

DISTRICT ASSEMBLY AGENDA

October 4, 2016
3:00pm
Location: District
Board Room

Attendance: See Sign In Sheet (see attached p3)

TOPIC	NOTES/DISCUSSION
1. Call to Order – Denise Allen-Hoyt	
2. Chancellor’s Report	
3. Approval of Minutes – 9/6/16 (see attached p4)	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 2 nd Read and Approval <ul style="list-style-type: none"> o BP/AP 3515 Reporting of Crimes o AP 3516 Registered Sex Offender Information o BP/AP 3520 Local Law Enforcement o BP/AP 3530 Weapons on Campus o AP 3720 Computer and Network Use o BP/AP 7600 District Police Department 	
b. District Enrollment Management Committee (Registration/24-hour payment) Update	
c. Grants Work Group Update	
d. Charge of District Assembly (see attached p7)	
5. NEW BUSINESS a. Policies & Procedures for 1 st Read (take to constituency for input) <ul style="list-style-type: none"> i. BP/AP 2410 Board Policies & Procedures (see the AP noted with rejected changes) ii. BP/AP 2435 Evaluation of the Chancellor iii. BP 3720 Computer and Network Use iv. BP 4000 Instructional Programs v. BP/AP 4010 Academic Calendar vi. AP 6200 Budget Preparation vii. AP 6310 Accounting viii. AP 6315 Warrants ix. BP/AP 6320 Investments x. BP/AP 6325 Payroll xi. BP/AP 6600 Capital Construction xii. BP/AP 6750 Parking 	Policies & Procedures 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. Strong Workforce Update (see attached p8)	
6. Approval of 2017-2018 Academic Calendar (see attached p12)	

<p>7. INFORMATION</p> <ul style="list-style-type: none"> a) Policies & Procedures Deemed Academic & Professional Submitted for Information <ul style="list-style-type: none"> o None b) Schedule of policy & procedure review by chapter (see attached p14) 	
<p>8. REPORTS</p> <ul style="list-style-type: none"> a) Academic Senates b) Classified Senates c) Student Senates d) TESS Update https://1drv.ms/w/s!AI_x2ZlgC6dq9D1CKbD5XzdhFZCJ e) HR Update 	
<p>9. PUBLIC COMMENTS</p> <p>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</p>	
<p>10. FUTURE AGENDA ITEMS</p> <ul style="list-style-type: none"> a) Webadvisor Update (TBD) b) Discussion on communication (TBD) c) Grants Work Group update (December) d) Auditing Update (Summer 2018, Kuck) e) District Budget Committee Recommendation for full time faculty (December) f) AB 86 Update (TBD) g) Calendar Committee Update (TBD) h) Non-Credit Updates from Senates (TBD) i) District Strategic Plan Update (February) j) Educational & Facilities Master Plan Update (February) k) District Budget & Enrollment Update (April) l) Policy & Procedure Tracking Software (May) m) Annual approval of 6-year AP/BP review schedule (September) n) Fiscal Services Update (written reports Feb, May, Aug, Nov) o) KVCR Update (written reports Feb, July) p) Police Department Update (written reports Apr, Sept) q) TESS Updates (written reports May, Oct) r) Human Resources Update (written reports Jan, Apr, July, Oct) s) EDCT Update (written reports Apr, Dec) 	
<p>11. ADJOURN</p>	

District Assembly Sign In Sheet

9/6/16

First Name	Last Name	Initial Here
Denise	Allen	DA
Bruce	Baron	BB
Aaron <i>Kathryn</i>	Beavor <i>Jaramillo</i>	KJ
Yvonne	Beebe	
Stephanie	Briggs	
T.L.	Brink	TLBW
Aaron	Burgess II	
Rejoice	Chavira	
Marco	Cota	
Kathy	Crow	
April	Dale Carter	DC
Jay	Danley	
Grayling	Eation	
John	Feist	
Gloria	Fisher	
Ben	Gamboa	BG
Stacey	Garcia	
Jeremiah	Gilbert	JG
Alicia	Hallex	
Jim	Holbrook	JH
Celia	Huston	CH
Gabriel <i>Autumn</i>	Jaramillo <i>Blackburn</i>	GB
Robert	Levesque	RL
Sheri	Lillard	
Cheryl	Marshall	
Sarah	Miller	
Ericka	Paddock	
Romana	Pires	RP
Kathleen	Rowley	
John	Stanskas	
Linda <i>Rocio</i>	Subero <i>Aguayo</i>	LS <i>RA</i>
Cassandra	Thomas	
Michelle	Tinoco	
Esmeralda	Vazquez	
Kay	Weiss	KW
Clyde	Williams	
<i>DIANA /</i>	<i>RODRIGUEZ</i>	
GUESTS:		
Karl	Sparks	KS
Jose	Torres	
Richard	Galope	RG
<i>ANGEL</i>	<i>RODRIGUEZ</i>	<i>AR</i>
<i>DAVID</i>	<i>ATEN</i>	
<i>Laurel</i>	<i>Green</i>	
<i>Cynthia</i>	<i>binhamen</i>	<i>CB</i>
<i>Esther</i>	<i>Ryckevic</i>	<i>ER</i>
<i>Glen</i>	<i>Kirk</i>	<i>GR</i>
<i>RAYMOND</i>	<i>CARLOS</i>	<i>RC</i>

ASA SBVC President

DISTRICT ASSEMBLY

MINUTES

September 6, 2016

3:00pm

Location: District Board Room

Attendance: See Sign In Sheet (p4)

