ADA Upgrades Project punch list. The only remaining item to be complete is the installation of a bus shelter, which is currently in review with DSA. The budget for this project is included in the SBVC Voluntary ADA Upgrades Project.
<i>Medium Voltage Infrastructure Project</i>	The Medium Voltage Infrastructure Project has been completed. The budget for this project is included in the Business Building Project.
<i>Modular Classroom Removal Project</i>	The Modular Classroom Removal project is currently complete and is currently in close out phase. The budget for this project is included in the Business Building Project.
<i>Baseball Netting Project</i>	The Baseball Netting project is currently in the schematic design phase. Initial User Group design development kick off meeting was held January 2014. Construction is scheduled to begin April 2014. The budget for this project is included in the Gymnasium Project.
<i>Central Plant - Chiller Equipment Room Air Conditioning Project</i>	The Central Plant - Air Conditioning Project is currently in the bid phase. Project will be procured and construction is scheduled to begin March 2014. The budget for this project is included in the Central Plant Project.
Career Technical Education Building	The Technical Building project is currently in the design phase. This project will encompass necessary upgrades to the building Fire, Life and Safety systems at various labs, shops and classroom areas. Critical Career Technical Education Building safety items have been identified, solutions recommended and cost report provided to the Campus. Design solutions to address the critical Career Technical Education Training building items will be the basis of the upcoming renovation. Construction is scheduled to begin in December 2014.
Auditorium Renovation	The contractor has completed elevator footing, concrete infill of existing openings and replacement of exterior flatwork. Interior framing and mechanical, plumbing and electrical upgrades are ongoing. Project Team is actively processing submittals, schedule review as well as processing request for information and cost proposals.
Gymnasium Building	The Gymnasium Building project has been resubmitted for back check review to Division of State Architect 12/20/13. Division of State Architect s approximately 80% complete with approval scheduled by end of February 2014. Bid phase to commence mid-February 2014. Lease-Lease Back delivery method has been Board Approved for this project. Construction is scheduled to begin May 2014.
Business Building Renovation	The Business Building Renovation project is complete. The Campus is currently operating and conducting classes within the new building. Contractor is scheduled to complete building commissioning list items by end of January 2014.
ADA and Signage	ADA: Project pending Division of State Architect certification and close out. Signage: The Signage Project is complete. Project has submitted Division of State Architect close-out documents for certification.
Central Plant	The Central Plant Project is complete. Project has submitted Division of State Architect close-out documents for certification.



DISTRICT STRATEGIC PLANNING COMMITTEE

Members: Tim Oliver, Chair, Algie Au, Tina Gimple, Laura Gowen, Barbara Nichols, Chris Robles, Keith Wurtz, James Smith, Glen Kuck, Bruce Baron, Amalia Perez, Cheryl Marshall, Gloria Fisher, Lillian Vasquez, Robert Levesque, Robert Brown, Rania Hamdy, Donna Hoffmann

Status Report

February 2014

The Committee met seven times since its last report to District Assembly. During that period, it has reviewed, discussed and interpreted the Environmental Scan data developed by Madrid Consulting, gathered information from its constituents, and begun the process of developing a draft set of goals and strategies. Below are highlights from the meeting minutes, which can be found on the [District Strategic Planning Committee](#) (DSPC) webpage. The most recent draft of goals is attached.

September 17

- Committee reviewed its charge and self-evaluation from the previous academic year. Improvements for reporting were discussed.
- The committee received feedback from the Board of Trustees on strategic planning, as well as the Board's draft goals, for consideration during the development of the DSP.
- The presidents and researchers from each campus presented an analysis of the Environmental Scan data to the committee. Committee members offered feedback and observations.

October 11 & 25

- Charlie Ng of Ng Consulting worked with the committee on establishing a framework for the development of Strategic Goals. He advised he would charge the presidents, KVCR, EDCT, and Academic Senate leaders to involve their constituents in this process.
- Committee members received a sample framework for planning goals.
- Results from three constituent surveys were distributed.

November 8 & 22

- Strategic categories were developed and discussed.
- Constituent feedback was reviewed and incorporated into the strategic categories.
- Strategic categories were solidified as student success, enrollment and access/participation rate, partnerships, and systems effectiveness. It was decided that the categories of resources and diversity would be highlighted in a separate statement, to be included in the plan under each of the categories as necessary.

