District Assembly
SBCCD Board Room, 114 S. Del Rosa Drive, San Bernardino CA 92408
Meeting Agenda – May 1, 2018 at 3pm

Link to access APs/BPs Policies & Procedures for Review

I. Welcome & Introductions
Denise Allen, Chair

II. Chancellor’s Report
Crafton Hills President Search Update (p4)

III. Approval of Minutes
April 3, 2018 (p5)

IV. Old Business
A. BPs & APs 2nd Read & Approval
1. BP & AP 2410 Board Policies and Administrative Procedures (BP under review with senates)
2. BP & AP 2510 Collegial Consultation (AP 2510 being reviewed by senates)
3. BP & AP 3280 Grants (pulled on 5.2.17)
4. BP & AP 3300 Public Records (Legal update #31)
5. BP & AP 3420 Equal Employment Opportunity (Legal update #31)
6. BP & AP 3530 Weapons on Campus (Legal update #31)
7. AP 6305 Reserves – brand new advised (pulled on 3.7.17 by J. Torres) No BP
8. BP & AP 6320 Investments (1st read in Feb 18)
9. BP & AP 6340 Bids and Contracts (pulled on 3.7.17 by J. Torres)
10. BP & AP 7100 Commitment to Diversity – AP is brand new optional (note: BP is complete AP was pulled by DA on 11.14.17)
11. BP 7260 Classified Supervisors and Managers
12. BP & AP 7400 Travel (Legal update #31)
13. BP & AP 7500 Volunteers (Legal update #31)

B. Academic and Professional for Approval
1. BP & AP 3715 Intellectual Property (pulled 5.2.17 declared Academic and Professional) Note: was re-agendized on Sept 17 DA agenda.
2. BP & AP 4020 Program, Curriculum and Course Development
3. BP & AP 4225 Course Repetition (Legal update #31)
4. BP & AP 4235 Credit by Examination (Legal update #31)
5. AP 4236 - (needs to go to senates as this is a new procedure required by ED code) (Legal update #31)
6. BP & AP 5010 – Admissions
Pulled 4/3/18 to be sent to Larry Aycock and April Dale Carter for A&R to revise AP. Bring back in May.

7. BP & AP 5050 Student Success (pulled from 2/6/18 DA agenda for AS review)

V. New Business

A. BPs & APs – 1st Read
   1. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies (Brand New, Required) No BP

B. Committee Evaluation (p10)

C. Election of President

VI. Updates

A. Districtwide Standing Committee & Organizational Chart Update (p12)

B. Human Resources Update (list of new hires) (p13)

VII. Reports

1. Academic Senates
2. Classified Senates
3. Student Senates

VIII. Public Comments

IX. Policies and Procedures under review - Chapter Owners to facilitate completion and submit to District Assembly as noted

NOTE: All APs and BPs should be submitted together for approval.

REMINDER:
Templates and language provided are received from the League and vetted by their legal partners at Liebert Cassidy Whitmore. Make sure you have read through all comments in PolicyStat to ensure the language is what

All BPs & APs in this section will return to DA in September, unless otherwise noted.

14. AP 3435 Discrimination and Harassment Resolution Procedures (Legal update #31) No BP

15. BP & AP 3505 Emergency Response Plan (Feb DA new business. With PD for review)

16. BP & AP 3710 - Securing of Copyright (BP was approved 2/6/18 and will be submitted to Board together)

17. BP & AP 3720 Computer and Network Use (Legal update #31. With TESS for review)

18. BP & AP 4060 Delineation of Functions agreement

19. BP & AP 4103 - Work Experience

20. AP 4104 Contract Education No BP

21. BP & AP 5110 Counseling

22. BP & AP 5150 Extended Opportunity Programs and Services

23. AP & BP 5500 Standards of Student Conduct (requested on 3/6/18 to bring forward to April DA. 1st read in May, 2nd read in September)