TOPIC	NOTES/DISCUSSION
1. Call to Order – Jeremiah Gilbert	Jeremiah Gilbert called the meeting to order at 3pm
2. Chancellor's Report	Chancellor Baron reminded members of his A.C.T.I.O.N. agenda.
3. Approval of Minutes – 5/3/16 (p5)	<p>Kay Weiss motioned, Diana Rodriguez seconded the motion to approve the minutes of 5/3/16. Abstentions: April Dale Carter, Ben Gamboa, Jim Holbrook, Autumn Blackburn, Romana Pires, Rocio Aguayo, Diana Rodriguez, Susan Ryckevich. All others in attendance agreed.</p> <p>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</p>
4. OLD BUSINESS a) Policies & Procedures for 2 nd Read and Approval o BP 3515 Reporting of Crimes	BP 3515 was not included in the package and should be brought back in October.
5. Review District Assembly Charge and Membership (p8)	Jim Holbrook motioned, Ben Gamboa seconded a motion to have the Executive Committee review the District Assembly Constitution and bring back recommendations. Unanimous approval.
6. NEW BUSINESS a. Policies & Procedures for 1 st 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	<p>Policies & Procedures 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.</p> <p>Responsibility for the review process is as follows:</p> <p>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</p>
b. Committee Survey Results (p16)	<p>The results of the survey will help the review process of the DA Constitution.</p> <p>Communication – it would be helpful to have background first. Ask how people want to receive communication.</p> <p>Expectations of members. What types of discussions should be happening?</p>

<p>c. Approval of APs and BPs for 2016-17 Review (p22)</p>	<p>Ben Gamboa motioned, Jim Holbrook seconded the motion to approve the 2016-17 list of APs and BPs to include AP/BP 5200 and AP7211, which were deemed academic and professional. Request for Chapter Owners to provide their schedule of review for the year. Unanimous approval.</p>
<p>d. BP/AP 4070 – Glen Kuck i. Update on Auditing</p>	<p>Glen Kuck reported not having a process for auditing and it is being worked on. Computing Services will begin looking at what comes out of the box in Colleague to see if it meets the needs of the colleges. The findings will be available in the summer.</p>
<p>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)</p>	<p>Bring back AP 7250 to go through the approval process next month.</p>
<p>f. Consideration of a work group to develop the grants process</p>	<p>Chancellor Baron reported that grant opportunities are missed. It was suggested to have a work group created to look at the grant processes at the campuses and coordinate to enhance our grant writing, opportunities, success rates.</p> <p>Jim Holbrook motioned, Ben Gamboa seconded the motion to approve a Grant Opportunities Work Group. Members: Ben Gamboa, Jose Torres, Robert Levesque, Richard Galope, and Denise Allen Hoyt.</p>
<p>g. Webadvisor</p>	<p>There has been conversation about the configuration of Webadvisor. Inventory is being evaluated on the customizations currently in place.</p> <p>CHC Academic Senate will work with TESS on the registration process to note any issues.</p>
<p>7. INFORMATION a) Policies & Procedures Deemed Academic & Professional Submitted for Information o None b) Registration/24-hour payment</p>	<p>Jose Torres reported on the Registration/24-hour payment. District Enrollment Management Committee will send their recommendation forward to District Assembly.</p>
<p>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</p>	<p>Chancellor Baron requested the District Budget Committee create an analysis and recommendation for faculty (over and above the FON). The report will be submitted by December 1.</p> <p>Oral reports were given for HR, SBVC and CHC Academic and Classified Senates, and SBVC ASG.</p>
<p>9. WRITTEN DISTRICT REPORTS a) Business & Fiscal Services Report (p42) b) KVCR Report (p51)</p>	

<p>10. PUBLIC COMMENTS</p> <p>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</p>	<p>Chancellor Baron will work with the college presidents to see what can be done to help the ITT Students that have been misplaced.</p>
<p>11. FUTURE AGENDA ITEMS</p> <ul style="list-style-type: none"> 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) Policy & Procedure Tracking Software (February) g) Annual approval of 6-year AP/BP review schedule (September) h) Fiscal Services Update (written reports Feb, May, Aug, Nov) i) KVCR Update (written reports Feb, July) j) Police Department Update (written reports Apr, Sept) k) TESS Updates (written reports May, Oct) l) Human Resources Update (written reports Jan, Apr, July, Oct) m) EDCT Update (written reports Apr, Dec) 	
<p>12. ADJOURN</p>	<p>Meeting adjourned at 4:37pm</p>

For Discussion: Charge of District Assembly

From District Assembly Constitution (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.

From AP2510 (DISTRICT ASSEMBLY: CHARGE)

The District Assembly provides a forum for effective communication among representatives of the Academic Senates, Faculty Association, California School Employees Association (CSEA), the Associated Students, and the Management. The District Assembly will discuss issues of policy to the college community and assign those issues to appropriate committees for development of recommendations. The District Assembly is an advisory group to the Chancellor. (The College Council reviews the Collegial Consultation Administrative Regulations annually and recommends revisions to the Chancellor and the college constituencies.)

It is a function of the District Assembly to review all recommendations and reach consensus prior to moving recommendations forward to the Board of Trustees.

For Reference (College Council Charge, SBVC, from AP 2510)

The College Council has three primary functions: planning, issue management, and communication.

The college planning function includes the college Educational Master Plan (EPM), thereby developing the college's Educational Strategic Plan, the EMP includes the Program Review annual needs prioritization, Technology Plan, Five Year Construction & Facilities Plan, Enrollment Management Plan, Basic Skills Plan, and Professional Development Plan. College Council reviews each of the plans and analyzes each for budget impact and provides recommendations to the President.

The issue management function takes place as campus issues are presented to the College Council and referred to the appropriate college committee for review, consideration, and recommendation to the President.

The communication function is served by the College Council as the central communication venue for college governance issues including budget, in that all constituent groups are represented and are responsible for reporting and disseminating of information to their appointing body.