December 13

- Committee members were presented with a set of goals drafted by Consultant Charlie Ng in collaboration with campus presidents and researchers, and based on the committee's work to date.
- The committee reviewed, revised and developed the first couple goals.

January 24

- The committee continued its work on refining the strategic goals of the District.

It is hoped that the following schedule will result in a DSP that can be submitted for Board approval by May.

1	<i>Get ready, planning for strategic planning</i>	<i>DSPC</i>	<i>Complete</i>
2	<i>Draft mission, vision, values</i>	<i>DSPC</i>	<i>Complete</i>
3	<i>Assess situation</i>	<i>DSPC</i>	<i>Complete</i>
	<ul style="list-style-type: none"> • <i>Gather strengths, weaknesses, opportunities, and threats (SWOT) and environmental scan information</i> • <i>Discuss draft mission, vision, values, SWOT, and environmental scan information and goals</i> 	<i>Board of Trustees DSPC</i>	<i>Complete Complete</i>
4	<i>Agree on priorities, integrate with campus plans</i>		
	<ul style="list-style-type: none"> • <i>Make sense of the data, draft goals</i> • <i>Draft strategies</i> • <i>Campus review and input</i> 	<i>Boara of Trustees DSPC DSPC District Staff</i>	<i>Complete In Progress Feb/Mar 2014 Feb/Mar 2014</i>
5	<i>Draft final plan (mission, vision, values, goals, and strategies) and submit to BOT for approval</i>	<i>DSPC</i>	<i>April 2014</i>
6	<i>Implement plan</i>		
	<ul style="list-style-type: none"> • <i>Develop annual operating plan</i> 	<i>District Staff</i>	<i>May 2014</i>
7	<i>Evaluate and monitor strategic plan</i>	<i>Boara of Trustees District Staff</i>	<i>Fall 2015</i>

Draft Mission

We transform lives through education of our students for the benefit of our diverse communities.

Draft Vision

SBCCD will be most known for student success.

1. *Our educational programs and services will be highly sought after.*
2. *Our students will be the most sought after by four-year institutions and employers.*
3. *Our transfer students will have the highest graduation rates at four- year institutions.*
4. *Our students will have the highest employment rates in our communities.*
5. *Our district will be the gateway to pathways and opportunities for a brighter future.*
6. *Our students and alumni will make the largest contribution to the economic prosperity of our communities.*
7. *Our employees will want to be here, love working here, and go above and beyond for student success.*

Draft Values

Service, Integrity, Collaboration, Innovation, Quality

SBCCD Strategic Goals and Key Performance Indicators

Goal 1: Student Success

Provide the programs and services necessary to enable all students to achieve their educational and career goals.

GOAL 1.1

Increase student success while preserving access, enhancing quality, and eradicating attainment gaps associated with income, race, ethnicity, age, and gender.

Goals	2014	2017	2020
Graduation Rate (Degree & Certificate)			
Transfer Rate			
Job Placement Rate			
% with Educational Plan			
Student Goal Completion Rate			

Key Strategies

Sample Strategy 1: Decrease time to complete degree or certificate

Sample Strategy 2: Improve student satisfaction/campus climate survey results

Sample Strategy 3: Increase student engagement

GOAL 1.2

Increase the number of students who complete developmental education programs and progress to successful completion of freshman-level courses.

Development Education Completion Rates	2014	2017	2020
Math			
English			
Reading			
ESL			

Key Strategies

Strategy 1

Strategy 2

Strategy 3

SBCCD Strategic Goals and Key Performance Indicators

Goal 2: Enrollment and Access

Increase access to higher education for growing populations in our region.

GOAL 2.1

Increase our student population to improve the higher education participation rate and supply a well-equipped, educated workforce for our communities. Strive to diversify our student and employee populations to be reflective of our communities.

Student Population Goals	2014	2017	2020
Annual Enrollment			
Adult Participation Rate			
Feeder High School Graduates Participation Rate			

Key Strategies

Sample Strategy 1: Increase international student enrollment

Strategy 2

Strategy 3

GOAL 2.2 (Provided by Keith Wurtz based on input at the 12/13/13 meeting.)

Provide the number of developmental education sections required to meet student need.

Developmental Education Access Rates	2014	2017	2020
Math			
English			
Reading			
ESL			

The outcome measures will be the percentage of students who have access to the developmental sections that they need based on placement information as well as the number who have successfully completed the prior course.

