

DISTRICT ASSEMBLY MEETING  
Tuesday, April 7, 2015 – 3:00pm  
District Office – **Board Room**  
AGENDA

[Click here to view CCLC Policies & Procedures.](#)

**1. Call to Order**

**2. Chancellor's Report**

**3. Approval of Minutes**

- a. March 3, 2015

**4. Old Business**

a. Consent Agenda

- i. BP 2310 Regular Meetings of the Board
- ii. AP 2330 Quorum and Voting
- iii. BP 3540 Sexual and Other Assaults on Campus
- iv. BP 6100 Delegation of Authority, Fiscal
- v. AP 6100 Delegation of Authority, Fiscal
- vi. BP 6150 Designation of Authorized Signatures
- vii. AP 6150 Designation of Authorized Signatures
- viii. BP 6250 Budget Management
- ix. AP 6250 Budget Management
- x. BP 6400 Audits
- xi. AP 6400 Audits
- xii. BP 6450 Wireless or Cellular Phone Use
- xiii. AP 6450 Wireless or Cellular Phone Use
- xiv. BP 6500 Property Management
- xv. AP 6500 Property Management
- xvi. BP 6535 Use of District Equipment
- xvii. AP 6535 Use of District Equipment
- xviii. BP 6600 Capital Construction
- xix. AP 6600 Capital Construction
- xx. BP 6740 Citizens' Oversight Committee
- xxi. AP 6740 Citizens' Oversight Committee
- xxii. BP 6930 Vending Machines
- xxiii. AP 7150 Evaluation

b. BPs and APs Under Review by Work Group

- i. AP 2510 Participation in Local Decision-Making (brought back for additional changes in March)
- ii. AP 3540 Sexual and Other Assaults on Campus (April 2015)
- iii. BP 3600 Auxiliary Organizations (from March 2015)
- iv. AP 3600 Auxiliary Organizations (from March 2015)
- v. BP 4300 Field Trips and Excursions (April 2015)
- vi. AP 4300 Field Trips and Excursions (April 2015)
- vii. BP 5030 Fees (from March 2015)
- viii. AP 5030 Fees (from March 2015)
- ix. AP 5500 Standards of Student Conduct & Discipline (from January 2015; sent to VPSS on 2/18/15 and 3/26/15 to review with Academic Senate Presidents)

- x. BP 6200 Budget Preparation (from January 2015 need input from budget committee(meets 2/19/15))
- xi. AP 6200 Budget Preparation (from January 2015 need input from budget committee (meets 2/19/15))
- xii. AP 6305 Reserves (from January 2015; sent to VPSS on 2/18/15 & 3/26/15 to review with Academic Senate Presidents – respond to work group by 4/21/15)
- xiii. AP 6310 Accounting (from March 2015 – sent to Fiscal Services for review by 4/21/15)
- xiv. AP 6315 Warrants (from March 2015 – sent to Fiscal Services for review by 4/21/15)
- xv. AP 6320 Investments (from March 2015 – sent to Fiscal Services for review by 4/21/15)
- xvi. BP 6325 Payroll (from March 2015 – sent to Fiscal Services for review by 4/21/15)
- xvii. AP 6325 Payroll (from March 2015 – sent to Fiscal Services for review by 4/21/15)
- xxviii. BP 6340 Contracts (from March 2015 – sent to Fiscal Services for review by 4/21/15)
- xix. AP 6340 Bids and Contracts (from March 2015 – sent to Fiscal Services for review by 4/21/15)
- xx. AP 6345 Bids and Contracts (UPCCAA Option) (from March 2015 – sent to Fiscal Services for review by 4/21/15)
- xxi. AP 6365 Contracts – Accessibility of Information Technology (from March 2015 – sent to Fiscal Services for review by 4/21/15)
- xxii. BP 6530 District Vehicles (from March 2015 – sent to Fiscal Services for review by 4/21/15)
- xxiii. AP 6530 District Vehicles (from March 2015 – sent to Fiscal Services for review by 4/21/15)
- xxiv. BP 6540 Insurance (from March 2015 – sent to Fiscal Services for review by 4/21/15)
- xxv. AP 6540 Insurance (from March 2015 – sent to Fiscal Services for review by 4/21/15)
- xxvi. BP 6550 Disposal of Property (from March 2015 – sent to Fiscal Services for review by 4/21/15)
- xxvii. AP 6550 Disposal of Property (from March 2015 – sent to Fiscal Services for review by 4/21/15)
- xxviii. BP 6620 Naming of Buildings & Other Properties (from March 2015)
- xxix. AP 6620 Naming of Buildings & Other Properties (from March 2015)
- xxx. BP 6700 Civic Center and Other Facilities Use (from March 2015; sent to VPAS and Business Services on 3/26/15 to review and fill in the blanks by 4/21/15)
- xxxi. AP 6700 Civic Center and Other Facilities Use (from March 2015; sent to VPAS and Business Services on 3/26/15 to review and fill in the blanks by 4/21/15)
- xxxii. BP 6750 Parking (from January 2015; sent to VPSS on 2/18/15 to review with Academic Senate Presidents; sent to Denise for comments 3/26/15 – respond to work group by 4/21/15)
- xxxiii. AP 6750 Parking (from January 2015; sent to VPSS on 2/18/15 to review with Academic Senate Presidents ; sent to Denise for comments 3/26/15 – respond to work group by 4/21/15)
- xxxiv. BP 6800 Occupational Safety (from March 2015 – sent to Fiscal Services for review by 4/21/15)
- xxxv. AP 6800 Occupational Safety (from March 2015 – sent to Fiscal Services for review by 4/21/15)
- xxxvi. AP 6850 Hazardous Materials (from March 2015 – sent to Fiscal Services for review by 4/21/15)
- xxxvii. BP 6900 Bookstore(s) (from January 2015; sent to VPSS on 2/18/15 to review with Academic Senate Presidents- sent to Presidents on 3/26/15 to advise on how to proceed)
- xxxviii. AP 6900 Bookstore(s) (from January 2015; sent to VPSS on 2/18/15 to review with Academic Senate Presidents - sent to Presidents on 3/26/15 to advise on how to proceed)
- xxxix. AP 6950 Drug and Alcohol Testing (U.S. Dept. of Transportation) (from January 2015; sent to VPSS on 2/18/15 to review with Academic Senate Presidents; sent to HR 3/26/15 to advise if AP is needed by 4/21/15)

## 5. New Business

- a. Policy & Procedure Ad Hoc Work Group

- b. Enrollment Management
- c. Board Handbook Review
- d. Annual Committee Evaluation
- e. Discussion of Compressed Calendar
- f. BPs and APs For Review
  - i. BP4000 Instructional Programs
  - ii. BP4010 Academic Calendar
  - iii. AP4010 Academic Calendar
  - iv. AP4021 Program Discontinuance - NEW
  - v. AP4022 Course Approval - NEW
  - vi. BP4026 Philosophy and Criteria for International Education
  - vii. AP4026 Philosophy and Criteria for International Education
  - viii. BP4060 Delineation of Functions Agreements – NEW
  - ix. AP4060 Delineation of Functions Agreements - NEW
  - x. BP4100 Graduation Requirements for Degrees and Certificates
  - xi. AP4100 Graduation Requirements for Degrees and Certificates
  - xii. BP4101 Independent Study
  - xiii. BP4102 Career and Technical Programs
  - xiv. AP4102 Career and Technical Programs
  - xv. BP4103 Work Experience
  - xvi. AP4103 Work Experience
  - xvii. AP4104 Contract Education - NEW
  - xviii. BP4105 Distance Education
  - xix. AP4105 Distance Education
  - xx. BP4106 Nursing Programs - NEW
  - xxi. AP4106 Nursing Programs - NEW
  - xxii. BP 4110 Honorary Degrees - NEW
  - xxiii. AP 4110 Honorary Degrees - NEW
  - xxiv. BP4220 Standards of Scholarship
  - xxv. AP4220 Standards of Scholarship - NEW
  - xxvi. BP4222 Remedial Coursework
  - xxvii. AP4222 Remedial Coursework
  - xxviii. BP4225 Course Repetition
  - xxix. AP4225 Course Repetition
  - xxx. BP4226 Multiple and Overlapping Enrollments
  - xxxi. AP4226 Multiple and Overlapping Enrollments
  - xxxii. AP4227 Repeatable Courses
  - xxxiii. AP4228 Course Repetition - Significance Lapse of Time - NEW
  - xxxiv. AP4229 Course Repetition - Variable Units - NEW
  - xxxv. BP4231 Grade Changes
  - xxxvi. AP4231 Grade Changes
  - xxxvii. BP4232 Pass/No Pass
  - xxxviii. AP4232 Pass/No Pass
  - xxxix. BP4235 Credit by Examination
    - xl. AP4235 Credit by Examination
    - xli. BP4240 Academic Renewal
    - xl.ii. AP4240 Academic Renewal
    - xl.iii. BP4250 Probation, Disqualification & Readmission
    - xl. iv. AP4250 Probation, Disqualification & Readmission
    - xl. v. AP4255 Disqualification and Dismissal - NEW
    - xl. vi. BP4260 Prerequisites & Co-requisites
    - xl. vii. AP4260 Prerequisites & Co-requisites
    - xl. viii. BP4320 Off-Campus Speakers
    - xl. ix. AP4320 Off-Campus Speakers
      - l. BP4400 Community Services Programs
      - li. AP4400 Community Services Programs

- lii. BP4500 Student News Media
- liii. AP4500 Student News Media
- liv. AP4610 Instructional Service Agreements - NEW
- lv. BP4800 Human Remains
- lvi. AP4800 Human Remains
- lvii. AP7160 Professional Development
- lviii. AP3310 Records and Destruction
- lix. AP3720 Computer & Network Use
- lx. AP5012 International Students - NEW

