



District Assembly Meeting
Tuesday, December 7, 2010
Minutes

Members Present

Bruce Baron, Dr. Walter Chatfield, Rejoice Chavira, Dr. Debra Daniels, Jay Danley, Grayling Eation, Dr. Gloria Fisher, Ben Gamboa, Dr. Sara Glasgow, Gloria Harrison, Dr. Jim Holbrook, Kaylee Hrisoulas, JoAnn Jones, Marie Mestas, Ben Mudgett, Ericka Paddock, Karen Peterson, Scott Rippy, Maria Rodriguez, Dr. Cory Schwartz, Dr. John Stanskas, Steve Sutorus, Cassandra Thomas, Mary Valdemar

Members Absent

Stephanie Briggs, Patrick Buckley, Damaris Castillo-Torres, Kathy Crow, Colleen Gamboa, Ed Gomez, Jodi Hanley, James Smith, DyAnn Walter, Clyde Williams, Kathryn Wilson

Guests Present

Dr. Matthew Isaac, Dr. Glen Kuck, Pat McCurry, Charlie Ng, Amalia Perez, Tanya Rogers

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, B. Gamboa seconded, and the November 2, 2010 minutes was approved.

Old Business

None.

New Business

BP & AP 7420 Authorized Drivers

S. Sutorus and A. Perez worked together to answer the questions asked at the November 2 meeting of District Assembly. Steve's responses are highlighted in red. A. Perez described the "Drivers' Pull Notice" which is a free service to government agencies through DMV. This service notifies the district anytime an employee accrues a point on his/her driving record. The district's practice has been anyone who has two or more points has not been allowed to drive for the district. There are at least 400 employees on the approved drivers' list, which includes some

students and volunteers. There are currently 15 employees that need to be notified whether or not to let these people drive.

1. Is this an existing policy? If so, how has it been updated?
2. Does every employee need to be on the approved drivers' list? **Three criteria need to be considered for an employee to be added to the list: 1) valid driver's license; 2) insurance verification; 3) non-negligent driver per DMV and the vehicle code.**
3. Define what it means "to drive for the district"? **It does not mean driving back and forth to work or lunch or doing a personal errand. Any other driving could be considered district business.**
4. Which vehicles does the policy refer to – electric carts, forklifts, vehicles? **The policy refers to all motor vehicles, including electric carts and forklifts.**
5. How does this policy interface with the existing policies 6760, 7450 and 7400 and do we need 4 policies? **This policy complements policies 6750, 6760, 4300, 7400 and 7450.**
6. Examine whether it makes sense to allow someone to drive on district business if they have 2 points on their driving record.
7. What are the reference sources that are "driving" this policy and procedure? **The vehicle code and the DMV. Case law is also being researched.**
8. Do we need to make our policy more stringent than the law? **The intent is to be in line with the law but not more stringent than the law.**
9. If someone isn't on the approved drivers list and does drive on district business and has an accident, is the district liable? **The employee's insurance is the primary and the district's insurance is the secondary.**
10. Whose insurance covers an accident – district's or employee's? **There is no change to AP 6760 (Use of Private Vehicles).**

B. Baron's concern is what happens if the district determines an employee is not allowed to drive to do his/her job? Bruce asked if we had a formal recommendation from our insurance underwriter. Steve said we are about there.

This item will continue on the February 1 District Assembly agenda.

BP 7385 Salary Deductions

B. Baron stated that CSEA requested the administration to look at the process of deducting parking fees from payroll checks. C. Ng said a meeting will be scheduled with appropriate staff to determine what steps will be necessary to implement this request.

B. Gamboa moved, M. Valdemar seconded a motion to approve BP Salary Deductions.

Motion passed.

AP 6330 Purchasing

J. Stankas questioned the section on the Energy Star rating system. B. Gamboa explained the rating system is established by the federal government and is used by government and corporate entities to identify the energy efficiency of an item. There are no other energy rating systems. He added it does not require the district to purchase Energy Star equipment if our technical specifications cannot be met.

G. Harrison moved, B. Gamboa seconded a motion to approve AP 6330 Purchasing.

Public Comment

No public comment.

Planning Committees Status Reports

The following oral reports were given:

1. District Strategic Planning Committee – C. Ng reported a subcommittee was formed to integrate KVCR and the PDC into the DSP. The entire committee will be reviewing progress on goals. Reports are being compiled now, and revisions to the DSP will be made next year. Bruce asked how will everyone be kept current with the changes. Charlie replied the committee is discussing that.
2. Technology Plan – E. Garnick said the committee is working on a computer use policy which will be forwarded to District Assembly in February for review and input.
3. Program Review – T. Rogers distributed a spread sheet containing the status of the priorities.

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 – Recruiting will begin shortly to fill the new board-approved position of Environmental Health & Safety Administrator. Charlie has been working with CHC in its respiratory protection program and also with Sarah Miller at SBVC to find a qualified formaldehyde trainer.
5. Emergency Preparedness – A written report was submitted.
6. Budget – C. Ng said next year's cuts to the district could be \$2.5 to \$3 million. We are looking to see what the impact of a selective freeze would be as well as entertaining other savings ideas. The plan is to see how we can save the \$2.5 to \$3 million in next year's budget.
7. Human Resources – No report.

Chancellor's Comments

B. Baron thanked everyone for their good work this past year.

Future Agenda Items/Announcements

1. BP and AP 7420 Authorized Drivers
2. Report on Feasibility Study for a Campus Center
3. BP and AP 3720 Computer Use

Adjournment

S. Rippy adjourned the meeting at 4:20 p.m.

Jacqueline F. Buus, Recorder