



AGENDA

Districtwide Institutional Effectiveness Committee

Thursday, Feb. 27, 2019 (10:00 – 11:30 a.m.)

Conference Room 1

550 E. Hospitality Lane, Suite 200, San Bernardino, CA, 92408

Agenda Items	Discussion
1. Call to Order	J. Gilbert
2. Review of Minutes	Review and approval of meeting minutes dated 1/23/2020 (pp. 2 - 3)
3. Accreditation Updates	
4. District Committee Self-Evaluation Survey	Draft of new survey (pp. 4 - 6)
5. Board Master Planning Action Calendar	For information (pp. 7 - 8)
6. AB 705 Dashboard	What should it include?
7. District Collegial Committee Organization	Update (p. 9)
8. May Meeting?	Regularly scheduled meeting would fall after Spring term ends (May 28)
9. Other/Future Agenda Items	
10. Next Scheduled Meeting	Thursday, Mar. 26 at 10am
11. Adjourn	



District Institutional Effectiveness Committee

MINUTES

Thursday, January 23, 2020

10:00 a.m. – 11:30 p.m.

SBCCD Conference Room 1

550 E. Hospitality Lane, Suite 200

San Bernardino, CA 92408

Members Present:

J. Gilbert (Chair, SBCCD)	J. Torres (SBCCD)	C. Huston (SBVC)	K Wurtz (CHC)
C. Crew (SBCCD)	L. Bixler (SBCCD)	Aslanian (CHC)	J. Townsend (CHC)
M. Riggs (CHC)	H. Ford (SBCCD) Recorder		

Agenda Items	Minutes
1. Call to Order	Call to order at 10:00 a.m. by J. Gilbert (Chair)
2. Review of Minutes	Minutes from 10/24/19 approved by consensus.
3. Accreditation Updates	C. Huston updated over spring break she will be finalizing. K. Wurtz has all completed minus one section.
4. District Strategic Plan Objective with Targets	J. Gilbert updated. The Strategic Plan will go to Board for first read in February 2020 and second read in March 2020.
5. Fact Book	J. Gilbert reviewed the website location and what data is included. Going forward, previous data will be archived on the website. K. Wurtz asked to have employee data aggregated by college.
6. Membership Review	<p>J. Gilbert reviewed membership structure. K. Wurtz recommended a Dean be included rather than expert. M. Riggs recommended not to include PIOs of each campus and district. C. Crew asked for a write up that summarizes by each committee/body and shared with the public. C. Crew and A. Aslanian volunteered to draft and send to each PIO of both campuses and district. M. Riggs recommended not to include chancellor and college presidents since this committee does not review policy. J. Torres recommended Interim Vice Chancellor of Human Resources replace Vice Chancellor of Workforce Development, all agreed.</p> <p>Membership includes: Executive Vice Chancellor Vice Chancellor of HR CTO Institutional Effectiveness, Research, and Planning Dean from each college Academic Senate Presidents or designee(s) One Classified Senate representative from each college Two CSEA representatives One CTA representative from each college Accreditation Liaison Officer from each college Accreditation Committee Chair from each college</p>

7. District Collegial Committee Organization	J. Gilbert reviewed the org chart from May 2018. J. Gilbert reviewed draft of revision. J. Gilbert to reach out regarding enrollment management and bring back to next committee.
8. Other/Future Agenda Items	J. Gilbert will take membership changes to District Assembly for feedback. J. Gilbert will gather more information regarding the org chart and will bring back to the next meeting.
9. Next Meeting	Thursday, February 27, 2020 at 10:00 a.m. SBCCD Conference Room 1
10. Adjourn	Meeting adjourned at 10:36 a.m.

Respectfully submitted,

Heather Ford
 Executive Assistant
 Office of the Chancellor
 San Bernardino Community College District

District Committee Self-Evaluation Revision DRAFT

Name of Committee: _____

Background

1. What is your primary location?

Crafton Hills College	San Bernardino Valley College	District
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2. What constituency group are you representing on this committee?

Administrator/Supervisor	Classified/Confidential	Faculty	Student	Other
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3. How many years have you worked or been a student (if you are a student rep.) in the district?

Less than a year	1 – 3	4 – 7	8 – 10	11 or More
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4. How many years (total) have you served on this committee?

Less than a year	1 – 3	4 – 7	8 – 10	11 or More
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5. How many other district committees did you serve on this year?

