DISTRICT ASSEMBLY MEETING
Tuesday, September 3, 2013 – 3:00 p.m.
District Office – Professional Development Center – Room #104

AGENDA

1. **Call to Order**   **Stanskas**

2. **Minutes – May 7, 2013**   **Stanskas**

3. **Introductions**   **Membership**

4. **2013-2014 Membership**   **Stanskas**

5. **Academic Senate Reports**   **Allen/Gilbert**

6. **Classified Senate Reports**   **Tinoco/Thomas**

7. **Student Senate Reports**   **Brown/Dorsey**

8. **District Reports**
   - **Budget/DSP/Bond**   **Oliver**
   - **Emergency Preparedness**   **Galvez**

9. **Old Business**
   - **Campus Update on Student Success Implementation**
     Plan   **Subcommittee**
   - **Mutual Respect Policy**   **Miyamoto**
   - **Document Reading/Checking Software Update**   **Kuck/Gilbert/Allen**

10. **New Business**
    - **BP & AP 6710 Tickets and Passes Distribution**   **Miyamoto**
    - **Communication to/from DCS or TESS**   **Gilbert**
    - **Concerns Regarding HR Processes**   **Gilbert**

11. **Chancellor's Report**   **Baron**

12. **Public Comment**

13. **Future Agenda Items/Announcements**   **Members**

14. **Adjournment**   **Holbrook**

District Assembly Meeting
Tuesday, May 7, 2013
Minutes

Members Present

Denise Allen, Larry Aycock, Bruce Baron, Stephanie Briggs, Jay Danley, Gloria Fisher, Jeremiah Gilbert, Jodi Hanley, Jim Holbrook, Kyle Hundley, Yvette Lee, Stacy Meyer, Ginger Sutphin, Cassandra Thomas, Michelle Tinaco, Catalina Trasporte

Members Absent

Aaron Beavor, Patricia Berry, Brandon Brown, Rejoice Chavira, Kathy Crow, Gina Curasi, Paula Ferri-Milligan, Yasmeen Flores, Ben Gamboa, Colleen Gamboa, Ed Gomez, Victor Ho, Cameron Lyons, Albert Maniaol, Jeanne Marquis, Cheryl Marshall, Kim McCormick, Marie Mestas, Ben Mudgett, Barbara Nichols, Ericka Paddock, Robert Shields, Samantha Skaggs, James Smith, John Stanskas, Mary Valdemar, Clyde Williams

Guests Present

Whitney Fields, Charlie Ng

Call to Order

Jim Holbrook called the meeting of the District Assembly to order at 3:00 p.m. in PDC #104.

Minutes

The April 2, 2013 minutes were approved by consensus, with one correction.

Election Results

Jim Holbrook announced the roster of members is almost complete. A vacancy exists in classified staff for Central Services. The electronic election process went well. Jim expressed his appreciation to the classified staff. The Chancellor's Office will send an email to the student governments asking for their appointments.

New members were introduced.

Academic Senate Reports

SBVC

Jeremiah Gilbert said the Senate has developed a general ed philosophy statement which will be included in the college catalog per accrediting requirements. Bylaws are being reviewed regarding student services representation. Priority registration was explored and recommendations were made. Jeremiah gave a brief report on the SBVC president candidate forums. The chancellor will be addressing the Senate on May 15.

CHC

Denise Allen reported the college is in the process of filling the Vice President of Instruction position, two faculty positions and a counselor. A summer retreat is in the planning stages. A decision is forthcoming on the student success act. Committee assignments are in process. They are working on two resolutions to present to the Board of Trustees. Faculty is reaffirming its commitment on the 10+1.

Classified Senates

SBVC

Cassandra Thomas reported conference attendance details have been worked out.

CHC

Michelle Tinaco reported classified staff is well represented on screening committees. An August retreat is being planned. The budget has been finalized.

Student Senates

SBVC

Absent.

CHC

Absent.

District Reports

Budget

A written report was submitted.

District Strategic Plan

A written report was submitted.

Bond

A written report was submitted.

Safety

A written report was submitted

Technology/DTSP

A written report was submitted.

Old Business

None.

New Business

AP 4260 Prerequisites and Corequisites

This AP was reviewed by both Academic Senates. It will be submitted to the Board of Trustees for information.

Election of Officers for 2013-2014

John Stanskas was nominated for President and Jodi Hanley for Vice President. Hearing no other nominations, nominations were closed.

Denise Allen moved, Yvette Lee seconded, and John Stanskas was elected president and Jodi Hanley was elected vice president.

Chancellor's Comments

Bruce Baron thanked the members for their service to District Assembly. He said the district is close to naming a new president for SBVC. Dr. Ed Bush received the highest ratings among those who attended the forums and completed the evaluation forms. Bruce thanked Jeremiah Gilbert and the SBVC Senate for their work on the forums.

Public Comment

None.

Announcements

Kyle Hundley reminded everyone to be cognizant of the Governor's May revise which will be released on the 15th.

Jim Holbrook thanked everyone for their service on behalf of the constituent groups they represent. He encouraged everyone to pay attention to what is happening in the district.

Future Agenda Items

1.   Student Success Subcommittee Report

2.   Mutual Respect Policy – Rogers

3.   AP 5030 Fees – Ng

4.   Document Reading/Checking Software

Adjournment

Jim Holbrook thanked everyone and adjourned the meeting at 3:45 p.m.

Jackie Buus, Recorder

San Bernardino
Community
College
District

Technology and Educational Support Services Overview

Technology and Educational Support Services

Technology and Educational Support Services (TESS) is a central services support entity of the San Bernardino Community College District. TESS services include the implementation, maintenance, and modernization of business systems, account set-up and management, data center and servers, desktop support, helpdesk services, email, instructional technologies, media and event support, wired and wireless networks, information technology security, software, phone systems, web sites, internet, digital repositories, technology procurement, printing services, and employee training. TESS provides these services through several departments, including: Administrative Applications, District and Campus Technology Services, Distance Education and Printing and Graphics. Additionally, TESS oversees two large system-wide grants for the State Chancellor's Office, EduStream and the Alternate Text Production Center.

Technology Vision

Our Technology Vision:

- Technologies will enable and enhance collaboration, communication, and partnerships within the District, and with federal, state, local, and community partners;
- Administrative applications will communicate seamlessly, enabling real time exchange of reliable data between systems;
- Information systems will expand and enhance services while maintaining forward and backward compatibility;
- Students, faculty, and staff will have an environment that is technologically current;
- The privacy and security of information within our technology systems will be ensured.

Technology Mission

"To provide the RIGHT services, at the RIGHT time,
in the RIGHT way for the RIGHT people."

Guiding Principles

In the context of our organizational values, Technology and Educational Services (TESS) strives to provide the appropriate support by following these principles:

- Our first priority is in ensuring and facilitating student learning and success from pre-enrollment to graduation;
- Technology facilitates faculty and staff professional development and assists employees to maximize their effectiveness;
- Administrative applications will be able to communicate seamlessly, enabling real time exchange of reliable data between systems;
- SBCCD's systems provide a stable infrastructure and ready access to valid/reliable data;
- Technologies are responsive, inclusive, and relevant to the communities we serve and collaborate with;
- SBCCD strives for excellence in the services it provides and the technologies it deploys and maintains;
- SBCCD encourages the pursuit and adoption of innovative practices and technologies that enhance services to its stakeholders;
- SBCCD provides value, effective communication, and excellent service to the colleges and District entities.

