

District Assembly Sign-In Sheet

Date: 4/2/19

President: Denise Allen

Denise Allen

Vice President: Mark McConnell

MDM

Recorder: Stacey Nikac

[Signature]

Amy Avelar (2019)

Amy Avelar

Bruce Baron (ex officio)

Stephanie Lewis-Briggs (2020)

T.L. Brink (2020)

T L Brink

Keynasia Buffong (vested)

Keynasia Buffong

Laurie Green (2019)

~~*[Signature]*~~

Kevin Horan (ex officio)

[Signature]

Celia Huston (ex officio)

Rhiannon Lares (2020)

Meridyth McLaren (vested)

Brandi Mello (ex officio)

Gabby Padilla (vested)

Kevin Palkki (vested)

[Signature]

Ginny Evans-Perry (2020)

Adrian Rios (2020)

Diana Rodriguez (ex officio)

Judy Rodriguez (ex officio)

Luis Susunaga (2020)

~~*[Signature]*~~

Bethany Tasaka (2020)

[Signature]

Cassandra Thomas (2019)

Jose Torres (2020)

Keith Wurtz (2019)

[Signature]

Ruby Zuniga (2020)

Guests:

Christina Hannon & Ellen



District Assembly

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

Meeting Minutes – April 2, 2019, 3:00 PM

1. CALL TO ORDER

D. Allen called the meeting to order at 3:07pm.

2. APPROVAL OF MINUTES

A. March 5, 2019 (p4)

M. McConnell moved approval of the March 5, 2019 minutes. K. Wurtz seconded the motion. C. Houston abstained. All others in attendance approved.

3. CHANCELLOR'S REPORT

No report.

4. NEW BUSINESS

A. Discussion Items

- i. Student Registration Balance Under Existing Policy – J. Torres
Continue item in May.
- ii. Committee Evaluation (p10)
Members completed and turned in the committee evaluation.
- iii. Elections – Membership Nominations (p12,14)
Election of officers will take place in May. Members nominated will be invited to attend the May meeting to vote for officers for the next year.
Kevin Palkki will review the DA Constitution and assist with revisions for consistency with education code (CSEA appointment of classified members to District Assembly). Kevin will provide CSEA appointment for SBVC.
Meridyth will provide the CTA appointment.

Nominations received:

Crafton Hills

1 faculty – Laurie Green appointed by senate

1 classified – Laura Van Gunderen and Kristina Heilgeist Note: CHC Classified position is not open to fill. M. McConnell will contact candidates to let them know.

1 management – Keith Wurtz

SBVC

1 faculty – Craig Luke

1 classified – Michelle Crocfer

B. Non-Academic & Professional Policies & Procedures (1st reading)

- iv. AP 2712 (no BP) Conflict of Interest Code (p15)
- v. BP & AP 3590 Energy Conservation (p18,19)
 - i. BP & AP 6150 Designation of Authorized Signatures (p22,23)
 - ii. BP & AP 6300 Fiscal Management (p24,25)
- iii. AP 6315 (no BP) Warrants (p34)
- iv. BP & AP 6340 Bids and Contracts (p35,36)
- v. BP & AP 6925 Refreshments or Meals Served at Meetings and District Events

- (p40,41)
- i. AP 7126 (no BP) Applicant Background Investigations and Reference Checks (p43)
- ii. AP 7145 (no BP) Personnel Files (p44)
- vi. BP & AP 7150 Evaluations (p45,46)
- vii. AP 7337 (no BP) Fingerprinting (NEW REQUIRED) (p51)
- viii. AP 7343 (no BP) Industrial Accident and Illness Leave (NEW REQUIRED) (p54)
- ix. AP 7344 (no BP) Notifying District of Illness (NEW ADVISED) (p57)
Recommendation was made to edit the paragraph below as reflected.

While each ~~area should develop and maintain procedures regarding the specific steps to be taken by an employee when notifying the department~~ ~~should develop and maintain procedures regarding the specific steps to be taken by an employee when notifying the department~~ of an absence, it is the general policy of the District that any employee who will be absent from work due to unexpected illness or other reasons, must report the absence to their immediate supervisor daily, by telephone, and/or email at the beginning of the work period.

