DISTRICT ASSEMBLY AGENDA

September 6, 2016 3:00pm

Attendance: See Sign In Sheet (p4)

TOPIC	NOTES/DISCUSSION
1. Call to Order – Jeremiah Gilbert	
2. Chancellor's Report	
3. Approval of Minutes – 5/3/16 (p5)	Once approved, minutes and materials will be posted on the District website: http://www.sbccd.org/District_Faculty_,-a-,_Staff_Information-Forms/District_Committee_Minutes/District_Assembly
4. OLD BUSINESS a) Policies & Procedures for 2nd Read and Approval o BP 3515 Reporting of Crimes	
5. Review District Assembly Charge and Membership (p8)	
6. NEW BUSINESS a. Policies & Procedures for 1st Read (take to constituency for input) i. AP 3515 Reporting of Crimes ii. AP 3516 Registered Sex Offender Information iii. BP/AP 3520 Local Law Enforcement iv. BP/AP 3530 Weapons on Campus v. AP 3720 Computer and Network Use vi. BP/AP 7600 District Police Department	Policies & Procdures under review are located on the District Assembly Webpage under documents http://www.sbccd.org/District_Faculty_,-a-,_Staff_Information-Forms/District_Committee_Minutes/District_Assembly. Responsibility for the review process is as follows: Chapter 1: Board of Trustees and the Chancellor Chapter 2: Board of Trustees and the Chancellor Chapter 3: Chancellor and Chancellor's Cabinet Chapter 4: VPs of Instruction, Student Services Chapter 5: VPs of Instruction, Student Services Chapter 6: VC of Fiscal Services and VPs of Administrative Services Chapter 7: VC of Human Resources
b. Committee Survey Results (p16)	
c. Approval of APs and BPs for 2016-17 Review (p22)	
d. BP/AP 4070 – Glen Kuck i. Update on Auditing	
e. AP 7250 *(Cassandra Thomas asked for this to be on the agenda as there were some concerns considering how quickly it was revised to allow for the larger president screening committee)*	
f. Consideration of a work group to develop the grants process	

g. Webadvisor	

7. INFORMATION
 a) Policies & Procedures Deemed Academic &
    Professional Submitted for Information
    o None
 b) Registration/24-hour payment	

8. REPORTS a) Request for Full-Time Faculty Plan b) Human Resources Update c) Staffing Plan Update d) Academic Senates e) Classified Senates f) Student Senates	
9. WRITTEN DISTRICT REPORTS a) Business & Fiscal Services Report (p42) b) KVCR Report (p51)	
10. PUBLIC COMMENTS 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 meeting as possible	
11. FUTURE AGENDA ITEMS a) AB 86 Update (TBD) b) Calendar Committee Update (TBD) c) Non-Credit Updates from Senates (TBD) d) District Strategic Plan Update (February) e) Educational & Facilities Master Plan Update (February) f) District Budget & Enrollment Update (April) g) Policy & Procedure Tracking Software (May) h) Annual approval of 6-year AP/BP review schedule (September) i) Fiscal Services Update (written reports Feb, May, Aug, Nov) j) KVCR Update (written reports Feb, July) k) Police Department Update (written reports Apr, Sept) l) TESS Updates (written reports May, Oct) m) Human Resources Update (written reports Jan, Apr, July, Oct) n) EDCT Update (written reports Apr, Dec)	

12. ADJOURN	

District Assembly Sign In Sheet

First Name	Last Name	Initial Here
Denise	Allen	D Allen
Bruce	Baron	
Aaron	Beavor	B B
Yvonne	Beebe	
Stephanie	Briggs	SBriggs
T.L.	Brink	TLBrink
Aaron	Burgess II	
Rejoice	Chavira	
Marco	Cota	
Kathy	Crow	
April	Dale Carter	
Jay	Danley	
Grayling	Eation	GLE
John	Feist	JFeist
Gloria	Fisher	
Ben	Gamboa	
Stacey	Garcia	
Jeremiah	Gilbert	JAG
Alicia	Hallex	
Jim	Holbrook	
Celia	Huston	CJH
Gabriel	Jaramillo	
Robert	Levesque	RL
Sheri	Lillard	
Cheryl	Marshall	
Sarah	Miller	
Ericka	Paddock	
Romana	Pires	
Kathleen	Rowley	
John	Stanskas	BS
Linda	Subero	
Cassandra	Thomas	
Michelle	Tinoco	
Esmeralda	Vazquez	
Kay	Weiss	
Clyde	Williams	
GUESTS:		
Lisa	Norman	
Jose	Torres	
Natalie	Dorado	NJD

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DISTRICT ASSEMBLY MINUTES

Attendance: See Sign In Sheet

TOPIC	NOTES/DISCUSSION
Call to Order -Stanskas	Stanskas called the meeting to order at 3:10pm
Chancellor's Report	The Chancellor reported on the parolee training program through PDC. Board had a retreat and wants to review the board's role in policies and procedures.
Approval of Minutes – 4/5/16 (p4)	Kay Weiss motioned, Jeremiah Gilbert seconded to approve the minutes of 4/5/16. Unanimous approval. Once approved, minutes and materials will be posted on the District website: http://www.sbccd.org/District_Faculty_,-a-,_Staff_Information-Forms/District_Committee_Minutes/District_Assembly

OLD BUSINESS
 	
1. Policies & Procedures for 2nd Read and Approval
 	
   ○ BP 3225 Awards
   ○ BP/AP 3225 Institutional Effectiveness
   ○ BP/AP 3501 Campus Security and Access
   ○ BP 3540 Sexual and Other Assaults on Campus
   ○ AP 3820 Gifts and Donations
   ○ AP 4102 Career and Technical Education Programs
   ○ BP/AP 4300 Field Trips & Excursions
   ○ BP 5205 Student Accident Insurance
   ○ BP/AP 6150 Designation of Authorized Signatures
   ○ BP/AP 6200 Budget Preparation
   ○ BP/AP 6320 Investments
   ○ BP 6800 Occupational Safety
	TL Brink motioned, Denise Hoyt seconded to approve the list of policies and procedures. AP 4102 was pulled for discussion. Unanimous approval.
	
	   ○ BP 3225 Awards
	   ○ BP/AP 3225 Institutional Effectiveness
	   ○ BP/AP 3501 Campus Security and Access
	   ○ BP 3540 Sexual and Other Assaults on Campus
	   ○ AP 3820 Gifts and Donations
	   ○ AP 4102 Career and Technical Education Programs
	   ○ BP/AP 4300 Field Trips & Excursions
	   ○ BP 5205 Student Accident Insurance
	   ○ BP/AP 6150 Designation of Authorized Signatures
	   ○ BP/AP 6200 Budget Preparation
	   ○ BP/AP 6320 Investments
	   ○ BP 6800 Occupational Safety
	
	Robert Levesque motioned, TL Brink seconded to amend lines 33 and 40 from Office of Instruction to VP of Instruction. Unanimous approval.

2. Complete Committee Evaluation **(p7)**	Stacey will send the committee evaluation link to members who are not present. All others were asked to complete the survey at the meeting.

NEW BUSINESS
 	
1. Policies & Procedures for 1st Read (take to constituency for input)
 	
    o BP/AP 3420 Equal Employment Opportunity
    o BP 3515 Reporting of Crimes
    o BP 3720 Computer and Network Use
    o BP 4102 Career and Technical Programs
    o BP/AP 4060 Delineaton of Functions Agreements
    o BP/AP 6250 Budget Management
    o BP/AP 6300 Fiscal Management
    o BP/AP 7385 Salary Deductions
    o BP/AP 7700 Whistleblower
	APs and BPs listed in new business can move forward to constituent groups, except those listed below, which will be sent to owners for review and/or completion.
	
	o BP/AP 4060 Delineaton of Functions Agreements – not reviewed
	o BP/AP 6250 Budget Management – comments not incorporated
	o BP/AP 6300 Fiscal Management – not reviewed
	o BP/AP 7385 Salary Deductions – BP not reviewed and changes not incorporated
	o BP/AP 7700 Whistleblower – changes not incorporated
	
	Policies & Procdures under review are located on the District Assembly Webpage under documents http://www.sbccd.org/District_Faculty_,-a-,_Staff_Information-Forms/District_Committee_Minutes/District_Assembly.
	
	Responsibility for the review process is as follows:
	
	Chapter 1: Board of Trustees and the Chancellor
	Chapter 2: Board of Trustees and the Chancellor
	Chapter 3: Chancellor and Chancellor's Cabinet
	Chapter 4: VPs of Instruction, Student Services
	Chapter 5: VPs of Instruction, Student Services
	Chapter 6: VC of Fiscal Services and VPs of Administrative Services
	Chapter 7: VC of Human Resources

2. DA Membership Status **(p9)**	Membership results will be final On May 13.
3. Election of DA President & Vice President	Jeremiah Gilbert was nominated for District Assembly President and accepted. Denise Allen Hoyt was nominated for Distrct Assembly Vice President and accepted.

INFORMATION
 	
1. Legally required updates (Update #28) to forward to Board for approval
    o BP 1100 The San Bernardino CCD
    o BP 2010 Board Membership
    o BP 4020 Program, Curriculum, and Course Development
    o AP 6740 Citizens' Oversight Committee
	The list of APs and BPs submitted for information will be forwarded to the Board for approval.

2. Policies & Procedures Deemed Academic & Professional Submitted for Information o None	

REPORTS
   o AB 86 Update
   o Human Resources Update
   o Calendar Committee Update
   o Non-Credit Updates from Senates
   o District Budget & Enrollment Update
   o Staffing Plan Update
   o Academic Senates
   o Classified Senates
   o Student Senates
	• Calendar committee is watiting for the bargaining unit and district to agree on the number of workdays.
	• Tentative budget will be presented at the May 26 study session.
	• CHC is moving forward with Presidential hiring committee and forums. Working on common assessment process to be rolled out in 2017 and using by spring 2018. Net Tutor rolls out in the summer.
	• SBVC is finalizing the presidential forum.

WRITTEN DISTRICT REPORTS
   o Business & Fiscal Services Report **(p10)**
   o Strong Workforce Program **(p21)**
	Written reports were provided.

