



District Assembly Meeting
May 7, 2019 at 3:00 p.m.
114 S. Del Rosa Drive (SBCCD Boardroom)
San Bernardino, CA 92408

MINUTES

Agenda Items	Discussion
1. Call to Order	D. Allen – call to order and introduction of members. D. Allen called the meeting to order at 3:02pm.
2. Approval of Minutes	April 2, 2019 (p6) J. Torres moved to approve the minutes of April 2, 2019. M. McConnell seconded the motion. Unanimous approval.
3. Chancellor's Report	B. Baron none

4. New Business

A. Discussion Items

1. Student Registration Balance Under Existing Policy (R. Marlatt)
J. Torres reported the policy is students owing less than \$200, but can continue to sign up for classes as long as they are on a payment plan. Students with amounts greater than \$200 must pay in full before subsequent enrollment. L. Green shared possible concerns with students in certificated classes. Outstanding balances from CHC as of April 22, 2019 are as follows: 2019SP \$315,050.75; 2018FA \$189,066.38; 2018SM \$23,163.00; and 2018SP \$81,288.89 for a total of \$608,569.02. SBVC figures were not provided.
2. Committee Evaluation Results (D. Allen) (p10)
D. Allen called for feedback and suggestions for improvement for next year. The September agenda (under new business) should include: Training or Mentoring for New Members (C. Huston); Review of Meeting Norms and Constitution (J. Gilbert); and Explanation and Expectations of DA Members (M. McConnell).
3. New Membership Update & Election of Officers (D. Allen) (p13)
M. McConnell moved approval of the DA membership list. TBD's are pending elections. T.L. Brink seconded the motion. Unanimous approval.

D. Allen briefly explained the duties, release time, and committee participation as outlined in the Constitution. The agenda is developed at the Executive Committee one week prior to the DA meeting. By unanimous approval, J. Gilbert was elected President and M. McConnell was elected VP.
4. Policy & Procedure Update (J. Gilbert) (p15)
J. Gilbert reviewed the new process for legal updates to policies and procedures. CCLC provides updates twice per year (spring and fall). Jeremiah creates a summary of the legal updates indicating the changes and/or the action to be taken. For legally advised updates and new APs/BPs, Jeremiah reaches out to the Lead (i.e. AP/BP 3725 he contacted Luke Bixler) to determine if they are necessary. APs/BPs with minimal changes are submitted to DA for information (see item 4b). When APs/BPs require more than legal updates, the legal updates are added and the AP/BP continues in its current process and timeline. Jeremiah will work with the Leads over the summer to advise them which APs/BPs are up for first read in September and finalize the schedule. A definitive list will be provided in September. DA approved moving to a 10-year cycle and should reduce the number of policies and procedures to be reviewed. AP 5203 to be added to the schedule.

B. Legal Update #34 – Information Item

1. BP 3810 Claims Against the District – Legal citation added. (No change to AP) (p23)

2. AP 5013 Students in the Military – Struck “on active duty” to reflect that a member of the armed forces stationed in California no longer needs to be on active duty to receive resident classification. (No BP) (p24)
3. BP 5020 Nonresident Tuition – Changed February to March to reflect the new deadline of March 1 of each year for districts to set the nonresident tuition fee for the succeeding fiscal year. (p26)
4. AP 5020 Nonresident Tuition – Legal citation added, February changed to March, and following language added as a last bullet point: “A requirement that a notice listing persons exempt from paying nonresident tuition be posted on the District’s website.” (p27) correction to date in section E from February 1 to March 1.
5. AP 5130 Financial Aid – Legal citations added. (No change to BP) (p31)
6. BP 7340 Leaves – This policy was updated to add a new leave for union stewards and a corresponding legal citation: “leave for service as an elected official or steward of a community college District public employee organization” (No AP) (p35)

Submitted for information and will move forward.

5. Old Business (Action)

A. Non-Academic & Professional Policies & Procedures (2nd reading)

1. AP 2712 (no BP) Conflict of Interest Code (p36)
J. Torres moved approval as amended. C. Huston seconded the motion. Amend p37 to replace Associate Vice Chancellor, TESS with Chief Technology Officer. Unanimous approval.
2. BP & AP 3570 Smoking on Campus (p39,40)
The item was pulled for discussion. DA agreed to hear comments from the public. Supporting and opposing comments for a smoke-free district were heard. The policy, as written, allows CHC to have a smoke-free campus by not designating smoking areas. J. Torres moved approval to accept the policy as presented. K. Wurtz seconded the motion. Motion failed.
AYES: Brink, Torres, Horan, Wurtz, Lares, Susunaga (Gerard)
OPPOSED: Thomas, Huston, Evans-Perry, Tasaka, Lewis, Rodriguez, Green, Allen, McConnell
3. BP & AP 3590 Energy Conservation (p42,43)
J. Torres moved approval. K. Wurtz seconded the motion. Unanimous approval.
4. BP & AP 6150 Designation of Authorized Signatures (p46,47)
J. Torres moved approval. K. Wurtz seconded the motion. Unanimous approval.
5. BP & AP 6300 Fiscal Management (p48,49)
J. Torres moved approval. K. Wurtz seconded the motion. Unanimous approval.
6. AP 6315 (no BP) Warrants (p58)