District Assembly Strong Workforce Ad Hoc Committee

Membership

- Associate Vice Chancellor of EDCT
- VPI/VPSS (both campuses)
- 2 CTE Deans (1 per campus)
- 4 Faculty per campus (selected by Academic Senates)
- Resources (not members):
 - Campus and/or district researchers
 - Vice Chancellor of Business & Fiscal Services (or designee)

Charge to Include

- Rubric development to address resource allocation priorities
- Template development for new programs
- Guidelines development for Program Review
- Development of District Plan
- Development of charge and membership for long-term planning/formation of district committee

BACKGROUND

Ms. Angela Gardner, Strong Workforce Program (SWP) meeting facilitator, completed this compilation of the meeting feedback to maintain the objectivity of the District SWP discussion initiated during the 9/16/2016 SWP Meeting. Richard Galope, Interim Associate Vice Chancellor, edited this document only to the extent needed for presentation formatting and clarification of *acronyms* associated with specific discussion topics. **Consequently, the information collected herein shall be used for further consideration and discussion in the:**

(1) Identification of the appropriate committee structure that assures open dialog and collegial consultation in the development of the District framework for SWP implementation and applicable policies, practices and processes related to the SWP 60% allocation to SBCCD and the SWP 40% regional competitive funding;

(2) Development of Districtwide SWP Guiding Principles for resource prioritization related to enhancement of existing Career Technical Education (CTE) programs and development of new CTE programs; and

(3) Finalization of project timelines for development of the District SWP Plan in concert with the Inland Empire/Desert Regional Consortia's timelines for development and submittal of the Regional SWP Plan to the CA Community Colleges Chancellor's Office (CCCCO) by 1/31/2017.

DISCUSSION TOPIC OUTCOMES

TOPIC #1 – College CTE Program Priorities: EXISTING Programs

A. Process for Determination of What Programs to Support and Enhance

- Planning and Program Review (PPR) Process
- Labor Market Index (LMI) Data; Outcomes Metrics; Industry Sector Data
- Include programs eligible for CTE
- Rapid Response to market and community needs
- District Resource Allocation Model (RAM) vs. Full-Time Equivalent Student (FTES)
- Must meet SWP criteria

B. Campus Roles & Prioritization Processes: Administration & Faculty

- PPR Process
- District Support Expectations; Should be funded (further discussion is needed)

C. Priorities between the 2 Colleges

- PPR Process
- LMI Data
- Faculty identify and build programs; 10+1; Administration helps assess workforce needs for prioritizing program development
- Avoid duplication of programs

- Mutually agreed upon rubrics
- Prioritization is a campus process

TOPIC #2– College CTE Program Priorities: *NEW* Programs

A. *Process for Determination of What Programs to Support and Enhance*

- Program Viability
- LMI Data; Market Need; Jobs Available
- Industry Input (Advisory Committee); Eligible Industry Sectors
- Inform faculty of SWP (non-traditional CTE)
- Link classes to dollars/funds for development
- Aligned with strategic goals
- IE/DRC announcement of intent for the proposed program and endorsement
- Assess program costs and develop structure/framework
- Programs with Pathways
- High/Moderate Income Jobs
- Values Statement of the Colleges
- Metrics included into PPR for program enhancements
- Impacts on other programs

B. *Campus Roles & Prioritization Processes: Administration & Faculty*

- District Committee to examine data: Identify possible programs; determine if colleges have infrastructure
- Process for CTE: College – Region – State
- Program accreditation needs
- Not-for-Credit until State approved
- Work with Industry for facility and trained instructors and faculty
- District Committee and local program review for viability
- Develop curriculum
- New Program “Champion”: Hire Adjunct to Champion? Campus Innovation Committee?
- Unified/ongoing strategic approach
- District Liaison: Research, Tech Support, Strategic
- Apprenticeship & Pre-Apprenticeship Trades

C. *Priorities between the 2 Colleges*

- Informed by local and regional advisory committees
- Pre-requisite Math, Reading, English
- Graphic Design/Art/Computer Information Systems (CIS): informal conversation between the 2 colleges
- Compressed Natural Gas (CNG): Work with Advisory Committee and Deputy Sector Navigators (DSNs)
- Hybrid & Electric Cars/Trucks
- Phased Approach: First build existing then collaborate on new programs
- Prioritization needs to be driven by community (industry) needs
- Not sure how to select/prioritize between two similar programs

TOPIC #3 – Districtwide Planning Structures, Roles & Timelines

A. Proposed District Committee – 10+1 Membership, Purpose, Guiding Principles, Funding Priorities and Outcome Measures

- 10+1 Committee
- Membership should be 50/50 not 70/30
- Allocate the 60% & 40%
- Foster collaboration
- Develop District Plan, Strategy & Process
- Consider District Assembly or Regional Executive Council Structure
- Include Unions
- No Veto Power
- Local College Prioritization
- Industry Membership
- Include Campus Committee to describe the process; help people through the process
- Develop Funding Model & Rubric
- Review Data for both campuses
- Vice Chancellor of Fiscal; CTE Faculty; Vice Presidents of Instruction (VPIs); Vice Presidents of Student Services (VPSS); Economic Development & Corporate Training (EDCT); DSN
- Small enough to be effective
- Committee creates charter
- Outcomes reviewed in a timely manner

B. District Roles & Support Structures – EDCT College Support, Reporting & Program Compliance; Fiscal/Facilities; (Technology & Educational Support Services (TESS)/Research; and Other District Roles

- Support the campuses
- Research
- Advocate Relations & Support with Regional Discussions
- PPR Priorities at each campus; Use Allocation Model

C. Timelines

- Start Now
- 9/16/16 – 1/31/17: Call District Committee (Today); Write District Plan, Process, Strategy; Call for 60% Requests (existing); Call for 40% Requests; Review Requests; Board Approvals; Submit 40% Requests
- Use SWP funds for 2016-2017 priorities (existing programs) that meet SWP Metrics
- Define the role of the District Committee during the first year
- District Committee 2017-2018 and beyond
- 9/30/16: Committee begins work
- 11/5/16: Draft Plan Complete
- 12/1/16: Review & Edit Draft
- 12/15/16: Finalize Plan
- Committee meetings weekly or bi-weekly; Meet on Fridays

San Bernardino Community College District **2017-2018**

June 2017

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In Service Days



Instruction Begins



Holidays



Semester Grades Due



Flex Days



Semester Ends



**CHC/SBVC
Commencements**



Final Exams



**Classes Not In Session-
All Offices Open**

This side is for quick reference only.