PUBLIC COMMENTS 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 meeting as possible.	
FUTURE AGENDA ITEMS • AB 86 Update • District Strategic Plan Update (February) • Educational & Facilities Master Plan Update (February) • District Budget & Enrollment Update (April) • Policy & Procedure Tracking Software (May) • Annual approval of 6-year AP/BP review schedule (September) • Fiscal Services Update (written reports Feb, May, Aug, Nov) • KVCR Update (written reports Feb, July) • Police Department Update (written reports Apr, Sept) • TESS Updates (written reports May, Oct) • Human Resources Update (written reports Jan, Apr, July, Oct) • EDCT Update (written reports Apr, Dec)	
ADJOURN	Meeting adjourned at 4:08pm

ARTICLE 1: NAME

This organization shall be known as the District Assembly of the San Bernardino Community College District and shall be referred to as the Assembly in these Articles.

ARTICLE 2: PURPOSE

The purpose of the Assembly will be to provide a forum for sharing responsibilities of governance in the San Bernardino Community College District hereafter known as the District, to make recommendations to the Chancellor regarding policy and procedure and to ensure that each appropriate constituent group participates in the decision-making process.

ARTICLE 3: MEMBERSHIP

There will be 3 types of Members in the Assembly:

SECTION 1: GENERAL MEMBERSHIP

The General Membership shall be elected from the recognized constituent groups as defined below:

a.   The Faculty of Crafton Hills College will elect 4 members of the Assembly.

b.   The Faculty of San Bernardino Valley College will elect 6 members of the Assembly.

c.   The Classified Staff of the District (as defined by the Board of Governors of the California Community Colleges Minimum Standards for Staff Participation in Governance, dated January 10, 1991) will elect 6 members of the Assembly. Representation of the Classified Staff from the 3 District areas will be as follows:

> From the Central Services Staff: 1 member
> From Crafton Hills College Staff: 2 members
> From San Bernardino Valley College Staff: 3 members

d.   The Management Staff of the District (as defined by the Board of Governors of the California Community Colleges Minimum Standards for Staff Participation in Governance, dated January 10, 1991) will elect 6 members of the Assembly. Representation of the Management Staff from the 3 District areas will be as follows:

> From the Central Services Staff: 1 member
> From Crafton Hills College Staff: 1 member
> From San Bernardino Valley College Staff: 1 member

e.   The ASB from San Bernardino Valley College and Crafton Hills College will each elect one primary member of the Assembly and one alternate member, who will serve when the primary member is unable to attend. The AS CHC Student Senate President will appoint an individual and an alternate to serve on the Assembly and it will be ratified by the Student Senate. Then both names will be forwarded to the Assembly designee.

SECTION 2: STANDING MEMBERSHIP

The Ex Officio Membership is made up of those individuals whose position in the collegiate structure of the District makes their presence in the Assembly essential to the successful completion of its goals.

The Standing Membership will consist of:

> The Chancellor of the District
> The President of Crafton Hills College
> The President of San Bernardino Valley College
> The President of the CHC Academic Senate
> The President of the SBVC Academic Senate
> The President of the CHC Classified Senate
> The President of the SBVC Classified Senate
> The President of the CHC Student Body Assoc.
> The President of the SBVC Student Body Assoc.

SECTION 3: VESTED MEMBERSHIP

a.   COLLECTIVE BARGAINING AGENCIES

The President/Designee of each recognized Collective Bargaining Agency will be a Vested Member of the Assembly and will represent its members in the Assembly.

b.   ADVOCACY GROUPS

Identified Advocacy Groups shall consist of recognized memberships that share common goals and ideals. Moreover, their membership must make up a part of the employee pool in the District. Each identified Advocacy Group shall be represented by one Vested Member elected from a slate of candidates nominated from the membership of that Advocacy Group.

Any Advocacy Group made up of employees of the District may apply to be recognized.

The responsibility of determining which Advocacy Groups, as defined above, are recognized and how the representatives are elected rests with the Assembly. At the end of each academic year, the Assembly President will notify the District Advocacy Groups of the opportunity to be recognized for the subsequent year.

As long as the Advocacy Group remains active in the District, it may retain its position on the Assembly by annually re-electing its representative.

SECTION 4: QUALIFICATIONS OF MEMBERSHIP

The Assembly shall be the sole judge of the qualifications of its members.

SECTION 5: FILLING VACANCIES

In the event of a vacancy in the General Membership (as defined in Article 3, Section 1), a replacement Member will be selected by a caucus of the remaining members of the recognized constituent group. The replacement members will serve until the next regular election.

In the event of a vacancy in one of the represented Advocacy Groups in the Vested Membership (defined in Article 3, Section 3 b) a replacement member will be selected by a special election conducted by that Advocacy Group. The replacement will serve until the next regular election.

ARTICLE 4: ELECTIONS

SECTION 1: ELECTIONS COMMITTEE

Elections for membership in the Assembly will be conducted by the Elections Committee chaired by the Vice President of the Assembly. Elections will be conducted according to the principles of the Brown Act.

SECTION 2: GENERAL MEMBERSHIP

The General Membership is made up of elected representatives from the constituent groups that are identified and defined under Article 3, Section 1: General Membership.

The Classified Staff and the Management Staff are further defined as being primarily employed at the Central Services site, Crafton Hills College, or San Bernardino Valley College. If a Staff member divides his/her time between 2 or more of the identified areas, the Staff member must select one area for the purpose of representation in the election for the General Membership of the Assembly.

SECTION 3: VESTED MEMBERSHIP

The Vested Membership filled by election is made up of representatives from the identified Advocacy Groups that have petitioned the Assembly for representation. Each recognized Advocacy Group will elect a single representative from a slate of candidates nominated from that Advocacy Group.

SECTION 4: NOMINATIONS

a.   Any full-time (50% or more) employee of the District can be nominated for General Membership by the written application of three peers.

b.   Each nominated candidate must agree to serve before being placed on the ballot for election.

SECTION 5: TERM OF OFFICE

The term of office for the elected members shall be two (2) years. For the sake of continuity in the membership of the Assembly, terms will be staggered, with half of the members elected each year.

SECTION 6: DATE OF ELECTION

Elections will be held in the Spring of each year. Service in the Assembly will commence with the first official faculty meeting following elections.

SECTION 7: ELECTIONS COMMITTEE – RULES AND PROCEDURES

The following rules and procedures will be in effect:

1.   Upon close of nominations, a ballot will be mailed via District mail to each member of the Constituent Advocacy Group.
2.   All contract members (50% or more) of the Constituent or Advocacy Group are eligible to vote.
3.   Ballots shall be returned to designated areas, on each campus and the District Office, as determined by the Elections Committee.

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4.   Ballot envelopes must be signed by the voter. Ballots in unsigned envelopes will not be counted.
5.   Voters must place their ballot in the designated receptacle and sign a voter registration list at the voting area.
6.   Ballots will be opened, signatures validated, and counted by the Elections Committee.
7.   Results of the election will be posted at each voting area.

ARTICLE 5: OFFICERS (REVISED 11/4/97)

SECTION 1: DUTIES

Officers of the Assembly shall be President, Vice President, and Recorder. The President and Vice President shall be elected from the Membership. The Recorder's position shall be filled by the Executive Administrative Assistant to the Chancellor. All members, with the exception of the Chancellor and the College Presidents, are eligible to hold office. Duties of the elected officers shall be:

a.   President of the Assembly:

The President will preside at all meetings and will, in consultation with the Executive Council, set the agenda for the meetings. The President will represent the Assembly whenever it becomes necessary for the views of the Assembly to be presented orally to the Board of Trustees or any other body. The following responsibilities are representative of the Assembly needs and may be amended by the Assembly as needed:

1.   Work with the Chancellor, respective senates, College Councils, and other District representative bodies to identify key issues to be dealt with by the Assembly.
2.   Participate as an active member of the District Budget Committee.
3.   Report important Assembly activities to the Academic Senate at the school the President represents.
4.   Work with the Assembly ad hoc committees to ensure assigned tasks are completed in a timely manner.
5.   Report important Assembly activities to the District Board.
6.   Participate in shared governance activities at each campus as invited.
7.   Participate in governance activities at the District, including but not limited to participating on management evaluation committees.
8.   Co-chair the Calendar Committee [or designate a co-chair from the Assembly].

b.   Vice President of the Assembly:

The Vice President will serve in the capacity of President in the absence of the President and will chair the Elections Committee. The following additional responsibilities are representative of the Assembly needs and may be amended by the Assembly as needed:

1.   Meet with the Assembly Executive Committee to assist in setting the agenda.
2.   Report important Assembly activities to the Academic Senate at the school the Vice President represents.
3.   Participate as an active member of the District Training Committee.
4.   Work with the Assembly ad hoc committees to ensure assigned tasks are completed in a timely manner.

5. Participate in shared governance activities at each campus as invited.
6. Participate on campus committees that require input from the Assembly .
7. Participate in governance activities at the district, including but not limited to participating on management evaluation committees.

c. Recorder:

The recorder shall be responsible for records and minutes of the meetings and for the distribution of the minutes to the membership in a timely manner. The minutes shall record all formal action taken by the Assembly and shall reflect the essence of the discussion concerning issues brought before the Assembly.

SECTION 2: ELECTION OF OFFICERS

Officers will be elected from the Membership at the first meeting following the election of Members in the spring. Elected Officers will assume the duties of office at the beginning of the academic year. Voting membership will consist of those members who will serve as members of the Assembly for the upcoming academic year.

SECTION 3: TERM OF OFFICE

Officers will serve a term of one (1) year. Officers may succeed themselves in office.

SECTION 4: VACANCIES IN OFFICE

In the event that the Office of President becomes vacant, the Vice President shall assume the duties of President for the remainder of the term and a new Vice President will be elected. In the event of a vacancy in the Office of Vice President the vacant office will be filled by an election at the first regular meeting following the notice of vacancy. A vacancy in the Recorder's position will be filled by the Chancellor.

SECTION 5: REMOVAL FROM OFFICE

Any motion to suspend the term of any Officer of the Assembly shall become the first item of business at the next regularly scheduled meeting. A special quorum of two-thirds of the membership is required before the motion may be brought to a vote. A two-thirds majority of those members present and voting and constituting at least 51% of the total membership is required for passage of the motion to suspend the term of office.

ARTICLE 6: EXECUTIVE COUNCIL

SECTION 1: MEMBERSHIP

The Executive Council of the Assembly shall consist of the Chancellor, the two College Presidents, the two Academic Senate Presidents, the two Classified Senate Presidents, one student representative and the Officers of the Assembly. Meetings of the Executive Council will be chaired by the President of the Assembly.