24. AP 5530 Student Rights and Grievances (Legal update #31)

25. BP & AP 6250 Budget Management (pulled on 3.7.17 by J. Torres)

26. BP & AP 6300 Fiscal Management (pulled on 3.7.17 by J. Torres)

27. AP 6370 Contracts - Personal Services – brand new required (pulled on 3.7.17 by J. Torres) No BP

28. BP & AP 6400 Financial Audits (Legal update #31)

29. AP 6850 Hazardous Materials (Legal update #31) No BP
was recommended by their legal partners.

30. AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation) – brand new required (pulled on 3.7.17 by J. Torres) No BP
31. BP & AP 7150 Evaluation (1st read in March 18)
32. BP & AP 7210 Academic Employees (1st read in Feb 18)
33. AP 7213 Part Time Faculty: Benefits – brand new optional (note: AP was pulled by DA on 11.14.17) No BP
34. BP & AP 7240 Confidential Employees (note: AP was pulled by DA on 11.14.17)
35. BP & AP 7250 Educational Administrators
   4/3/18 DA - change (AP 7250) F1 from 15 members to 16 members and CSEA from one appointee to two CSEA appointees. These changes will be sent to the Board for approval. Any additional changes to be discussed at the next DA meeting.
36. AP 7260 Classified Supervisors and Managers
   4/3/18 DA pulled BP & AP 7260 for DA next month. BP to 2nd read 5/1/18
37. BP & AP 7310 Nepotism (Legal update #31)
38. BP & AP 7365 Discipline and Dismissal - Classified Employees (pulled in Feb?)
39. BP & AP 7380 Retiree Health Benefits: Academic Employees – brand new required (note: AP was pulled by DA on 12.5.17 to be forwarded to CTA for input and review)

X. Future Topics

1. Preliminary BP & AP Review Schedule (April)
2. Human Resources Update (TBD)
3. Committee Evaluation (April)
4. Election of President (April)
5. Membership Election (February)
6. Annual approval of 6-year AP/BP review schedule (September)
7. Budget Update (TBD)
8. EDCT Organizational Chart – Galope (TBD)
9. Instructional Initiatives Committee – Galope (TBD)
10. Auditing Update (Summer 2018)
11. Calendar Committee Update (TBD)
13. Webadvisor Update (TBD)
14. AB 104 Update (TBD)
15. Emergency Management Committee (TBD)
16. District Support Services Update (written reports)
17. Police Department Update (written reports)
18. TESS Updates (written reports)

XI. Adjournment

Next Meeting Scheduled for September 4, 2018, 3:00 PM
President Search Timeline
May – November 2018 (as of 4/12/18)

May - June: ACCT Consultant works with the Chancellor to plan timeline, webpage development and advertising

May 8: Search Committee Selected
Search Committee Meeting #1, Noon - 2:00 p.m.
Agenda: Training and Orientation
Consultant holds open forums for staff and public input to Profile
Consultant meets with the Chancellor and Search Committee regarding the Profile

June: Profile complete, Website functional and Print Ads published

June 15- Sept. 20: Active Recruiting

October 1: Target Date for Receipt of Applications (accepted until filled)

October 8-12: Committee reviews applications independently on ACCT web portal

October 16: Search Committee Meeting (#2) 9:00 a.m. - 3:00 p.m.
Agenda: Discussion of Applications
Selection of Semi-Finalists to be invited for interview

October 30: Search Committee Meeting (#3) 8:00 a.m. - 8:00 p.m.
(all day and evening if needed)
Agenda: Interviews of Semi-Finalists
Select Finalists to recommend to the Chancellor

November 13: Finalists’ Public Forums, Campus Tour and Informal Meetings

November 14: Finalists’ Interviews with the Chancellor and Board of Trustees

Late November: Chancellor Recommends new President to the Board of Trustees

Start Date: January 1, 2019, or as negotiated

Note: ACCT completes Preliminary Reference Reports for Semi-Finalists and Summary Reference Reports for all Finalists.
I. Welcome & Introductions

Denise Allen called the meeting to order at 3:05pm.

II. Chancellor’s Report

Chancellor gave an update on the President Search at CHC and provided details on the President Search Timeline handout. The timeline will be shared with both academic senates as information. He asked everyone to complete the Climate Survey for District Program Review. We can reach out to the constituent groups to encourage them to participate, which will increase the response rate of the survey.

III. Approval of Minutes

TL Brink moved to approve. Denise Allen seconded the motion to approve the minutes of March 6, 2018. Mark McConnell abstained. All others approved.

IV. Old Business

A. BPs & APs 2nd Read & Approval

1. BP & AP 2365 – Recording
   Mark McConnell moved to approve. TL Brink seconded the motion to approve BP & AP 2365 as amended in the meeting. Unanimous approval.

2. BP & AP 5010 – Admissions
   Cassandra Thomas seconded the motion to pull BP & AP 5010 and send back to Larry Aycock and April Dale Carter for A&R to revise AP. Bring back in May. Unanimous approval.