- x. AP 7346 (no BP) Employees Called to Military Duty (NEW ADVISED) (p59)
 - xi. BP & AP 7350 Resignations (p61,62)
 - xii. BP & AP 7365 Discipline and Dismissal – Classified Employees (NEW REQUIRED) (p65,67)
 - xiii. BP & AP 7370 Political Activity (NEW ADVISED) (p75,76)
 - xiv. AP 7371 (no BP) Personal Use of Public Resources (NEW REQUIRED) (p77)
 - xv. BP & AP 7400 Travel (p78,79)
- C. Academic & Professional Policies & Procedures (1st reading)
- i. AP 4104 (no BP) Contract Education (p87)
 - ii. AP 4222 (no BP) Remedial Coursework (legal update #33) (p88)
 - iii. BP & AP 5530 Student Rights and Grievances (p90,91)
- D. Chapter 2 Policies & Procedures (review & feedback only, prior to placing on board agenda)
- i. None

5. OLD BUSINESS (Action)

- A. Non-Academic & Professional Policies & Procedures (2nd reading)
- i. BP & AP 2410 Board Policies & Administrative Procedures (p105,106) **pulled for discussion. M. McConnell moved approval of 2410 for one year. K. Wurtz seconded the motion. Unanimous approval.**
 - ii. BP & AP 3570 Smoking on Campus (p110,111) **pulled for discussion. K. Palkki raised concerns that a no smoking policy could present issues with classified staff returning late from breaks and/or smoking in the weeded grass area. Maintenance staff have shared their concerns with cigarette butts being discarded around campus rather than in a designated smoking area and the impact it would have on custodians. CHC student government expressed their desire for a smoke-free campus. The current policy allows campuses to decide to reduce and/or relocate designated smoking areas. TL motioned to continue to the next meeting. A. Avelar seconded the motion. Unanimous approval.**
 - iii. AP 6350 (no BP) Contracts – Construction (p113)
 - iv. BP & AP 7120 Recruitment & Hiring (p117,118)
 - v. BP & AP 7160 Professional Development (p123,124)
 - vi. AP 7232 (no BP) Classification Review (NEW ADVISED) (p125)
 - vii. AP 7234 (no BP) Overtime (NEW REQUIRED) (p126) **pulled for discussion. It was recommended that K. Hannon include additional language from the labor**

law and/or reference to bargaining agreement. C. Huston moved approval to continue to next meeting. TL seconded the motion. Unanimous approval.

- viii. BP & AP 7310 Nepotism (LEGALLY ADVISED) (p128,129)
- ix. AP 7336 (no BP) Certification of Freedom from TB (NEW REQUIRED) (p132)

TL moved approval of items 5Aiii, 5Aiv, 5Av, 5Avi, 5Aviii, and 5Aix. C. Huston seconded the motion. Unanimous approval.

B. Academic & Professional Policies & Procedures (for Information)

- i. BP & AP 5500 Standards of Student Conduct (p134,136) pulled for discussion. Paragraphs F, K, and Q were amended as follows.

F. Dating Violence. Violence committed by a member of the District Community who is, or has been, in a social relationship of a romantic or intimate nature with the victim.

K. Disruption of Educational Process. Destruction or disruption on or off District Property of the District educational process(es), including but not limited to interrupting, impeding, obstructing or causing the interruption or impediment of any class (regardless of modality), lab, administrative office, teaching, research, administration, disciplinary procedures, District activity or District authorized Student activity or administrative process or other District function; or disturbing the peace on District Property or at any District function.

Q. Failure to Comply or Identify. Failure to identify oneself to, or comply with the directions of, a District employee when requested.