Key Strategies

Strategy 1

Strategy 2

Strategy 3

SBCCD Strategic Goals and Key Performance Indicators

GOAL 2.3

Provide more opportunities for students to gain knowledge and skills in response to emerging labor market needs.

Goals	2014	2017	2020
Annual CTE Enrollment			
CTE Completion Rate			
CTE Job Placement Rate			

Key Strategies

- Strategy 1*
- Strategy 2*
- Strategy 3*

GOAL 2.4

Enhance the public image of the San Bernardino Community College District.

Key Strategies

- Proposed Strategy 1: EDCT as a strategy.*
- Strategy 2*
- Strategy 3*

GOAL 2.5

Increase awareness of SBVC and CHC as viable higher education options.

Key Strategies

- Proposed Strategy 1: Easy access.*
- Strategy 2:*
- Strategy 3:*

SBCCD Strategic Goals and Key Performance Indicators

Goal 3: Partnerships of Strategic Importance

Invest in strategic relationships and collaborate with partners in higher education, PK-12 education, workforce development, government, and other community organizations.

GOAL 3.1

Identify and secure new partnerships in improving the district's capacity, performance, and resilience.

Key Strategies

- Strategy 1*
- Strategy 2*
- Strategy 3*

Approved Draft from 12/13/13

SBCCD Strategic Goals and Key Performance Indicators

Goal 4: District Operational Systems

Improve the district's operational systems to increase administrative efficiency and effectiveness.

GOAL 4.1

Improve the district's systems to increase administrative efficiency and effectiveness with an emphasis on student records, human resources, facilities, technology, financial systems, and other workflow operational systems.

Goal	2014	2017	2020
% Satisfied on Employee Satisfaction Survey			

Key Strategies

Sample Strategy 1: Integrate major enterprise resource programs

Sample Strategy 2: Align policies and streamline procedures with the district's strategic plan

Sample Strategy 3: Improve communications throughout the district

Approved Draft from 12/12/13

SBCCD Strategic Goals and Key Performance Indicators

Resources Necessary to Achieve Strategic Goals

Funding for Increased Access and Student Success

(source: DSPC meeting, Board Goal II.5)

Resource Diversification

Increase the number of grants and contributions from foundations. (source: DSPC-opportunities)

Alignment of Budget Priorities with District Strategic Plan Resource Optimization

Enhance institutional capacity through:

- a. Faculty and staff professional development with an emphasis on leadership development (source: Board Goal I.2)
- b. Financial
- c. Facilities

Increasing Administrative Efficiency and Effectiveness

Implement policies, procedures, and practices to promote rigor, transparency, and accountability for results. (source: Board I.3 is related in terms of review and revise)

Enhance Transparency in Budgeting, Planning, and Resource Allocation

Ethnic and Cultural Diversity

The San Bernardino Community College District is committed to the inherent dignity of all individuals and the celebration of diversity. We foster an environment of mutual respect, appreciation, and tolerance for differing values, beliefs, and backgrounds. We encourage the application of ethical practices and policies that ensure that all are welcome on the campus and are extended all the privileges of academic life. We value the cultural and intellectual diversity of our district because it enriches our lives and the community as a whole, promoting access, equity, and excellence (source: TTU).

We believe student experiences are enriched by interaction with others whose backgrounds and perspectives are different from their own. We believe faculty scholarship and teaching are influenced by this same diversity of experiences and ideas. We believe staff is empowered to know that their jobs support the delivery of a high quality, 21st century education. Building on this richness, the San Bernardino Community College District will be a dynamic and inspirational place of learning and intellectual stimulation, and a positive and satisfying place to work for all students, faculty, staff, and administrators. The district will be a place where new and innovative ideas and freedom of speech are welcomed and fostered (source: UCR).



Fiscal Services

Report to District Assembly

February 2014

Tim Oliver, Interim Vice Chancellor

The San Bernardino Community College District Fiscal Services Department is responsible for establishing fiscal policies and procedures; accounting for all district revenue and receipts; and for making disbursements from the district's General Fund and other restricted funds. Fiscal Services also provides financial guidance, processes and support for our colleges, divisions and departments.