**6. Reports**

- a. **Academic Senate Reports**
- b. **Classified Senate Reports**
- c. **Student Senate Reports**
- d. **District Reports**
  - i. EDCT
  - ii. Emergency Preparedness

**7. Public Comment**

*District Assembly welcomes public comment on any issue within the jurisdiction of the District. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, staff may be asked to review a matter or for that matter to be put on a future agenda. As a matter of law, members may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session.*

*Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the Board meeting as possible.*

**8. Future Agenda Items/Announcements**

- a. Election Results (Valdemar) – May
- b. Election of Officers (Stanskas) - May
- c. Annual Committee Evaluation Results Review (May)
- d. Chapter 3 General Institution (May)
- e. Chapter 5 Student Services (September)
- f. Chapter 7 Human Resources (October)

**9. Adjourn**

DISTRICT ASSEMBLY MEETING  
Tuesday, March 3, 2015 – 3:00pm  
District Office – Board Room  
MINUTES

[Click here to view CCLC Policies & Procedures.](#)

**Members Present**

Allen, Denise R; Aycock, Larry K.; Baron, Bruce; Beavor, Aaron V.; Briggs, Stephanie; Danley, Jay C.; Dusick, Diane M.; Feist, John P; Fisher, Gloria M.; Gabriel, C.; Gilbert, Jeremiah A; Holbrook, James R.; Levesque, Robert A; Menchaca, P.; Nikac, Stacey K; Oberhelman, Jason; Stankas, Peter-John; Thomas, Cassandra S.; Tinoco, Michelle; Valdemar, Mary (for Marco Cota); Weiss, Kathryn G.

**Members Absent**

Brown, Brandon; Bryant, Tom; Chavira, Rejoice C; Crow, Kathryn E.; Curasi, Gina N; Eation, G.; Gamboa, Benjamin R.; Hallex, Alicia M; Huston, Celia J.; Lillard, Sheri J; Marshall, Cheryl; Paddock, Ericka N; Robles, T.; Smith, James E.; Sultzbaugh, Crystal; Williams, C.

**Guests**

Guzman, Tiffany; Torres, Jose; Isaac, Matthew; Maniaol, Albert; Stark, Scott; Strong, Mike

Call to Order

Stankas called the meeting to order at 3:00pm

Chancellor's report

The Chancellor reported giving an updated action plan for district recommendations from the ACCJC. The Chancellor is committed to updating this on a monthly basis or more often as something is decided or progress is made. A lot of work is being done in HR and planning. The board is going to have a training workshop later this spring on policies and procedures and their role in creating and following them. The Chancellor reiterated, as he stated at the board meeting, that he is committed to make sure that the ACCJC recommendations that affect the district office operations, including HR and the planning piece, get his highest attention. There is nothing more important than getting the recommendations resolved. If anyone has questions or observations that they would like to share, the Chancellor asked for everyone to let him know so he can address accordingly. We are recruiting for the Vice Chancellor of Human Resources. This is our third recruitment. We have three finalists for the interview next week and hopefully strong candidates will be forwarded to the Chancellor for consideration. We are also running recruitment for the Vice Chancellor of Business and Fiscal Services again. The Chancellor congratulated Dr. Isaac and Robert Levesque on their \$350,000 grant that will provide training for unemployed and under employed individuals in advanced manufacturing and logistics.

Approval of Minutes

Denis Allen motioned and Stephanie Briggs seconded a motion to approve the minutes of February 3, 2015 as modified.

AYES: Allen, Denise R; Aycock, Larry K.; Baron, Bruce; Beavor, Aaron V.; Briggs, Stephanie; Danley, Jay C.; Dusick, Diane M.; Feist, John P; Fisher, Gloria M.; Gabriel, C.; Gilbert, Jeremiah A; Holbrook, James R.; Levesque, Robert A; Nikac, Stacey K; Oberhelman, Jason; Stankas, Peter-John; Thomas, Cassandra S.; Tinoco, Michelle; Valdemar, Mary (for Marco Cota); Weiss, Kathryn G.

NOS: None

ABSENT: Brown, Brandon; Bryant, Tom; Chavira, Rejoice C; Crow, Kathryn E.; Curasi, Gina N; Eation, G.; Gamboa, Benjamin R.; Hallex, Alicia M; Huston, Celia J.; Lillard, Sheri J; Marshall, Cheryl; Paddock, Ericka N; Robles, T.; Smith, James E.; Sultzbaugh, Crystal; Williams, C.

ABSTENTIONS: Menchaca, P.

#### Consent Agenda

Gloria Fisher motioned and Robert Levesque seconded a motion to approve the consent agenda.

BP 2015 Student Trustees; BP 2105 Election of Student Trustees; BP 2110 Vacancies on the Board; BP 2130 Term Limits; BP 2210 Officers; BP 2220 Committees of the Board; BP 2305 Annual Organizational Meeting; BP 2315 Closed Sessions; BP 2320 Special and Emergency Meetings; BP 2330 Quorum and Voting; BP 2340 Agendas; BP 2345 Public Participation at Board Mtgs; BP 2350 Speakers; BP 2355 Decorum; BP 2360 Minutes; BP 2365 Recording; BP 2432 Chancellor Succession; BP 2610 Presentation of Initial Collective Bargaining Proposals; BP 2710 Conflict of Interest; BP 2716 Political Activity; BP 2717 Personal Use of Public Resources; BP 2720 Communications Among Board Members; BP 2725 Board Member Compensation; BP 2730 Board Member Health Benefits; BP 2750 Board Member Absence from the State; BP 3510 Workplace Violence Plan; BP 5500 Standards of Student Conduct & Discipline; BP 6300 Fiscal Management; AP 2105 Election of Student Trustees; AP 2110 Vacancies on the Board; AP 2320 Special and Emergency Meetings; AP 2340 Agendas; AP 2365 Recording; AP 2610 Presentation of Initial Collective Bargaining Proposals; AP 2710 Conflict of Interest; AP 2712 Conflict of Interest Code; AP 2730 Board Member Health Benefits; AP 3510 Workplace Violence Plan; AP 4040 Library & Other Instructional Support Services; AP 6300 Fiscal Management; AP 7160 Professional Development

AYES: Allen, Denise R; Aycock, Larry K.; Baron, Bruce; Beavor, Aaron V.; Briggs, Stephanie; Danley, Jay C.; Dusick, Diane M.; Feist, John P; Fisher, Gloria M.; Gabriel, C.; Gilbert, Jeremiah A; Holbrook, James R.; Levesque, Robert A; Menchaca, P.; Nikac, Stacey K; Oberhelman, Jason; Stanskas, Peter-John; Thomas, Cassandra S.; Tinoco, Michelle; Valdemar, Mary (for Marco Cota); Weiss, Kathryn G.

NOS: None

ABSENT: Brown, Brandon; Bryant, Tom; Chavira, Rejoice C; Crow, Kathryn E.; Curasi, Gina N; Eation, G.; Gamboa, Benjamin R.; Hallex, Alicia M; Huston, Celia J.; Lillard, Sheri J; Marshall, Cheryl; Paddock, Ericka N; Robles, T.; Smith, James E.; Sultzbaugh, Crystal; Williams, C.

ABSTENTIONS: None

#### Board Policies and Administrative Procedures For Further Review by Work Group

BP 2310 Regular Meetings of the Board (March 2015 - from February); AP 2330 Quorum and Voting (March 2015); AP 5500 Standards of Student Conduct & Discipline (February 2015 - from January 2015; sent to VPSS on 2/18/15 to review with Academic Senate Presidents and bring back to work group in March); BP 6200.Budget Preparation (March 2015 - from January 2015 need input from budget committee (meets 2/19/15)); AP 6200.Budget Preparation (March 2015 - from January 2015 need input from budget committee (meets 2/19/15))

#### New Business

The following board policies and administrative procedures were submitted for review by the work group: AP 2510 Participation in Local Decision-Making; BP 3540 Sexual and Other Assaults on Campus; AP 3540.Sexual and Other Assaults on Campus; BP 3600 Auxiliary Organizations; AP 3600 Auxiliary Organizations; BP 4300.Field Trips and Excursions; AP 4300.Field Trips and Excursions; BP 5030 Fees; AP 5030 Fees; BP 6100 Delegation of Authority, Fiscal; AP 6100 Delegation of Authority, Fiscal; BP 6150 Designation of Authorized Signatures; AP 6150 Designation of Authorized Signatures; BP 6250 Budget Management; AP 6250 Budget Management; AP 6305 Reserves; AP 6310 Accounting; AP 6315 Warrants; AP 6320 Investments; BP 6325 Payroll; AP 6325 Payroll; BP 6340 Contracts; AP 6340 Bids and Contracts; AP 6345 Bids and Contracts (UPCCAA Option);AP 6365 Contracts – Accessibility of Information Technology; BP 6400 Audits; AP 6400 Audits; BP 6450 Wireless or Cellular Phone Use; AP

6450 Wireless or Cellular Phone Use; BP 6500 Property Management; AP 6500 Property Management; BP 6530 District Vehicles; AP 6530 District Vehicles; BP 6535 Use of District Equipment; AP 6535 Use of District Equipment; BP 6540 Insurance; AP 6540 Insurance; BP 6550 Disposal of Property; AP 6550 Disposal of Property; BP 6600 Capital Construction; AP 6600 Capital Construction; BP 6620 Naming of Buildings & Other Properties; AP 6620.Naming of Buildings & Other Properties; BP 6700.Civic Center and Other Facilities Use; AP 6700.Civic Center and Other Facilities Use; BP 6740 Citizens' Oversight Committee; AP 6740 Citizens' Oversight Committee; BP 6750 Parking; AP 6750 Parking; BP 6800 Occupational Safety; AP 6800 Occupational Safety; AP 6850 Hazardous Materials; BP 6900 Bookstore(s) AP 6900 Bookstore(s); BP 6930 Vending Machines; AP 6930.Vending Machines; AP 6950 Drug and Alcohol Testing (U.S. Dept. of Transportation); AP 7150.Evaluation

Emma Diaz gave an update on AB 86 as presented. Emma reported there are new developments that were just announced. The state is extending the deadline but they don't have the steps in place for us to apply for the funds yet.