July 2017

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November 2017

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March 2018

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August 2017

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December 2017

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April 2018

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September 2017

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January 2018

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May 2018

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October 2017

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February 2018

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June 2018

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San Bernardino Community College District 2017-2018 Academic Year

Fall Semester 2017:

Flex Day (no classes in session)	August 10
Faculty In-Service Day	August 11
Instruction Begins.....	August 14
Labor Day	September 4
Fall Census Day	September 5
Flex Day (no classes in session)	October 3
Veterans Day	November 10
Thanksgiving Recess.....	November 23-25
Final Exams/Saturday Classes	December 9
Final Exams	December 11-15
Fall Semester Ends	December 15
Fall Semester Grades Due	December 22
Campus Closed	December 25-January 1

Spring Semester 2018:

Flex Days (no classes in session).....	January 11
Faculty In-Service Day.....	January 12
Martin Luther King Day	January 15
Instruction Begins.....	January 16
Spring Census Day	February 5
Lincoln's Birthday	February 16
Washington's Birthday	February 19
Spring Recess	March 12-17
Flex Day (no classes in session)	April 10
Final Exams	May 18-24
Final Exams/Saturday Classes	May 19
Spring Semester Ends.....	May 24
CHC Campus Graduation	May 25
SBVC Campus Graduation.....	May 25
Memorial Day	May 28
Spring Semester Grades Due.....	May 31

Flex Days4 days of Required Flex to be completed by contract faculty

2017-2018 Census Days

Fall Census Day - September 5
Spring Census Day - February 5

2016-2017 AP/BP Review Cycle

AP/BP	Number	Name	Academic Professional Members	Subject Area Experts	Review Year 2016-17	Review Schedule
AP	2410	Board Policies & Admin Procedures		Board, Chancellor	1	10/04/16
BP	2410	Board Policies & Admin Procedures		Board, Chancellor	1	10/04/16
AP	2435	Evaluation of the Chancellor		Board	1	10/04/16
BP	2435	Evaluation of the Chancellor		Board	1	10/04/16
BP	2100	Board Elections		Board, Chancellor	1	11/10/16
BP	2200	Board Duties & Responsibilities		Board, Chancellor	1	11/10/16
BP	2430	Delegation of Authority to the Chancellor		Board	1	11/10/16
AP	2431	Chancellor Selection		Board	1	11/10/16
BP	2431	Chancellor Selection		Board	1	11/10/16
BP	2432	Chancellor Succession		Board	1	12/06/16
AP	2510	Collegial Consultation	1	Senates	1	12/06/16
BP	2510	Collegial Consultation	1	Senates	1	12/06/16
BP	2715	Code of Ethics		Internal Auditor	1	12/06/16
BP	2716	Political Activity		Internal Auditor	1	12/06/16

2016-2017 AP/BP Review Cycle

AP/BP	Number	Name	Academic Professional	Subject Area Experts	Review Year 2016-17	Review Schedule
AP	3280	Grants		Foundations, Cabinet (Richard & Diana)	1	09/21/16
BP	3280	Grants		Foundations, Cabinet (Richard & Diana)	1	09/21/16
AP	3310	Records Retention and Destruction		Business Services, Cabinet (Jose)	1	09/21/16
BP	3310	Records Retention and Destruction		Business Services, Cabinet (Jose)	1	09/21/16
AP	3430	Prohibition of Harassment		HR, Cabinet (Karl & Rebeccah)	1	09/28/16
BP	3430	Prohibition of Harassment		HR, Cabinet (Karl & Rebeccah)	1	09/28/16
AP	3550	Drug Free Environment and Drug Prevention Program		Police, Cabinet (Karl & Pierre)	1	09/28/16
BP	3550	Drug Free Environment and Drug Prevention Program		Police	1	09/28/16
AP	3515	Reporting of Crimes		Police	1	10/04/16
BP	3515	Reporting of Crimes		Police	1	10/04/16
AP	3516	Registered Sex Offender Information		Police	1	10/04/16
AP	3520	Local Law Enforcement		Police	1	10/04/16
BP	3520	Local Law Enforcement		Police	1	10/04/16
AP	3530	Weapons on Campus		Police	1	10/04/16
BP	3530	Weapons on Campus		Police, Cabinet (Karl & Pierre)	1	10/04/16
AP	3720	Computer and Network Use		TESS	1	10/04/16
BP	3720	Computer and Network Use		TESS	1	10/04/16
AP	3560	Alcoholic Beverages		Police, Cabinet (Jose)	1	10/05/16
BP	3560	Alcoholic Beverages		Police, Cabinet (Jose)	1	10/05/16
AP	3420	EEO		HR, Cabinet (Karl & Rebeccah)	1	
BP	3420	EEO		HR, Cabinet (Karl & Rebeccah)	1	
AP	3435	Discrimination and Harassment Investigation		HR, Police	1	

2016-2017 AP/BP Review Cycle

AP/BP	Number	Name	Academic Professional	Subject Area Experts	Review Year 2016-17	Review Schedule
AP	3505	Emergency Response Plan		EH&S, Police, Cabinet (Karl, Scott, Mike)	1	
BP	3505	Emergency Response Plan		EH&S, Police, Cabinet (Karl, Scott, Mike)	1	

2016-2017 AP/BP Review Cycle

AP/BP	Number	Name	Academic Professional	Subject Area Experts	Review Year 2016-17	Review Schedule
BP	4000	Instructional Programs	1	Academic Senate, VPI	1	09/01/16
AP	4010	Academic Calendar	1	Calendar Committee	1	09/01/16
BP	4010	Academic Calendar	1	Calendar Committee	1	09/01/16
AP	4104	Contract Education	1	EDCT, VPI	1	10/01/16
AP	4105	Distance Education	1	Online Committee	1	10/01/16
BP	4105	Distance Education	1	Online Committee	1	10/01/16
AP	4220	Standards of Scholarship	1	Scholastic Standards Committee	1	11/01/16
BP	4220	Standards of Scholarship	1	Scholastic Standards Committee	1	11/01/16
AP	4222	Remedial Coursework	1	Basic Skills	1	11/01/16
BP	4222	Remedial Coursework	1	Deans	1	11/01/16
AP	4235	Credit By Examination	1	Articulation Officer	1	12/01/16
BP	4235	Credit By Examination	1	Articulation Officer	1	12/01/16

