



District Assembly Meeting
Tuesday, September 7, 2010
Minutes

Members Present

Bruce Baron, Stephanie Briggs, Dr. Walter Chatfield, Rejoice Chavira, Kathy Crow, Dr. Debra Daniels, Jay Danley, Dr. Gloria Fisher, Ben Gamboa (for Colleen Gamboa), Dr. Sara Glasgow, Jodi Hanley, Gloria Harrison, Dr. Jim Holbrook, JoAnn Jones, Marie Mestas, Stacy Meyer, Ben Mudgett, Ericka Paddock, Karen Peterson, Scott Rippy, Dr. Cory Schwartz, James Smith (for Clyde Williams), Dr. John Stankas, Steve Sutorus, Cassandra Thomas, Mary Valdemar, DyAnn Walter, Kathryn Wilson

Members Absent

Patrick Buckley, Damaris Castillo-Torres, Grayling Eation, Colleen Gamboa, Ed Gomez, Kaylee Hrisoulas, Maria Rodriguez, Clyde Williams

Guests Present

Renee Brunelle, Dr. Matthew Isaac, Dr. Glen Kuck, Pat McCurry, Charlie Ng

Call to Order

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

Minutes

J Holbrook moved, K. Wilson seconded, and the May 4, 2010 minutes was approved with one correction. In the Chancellor's Comments, the state budget deficit should read "in the \$20 billions."

Introduction of Members

Everyone introduced themselves.

Old Business

AP 2260 Conflict of Interest

Additional positions and disclosure categories were added. R. Brunelle said a comparison was made with 11 other districts and it was determined that every district does something different

with the positions. She added that the disclosure categories seemed about the most consistent in the comparison.

J. Holbrook asked why these positions were not held to disclosure category 3. R. Brunelle said these positions are exempt from that disclosure category because they are not engaged in land development, construction, or the acquisition or sale of real property within the district.

J. Holbrook moved, S. Meyer seconded the motion to approve AP 2260.

Update on Ad Hoc Parking Fees Committee

This committee met once before the spring semester ended. B. Baron said many items were put out on the table, and there were lots of questions. C. Ng will be scheduling the next meeting. B. Baron hopes the committee can complete its work by December so a recommendation on parking fees can be made for spring 2011. M. Valdemar asked if payroll deduction for classified employees was discussed. C. Ng said that decision has not been made yet and will be discussed at the next meeting. S. Briggs asked if consideration was given to faculty who had to stand in long lines to purchase decals. C. Ng responded that the committee's charge was to address the parking fee only. He recommended those types of questions be addressed with the administrators in charge of that area. D. Daniels said faculty and staff could purchase parking decals on line.

New Business

Review of the Purpose of District Assembly

S. Rippy directed the committee to ARTICLE 2: PURPOSE in the District Assembly Constitution. He noted policies and procedures are developed and revised as outlined in BP and AP 2045 through the collegial consultation process. J. Holbrook suggested the committee take action to reaffirm its charge.

Review of BP and AP 2045 – Policies and Administrative Procedures

J. Holbrook moved, J. Jones seconded a motion to approve BP and AP 2045 as written.

J. Holbrook asked how the following sentence found in BP 2045 is put into operation: *“All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.”* R. Brunelle responded that they are included in job descriptions, in ongoing training, in the recruitment process, and in updated notification in the laws that impact specific areas, and in the hiring process.

M. Valdemar questioned whether policies and procedures that are deemed not to be an academic and professional manner are being submitted to the senates as an information item. B. Baron will follow up on her question.

BP and AP 2045 will move forward to the October 14 board meeting for approval and information.

Public Comment

No public comment.

