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DISTRICT ASSEMBLY WORK GROUP MEETING

Tuesday, September 2, 2014 – 3:00pm

District Office – Board Room

MINUTES

Members Present: Allen, Denise R; Aycock, Larry K.; Baron, Bruce; Briggs, Stephanie; Chavira, Rejoice C; Danley, Jay C.; Dusick, Diane M.; Feist, John P; Fisher, Gloria M.; Gilbert, Jeremiah A; Hallex, Alicia M; Hanley, Jodi A.; Holbrook, James R.; Huston, Celia J.; Marshall, Cheryl; Millican, Ed (for Kay Weiss); Nikac, Stacey K; Oberhelman, Jason; Paddock, Ericka N; Stanskas, Peter-John; Tinoco, Michelle A

Members Absent: Beavor, Aaron V.; Brown, Brandon; Crow, Kathryn E.; Curasi, Gina N; Gamboa, Benjamin R.; Gamboa, Colleen G.; Gomez, Edward P; Levesque, Robert A; Lillard, Sheri J; Smith, James E.; Sultzbaugh, Crystal; Thomas, Cassandra; Williams, Clyde; Williams, Nicole B

Guests: Galvez, Pierre; Whitehead, Laura; Kinde, Haragewen

Call to Order

John Stanskas called the meeting to order at 3:00pm

Approval of Minutes

Diane Dusick motioned and Stephanie Briggs seconded a motion to approve the minutes of May 6, 2014.

AYES: Allen, Denise R; Aycock, Larry K.; Baron, Bruce; Briggs, Stephanie; Chavira, Rejoice C;

Danley, Jay C.; Dusick, Diane M.; Feist, John P; Fisher, Gloria M.; Gilbert, Jeremiah A; Hallex,

Alicia M; Hanley, Jodi A.; Holbrook, James R.; Huston, Celia J.; Marshall, Cheryl; Millican, Ed (for

Kay Weiss); Nikac, Stacey K; Oberhelman, Jason; Paddock, Ericka N; Stanskas, Peter-John;

Tinoco, Michelle A

NOS: None

ABSENT: Beavor, Aaron V.; Brown, Brandon; Crow, Kathryn E.; Curasi, Gina N; Gamboa,

Benjamin R.; Gamboa, Colleen G.; Gomez, Edward P; Levesque, Robert A; Lillard, Sheri J;

Smith, James E.; Sultzbaugh, Crystal; Thomas, Cassandra; Williams, Clyde; Williams, Nicole B

ABSTENTIONS: None

Welcome

John Stanskas welcomed the committee back from summer break.

Review Membership & Bylaws/Constitution

It was reported that Jason Oberhelman was elected to represent Central Services. Faculty at Crafton Hills, Alternate Student at Crafton Hills, and Alternate Student at San Bernardino Valley College will be filled.

Report Out From Work Group

John Stanskas acknowledged those who participated on the work group over the summer. As a result of their work, many of the board policies and administrative procedures were brought to District Assembly on the consent agenda. He suggested there be another work group to continue the review process so the policies and procedures can move forward expeditiously.

Old Business

Approval of Consent Agenda

Larry Aycock motioned and Cheryl Marshall seconded a motion to approve the consent agenda and recommended the following administrative procedures and board policies: [BP 2430 Delegation of Authority to the Chief Executive Officer](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CPolicies%20%26%20Procedures%5CCCLC%20Updated%20Policies%5C2000%5CBP%202430%20Delegation%20of%20Authority%20to%20the%20Chancellor.docx), [BP 2431 Chief Executive Officer Selection,](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CPolicies%20%26%20Procedures%5CCCLC%20Updated%20Policies%5C2000%5CBP%202431%20Chancellor%20Selection.docx) BP 2745 Board Self Evaluation, [BP 3050 Institutional Code of Ethics](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CBP%203050%20Institutional%20Code%20of%20Ethics.docx), [AP 3050 Institutional Code of Ethics](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CAP%203050%20Institutional%20Code%20of%20Ethics.docx), [BP 3200 Accreditation](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CBP%203200%20Accreditation.docx), [AP 3200 Accreditation](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CAP%203200%20Accreditation.docx), [BP 3250 Institutional Planning](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CBP%203250%20Institutional%20Planning.docx), [AP 3250 Institutional Planning](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CAP%203250%20Institutional%20Planning.docx)

