



District Assembly Meeting  
Tuesday, February 1, 2011  
Minutes

Members Present

Stephanie Briggs, Patrick Buckley, Damaris Castillo-Torres, Dr. Walter Chatfield, Rejoice Chavira, Kathy Crow, Dr. Debra Daniels, Jay Danley, Grayling Eaton, Dr. Gloria Fisher, Ben Gamboa, Dr. Sara Glasgow, Jodi Hanley, Gloria Harrison, Dr. Jim Holbrook, Kaylee Hrisoulas, JoAnn Jones, Stacy Meyer, Ben Mudgett, Ericka Paddock, Karen Peterson, Scott Rippy, Maria Rodriguez, Dr. Cory Schwartz, Dr. John Stanskas, Steve Sutorus, Cassandra Thomas, Mary Valdemar, DyAnn Walter, Kathryn Wilson

Members Absent

Bruce Baron, Colleen Gamboa, Ed Gomez, Marie Mestas, James Smith, Clyde Williams

Guests Present

Dr. Matthew Isaac, Dr. Glen Kuck, Pat McCurry, Dr. Jack Miyamoto, Charlie Ng,

Call to Order

Scott Rippy called the meeting of the District Assembly to order at 3:00 p.m. in the District Board Room at San Bernardino Community College District. He welcomed everyone.

Minutes

Ben Gamboa moved, Patrick Buckley seconded, and the December 7, 2010 minutes was approved.

Old Business

**BP & AP 7420 Authorized Drivers**

Dr. Miyamoto asked that this item be pulled from the agenda to give him an opportunity to take a fresh look at this BP and AP. He said he wants to be sure that we are not going to have a policy that puts ourselves in a position where we can't function or where people are not allowed to do their job. This item will be added to the March 1, 2011 agenda.

## New Business

### **Report on Feasibility Study for an Educational Center**

Gary Moriarty and Carlos Montoya from gkkworks presented a PowerPoint on their study to determine the feasibility of an educational center at the Del Rosa site. Charlie Ng stated it was determined it was not feasible to build an educational center at the Del Rosa site.

### **BP & AP 3720 Computer Use**

Dr. Kuck presented the proposed changes to the Computer Use policy and procedure. He said input was obtained from other districts as well as our staff. A list of issues which needed to be addressed was compiled, and the proposed policy and procedure was vetted through the five district-wide technology committees and also campus technology committees. Ben Gamboa had a concern that personal use was clearly noted in the current procedure and not in the recommended procedure. Glen explained that it is a business policy and not written to encourage personal use. Glen said the documents were forwarded to the senates for review. Scott said any comments from the senates will be forwarded to District Assembly. Dr. Stankas said the 90-day clock for the senates to complete their review will start after this meeting.

### **Budget Discussion – How are we going to prepare for the cuts?**

Charlie Ng reported Chancellor's Cabinet held a budget retreat where the three different budget scenarios disseminated by the Community College League of California were discussed. Based on the specific circumstances, this district could suffer cuts between \$3.5 million and \$10 million. The Cabinet's ideas were shared with the Budget Committee. The Budget Committee will meet to generate ideas which might be useful in our planning process as we move forward. Charlie expects to have some directives from the Board on how to proceed for 2011-2012 after their February 3 Study Session. The district will then put together a plan to prepare for the cuts. Charlie reported our fund balance is currently at 18%.

## Public Comment

No public comment.

## Planning Committees Status Reports

The following oral reports were given:

1. District Strategic Planning Committee – Charlie Ng reported the committee reviewed the schedule on what is coming up. In February they are looking at revising the plan, including goals and objectives. Revisions will be sent out for comment in March and April to get the responses back in May.
2. Technology Planning Committee – One of the goals the committee is working on is to refresh the district's computers. About 60% of the district's computers need to be refreshed, and Glen will be presenting data to the Chancellor's Cabinet which would allow a refresh plan to take place over the next 5 years. This would allow the district to push out new software to everyone. Glen said a couple of vacant positions impacted by the hiring freeze

have caused a backlog in projects, which will soon be prioritized. The web advisor should be ready for fall.

3. Program Review – Dr. Kuck explained that while program review is not new to the colleges, it is new to the district office, educational and corporate training and the district police department. These three entities will eventually be included in the program review process. The committee will be finalizing a calendar at its next meeting. The next survey will be distributed in March.

#### District Reports

1. Economic Development – A written report was submitted.
2. Technology – A written report was submitted.
3. Bond Program – A written report was submitted.
4. District-wide Safety – The search for an environmental safety position did not result in a large enough pool. Minor changes were made in the job description which will be submitted to the February 17 board meeting for approval. Another recruitment will begin after the board approves the job description. The committee is looking at “shoring” up safety policies and procedures and doing an orientation for safety committee members so that members have the basis for making strong contributions to the committee. A formal recommendation was made to the campuses to be cognizant of the smoking policy.
5. Emergency Preparedness – A written report was submitted. Pat McCurry researched the smoking issue in the government code and found nothing enforceable. There is a section in the vehicle code about tossing ashes and butts out car windows which is enforceable. He will be having a discussion with the city attorney to see if anything can be done at that level.
6. Human Resources – Dr. Miyamoto submitted a draft of the district’s EEO Plan which includes a discrimination process. He will provide copies of the plan to the classified and academic senates for their input. Jack will respond to Mary Valdemar’s request for historical ethnic and gender hiring data.

#### Chancellor’s Comments

None.

#### Future Agenda Items/Announcements

1. BP & AP 7420 Authorized Drivers’ List
2. Equal Employment Opportunity Plan
3. Historical Ethnic and Gender Hiring Data
4. Discussion on Use of Employees’ Social Security Numbers
5. BP and AP 2225 Collegial Consultation

It was suggested a subcommittee begin the discovery process on the issue of social security numbers. Jim Holbrook, Glen Kuck, and DyAnn Walter volunteered to serve on the subcommittee. Jack Miyamoto and Charlie Ng will serve as resource persons. Scott Rippy suggested that a staff person from HR and a staff person from FS also serve on this subcommittee.

Sara Glasglow will provide the name of the person to fill the SBVC classified vacancy on District Assembly.

Adjournment

Scott Rippy adjourned the meeting at 4:15 p.m.

Jacqueline F. Buus, Recorder