SECTION 2: MEETINGS

The Executive Council shall meet as often as necessary but at least once before each regular Assembly meeting and shall set the agenda for the regular meetings. More frequent meetings may be scheduled by the President of the Assembly if deemed necessary.

SECTION 3: AGENDA

Agenda items may be submitted to the Executive Council by any member of the Assembly or any employee of the SBCCD. Agenda items must be submitted in writing. Those items that require Assembly action must include a written summary and supporting documents.

ARTICLE 7: MEETINGS

SECTION 1: REGULAR AGENDA MEETINGS

Meetings will be held on the first Tuesday of each month during the regular academic year. Regular Assembly meetings will be held at the District Office. Unless otherwise specified, meetings will commence at 3:00 pm. If an issue to be addressed by the Assembly is of particular importance to either campus, the meeting will be held on that campus or on each campus in two consecutive months. Announcements of Assembly meetings on the campus will be made at least two weeks prior to the meeting, if possible.

SECTION 2: SPECIAL AGENDA MEETINGS

"Special meetings" may be called by the President of the Assembly. Members of the Assembly must be notified of "special meetings" in a timely manner. The meeting notice must identify the reasons for the "special meeting" and only the specific issue identified may be discussed and/or acted on at this meeting. No other business will be conducted.

SECTION 3: QUORUM

a.   At Regular Agenda Meetings a Quorum shall consist of the members present 10 minutes following the time the regular meeting is scheduled to start.

b.   At Special Agenda Meetings a Quorum shall consist of at least two (2) members from each recognized constituent group (as defined in Article 3, section 1).

c.   Once a Quorum has been established, the meeting shall be terminated only by a successful motion to adjourn the meeting.

SECTION 4: OPEN MEETINGS

All meetings of the Assembly are open. An opportunity for public comment will be a consistent item on the agenda.

SECTION 5: CONDUCT OF BUSINESS

All business shall be conducted in a manner consistent with the spirit of Shared Governance. Decisions will be reached by consensus whenever possible. When consensus cannot be reached, issues of a general concern will be decided by a simple majority vote. Voting shall be by voice or show of hands when appropriate. A secret ballot shall be available on demand. Each member shall have one vote.

SECTION 6: DISPOSITION OF ISSUES

In the spirit of Shared Governance, the Chancellor will normally accept the recommendations of the Assembly in matters of District policy and procedures; and, when appropriate, forward these recommendations to the Board of Trustees. If the Chancellor does not agree with the Assembly recommendations, both views will be forwarded to the Board of Trustees in writing, and copies of the written recommendations will be presented to the members of the Assembly.

SECTION 7: REGULAR ATTENDANCE

Regular attendance by the Membership of the Assembly is essential to the success of the aims and goals of the Assembly. The Assembly may establish rules and procedures to encourage prompt and regular attendance.

SECTION 8: PARLIAMENTARY PROCEDURE

Roberts Rules of Order (revised) shall govern the parliamentary proceedings at all meetings unless otherwise provided for herein.

ARTICLE 8: COMMITTEES

The Assembly shall have the right to establish committees in order to conduct the business of the Assembly. Committee membership will be appointed by the Executive Council of the Assembly and will be ratified by the Assembly as a whole.

ARTICLE 9: DISTRICT RESPONSIBILITIES

SECTION 1: FACULTY AND STAFF PARTICIPATION (Revised 11/7/00)

The success of the mission of the Assembly depends on the effective participation of all of the constituent groups. To provide the time necessary for the Assembly to do its work, the District allocates to the Assembly reassigned time equivalent to .9 FTE, to be used as follows:

President of the Assembly	0.4 FTE
Vice President of the Assembly	0.1 FTE*

The remaining 0.4 reassigned time is to be used at the discretion of the Executive Committee and can be granted to members who take on special tasks.

Classified staff who are elected to these offices and for whom reassigned time is impractical will be compensated with an appropriate stipend, to be determined by the Executive Committee and reviewed by that committee annually. Faculty who are elected to these offices can elect either the stipend described above or the reassigned time.

SECTION 2: SUPPORT PERSONNEL

The success of the mission of the Assembly depends on the effective communication of the Assembly with the various constituencies represented by Assembly membership. In order to accomplish this goal of effective communication, the District will provide clerical assistance for 20 hours per week and appropriate office space.

ARTICLE 10: AMENDMENTS

Any Assembly member may propose an amendment. Amendments to the Constitution must be submitted in writing to the Executive Council for review prior to its presentation to the whole Assembly. The first presentation to the full Assembly shall constitute the First Reading where the proposed amendment can be debated. No vote may be taken on a proposed amendment until the next regular meeting following the First Reading. The provision for First Reading may be waived by the unanimous approval of the whole Assembly. Amendments to the Constitution of the District Assembly will require a two-thirds majority vote of the members present and voting for approval. The approving vote must constitute at least 51% of the total membership of the Assembly.

Revised Spring 2005

District Assembly
Terms Ending 2017-2018 (as of 8/24/16)

President: Jeremiah Gilbert (17)
Vice President: Denise Allen (17)

FACULTY

Crafton Hills College (4)
T.L. Brink (18)
TO BE APPOINTED BY ACADEMIC SENATE (18)
Jim Holbrook (17)
Kathy Crow (17)

San Bernardino Valley College (6)
Jeffrey Demsky (18)
Jeremiah Gilbert (18)
Craig Luke (18)
Stephanie Briggs (18)
Romana Pires (17)
Yvonne Beebe (17)

CLASSIFIED STAFF

District (1)
Susan Ryckevic (18)

Crafton Hills College (2)
TO BE APPOINTED (18)
TO BE APPOINTED (17)

San Bernardino Valley College (3)
Chris Williams (18)
Cassandra Thomas (17)
Sarah Miller (17)

MANAGEMENT STAFF

District (1)
Robert Levesque (18)

Crafton Hills College (2)
Rejoice Chavira (17)
TO BE APPOINTED
BY MANAGEMENT (18)

San Bernardino Valley College (3)
April Dale Carter (17)
Kay Weiss (18)
Raymond Carlos (18)

STUDENTS

Crafton Hills College (2)
Amber Snow (18)
Nicole Sarmiento (alternate)

San Bernardino Valley College (2)
Rocio Aguayo (18)
Autumn Blackburn (Alternate)

EX-OFFICIO

1.	Chancellor of the District	Bruce Baron
2.	President of Crafton Hills College	Wei Zhou
3.	President of San Bernardino Valley College	Diana Rodriguez
4.	President of the CHC Academic Senate (18)	Denise Allen
5.	President of the SBVC Academic Senate (18)	Celia Huston
6.	President of the CHC Classified Senate (18)	Ben Gamboa
7.	President of the SBVC Classified Senate (18)	Aaron Beavor
8.	President of the CHC Student Body Association (18)	Amber Snow
9.	President of the SBVC Student Body Association (18)	Rocio Aguayo

VESTED

CSEA for the Classified Employees   Grayling Eation
CTA for the Faculty   Sheri Lillard
Black Faculty and Staff Association   TO BE APPOINTED BY BFSA
Latino Faculty and Staff Association   Marco Cota
                                                                   (designee Mary Valdemar)

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District Assembly Committee Self-Evaluation Academic Year 2015-2016
Prepared by Keith Wurtz

Purpose of Brief

To provide a brief summary of the responses to the District Committee Self-Evaluation for the committee specified in the title. For a better understanding of areas that the committee has done well and areas suggested for improvement, please review the tables in the body of the brief.

Sample

- 16 committee members completed the survey
- 44% (n = 7) of the respondents were FT Faculty
- 69% (n = 11) of the respondents were from SBVC

Summary of Results

- 80% of the respondents felt that the committee was often or almost always **collaborative**
- 60% of the respondents felt that the committee was often or almost always **transparent**
- 60% of the respondents felt that the committee was often or almost always **evidence-based**
- 53% of the respondents felt that the committee was often or almost always **effective**
- 43% of the respondents felt that the committee was often or almost always **efficient**

Suggested Improvement

"District Assembly needs to retool itself to be an advisory committee to the Chancellor rather than a policies and procedures workhorse."

Overview

According to Objective 4.1 of the San Bernardino Community College District (SBCCD) Strategic Plan, the District will "Improve the district systems to increase administrative and operational efficiency and effectiveness with an emphasis on student records, human resources, facilities, technology, financial systems, and other workflow operational systems." In addition, committee structures constitute a major component of both planning and decision-making for the systems mentioned in Objective 4.1. As a result, an important step in achieving Objective 4.1 and continuous quality improvement is to ask committee members for their own observations about how well their committee's processes, interactions, and outcomes reflect these characteristics.

Methodology

The SBCCD Office of Institutional Effectiveness, Research and Planning developed a survey, which was distributed to the chairs and conveners of the District Services committees in paper and online formats during the end of the Spring 2016 semester. Committee members were asked to provide their opinions about the internal process, external interactions, and outcomes of each committee on which they served. Six demographic questions, 18 questions on 3 unique Likert scales, and 3 short-response questions were presented; all responses were optional.

Findings

The evaluation data is included with no analysis or summarization other than what is provided in the brief summary in the highlighted section on the first page. The aggregated and disaggregated results for all of the District Service Committees are available on the SBCCD Office of Institutional Effectiveness, Research and Planning website.

Below you will find the number of the question in order of its position on the survey. The question number is followed directly by the question itself. The "#" represents the number of responses received, and the "%" is the "#" divided by the number of total responses to the question. A brief explanation is provided before each bank of questions.

Questions 1 – 7 illustrate the characteristics of the committee members who responded to the survey. Specifically, the name of the committee, whether the respondent served as the chair of the committee, how long the respondent has served on the committee, whether they plan to serve on the committee next year, the number of District committees the respondent serves on, the primary function, and the location in which the respondent is primarily assigned.