[BP 3410 Nondiscrimination](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CBP%203410%20Nondiscrimination.docx), [AP 3410 Nondiscrimination](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CAP%203410%20Nondiscrimination.docx), [BP 4020 Program, Curriculum, and Course Development](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CBP%204020%20Program%2C%20Curriculum%2C%20and%20Course%20Devel.docx), [BP 4050 Articulation](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CBP%204050%20Articulation.docx), [BP 4070 Auditing and Auditing Fees](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CBP%204070%20Auditing%20and%20Auditing%20Fees.docx), [AP 4070 Auditing and Auditing Fees,](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CAP%204070%20Auditing%20and%20Auditing%20Fees.docx) [BP 6330 Purchasing](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CBP%206330%20Purchasing.docx), [AP 6330 Purchasing](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CAP%206330%20Purchasing.docx), [BP 6520 Security of District Property,](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CBP%206520%20Security%20for%20District%20Property.docx) [AP 6520 Security of District Property,](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CAP%206520%20Security%20for%20District%20Property.docx) [BP 7120 Recruitment and Hiring](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CBP%207120%20Recruitment%20and%20Hiring.docx), AP 7120 Recruitment and Hiring, and [BP 2510 Participation in Local Decision Making.](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CBP%202510%20Participation%20in%20Local%20Decision-Making.docx)

AYES: Allen, Denise R; Aycock, Larry K.; Baron, Bruce; Briggs, Stephanie; Chavira, Rejoice C;

Danley, Jay C.; Dusick, Diane M.; Feist, John P; Fisher, Gloria M.; Gilbert, Jeremiah A; Hallex,

Alicia M; Hanley, Jodi A.; Holbrook, James R.; Huston, Celia J.; Marshall, Cheryl; Millican, Ed (for

Kay Weiss); Nikac, Stacey K; Oberhelman, Jason; Paddock, Ericka N; Stanskas, Peter-John;

Tinoco, Michelle A

NOS: None

ABSENT: Beavor, Aaron V.; Brown, Brandon; Crow, Kathryn E.; Curasi, Gina N; Gamboa,

Benjamin R.; Gamboa, Colleen G.; Gomez, Edward P; Levesque, Robert A; Lillard, Sheri J;

Smith, James E.; Sultzbaugh, Crystal; Thomas, Cassandra; Williams, Clyde; Williams, Nicole B

ABSTENTIONS: None

Board Policies and Administrative Procedures For Further Review

A work group will be formed to continue the work to review the following policies and procedures and bring recommendations back to District Assembly for the consent agenda: [AP 2431 Chief Executive Officer Selection](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CPolicies%20%26%20Procedures%5CCCLC%20Updated%20Policies%5C2000%5CBP%202431%20Chancellor%20Selection.docx), [AP 2510 Participation in Local Decision Making,](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CAP%202510%20Participation%20in%20Local%20Decision-Making.docx) [AP 4020 Program, Curriculum, and Course Development](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CAP%204020%20Program%2C%20Curriculum%2C%20and%20Course%20Devel.docx), [BP 4025 Philosophy and Criteria for Associate Degree and General Education](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CBP%204025%20Philosophy%20%26%20Criteria%20for%20AS%20and%20GE.docx), [AP 4025 Philosophy and Criteria for Associate Degree and General Education](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CAP%204025%20Philosophy%20%26%20Criteria%20for%20AS%20and%20GE.docx), [BP 4030 Academic Freedom](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CBP%204030%20Academic%20Freedom.docx), [AP 4030 Academic Freedom](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CAP%204030%20Academic%20Freedom.docx), [BP 4040 Library & Other Instructional Support Services](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CBP%204040%20Library%20and%20Other%20Instructional%20Support%20Services.docx), [AP 4040 Library & Other Instructional Support Services](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CAP%204040%20Library%20and%20Other%20Instructional%20Support%20Services.docx), [AP 4050 Articulation](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CAP%204050%20Articulation.docx), [BP 7150 Evaluation](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CBP%207150%20Evaluation.docx), [AP 7150 Evaluation](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CAP%207150%20Evaluation.docx), [BP 7160 Professional Development](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CBP%207160%20Professional%20Development.docx), [AP 7160 Professional Development](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5C5%20-%20May%5C4-28-14%20Deadline%20Docs%5CAP%207160%20Professional%20Development.docx)

SBCCD 3-Year Staffing Plan to be agendized in October

Chancellor Baron asked that the 3-year Staffing Plan be reviewed and commented on by all constituent groups. The comment form was attached.