Collegial Consultation Committees

Administrative Applications Committee (AKA "DAWG" – District Applications Work Group)

<u>Charge</u>: To provide a communication conduit and working environment to: bring and discuss current issues related to district applications and college services, including new and changing state and federal mandates and college/district policies and procedures; To bring stakeholders together to complete tasks and resolve issues related to approved projects and operational tasks.

<u>2013-14 Meeting Schedule</u>:

- Every Wednesday from 2:00pm-4:30pm at the Annex and/or via CCCConfer

<u>Minutes Location</u>:

http://www.sbccd.org/District_Faculty_,-a-,_Staff_Information-Forms/District_Committee_Minutes/TESS_Committees/Administrative_Applications_Committee

<u>Membership</u>:

- Alamsyah, Lidya
- Aycock, Larry
- Baber, Corrina
- Benjamin, Veada
- Bingham, Kelly
- Bond, Joyce
- Brady, Cory
- Cabrales, Joe
- Candelaria, Bridget
- Chavira, Rejoice
- Chavira, Sharen
- Colvey, Kirsten
- Cota, Marco
- Dale Carter, April
- Elizalde, Noemi
- Fisher, Gloria
- Franco, Vicky
- Hannon, Carol
- Hedge, Bharadwaj
- Johnson, Janet
- Jones, Dianna
- Kinde, Haragewen
- Kuck, Glen

- Marshall, Cheryl
- McAtee, Robert
- McGowan, Arlene
- Milligan, Marty
- Molina, Herlinda
- Moreno, Mariana
- Mudgett, Benjamin
- Muskavitch, John
- Nguyen, Joseph
- Paddock, Ericka
- Petinak, Craig
- Rush, Steven
- Sifford, Eloise
- Silva, Steven
- Simpson, Floyd
- Smith, James
- Sousa, Juanita
- Strong, Michael
- Tran, Mike
- Trejo, Samuel
- Wall, Patricia
- Walter, DyAnn
- Warren-Marlatt, Rebeccah

Distance Education Coordination Council (DECC)

Charge: To be discussed and developed at September 9th meeting

2013-14 Meeting Schedule:

- First meeting on September 9th at 1:30pm – 3:30pm at the Annex. Future meeting dates to be determined and first meeting.

Minutes Location: In the process of being posted

Membership:

- Brink, TL
- Chang, Andrew
- Glazatov, Trelisa
- Hendrickson, Catherine
- Hogrefe, Richard
- Jackson, Julius
- Jorgensen, Judy
- Kuck, Glen
- Weiss, Kay

Graphics and Publications Committee

To be formed in 2013-14 academic year

Management Information System (MIS) Executive Committee

Charge: To be discussed and developed at upcoming meeting

2013-14 Meeting Schedule:

- Every Wednesday from 2:00pm-4:30pm at the Annex and/or via CCCConfer

Minutes Location: Location?

Membership:

- Baber, Corrina
- Bond, Joyce
- Brady, Cory
- Cabrales, Joe
- Colvey, Kirsten
- Cota, Marco
- Franco, Vicky
- Gamboa, Benjamin
- Gamboa, Colleen
- Kuck, Glen
- Perez, Amalia
- Reece, Bryan
- Rogers, Tanya
- Smith, James
- Sutorus, Steve
- Warren-Marlatt, Rebeccah
- Wurtz, Keith

TESS Executive Committee

<u>Charge</u>: Develop, monitor, and update the Technology Strategic Plan, ensuring alignment between the District-wide use of technology and the Board of Trustee's imperatives. Develop, monitor, and update the District IT Prioritization Process.

<u>2013-14 Meeting Schedule</u>:

- Friday, September 13th 9:00-11:00am
- Friday, January 24th 9:00am-11am
- Friday, May 9th 9:00am-11:00am

<u>Minutes Location</u>:

http://www.sbccd.org/District_Faculty_,-a-,_Staff_Information-Forms/District_Committee_Minutes/TESS_Committees

<u>Membership</u>:

- Denise Allen – CHC Academic Senate President
  - o Meridyth McLaren - Designee
- Wayne Bogh – CHC Director of Campus Technology Services
- Cory Brady – Interim Director, Administrative Applications
- Jason Brady – District Web Developer
- Joe Cabrales – SBVC Interim Vice-President, Student Services
- Pierre Galvez – Interim Police Chief
- Jeremiah Gilbert – SBVC Academic Senate President
- Donna Hoffman – CHC Director of Marketing and Public Information
- Rick Hrdlicka – SBVC Director of Campus Technology Services
- Matthew Isaac – Executive Director, Economic and Corporate Training
  - o Albert Maniaol – Designee
- Haragewen Kinde – SBVC Vice-President, Instruction
- Glen Kuck – Associate Vice-Chancellor of Technology and Educational Support Services
- Jack Miyamoto – Human Resources Consultant
  - o Ashley Lucht – Designee
- Craig Petinak – Director of Marketing and Public Relations
- Bryan Reece – CHC Vice-President, Instruction
- Jeremy Sims – District Director of Technical Services
- James Smith – SBVC Dean of Research and Planning
- Scott Stark – SBVC Vice-President, Administrative Services
  - o Janet Johnson - Designee
- Mike Strong – CHC Vice-President, Administrative Services
- Steve Sutorus – District Business Manager
- Jose Torres – District Director, Fiscal Services
- Rebeccah Warren-Marlatt – CHC Vice-President of Student Services
- Keith Wurtz – CHC Dean of Research and Planning
- Student Representative – CHC
- Student Representative – SBVC

Technical Infrastructure Committee

Charge: Develop hardware and software standards for core infrastructure; Design a core infrastructure road map inclusive of replacement cycle, utilizing a Total Cost of Ownership (TCO) approach; Prioritize projects to ensure organizational and strategic goals are met; Propose, develop, and review new technology infrastructure initiatives; Review construction projects for compliance with District infrastructure standards; Provide input and direction in the development and measurement of qualitative and quantitative elements to be used in a District program review model; Recommend policies and procedures to TESS Executive Committee; Develop and maintain a communication plan for the notification of all planned and unplanned events; Propose/Re-adjust project priorities (iterative process); Review and recommend policies; Review and recommend SLAs.