Jim Holbrook motioned and Denise Allen seconded a motion to approve the recommendations presented by the Noncredit Ad Hoc committee.

AYES: Allen, Denise R; Aycocck, Larry K.; Baron, Bruce; Beavor, Aaron V.; Briggs, Stephanie; Danley, Jay C.; Dusick, Diane M.; Feist, John P; Fisher, Gloria M.; Gabriel, C.; Gilbert, Jeremiah A; Holbrook, James R.; Levesque, Robert A; Menchaca, P.; Nikac, Stacey K; Oberhelman, Jason; Stanskas, Peter-John; Thomas, Cassandra S.; Tinoco, Michelle; Valdemar (for Marco Cota), Mary; Weiss, Kathryn G.

NOS: None

ABSENT: Brown, Brandon; Bryant, Tom; Chavira, Rejoice C; Crow, Kathryn E.; Curasi, Gina N; Eation, G.; Gamboa, Benjamin R.; Hallex, Alicia M; Huston, Celia J.; Lillard, Sheri J; Marshall, Cheryl; Paddock, Ericka N; Robles, T.; Smith, James E.; Sultzbaugh, Crystal; Clyde Williams

ABSTENTIONS: None

Jose Torres reported the parking workgroups met on the 23rd of February. The work group consisted of Mary Valdemar, Christie Gabriel, Mike Strong, Larry Strong, and Jose Torres. Jose had three goals for the meeting; (1) To answer any questions (2) to review the data that was presented at the last District Assembly meeting and (3 ) to be able to compare the data to clarify any discrepancies. Mary Valdemar said there was clarification given about the data. Traditionally the data has come from Datamart, which was not the same as the fiscal data that comes from the appropriation side of the State Chancellor's Office. Christie asked Dr. Smith about the difference and was told the fiscal data was provided as projection and Datamart is actual data. Jose Torres clarified that depending on the period that is being reported, the numbers could look different because of projection vs actual. Mary said the second issue was the discrepancy between data received from administrative services and what was in the report. It was determined that the data received from administrative services was year to date and did not include the entire year. The third issue was looking at the budgetary projections of what should be charged to the parking fee budget and she asked that everyone in district assembly received the spreadsheet that includes the comments. The comments explain why certain charges from the different campuses are included in the parking fee budget. The spreadsheet should be reviewed before a vote is taken. There is no recommendation from the workgroup to move forward at this time. Jose reminded the group that the AP on fees is going through the collegial process. Next year he plans on budgeting true expenses for parking in the budget for clearer transparency. Jim Holbrook requested for clearer transparency across all budgets into the future. John Feist asked if there is a time where we would enforce fines to ensure everyone is purchasing parking passes. The enforcement would take place at all district locations and into the evening hours. He feels that we are missing revenue by not enforcing the purchase of parking pass by everyone. The Chancellor indicated he is not satisfied with the reported figures and would like to work with the two VP's on the expenditures and to look at the ed code on parking before receiving a recommendation. He would like to see this come back next month.

CHC Faculty appointed Dean Papas, to replace Tom Bryant, with a term expiring 2016.

### Reports

Academic Senate Reports –Jeremiah Gilbert reported that Valley College has one campus deficiency. The Senate realized that for the campus to receive one deficiency and be put on notice was odd. The Senate decided to focus on before district deficiencies. The Chancellor attended the Senate meeting. SBVC Academic Senate is now at 86 percent PLOs and expects to be completed in the spring. The Senate had an open discussion and ultimately they motioned and past initiation of a vote of no confidence of the Chancellor. Jeremiah will the outlining the process for the vote of no confidence. Basically, information will be gathered and will result in a resolution to be presented to the board in April. The Academic Senate will receive an update from Glen Kuck on the International Students Program. Scott Stark is going to give an update on the 15-16 budget. The compressed calendar discussion will come back in April. Denise Allen reported that Crafton is following SBVC in the vote of no confidence resolution. Crafton Senate passed resolutions on Middle College High School, Instructional Facilities, Distributive Education Coordinator, and for the Instructional Support Chair. The Chancellor made a comment to the Academic Senate that the vote of no confidence is ill advised. He speaks of this for the district and the colleges. Crafton had five findings of their own, of which some were very serious. Accreditation is a process of continual improvement. We find out what the problem is and we improve it. The Chancellor has a real concern that this kind of action with a repeat visit from the Accreditation Committee coming can certainly lead to further sanctions against the colleges. He is also concerned with bad publicity and public relations. Whether the Board decides to do anything or not with the vote of no confidence the action itself will raise more negative attitudes toward the colleges. When there is a problem, people need to band together, form teamwork, and get problems resolved. We should do the best we can to get off the sanctions and do the best we can for the students.

Classified Senate Reports – Cassandra Thomas said this is her last meeting as Classified Senate President. Aaron Bevore will take over as President. Classified Senate received a presentation from Glen Kuck on the International Student Program. Classified connection week is during spring break so they can catch staff during a time when there are no students on campus. Michelle Tinoco reported Crafton is putting together Classified Professionals Week in June. The ad hoc committee is putting together the workshops and lunches. More information will be forthcoming.

District Reports – written reports were submitted for Human Resources and Program Review.

Public Comment – Mary Valdemar, Robert Levesque, and Robert Maniaol gave public comments.

### Future Agenda Items/Announcements

Annual Committee Evaluation (April)  
Discussion of Compressed Calendar (April)  
Annual Committee Evaluation Results Review (May)  
Chapter 4 Academic Affairs (April)  
Chapter 3 General Institution (May)  
Chapter 5 Student Services (September)  
Chapter 7 Human Resources (October)

### Adjourn

Stanskas adjourned the meeting at 4:32pm





## ENROLLMENT MANAGEMENT TIMELINE

In October 2014 the Collaborative Brain Trust (CBT) completed a report on enrollment management for the San Bernardino Community College District. That report focuses on four specific issues:

- ◆ Development of a recommendation on full time equivalent student (FTES) goal distribution between the two colleges over the next five years,
- ◆ Evaluation of the district's external data to be sure that FTES goal distribution recommendation is realistic,
- ◆ Development of recommendations on how to increase instructional productivity (weekly student contact hours (WSCH)/full time equivalent faculty (FTEF), and
- ◆ Assessment of the processes and policies each college uses to manage its schedule and course offerings.

The following is a timeline of the District's progress in the area of enrollment management to date.

**November 2014** ◆ CBT provided draft of report.

**December 2014** ◆ Ad hoc task force was formed December 4, including:

- College presidents;
- Academic Senate presidents;
- Vice presidents of instruction, administrative services, and student services;
- Chancellor; and
- Vice chancellor of business and fiscal services.

**January 2015** ◆ Ad hoc task force met with CBT.  
 ◆ CHC Budget Committee discussed enrollment management growth, funding, FTES targets, and directions.

**February 2015** ◆ Fiscal Services met with the vice presidents of instruction and administrative services of both campuses.

- ◆ Crafton Hills:
  - *Budget Committee discussed direction of district enrollment management regarding potential growth and FTES targets.*
  - *Administration provided updates to the Academic Senate on status of the enrollment management discussions on productivity, fill rates, growth and FTES targets for both campuses.*
- ◆ San Bernardino Valley:
  - *Vice president of administrative services presented to Budget Committee: Preview of Enrollment Management Plan and Budget Forecasts – Discussion.*

- *Vice president of instruction met with deans to discuss enrollment management plan, and solicited input from instructional deans on FTES projection and strategies to construct the initial draft document.*
- *Vice president of instruction led further discussion on FTES projection and strategies with instructional deans and Academic Senate president; then met with vice presidents of administrative services and student services, reviewed the draft document, solicited input and updated document to include input.*
- *Draft of "Enrollment Management for FTES Projection through 2017-2018 and Strategies" was shared at president's cabinet for input and final approval; final version then submitted to interim vice chancellor of business and fiscal services.*
- *Vice president of administrative services presented to managers meeting: Enrollment Management/Resource Allocation Plan and Multi-Year Forecast Impact on SBVC- Q&A.*
- *Vice presidents of administrative services and instruction collaborated on multi-year FTES projections and strategy to meet the enrollment management plan targets.*
- *Management engaged in various president's cabinet discussions.*

**March  
2015**

- ◆ Ad hoc task force met and discussed centralization of enrollment support system and draft model.
- ◆ Crafton Hills vice president of instruction met with assorted shared governance committees to discuss enrollment management plan.
- ◆ San Bernardino Valley:
  - *Vice president of administrative services presented to Academic Senate and Budget Committee: Enrollment Management/Resource Allocation Plan and Multi-Year Forecast Impact on SBVC- Q&A.*
  - *Budget Committee members shared the enrollment management/resource allocation plan with constituencies.*

The timeline of activities going forward is as follows.