New Business

Board Policies and Administrative Procedures

The following policies and procedures were included on the list to be reviewed by the Work Group: BP 2435, 2714, 2715, 2735, 2740, 4230, 5030, 5075, 5500, 6200, 6300, 6925, 7400, AP 2435, 2714, 2715, 2735, 4230, 5013, 5030, 5075, 5500, 6200, 6300, 6925, 7400

Ad Hoc Work Group

Denise Allen motioned and Larry Aycock seconded to continue with an Ad Hoc Work Group to work on Policies and Procedures. The work group will be appointed by the head of each constituent group.

AYES: Allen, Denise R; Aycock, Larry K.; Baron, Bruce; Briggs, Stephanie; Chavira, Rejoice C;

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Alicia M; Hanley, Jodi A.; Holbrook, James R.; Huston, Celia J.; Marshall, Cheryl; Millican, Ed (for

Kay Weiss); Nikac, Stacey K; Oberhelman, Jason; Paddock, Ericka N; Stanskas, Peter-John;

Tinoco, Michelle A

NOS: None

ABSENT: Beavor, Aaron V.; Brown, Brandon; Crow, Kathryn E.; Curasi, Gina N; Gamboa,

Benjamin R.; Gamboa, Colleen G.; Gomez, Edward P; Levesque, Robert A; Lillard, Sheri J;

Smith, James E.; Sultzbaugh, Crystal; Thomas, Cassandra; Williams, Clyde; Williams, Nicole B

ABSTENTIONS: None

District Non-Credit Task Force

Diane Dusick motioned and Stephanie Briggs seconded to create a District Non-Credit Task Force. The Executive committee shall meet to determine the charge, who will serve, and when they will meet.

AYES: Allen, Denise R; Aycock, Larry K.; Baron, Bruce; Briggs, Stephanie; Chavira, Rejoice C;

Danley, Jay C.; Dusick, Diane M.; Feist, John P; Fisher, Gloria M.; Gilbert, Jeremiah A; Hallex,

Alicia M; Hanley, Jodi A.; Holbrook, James R.; Huston, Celia J.; Marshall, Cheryl; Millican, Ed (for

Kay Weiss); Nikac, Stacey K; Oberhelman, Jason; Paddock, Ericka N; Stanskas, Peter-John;

Tinoco, Michelle A

NOS: None

ABSENT: Beavor, Aaron V.; Brown, Brandon; Crow, Kathryn E.; Curasi, Gina N; Gamboa,

Benjamin R.; Gamboa, Colleen G.; Gomez, Edward P; Levesque, Robert A; Lillard, Sheri J;

Smith, James E.; Sultzbaugh, Crystal; Thomas, Cassandra; Williams, Clyde; Williams, Nicole B

ABSTENTIONS: None

Academic Senate Reports

Gilbert – SBVC Academic Senate will review college mission statement on the 3rd and annually. Discussions on membership vacancies to be agendized on the 17th.

Hoyt – Crafton Hills College had senate retreat and revised bylaws and to be approved at next senate meeting. Look forward to be able to offer auditing. Presentation on AB86 tomorrow. Ongoing discussions on SLO’s. Working on class size language. Piloting tablet initiative. Working through student success and support plan and sent to the State. Looking at title 5 issues. Looking forward to mock accreditation visits.

Classified Senate Reports

Tinoco – Crafton had classified professionals’ week in June. Classified Senate has new members. They held their retreat in July. They are working on getting more participation. Crafton will have its first classified meeting next week.

District Reports

Laura Whitehead gave a report on Emergency Preparedness. Written report was submitted.

Jose Torres gave a report on [Bond, Budget, and DSP](file:///%5C%5Cdis-fs-01%5Cusers%5CFacilities%5Csnikac%5CDistrict%20Assembly%5CDistrict%20Assembly%20Work%20Group%5CFiscal%20Report.pdf). Written report was submitted.

Chancellor’s Report

Chancellor Baron reported there will be a Budget Study Session on the 9th, the President position at SBVC is open and posted today. Nice Article in the Sun on the police department and their efforts.

Public Comment

None

Future Agenda Items/Announcements

BP/AP 7210 Academic Employees (Marshall)

Credit/Non-Credit Update (Stanskas)

Chapter 2 Board Policies & Procedures

Chapter 6 Business & Fiscal Affairs

Chapter 4 Academic Affairs

Chapter 3 General Institution

Chapter 5 Student Services

Chapter 7 Human Resources

Adjourn

Stanskas adjourned the meeting at 4:20pm.