Question	Responses	#	%
1. Name of committee	District Assembly	16	100.0
2. Did you serve as chair or convener of this committee this year?	Yes	1	6.3
	No	15	93.8
	Total	16	100.0
3. How long have you served continuously on this committee?	New member this year	5	31.3
	2 years	3	18.8
	3 years	1	6.3
	4 or more years	7	43.8
	Total	16	100.0
4. Do you expect to serve on this committee again next year?	Yes	9	56.3
	No	3	18.8
	I don't know	4	25.0
	Total	16	100.0
5. On how many other District Services committees did you serve this year?	0	5	33.3
	1	4	26.7
	2	4	26.7
	3	0	0.0
	4	1	6.7
	5 or more	1	6.7
	Total	15	100.0
6. What is your primary function in the District?	FT Faculty	7	43.8
	PT Faculty	0	0.0
	Classified	5	31.3
	Confidential	0	0.0
	Manager	4	25.0
	Student	0	0.0
	Total	16	100.0
7. At which location are you primarily assigned?	Crafton Hills College	3	18.8
	San Bernardino Valley College	11	68.8
	District Office	1	6.3
	District Annex	0	0.0
	KVCR	0	0.0
	EDCT	1	6.3
	Big Bear Site	0	0.0
	Total	16	100.0

In questions 8A – 8E respondents were asked to indicate how often the committee's processes, interactions, and outcomes reflected each of the following characteristics: collaborative, transparent, evidence-based, effective, and efficient. Choices on the Likert scale were Almost Always, Often, Sometimes, Seldom, and Almost Never.

Question	1 Almost Never #	%	2 Seldom #	%	3 Some-times #	%	4 Often #	%	5 Almost Always #	%	Total #
q8a Collaborative: Sharing, inclusive, open to input, respectful of diverse opinions, characterized by meaningful dialogue	0	0.0	0	0.0	3	20.0	10	66.7	2	13.3	15
q8b Transparent: Open, easy to understand, clearly defined, characterized by effective and meaningful communication with the College community	0	0.0	1	6.7	4	26.7	8	53.3	2	13.3	15
q8c Evidence-Based: Reliant upon relevant, accurate, complete, timely qualitative and/or quantitative information; not based solely on assertion, speculation, or anecdote	0	0.0	2	13.3	4	26.7	8	53.3	1	6.7	15
q8d Effective: Working properly and productively toward the committee's intended results	1	6.7	3	20.0	3	20.0	7	46.7	1	6.7	15
q8e Efficient: Performing well with the least waste of time and effort; characterized by serving the committee's specified purposes in the best possible manner	2	14.3	2	14.3	4	28.6	5	35.7	1	7.1	14

In questions 9 and 10, respondents were asked to provide their opinion of the committee's most significant accomplishment this year, and the committee's most needed improvement.

9. Please enter this committee's most significant accomplishment this year

Improved AP/BP process, though could still be improved
Making itself a place where our souls are stolen in the name of Policy and Procedures.
Movement on APs and BPs
Progress on non-credit and calendar dialogue
Revision of policies and procedures
Significant review of policy recommendations regarding calendar
Updates to BPs and APs
Updating several policy procedures, movement on calendar charges, and discussion on hiring policies
Working through BPs and APs consistently and on a regular basis
Working through the back log of AP/BP documents

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

AP and BP process
Chancellor needs to attend every meeting and stop pitting us against the Board of Trustees
District Assembly needs to retool itself to be an advisory committee to the Chancellor rather than a policies and procedures workhorse.
Improve expectation of Committee members to communicate with constituent groups. Develop common message for all constituents to take back to their membership. Look at size of group; it's too large to be most effective.
Move from drop box to an online storage medium approved in the AP/BP
Moving recommendations through college processes
Should review constitution and look at mission and membership
Training for new members

In questions 11A – 11C respondents were asked to indicate the extent to which they agree or disagree with statements related to their service on the committee. Choices on the Likert scale were; strongly agree, agree, disagree, and strongly disagree.

Question	1 Strongly Disagree		2 Disagree		3 Agree		4 Strongly Agree		Total
	#	%	#	%	#	%	#	%	#
q11a I feel comfortable contributing ideas	0	0.0	2	13.3	9	60.0	4	26.7	15
q11b My ideas are treated with respect, whether or not others agree with them	0	0.0	1	6.7	9	60.0	5	33.3	15
q11c I have had sufficient opportunities to provide input into committee recommendations	0	0.0	1	7.1	9	64.3	4	28.6	14

In questions 12A – 12K respondents were asked to rate aspects of the committee's work overall this year using a 5-point Likert-scale with choices of Very Good, Good, Fair, Poor, and Very Poor.

Question	1 Very Poor		2 Poor		3 Fair		4 Good		5 Very Good		Total
	#	%	#	%	#	%	#	%	#	%	#
q12a Clarity of the committee's charge	1	6.7	0	0.0	4	26.7	10	66.7	0	0.0	15
q12b Quality of communication within the committee	0	0.0	0	0.0	3	20.0	11	73.3	1	6.7	15
q12c Quality of information flow from the committee to constituency groups	0	0.0	3	27.3	4	36.4	2	18.2	2	18.2	11
q12d Quality of information flow from constituency groups to the committee	0	0.0	3	25.0	3	25.0	4	33.3	2	16.7	12
q12e Quality of communication by the committee with the district community as a whole	0	0.0	5	41.7	3	25.0	2	16.7	2	16.7	12
q12f Access to data needed for deliberations	0	0.0	0	0.0	5	33.3	9	60.0	1	6.7	15
q12g Access to meeting space	0	0.0	0	0.0	1	6.7	10	66.7	4	26.7	15
q12h Access to other resources needed for the committee to work effectively	1	8.3	1	8.3	2	16.7	8	66.7	0	0.0	12
q12i Training or mentoring for you as a committee member	2	15.4	5	38.5	3	23.1	3	23.1	0	0.0	13
q12j Establishment of expectations or norms for committee members and convener(s)	1	7.1	2	14.3	5	35.7	5	35.7	1	7.1	14
q12k Adherence to expectations or norms for committee members and convener(s)	1	7.1	2	14.3	3	21.4	6	42.9	2	14.3	14

In questions 13 and 14 respondents were asked to describe how the committee's accomplishments align with the SBCCD goals and objectives and if they would like to make any additional comments or suggestions.

13. Please describe how the committee's accomplishments align with the San Bernardino Community College District's goals and objectives?

Collegial consultation
Collegial dialog
Of student success? Not sure
Periodic review of APs and BPs demonstrates an adherence to continuous quality improvement
Second meeting this year so I would not know
There has been improvements in setting agendas continuity with district goals
They don't.

14. If you would like to make any additional comments, please do so in the space below.

Communication district wide is poor overall and DA is not unique
For the love of God, let's please redo the procedure on policies and procedures.
Need for Committee norms and means of assessing member adhering to norms.

Number	Title	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17
BP 1100	The San Bernardino Community College District			
BP 1200	District Mission Statement			
				0
BP 2010	Board Membership			
BP 2015	Student Trustees			
BP 2100	Board Elections			1
AP 2105	Election of Student Trustees			
BP 2105	Election of Student Trustees			
AP 2110	Vacancies on the Board			
BP 2110	Vacancies on the Board			
BP 2130	Term Limits			
BP 2200	Board Duties and Responsibilities			1
BP2210	Officers			
BP 2220	Committees of the Board			
BP 2305	Annual Organizational Meeting			
BP 2310	Regular Meetings of the Board			
BP 2315	Closed Sessions			
AP 2320	Special and Emergency Meetings			
BP 2320	Special and Emergency Meetings			
AP 2330	Quorum and Voting			
BP 2330	Quorum and Voting			
AP 2340	Agendas			
BP 2340	Agendas			
BP 2345	Public Participation at Board Meetings			

Number	Title	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17
BP 2350	Speakers			
BP 2355	Decorum			
BP 2360	Minutes			
AP 2365	Recording			
BP 2365	Recording			
AP 2410	Board Policies & Administrative Procedures			1
BP 2410	Board Policies and Administrative Procedures			1
BP 2430	Delegation of Authority to the Chancellor			1
AP 2431	Chancellor Selection			1
BP 2431	Chancellor Selection			1
BP 2432	Chancellor Succession			1
AP 2435	Evaluation of the Chancellor			1
BP 2435	Evaluation of the Chancellor			1
AP 2510	Collegial Consultation			1
BP 2510	Collegial Consultation			1
AP 2610	Presentation of Initial Collective Bargaining Proposals			
BP 2610	Presentation of Initial Collective Bargaining Proposals			
AP 2710	Conflict of Interest		Internal Auditor	
BP 2710	Conflict of Interest		Internal Auditor	
AP 2712	Conflict of Interest Code		Internal Auditor	
AP 2714	Distribution of Tickets or Passes			
BP 2714	Distribution of Tickets or Passes			
BP 2715	Code of Ethics/Standards of Practice			1
BP 2716	Political Activity			1
BP 2717	Personal Use of Public Resources			

Number	Title	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17
BP 2720	Communications Among Board Members			
BP 2725	Board Member Compensation			
AP 2730	Board Member Health Benefits			
BP 2730	Board Member Health Benefits			
AP 2735	Board Member Travel			
BP 2735	Board Member Travel			
BP 2740	Board Education			
BP 2745	Board Self-Evaluation			
BP 2750	Board Member Absence from the State			
				14
AP 3430	Prohibition of Harassment		HR	1
BP 3430	Prohibition of Harassment		HR	1
AP 3515	Reporting of Crimes		Police	
BP 3515	Reporting of Crimes		Police	1
AP 3518	Child Abuse Reporting		Police	
BP 3518	Child Abuse Reporting		Police	
AP 3540	Sexual and Other Assaults on Campus		Police	
BP 3540	Sexual and Other Assaults on Campus		Police	

Number	Title	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17
AP 3280	Grants		Foundations	1
BP 3280	Grants		Foundations	1
AP 3310	Records Retention and Destruction		Business Services	1
BP 3310	Records Retention and Destruction		Business Services	1
AP 3516	Registered Sex Offender Information		Police	1
AP 3520	Local Law Enforcement		Police	1
BP 3520	Local Law Enforcement		Police	1
AP 3530	Weapons on Campus		Police	1
BP 3530	Weapons on Campus		Police	1
AP 3550	Drug Free Environment and Drug Prevention Program		Police	1
BP 3550	Drug Free Environment and Drug Prevention Program		Police	1
AP 3560	Alcoholic Beverages		Police	1
BP 3560	Alcoholic Beverages		Police	1
AP 3050	Institutional Code of Ethics			
BP 3050	Institutional Code of Ethics			
AP 3100	Organizational Structure			
BP 3100	Organizational Structure			
AP 3200	Accreditation			
BP 3200	Accreditation			
BP 3225	Institutional Effectiveness		Research	
AP 3225	Institutional Effectiveness		Research	
BP 3226	Awards			
AP 3250	Institutional Planning		Research	
BP 3250	Institutional Planning		Research	
AP 3300	Public Records		Business Services	