**April 2015**

- ◆ Draft enrollment management model will be presented to District Budget Committee for approval
- ◆ Enrollment management model will be incorporated into the budget development process and resource allocation model
- ◆ Formal districtwide enrollment management subcommittee to the District Budget Committee to be formed

**May 2015**

- ◆ Enrollment management model will be presented to the Board of Trustees with the preliminary budget

# DRAFT

**San Bernardino  
Community College District**

**Board Handbook**

**DRAFT 5/22/14**  
Revised 7/15/14; 8/7/14, 3/19/15

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## **8.0 Board Planning and Evaluation**

8.1 Annual Retreat

8.2 Board Self-Evaluation

8.3 Setting the Board's Goals

8.4 Annual Organizational Meeting

8.5 Chancellor - Hiring and Contract

8.6 Evaluation of the Chancellor

8.7 Setting the Chancellor's Salary

## **9.0 Accreditation**

9.1 Standard IV

9.2 Board's Role in Accreditation

## **10.0 Foundations**

10.1 Economic Development and Corporate Training Foundation

10.2 KVCR Foundation

10.3 Crafton Hills College Foundation

10.4 San Bernardino Valley College Foundation

## **11.0 Collegial Consultation**

### **12.0 Groups on Campus**

12.1 Academic Senate

12.2 Classified Senate

12.3 Associated Students

12.4 CSEA

12.5 CTA

## **13.0 Graduation**

## **14.0 Board Policies & Procedures**

## **1.0 Mission Statements**

### 1.1 San Bernardino Community College District

The mission of the San Bernardino Community College District (SBCCD) is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world.

This mission is achieved through the District's two colleges, San Bernardino Valley College (SBVC) and Crafton Hills College (CHC); the Economic Development and Corporate Training Center (EDCT); and public broadcast system (KVCR TV-FM) by providing to the students and communities we serve; high quality, effective and accountable instructional programs and services.

### 1.2 San Bernardino Valley College

San Bernardino Valley College provides quality education and services that support a diverse community of learners.

### 1.3 Crafton Hills College

The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.

### 1.4 Economic Development & Corporate Training

The mission of the Economic Development and Corporate Training division of San Bernardino Community College District (EDCT) is to stimulate the economic prosperity of the Inland Empire through workforce development. This mission will be achieved by:

- a. Offering customized training solutions that meets the human capital development needs of regional employers;
- b. Providing innovative job training to the workforce in emerging technologies and high growth areas to foster economic prosperity in the region;
- c. Building and nurturing partnerships to obtain local/state/federal funds necessary for
- d. Preparing a highly skilled workforce through short-term training.

### 1.5 KVCR

KVCR's mission is to be the cultural, educational, informational and communication center of the Inland Empire. KVCR additionally will focus its mission on students. KVCR will become a training ground for students who want to train and work in the media world. This will include:

- TV, Radio, Broadband, internet, social media and any form of the media world.

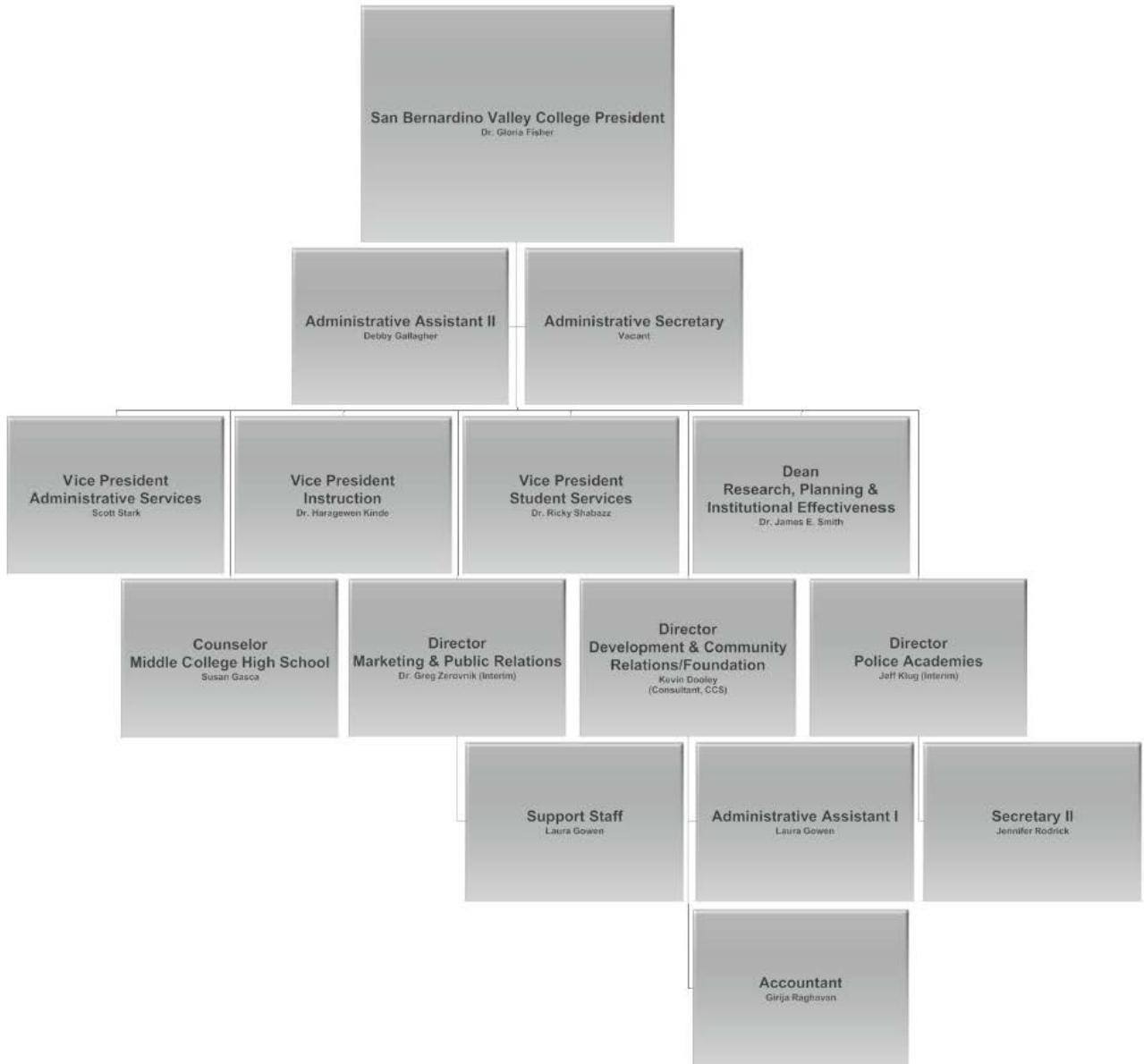


**2.0 Organizational Charts**

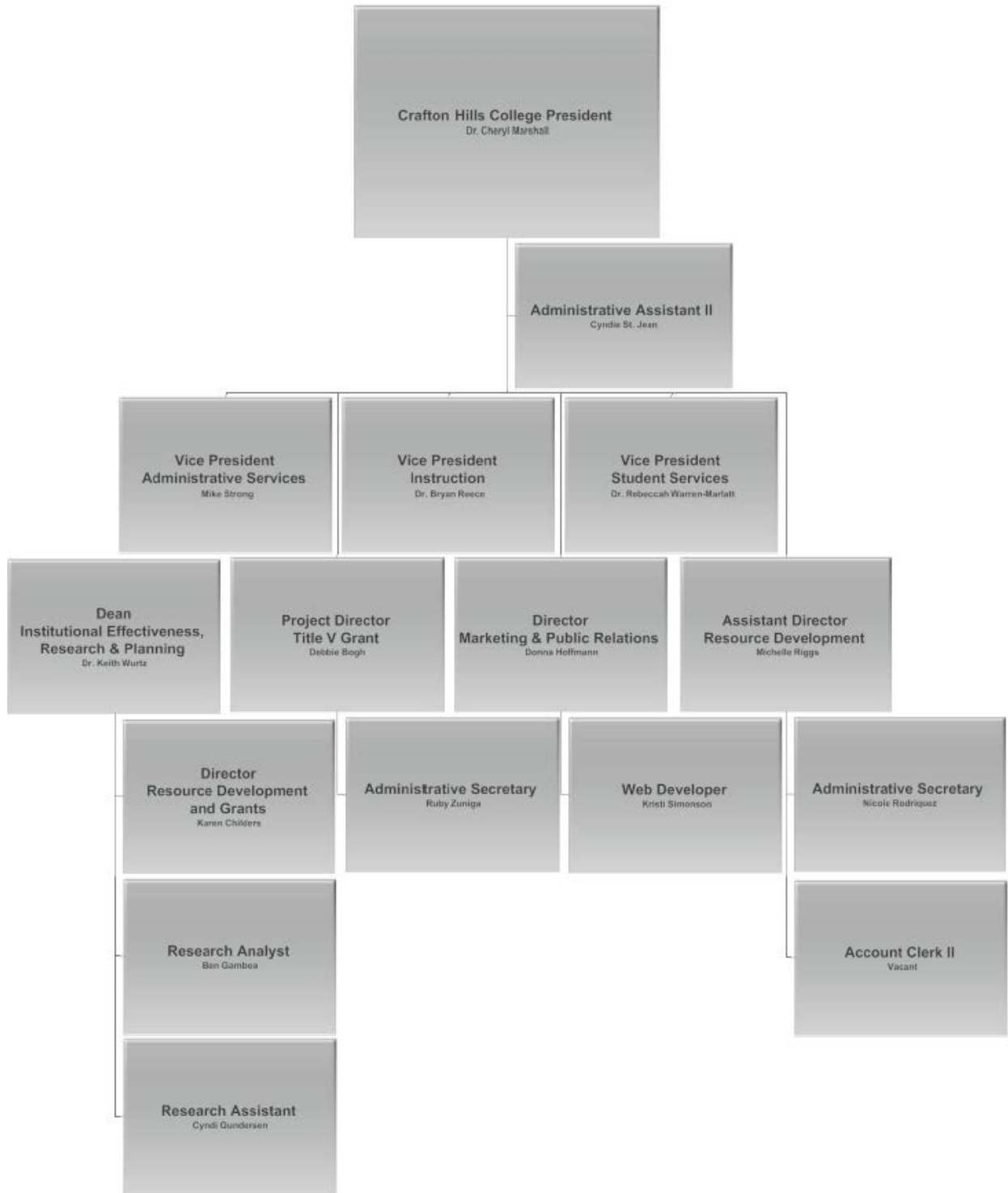
**2.1 San Bernardino Community College District**