2013-14 Meeting Schedule:

- 3 – 4 times per year TBD

Minutes Location:

http://www.sbccd.org/District_Faculty_,-a-,_Staff_Information-Forms/District_Committee_Minutes/TESS_Committees/Technical_Services_Committee

Membership:

- Wayne Bogh – CHC Director of Campus Technology Services
- Rick Hrdlicka – SBVC Director of Campus Technology Services
- Laz Mascarenhas – District, Senior Technology Support Specialist
- Joe Notorangelo – SBVC Faculty
- Gabriel Roseli – SBVC Technology Support Specialist II
- Jeremy Sims – District Director of Technical Services
- Anthony White – CHC Technology Support Specialist II
- Gary Williams – CHC Faculty

User Services Committee (One at each campus)

<u>Charge</u>: Collectively work to develop hardware and software standards for desktop and peripheral devices, smart classroom technologies, and other academic/non-enterprise technology needs; Work with Campus Professional Development Coordinators to provide appropriate training for end users; Ensure the procurement of all technologies meeting Section 508 requirements; Work with Administrative Applications, Technical Services, Distance Education, and impacted areas to schedule upgrades and other events that may impact instruction and services; Recommend policies and procedures to TESS Executive Committee; Review and recommend policies; Review and recommend SLAs.

<u>2013-14 Meeting Schedule</u>:

CHC – 2nd and 4th Thursdays of the month at 2pm in LR114
SBVC – 1st and 3rd Wednesdays of the month at 1pm in PS166

<u>Minutes Location</u>:

CHC Minutes –
http://www.craftonhills.edu/faculty_and_staff/committees/Tech_Planning_Committee

SBVC Minutes –
http://www.valleycollege.edu/about-sbvc/campus-committees/technology/minutes-agendas

<u>CHC Membership</u>:

- Wayne Bogh
- Gino Barabani
- Ken Bryson
- Mariana Moreno

- C. Robles
- Jeremy Sims
- Anthony White
- ETC Rep - TBD

<u>SBVC Membership</u>:

- Rick Hrdlicka
- Dave Bastedo
- Batalo, Mandy
- Blecka, Lori
- Bojorquez, Ana
- Dillard, Kristin
- Flaa, Jonathan
- Jackson, Jack
- Jackson, Mona

- Jefferson, Kimberly
- Manzo, Berenice
- Powell, Mike
- Roseli, Gabriel
- Salvagio, Odette
- Sims, Jeremy
- Stark, Scott
- Wall, Patti

Web Standards Committee

<u>Charge</u>: Develop strategic and long-range recommendations for the evolution and implementation of District, College, and Departmental web-sites and their components; Develop standards and guidelines for web design consistent with District and College graphics standards and Section 508; Define roles and responsibilities regarding web presence at all levels (District, College, Division, Department, and Faculty); Proactively identify and recommend tools for ongoing web development, the use of emerging web-media, and the managing of web presence; Provide input and direction in the development and measurement of qualitative and quantitative elements to be used in a district program review model; Review and recommend policies.

<u>2013-14 Meeting Schedule</u>:

- 3 – 4 times per year TBD

<u>Minutes Location</u>:

http://www.sbccd.org/District_Faculty_,-a-,_Staff_Information-Forms/District_Committee_Minutes/TESS_Committees/Web_Standards_Committee

<u>Membership</u>:

- Ana Bojorguez – SBVC Disabled Student Programs and Services
- Jason Brady – District Web Developer
- Milly Douthit – CHC Disabled Student Programs and Services
- Jack Jackson – SBVC Faculty
- Donna Hoffman – CHC Director of Marketing and Public Information
- Rick Hrdlicka – SBVC Director of Campus Technology Services
- Pending Appointment – CHC Faculty
- Craig Petinak – SBVC Director of Marketing and Public Information
- Kristi Simonson – CHC Web Developer
- Yvette Tram – District Web-Developer (EduStream)
- Student Representative – CHC
- Student Representative – SBVC

TESS Management Team

<u>2013-14 Meeting Schedule</u>:

- Every other Tuesday from 8:30am – 10:30am at the Annex

<u>Membership</u>:
- Jeff Baugher – Interim Director, ATPC
- Wayne Bogh – CHC Director of Campus Technology Services
- Cory Brady – Interim Director, Administrative Applications
- Andy Chang – Director, EduStream
- Rick Hrdlicka – SBVC Director of Campus Technology Services
- Glen Kuck – Associate Vice-Chancellor, Technology and Educational Support Services
- Jeremy Sims – District Director of Technical Services
- Dennis Winters – Interim Supervisor, Printing Services

Methods of Communication/Sources of Information

1) Collegial Consultation Committees and Respective Minutes (http://www.sbccd.org/District_Faculty_,-a-,_Staff_Information-Forms/District_Committee_Minutes/TESS_Committees)
   a. Administrative Applications
   b. Distance Education Coordination Council
   c. MIS Executive
   d. TESS Executive
   e. Technical Infrastructure
   f. TESS Managers
   g. User Services
   h. Web-Standards

2) Catalog of Services - http://tess.sbccd.org/Departments/Catalog_of_Services

3) Help Desk Service Announcements and General Information
   a. (877) 241-1746
   b. http://stac.sbccd.org

4) Planning Documents (http://www.sbccd.org/About_the_District/Board_Imperatives_,-a-,_Planning_Documents/Technology_Planning)
   a. District Technology Strategic Plan
   b. Crafton Technology Plan
   c. Valley College Technology Plan

5) Twitter

6) Web-site – http://tess.sbccd.org

7) Board Policies and Administrative Procedures (http://www.sbccd.org/Board_of_Trustees/Policies_,-a-,_Procedures)
   a. BP/AP 3710 – Intellectual Property
   b. BP/AP 3715 – Printing
   c. BP/AP 3720 – Computer Use
   d. BP/AP 3730 – Electronic Mail

8) Presentations/Attend Meetings on Request

Technology and Educational Support Services

Glen Kuck, Ed.D. — Associate Vice-Chancellor Technology and Educational Support Services

- Colleen Leon — Administrative Assistant
- Jason Brady — Web-Developer
- Phylis Mitchell — Clerical Assistant II
- Rosie Para — Secretary II

Jeremy Sims — Director of Technical Services
- Osman Parada — Senior Technology Support Specialist
- Dennis Carmichael — Senior Technology Support Specialist
- Laz Mascarenhas — Senior Technology Support Specialist
- James Harris, II — Telecommunications Specialist
- Jon Kyle — Telecommunications Specialist
- Vacant — Database Administrator

Dennis Winters — Interim Supervisor Printing Services
- Vacant — Printer Operations Specialist
- Chris Jones — Printer Operations Specialist
- Carmen Sanchez — Printer Reproduction Operator
- Gloria Piggott — Graphics Specialist
- Debbie Castro — Graphics Specialist

Cory Brady — Interim Director Administrative Applications
- Joyce Bond — Senior Programmer
- Mike Tran — Senior Programmer
- Vacant — Senior Programmer
- Vacant — Senior Programmer
- Vacant — Senior Programmer
- Arlene McGowan — Systems Analyst
- Vacant — Systems Analyst
- DyAnn Walter — User Liaison
  - Carol Hannon — User Liaison
  - Dianna Jones — Data Analyst