M. McConnell moved approval as amended. L. Green seconded the motion. Amend AP to correct the title in the second sentence to: Executive Vice Chancellor. Unanimous approval.

7. BP & AP 6340 Bids and Contracts (p59,60)
J. Torres moved approval. K. Wurtz seconded the motion. Unanimous approval.
 8. BP & AP 6925 Refreshments or Meals Served at Meetings and District Events (p64,65)
C. Thomas moved approval as amended. G. Perry seconded the motion. Amend the first sentence in section A.1 to replace the \$500 to \$1000. Unanimous approval.
 9. AP 7126 (no BP) Applicant Background Investigations and Reference Checks (p67)
J. Torres moved approval. K. Wurtz seconded the motion. Unanimous approval.
 10. AP 7145 (no BP) Personnel Files (p68)
J. Torres moved approval. K. Wurtz seconded the motion. Unanimous approval.
 11. BP & AP 7150 Evaluations (p69,70)
J. Torres moved approval. K. Wurtz seconded the motion. Unanimous approval.
 12. AP 7234 (no BP) Overtime (NEW REQUIRED) (p75)
J. Torres moved approval. K. Wurtz seconded the motion. Unanimous approval.
 13. AP 7337 (no BP) Fingerprinting (NEW REQUIRED) (p77)
M. McConnell moved approval as amended. J. Torres seconded the motion. Amend to correct the first sentence in the fourth paragraph to reflect ~~worked~~ workers and ~~from~~ from. Unanimous approval.
 14. AP 7343 (no BP) Industrial Accident and Illness Leave (NEW REQUIRED) (p80)
J. Torres moved approval. K. Wurtz seconded the motion. Unanimous approval.
 15. AP 7344 (no BP) Notifying District of Illness (NEW ADVISED) (p83)
T.L. Brink moved approval as amended. L. Green seconded the motion. Amend to change when notifying the department to notifying the appropriate administrator or designee. Unanimous approval.
 16. AP 7346 (no BP) Employees Called to Military Duty (NEW ADVISED) (p85) T.L. Brink moved approval. L. Green seconded the motion. Unanimous approval.
 17. BP & AP 7350 Resignations (p87,88)
L. Green moved approval as amended. K. Wurtz seconded the motion. Amend to replace the word academic to fiscal. Unanimous approval.
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18. BP & AP 7365 Discipline and Dismissal – Classified Employees (NEW REQUIRED) (p91,93)
J. Torres moved approval. K. Wurtz seconded the motion. Unanimous approval.
19. BP & AP 7370 Political Activity (NEW ADVISED) (p101,102)
J. Torres moved approval. M. McConnell seconded the motion. Unanimous approval.
20. AP 7371 (no BP) Personal Use of Public Resources (NEW REQUIRED) (p103)
J. Torres moved approval. K. Wurtz seconded the motion. Unanimous approval.
21. BP & AP 7400 Travel (p104,105)
K. Horan moved approval as amended. J. Torres seconded the motion. Amend AP to include or designee where traveler is mentioned in section B4. Add a sentence to Section F6 to allow 45 days for traveler to be reimbursed.

B. Academic & Professional Policies & Procedures
(information)

1. AP 4104 (no BP) Contract Education (p113)
M. McConnell moved approval. T.L. Brink seconded the motion.
AYES: Brink, Torres, Horan, Wurtz, Lares, Susunaga (Gerard), Thomas, Huston, Tasaka, Rodriguez, Green, Allen, McConnell
OPPOSED: Evans-Perry, Lewis
2. AP 4222 (no BP) Remedial Coursework (legal update #33) (p114)
M. McConnell moved approval. T.L. Brink seconded the motion. Unanimous approval.
3. BP & AP 5530 Student Rights and Grievances (p116,117)
M. McConnell moved approval. T.L. Brink seconded the motion. Unanimous approval.