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## 2.2 San Bernardino Valley College



## 2.3 Crafton Hills College



### **3.0 Board Imperatives & Goals**

#### 3.1 Board Imperatives

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention and Success
- III. Resource Management for Efficiency, Effectiveness and Excellence
- IV. Enhanced and Informed Governance and Leadership

#### 3.2 Board Goals

- I. Institutional Effectiveness
  - a. Ensure that leadership positions currently held by interims are filled with permanent hires.
  - b. Implement a District-wide emphasis on leadership development.
- II. Learning Centered Institution for Student Access, Retention and Success
  - a. Develop collaborative partnerships with other educational institutions, especially Pre-12.
  - b. Strengthen the Board's capacity to use metrics to monitor improvement in student access and success.
  - c. Monitor student success initiatives and outcomes.
  - d. Monitor all District programs that provide workforce training and experience for students.
- III. Resource Management for Efficiency, Effectiveness and Excellence
  - a. Continue to ensure the district's sound fiscal condition. Reports should reflect long-term analysis.
- IV. Enhanced and Informed Governance and Leadership
  - a. Strengthen the effectiveness of the Board of Trustees.
  - b. Ensure new trustees are fully integrated into the Board/CEO team.

### **4.0 About the Board of Trustees**

#### 4.1 Board Duties and Responsibilities (Reference: BP 2200)

The Board of Trustees governs on behalf of the citizens of the District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations

- Select, hire, and evaluate the Chancellor
- Delegate power and authority to the Chancellor to effectively lead the District
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the District

#### 4.2 Board Membership (Reference: BP 2010)

The Board of Trustees shall consist of seven members elected by the qualified voters of the District. The Board shall be elected by geographical area for terms of four years as defined in BP 2100 titled Board Elections.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the Board unless he/she resigns as an employee.

No member of the Board shall, during the term for which he/she is elected, hold an incompatible office.

#### 4.3 Student Trustees (Reference: BP 2015) 1<sup>st</sup> reading 4/9/15

The Board of Trustees shall include two (2) non-voting student members (one representing each college in the District). The term of office shall be one year commencing at the first Board meeting in June and terminating on the last Board meeting in May of each academic year.

The student member shall, during the term of service, be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain a 2.0 grade point average (GPA) during the term of office.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees.

The student trustees have the responsibility to be contributing and ethical members of the board.

The primary duties of the Student Trustees are to attend and participate in all open board meetings, other duties may include:

- Represent the District at community events
- Advocate for the colleges and students to the legislatures
- Attend ASO/ Associated Student Government meetings
- Meet regularly with senior administrators

On or before May 15 of each year, the Board of Trustees shall consider whether to afford the student trustees any of the following privileges:

- The privilege to receive compensation for meeting attendance at a level of \$200 per month. In the event a student trustee has an unexcused absence to a required meeting, the compensation shall be prorated for the pay period.
- The privilege to make and second motions.
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters, at the discretion of the Board of Trustees.
- The privilege to vote in an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.
- The privilege to serve a term commencing on May 15.

#### 4.4 Election of Student Trustees (Reference: BP 2105) Final reading 4/9/15

Each college will elect a student trustee for a one year term. An election will be held in the Spring semester so that the office is filled by June 1.

An election will be conducted at each college in accordance with administrative procedures. The successful candidate must receive a simple majority of all votes cast.

Candidates for the position may nominate themselves or be nominated by others by the filing of an application certifying that the candidate is eligible for service under the criteria set forth in California law and these policies. The election will be conducted in accordance with administrative procedures.

If the seat of a student member becomes vacant for any reason during his/her term, the Board of Trustees may authorize the officers of the student body association(s) to appoint a student to serve the remainder of the term in accordance with administrative procedures.

A student trustee may be recalled by the student body at their respective college in a special election held for that purpose in accordance with administrative procedures.

#### 4.5 Board Elections (Reference: BP 2100)

Elections shall be held every two years, in even numbered years, for four-year overlapping terms. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election. Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the first Friday in December next succeeding his/her election.

The Board of Trustees has provided for the election of trustees by trustee areas. Effective January 16, 2014, the trustee areas include:

- Areas 1, 3, 5, and 7 from which governing board members will be elected in November 2016 and every four years thereafter.
- Areas 2, 4, and 6 from which governing board members will be elected in November 2014 and every four years thereafter.

The election of a Board member residing in and registered to vote in the trustee area he/she seeks to represent shall be only by the registered voters of the same trustee area(s).

#### 4.6 Vacancies on the Board (Reference: BP 2110) Final reading 4/9/15

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code Section 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the Board members at a public meeting.

#### 4.7 Term Limits (Reference: BP 2130) Final reading 4/9/15

The District does not currently limit the number of terms a member of the Board of Trustees may serve on the Board.

The Board may adopt or the residents of the District may propose, by initiative, a proposal to limit the number of terms a member of the Board of Trustees may serve on the Board. Any proposal to limit the number of terms a member of the Board may serve shall not become operative unless it is submitted to the electors of the District at a regularly scheduled election and a majority of the votes cast on the question favor adoption of the proposal. Any such proposal shall be subject to requirements set forth in Elections Code Sections 9500 et seq.

4.8 Officers of the Board (Reference: BP 2210) Final reading 4/9/15

At the annual organizational meeting (See BP 2305 titled Annual Organizational Meeting), the Board of Trustees shall elect officers from among its members. The terms of officers shall be for one year.

#### **Duties of the President of the Board:**

1. Preside over all meetings of the Board;
2. Call emergency and special meetings of the Board as required by law;
3. Consult with the [Chancellor](#) on [the Board meeting agendas](#);
4. Communicate with individual [Board members](#) about their responsibilities;
5. Participate in the orientation process for new [Board members](#);
6. Assure Board compliance with policies on [Board education](#), [Board self-evaluation](#), and evaluation [of the Chancellor](#);
7. Represent the Board at official events or ensure [Board representation](#).
8. The Board President may contact District legal counsel regarding business of the District as he/she deems necessary and the Board President will provide a report to the Board and Chancellor regarding the topic of the call and the associated costs. The President has the right to vote on all issues and to participate in the discussions. (Note: This is an exception to Robert's Rules of Order.)
9. The Board President shall establish ad hoc committees to comply with Board Policies and deadlines.

#### **Duties of the Vice President of the Board:**

1. To perform in the absence of the President, all the duties of the President;
2. To attest the signature of the President or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;
3. To attest to the signature of the President or other members of the Board on all other documents of the District when the attestation is a legal requirement.



### Duties of the Clerk of the Board:

1. To perform in the absence of the President, or the Vice President all the duties of the President;
2. To attest the signature of the President or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;
3. To attest to the signature of the President or other members of the Board on all other documents of the District when the attestation is a legal requirement;
4. To certify copies of records of the District as required.

### **Board Secretary**

The Chancellor of the District shall **serve as** the Secretary to the Board.

### **Duties of the Secretary to the Board:**

1. Notify members of the Board of regular, special, emergency, and adjourned meetings;
2. Prepare and post the Board meeting agendas;
3. Have prepared for adoption minutes of the Board meetings;
4. Attend all Board meetings and closed sessions unless excused, and in such cases to assign a designee;
5. Conduct the official correspondence of the Board;
6. Certify as legally required all Board actions;
7. Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

The Board does not have an official system of rotation or officers; it elects the officers each year from among all its members.

### 4.9 Committees of the Board (Reference: BP 2220) Final reading 4/9/15

The Board may by action establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the California Public Meetings Act (Brown Act) and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

### 4.10 Personal Use of Public Resources (Reference: BP 2717) Final reading 4/9/15

No member of the Board of Trustees shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

Also see AP 7371 titled Personal Use of Public Resources

4.11 Communications Among Board Members (Reference: BP 2720) Final reading 4/9/15

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board. In addition, no other person shall make serial communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board of Trustees.

4.12 Board Member Compensation (Reference: BP 2725) 1<sup>st</sup> reading 4/9/15

Members of the Board of Trustees who attend all Board meetings shall receive \$400 per month and the student trustee(s), ~~\$100~~ 400 \$200 per month. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

4.13 Board Member Health Benefits (Reference: BP 2730) Final reading 4/9/15

Members of the Board of Trustees shall be permitted to participate in the District's health benefit programs. The benefits of members of the Board through the District's health benefits programs shall not be greater than the most generous schedule of benefits being received by any category of non-safety employee of the District. Board members are afforded the opportunity to opt out of receiving health benefits from the District and be reimbursed under the same terms and conditions as other employees of the District.

Former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Board after January 1, 1981; the member must have

been first elected to the Board before January 1, 1995; and the member must have served at least 12 years. All other former Board members may continue to participate in the District's health benefits programs on a self-pay basis.

#### 4.14 Board Member Travel (Reference: BP 2735)

Members of the Board of Trustees shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board. Board member travel requests shall be made in accordance with the District's travel request and approval processes.

Also see BP/AP 7400 titled Travel

#### 4.15 Board Education (Reference: BP 2740)

The Board of Trustees is committed to its ongoing development as a Board and to a trustee education program that includes new trustee orientation.