Number	Title	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17
BP 3300	Public Records		Business Services	
AP 3410	Nondiscrimination		HR	
BP 3410	Nondiscrimination		HR	
AP 3420	Equal Employment Opportunity		HR	1
BP 3420	Equal Employment Opportunity		HR	1
AP 3435	Discrimination and Harassment Investigations		HR, Police	1
AP 3440	Service Animals			
BP 3440	Service Animals			
AP 3500	Campus Safety		Police	
BP 3500	Campus Safety		Police	
AP 3501	Campus Security and Access (3740)		Police	
BP 3501	Campus Security and Access (3740)		Police	
AP 3503	Missing Student Notification		VPSS	
AP 3505	Emergency Response Plan		EH&S, Police	1
BP 3505	Emergency Response Plan		EH&S, Police	1
AP 3510	Workplace Violence Plan		EH&S, Police	
BP 3510	Workplace Violence Plan		EH&S, Police	
AP 3570	Smoking on Campus		Police	
BP 3570	Smoking on Campus		Police	
AP 3580	Sustainability		Facilities	
BP 3580	Sustainability		Facilities	
AP 3590	Energy Conservation		Facilities	
BP 3590	Energy Conservation		Facilities	
AP 3600	Auxiliary Organizations		Foundations	
BP 3600	Auxiliary Organizations		Foundations	

Number	Title	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17
AP 3710	Securing of Copyright		TESS	
BP 3710	Securing of Copyright		TESS	
AP 3715	Intellectual Property		TESS	
BP 3715	Intellectual Property		TESS	
AP 3720	Computer and Network Use		TESS	
BP 3720	Computer and Network Use		TESS	1
AP 3750	Use of Copyrighted Material		TESS	
AP 3810	Claims Against the District		Police, Business Services	
BP 3810	Claims Against the District		Police, Business Services	
AP 3820	Gifts		Business Services	1
BP 3820	Gifts		Business Services	
AP 3900	Speech: Time, Place, and Manner			
BP 3900	Speech: Time, Place, and Manner			
AP 3915	Printing		Print	
BP 3915	Printing		Print	
AP 3920	Electronic Mail		TESS	
BP 3920	Electronic Mail		TESS	
				23

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Number	Title	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17
BP 4000	Instructional Programs	1		1
AP 4010	Academic Calendar	1	Calendar Committee	1
BP 4010	Academic Calendar	1	Calendar Committee	1
AP 4020	Program, Curriculum, and Course Development	1	Curriculum	
BP 4020	Program, Curriculum, and Course Development	1	Curriculum	
AP 4021	Program Discontinuance	1	Curriculum	
AP 4022	Course Approval	1	Curriculum	
AP 4025	Philosophy and Criteria for Associate Degree and General Education	1		
BP 4025	Philosophy and Criteria for Associate Degree and General Education	1		
AP 4026	Philosophy and Criteria for International Education	1		
BP 4026	Philosophy and Citeria for International Ed	1		
BP 4030	Academic Freedom	1		
AP 4040	Library & Other Instructional Support Services	1	Library	
BP 4040	Library & Other Instructional Support Services	1	Library	
AP 4050	Articulation	1	Articulation Officer	
BP 4050	Articulation	1	Articulation Officer	
AP 4060	Delineation of Functions Agreements	1		1
BP 4060	Delineation of Functions Agreements	1		1
AP 4070	Auditing and Auditing Fees	1	A&R	1
BP 4070	Auditing and Auditing Fees	1	A&R	1
AP 4100	Graduation Requirements for Degrees and Certificates	1		
BP 4100	Graduation Requirements for Degrees and Certificates	1		
AP 4101	Independent Study	1		
BP 4101	Independent Study	1		
AP 4102	Career and Technical Programs	1	Dean of Perkins	1

Number	Title	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17
BP 4102	Career and Technical Programs	1	Dean of Perkins	1
AP 4103	Work Experience	1		
BP 4103	Work Experience	1		
AP 4104	Contract Education	1		1
AP 4105	Distance Education	1	Online Committee	1
BP 4105	Distance Education	1	Online Committee	1
AP 4106	Nursing Programs	1	Nursing	
BP 4106	Nursing Programs	1	Nursing	
AP 4110	Honorary Degrees	1		
BP 4110	Honorary Degrees	1		
AP 4220	Standards of Scholarship	1	Scholastic Standards Committee	1
BP 4220	Standards of Scholarship	1	Scholastic Standards Committee	1
AP 4222	Remedial Coursework	1	Basic Skills	1
BP 4222	Remedial Coursework	1	Deans	1
AP 4225	Course Repetition	1		1
BP 4225	Course Repetition	1		1
AP 4226	Multiple and Overlapping Enrollments	1		
BP 4226	Multiple and Overlapping Enrollments	1		
AP 4227	Repeatable Courses	1	Curriculum	
AP 4228	Course Repetition – Significant Lapse of Time	1	Scholastic Standards Committee	
AP 4229	Course Repetition – Variable Units	1	Scholastic Standards Committee	

Number	Title	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17
AP 4230	Grading and Academic Record Symbols	1	Curriculum	
BP 4230	Grading and Academic Record Symbols	1	Curriculum	
AP 4231	Grade Changes	1		
BP 4231	Grade Changes	1		
AP 4232	Pass/No Pass	1		
BP 4232	Pass/No Pass	1		
AP 4235	Credit by Examination	1		
BP 4235	Credit by Examination	1		
AP 4240	Academic Renewal	1	Counseling	
BP 4240	Academic Renewal	1	Counseling	
AP 4250	Probation, Disqualification, and Readmission	1	A&R; Counseling	
BP 4250	Probation, Disqualification, and Readmission		A&R; Counseling	
AP 4255	Disqualification and Dismissal	1		
AP 4260	Prerequisites and Co-requisites	1		
BP 4260	Prerequisites and Co-requisites	1		
AP 4300	Field Trips and Excursions	1	Accounting	1
BP 4300	Field Trips and Excursions	1	Accounting	
AP 4320	Off-Campus Speakers	1		
BP 4320	Off-Campus Speakers	1		
AP 4400	Community Services Programs	1		

Number	Title	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17
BP 4400	Community Services Programs	1		
AP 4500	News Media		Dean Of English	
BP 4500	Student News Media		Dean Of English	
AP 4610	Instructional Service Agreements	1		
AP 4800	Human Remains			
BP 4800	Human Remains			
				19

Number	Title	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17
AP 5010	Admissions	1	A&R	1
BP 5010	Admissions	1	A&R	1
AP 5011	Admission and Concurrent Enrollment of High School and Other Young Students		A&R	
AP 5012	International Students	1		1
AP 5013	Students in the Military	1		
AP 5015	Residence Determination			
BP 5015	Residence Determination			
AP 5020	Nonresident Tuition			
BP 5020	Nonresident Tuition			
AP 5030	Fees	1		
BP 5030	Fees	1		
AP 5031	Instructional Materials Fees	1		1
BP 5031	Instructional Materials Fees	1		1
AP 5035	Withholding of Student Records	1		
BP 5035	Withholding of Student Records	1		
AP 5040	Student Records, Directory Information, and Privacy	1	A&R	
BP 5040	Student Records, Directory Information, and Privacy	1	A&R	
AP 5045	Student Records - Challenging Content and Access Log		A&R	
AP 5050	Student Success and Support Program		Success Center; Library; Writing Center; A&R	
BP 5050	Student Success and Support Program		Success Center; Library; Writing Center; A&R	

Number	Title	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17
AP 5052	Open Enrollment	1	A&R	
BP 5052	Open Enrollment	1	A&R	
AP 5055	Enrollment Priorities			
BP 5055	Enrollment Priorities			
AP 5070	Attendance Accounting	1		
BP 5070	Attendance Accounting			
AP 5075	Course Adds, Drops, and Withdrawals			
BP 5075	Course Adds, Drops, and Withdrawals			
AP 5110	Counseling	1	Counseling	1
BP 5110	Counseling	1	Counseling	1
AP 5120	Transfer Center	1		
BP 5120	Transfer Center	1	Transfer	
AP 5130	Financial Aid	1	Financial Aid	1
BP 5130	Financial Aid	1	Financial Aid	1
AP 5140	Disabled Student Programs and Services	1	EOPS	
BP 5140	Disabled Student Programs and Services	1	EOPS	
AP 5150	Extended Opportunity Programs and Services	1		
BP 5150	Extended Opportunity Programs and Services			
AP 5200	Student Health Services		Student Health Services	1
BP 5200	Student Health Services		Student Health Services	1
BP 5205	Student Accident Insurance			
AP 5210	Communicable Disease			
BP 5210	Communicable Disease			
AP 5300	Student Equity	1		

Number	Title	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17
BP 5300	Student Equity	1		
AP 5400	Associated Students Organization			
BP 5400	Associated Students Organization			
AP 5410	Associated Students Elections			
BP 5410	Associated Students Elections			
AP 5420	Associated Students Finance			
BP 5420	Associated Students Finance			
AP 5500	Standards of Student Conduct & Discipline	1		
BP 5500	Standards of Student Conduct & Discipline	1		
AP 5510	Off-Campus Student Organizations			
BP 5510	Off-Campus Student Organizations			
AP 5520	Student Discipline Procedures	1		
AP 5530	Student Rights and Grievances	1		
BP 5530	Student Rights and Grievances	1		
AP 5570	Student Credit Card Solicitation			
BP 5570	Student Credit Card Solicitation			
AP 5610	Voter Registration			
AP 5700	Intercollegiate Athletics	1	Athletics	
BP 5700	Intercollegiate Athletics	1	Athletics	
AP 5800	Prevention of Id. Theft in Student Financial Transactions			
BP 5800	Prevention of Id. Theft in Student Financial Trans.			
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Number	Title	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17
AP 6100	Delegation of Authority, Fiscal			
BP 6100	Delegation of Authority, Fiscal			
AP 6150	Designation of Authorized Signatures			
BP 6150	Designation of Authorized Signatures			
AP 6200	Budget Preparation			1
BP 6200	Budget Preparation			1
AP 6250	Budget Management			1
BP 6250	Budget Management			1
AP 6300	Fiscal Management			1
BP 6300	Fiscal Management			1
AP 6305	Reserves			1
AP 6310	Accounting			1
AP 6315	Warrants			1
AP 6320	Investments			1
BP 6320	Investments			1
AP 6325	Payroll			1
BP 6325	Payroll			1
AP 6330	Purchasing			
BP 6330	Purchasing			
AP 6340	Bids and Contracts			1
BP 6340	Bids and Contracts			1
AP 6345	Bids and Contracts (UPCCAA Option)			
AP 6365	Contracts - Accessibility of Information Technology			
AP 6370	Contracts - Personal Services			1
AP 6400	Audits			