Planning Committees Status Reports

The following oral reports were given:

1. District Strategic Planning Committee – B. Baron reported phase two of the District Strategic Plan will begin this year. Included in phase two is: 1) how will we implement and evaluate the plan that was created last semester, and 2) how will we integrate KVCR and the EWD and PDC into the current plan. The DSPC will meet twice a month and information will be posted on the website.
2. Technology Plan – G. Kuck reported that the DETS Executive Committee will be meeting to add outcome measures to the District Technology Plan on October 1st. The measures will allow for closer monitoring towards progress on each of the objectives in the plan. DETS will be working to develop a web-based tool that will enable end-users to view the progress towards each of the objectives.
3. Program Review – B. Baron reported the district underwent its first program review process last fiscal year and came up with 62 objectives for improvement. We are working on the implementation of those items. An internal auditor has been hired to take over the program review process and part of her job will be quality control and review. Another survey will be done for the next round of improvements. Hopefully, improvements will be noticed in the services provided.
4. Resource Allocation – R. Brunelle reported a final draft of the human resources plan will be sent electronically so everyone will have an opportunity to review it.

C. Ng reported the monitoring and review of the Resource Allocation Model, which will be used in 2010-2011, will now fall on the District Budget Committee.

District Reports

The following written reports were submitted:

1. Accreditation – G. Harrison reported a draft of the report will be ready for the board's review at the September 23 study session. Public forums have been held on the campus. Faculty and staff also worked on the DSP and the HR Plan. The last piece is to incorporate the evidence. The final report will be submitted to the Accrediting Commission by October 15, 2010.

D. Daniels reported that SBVC is prepared to submit the report and evidence. A draft is being finalized this week. The entire campus and the constituent groups will have the opportunity to provide input.
2. Economic Development – A written report was submitted.
3. Technology – A written report was submitted.
4. Bond Program – A written report was submitted.
5. District-wide Safety – C. Ng said a safety committee meeting will be scheduled and a report will be provided.
6. Emergency Preparedness – A written report was submitted.
7. Budget – C. Ng reported the district will be presenting its budget to the board in October rather than September. There is still no state budget. We need to adopt our budget, and we are prepared to do so regardless of what the state does. Last month the board approved

a \$5 million contingency loan. We can probably make it through October or even November without any cash loans.

8. Human Resources – A written report was submitted. R. Brunelle reported the HR staff has been available at all the district sites. The annual health fair will be held on October 29, 2010.

Chancellor's Comments

B. Baron thanked D. Walter and S. Rippy and the entire membership for taking the time to participate on District Assembly and for being available to assist with policies and procedures.

The board reaffirmed its goals at the September 23 board retreat and the college presidents provided the board with information about current programs, enrollments, challenges and plans for new programmatic areas. G. Kuck had an opportunity to present an overview of some of the latest technology that the district will be using.

On September 9, the board will be asked to approve a feasibility study for a possible SBCCD Center. A center must have a specific purpose and/or service an under-served population. It must have 500 FTES in fall and 500 FTES in spring and would generate \$1 million a year in state funding. It also would become eligible for its own capital outlay funds for maintenance and repairs. If we are successful, a center could be a great relief to the colleges. Surrounding colleges are opening centers. We hope we would get some support for a SBCCD Center from the surrounding colleges. Support services are part of the equation. Although it is taking head count away from the colleges, we are already over cap by more than 2,000 FTES so there is no problem in moving 1,000 FTES to a center and a center is a different way to fund those students. It is a way to increase our cap. The feasibility study will analyze the data and provide information about whether a center would be an appropriate next step for us to consider. The study will also analyze the service we currently provide to our community and to make recommendations as to how that service can improve with the addition of a center.

A Collegial Consultation work group has been developed to discuss the proposed new building at the District site on the four acres recently purchased. All District functions will be consolidated in the new building allowing space to be vacated at Valley College and allow us to get out of the 8th street annex. Further purposes for the new building are being discussed by the work group including the needs of Economic and Workforce Development.

Future Agenda Items/Announcements

1. Feasibility Study – October or November

The District Assembly Executive Council meets the third Tuesday of each month to review and set the agenda. If anyone has any additional agenda items, they need to email them to S. Rippy or D. Walter.

Adjournment

S. Rippy adjourned the meeting at 4:30 p.m.

Jacqueline F. Buus, Recorder