To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

Orientation sessions shall be scheduled for new Board of Trustee appointees. A Special Meeting of the Board for the purpose of the orientation shall be called within 30 days of the appointment of a new trustee. Planning and implementation of appropriate information items for the orientation shall be the joint responsibility of the Chancellor and current members of the Board of Trustees.

The Chancellor and the Board shall assist each new member-elect to understand the Board's functions, policies, and procedures before he/she assumes office. Such assistance shall include, but shall not be limited to, providing of written materials and invitations to attend Board meetings and conferences with the Chancellor. New Board members shall be encouraged to attend meetings on a regional basis held as training/information sessions by other organizations.

#### 4.16 Political Activity (Reference: BP 2716) Final reading 4/9/15

Members of the Board of Trustees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding the possible

effects of District bond issues or other ballot measures.

Also see BP/AP 7370 titled Political Activity

#### 4.17 Conflict of Interest (Reference: BP 2710) Final reading 4/9/15

Pursuant to Government Code Section 1090, the District is prohibited from entering into any contracts where a Board member or employee may have a financial interest.

Board members shall not be financially interested in any contract made by the Board of Trustees or in any contract they make in their capacity as Board members.

A Board member shall not be considered to be financially interested in a contract if his/her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Board member who has a remote interest in any contract considered by the Board shall disclose his/her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his/her duties as an officer of the District.

In compliance with law and regulation, the Chancellor shall establish administrative procedures to provide for disclosure of assets of income of Board members who may be affected by their official actions, and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

#### 4.18 Code of Ethics / Standards of Practice (Reference: BP 2715)

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible to:

- Act only in the best interests of the entire community.
- Ensure public input into Board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
- Prevent conflicts of interest and the perception of conflicts of interest.
- Exercise authority only as a Board.

- Use appropriate channels of communication.
- Respect others; acting with civility.
- Be informed about the District, educational issues, and responsibilities of trusteeship.
- Devote adequate time to Board work.
- Maintain confidentiality of closed sessions.

The Board of Trustees will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:

Charges by any person that a member of the Board of Trustees has violated laws and regulations of the Board's Code of Ethics shall be directed to the President of the Board or the Board itself. The President of the Board may establish an ad hoc committee to examine the charges and recommend further courses of action to the Board. The Board member subject to the charge of misconduct shall not be precluded from presenting information to the committee. Possible courses of action include:

- If alleged behavior violates laws, legal counsel may be sought, at the discretion of the Board of Trustees, and the violations referred to the District Attorney or Attorney General as provided for in law.
- If the alleged behavior violates this Board Policy on ethical conduct, the President of the Board shall alert the Board member in question regarding the violation of policy, the Board of Trustees may discuss the violation at an open Board Meeting and affirm its policy expectation, and/or the Board may move to censure the trustee.

#### 4.19 Board Representatives

At the annual organizational meeting the Board appoints representatives to the various organizations and bodies requiring representation. Currently, the Board appoints the following representatives:

- Representative and Alternate to the Nominating Committee for the County Committee on School District Organization
- Committee Assignment for KVCR Foundation
- Committee Assignment for San Bernardino Regional Emergency Training Center Joint Powers Authority)
- Committee Assignment for EDCT Foundation

## 5.0 Board of Trustee Meetings

### 5.1 Meetings of the Board (Reference BP 2310) In review with work group

All regular and special meetings of the Board [of Trustees](#) are open to the public, [be accessible to persons with disabilities](#), and comply with the Brown Act provisions, except as otherwise required or permitted by law.

A notice identifying the location, date, and time of each [regular](#) meeting of the Board shall be posted [ten days prior to the meeting and shall remain posted until the day and time of the meeting](#).

Regular meetings of the Board shall be held on the second Thursday of each month. Meetings will be held in the District Assembly Room, 114 S. Del Rosa Avenue, San Bernardino, California, 92408, or as otherwise specified by previous Board action. Meetings will begin at 4:00 p.m. or as otherwise specified by previous Board action. Individuals who may wish to place a matter on the agenda or speak on an agenda item may do so by following the procedures outlined in [AP 2340 titled Agendas and AP 2345 titled Public Participation at Board Meetings](#)

### 5.2 The Brown Act (Open Meeting Law)

The Board is subject to the Brown Act, also known as the Open Meeting Law. The Brown Act requires that public boards conduct their business in the open. This means that all meetings are open to the public except for a limited number of circumstances, as permitted by the Brown Act. Examples of these limited circumstances include agenda items concerning personnel actions, labor negotiations, and the negotiation of real property. (See Closed Session below for detail.)

References: For more information regarding the Brown Act, refer to <http://ag.ca.gov/publications/brownAct2003.pdf>

### 5.3 Meeting Protocol

Board behavior can have both a positive or negative ripple effect throughout the District community. Often a simple comment can take on a life of its own with the original intended meaning misunderstood. The following recommendations may help to keep individual Board members from being misunderstood:

- Keep the Board discussion at the policy level versus getting into how something will be accomplished.
- Ask questions of staff as necessary to make an informed decision, but try to avoid questions that may imply the Board is trying to micromanage the District.

- Be cautious about making statements that might be interpreted as belittling the staff.
- Praise in public and discipline in private.
- Be professional and courteous to fellow Board members.

#### 5.4 Quorum and Voting (Reference: BP 2330) **In review with work group**

Four Board members, other than the Student Trustees, shall constitute a quorum for the transaction of business. The Board of Trustees shall act by majority vote of all voting members of the Board. In the event of a minimum quorum, all four Board members must vote in favor of motions **to pass motions**.

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a **two-third majority** of all members of the Board:

- A. Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- B. Resolution of intention to dedicate or convey an easement;
- C. Resolution authorizing and directing the execution and delivery of a deed;
- D. Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- E. Resolution providing for the transfer from the reserve for contingencies to any expenditure classification;
- F. Resolution to condemn real property.

The following actions require a **unanimous vote** of all members of the Board:

- A. Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- B. Resolution authorizing lease of District property under a lease for the production of gas.
- C. Any authorization to change an existing construction contract.

#### 5.5 Special and Emergency Meetings (Reference: BP 2320) **Final reading 4/9/15**

Special meetings may from time to time be called by the President of the Board of Trustees or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted or discussed.



Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

#### 5.6 Closed Session (Reference: BP 2315) Final reading 4/9/15

Closed sessions of the Board of Trustees shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code, and California Education Code. Matters discussed in closed session may include:

- The appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- Charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session;
- Advice of counsel on pending litigation, as defined by law;
- Consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;
- Real property transactions;
- Threats to public security;
- Review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- Discussion of student disciplinary action, with final action taken in public;
- Conferring of honorary degrees;
- Consideration of gifts from a donor who wishes to remain anonymous.
- To consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.



All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

#### 5.7 How the Board Takes Action

Official Board action can be taken only at Board meetings and by affirmative action of at least four of the seven voting Board members. No one Board member or administrator makes official commitments for the Board, except as directed by Board action. The Board has final control over District matters and policies, subject to limitations imposed by California and federal law, and all employees and administrators of the District are bound to abide by such policies.

#### 5.8 Consent Agenda

Items that are calendared as requiring little or no discussion by the Board or the public are listed on the agenda as "Consent" items. The Board may act on these items in one motion without discussion. Any Board member or individual attending the Board meeting can request at the time of the meeting that an item listed on the consent agenda be considered separately ("pulled from the consent agenda") as part of the regular agenda, thus allowing discussion of the item. The Board reserves the right to consider if an item on the Consent Agenda is pulled.

#### 5.9 Preparing for Meetings

One week prior to the Board meeting, the Chancellor meets with the Board President to review the agenda prior to the board book going to print.

On the Friday preceding the Thursday Board meeting, the Chancellor's Office will deliver Board packets with an agenda and supporting materials. This information is also posted to the District Website. This timeline gives the Board members six days to review the materials prior to the meeting. When possible, Board members should submit their questions to the Chancellor prior to the Board meeting so that the staff can provide a thorough response, prior to or, at the time of the meeting. Also, any Board member can call the Chancellor prior to the Board meeting for clarification regarding any agenda item rather than waiting until the Board meeting. It is always best not to surprise the Chancellor or staff at the Board meeting. Response to information is supplied to all Board members.

The week of the Board meeting the Chancellor meets with each member of the Board to review the agenda to address any questions.

5.10 Recording (Reference: BP 2365) Final reading 4/9/15

Any audio or video recording of an open and public Board of Trustees Meeting made by or at the direction of the Board shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. The Chancellor is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video recording device or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

5.11 Speakers (Reference: BP 2350) Final reading 4/9/15

Persons may speak to the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

Any member of the public who wishes to address the Board on any matter on the agenda of a regular Board meeting or on the notice for a special Board meeting is

limited to five minutes per person and 20 minutes per agenda topic unless the time limit is extended by a majority vote of the Board.

The Board acknowledges that the Brown Act, Government Code Section 54954.3, requires that every agenda for regular meetings, but not every notice for special meetings, shall provide an opportunity for members of the public to directly address the Board on items of interest to the public that are not on the agenda.

A member of the public who wishes to address the Board on an item not on the agenda, but related to the business of the District, is limited to five minutes unless a majority of the Board votes to extend the time limit. The total time for members of the public to speak on the same or a substantially similar subject shall be limited to twenty minutes unless a majority of the Board votes to extend the time limit. Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board and to one presentation per meeting on non-agenda matters.

Members of the public desiring to address the Board shall complete and submit a Public Comment card.

As a matter of law, members of the Board may not discuss or respond to public comments unless the matters are properly noticed for discussion or action in Open Session.

## **6.0 Communication Protocol**

### 6.1 Communication with the Chancellor

Except for discussion in or about closed session, any communication with the Chancellor, written or verbal, should be considered public.