Number	Title	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17
BP 6400	Audits			
AP 6450	Wireless or Cellular Phone Use			
BP 6450	Wireless or Cellular Phone Use			
AP 6500	Property Management			
BP 6500	Property Management			
AP 6520	Security for District Property			
BP 6520	Security for District Property			
AP 6530	District Vehicles			
BP 6530	District Vehicles			
AP 6535	Use of District Equipment			
BP 6535	Use of District Equipment			
AP 6540	Insurance			
BP 6540	Insurance			
AP 6550	Disposal of Property			
BP 6550	Disposal of Property			
AP 6600	Capital Construction			
BP 6600	Capital Construction			
BP 6610	Local Hire			
AP 6620	Naming of Buildings & Other Properties			
BP 6620	Naming of Buildings & Other Properties			
AP 6700	Civic Center and Other Facilities Use			
BP 6700	Civic Center and Other Facilities Use			
AP 6740	Citizens' Oversight Committee			
BP 6740	Citizens' Oversight Committee			
AP 6750	Parking			

Number	Title	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17
BP 6750	Parking			
AP 6800	Occupational Safety			
BP 6800	Occupational Safety			
AP 6850	Hazardous Materials			1
AP 6900	Bookstore(s)			
BP 6900	Bookstore(s)			
AP 6925	Refreshments or Meals Served at Mtgs & Dist. Events			
BP 6925	Refreshments or Meals Served at Mtgs & Dist. Events			
AP 6930	Vending Machines			
BP 6930	Vending Machines			
AP 6950	Drug and Alcohol Testing (U.S. Dept .of Transportation)			1
				18

Number	Title	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17
AP 7100	Commitment to Diversity			1
BP 7100	Commitment to Diversity			1
AP 7110	Delegation of Authority, Human Resources			1
BP 7110	Delegation of Authority, Human Resources			1
AP 7120	Recruitment and Hiring			1
BP 7120	Recruitment and Hiring			1
AP 7125	Verification of Eligibility for Employment			1
BP 7125	Verification of Eligibility for Employment			1
AP 7126	Applicant Background Checks			1
AP 7130	Compensation			
BP 7130	Compensation			
AP 7140	Collective Bargaining			1
BP 7140	Collective Bargaining			1
AP 7145	Personnel Files			1
AP 7150	Evaluation			1
BP 7150	Evaluation			1
AP 7160	Professional Development			
BP 7160	Professional Development			
AP 7210	Academic Employees			
BP 7210	Academic Employees			
AP 7211	Faculty Service Areas, Minimum Qualifications, and Equivalencies			1
AP 7212	Temporary Faculty			

Number	Title	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17
AP 7213	Part Time Faculty: Benefits			
AP 7214	Part Time Faculty: Office Hours			
AP 7215	Academic Employees: Probationary Contract Faculty			
AP 7216	Academic Employees: Grievance Procedure for Contract Decisions			
AP 7230	Classified Employees			
BP 7230	Classified Employees			
AP 7231	Seniority			
AP 7232	Classification Review			
AP 7233	Claims for Work out of Classification			
AP 7234	Overtime			
AP 7235	Probationary Period: Classified Employees			
AP 7236	Substitute and Short Term Employees			
BP 7236	Substitute and Short Term Employees			
AP 7237	Layoffs			
AP 7240	Confidential Employees			
BP 7240	Confidential Employees			
AP 7250	Educational Administrators			
BP 7250	Educational Administrators			
AP 7260	Classified Supervisors and Managers			
BP 7260	Classified Supervisors and Managers			
AP 7265	Management Internship			
BP 7265	Management Internship			
AP 7270	Student Workers			
BP 7270	Student Workers			
AP 7310	Nepotism			

Number	Title	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17
BP 7310	Nepotism			
AP 7330	Communicable Disease			
BP 7330	Communicable Disease			
AP 7335	Health Examinations			
BP 7335	Health Examinations			
AP 7336	Certification of Freedom from Tuberculosis			
AP 7337	Fingerprinting			
AP 7340	Leaves (all other leave types not addressed in their own AP)			
BP 7340	Leaves			
AP 7341	Sabbaticals			
AP 7342	Holidays			
AP 7343	Industrial Accident and Illness Leave			
AP 7344	Notifying District of Illness			
AP 7345	Catastrophic Leave Program			
BP 7345	Catastrophic Leave Program			
AP 7346	Employees Called to Military Duty			
AP 7347	Paid Family Leave			
AP 7350	Resignations			
BP 7350	Resignations			
AP 7360	Discipline and Dismissal - Academic Employees			
BP 7360	Discipline and Dismissal - Academic Employees			
AP 7365	Discipline and Dismissal - Classified Employees			
BP 7365	Discipline and Dismissal - Classified Employees			
AP 7366	Reinstatement			
AP 7370	Political Activity			

Number	Title	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17
BP 7370	Political Activity			
AP 7371	Personal Use of Public Resources			
AP 7380	Retiree Health Benefits: Academic Employees			
BP 7380	Retiree Health Benefits: Academic Employees			
AP 7381	Health and Welfare Benefits			
AP 7385	Salary Deductions			1
BP 7385	Salary Deductions			1
AP 7400	Travel			
BP 7400	Travel			
AP 7420	Authorized Drivers			
BP 7420	Authorized Drivers			
AP 7450	Mileage Reimbursement			
BP 7450	Mileage Reimbursement			
AP 7500	Volunteers			
BP 7510	Domestic Partners			
AP 7600	College Police		Police	1
BP 7600	College Police		Police	1
AP 7700	Whistleblower Protection			1
BP 7700	Whistleblower Protection			1
7701	Student-Staff Relationships			
7702	Vacation Payouts			
7703	Name Badges			

Business & Fiscal Services
Department and Committee Report
Fiscal Year 2016-17

July 14, 2016

Table of Contents

Business & Fiscal Services

Submitted by Jose F. Torres, Vice Chancellor ▪ (909)382-4021 ▪ jtorres@sbccd.cc.ca.us

As we conclude 2015-16 and begin a new fiscal year, Business & Fiscal Services is excited to learn that both our colleges have been removed from "warning" status and their accreditation standing fully restored. It was through great effort and teamwork that these deficiencies from the fall 2014 comprehensive review were resolved.

As part of our continued commitment to the betterment of SBCCD, Business & Fiscal Services has revisited and updated its goals for 2016-17. We encourage you to learn these goals and, as always, welcome any and all feedback.

We remain fully committed to improving the Resource Allocation Model, focusing on transparency and inclusiveness, supported and integrated by/with districtwide plans. We will continue a high level of communications with our colleges, Board of Trustees, and collegial consultation groups.

Furthermore, we will continue working toward the implementation of Oracle Cloud and ADP for Business Services, Fiscal Services and Human Resources in order to streamline processes, create efficiencies and increase support to our colleges. This effort is in conjunction with becoming fiscally independent from the Superintendent of County Schools.

We look forward to another challenging but rewarding fiscal year!

All Departments

a. Continue working toward the implementation of Oracle Cloud and ADP for Business Services, Fiscal Services and Human Resources in order to streamline processes, create efficiencies and increase support to our Colleges.

b. Continue working towards becoming independent from the County Superintendent of Schools.

c. Continue evaluating Board Policies and Administrative Procedures and recommend changes as needed in order to streamline processes, create efficiencies and increase support to our colleges.

d. College Outreach / Customer Service / Communication

    i. Continue high level of communications with colleges and collegial consultation groups.

    ii. Identify & provide training districtwide.

e. Staff Development

    i. Continue to attend relevant workshops and conferences that enhance the knowledge and skill level of staff.

    ii. Continue identifying key positions within the division which require continuity and development in order to prepare for succession planning.

    f. Accreditation

        i. Continue high level of communications with colleges and collegial consultation groups.

        ii. Continue improving the Resource Allocation Model focusing on transparency & inclusiveness, supported and integrated by/with districtwide plans.

Internal Audit

Submitted by Erika Almaraz, Director ▪ (909)382-4081 ▪ ealmaraz@sbccd.cc.ca.us

Internal Audit has revisited and updated its goals for 2016-17. The goals are listed here and will be reported on going forward.

a. Continue working toward becoming independent from County Superintendent of Schools.

   i. Assess the adequacy of the SBCCD's internal controls, policies and procedures required for fiscal independence, and recommend improvements as needed.

b. Continue evaluating Board Policies and Administrative Procedures and recommend changes as needed in order to streamline processes, create efficiencies and increase support to our colleges.

   i. Perform a risk assessment for major business components and activities.

   · Fiscal Services, Procurement, Fixed Assets, Human Resources, TESS/IT, Payroll, Facilities Planning & Construction, Campus Facilities & Maintenance, Financial Aid, Advancement/ Development/Donor Relations – Foundation, Police Department, Contracts and Grants Administration, Bookstore, Cafeteria, KVCR & EDCT

   ii. Improve system of internal controls.

   · Evaluate the SBCCD's disbursement process.

   · Evaluate controls over sensitive data in Human Resources.

   · Test the fixed asset listing and review the fixed asset reconciliation.

   · Review administration of Federal contracts and grants for compliance with new "Super Circular" requirements.