2016-2017 AP/BP Review Cycle

AP/BP	Number	Name	Academic Professional	Subject Area Experts	Review Year 2016-17	Review Schedule
AP	5010	Admissions	1	A&R	1	12/01/16
BP	5010	Admissions	1	A&R	1	12/01/16
AP	5031	Instructional Material Fees	1	VPI, A&R	1	02/01/17
BP	5031	Instructional Material Fees	1	VPI, A&R	1	02/01/17
AP	5110	Counseling	1	Counseling	1	02/01/17
BP	5110	Counseling	1	Counseling	1	02/01/17
AP	5130	Financial Aid	1	Financial Aid	1	03/01/17
BP	5130	Financial Aid	1	Financial Aid	1	03/01/17
AP	5200	Student Health Services	1	Student Health Services	1	03/01/17
BP	5200	Student Health Services	1	Student Health Services	1	03/01/17

2016-2017 AP/BP Review Cycle

AP/BP	Number	Name	Academic Professional	Subject Area Experts	Review Year 2016-17	Review Schedule
AP	6200	Budget Preparation		Fiscal Services	1	09/30/16
AP	6310	Accounting		Fiscal Services	1	09/30/16
AP	6315	Warrants		Fiscal Services	1	09/30/16
AP	6320	Investments		Fiscal Services	1	09/30/16
BP	6320	Investments		Fiscal Services	1	09/30/16
AP	6325	Payroll		Fiscal Services	1	09/30/16
BP	6325	Payroll		Fiscal Services	1	09/30/16
AP	6600	Capital Construction		Fiscal Services	1	09/30/16
BP	6600	Capital Construction		Fiscal Services	1	09/30/16
AP	6750	Parking		VPAS, Fiscal Services	1	09/30/16
BP	6750	Parking		VPAS, Fiscal Services	1	09/30/16
AP	6250	Budget Management		Fiscal Services	1	10/31/16
BP	6250	Budget Management		Fiscal Services	1	10/31/16
AP	6340	Bids and Contracts		Fiscal Services	1	11/30/16
BP	6340	Bids and Contracts		Fiscal Services	1	11/30/16
AP	6370	Contracts- Personal Services		Fiscal Services	1	11/30/16
AP	6850	Hazardous Materials		EHS	1	11/30/16
AP	6300	Fiscal Management		Fiscal Services	1	12/31/16
BP	6300	Fiscal Management		Fiscal Services	1	12/31/16
AP	6305	Reserve		Fiscal Services	1	12/31/16
AP	6950	Drug & Alcohol Testing U.S. Department of Trans		HR	1	12/31/16

2016-2017 AP/BP Review Cycle

AP/BP	Number	Name	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17	Review Schedule
AP	7600	District Police Department		Police	1	10/04/16
BP	7600	District Police Department		Police	1	10/04/16
AP	7100	Commitment to Diversity		HR	1	10/12/16
BP	7100	Commitment to Diversity		HR	1	10/12/16
AP	7385	Salary Deductions		HR, Fiscal Services	1	11/01/16
BP	7385	Salary Deductions		HR, Fiscal Services	1	11/01/16
AP	7700	Whistleblower Protection		Internal Auditor	1	11/01/16
BP	7700	Whistleblower Protection		Internal Auditor	1	11/01/16
AP	7110	Delegation of Authority, HR		Chancellor, HR	1	
BP	7110	Delegation of Authority, HR		Chancellor, HR	1	
AP	7120	Recruitment and Hiring		HR	1	
BP	7120	Recruitment and Hiring		HR	1	
AP	7125	Verification of Eligibility for Employment		HR	1	
BP	7125	Verification of Eligibility for Employment		HR	1	
AP	7126	Application Background Investigations & Reference		HR	1	
AP	7140	Collective Bargaining		HR	1	
BP	7140	Collective Bargaining		HR	1	
AP	7145	Personnel files		HR	1	
AP	7150	Evaluation		HR	1	
BP	7150	Evaluation		HR	1	
AP	7211	FSAs, Min Quals & Equivalencies	1	HR	1	

2016-2017 AP/BP Review Cycle

AP/BP	Number	Name	Academic Professional Matter?	Subject Area Experts	Review Year 2016-17	Review Schedule
AP	7250	Educational Administrators		HR	1	
BP	7250	Educational Administrators		HR	1	



Introduction and Overview

The Human Resources Department for San Bernardino Community College District provides a wide range of people services for San Bernardino Valley College, Crafton Hills College, as well as for the District offices. These services include:

- Staffing support
- Benefits administration
- Safety training and safety program support services
- Emergency operations support services
- Professional development services
- Management consultations
- Faculty/staff consultations
- Union contract negotiations
- Collective Bargaining Agreement(s) administration
- Board policies and procedures review
- Job analysis, classification and compensation services
- Compliant resolution services
- Official personnel records management
- Workers' Compensation administration

The current department staffing level is fifteen (15): Vice Chancellor of Human Resources and Employee Relations (in recruitment), Director of Human Resources, Director of Safety and Risk Management, Emergency Operations Coordinator (in recruitment), Benefits Specialist, Administrative Assistant II, Employee Relations Officer, Clerical Assistant, HR Generalists (4, one in recruitment), Professional Learning and OE Coordinator, Talent Acquisition Coordinator, and a Safety and Risk Management Specialist.

Human resources practices and procedures were a major factor in the recent accreditation warning report and much has been accomplished to bring about changes, facilitating re-accreditation in August 2016. The department continues to review and revise its practices and procedures through a series of initiatives currently underway.