Wayne Bogh — Director of Campus Technology Services (CHC)*
- Tracy Gray — Secretary II
- Nichole Rodriguez — Secretary I
- Sheri Brunner-Jones — Clerk II
- Gino Barabani — Senior Technology Support Specialist
- Anthony White — Technology Support Specialist
- Karen Mott — Computer Technician
- Vacant — Computer Technician
- Shane Veloni — Senior Multimedia Specialist
- John Feist — Computer Technician
- Steve Race — Senior Multimedia Specialist
- Jonathan Flaa — Multimedia Specialist
- Charlie Rahn — Multimedia Specialist
- Craig Ferguson — Technology Support Specialist II

Rick Hrdlicka — Director of Campus Technology Services (SBVC)*
- Gabriel Roseli — Technology Support Specialist II
- Anselmo Escobedo — Technology Support Specialist II
- Mark Byrd — Technology Support Specialist II

Andrew Chang — Director EduStream
- Vacant — Senior Technology Support Specialist
- Yvette Tram — Web-Developer

Jeff Baugher — Director Alternate Text Production Center
- Dawn Gross — Braille Production Manager
- Vacant — Interim E-Text Production Manager
- Vacant — Project Analyst
- Vacant — Senior Technology Support Specialist

Distance Education
- Trelisa Glazatov — Instructional Technology Specialist
- Vacant — Instructional Technology Specialist

*50% reporting relationship to College President/VP of Administrative Services

Plagiarism Software Overview

There are two products that the campus will review.

SafeAssign:

SafeAssign is a Blackboard product that integrates into course through a building block. SafeAssign compares submitted assignments against a set of sources to identify areas of overlap between the submitted assignment and existing works. **There is no cost to install SafeAssign.**

SafeAssign can be used in two ways.

- Instructors can set up SafeAssignments in their Blackboard courses and let students submit papers to these assignments, in a way very similar to the one provided currently by Blackboard Learning System. As students submit papers, they are checked against SafeAssign's databases of source material. The papers will then be delivered to instructors through the Blackboard Learning System together with the originality reports, with the results of the matching process, attached to them.
- Instructors may upload papers directly with the Direct Submit feature, without student involvement.

SafeAssign checks all submitted papers against the following databases:

- **Internet** - comprehensive index of documents available for public access on the Internet
- **ProQuest ABI/Inform database** with over 1,100 publication titles and about 2.6 million articles from '90s to present time, updated weekly (exclusive access)
- **Institutional document archives** containing all papers submitted to SafeAssign by users in their respective institutions
- **Global Reference Database** containing papers that were volunteered by students from Blackboard client institutions to help prevent cross-institutional plagiarism.

Turnitin:

Turnitin has similar functions to SafeAssign as it checks assignments against a set of sources to identity any similarities between submitted work and existing works. Turnitin can also be integrated with Blackboard so that it can be access by instructors and students without leaving the system. **There is a CCC consortium pricing model that became available in June 2013. (SBCCD Annual 2011-2012 FTEs: 9247 - http://cclibraries.org/providers/turnitin.html)**

Turnitin consist of 3 core services:

- **OriginalityCheck** compares the paper's text to a vast database of 24+ billion pages of digital content (including archived Internet content that is no longer available), over 250 million papers in the student archive, and 120,000+ professional, academic and commercial journals and publications. Turnitin offers institutions a wide variety of flexible options for handling students' submissions including options that let students choose to keep their papers in an institution-only private zone.

- **Grademark** lets instructors provide rich feedback using drag-and-drop marks, voice comments, and rubrics. ETS® e-rater® technology is integrated with GradeMark to identify spelling, grammar, mechanics, usage and style errors so instructors can focus on providing more substantive feedback. Instructors can track student views of the graded paper, customize and share comments and rubrics, track grades using a grade book, and assess students over time.
- **PeerMark** facilitates the management of peer review exercises so students can evaluate and learn from one another's work. It automates paper distribution, allows for anonymous reviews, and provides standard or customizable assessment questions.

Turnitin checks submitted papers against the following databases:

- **The Current and Archived Web:** Similar to Google and Bing, Turnitin has built a web crawler that crawls the Internet and indexes content into a searchable form. Turnitin currently contains over 24 billion web pages from the current web as well as archived web pages.
- **Student Papers:** Turnitin compares submitted papers to a database of over 300 million papers in the Turnitin paper database. Each day, the Turnitin student database grows by 190,000 papers.
- **Content Partnerships**: Turnitin has partnered with leading content publishers, including library databases, text-book publishers, digital reference collections, subscription-based publications, homework helper sites and books. These partnerships have contributed over 110 million additional articles to our databases.

DE will be working with both vendors to get demos for campus representatives to get a demonstration of their product and answer and questions that faculty may have. This demo should be happening mid/late September depending on campus' schedules.

Some DE concerns (that I have)
- Process that students have to defer their work from being included in the institution and/or global database.
- Retention policy for keeping students' work in the databases (Blackboard has stated that they don't have a retention policy – students' work is kept in the database indefinitely.)
- Best practice to ensure student privacy of submitted work to the databases.
- Our district plan/process to communicate the use of plagiarism software, student rights, and academic integrity to students and faculty.

SafeAssign/Turnitin Comparison

Feature	Turnitin	SafeAssign
Blackboard integration	**NO** Option to integrate with Blackboard not available at CUNY. Accessed through the Turnitin web site. Request an account from helpdesk@hunter.cuny.edu.	**YES** Integrated with Blackboard and accessible from within Blackboard courses.
Scope of databases	**LARGER** Large periodical database and collection of student papers	**LARGE** Databases of periodicals and student papers are smaller in scope than Turnitin databases
Control over addition of student papers to the databases	**YES - Instructor** Instructor controls whether student work is added to the Turnitin database (cross-institutional)	**YES - Instructor and student** • Instructor controls whether student work is added to the Institutional database (CUNY-wide) • Student controls whether their work is added to the Global Reference Database (cross-institutional)
Supports multiple drafts	**YES - Add to an existing assignment** Instructor creates a "revision assignment" for work that was previously submitted. Revision assignments are stored in the Turnitin database, but are not compared to the original.	**YES - Set up draft assignment** • Instructor creates a "draft assignment" for each draft. Draft assignments not stored in SafeAssign databases; therefore, subsequent drafts are not compared to the original. • Instructor creates a regular SafeAssignment for the final draft.
Supports multiple submissions of the same assignment	**YES** Instructor can set up an assignment that allows students to submit papers multiple times until the due date, generating a new originality report each time. Each submission overwrites the previous submission.	**YES** Instructor must clear the original assignment to allow students to resubmit. Each submission overwrites the previous submission
Allows instructors to submit student work	**YES - Can select and upload multiple files** Instructors can submit student work by: • Uploading a single file or selecting multiple files • Creating and uploading a compressed zip file consisting of multiple student papers	**YES - Must compress to upload multiple files** Instructors can use the "Direct Submit" option for: • Uploading a single file • Creating and uploading a compressed zip file consisting of multiple student papers • Selecting text from a single

	■ Selecting text from a single paper and pasting it into a textbox.	paper and pasting it into a textbox
Supported file formats	**MOST COMMON FILE TYPES** File types accepted include: MS Word (doc and docx), txt, rtf, html, pdf, zip (for batch file upload by the instructor)	**MOST COMMON FILE TYPES** File types accepted include: MS Word (doc and docx), txt, rtf, html, pdf, zip (for batch file upload by the instructor)
Options for generating reports	**YES** ■ Can restrict comparison check to specific databases ■ Can exclude references, quoted material, and small matches ■ Can see the report in three different formats (highest matches first, one source at a time, and "classic view", where the paper is displayed below the list of matching sources)	**NO** ■ Cannot exclude references, quoted material, or small matches from the report ■ Can view the report in a single mode, similar to Turnitin's "classic view" mode
Options for giving students feedback	**YES - Grademark** Turnitin's GradeMark allows instructors to add inline comments to student submissions. Instructors can also insert frequently used marking symbols with explanations of what they mean, as well as audio comments.	**YES - Microsoft Word markup** Instructors can attach student papers that have been reviewed using the markup tool in Word. Students can leave comments for their instructor.