### 6.2 Communication with District Personnel

Board members should keep in mind that anything that a Board member says can be taken out of context and misinterpreted. If there is a question related to the District, it is best to go through the Chancellor's Office. It is inappropriate to call a staff member directly without the permission of the Chancellor. Remember, the Chancellor works for the Board. All other employees of the District work for the Chancellor.

### 6.3 Communications Among Board Members (Reference: BP 2720) Final reading 4/9/15

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject

matter jurisdiction of the Board. In addition, no other person shall make serial communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board of Trustees.

#### 6.4 Media

Any Board member is allowed to speak with the media. However, Board members should keep in mind the following:

- When speaking to the press, remind the interviewer that you do not represent the views of the Board, but speak as an individual.
- When contacted by the press, defer to the Chancellor or Board Chair for official Board positions.
- When speaking to the media, be an advocate for the District.
- Never speak about personnel matters or other closed session topics to the press.

#### 6.5 E-mail

Board members should keep in mind that electronic communications can facilitate a Brown Act violation.

#### **7.0 Campus Visits**

Board members are always welcome to visit the District campuses; however, there are protocols that Board members should follow in order to avoid possible miscommunication or an unintended misunderstanding. Following are a few points:

- As a matter of professional courtesy, Board members should always inform the Chancellor when they visit a District campus.
- As a matter of protocol, Board members should always inform the Chancellor's/President's Office of invitations they receive by District groups to visit a District campus.
- If Board members desire to visit a facility that will be discussed as part of an agenda item, the Board members need to contact the Chancellor in order to arrange for an escorted site visit with a staff member.
- When on a District campus, Board members should be aware that their comments can be taken out of context.

## **8.0 Board Planning and Evaluation**

### **8.1 Annual Retreat**

Each summer the Board holds an annual retreat with the Board and the Chancellor. This retreat is the opportunity for the Board to conduct its annual self-evaluation and set goals for the upcoming year.

### **8.2 Board Self-Evaluation (Reference: BP 2745)**

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

To this end the Board has established the following processes for evaluation:

An ad hoc committee of the Board shall be appointed in April to determine the instrument or process to be used in Board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

The process for evaluation shall be recommended to and approved by the Board.

If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit them to Board President.

A summary of the evaluations will be presented and discussed at an annual Board retreat scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

### **8.3 Setting the Board's Goals**

The Board uses the results of the self-evaluation to set internal goals for the upcoming year.

### **8.4 Annual Organizational Meeting (Reference: BP 2305) Final reading 4/9/15**

The Board shall hold an annual organizational meeting on a day within fifteen calendar days of the last Friday in November.

The purpose of the annual organizational meeting is to elect a president, vice president, and a clerk, and conduct any other business as required by law or determined by the Board.

## 8.5 Chancellor - Hiring and Contract

Without doubt, the most important role of the Board is to appoint the Chancellor. It is exclusively the Board's role, although the process itself generally includes District personnel who will participate in the interviewing and screening process. A District committee may assist in screening the applications and narrowing the pool of candidates to a manageable group that will be invited for confidential screening interviews. From the confidential interviews, the committee selects a small group of 3-5 finalists to recommend to the Board for interviews and on-campus forums. After the finalists accept the invitation to interview as a finalist, the names of the finalists become public information and usually there will be a press release involved.

From the finalists, the Board selects their top candidate to make an offer. It is not guaranteed that the first choice will accept the offer since it is common for candidates to be finalists in more than one college presidential search at the same time. Therefore, it is important that this part of the process remains confidential until an offer and an acceptance of offer has been reached. During this part of the process the Board must negotiate with the candidate the terms of the contract, which includes salary, starting date, and benefits. The process can easily take from six months to a year.

## 8.6 Evaluation of the Chancellor (Reference: BP 2435)

The Board of Trustees shall conduct an evaluation of the Chancellor at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy.

The criteria for evaluation shall be based on Board policy, the Chancellor job description, and performance goals and objectives developed in accordance with AP 2435 titled Evaluation of the Chancellor.

## 8.7 Setting the Chancellor's Salary

After the initial starting salary negotiated with the Chancellor at the time of employment, the Board will need to consider the salary of their one employee on an annual basis. This process is usually done in conjunction with the Chancellor's annual evaluation. Although the discussion of the Chancellor's performance and determination of any salary adjustment is a closed session item, the actual setting of the salary adjustment is an open session agenda item.

## 9.0 Accreditation

### 9.1 Standard IV

Accreditation Standard IVB1 describes the Board's role and responsibilities. Key points include the following:

- The Board is designated as having the responsibility to set policies for the District and to act in a manner consistent with those policies.
- Through such policies the Board has ultimate responsibility for the educational quality, legal matters, and financial integrity of the institution.
- The Board establishes policies consistent with the mission statement.
- The Board regularly evaluates its policies and practices and revises them as necessary.
- The Board advocates for and defends the institution and protects it from undue influence or pressure.
- The Board is responsible for selecting and evaluating the Chancellor and for delegating full responsibility and authority to him/her to implement and administer board policies without board interference and holds him/her accountable for the operation of the district.
- Once the Board reaches a decision, it acts as a whole.
- The Board is responsible for Board development, self-evaluation, and improvement.
- The Board has a code of ethics which is enforced by the Board.
- The Board is informed about and involved in the accreditation process.

### 9.2 Board's Role in Accreditation

The Board must be fully informed of all accreditation actions, reports, visits and progress on accreditation recommendations as they pertain to the Colleges. All reports created in response to Commission actions must be approved or ratified by the Board.

## 10.0 Foundations

### 10.1 Economic Development and Corporate Training Foundation (EDCT)

This board-approved auxiliary foundation will become eligible to apply for grants from private foundations and some state and federal agencies, earmarked for tax-exempt and non-profit organizations. The Foundation will support EDCT to develop resources and philanthropic support to advance its economic and workforce development mission of bringing **not-for-credit**, skills-based training programs to the community. The foundation was established as a non-profit organization, and its oversight remains the

district's responsibility. The foundation will have its own board which consists of nine members, three of which are members of the Board of Trustees.

#### 10.2 KVCR Foundation

The Auxiliary's function is to raise and/or receive gifts, property, and funds to be used for the benefit of the District's television and radio stations (KVCR-TV/FM). In turn, KVCR-TV/FM shall use the gifts, property and funds raised and/or received by the Auxiliary for supportive services and specialized programs for the benefit of the District stations, including the following:

1. To extend and improve the District's contact with the members of the communities of San Bernardino and Riverside;
2. To improve services to the communities served by the District such as local television and radio programming and national television programming with a cultural and/or educational character;
3. To provide media-related educational opportunities to the District's students, such as internships with KVCR-TV/FM.

#### 10.3 Crafton Hills College Foundation

In an effort to extend educational opportunities to CHC students, Crafton Hills College (CHC) established the CHC Foundation. The Foundation is a nonprofit corporation devoted exclusively to raising funds for scholarships, grants, and other types of assistance for CHC students and faculty.

Gifts to the college can be allocated for the college's greatest need or designated specifically. Gifts may be designated to an academic area, to scholarships, to any of the various cultural or community programs of the college, or to current capital projects. You can also remember a loved one by donating a memorial or honorarium in their name.

#### 10.4 San Bernardino Valley College Foundation

We believe everyone should have an opportunity to go to college. Through its work, the San Bernardino Valley College Foundation supports SBVC in providing quality education and services that support a diverse community of learners. The Foundation is a non-profit 501(c)(3) organization; therefore, contributions to the Foundation are tax-deductible.

### **11.0 Collegial Consultation (Reference BP 2510)**

The Board embraces the concept of collegial consultation and to establish procedures to ensure faculty, management, classified staff, and students the right to participate effectively in collegial consultation in particular areas where they have their responsibility and expertise as specified in Title 5 regulations, while retaining its own



right and responsibilities in all areas defined by state laws and regulations.

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Chancellor action under which the District is governed and administered.

## **12.0 Groups on Campus**

There are many groups and committees that are a part of the District. There are a few groups that the Board regularly has contact with at Board meetings.

### 12.1 Academic Senate

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

The Board of Trustees recognizes the definition of “academic and professional matters” as stated in the Title 5 regulations:

1. Curriculum including establishing prerequisites and placing courses within disciplines;
2. degree and certificate requirements;
3. grading policies;
4. education program development;
5. standards or policies regarding student preparation and success;
6. District and college consultation 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. process for institutional planning and budget development; and
11. other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate.

The Board also recognizes its obligation, under Title 5 Regulations, to “consult collegially” with the Academic Senate on these “academic and professional matters.” Additional academic and professional matters may be added as specified in #11 only through formal resolution of the Board.

The Board further recognizes that, under Title 5, it may choose to “consult collegially” through the option of “mutual agreement” on policy issues, or the option of “relying

primarily on the advice and judgment of the senate” when adopting policies and procedures on “academic and professional matters.”

The Board of Trustees shall have the final responsibility for developing all policies governing the community college district, including academic and professional matters. For purposes of academic and professional matters, the Board shall rely primarily on the advice of the Academic Senate. If the Board has a compelling reason for not accepting the advice of the Academic Senate, it shall provide that reason in writing upon request of the Academic Senate. The decision of the Board on all policy shall be final.

### 12.2 Classified Senate

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the classified staff will be given every reasonable consideration.

### 12.3 Associated Students

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of Board policies and administrative procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

### 12.4 California School Employees Association (CSEA)

The California School Employees Association (CSEA) is the bargaining unit for the classified employees.

### 12.5 California Teachers Association (CTA)

The California Teachers Association (CTA) is the bargaining unit for the teachers.