Human Resources Services Data

Number of benefit programs administered:	20
Number of full-time, benefits-eligible employees:	711
Number of recruitments completed 1 July 2015 to 30 June 2016:	112
Average days to fill non-faculty openings:	45-60 days
Faculty/staff headcount (duplicated) safety training as of 30 June 2016:	3,911
Number of emergency operations contact hours 1 July 2015 to 30 June 2016:	247
Number of professional development workshops 1 July 2015 to 30 June 2016:	46
Number of professional development participants:	421
Number of reclassification studies completed 1 July 2015 to 30 June 2016:	9
Number of complaints investigated:	32
Number of illegal discrimination claims investigated:	5
Number of grievances processed:	9
Number of official personnel records maintained (active):	4,200
Number of official personnel records maintained (inactive):	1,850
Number of workers' compensation claims 1 July 2015 to 30 June 2016:	45



Summary

The San Bernardino Community College District Department of Human Resources exists to provide the District with transactional services for faculty and staff, thus maintaining official personnel records and sufficient information to drive the payroll function. All faculty and staff transactions are submitted to and through Human Resources to check for accuracy, authority, compliance, and timing. Typical transactions include hires, terminations, salary changes, classification changes, demographic changes, and benefit changes.

Human Resources is also tasked with providing consultation services to management and faculty/staff. Consultation services may include union negotiations, union contract interpretation, rules-based procedures, dispute resolution, benefit program reviews, job analysis, staffing assistance, mediation services, professional development, safety, and emergency operations. In many cases, staff are asked to provide guidance with employee relations issues from both administrators and the staff member. It is our intent to remain a neutral party and provide factually relevant information.

Finally, Human Resources is called upon to provide complaint resolution services. Some complaints are based on alleged violation(s) of a collective bargaining agreement and are received as “grievances”. Grievances are addressed in accordance with the rules and time frames of the applicable collective bargaining agreement. Other complaints fit into the category of illegal discrimination claims and follow a very proscriptive resolution process involving an investigation, a findings report, and coordination with State and Federal agencies. All other complaints are handled within the context of District policies and procedures and may include an investigation, a findings report, and remedial action.

Within Human Resources there are a variety of subject matter experts to handle the range of issues that come before us or are transacted through us – e.g., benefits, employee relations, professional development, safety, emergency operations, and workers’ compensation. In addition, Human Resources provides direct service to the colleges and District offices through front-line generalists. These generalists typically handle the transactional requests, but also relay information from the subject matter experts or refer questions to them.

Technology and Educational Support Services Department and Committee Reports

January 29, 2016



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Administrative Applications

Operations:

Operations team as always deals with the bulk of the help desk tickets that come in such as account resets, issues with processes and program modifications. The operations team has been assisting with the #1 prioritized project, Gray Screen conversions, by doing 1st and 2nd level user interview/evaluations and also with the re-programming of legacy gray screens to Web UI compatible screens. They also help users out with Colleague login issues and troubleshooting Datatel issues

Mandates/Reporting:

The Beta for the OpenCCApply International Student application has yet again been delayed. We do not know when they will release the Beta, but the last we heard it was supposed to be end of 2015 which has already past.

The MIS team continues to work with our users out there in submitting data to the state and federal authorities. One of our recent efforts is to try to get the data to the users as soon as possible so they can start correcting the errors within Colleague and that way we can do a clean submission the 1st go around without having to continuously fix and re-submit. With the users help, the MIS team has been timely with their submissions to the state and federal authorities with no danger of being penalized

As we continue the efforts to move our Colleague environment to be hosted by Ellucian, there are certain “privileges” we will lose once that happens. There are 9 MIS processes that require these privileges and the MIS team lead is looking into ways to either convert them into programs or other alternative methods

Special Projects:

This past fall semester has been busy for our programming team. We continue to work on Financial Aid issues at SBVC with time dedicated to cleaning up bad data, working with Ellucian on custom code projects and other big events such as annual setup. We have received a quote back from Ellucian on the custom programming front but we need to add additional funds to the project in order to move forward. We are currently waiting on a contract addendum from Ellucian to accomplish this.

On the Gray screen front, we have had to temporarily put that on the back burner for a few months as we address other projects that have been languishing. I am happy to report that we have officially finished the Vocational Education and Student Engagement survey project. We have also finished the project that allows users from outside the network to view Informer Dashboards so that they can still access important data while off-campus. We are close to finishing the co-requisite/pre-requisite automated drops. We have also finished the programming for the Crafton Hills College recreational fee as well as the separation of enrollment fees for International students.

By asking the team to refocus their efforts temporarily to address the aforementioned projects, the Gray Screen project has not progressed much but we still made some progress and plan to rededicate the programmers time back on this project during the spring 2016 semester. Our current numbers are as follows:

- Current status of Gray Screens (136 total gray screens):
 - ✚ 8 screens to be assigned to a Programmer
 - ✚ 3 screens with Programmers for conversion
 - ✚ 9 MIS processes assigned to programmer for research/evaluation
 - ✚ 122 screens converted

The state-wide EPTDAS (Education Planning Tool Degree Audit System) initiative is still ongoing. We have received the sub-contract from the state and that is currently slated to go to February boards. TESS is actively looking for a 3rd party vendor to come in and assist with the programming needed to accomplish the data extract. Hobson’s does not have such a service and the state director David Shippen and his project manager, Robyn Tornay are currently looking at alternate solutions for our need of additional help. Another alternative is to contract with Ellucian but that route will take a long time as Ellucian has historically been slow to get us resources so the plan is to wait (for a short period of time) to see what the state can come up with before going to Ellucian.

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Distance Education Coordination Council

For Spring 2016, the DE office will be offering 16 workshops to the colleges and the district. The topics cover educational trends, LMS training, extending the workplace with technology, and project-based learning. Additionally, both instructional technology specialist will on each campus one day a week to offer appointment-based sessions. It is hoped that the 20 minute one-to-one sessions will increase access to faculty and staff who may need more individualized support and instruction.