Related content

- ▤ Plagiarism Prevention Tools

Activities Status Report for District Measure M Projects
August 21, 2013

 Crafton Hills College

Project Name	Status
Parking Lot, ADA, Lighting Improvement Project (PAL)	Project is in the warranty and Division of State Architect (DSA) closeout phase. Project team continues to work on warranty requests as they come up. DSA closeout certification is expected next month.
Science Portable Classrooms	Project has received DSA closeout certification.
New Science Building	Project is in the DSA review phase. DSA review comments received and NTD in the process of addressing them. Kitchell/BRj conducted the kickoff meeting with NTD and presented the QA/QC binder. Furniture, Fixtures & Equipment (FF&E) and Audio Visual/Information Technology (AV/IT) binder received and under review and final signoff. DSA back-check date is scheduled on 09/03 and 09/04. Bid is to start as soon as DSA document approved projected 09/16.
Crafton Center	The project architect (Kishimoto) was terminated at July 2013 Board and a new architect was contracted at the August 2013 Board (HMC). As a result of the architectural issues, the project has suffered a delay to conclude the design and respond to DSA Comments (Division of the State Architect) in order to prepare for the bid phase. The Project Manager is currently working with HMC to identify a schedule to project completion. HMC is in the process of contracting consultants for the remainder of the project phases. HMC will perform a kick-off meeting with the Campus once the initial schedule is concluded.
Occupational Education 2 Building	**Building Package:** Project is in the DSA review phase. All initial DSA reviews (structural, accessibility, and fire life safety) are complete and in the Architects hands. Kitchell/BRj is currently conducting Quality Assurance / Quality Control (QA/QC) of documents. Steinberg Architects is currently incorporating all DSA and QA/QC comments into the documents. Current schedule shows going back to DSA for backcheck in the beginning of October. User group meeting for final CD milestone review and approval is in the process of being scheduled. FF&E and AV/IT coordination is in the process of being finalized. Project currently shows going out to bid middle of October 2013.

Demolition Initial Package: Project is in the construction phase. Current construction activities include: site utility demolition and underground electrical. Bulk of heavy demolition has been completed prior to the start of the fall semester, which is a big success for the project team. Project team is also in process of coordinated electrical shutdown. Move services was completed back in late May and was successful. |
Solar Farm	The Solar Farm at Crafton Hills College is currently up and running generating 1.3 MW. Project is in warranty phase. The telemetry system has been installed, and Southern California Edison is currently finalizing the programming details with Campus IT.
PE Complex Building	Project has bid and has been awarded to Minco Consturction of Gardena, CA. The project is currently in construction phase, gathering submittals, RFI's and project start up actvities. Full contractor mobilization will btake place September 9, 2013.
Renovation Projects: Performing Arts Center (PAC) Student Services A (SSA) Student Center/Cafeteria (SCC)	Student Services (SSA) is currently in constrcution documents phase. The project is going through value engineering efforts to reduce costs. The project is scheduled for DSA submittal in September 2013. Performing Arts Center (PAC) will begin programming in September and Student Center/ Cafeteria (SCC) will begin design phase in February 2014.

Activities Status Report for District Measure M Projects
August 21, 2013

 Crafton Hills College

Project Name	Status
Renovation Projects: Laboratory/Administration (LADM) Maintenance & Operations (M&O)	Laboratory/ Administration (LADM) renovation is in Construction Documents Phase. The project is sheduled for DSA submittal in December 2013. Maintenance and Operation (M&O) renovation will begin design phase in late August 2013.
Circuit A and C Projects	The Circuit A Project is substantially complete as of June 29, 2013. The project is in the closeout phase with training and closeout documentation in progress.

The Circuit C Project is substantially complete as of July 1st, 2013. The project is in the closeout phase, receiving closeout documents and finalizing the punchlist work. |
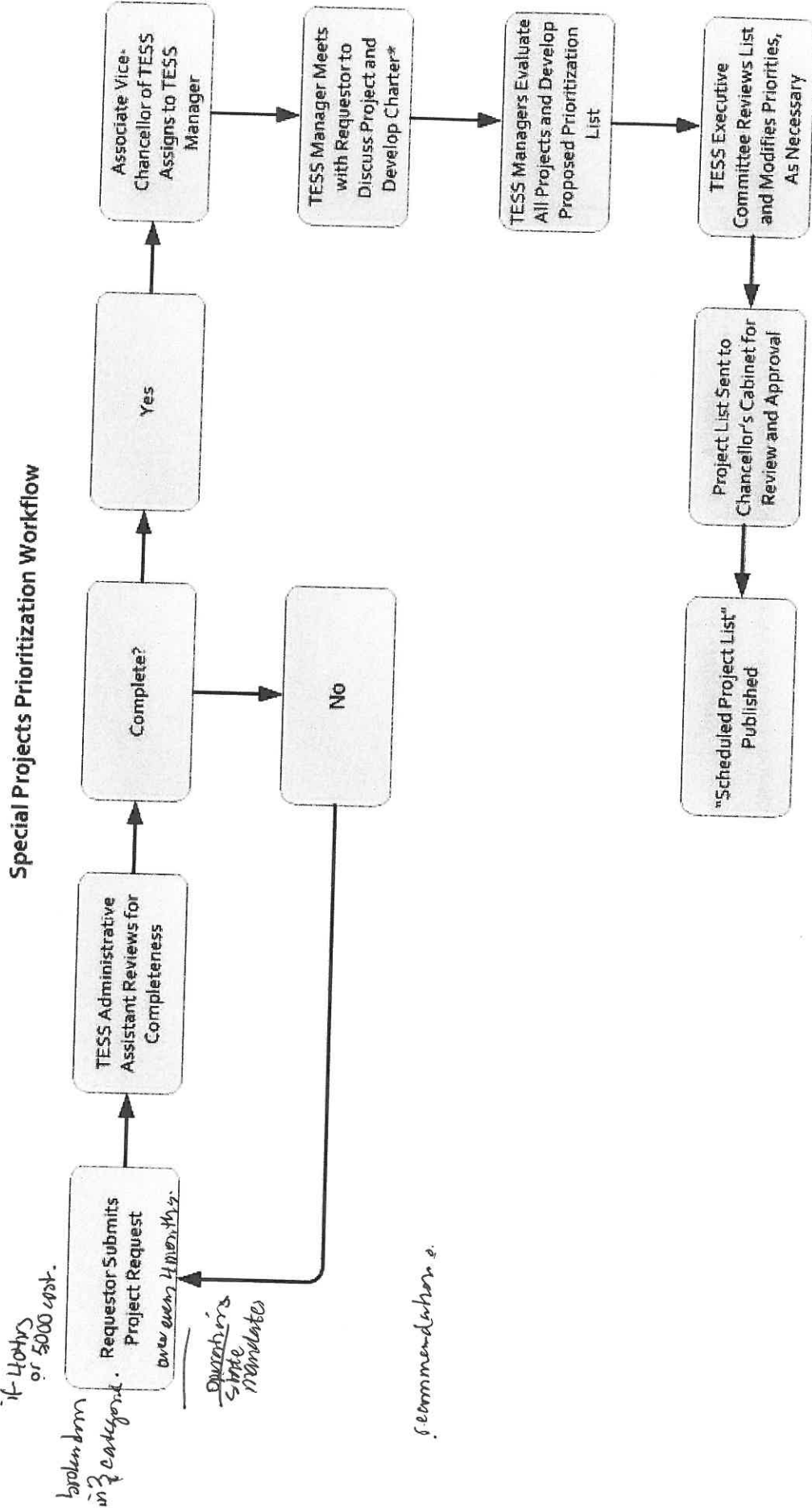| OE1 Roof Renovation | The OE1 Roof Renovation Project is in the closeout phase. It bid on Wednesday, May 29, 2013 and was awarded to Best Contracting Services at the June Board. NTP 1 was issued on June 14, 2013 and NTP 2 on June 24, 2013. Construction started on June 26, 2013 and was substantially completed by August 11, 2013. |

