



District Assembly

SBCCD Board Room, 114 S. Del Rosa Drive, San Bernardino CA 92408

Meeting Minutes – October 2, 2018, 3:00 PM

1. CALL TO ORDER

Denise Allen, Chair called the meeting to order at 3:05pm. There were self-introductions.

- A. Meeting Norms were shared with the assembly.
- B. Constitution & Membership were reviewed. **Stephanie Briggs suggested including the Manager's Association. Celia Huston moved to agendize the constitution and membership for the next meeting to allow for 1st and 2nd read. James Smith seconded the motion. Unanimous approval. Email changes to Denise Allen.**

2. CHANCELLOR'S REPORT

Bruce Baron, Chancellor

- A. General Updates/Highlights – Chancellor Baron gave an update on Ellucian/Webadvisor. We are in the RFP process with new vendors. Enrollments are doing well with both colleges on track to reach their target. He gave an update on the new funding formula. The Chancellor reported the SBCCD is in the process of purchasing new office buildings and have plans to repurpose the existing district offices.

3. APPROVAL OF MINUTES

- A. Laurie Green moved approval of the September 4, 2018 minutes. **Bethany Tasaka** seconded the motion. Keith Wurtz abstained. All others in attendance approved.

4. OLD BUSINESS

- A. APPROVAL OF NON-ACADEMIC & PROFESSIONAL APs and BPs FOR 2ND READING
 - i. AP 3435 Discrimination and Harassment Resolution
 - ii. BP & AP 6100 Delegation of Authority, Business and Fiscal Affairs
 - iii. BP & AP 6150 Designation of Authorized Signatures
 - iv. BP & AP 7140 Collective Bargaining

Keith Wurtz moved approval of BPs and APs listed. Mark McConnell seconded the motion. Stephanie Briggs abstained. All others in attendance approved.

ITEMS PULLED FOR SEPARATE ACTION

- i. BP & AP 3505 Emergency Response Plan – **approved with changes made to the placement of the Emergency Numbers list for better flow of the AP.**
- ii. AP 7120 Recruitment & Hiring - **There was discussion about the pre-screening process and a possibility of qualified candidates being screened out. HR advised the hiring manager has access to all applications, which should help. District Assembly asked for the management handbook to be reviewed and approved before strikes can be eliminated. EEO requires a reason why there were fewer than three forwarded during the initial screening process. HR will work with CSEA to create a pool of eligible candidates and it will be clarified in the AP. Stephanie Briggs moved to bring the AP back in November. Laurie Green seconded the motion. Unanimous approval.**

- B. ACADEMIC & PROFESSIONAL APs and BPs SUBMITTED FOR INFORMATION
- i. BP & AP 4060 Delineation of Functions Agreements – Keith Wurtz moved approval to changes in the BP: “noncredit” to “adult continuing education” and add “All courses being considered for transfer will be submitted, reviewed and considered for approval through the college’s adopted curriculum approval process prior to being adopted.” Celia Huston seconded the motion. Unanimous approval.
 - ii. BP & AP 4100 Graduation Requirements for Degrees and Certificates - bring back in November due to additional revision recommendations.
 - iii. BP & AP 4226 Multiple and Overlapping Enrollments
 - iv. BP & AP 4232 Pass/No Pass
 - v. BP & AP 5110 Counseling
Keith Wurtz moved approval of BP & AP 4226, BP & AP 4232, and BP & AP 5110. Mark McConnell seconded the motion. Unanimous approval.
- C. CHAPTER 2 APs and BPs SUBMITTED FOR INFORMATION
(Board approved 9/13/18)
- i. BP 2010 Board Membership (no AP)
 - ii. BP 2310 Regular Meetings of the Board (no AP)
 - iii. BP 2315 Closed Sessions (no AP)
 - iv. BP & AP 2320 Special and Emergency Meetings
 - v. BP 2710 Conflict of Interest (AP was approved May 2017)
- (For Board approval 10/11/18)
- vi. BP 2100 Board Elections (no AP)
 - vii. BP 2220 Committees of the Board (no AP)
 - viii. BP & AP 2305 Annual Organizational Meeting
 - ix. BP 2350 Speakers (no AP)
 - x. BP 2360 Minutes (AP is new suggested. Do not need new AP)
 - xi. BP 2430 Delegation of Authority to the Chancellor (AP is new suggested. Do not need new AP)
 - xii. BP 2745 Board Self-Evaluation (no AP)
- D. BP & AP 2410 Board Policies & Procedures – Chancellor Baron gave an overview and history. A collegial group was convened to revise the language that would be acceptable to the BOT. No second read. Final approval of AP & BP 2410 will take place at the October board meeting.

5. NEW BUSINESS

- A. NON-ACADEMIC & PROFESSIONAL APs and BPs SUBMITTED FOR 1ST READING
- i. BP 1100 The San Bernardino Community College District (no AP)
 - ii. BP 1200 District Mission Statement (no AP)
 - iii. BP & AP 3720 Computer and Network Use
 - iv. BP & AP 6751 Parking Citation Payment Plan
 - v. BP & AP 7250 Educational Administrators – Jose Torres moved approval to forward changes p116: H1 changes only. Chancellor will provide the explanation to the BOT. Keith Wurtz seconded the motion. Unanimous approval.
 - vi. BP & AP 7260 Classified Supervisors and Managers. Kristina will bring changes to the next meeting (handbook reference and all red strikes).

- B. ACADEMIC & PROFESSIONAL APs and BPs
 - i. BP & AP 5030 Fees - AP 5030 Fees should be consistent at both colleges. Consult CCLC to see if specific fees are required. Jose will find the language in the law and update 5030.
 - ii. BP & AP 5130 Financial Aid - Jose will find the language in the law and update 5130.
- C. CONSTITUTION REVIEW AND UPDATE – item was discussed and will be agendized for November to allow for 1st and 2nd read.

6. UPDATES

- A. Brand Identity Update - Angel Rodriguez distributed materials and provided an update on brand identity as attached.
- B. District Program Review & District Strategic Plan Update – Materials were distributed as attached.
- C. Police Department – Chief Jackson provided a department update and distributed the Annual Security Report <http://sbccd.org/asr>.

7. REPORTS

- A. An update was given by CHC and SBVC Academic Senates.
- B. Classified Senates – no update
- C. Student Senates - no update

8. PUBLIC COMMENTS

None

9. FUTURE TOPICS

- A. TESS Written Report (November 2018)
- B. Human Resources Written Report (November 2018)
- C. Strong Workforce CHC & SBVC Update (November 2018)
- D. District Support Services Update (December 2018)
- E. Budget Update (December 2018/February 2019)
- F. Progress on accomplishments, opportunities and challenges in working towards the EMPs, DSSSP, and Accreditation (February 2019)
- G. Membership Election (February 2019)
- H. AB 104: Adult Education Block Grant Update (February 2019)
- I. Webadvisor Update (February 2019)
- J. Draft Staffing Plan (March 2019)
- K. Emergency Management Committee (March 2019)
- L. Committee Evaluation (April 2019)
- M. Election of President & VP (April 2019)
- N. Preliminary BP & AP Review Schedule (April 2019)
- O. Calendar Committee Update (April 2019)
- P. Annual approval of 6-year AP/BP review schedule (September 2019)
- Q. Brand Identity Update (October 2019)
- R. District Program Review & District Strategic Plan Update (October 2019)
- S. Police Department Written Report (October 2019)

10. ADJOURN

Next meeting: November 6, 2018
Meeting adjourned at 4:40pm.