## **13.0 Graduation**

Graduation is the highlight of both colleges each year. Graduation and graduation activities and times vary from year to year (refer to Master Calendar). Board members participate as part of the processional and the ceremony. The Board President accepts the graduating class and board members wear a graduation robe with the colors of the discipline appropriate for their degree.

## 14.0 Board Policies

The references to the board policies above represent a snapshot/summary of the policy and may not include the entire policy. For complete policies and procedures, please visit the District website [www.sbccd.org](http://www.sbccd.org) or click the link here [Board Policies & Procedures](#).

## 15.0 Board Member Orientation

Per Board Policy 2740, orientation sessions shall be scheduled for new Board of Trustee appointees. A Special Meeting of the Board for the purpose of the orientation shall be called within 30 days of the appointment of a new trustee. Planning and implementation of appropriate information items for the orientation shall be the joint responsibility of the Chancellor and current members of the Board of Trustees.

The Chancellor and the Board shall assist each new member-elect to understand the Board's functions, policies, and procedures before he/she assumes office. Such assistance shall include, but shall not be limited to, providing of written materials and invitations to attend Board meetings and conferences with the Chancellor. New Board members shall be encouraged to attend meetings on a regional basis held as training/information sessions by other organizations.

Orientation to the institution includes:

- Walking tours of the district, campuses, and off-site locations
- Institutional data review
- College history and development, and college catalogs
- Lists and contact information for trustees, college personnel, and student leaders
- Structure and operations of board of trustees
- Structure of higher education at the state level
- Briefings on organization, programs, budget, and facilities of the colleges and sites
- Shared governance
- Board handbook, meeting agendas, and minutes
- Affirmative action plans
- Printed college materials
- Opportunities to meet informally with campus leaders and faculty, staff, students, administrators, and fellow trustees

Orientation to trusteeship includes:

- Roles of board and of individual trustees
- Attendance at local, state and national meetings, including the League's New Trustee Orientation Workshop and Legislative Conference

- Review of pertinent laws and board policy

DRAFT



Name of Committee: District Assembly

Please think about the internal processes, external interactions, and work products or outcomes of this committee, and answer each of the following questions objectively.

- How long have you served continuously on this committee?  1<sup>st</sup> year  2 years  3 years  4 or more years
- On how many other committees did you serve this year?  0  1  2  3  4  5 or more
- Did you serve as chair or convener of this committee this year?  Yes  No
- Do you expect to serve on this committee again next year?  Yes  No  I don't know
- What is your primary function at SBCCD?  FT Faculty  PT Faculty  Classified  Confidential  Manager  Student

Please indicate how often the committee's processes, interactions, and outcomes during the year reflected each of the following characteristics:

	Almost Always	Often	Sometimes	Seldom	Almost Never	No Opinion
<u>Collaborative</u> : Sharing, inclusive, open to input, respectful of diverse opinions, characterized by meaningful dialogue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Transparent</u> : Open, easy to understand, clearly defined, characterized by effective and meaningful communication with the District community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Evidence-Based</u> : Reliant upon relevant, accurate, complete, timely qualitative and/or quantitative information; not based solely on assertion, speculation, or anecdote	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Effective</u> : Working properly and productively toward the committee's intended results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Efficient</u> : Performing well with the least waste of time and effort; characterized by serving the committee's specified purposes in the best possible manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please indicate extent to which you agree/disagree with the following statements about your service on this committee overall this year.**

	Strongly Agree	Agree	Disagree	Strongly Disagree
I feel comfortable contributing ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My ideas are treated with respect, whether or not others agree with them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have had sufficient opportunity to provide input into committee recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please rate the following aspects of the committee's work overall this year.**

	Very Good	Good	Fair	Poor	Very Poor	No Opinion
Clarity of the committee's charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of communication within the committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of information flow from the committee to the constituency groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of information flow from the constituency groups to the committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of communication by the committee with the District community as a whole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to data needed for deliberations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to meeting space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to other resources needed for the committee to work effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training or mentoring for you as a committee member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishment of expectations or norms for committee members and convener(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adherence to expectations or norms for committee members and convener(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please enter this committee's most significant accomplishment this year:**

**Please enter the improvement most needed by this committee in its processes, interactions, outcomes, or other aspect of its work:**

## **Report of the Economic Development & Corporate Training (EDCT) Division**

District Assembly Meeting, April 7, 2015

Prepared by Matthew Isaac, Ph.D., Executive Director, EDCT

**EDCT is Awarded \$353,214.00 in Competitive Grant on February 24, 2015:** The Economic Development and Corporate Training (EDCT) Division was awarded \$353,214.00 by the California Community Colleges Chancellor's Office (CCCCO) to train 84 long-term unemployed or underemployed workers, including adults with barriers to employment and parolees for jobs with advanced manufacturing and logistics companies. This competitive grant won by EDCT is one of seven such grants awarded to a community college district in California. This is a collaborative project supported by the Inland Empire Manufacturer's Council, the San Bernardino County Workforce Investment Board, and the Deputy Sector Navigator for Advanced Manufacturing as well as the two training partners: Chaffey College and Barstow College Districts. A total of six cohorts of 14 participants each will be trained and placed into new jobs. Each college partner will provide instruction based on the curriculums designed by the National Center for Construction Education and Research (NCCER) and American Welding Society (AWS). Participants will be trained in Industrial Maintenance Mechanics and/or Welding. The graduates will receive a nationally and industry-recognized, stackable and portable NCCER or AWS certificate upon successful completion of the training. In order to ensure success for the graduates, the college districts have partnered with community based organizations and received commitments from local area employers that are represented by the Inland Empire Manufacturer's Council.

**EDCT is Awarded \$53,000.00 Contract by the Metropolitan Water District:** EDCT has developed a new partnership with the Metropolitan Water District of Southern California. Under this contract, EDCT will be coordinating the delivery of welding and machining instruction to new Water District apprentices using their curriculum. The training will be held at SB Valley College and will be conducted over a one year period. EDCT has the opportunity to continue this partnership on an on-going basis since the Metropolitan Water District will have new apprentices every year. Also, the Metropolitan Water District had researched many community colleges and chose SBCCD as their partner due to our expert instructors and vast available equipment for their training needs.

**California Manufacturing Technology Consulting Sub-Award:** EDCT received a \$100,000.00 sub-recipient award/agreement from the California Manufacturing Technology Consulting (CMTC) company for fiscal year 2014-15 to provide services to emerging and existing manufacturers in the region and on initiatives and activities that are of value to manufacturers and the Manufacturing Extension Partnership (MEP) program. The MEP program draws on the expertise of its partners to better serve manufacturers in a region. As part of its agreement, EDCT will provide industry specific training to emerging and existing manufacturers in San Bernardino County that will address the competencies required of employees to perform at optimum levels and advance manufacturing in our region.

**EDCT's Digital Media Grant Renewed for 2015-16:** As a result of providing effective leadership and services for the community colleges in the Desert Region to align themselves with the training needs of the employers and the labor market over the past two years, the California Community Colleges Chancellor's Office (CCCCO) has again renewed EDCT's Information Communication Technology (ICT)/Digital Media grant. EDCT's renewed grant award amount for fiscal year 2015-16 is \$300,000.

**Nanotechnology Contract from Norton Elementary School:** The EDCT's Applied Technology Training Center (ATTC) has received a \$10,000.00 contract to provide customized Nanotechnology training for the science teachers of Norton Elementary School. The goal of this project is to make the teachers professionally ready to offer nanotechnology instruction for their elementary students.



# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT POLICE DEPARTMENT MEMORANDUM



TO: District Assembly

FROM: Pierre Galvez, Chief of Police

DATE: March 23, 2015

RE: **Emergency Preparedness Program Report**

In April of 2015, the police department hired Linda Morin, an Emergency Preparedness Manager Consultant from Comprehensive Emergency Management Services. As a consultant, she is responsible to ensure our District receives the proper guidance for compliance with State and Federal regulations. Linda brings to us a tremendous amount of knowledge in the field of Emergency Management.

Over the course of the past year the following tasks were accomplished;

1. The annual Building Evacuation Drills were held on April 22, 2014 for both campuses.
2. CERT (Community Emergency Response Team) training for the building captains at both campuses were held in June, July, and August of 2014. (This is a 20 hour course consisting of nine learning modules: Disaster Preparedness; Fire Safety; Disaster Medical Operations; Light Search and Rescue Operations; CERT organization; Disaster Psychology; Terrorism and CERT; and the Disaster Simulation.)
3. EOC (Emergency Operations Center) Section Specific Training were held in June and July 2014 and will be repeated in June and July 2015. responders is in the process of being updated)
4. Annual EOC staff tabletop exercise/drill was held in October 2014.
5. The Great Shakeout of 2014 was on October 16, 2014 at 10:16 AM. "Drop, Cover, and Hold On" simulation along with evacuation of the buildings is the focus of the exercise.
6. EOC awareness training for the Board of Trustees is scheduled for April 23, 2015.

In addition, the District's Emergency Operations Plan (EOP) and the current EOC locations on both campuses have been reviewed and modified. One recommendation made was that there should be only one EOC, and that should be at the District Offices in the Board Room, as currently stated in the EOP. That location is the best for centralizing the Emergency Operations response in the event of a disaster that affects one or both campuses. This location has been equipped with all of the necessary supplies needed to be able to set up the EOC quickly and efficiently.

The current "EOC" located on the Valley campus is appropriate to be used as a COC (Campus Operations Center) for an event that is specific only to the Valley Campus, but which does not involve activation of the EOC staff mainly due to its size. This location needs updating and organization. The Crafton Campus does not have a functional COC at this time. The need and location for a COC at Crafton will be determined in the near future.

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