San Bernardino
Valley College

San Bernardino Valley College

Project Name	Status
Advanced Small Projects:	
"K" Street Lighting	The Project Team has completed a site lighting survey to be utilized for design of additional site lighting along "K" Street. Project will be implemented through utilization of UCCAP. The approved funding for this project was derived from the Gym building budget.
Soccer Field Renovation	The Soccer Field Renovation project will be completed by end of August. Installation of site field fencing, sod and track/field equipment are in progress. The approved funding for this project is derived from the Gym building budget.
Grant Street Sewer	The Grant Street Sewer project is completed and currently in the close-out stage. The approved budget for this project is derived from savings on the Central Plant Project.
Miscellaneous Site Work Project	This project incorporated the completion of the miscellaneous and pending items remaining on the SBVC Voluntary ADA Upgrades Project punch list. The budget for this project is included in the SBVC Voluntary ADA Upgrades Project.
Medium Voltage Infrastructure Project	The underground electrical upgrades of the medium voltage project are ongoing. This project is designed to Campus provide building power isolation at the Business Building as well as upgrade existing Circuit 1 and Circuit 2 infrastructure. The budget for this project is included in the Business Building Project. This work is scheduled for completion by the end of September.
Modular Classroom Removal Project	The removal of the Business Building "swing space" modular classrooms are required to facilitated the new Gymnasium building. This project is scheduled for September Board approval. The budget for this project is included in the Business Building Project.
Technical Building	The Technical Building project is currently in the programming phase. This project will encompass necessary upgrades to the building Fire, Life and Safety systems at various labs, shops and classroom areas. Critical Technical Building safety items have been identified and recommended resolution and cost report provided to the Campus. Construction is scheduled to begin in summer 2014.
Auditorium Renovation	The contractor has completed mobilization, temporary fence installation and interior building debris removal. Project Team is activity processing initial product submittals, baseline schedule review as well as administrative hazmat abatement notifications. Hazardous material abatement is scheduled to be completed by end of September.
Gymnasium, Stadium, and Fields	The Gymnasium and Stadium project has been resubmitted to Division of State Architect 3/15/13. Division of State Architect s approximately 80% complete with approval scheduled by end of September 2013. Bid phase to commence mid-October 2013. Advanced Athletic Field projects list is generated and cost information established. The college will review the preliminary small project needs and cost to determine priority list for construction. Additional funding from various sources may be required to complete the projects.
Business Building Renovation	The Business Building Renovation project is complete. The Campus is currently operating and conducting classes within the new building. Contractor is scheduled to complete commissioning and final punch list items by end of September 2013.
ADA and Signage	ADA: CS Legacy's contract for this project was terminated for convenience by the district. Final payment negotiations ongoing. Signage: The Signage Project is complete. Project has submitted Division of State Architect close-out documents for certification.
Central Plant	The Central Plant Project is complete. Project Team is working on finalizing Division of State Architect close out documents for certification.

Special Projects Prioritization Process

Special Projects Prioritization Workflow

```
Requestor Submits          →   TESS Administrative      →   Complete?   ──Yes──→   Associate Vice-
Project Request                Assistant Reviews for                              Chancellor of TESS
                               Completeness                                       Assigns to TESS
                                                                                  Manager
         ↑                                               │                              │
         │                                              No                              ↓
         └──────────────────────────────────────────────┘                    TESS Manager Meets
                                                                              with Requestor to
                                                                              Discuss Project and
                                                                              Develop Charter*
                                                                                      │
                                                                                      ↓
                                                                              TESS Managers Evaluate
                                                                              All Projects and Develop
                                                                              Proposed Prioritization
                                                                              List
                                                                                      │
                                                                                      ↓
                                                                              TESS Executive
                                                                              Committee Reviews List
                                                                              and Modifies Priorities,
                                                                              As Necessary
                                                                                      │
                                                                                      ↓
                                                                              Project List Sent to
                                                                              Chancellor's Cabinet for
                                                                              Review and Approval
                                                                                      │
                                                                                      ↓
                                                                              "Scheduled Project List"
                                                                              Published
```

*Intent is to fully understand and vet request (e.g. scope, deliverables, timeline, etc)

(handwritten notes:) if 40hrs or 5000 cost.

(handwritten:) broken down in 3 category.

(handwritten:) twe every 4 months.

(handwritten:) Director's time. Minutes

(handwritten:) recommendation.

There are 3 types of members in the District Assembly:

1. **General Members** are elected by their peers and represent the 3 identified constituencies at the 3 sites in the District.   These 3 constituencies are Faculty, Classified Staff and Management Staff.   Proportional representation from each of the 3 sites was agreed upon when the District Assembly Constitution was drafted. Crafton Hills College Faculty is represented by 4 members and San Bernardino Valley College Faculty is represented by 6 members. The Classified Staff at the Central Services site are represented by 1 member, at Crafton Hills College by 2 members and at San Bernardino Valley College by 3 members. The Management Staff are represented by the same ratio at the 3 sites; 1 from Central Services, 2 from Crafton Hills College and 3 from San Bernardino Valley College.

FACULTY

Crafton Hills College (4)
Jodi Hanley (14)
JoAnn Jones (14)
Jim Holbrook (15)
Kathy Crow (15)

San Bernardino Valley College (6)
Jeanne Marquis (14)
Yvette Lee (14)
Gina Curasi (15)
Diane Dusick (15)
Stephanie Briggs (14)
John Stanskas (14)

CLASSIFIED STAFF

Central Services (1)
VACANT
Consult with
Colleen - Union.