- ii. AP 5520 (no BP) Student Discipline Procedures (p143)

L. Green moved approval. Wurtz seconded. Unanimous approval.

6. UPDATES

A. Policies & Procedures (continued/hold from previous months)

- ~~iii. BP & AP 3100 Organizational Structure (NEW ADVISED)~~
- iv. AP 3435 (no BP) Discrimination and Harassment Complaints and Investigations (legal update #33)
- ~~v. BP & AP 3440 Service Animals (NEW REQUIRED)~~
- vi. BP & AP 3540 Sexual Assaults on Campus (legal update #33)
- vii. BP & AP 3550 Drug Free Environment and Drug Prevention Program (legal update #33)
- viii. BP & AP 3710 Securing Copyright
- ix. AP 3750 (no BP) Use of Copyrighted Material (New Advised) (Andy)
- x. BP & AP 3810 Claims Against the District (legal update #33)
- xi. BP & AP 3900 Speech: Time, Place, and Manner (legal update #33)
- xii. BP & AP 4103 Work Experience
- xiii. BP & AP 5150 Extended Opportunity Programs and Services
- ~~xiv. AP 6345 (no BP) Bids and Contracts — UPCCAA (NEW REQUIRED)~~
- ~~xv. AP 6365 (no BP) Contracts — Accessibility of IT (NEW ADVISED)~~
- ~~xvi. AP 6370 (no BP) Contracts — Personal Services (NEW REQUIRED)~~
- xvii. BP & AP 6540 Insurance (NEW REQUIRED)
- xviii. BP & AP 6700 Civic Center and Other Facilities Use (NEW REQUIRED)
- xix. BP & AP 6750 Parking (legal update #33 to be reviewed with 6751)
- xx. BP & AP 6751 Parking Citation Payment Plan (review with 6750)
- ~~xxi. AP 6850 (no BP) Hazardous Materials (NEW ADVISED)~~
- ~~xxii. AP 6950 (no BP) Drug and Alcohol Testing (US DOT) (NEW REQUIRED)~~
- ~~xxiii. AP 7212 (no BP) Temporary Faculty (NEW ADVISED)~~
- xxiv. AP 7215 (no BP) Academic Employees: Probationary Contract Faculty (NEW ADVISED)
- x. BP & AP 7240 Confidential Employees
- xxv. BP & AP 7250 Educational Administrators (HR to complete from 11/6/18)(Hold until other individual APs are approved and will be referenced in

this AP). Item 7.B on page 30 – we should keep red text and strike the green text until DA is able to review the handbook. Faculty work - Where did the language come from? Further research on the history of changes is needed. CTA contract is not up for negotiation and DA should not be involved in contract negotiations.

- xxvi. BP & AP 7260 Classified Supervisors and Managers (HR to complete from 11/6/18). Red text to stay until the handbook is reviewed by DA.
- xxvii. AP 7348 (no BP) Accommodations (NEW ADVISED)

B. Report

- K. Palkki reported an upcoming Dance Show at CHC.
- L. Susunaga asked if students can attend next meeting to address the no smoking policy. D. Allen encouraged attendance at DA open meetings.
- L. Green reminded everyone to avoid freeways next weekend due to Coachella and Stage Coach events.

7. PUBLIC COMMENTS

None.

8. FUTURE TOPICS

- A. Membership Update & Election of Officers (May 2019)
- B. Campus Program Review and Educational Master Plan Update (May 2019)
- C. Brand Identity Update (May 2019)
- D. Calendar Committee Update (September 2019)
- E. Annual approval of AP/BP review schedule (September 2019)
- F. 1st Read Staffing Plan per timeline (September 2019)
- G. District Program Review & District Strategic Plan Update (October 2019)
- H. Police Department Written Report (October 2019)
- I. Human Resources Written Report (November 2019)
- J. 2nd Read Staffing Plan per timeline (November 2019)
- K. TESS Written Report (November 2019)
- L. Budget Update (December 2019/February 2020)
- M. Membership Election (February 2020)
- N. AB 104: Adult Education Block Grant Update (February 2020)
- O. Webadvisor Update (February 2020)
- P. Emergency Management Committee (March 2020)
- Q. Draft Staffing Plan (March 2020)
- R. Calendar Committee Update (March 2020)
- S. Committee Evaluation (April 2020)
- T. Elections – Membership (April 2020)

9. ADJOURN

Next meeting: May 7, 2019

D. Allen adjourned the meeting at 4:25pm.