3. BP & AP 5075 - Course Adds, Drops, and Withdrawals
   Amy Avelar moved to approve. Mark McConnell seconded the motion to approve BP & AP 5075 as amended in the meeting. Unanimous approval.

4. BP & AP 5420 Associated Students Finance
   Celia Huston moved to approve. Ray Carlos seconded the motion to approve as presented. Unanimous approval.

5. BP & AP 7250 Educational Administrators
   TL Brink moved to approve. Robert Levesque seconded the motion to change (AP 7250) F1 from 15 members to 16 members and CSEA from one appointee to two CSEA appointees. These changes will be sent to the Board for approval. Any additional changes to be
discussed at the next DA meeting. Mark McConnell opposed. All others approved.

6. BP & AP 7260 Classified Supervisors and Managers
   Mark McConnell moved to approve. Cassandra Thomas seconded the motion to pull BP & AP 7260 for DA next month.

B. Academic and Professional for Approval
   1. BP & AP 4240 Academic Renewal
   2. BP & AP 4300 Field Trips and Excursions (Legal update #31)
   3. AP 5013 Students in the Military (Legal update #31) No BP
   4. BP & AP 5015 Residence Determination (Legal update #31)
   5. BP & AP 5030 Fees
      Amy Avelar moved to approve. Cassandra Thomas seconded the motion to approve BP & AP 4240, BP & AP 4300 Field Trips and Excursions, AP 5013 Students in the Military, BP & AP 5015 Residence Determination, and BP & AP 5030 Fees. Mike Strong abstained. All others approved.

A. Membership Status
   vote at next meeting. Mark McConnell is chair

B. Preliminary BP & AP Review Schedule (attachment #3) – add to DA website

C. BPs & APs – 1st Read
   1. BP & AP 3280 Grants (pulled on 5.2.17)
   2. BP & AP 3300 Public Records (Legal update #31)
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   11. BP & AP 7400 Travel (Legal update #31)
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VI. Updates

1. Calendar Committee Update
   Denise Allen moved to approve. Mike Strong seconded the motion to approve the 2019-2020 Academic Calendar. Unanimous approval

2. District Program Review Resource Prioritization Update (attachment #4)

3. State Budget Update & New Funding Model
VII. Reports

1. Academic Senates
2. Classified Senates
3. Student Senates

VIII. Public Comments

None

IX. Policies and Procedures under review - Chapter Owners to facilitate completion and submit to District Assembly as noted

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XI. Adjournment

Meeting adjourned at 4:45pm.
Next Meeting Scheduled for May 1, 2018, 3:00 PM
District Assembly Sign-In Sheet

Date: 4/3/18
President: Denise Allen
Vice President: Mark McConnell
Recorder: Stacey Nikac

Rocio Aguayo
Amy Avelar
Bruce Baron
T.L. Brink
Raymond Carlos
Santiago Castillo
Jeffrey Demsky
Jim Holbrook
Celia Huston
Kathryn Jaramillo
Robert Levesque
Sheri Lillard
Craig Luke
Marcus McInerney
Brandi Mello
Kevin Palkki
Diana Rodriguez
Susan Ryckevic
James Smith
Amber Snow
Mike Strong
Cassandra Thomas
Mary Valdemar
Kathy Wilson
Keith Wurtz

Guests:

Geralyn Carbon
Larry Strong
Lori Hannon
Richard Galope
**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

<table>
<thead>
<tr>
<th>Collaborative:</th>
<th>Sharing, inclusive, open to input, respectful of diverse opinions, characterized by meaningful dialogue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Almost Always</td>
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<table>
<thead>
<tr>
<th>Transparent:</th>
<th>Open, easy to understand, clearly defined, characterized by effective and meaningful communication with the District community</th>
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</thead>
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<thead>
<tr>
<th>Evidence-Based:</th>
<th>Reliant upon relevant, accurate, complete, timely qualitative and/or quantitative information; not based solely on assertion, speculation, or anecdote</th>
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<table>
<thead>
<tr>
<th>Effective:</th>
<th>Working properly and productively toward the committee’s intended results</th>
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<thead>
<tr>
<th>Efficient:</th>
<th>Performing well with the least waste of time and effort; characterized by serving the committee’s specified purposes in the best possible manner</th>
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<tbody>
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</table>
Please indicate extent to which you agree/disagree with the following statements about your service on this committee overall this year.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>I feel comfortable contributing ideas.</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td>☐</td>
</tr>
<tr>
<td>My ideas are treated with respect, whether or not others agree with them.</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td>☐</td>
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<tr>
<td>I have had sufficient opportunity to provide input into committee recommendations.</td>
<td>☐</td>
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</tbody>
</table>

