BOARD OF TRUSTEES
Meeting Minutes – March 28, 2024
Location: San Bernardino Community College District, 550 E. Hospitality Ln., Ste. 200, San Bernardino, CA 92408
Livestream: https://www.youtube.com/@sanbernardinocommunitycoll42/streams
Meeting materials: www.sbccd.edu/govenda

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE
Chair Houston called the meeting to order at 4:00 p.m.
Trustee Harrison led the pledge of allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

III. SBCCD POLICIES & PROCEDURES PROCESS
Trustee Gonzales, Executive Vice Chancellor Torres, Vice Chancellor Hannon presented.
Board Polices
- Authorized by law or determined to be necessary for efficient operation
- Require BOT approval

Administrative Procedures (APs)
- Methods used to implement BPs
- Consistent with the intent of BPs
- Presented to the BOT for information

Fundamentals
- BPs and APs are governed by AP 2410
- They are reviewed in pairs to ensure the AP supports the direction of the BP.
- If related to academic and professional matters, BPs and APS are designated as "10+1," allowing for appropriate Academic Senate review.
- BPs and APs are separated by Chapters with assigned Chapter Leads who are charged with facilitating general correctness and operational feasibility.

Board Policies & Procedures Ad-Hoc Committee (BPPAC)
Board approved June 8, 2023, the BPPAC consists of less than a quorum of trustees, is not subject to Brown Act, and will meet at various times, based on availability and need. The group is charged with:
1. Prioritizing the annual review list, and
2. Reviewing BPs and APs from Chapters 1 and 2.

Policies & Procedures Advisory Committee (PPAC)
The PPAC is a collegial body that reports to the Chancellor's Council and is charged with updating, creating, developing, and systematically reviewing BPs & APs.

Chapter Leads
- Chapter Leads are assigned the task of reviewing BPs and APs.
- Chapter Leads are encouraged to collaborate with appropriate constituent groups.

• Chapter Leads will make recommendations based on correctness and operational feasibility.

1. The District	2. Board of Trustees	3. General Institution	4. Academic Affairs
BOT Chancellor	BOT Chancellor	Chancellor, Chancellor's Cabinet	Vice Chancellor of E&SSS & Academic Senate Presidents

5. Student Services	6. Business & Fiscal	7. Human Resources
Vice Chancellor of E&SSS & Academic Senate Presidents	Exec Vice Chancellor & Vice Presidents of Admin Services	Vice Chancellor of Human Resources

CHAPTER LEAD
RECOMMENDATIONS

The Process
  Annual Review List Basics
• Initiated each academic year.
    • Discussed at the Policies & Procedures Advisory Committee.
    • Presented to the BOT.
    • Updated and maintained throughout the year.
  Annual Review List Components
    • Annual Review – 10% Review of SBCCD BP & Aps
    • Legal Updates – Legal updates from the Community College League of California
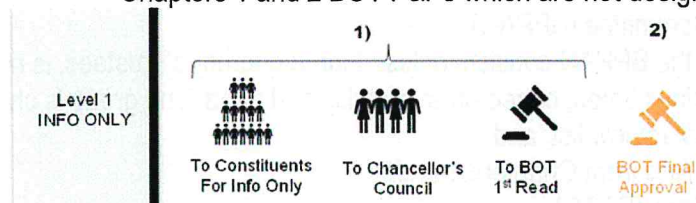   • Other Requests – Initiated by Trustees, students, faculty, or staff
Chapter Leads are notified of BPs and Aps on the list and proceed to facilitate review and recommendations.

Chapter Lead Recommendations receive a review level ratings of 1, 2, or 3 and are placed on the PPAC agenda.
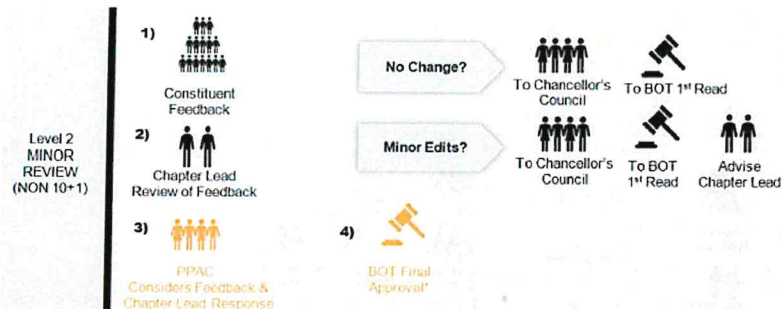
AP2410 Review & Approval
Level 1: Generally consists of Chapter Lead Recommendations for P&Ps which are:
    • Reviewed with no changes,
    • Reviewed with only minor clerical edits or legal reference changes, or
    • Chapters 1 and 2 BOT P&Ps which are not designated 10+1.