0	1	2	3	4 or More
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Committee Evaluation

6. Constituency groups are adequately represented for the purposes of this committee.

Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable
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7. The roles and responsibilities of each committee member are clear.

Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable
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8. The committee promotes the shared values, mission, and goals among the Colleges and the District.

Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable
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9. The committee provides effective communication (e.g., accurate, relevant, timely, accessible, clear, and concise) on relevant information for decision-making.

Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable
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10. The committee promotes a climate of openness and transparency (e.g., ongoing communication, opportunities for two-way communication regarding discussion, plans and policies).

Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable
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11. Discussions were facilitated in a way that provided adequate opportunities for all constituency groups to participate.

Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable
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12. Decisions were made in a manner appropriate for this committee.

Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable
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13. I feel that the working relationships among the members of the committee are professional, respectful, collegial, and support diverse opinions, ideas, and actions.

Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable
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14. Please indicate all means in which you communicate committee decisions/discussions to your constituency group.

In-person	Email	College/District website	Updates in committee meetings	Other
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15. Please enter the improvement most needed by this committee in its processes, interactions, outcomes, or other aspect of its work:

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Board Master Planning Action Calendar
As of 2/24/2020 3:17 PM

Monthly	B&FS	- Fund Balance Transfer Resolution - Ratification of Interfund Transfers - Cash Flow Analysis - Budget Report w/memo - FTES Reports	- Events/CBOC Meeting - Individual Memberships - Conferences Over \$5K or Outside US - Signature List Changes - Vacation Payout	- Contracts Above Bid Limit - Contracts Below Bid Limit - Purchase Order Report - Surplus Property
	FPC	- RFQ/RFP/Bid & Contract Award - Informal Bid Award (UCCAP)	- Small Scale Construction Contract Award - Non-Bond Construction COs/Amendments	- Bond Construction COs/Amendments - CBOC Appointees
	HR	- Closed Session Items (Separate Agenda) - Appoint Employees - Appoint Interim Managers - Appoint Temporary Academic Employees - Employee Promotions - Employee Reclassifications - Employee Step Increase	- Employee Transfers - Non-Instructional Pay - Resignations & Retirements - Salary Advancement-Academic - Tuition Reimbursement for Managers - Volunteers - Adjunct/Substitute Academic	- Pay Stipends - Job Descriptions - CSEA/CTA Agreements - CSEA/CTA MOUs - Professional Expert, Short-Term, Subs - 39-Month Reemployment
	OOC & PRES	- Board Committee Reports - Board Information Requests - Good News	- Key Performance Indicators - Minutes - Curriculum	- Board Policies & Procedures - Clery Report - Applause Report

JANUARY		FEBRUARY		MARCH	
• Budget Calendar (by 2/1)		• Closed Session – Notice of Intent to Non-Renew (by 3/15)		• CBOC Annual Report (by 3/31)	
• Budget Directives 1 st Reading		• Budget Directives 2 nd Reading/Approval (by 3/1)		• Selection of Auditor (by 4/1)	
• National Community College Month Resolution (by 2/1)		• Nonresident Tuition Fee (by 3/1)		• Certified Quarterly Financial Status Report (by 11/15, 2/15, 5/15)	
• Sabbaticals Granted		• Apportionment Attendance Report P1		• Grant Tenure	
		• Quarterly Investment Report		• Tenure Contracts	
				• Chancellor's Evaluation and Board's Evaluation Instrument and Process	
				• Reaffirm Institutional Values, SBCCD Strategic Directions, and Board Priorities	
				• Classified Employee of the Year (by 3/15)	
APRIL		MAY		JUNE	
• Interfund Transfer Resolution		• Quarterly Investment Report		• AP/BP 6320 Investments 1 st Reading (annually)	
• Constitutional Advance (optional)		• Apportionment Attendance Report P2		• Certified Quarterly Financial Status Report (by 11/15, 2/15, 5/15)	
• HR Diversity in Hiring Report (April & October)		• EEO Multiple Method Certification (by 6/1)		• Authorized Signature List (annually)	
• 4/10 Alternate Summer Work Schedule for Management & Confidential Employees		• Sabbatical Completion Report from last fall (by first semester after return)		• Bank Accounts (annually)	
		• Preliminary Budget & Presentation (study session)		• Tentative Budget (by 7/1)	
		• Resolution Presentation to Outgoing Student Trustees		• Prop 30 EPA Expenditures Resolution (annually)	
		• ACCJC Institutional Self-Evaluation Report 1 st Reading (by 8/1 every six years. Last report 2014)		• GANN Limit (by 7/1)	
				• Meals, Refreshments, Open POs for Next FY	
				• Order of Election and the Specifications of the Election Order (every 2 years on even numbered years)	
				• New Student Trustee Orientation	
				• ACCJC Institutional Self-Evaluation Report 2 nd Reading/Approval (by 8/1 every six years. Last report 2014)	