State Budget Update

1. For community colleges, Governor Brown's Budget first proposes to fund the statutory cost of living adjustment (COLA) at 0.86% (\$622,303 = \$62,000 for basic allocation and \$559,000 for FTES funding – assuming we meet and are funded for our growth goals this year).
2. Further, the Governor proposes to provide \$155.2 million – an augmentation of 3% – for enrollment growth/workload restoration. The Governor goes on to propose that the Board of Governors develops a formula to prioritize the use of these funds toward the districts with the greatest unmet need in their communities for basic skills and remedial education, workforce development and training, and preparing students to transfer to four-year universities. The goal is that all districts receive some growth/restoration funding, and that ultimately, over time, all districts be restored to their pre-recession funding levels. This could mean \$1,968,750 in additional FTES funding (421 x \$4,676.3666 per FTES).

Current Fiscal Year FTES Goal	14,029
3% Access per Governor's Proposed Budget	<u>421</u>
Possible Funded FTES	<u>14,450</u>

3. The Governor's Budget proposes \$592.4 million to completely eliminate the rest of the statutory cash deferrals. To be clear, while dollars used to buy back deferrals count toward Proposition 98 expenditures for the state's purposes, they do not provide more spending

(Continued on page 2)

(Continued from page 1)

authority to colleges, but they can reduce borrowing costs. Current deferral amount for this fiscal year for SBCCD is \$8,023,446.

4. In keeping with his expectations of the higher education segments to keep tuition and fees at their current level, the Governor makes no proposal to increase community college student fees.
5. The Governor's Budget proposes to increase Education Protection Account funds allocated to California Community Colleges to eliminate the shortfall due to the requirement that each district receive at least \$100 per full-time equivalent student. His proposal would fund the shortfalls for 2012-13 and the current year, as well as the budget year and forward.
6. The Governor acknowledges that in some future year there will be another downturn. To protect education in that eventuality, the Governor creates two "rainy day" funds: one for education and one for the rest of the budget. His budget allocates \$1 billion to the education reserve.
7. He also indicated that he would not pursue an extension of the higher tax rates enacted under Proposition 30, stating that "we must live within our means." In turn, his budget proposes modifications to the Proposition 58 Budget Stabilization Account and the establishment of a Proposition 98 reserve to smooth out education spending.

2012-13 DISTRICT AUDIT REPORT

The District's annual external audit has been completed and the report has been approved by the Board of Trustees. The report contains a summary of District performance and financial statements as well as the results of our auditor's examination and testing. We were pleased that again this year there were no audit findings and the official audit opinion was "unmodified" which is the highest opinion level they offer. Complete copies of audit reports for the past several years are available on the [District website](#).

BOARD OF GOVERNORS INCREASES BID LIMIT FOR MATERIALS, EQUIPMENT, SOME SERVICES

Effective January 1, 2014, the Board of Governors of the California Community Colleges increased the threshold for certain community college district contracts which are required to be awarded to the lowest responsible bidder. The new bid limit is \$84,100 for the following types of purchases: 1) the purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district; 2) services, except construction services; and 3) repairs, including maintenance, that are not a public project. The new threshold represents an increase of .858% over the 2013 bid limit. Public Contract Code calls for an annual adjustment based on inflation. For questions regarding the bid limit or the process to enter into contracts at or above the bid threshold, please contact Jason Oberhelman, Purchasing Agent at x4089 or joberhelman@sbccd.cc.ca.us.

AUDITING

~~Students may not audit courses.~~

A. Purpose

1. The District will provide students who are eligible for admission to either college and with permission from the instructor opportunities to audit specific credit courses.

B. Application/Enrollment

1. Students who have been admitted to one of the colleges in the District may apply to audit courses at the college to which they have been admitted.

2. Students must meet all course prerequisites. It is the responsibility of the student to provide the instructor with documentation that the prerequisite(s) has been satisfied.

3. Auditing enrollment is permitted on a space available basis, solely upon the discretion of the instructor.

4. A student may enroll in a course for audit if s/he has not enrolled in that course for credit during the same semester.

5. Priority in class enrollment shall be given to students desiring to take the course for credit.

C. Process

1. Students shall complete an audit application form located in the Admissions and Records Office which must be signed by the appropriate instructor, and presented to the Campus Business Office for payment of fees. Students must provide a copy of audit application with proof of payment to instructor.

2. Auditing will be permitted at the conclusion of the late registration period.

3. Any instructor may refuse auditing without explanation.

4. Credit students will always receive registration priority and space in the classroom over student(s) that are auditing the course.

5. Auditing students will not be used in the determination to cancel a class for lack of adequate enrollment.

6. Once audit enrollment is completed, no student will be permitted to change his/her enrollment from audit to receive credit nor is a student permitted to change enrollment from credit to audit. There is no limit set on the number of courses a student may audit.