Fiscal Services

Submitted by Larry Strong, Director ▪ (909)382-4028 ▪ lstrong@sbccd.cc.ca.us

Fiscal Services has revisited and updated its goals for 2016-17. The goals are listed here and will be reported on going forward.

a. Continue working toward the implementation of Oracle Cloud and ADP for Business Services, Fiscal Services and Human Resources in order to streamline processes, create efficiencies and increase support to our colleges.

   i. Implement the Enterprise Resource Planning system by July 1, 2017.

b. College Outreach/Customer Service/Communication

   i. Continue to increase customer service and knowledge from the Accounting Department (ongoing).

   ii. Provide a channel to receive regular feedback from our customers.

   iii. Improve and expand self-help resources, documentation, and training available to end users in order to increase consistency in information given to end users.

c. Continue evaluating Board Policies and Administrative Procedures and recommend changes as needed in order to streamline processes, create efficiencies and increase support to our colleges.

   i. Update all Accounting related policies and procedures in order to provide clear and consistent procedures for all faculty and staff.

   ii. Update Chart of Accounts structure by eliminating unnecessary fields.

   iii. Update travel requests forms.

   iv. Create a schedule for accounts payable checks.

   v. Review and update current bank deposit process districtwide.

d. Staff Development

   i. Encourage all staff members to become active participants in established district committee meetings (i.e. District Budget Committee, District Enrollment Management Committee, Program Review, etc.).

   ii. Management staff to expand knowledge of the following:

   ▪ Budget process, Budget Accounting Manual (BAM), TOPs Codes, State Apportionment and Restricted General Fund.

   iii. Management staff to expand its knowledge of the various district data sources (Colleague, Questica, Financial 2000, etc.) and district reporting requirements (MIS, 311, 320, etc.).

Facilities Planning & Construction

Submitted by Jose Torres, Vice Chancellor ▪ (909)382-4021 ▪ jtorres@sbccd.cc.ca.us

Facilities Planning & Construction goals have been revisited and updated its goals for 2016-17. The goals are listed here and will be reported on going forward.

a. Continue identifying key positions within the division which require continuity and development in order to prepare for succession planning.

   i. Request a new Construction Project Manager position which will be paid for by elimination of current expenditures to third-party vendors.

   ii. Request conversion of a part-time custodian position to full-time in order to keep pace with workload demands.

b. Continue evaluating Board Policies and Administrative Procedures and recommend changes as needed in order to streamline processes, create efficiencies and increase support to our colleges.

   i. Invest one-time funding into a solar facility at the district office in order to reduce utilities assessment to the colleges.

   ii. Evaluate feasibility of investing one-time funding into a solar facility at San Bernardino Valley College in order to reduce utilities charges and work towards environmental sustainability.

c. Continue to acquire assets that are within prime or growth areas for current or future district purposes and/or to benefit the community.

   i. Evaluate the feasibility of purchasing the the land adjacent to the district offices with one-time funding or bond funds.

d. Continue working toward the successful completion of scheduled projects under Measure M and develop a transition plan for bond program management.

e. Continue working toward the successful completion of the facilities master plan.

f. Create and complete a Facilities Projects Plan for Prop 39, Block Grant & Fund 41 (align with educational, facilities master & facilities assessment plans).

g. Create a transition plan for Energy Conservation Program.

Business Services

Submitted by Steve Sutorus, Business Manager ▪ (909)382-4031 ▪ ssutorus@sbccd.cc.ca.us

Business Services goals have been revisited and updated its goals for 2016-17. The goals are listed here and will be reported on going forward.

a. Continue working toward the implementation of Oracle Cloud and ADP for Business Services, Fiscal Services and Human Resources in order to streamline processes, create efficiencies and increase support to our colleges.

    i. Implement the Enterprise Resource Planning system by July 1, 2017.

b. Continue identifying key positions within the division which require continuity and development in order to prepare for succession planning.

    i. Request a new Purchasing Technician position to assist the business services, purchasing department, and warehouse functions to keep pace with workload demands.

c. Continue evaluating Board Policies and Administrative Procedures and recommend changes as needed in order to streamline processes, create efficiencies and increase support to our colleges.

    i. Continue improving purchasing and contracts processes (ongoing).

    ii. Continue improving requisition processes (ongoing).

    iii. Evaluate the feasibility of implementing a third-party contract management database.

    iv. Update the vendor database with accurate email addresses to allow the department to deliver purchase orders electronically.

d. Finalize the fixed asset inventory across the District

e. College Outreach / Customer Service / Communication

    i. Improve and expand self-help resources, documentation, and training available to end users in order to increase consistency in information given to end users.

    ii. Review content of current webpages and revise to keep current and user friendly.

    iii. Provide workshops for end users to have continuous learning. Provide one-on-one training sessions (either in-person or via phone) are the preferred delivery method to fulfill on-demand requests.

    iv. Utilize open and business-appropriate communications to facilitate trust building, positive working relationships, and an improved end user experience.

Committees

Submitted by Jose Torres, Chair ▪ (909)382-4021 ▪ jtorres@sbccd.cc.ca.us

District Budget

The District Budget Committee (DBC) met seven times since the last. Much was accomplished during that time, including review of recommendations from the District Enrollment Management Committee regarding FTES projections, review of Board directives for the 2016-17 budget, and review of the program review process. In addition, the DBC issued five recommendations to Chancellor's cabinet:

- 2016-05 - RAM Assumptions for 2016-17
- 2016-04 - Funding of Prioritized Program Review Needs Revised RAM Guidelines
- 2016-03, Revised - RAM Guidelines for FY 2016-17
- 2016-03 - RAM Guidelines for FY 2016-17
- 2016-02 - Final Budget with Revised Resource Allocation Model Guidelines for 2015-16
- 2016-01 - Revised RAM Guidelines for FY 2015-16

The 2016-17 Tentative Budget has been adopted by the Board of Trustees and SBCCD is preparing the Final Budget for DBC review and adoption in September. The next committee meeting is scheduled for July 21, 2016.

District Enrollment Management

The District Enrollment Management Committee (DEMC) met nine times since the last report. A Draft SBCCD 2016-2019 District Enrollment Management Plan has been submitted to the Board of Trustees for approval at its July 14, 2016 meeting. The committee has also begun work on determining support strategies for campus marketing and outreach goals. The next meeting is scheduled for August 4, 2016.

Written Report Update

KVCR-FM/TV & FNX

August 15, 2016

KVCR Revenue and Membership: Producing More with Less

Overview

As District subsidies have continued to shrink, KVCR has had to do more with less. Revenues in FY16 exceeded those of FY15 by more than $100K. In FY16, KVCR raised a total of $1.78M in combined revenue from individual giving, corporate support, vehicle donations, Legacy Gifts and other initiatives. Revenue goal for FY17 is $1.9M.

Member Donations

As of July 25, 2016 total membership for KVCR stood at 10,931, almost 90% of our goal for FY16. Our membership goal for FY17 is 11,500.

An encouraging trend is that more donors are joining as "sustaining members," a 68% growth from FY15 to FY16. "Sustainers" make long-term financial commitments that helps secure ongoing and reliable funding for KVCR. Sustainer retention is at 82% and their

recruitment continues to be a priority.

Vehicle donations are also an impressive source of revenue with a total of $109,000 raised in FY16. This represents 242% of our goal!

Cost cutting measures included postponement of two prospect mailings that resulted in more
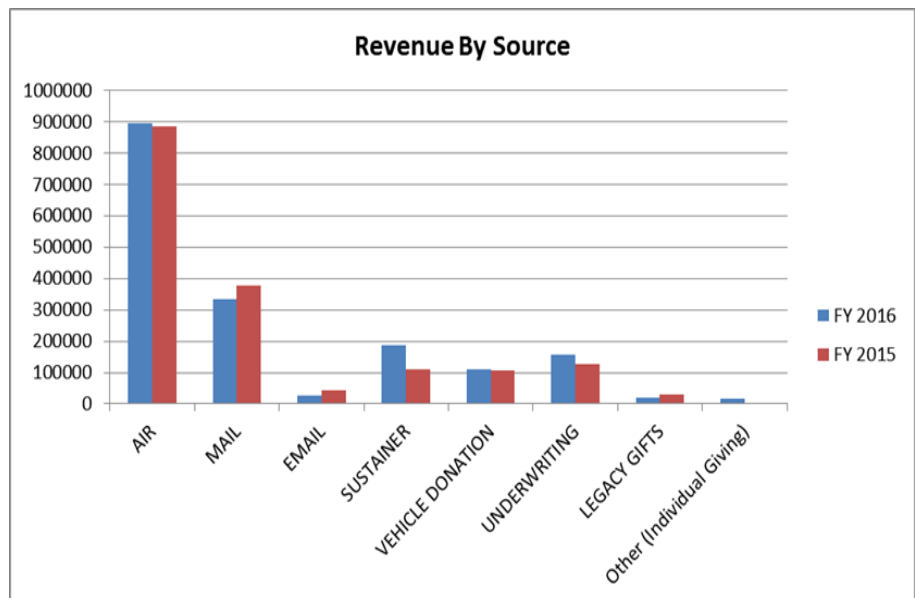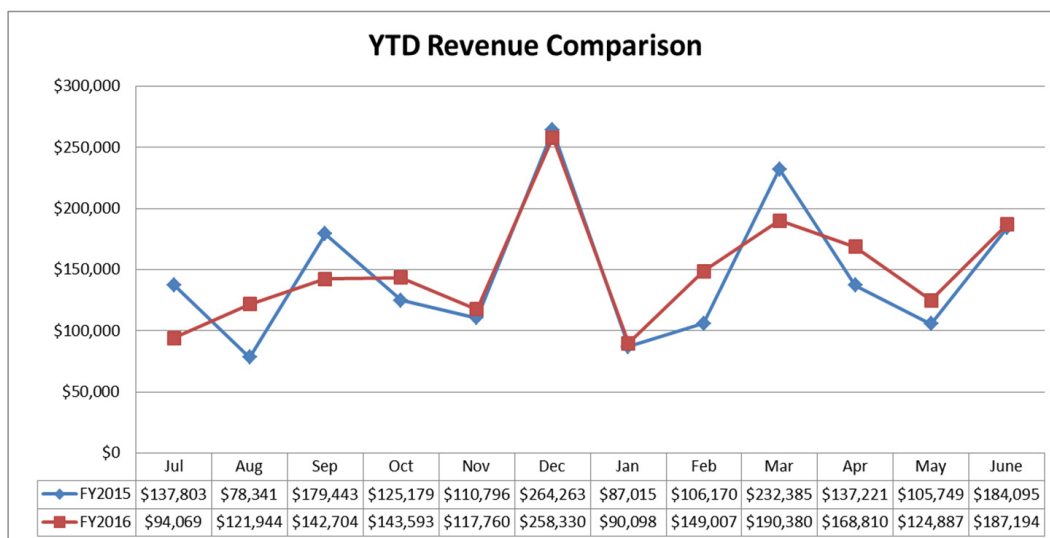
reliance on on-air fundraising appeals to acquire new donors.

