



District Assembly

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

Meeting Minutes — April 3, 2018 at 3pm

Link to access APs/BPs [Policies & Procedures for Review](#)

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

Amy Avelar moved to approve. 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.

V. New Business – 1st
Read

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)
3. BP & AP 3420 Equal Employment Opportunity (Legal update #31)
4. BP & AP 3530 Weapons on Campus (Legal update #31)
5. BP & AP 6250 Budget Management (pulled on 3.7.17 by J. Torres)
6. AP 6305 Reserves – brand new advised (pulled on 3.7.17 by J. Torres) No BP
7. BP & AP 6320 Investments (1st read in Feb 18)
8. BP & AP 6340 Bids and Contracts (pulled on 3.7.17 by J. Torres)
9. BP & AP 7100 Commitment to Diversity – AP is brand new optional (note: BP is complete AP was pulled by DA on 11.14.17)
10. BP & AP 7150 Evaluation
11. BP & AP 7400 Travel (Legal update #31)
12. BP & AP 7500 Volunteers (Legal update #31)

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

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 was recommended by their legal partners.

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

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. AP 3435 Discrimination and Harassment Resolution Procedures (Legal update #31) No BP
4. BP & AP 3505 Emergency Response Plan (Feb DA new business. With PD for review)
5. BP & AP 3710 - Securing of Copyright (BP was approved 2/6/18 and will be submitted to Board together)
6. BP & AP 3715 Intellectual Property (pulled 5.2.17 declared Academic and Professional) Note: was re-agendized on Sept 17 DA agenda.
7. BP & AP 3720 Computer and Network Use (Legal update #31. With TESS for review)
8. BP & AP 4103 - Work Experience
9. BP & AP 4020 Program, Curriculum and Course Development
10. BP & AP 4060 Delineation of Functions agreement
11. AP 4104 Contract Education No BP
12. BP & AP 4225 Course Repetition (Legal update #31)
13. BP & AP 4235 Credit by Examination (Legal update #31)
14. AP 4236 - (needs to go to senates as this is a new procedure required by ED code) (Legal update #31)
15. BP & AP 5050 Student Success (pulled from 2/6/18 DA agenda for AS review)
16. BP & AP 5110 Counseling
17. BP & AP 5150 Extended Opportunity Programs and Services
18. 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)
19. AP 5530 Student Rights and Grievances (Legal update #31)
20. BP & AP 6250 Budget Management (pulled on 3.7.17 by J. Torres)
21. BP & AP 6300 Fiscal Management (pulled on 3.7.17 by J. Torres)
22. AP 6370 Contracts - Personal Services – brand new required (pulled on 3.7.17 by J. Torres) No BP
23. BP & AP 6400 Financial Audits (Legal update #31)
24. AP 6850 Hazardous Materials (Legal update #31) No BP

25. AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation) – brand new required (pulled on 3.7.17 by J. Torres) No BP
26. BP & AP 7210 Academic Employees (1st read in Feb 18)
27. AP 7213 Part Time Faculty: Benefits – brand new optional (note: AP was pulled by DA on 11.14.17) No BP
28. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies (Brand New, Required) No BP
29. BP & AP 7240 Confidential Employees (note: AP was pulled by DA on 11.14.17)
30. BP & AP 7310 Nepotism (Legal update #31)
31. BP & AP 7365 Discipline and Dismissal - Classified Employees (pulled in Feb?)
32. 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 (May-list of hires)
3. Committee Evaluation (May)
4. Election of President (May)
5. Districtwide Standing Committee & Organizational Chart Update (May)
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)
12. Educational & Facilities Master Plan Update (TBD 2019)
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

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**

Denise Allen
Mark McConnell
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

JA
B Baron
T.L. Brink
R Carlos

✓
Kathryn Jaramillo
Robert Levesque

Kevin Palkki

Amber Snow
Mike Strong
✓
Cassandra Thomas
Mary Valdemar
Keith Wurtz

Guests:

Jeremiah Gilbert

Larry Strong

Virginia Hannon

Richard Galope