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

<table>
<thead>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>Clarity of the committee's charge</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td>☐</td>
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<tr>
<td>Quality of communication within the committee</td>
<td>☐</td>
<td>☐</td>
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<td>Quality of information flow from the committee to the constituency groups</td>
<td>☐</td>
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<td>☐</td>
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<tr>
<td>Quality of information flow from the constituency groups to the committee</td>
<td>☐</td>
<td>☐</td>
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<td>☐</td>
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<tr>
<td>Quality of communication by the committee with the District community as a whole</td>
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<tr>
<td>Access to data needed for deliberations</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Access to meeting space</td>
<td>☐</td>
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<tr>
<td>Access to other resources needed for the committee to work effectively</td>
<td>☐</td>
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<tr>
<td>Training or mentoring for you as a committee member</td>
<td>☐</td>
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<tr>
<td>Establishment of expectations or norms for committee members and convener(s)</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Adherence to expectations or norms for committee members and convener(s)</td>
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<td>☐</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:
<table>
<thead>
<tr>
<th>LAST AND FIRST NAME</th>
<th>POSITION DESC</th>
<th>ORIGINAL HIRE DATE</th>
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</thead>
<tbody>
<tr>
<td>HANNON, KRISTINA</td>
<td>EXECUTIVE DIRECTOR HUMAN RESOU</td>
<td>07/10/2017</td>
</tr>
<tr>
<td>CANOVA, VANESSA</td>
<td>ASSISTANT MANAGER,WORKFORCE DE</td>
<td>07/14/2017</td>
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<tr>
<td>RUEDA, MARGARET</td>
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<td>07/14/2017</td>
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<td>WILSON, CHANTAE</td>
<td>INSTRUCTOR, EMS</td>
<td>08/10/2017</td>
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<tr>
<td>DIBARTOLO, CHERYL</td>
<td>INSTRUCTOR, ANTHROPOLOGY</td>
<td>08/10/2017</td>
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<td>MILLER, WILLIAM</td>
<td>DIRECTOR, DSP&amp;S</td>
<td>08/11/2017</td>
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<td>JOYCE, ROXANE</td>
<td>ASSISTANT MANAGER,WORKFORCE DE</td>
<td>08/11/2017</td>
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<tr>
<td>LEYVA, RUBEN</td>
<td>ADMISSIONS &amp; RECORDS TECHNICIA</td>
<td>08/14/2017</td>
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<tr>
<td>BABIN, DANIEL</td>
<td>INSTRUCTOR, CULINARY ARTS</td>
<td>08/14/2017</td>
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<tr>
<td>ZARDKOOGHI, SOHRAB</td>
<td>INSTRUCTOR, CULINARY ARTS - BA</td>
<td>08/14/2017</td>
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<tr>
<td>LAREZ, PAMELA</td>
<td>INSTRUCTOR, NURSING</td>
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<tr>
<td>SAADEH, MIRIAM</td>
<td>SCHEDULE/CATALOG DATA SPEC.</td>
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<tr>
<td>PEREZ, JANET</td>
<td>HUMAN RESOURCES GENERALIST</td>
<td>08/16/2017</td>
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<td>PEREZ, BRANDY</td>
<td>HUMAN RESOURCES COORDINATOR</td>
<td>08/21/2017</td>
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<td>SMITH, WYVON</td>
<td>ACCOUNT CLERK II</td>
<td>08/28/2017</td>
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<td>CAMARENA, CHRISTINA</td>
<td>LAB TECHNICIAN, CULINARY ARTS</td>
<td>09/18/2017</td>
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<td>SMITH, LATASHA</td>
<td>HUMAN RESOURCES COORDINATOR</td>
<td>09/25/2017</td>
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<td>CARRILLO, DEVYREE</td>
<td>COLLEGE SECURITY OFFICER</td>
<td>10/02/2017</td>
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<td>CREW, CHRISTOPHER</td>
<td>RESEARCH ANALYST</td>
<td>10/02/2017</td>
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<td>XIANG, JUN</td>
<td>RESEARCH ANALYST</td>
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<td>WALKER, PAUL</td>
<td>EMERGENCY MANAGER</td>
<td>10/13/2017</td>
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<td>ADAME, VINCENT</td>
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<td>10/17/2017</td>
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<tr>
<td>ASAMOAH, AMBER</td>
<td>ACCOUNT CLERK II</td>
<td>10/23/2017</td>
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