For Spring 2016 We will offer two campus based workshops that will have content about accessibility:

- 1.5 hour, campus-based workshop titled “Making Digital Content Accessible” to both colleges and the District. Description: Don’t be intimidated by the process of creating ADA compliant material. Bring a document and learn how easy it is to create an accessible word and PDF file. We’ll look at how to use Word Styles. Also learn how to use Camtasia Relay and Office Mix to record your desktop and voice to create an accessible video you can share with your learner.
- 1 hour, campus-based workshop titled “Copyright and Fair Use in a Digital World” Description: Learn about the legal, social, and ethical issues to consider when delivering content online including recent changes to the copyright law and fair use of digital content; student privacy; accessibility; and alternate resources for media content.

The training for faculty and staff on Office 365 will continue during the spring semester. The addition of an online module is being developed to reach those who have not been able to attend trainings on the campuses or district offices.

A Turnitin survey will be sent out through email to all faculty. The Distance Education Department is using the survey to reach out to all SBCCD Faculty for insights, opinions, and feedback on Turnitin.

Facilitate LMS review process: The State Online Education Initiative (OEI), is a dynamic situation and the DECC continues to disseminate information. The DE department will continue to help the colleges facilitate the review and evaluation process of both the Blackboard and Canvas LMS systems. The Blackboard contract will be renewed for 2 years. A decision about transitioning to Canvas as the district LMS has not been made by both campuses.

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District Applications Workgroup

The District Applications Workgroup (DAWG) Committee continues to address district projects impacting the Administrative Systems. As the Steering Committee for the Educational Planning Initiative (EPI) of the Education Planning Tool Degree Audit System (EPTDAS) project, DAWG reviewed the Institutional Participation Agreement (IPA), Memorandum of Understanding (MOU), as well as the project budget and a technical “Kick-off” of the Hobsons product. The implementation is targeted for fall 2016. The Degree Audit subcommittee discussions have been tabled pending hands-on review of the Hobsons product.

The automated requisite drop process (RGVE) for students who do not meet course ‘prerequisites’ is in the end-user testing and approval phase. This automation will improve efficiency for the Admissions office staff as well as provide a more fluid registration process for students who otherwise may have prerequisite or co-requisite issues that negatively impact their registration processing. The estimated completion date for this project is end of January 2016.

Notification procedures for Mobile Applications were reviewed by the DAWG committee in consultation with the Marketing Directors. It was determined that non-emergency notifications will be sent via mobile application; emergency notification will continue to be sent via Blackboard. In regards to the outdated mappings, it was recommended that we wait until campus construction has been completed to request updated campus mappings.

The Vocational Education (VTEA) and Student Engagement WebAdvisor surveys were developed and implemented in December 2015.

In addition to the above, the committee also has reviewed and discussed the following:

- AB540 New residency code of 51000 to identify AB540 students.
- Registration Rules update requiring new students have Orientation, Assessment, and Ed Plan.
- Course Auditing

The committee continues to meet on a weekly basis to discuss district and college application services.

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CHC Technology Services

New Campus Buildings

- Campus Center (CCR)
 - Working on Punch list items and completion of Audio Visual Projects
- Canyon Hall (New Science Building)
 - Moves are complete
 - Working on punch list items
- Faculty and Staff moves
 - Mostly complete
- Remodel of CHS, OE-1
 - OE-1
 - Network has been prepared for the Spring Semester
 - Faculty moved
 - CHS
 - 1st floor is prepared for CIS to occupy – new network configuration

Copier Replacement

- Copiers were replaced in June
- Papercut job tracking complete
- Hold and Release of print jobs in testing phase

Technology Committee

- Reviewing the existing and writing a new Campus Technology Strategic Plan. Anticipated completion March 2016

-Submitted by: Wayne Bogh – Director
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District Technology Services

TESS Technical Services Committee: The committee is scheduled to meet 1/29/16. We will be looking for direction on emerging issues and reporting on technology challenges throughout the different constituency groups. Updates on Office 365 ProPlus for faculty, staff and students.

VeraSmart Call Accounting: Completed installing Verasmart's Call Accounting system to track and report on call history.

Windows 2003 Domain Controller Upgrade: Microsoft has announced that it will end support for Windows Server 2003 on July 14 2015. We completed upgrading our most critical 2003 domain controllers. These servers are responsible for many things on our network like user account creation and control, DNS, authentication, etc...

Office 365 Exchange Online Migration: Completed upgrading our current email system, Microsoft Exchange 2003 to Office 365 Exchange Online. This upgrade will give our users the ability to store and access their e-mail more efficiently from almost any device with internet access.

CSB Generator Replacement: The current generator for CSB emergency power backup is out of compliance with SCAQMD due to its age and cannot be permitted. A new generator will need to be purchased and installed

- Project Status:
 - Currently with the architect for final drawings
- Task Pending Completion:
 - Approval of final drawings
 - DSA approval
 - Construction
 - Testing

Office 365 ProPlus: Microsoft has released Office 365 ProPlus free for 5 devices for all staff, faculty and students. This includes Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath and OneDrive for Business

- Project Status:
 - Ongoing Training: We have rolled out Office 365 ProPlus for students and staff. Staff are required to go through training prior to being assigned a license.

Fortigate Upgrade: Support for the current Fortigate firewalls will be expiring next month. TESS will be installing the latest model of Fortigates as a replacement\upgrade. The new Fortigates will provide higher throughput, latest ASICs chipsets, encryption acceleration and additional 10gb interfaces.

- Project Status:
 - TESS location complete. Scheduling installs for CHC and SBVC
- Tasks Pending Completion:
 - Installation of new Fortigate at CHC
 - Installation of new Fortigates at SBVC

InfoBlox External DNS Upgrade: Like the Fortigates our external DNS system support will be expiring soon. The new DNS systems will be virtual and will run on our current hardware. This will make the management of the system easier and we forgo any hardware maintenance costs.

- Project Status:
 - Awaiting the arrival of the new Infoblox systems
- Tasks Pending Completion:
 - Installation of new Infoblox at SBVC
 - Installation of new infoblox at CHC

Compellent SAN Upgrade: The districts shared storage system (Compellent SAN) was evaluated and will not need replacing until 2018. TESS will be adding additional storage to the system to accommodate for all the new systems we have added over the last 5 years and any new systems in the future.