Crafton Hills College (2)
Benjamin Mudgett (14)
Larry Aycock (15)

San Bernardino Valley College (3)
Aaron Beavor (15)
Janet Johnson (15)
Patricia Berry (14)

MANAGEMENT STAFF

Central Services (1)
Albert Maniaol (14)

Crafton Hills College (2)
Rejoice Chavira (15)
Ericka Paddock (14)

San Bernardino Valley College (3)
James Smith (15)
Kay Weiss (14)
Marco Cota (14)

STUDENTS

Crafton Hills College (2)
Patrick Dorsey (primary) (14)
Yasmeen Flores (alternate) (14)

San Bernardino Valley College (2)
Victor Ho (alternate) (14)
Brandon Brown (14)

2. **Ex Officio Members** are those individuals whose position in the collegiate structure of the District makes their presence in the District Assembly essential to the successful completion of the goals of the Assembly. They are members of the Assembly by virtue of the office they hold. The following officers of the District are members of the Assembly:

1.	Chancellor of the District	Bruce Baron
2.	President of Crafton Hills College	Cheryl Marshall
3.	President of San Bernardino Valley College	Gloria Fisher
4.	President of the CHC Academic Senate	Denise Allen
5.	President of the SBVC Academic Senate	Jeremiah Gilbert
6.	President of the CHC Classified Senate	Michelle Tinaco
7.	President of the SBVC Classified Senate	Cassandra Thomas
8.	President of the CHC Student Body Association	Samantha Skaggs
9.	President of the SBVC Student Body Association	Brandon Brown

3. **Vested Members** make up the third category of members in the District Assembly. These consist of the Presidents of each of the recognized collective bargaining agencies and the elected representatives from each of the identified advocacy groups.

The recognized college bargaining agencies are:

CSEA for the Classified Employees   Colleen Gamboa
                                                     (designee Ben Gamboa)
CTA for the Faculty   Ed Gomez

The identified advocacy groups are:

Black Faculty and Staff Association   Clyde Williams
Latino Faculty and Staff Association   Ed Gomez

Revised: 8/27/13

Fiscal Services

Report to District Assembly

September 2013

Tim Oliver, Interim Vice Chancellor

The San Bernardino Community College District Fiscal Services Department is responsible for establishing fiscal policies and procedures; accounting for all district revenue and receipts; and for making disbursements from the district's General Fund and other restricted funds. Fiscal Services also provides financial guidance, processes and support for our colleges, divisions and departments.

IMPROVING ECONOMIC CONDITIONS

The past several years have been extremely difficult for California Community Colleges. Reduced state budgets, tax revenues and overall budget cuts have resulted in lower revenues, increased student fees, and cuts to academic and categorical programs. As a result, SBCCD has dramatically reduced its credit full-time equivalent student (FTES) allocations; struggled to maintain critical programs despite lower or static state revenues; and, closely monitored and/or reduced important non-academic expenditures. Several existing positions have remained unfilled upon vacancy; and, while the colleges have not cut fulltime faculty positions, several adjunct positions have been cut in response to class reductions.

The passage of Proposition 30 provides education for an additional 20,000 community college students, resulting in a 1.63% State-wide enrollment growth rate for fiscal year 2013-14, combined with restoration of prior year FTES for 2009-10. In addition, SBCCD is planning an additional credit FTES equal to 2% of its allocation, resulting in a Growth Target of approximately 3.9% this fiscal year. Our District goal is to continue growing enrollment at an annual rate of at least 2% per year as long as funding permits.

LOOKING FORWARD: Long Range Financial Planning

The San Bernardino Community College District is currently developing a District-wide Strategic Plan that will set the stage for academic, facilities and administrative planning (including financial and resources management). We also aim to establish a comprehensive planning process this fiscal year to include such resources as funding; staffing; and, significant purchases and contracts. The purpose is to better control and monitor changes that affect our revenues, expenditures and ending balances. We will also address districtwide consistency in the prioritization of requests for staffing and expenditures that can be used across-the-board for unrestricted general, categorical and one-time revenues. This will help resolve multiple and/or conflicting priorities for different funds.

SBCCD is also in the process of preparing a four-year resource allocation model and financial forecast using directives provided by its Board of Trustees. These will be valuable tools that provide the Board of Trustees, district and college administrators, faculty and staff with valuable information needed to address critical issues impacting the District's financial condition. This will also identify mechanisms used to respond to fluctuations in the District's revenues in ways that least affect the level and quality of essential services provided to our Students.

LOOKING FORWARD: Long Range Financial Planning (cont.)

SBCCD operates under the auspices of the California Community Colleges system and our SBCCD Board of Trustees; and, is accredited by the Western Association of Schools and Colleges. Its financial planning processes include input, guidance and recommendations from these organizations, our Colleges, and related District-wide committees.

California Community Colleges System

The California Community Colleges Board of Governors establishes the system's policies in accordance with State and Federal laws and regulations. The State Chancellor's office implements California Community College programs, establishes procedures and practices, and allocates State funds.

San Bernardino Community College District Board of Trustees

The Board of Trustees appoints and oversees the SBCCD Chancellor; establishes Board policies applicable to all college and district operations; and meets regularly to review and/or approve matters pertaining to academic affairs, student services, fiscal services, human resources and other District matters.

Western Association of Schools and Colleges (WASC)

WASC is the accrediting body for all schools, colleges and universities located in the Western United States. It establishes standards and best practices, and periodically performs college site visits to assess performance and conformance to accreditation standards.

San Bernardino Community College District Strategic Planning Committee (DSPC)

The DSPC is comprised of SBCCD faculty, staff, managers, and students. The members use guidelines adopted by the Board of Trustees, the colleges' strategic and educational master plans, and research findings about the colleges and the surrounding area to develop and recommend strategic plans.

San Bernardino Community College District Budget Committee

The Budget Committee is comprised of Faculty, Staff, Student, Academic Senate, Union and Administrative representatives. It is a body with the objective of sharing all budget information with identified constituencies and is intended to provide a forum for discussion and input from budget committee members.

Historical Credit FTES

SBCCD tracks and reports its Certification of Apportionment Attendance annually to the State Chancellor's Office. FTES is the basis for most State funding of general allocation and categorical programs. Shown below is our FTES history from fiscal year 2008-2009 through 2012-13 as reported to the State. Our peak attendance year during this time frame was 2009-2010 when credit FTES totaled 15,838. Since that time, SBCCD has implemented planned FTES reductions due to lack of State funding including growth, COLA and restoration. For 2013-14, the State is allocating these additional funding mechanisms as approved in the State Budget. SBCCD is planning FTES growth in this year in accordance with State allocation guidelines, and will continue to target growth in subsequent years if State funding remains available. The details of the District's growth policies will be presented to the Board of Trustees in September upon submittal of the Final Budget for Board approval.