6. Updates

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

1. ~~BP & AP 3100 Organizational Structure (NEW ADVISED)~~
2. AP 3435 (no BP) Discrimination and Harassment Complaints and Investigations (legal update #33)
3. BP & AP 3440 Service Animals (NEW REQUIRED)
4. BP & AP 3710 Securing Copyright
5. AP 3750 (no BP) Use of Copyrighted Material (New Advised)
6. BP & AP 3540 Sexual Assaults on Campus (legal update #33)
7. BP & AP 3550 Drug Free Environment and Drug Prevention Program (legal update #33)
8. BP & AP 3900 Speech: Time, Place, and Manner (legal update #33)

9. BP & AP 4103 Work Experience
10. BP & AP 5030 Fees
11. BP & AP 5150 Extended Opportunity Programs and Services
12. ~~AP 6345 (no BP) Bids and Contracts – UPCCAA (NEW REQUIRED)~~
13. AP 6350 (no BP) Contracts – Construction
14. ~~AP 6365 (no BP) Contracts – Accessibility of IT (NEW ADVISED)~~
15. ~~AP 6370 (no BP) Contracts – Personal Services (NEW REQUIRED)~~
16. BP & AP 6540 Insurance (NEW REQUIRED)
17. BP & AP 6700 Civic Center and Other Facilities Use (NEW REQUIRED)
18. BP & AP 6750 Parking (legal update #33 to be reviewed with 6751)
19. BP & AP 6751 Parking Citation Payment Plan (review with 6750)
20. ~~AP 6850 (no BP) Hazardous Materials (NEW ADVISED)~~
21. AP 6950 (no BP) Drug and Alcohol Testing (US DOT) (NEW REQUIRED)
22. ~~AP 7212 (no BP) Temporary Faculty (NEW ADVISED)~~
23. AP 7215 (no BP) Academic Employees: Probationary Contract Faculty (NEW ADVISED)
24. BP & AP 7240 Confidential Employees
25. 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.
26. 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.
27. AP 7348 (no BP) Accommodations (NEW ADVISED)
28. BP & AP 7450 Mileage Reimbursement

B. Reports

29. Public Comments

Any member of the public who wishes to address the Committee on any matter is limited to five minutes. The total time for members of the public to speak on the same or a similar issue shall be limited to 20 minutes. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the meeting as possible.

30. Future Topics

1. Constitution (September 2019)
2. Calendar Committee Update (September 2019)
3. Annual approval of AP/BP review schedule (September 2019)
4. 1st Read Staffing Plan per timeline (September 2019)
5. District Program Review & District Strategic Plan Update (October 2019)
6. Police Department Written Report (October 2019)
7. Human Resources Written Report (November 2019)
8. 2nd Read Staffing Plan per timeline (November 2019)
9. TESS Written Report (November 2019)
10. Budget Update (December 2019/February 2020)
11. Membership Election (February 2020)

12. AB 104: Adult Education Block Grant Update (February 2020)
13. Webadvisor Update (February 2020)
14. Emergency Management Committee (March 2020)
15. Draft Staffing Plan (March 2020)
16. Calendar Committee Update (March 2020)
17. Committee Evaluation (April 2020)
18. Election of Membership (April 2020)
19. One Year Review of BP & AP 2410 Policies & Procedures (April 2020)
20. New Membership Update & Election of Officers (May 2020)
21. Campus Program Review and Educational Master Plan Update (May 2020)

22. Adjournment

Next Meeting: September 3, 2019 at 3:00 p.m. SBCCD Boardroom

D. Allen adjourned the meeting at 4:45pm.

District Assembly Sign-In Sheet

Date: 5/7/19

President: Denise Allen ✓

Vice President: Mark McConnell MDM

Recorder: Stacey Nikac SN

Amy Avelar (2019)

Bruce Baron (ex officio)

✓ Stephanie Lewis-Briggs (2020) ~~Stephanie~~

✓ T.L. Brink (2020) T.L. Brink

Keynasia Buffong (vested)

✓ Laurie Green (2019)

✓ Kevin Horan (ex officio)

✓ Celia Huston (ex officio) Celia Huston

Rhiannon Lares (2020) Rhiannon Lares

Meridyth McLaren (vested)

Brandi Mello (ex officio)

Gabby Padilla (vested)

Kevin Palkki (vested)

✓ Ginny Evans-Perry (2020) Ginny Evans-Perry

Adrian Rios (2020)

Diana Rodriguez (ex officio)

✓ Judy Rodriguez (ex officio) Judy Rodriguez

✓ Luis Susunaga (2020)

✓ Bethany Tasaka (2020) Bethany Tasaka

✓ Cassandra Thomas (2019)

✓ Jose Torres (2020) Jose Torres

✓ Keith Wurtz (2019) Keith Wurtz

Ruby Zuniga (2020)

Guests: ~~New Members~~

Cyndie St. Jean

Kristina Hammer

Jeremiah Gibson

Eliah [Signature]