Board Master Planning Action Calendar

As of 2/24/2020 3:17 PM

Monthly	B&FS	- Fund Balance Transfer Resolution - Ratification of Interfund Transfers - Cash Flow Analysis - Budget Report w/memo - FTES Reports	- Events/CBOC Meeting - Individual Memberships - Conferences Over \$5K or Outside US - Signature List Changes - Vacation Payout	- Contracts Above Bid Limit - Contracts Below Bid Limit - Purchase Order Report - Surplus Property
	FPC	- RFQ/RFP/Bid & Contract Award - Informal Bid Award (UCCAP)	- Small Scale Construction Contract Award - Non-Bond Construction COs/Amendments	- Bond Construction COs/Amendments - CBOC Appointees
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	OOC & PRES	- Board Committee Reports - Board Information Requests - Good News	- Key Performance Indicators - Minutes - Curriculum	- Board Policies & Procedures - Clery Report - Applause Report

JULY		AUGUST		SEPTEMBER	
<ul style="list-style-type: none"> AP/BP 6320 Investments 2nd Reading/Approval (<i>annually</i>) 	<ul style="list-style-type: none"> Quarterly Investment Report 	<ul style="list-style-type: none"> Final Budget Public Hearing and Approval (<i>by 9/15</i>) 	<ul style="list-style-type: none"> Transfer of Appropriations Resolution (<i>annually</i>) 	<ul style="list-style-type: none"> Prop 30 EPA Expenditure Accounting (<i>if figures change dramatically based on ReCalc</i>) 	<ul style="list-style-type: none"> Initial Proposals to Reopen Negotiations with CSEA/CTA
<ul style="list-style-type: none"> Board Meeting Dates for Next FY 	<ul style="list-style-type: none"> Apportionment Attendance Report P3 Final Budget Presentation (<i>study session</i>) 	<ul style="list-style-type: none"> Board Orientation Handbook 1st Reading ACCJC Midterm Report 2nd Reading/Approval (<i>by 10/1 every six years. Last report 2017</i>) 			
	<ul style="list-style-type: none"> ACCJC Midterm Report 1st Reading (<i>by 10/1 every six years. Last report 2017</i>) 				
OCTOBER		NOVEMBER		DECEMBER	
<ul style="list-style-type: none"> HR Diversity in Hiring Report (<i>April & October</i>) 	<ul style="list-style-type: none"> Closed Session – Notice of Intent to Non-Renew 	<ul style="list-style-type: none"> Closed Session – Notice of Intent to Non-Renew 	<ul style="list-style-type: none"> Board Orientation Handbook 2nd Reading/Approval 	<ul style="list-style-type: none"> Quarterly Investment Report 	<ul style="list-style-type: none"> Certified Quarterly Financial Status Report (<i>by 11/15, 2/15, 5/15</i>)
					<ul style="list-style-type: none"> Reaffirm FCC Auction Guiding Principles (<i>annually</i>)
					<ul style="list-style-type: none"> Sabbatical Completion Report from last spring (<i>by first semester after return</i>)
					<ul style="list-style-type: none"> Audit Reports: District, CBOC, KVCR (<i>by 12/31</i>)
					<ul style="list-style-type: none"> BOT Annual Organizational Meeting
					<ul style="list-style-type: none"> BOT Committee Member Assignments
					<ul style="list-style-type: none"> BOT Member Assignment to the SBRETC/JPA
					<ul style="list-style-type: none"> BOT Member Assignment County Committee on School District Organization
					<ul style="list-style-type: none"> BOT Executive Board
					<ul style="list-style-type: none"> New Trustee Orientation (<i>every 2 years on even numbered years, if new trustees are elected</i>)

SBCCD Collegial Consultation Committee Organization DRAFT (Revised February 24, 2020)