7. The Admissions and Records Office will not under any circumstances certify completion of any course attended by audit, nor will the District provide any transcripts, letters, records or any other documentation of attendance in a course undertaken on an audit basis.

1 **D. Fees**

2
3 1. The fee for auditing will be assessed as determined by the current approved
4 fee under the Education Code. A student enrolled for credit in ten (10) or more
5 semester credit units will not be charged a fee to audit three (3) or fewer units
6 per semester. Students must also pay all required fees.

7
8 2. Audited classes do not count toward units for any purpose, financial aid,
9 veteran's
10 benefits, full time student status, etc.

11
12 3. No refund will be permitted after enrollment unless the course is canceled.

13
14 4. Classroom attendance of students auditing a course shall not be
15 included in computing the apportionment due to a community college
16 district.

17
18 **E. Attendance and Participation**

19
20 1. The instructor will determine classroom policies for students who audit:
21 including attendance, participation, assignments, and the evaluation of
22 course work.

23
24 2. Students auditing classes must abide by college and district policies. A
25 student may be asked to leave the classroom by the instructor if s/he becomes
26 disruptive.

27
28 APPROVED: 5/13/04

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SMOKING

- A. Smoking of any form of tobacco or non-tobacco products, including electronic cigarettes, is prohibited on District grounds, in all District vehicles, at any activity or athletic event and on all property owned, leased or rented by or from the District, unless a tobacco use area has been designated.
- B. This policy allows for the establishment of procedures to comply with California Code of Regulations Government Code Section §7597.
- C. This policy and these regulations apply to employees, students, visitors and other persons who use the facilities on the campuses or centers that are part of San Bernardino Community College District.

Reference:
Government Code Section 7597

Approved: 11/15/12
Revised:

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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.

14
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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54 Approved: 10/25/12

Changes to AP2225

Prepared by Jeremiah A. Gilbert, Ph.D.
SBVC Academic Senate President

The following changes have been approved by both the Academic Senate and College Council and now need to be taken to District Assembly for approval.

NOTE: When known, additions are in **bold** and deletions are ~~struck~~.

BASIC SKILLS COMMITTEE

Charge: **The Committee creates the planning documents, oversees the implementation of the campus basic skills plan, and prepares the college's basic skills report.**

Membership: **Membership is comprised of the Vice President of Instruction, at least one faculty member from counseling, English, mathematics, and reading, and other interested faculty, administrators, staff and students.**

(Location: Additional Committees - Instructional Services)

CURRICULUM COMMITTEE

Charge: Under AB 1725 the Academic Senate has the responsibility to make recommendations with respect to academic and professional matters. Curriculum is ~~considered~~ an academic matter and, therefore, the Curriculum Committee is authorized by the Academic Senate to make recommendations about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, approval of pre-requisites and co-requisites, and assessment of curriculum as needed.

Membership: Membership is comprised of the Vice President of Instruction (or designee) and one other manager, a Curriculum Chair or Co-Chairs appointed by the Academic Senate, the Articulation Officer, ~~at least two~~ **as recommended by the Academic Senate**, two students, and Administrative Curriculum Coordinator and Schedule/Catalog Data Specialist appointed by the Vice President of Instruction (in collaboration with CSEA) to serve as a resource to the committee.

(Location: As Is)

FACILITIES & SAFETY COMMITTEE

Charge: The Facilities & Safety Committee serves as an advisory committee to college services and operations including, facilities, the appearance of the campus, **sustainability practices**, emergency preparedness, and campus safety training. The committee reviews and submits the Facilities & Capital Outlay Plan to College Council.

(Location: As Is)

PROGRAM REVIEW COMMITTEE

Charge: For regular programmatic assessment on campus, the Program Review Committee examines and evaluates the resource needs and effectiveness of all instructional and service areas. These review processes occur on one-, two-, and four-year cycles as determined by the District, College, and other regulatory agencies. The purpose of Program Review is to:

- Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals
- Aid in short-range planning and decision-making
- Improve performance, services, and programs
- Contribute to long-range planning
- Contribute information and recommendations to other college processes, as appropriate
- Serve as the campus' conduit for decision-making by forwarding information to appropriate committees

Membership: **Membership is comprised of at least 3 Vice Presidents, or their designees, as appointed by the President, 10% faculty representation by Division, at least 3 classified staff members as appointed by Classified Senate/CSEA, and one student.**

(Location: As Is)