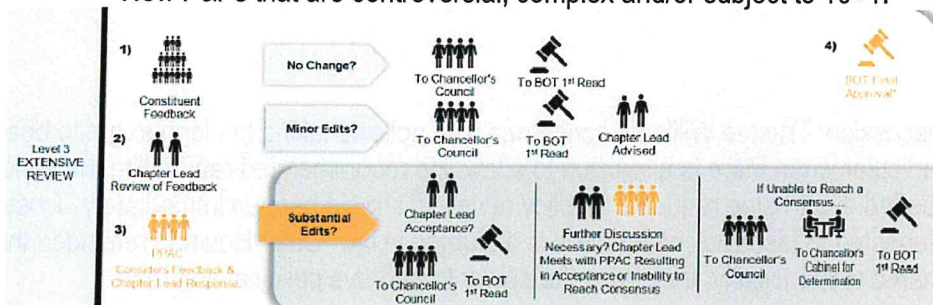| Level 1 INFO ONLY	1)			2)
	To Constituents For Info Only	To Chancellor's Council	To BOT 1st Read	BOT Final Approval

Level 2: Generally consists of Chapter Lead Recommendations on:
    • Existing P&Ps which are simple and non-controversial.
    • New P&Ps that are simple and non-controversial.

Level 2 MINOR REVIEW (NON 10+1)

1) Constituent Feedback
2) Chapter Lead Review of Feedback
3) PPAC Considers Feedback & Chapter Lead Response
4) BOT Final Approval*

No Change? → To Chancellor's Council → To BOT 1st Read

Minor Edits? → To Chancellor's Council → To BOT 1st Read → Advise Chapter Lead

Level 3: Generally consists of Chapter Lead Recommendations on:
- Existing P&Ps with substantial changes and/or subject to 10+1.
- New P&Ps that are controversial, complex and/or subject to 10+1.

Level 3 EXTENSIVE REVIEW

1) Constituent Feedback
2) Chapter Lead Review of Feedback
3) PPAC Considers Feedback & Chapter Lead Response
4) BOT Final Approval*

No Change? → To Chancellor's Council → To BOT 1st Read

Minor Edits? → To Chancellor's Council → To BOT 1st Read → Chapter Lead Advised

Substantial Edits? → Chapter Lead Acceptance? → To Chancellor's Council → To BOT 1st Read

Further Discussion Necessary? Chapter Lead Meets with PPAC Resulting in Acceptance or Inability to Reach Consensus

If Unable to Reach a Consensus... → To Chancellor's Council → To Chancellor's Cabinet for Determination → To BOT 1st Read

Subject to 10+1

Ensures the right of our Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

10+1 | ACADEMIC & PROFESSIONAL

Relating to policy development and implementation matters for the following:

1) Curriculum, including establishing prerequisites and placing courses within disciplines;
2) Degree and certificate requirements;
3) Grading policies;
4) Educational program development;
5) Standards or policies regarding student preparation and success;
6) District and college governance structures, as related to faculty roles;
7) Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8) Policies for faculty professional development activities;
9) Processes for program review;
10) Processes for institutional planning and budget development; and
11) Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.
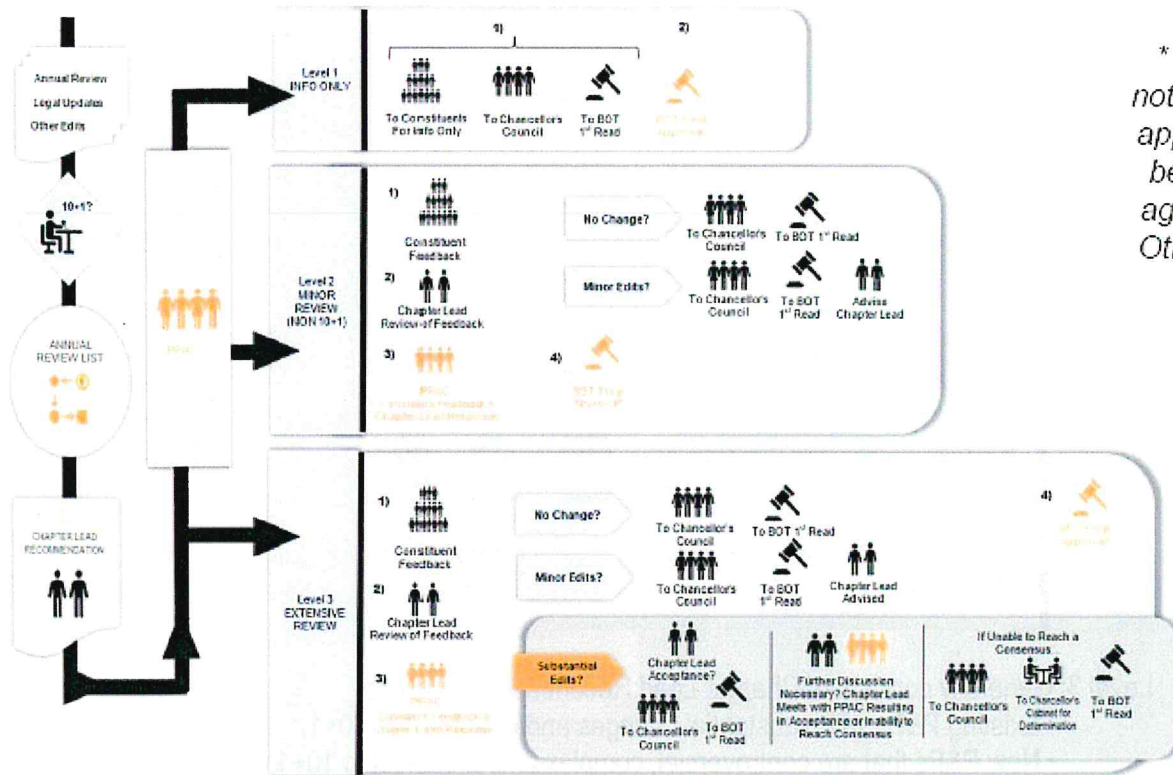
Items that do not receive BOT approval should begin the cycle again under the Other Requests method.

Discussion: Trustee Williams concerned with policies taking too long to get to board for approval in particular when there is a revision to a law. He recommended reprioritize the review of policies if needed. If a trustee requests a policy review, it should happen immediately. Trustee Harrison requested to fast-track when there is a change in law. Chair Houston reminded the trustees it is a shared responsibility, they have the power to approve policy at first read.

Trustee Williams requested a schematic for board derived policies, how do we set policy? What is the Board metrics to evaluate the effectiveness of the policy. If a request is made outside a public forum it would go to BPPAC.

It should be very clear to the decision maker how the decision is identified in the process. Clearly articulate how the board set policy.

Trustee Harrison suggested not to get in the weeds, but to include on the agenda any area in policy that a board member would like to include.
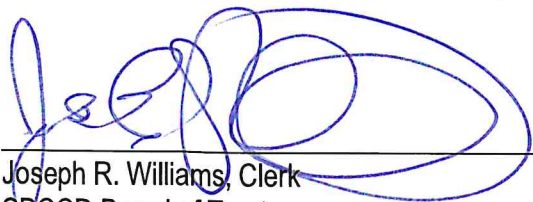
Final Directive: Develop a graphic that will clarify along with narrative. This will go to the BPPAC committee, then brought to the full board perhaps at another Strategy Session.
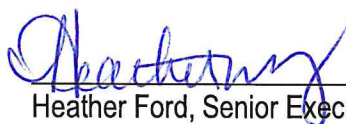
X. ADJOURNMENT

The next meeting of the Board: Board Business Meeting
April 11, 2024, at 4:00 PM
Crafton Hills College LCR 231

The chair adjourned the meeting at 5:42 p.m.

The Board of Trustees approved the March 28, 2024, minutes on April 11, 2024.

Joseph R. Williams, Clerk
SBCCD Board of Trustees

Heather Ford, Senior Executive Administrative Assistant
SBCCD Office of the Chancellor