YEAR	CREDIT FTES			CHANGE FROM PRIOR YR			% CHANGE FROM PRIOR YR		
	VALLEY	CHC	TOTAL	VALLEY	CHC	TOTAL	VALLEY	CHC	TOTAL
2008-2009	10,727.72	4,585.86	15,313.58						
2009-2010	11,051.73	4,786.36	15,838.09	324.01	200.50	524.51	3.020%	4.372%	3.425%
2010-2011	10,505.58	4,683.25	15,188.83	(546.15)	(103.11)	(649.26)	-4.942%	-2.154%	-4.099%
2011-2012	9,594.79	4,141.21	13,736.00	(910.79)	(542.04)	(1,452.83)	-8.670%	-11.574%	-9.565%
2012-2013	9,410.46	3,830.16	13,240.62	(184.33)	(311.05)	(495.38)	-1.921%	-7.511%	-3.606%
Change from 2009-10 Peak				(1,641.27)	(956.20)	(2,597.47)	-14.85%	-19.98%	-16.40%

DISTRICT STRATEGIC PLANNING COMMITTTEE

Status Report
August 2013

The Committee met five times since its last report to District Assembly. Based on its draft mission, vision and values, the committee has evaluated its internal and external stakeholders and developed a comprehensive list of strengths, weaknesses, opportunities and threats. Presentations were made to the Board of Trustees on June 27 and July 25 outlining the District's strategic planning process.

An extensive environmental scan was completed by Madrid Consulting. Data from the scan has been analyzed by Keith Wurtz and James Smith, and a request made to Madrid for some enhancements to the scan. This additional data will be available this month to be reviewed by the college presidents and their research staff.

Charlie Ng is serving as a strategic planning consultant to direct the District's planning efforts. The next meeting of the committee has been scheduled for September 17 at 3:30 p.m. at which time the committee will address the environmental scan results, their impacts on the Plan, and a schedule for completion of the Plan.

A tentative scheduled of remaining tasks is as follows:

	Participants	Date
Assess situation		
· Gather strengths, weaknesses, opportunities, and threats (SWOT) and environmental scan	DSPC	Draft Prepared
· Discuss draft mission, vision, values, SWOT, and environmental scan	DSPC, BOT	In Progress
· Complete Environmental Scan Update	Madrid	August
· Discuss environmental scan, link to SWOT and current programs	Presidents, Researchers	August
· Revise draft mission, vision, and values	DSPC	September
· Discuss environmental scan, link to SWOT and current programs	Presidents, Researchers	September
· Discuss environmental scan, link to SWOT and current programs	DSPC	October
· Discuss environmental scan, link to SWOT and current programs	BOT	October
Agree on priorities, integrate with campus plans		
· Make sense of data, draft goals	DSPC	September
· Make sense of data, draft goals	DSPC	October
· Make sense of data, draft goals	BOT	October
· Revise draft goals	DSPC	October

· Draft strategies		DSPC	October
· Draft strategies		DSPC	October
· Campus review and input		Campuses	November
Draft Final Plan (mission, vision, values, goals, and strategies) and submit to BOT for approval		**DSPC**	**December 2013**
Implement Plan			
· Develop annual operating plan		District Staff	March 2014
Evaluate and monitor strategic plan		**BOT, District Staff**	**Fall 2015**

Draft Mission

We transform lives through education of our students for the benefit of our diverse communities.

Draft Vision

SBCCD will be most known for student success.

1. *Our educational programs and services will be highly sought after.*
2. *Our students will be the most sought after by four-year institutions and employers.*
3. *Our transfer students will have the highest graduation rates at four- year institutions.*
4. *Our students will have the highest employment rates in our communities.*
5. *Our district will be the gateway to pathways and opportunities for a brighter future.*
6. *Our students and alumni will make the largest contribution to the economic prosperity of our communities.*
7. *Our employees will want to be here, love working here, and go above and beyond for student success.*

Draft Values

Service, Integrity, Collaboration, Innovation, Quality

The following Strengths, Weaknesses, Opportunities and Threats ("SWOT") were identified by the District Strategic Planning Committee in 2013:

Strengths

· *Strong faculty/student relationships*
· *Most care about student success*
· *Lessons learned through accreditation, i.e. program review, transparency, integrated planning*
· *Financial reserve*
· *Good research capabilities throughout District*
· *Good student involvement*
· *Culture that believes in evidence-based decision making*
· *Established in the community*
· *Diversity in staff and students*
· *Able to come together and accomplish great things*
· *Passionate and dedicated employees*
· *Exhibits innovation in working with limited resources and believes that we can take risks and make change*
· *Bond funds*

Weaknesses

· *Inability to attract and retain individuals given current salary structure*
· *Multiple systems that are not integrated*
· *Lack of capacity to handle basic/development skills students*
· *District processes are slow, i.e. budget transfers, hiring, contracts lost, paper-heavy; lack flexibility; and are antiquated*
· *Lack of accountability (performance management process)*
· *Lack of attendance at campus events*
· *Lack of Communication – campus to students, among faculty, staff, administration, and District to colleges; lack of strategic direction for educational programs; not focusing on why we're doing things, just the what and how*
· *Current funding allocation model*
· *Student success*
· *Lack of centralized orientation/training employees (indoctrinate)*
· *Inadequate staffing levels in certain areas (# of Full-Time Faculty)*

Opportunities

· *Demand for transfer students (demand in population for students with four-year degrees)*
· *Need for employees in health care, technology and sustainability fields*
· *Need for students who are prepared for college (basic skills)*
· *MOOCS (massive open online courses)*
· *Driving force for San Bernardino City recovery*
· *K-16 schools collaboration/ partnerships*
· *Grants*
· *Collaboration with community leaders including politicians*
· *Internships*
· *Rapid technology change (new programs, new methods, online training)*
· *Alumni*
· *Donors*
· *Marketing/change public image*
· *California economic recovery*

Threats

· *For profits*
· *Slow economic recovery (ability to sell bonds)*
· *State budget decisions*
· *MOOCS*
· *Decrease in K-12 pipeline*
· *City of San Bernardino image (bankruptcy, high crime)*
· *Industry speed/technology*
· *Level of preparation of K-12 students*
· *Student expectations*

DISTRICT ASSEMBLY

September 3, 2013

Emergency Preparedness

Pierre Galvez, Interim Chief of Police

Hazard Mitigation Plan

The Mitigation Plan was approved by the Board of Trustees in July 2012 and was sent to FEMA for final approval. FEMA approved the plan in November of 2012 and in effect for 5 years.

Emergency Preparedness Manager / EOP

Following two unsuccessful recruitments for the Emergency Preparedness Manager, I've decided to assign the duties to a current district police officer. This transition will take place following discussion with Human Resources and CSEA. The officer chosen is Kristen Newbury who not only has the desire, but is very capable of performing the duties associated with the position. Officer Newbury's first assignment will be to update the district's Emergency Operations Plan.

CERT Training

In the upcoming months, CERT training will be made available to the campuses starting with the Building Captains and additional training will be offered to other members of our community. Officer Newbury will work with the Whitney Fields the District Environmental Health and Safety Administrator to provide the necessary training.