Plans are in place for fall membership campaigns which are scheduled for late August on TV (goal $130K), and October for radio (goal $100K). Look for a District-wide appeal to be sent asking all employees to support KVCR through payroll deductions.

Revenue By Source (FY 2016 vs FY 2015)

KVCR Monthly Revenue — FY15/FY16

YTD Revenue Comparison

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY2015	$137,803	$78,341	$179,443	$125,179	$110,796	$264,263	$87,015	$106,170	$232,385	$137,221	$105,749	$184,095
FY2016	$94,069	$121,944	$142,704	$143,593	$117,760	$258,330	$90,098	$149,007	$190,380	$168,810	$124,887	$187,194

KVCR Steps Up District and Academic Support

Together with the Valley College RTVF Department, KVCR-TV is supporting the academic mission with a partnership designed to give students real, hands-on production experience and opportunities to work in a professional environment.

Beginning this semester (Fall '16), TV Production classes are being scheduled to coincide with KVCR studio productions.

The "Production" class will be taught on Wednesday from 12:00 - 3pm under the supervision of Dr. Dusick. KVCR will try to schedule studio productions like pledge breaks, interviews, etc., during those times to give students a chance to work on the set of a broadcast project. We have also proposed, when possible, that Dr. Dusick's "Lighting" class be involved in the lighting process the day before the production, giving both classes an opportunity to learn more about the elements of a studio shoot.

KVCR is also inviting students to participate remote shoots for our award-winning local segment, KVCR NOW.

Students will sign up for extra credit should they choose to participate in remote shoots.

Classes in the KVCR studio start Wednesday, August 24. KVCR is providing Dr. Dusick with one staff member to assist with the control room, lighting and studio needs for the first 4 weeks of class.

KVCR-FM also continues to work with local area college interns to develop their broadcast and reporting skills.

Plan to Webcast Trustees Meetings and Produce Planetarium Segments

Plans are underway for RTVF students to record and webcast the monthly meetings of the SBCCD Board of Trustees. While the live webcasts of the meetings will be complete and uninterrupted, students will also have an opportunity to edit the meetings in post-production for later broadcast on KVCR. Editing will consist only of tightening up long periods of inactivity or "down time," and will not affect or alter official proceedings of the meetings.

RTVF students will also be working on what they hope will be a monthly segment about the SBVC Planetarium with Chris Clark, which pending production quality will air on KVCR. The RTVF students plan to continue working on their long-standing broadcast productions of *IE Scene*, and *Inland Unsolved*.

Local Update: KVCR On-Line and TV Content

My Town IE is a call for videos from community members. This digital initiative asks viewers for one to two-minute videos that highlight a location within their city that is special to them.

Viewers can upload their videos at kvcr.org/*MyTown IE*. These interstitial pieces are designed to engage the community with KVCR and share positive stories about our region with our TV and online viewers.

The Redlands Bowl Summer Music Festival returns to KVCR with our production team recording three performances.

KVCR has its multi-camera production unit there to direct and record the live concerts.

These completed and fully produced hour-long performance programs are scheduled to air on KVCR-TV in October.

Local Interest Program Local television legend, Mary Parks, is producing a new show for KVCR. *Exploring the American Spirit with Mary Parks* returns for its second season. The weekly television series focuses on organizations and people who are making a difference in our communities. The series airs Wednesdays at 7:30pm and Sundays at 4:00pm.

Development News

KVCR Hires Director of Development and Foundation

Kate Salvesen is KVCR's
Director of Development

After more than a year of a reorganization effort that saw the revision of Bylaws and the completion of a Master Agreement with the District, KVCR has hired its first Director of Development and Foundation.

Kate Salvesen is now leading the development team for KVCR and working with the KVCR Educational Foundation, Inc. to increase fundraising. Kate will also be interfacing with other District foundations and their directors to optimize revenue-generating opportunities.

A long-time resident of the Inland Empire, Salvesen is the former owner of the *La-Z-Boy* franchises in the IE and comes to KVCR with all the necessary experience, training and reputation needed to take KVCR to the next level of sustainability. Kate is a well-known and respected member of our business community and is intimately familiar our region, as well.

Salvesen earned an MBA from The University of Redlands, is a member of AFP (Assoc. of Fundraising Professionals) and will soon be credentialed with the CFRE (Certification for Fund Raising Executives).

KVCR is excited to have Kate on board. Please help us welcome Kate Salvesen to the KVCR team and to the SBCCD community.

Online Giving Launched for KVCR Educational Foundation

Support the KVCR Educational Foundation Inc. by shopping at AmazonSmile

When you shop at AmazonSmile, Amazon will donate to KVCR Educational Foundation Inc. SMILE.AMAZON.COM

Do you shop on Amazon? If so, you now have the opportunity to support KVCR with every purchase you make. Search for "KVCR" on smile.amazon.com. KVCR is now participating in a new online giving initiative, *AmazonSmile*. Every time you make a purchase through Amazon.com, you'll have the opportunity to contribute to KVCR, *your* public radio and TV station. Shop on!!!

Benefactors Donate Entry Sign

New KVCR benefactors Mary Fran McCluskey and Tom Dolan recently visited KVCR to install a new sign that Tom made for our entry doors. Mary Fran, a tax-professional, and Tom, are long time public media supporters who are moving to the IE soon from the Bay Area. They have already named KVCR in their trust!

PMDMC – Three KVCR staff members attended the Public Media Development and Marketing Conference in Boston, August 10-12. PMDMC brings public media professionals from across the country together to share fundraising successes and ideas along with specific fundraising and marketing practices. This is great opportunity for networking and brainstorming, especially for our new Director of Development, Kate Salvesen, who attended the conference along with Marketing Director, Lillian Vasquez. KVCR radio program manager, Rick Dulock applied for and was awarded a scholarship to attend this conference. Both Kate and Lillian covered their own expenses.

GOOD LUCK – We are both saddened and excited by a couple of recent developments at KVCR-91.9FM. Reporter and *All Things Considered* host, Matt Guilhem is taking over the *Morning Edition* anchor/host position at KBSX in Boise, Idaho, licensed to Boise State University. Matt came to KVCR as a volunteer intern before coming on staff for the last two years covering news for us and filing national stories with NPR. We are grateful for Matt's many contributions to our sound and for the many long hours he spent contributing to NPR's coverage of the December 2, 2015 attacks on our city. And KVCR reporter, Natalia Estrada, also started interning as a volunteer when she returned home to the IE after graduating from Humboldt State University. Estrada left briefly for a 6-month internship with KQED in San Francisco and before returning to work for KVCR as a reporter. Natalia also contributed many interesting and valuable local radio reports. Estrada is off to Eureka, California to work with ABC affiliate KAEF-TV and with the Times-Standard newspaper. Thank you Natalia and Matt for all the contributions you made to KVCR. We wish you both the best!

KVCR Named IEEP "Non-Profit of the Year"

On Wednesday, Feb. 17, 2016, the Inland Empire Economic Partnership (IEEP) presented its 2015 Award winners. Pictured is IEEP President and CEO Paul Granillo, KVCR General Manager Alfredo Cruz, San Bernardino Community College District Board of Trustees President John Longville, President of the IE Region Wells Fargo Community Bank, Evelin Martinez, and IEEP Board Chair, Brett Guge. In presenting the award, Granillo noted that KVCR stood out from the hundreds of eligible non-profits in the region for the important and valuable contributions that KVCR makes to our region through its radio and television programming. In particular, Granillo highlighted the leading role that KVCR played in covering the tragic shootings of December 2nd by providing vital information, first to our community and then to the entire country. The IEEP is an influential group of economic and business leaders who advocate for the advancement of the IE at regional, state and federal levels.

FNX Funding and Development

FNX is now into the second half of our 3-year Gift Agreement with the San Manuel Band of Mission Indians and has submitted a disbursement request for the third installment of the $6M Gift. FNX is in the process of completing a Business Plan that will be used to sustain FNX and to solicit additional national corporate and tribal support.

PBS Conference Presentation

FNX was part of the 2016 PBS Annual Meeting held in Chicago in May. General Manager, Alfredo Cruz, Chief Content Manager, Frank Blanquet, and KVCR Director of Television and Marketing, Lillian Vasquez, attended the meeting which attracted over 1,100 PBS network and station representatives from across the country. Alfredo presented alongside PBS President Paula Kerger and *Democracy Now* host Amy Goodman and showcased FNX. Our channel had a major presence throughout the entire conference.

FNX General Manager Alfredo Cruz addressing the 2016 PBS Annual Meeting, sharing the stage with PBS President Paula Kerger.

FNX's sponsorship of PBS included a tote bag "insert" that consisted of an FNX information card with technical and content information. Attached to the card was a smoked buffalo Tanka Stick (left). The Buffalo Sticks were donated by Native American Natural Foods, a Lakota-owned and operated natural food provider based on the Pine Ridge Reservation in Kyle, South Dakota. FNX is grateful for this new Native American business partnership and looks forward to building on it.

The FNX booth, seen at right, was prominently positioned at the PBS Annual Meeting to showcase FNX content and also featured the local broadcast over our Chicago affiliate station, WYCC. This valuable opportunity to get FNX out in front of PBS gate keepers helped elevate national awareness of FNX among stations of all sizes from across the country.

Bird Runningwater and Ariel Tweto host the original FNX series *Native Shorts* presented in partnership with the Sundance Film Festival's Native and Indigenous Films Program.

FNX Distribution Update:

FNX continues to garner interest from stations across the U.S. In September, KENW in eastern New Mexico will go live. PBS stations WCNY in Syracuse, NY and KNME, Albuquerque, New Mexico, will flip the switch in January of 2017. A new contract was just signed with tribal station Akwesasne TV on the St. Regis Mohawk Reservation in upstate New York. This raises the number of tribally-owned FNX affiliates to five. KIXE in Redding, CA is scheduled to go live this fall and along with KRCB in Santa Rosa, CA and KSMQ in Minnesota was among stations that we visited with at the PBS Annual Meeting in Chicago that begun a dialogue to become FNX affiliates. Current affiliates, from Alaska to New York, are listed below.