- Project Status:
 - Awaiting the arrival of the new Compellent enclosures and disks.
- Tasks Pending Completion:
 - Installation of new Compellent enclosures and disks at SBVC
 - Installation of new Compellent enclosures and disks at CHC

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Institutional Effectiveness, Research and Planning

The purpose of the San Bernardino Community College District Office of Institutional Effectiveness, Research, and Planning is to collaborate with faculty, staff, administrators, and students to facilitate and support continuous improvement to improve learning and institutional effectiveness, planning, and evidence-based decision-making.

Currently, The SBCCD Office of IERP is working on the following:

- Facilitating and coordinating the work with the planning consultants and development of the strategic plans
- Development of the Enterprise Data Cubes to help inform decision-making:
http://www.sbccd.org/research/Enterprise_Data_Cubes.
- Development of the Institutional Effectiveness Partnership Initiative (IEPI) Enterprise Data Cubes to help inform target setting: http://www.sbccd.org/research/Institutional_Effectiveness/IEPI/SBCCD_IEPI_QEIs.
- Development of the SBCCD District Strategic Plan Enterprise Data Cube Quantitative Effectiveness Indicators (QEIs): http://www.sbccd.org/research/Institutional_Effectiveness/SBCCD_QEIs.
- Development, facilitations, and implementation of the District Offices Planning and Program Reviews
- Development of a budget prioritization process through the District Offices Planning and Program Review Committee
- Development of planning processes and timelines for strategic planning
- Development of an Enterprise Data Cube for the FON
- Development and Implementation of a Governing Board Planning Process to help ensure collaboration between the DSPC and the Governing Board
- Development of a data warehouse to help ensure that the data needed to inform decision-making and planning is readily available
- Spending the next year learning the 320 reporting with Steven and will eventually transition 320 reporting to District research office

-Submitted by: Keith Wurtz - Executive Director
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MIS Executive Committee

The Management Information Systems (MIS) Executive Committee continues to meet on a bi-weekly basis to discuss new and upcoming state (and federal) mandates and regulations that affect state MIS and other state and federal data collection and reporting requirements.

The Gainful Employment (GE) files were successfully transmitted in October of 2015 in the newly required data formatting layout. Ellucian provided several new Colleague screens (TFPD, GECP, DFAP) to assist with GE reporting. Title IV designated programs were identified by the Financial Aid offices and entered on the TFPD screen. Program costs and lengths were provided for each of the Title IV designated programs by the Research offices and entered on the new GECP and DFAP screens. The GE files are due annually on October 1st.

Fall 2015 MIS term data files due by January 29th, 2016 are currently being created and validated for submission. The MIS Student Success data for Fall 2014 was resubmitted on 10/6/2015 to capture the SS contacts that had been omitted due to the uploading of a 'sample' data file. The revised counts by college were successfully transmitted with 6,235 for Crafton and 13,481 for San Bernardino Valley. Review and analysis of our student success components continue as contact sources are updated and new Hobsons EPI software is being explored by the District.

The custom 'staff data' program was modified to include records of faculty who teach only non-credit course(s). Annual Employee Fall Collection data is due to the State by the last Friday in January. The files are currently being created and validated to ensure accurate and timely submission.

Modification of the program to correct the MIS SX02 rejections for "Last date to drop with a W grade" was completed and installed into our Live environment in November of 2015. This modification will eliminate this type of Student-Enrollment-Drop-Date (SX02) errors that have plagued us in prior submissions.

The MIS Full-Time Student Success Grant (FTSSG) state grant program has been successfully setup and implemented in Colleague. Setup required new financial aid award codes that were created in alliance with Research, Financial Aid, Fiscal Services, and Business Services departments.

The committee continues to actively participate in state and federal webinars, listservs, task forces, and conferences.

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Printing Services

With the semester starting, the print shop is operating at full steam ahead. Our high speed black and white copier has been averaging over 150 jobs a day since winter break. Our new copiers seem to have the bugs worked out are running wide open. We will be looking to upgrade 2 of our old duplicating presses this year. Both of these presses are 40+ years old. The new addition will add speed and flexibility to our shop, which in turn adds added value to the end user. Please keep in mind that the beginning of the semester is extremely busy and your print orders should be placed as early as possible.

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SBVC Technology Services

Computer Rotation

- 330 computers purchased
- All scheduled lab computers have been replaced
 - Faculty and staff computers replacement continues
- N-Computing thin clients installed
 - All SARS Kiosks
 - OPAC Systems in Library
 - PS 132 in progress
- UPS systems install on all switch gear to provide power backup
- Plan in place to upgrade wireless system that will allow access to more campus resources for mobile users. Funds to be used for hardware and software upgrades
- Student Success funds will be funding a new laptop cart for English

Copier Replacement

- Copiers were replaced in June
- Papercut Implementation completed for all staff and in most open labs

Gym Complex

- Construction to be completed by May
- In process of getting quotes for Technology FFE.
 - Phones
 - Computers for new lab
 - Switch gear
 - Wireless System

Technology Services Web Page

- Added page of discounts and free applications for students, faculty and staff

Technology Committee

- Working on a new Technology Plan for 2016-2019
- Committee look at Program Review Technology Requests and has prioritized the requests
- College Council funded much of last year's technology requests.
- Discussed the importance of protecting login credential and not sharing with others
 - CTS Director trained managers
 - Training for Secretaries scheduled
- Quite a bit of discussion on the proposal to move to Canvas. Many are concerned about the impact on our students and faculty

-Submitted by: Rick Hrdlicka - Director
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Web Standards Committee

The WCMS replacement project is in progress. OUCampus has been setup on our servers and a sandbox site is up (<http://sandbox.sbccd.org>). Staff will be able to use it as a generic test and training site upon request. OmniUpdate is currently working on templates for Valley & Crafton. User training on completed templates is scheduled for March 5th at Valley & Crafton.

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