

**DISTRICT ASSEMBLY
AGENDA**

**December 6, 2016
3:00pm
Location: District
Board Room**

Attendance: See Sign In Sheet

TOPIC	NOTES/DISCUSSION
1. Call to Order – Jeremiah Gilbert	
2. Chancellor’s Report	
3. Approval of Minutes – 11/1/16	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</p> <ul style="list-style-type: none"> a) Policies & Procedures for 2nd Read and Approval <ul style="list-style-type: none"> o BP/AP 3430 Prohibition of Harassment o AP 3435 Discrimination and Harassment Investigations (Procedures were broken into Title 5 and Title IX, because the two are so different) o BP/AP 3550 Drug Free Environment and Drug Prevention Program o BP/AP 7100 Commitment to Diversity o BP/AP 7250 Educational Administrators (these were not on the planned review cycle, but needed significant overhaul). b) BP/AP 2410 Board Policies and Administrative Procedures 	
<p>5. NEW BUSINESS</p> <ul style="list-style-type: none"> a) Policies & Procedures for 1st Read (take to constituency for input) <ul style="list-style-type: none"> o BP 2100 Board Elections o BP 2200 Board Duties and Responsibilities o BP 2430 Delegation of Authority to the Chancellor o BP and AP 2431 Chancellor Selection o BP 2432 Chancellor Succession o BP 2716 Political Activity b) Meeting Norms & Expectations 	<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>

<p>6. INFORMATION</p> <ul style="list-style-type: none"> a) Policies & Procedures Deemed Academic & Professional Submitted for Information <ul style="list-style-type: none"> o AP 4222 o BP 4222 Recommend to delete (BP is not really needed as everything that is in the BP is also in the AP and is actually defined in the AP) o BP 4235 	
<p>7. UPDATES</p> <ul style="list-style-type: none"> a) Grants Work Group b) Strong Workforce Update c) District Assembly Constitution d) IEPI Update and recommendation C3 e) 10+1 Training 	
<p>8. REPORTS</p> <ul style="list-style-type: none"> a) Academic Senates b) Classified Senates c) Student Senates d) Business & Fiscal Services (attached) 	
<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>	

10. FUTURE AGENDA ITEMS

- a) Webadvisor Update (TBD)
- b) Discussion on communication (TBD)
- c) Grants Work Group update (Monthly)
- d) Auditing Update (Summer 2018, Kuck)
- e) AB 104 Update (TBD)
- f) Calendar Committee Update (TBD)
- g) Non-Credit Updates from Senates (TBD)
- h) District Strategic Plan Update (February)
- i) Educational & Facilities Master Plan Update (February)
- j) District Budget & Enrollment Update (April)
- k) Policy & Procedure Tracking Software (May)
- l) Annual approval of 6-year AP/BP review schedule (September)
- m) Fiscal Services Update (written reports Feb, May, Aug, Nov)
- n) KVCR Update (written reports Feb, July)
- o) Police Department Update (written reports Apr, Sept)
- p) TESS Updates (written reports May, Oct)
- q) Human Resources Update (written reports Jan, Apr, July, Oct)
- r) EDCT Update (written reports Apr, Dec)

11. ADJOURN

DISTRICT ASSEMBLY

Minutes

November 1, 2016

3:00pm

Location: District Board Room

Attendance: See Sign In Sheet

TOPIC	NOTES/DISCUSSION
1. Call to Order – Jeremiah Gilbert	Gilbert called the meeting to order at 3:03pm
2. Chancellor's Report	Chancellor Baron reported he is expecting to review the college presidents report on enrollment goals this year. He congratulated the student government on their efforts to get students to register to vote.
3. Approval of Minutes – 10/4/16	<p>Gamboa motioned, Aguayo seconded a motion to approve the minutes of 11/1/16. Holbrook and Huston abstained. All others in attendance approved.</p> <p>Pires requested comments made during public comments be noted in the minutes.</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 <ul style="list-style-type: none">o BP/AP 2410 Board Policies & Procedureso BP/AP 2435 Evaluation of the Chancelloro *BP/AP 3515 Reporting of Crimeso BP/AP 3720 Computer and Network Useo AP 6200 Budget Preparationo AP 6310 Accountingo AP 6315 Warrantso BP/AP 6320 Investmentso BP/AP 6325 Payrollo BP/AP 6600 Capital Constructiono BP/AP 6750 Parking	<p>Allen motioned, Huston seconded a motion to move the list of P&Ps forward with the revisions made as noted. Unanimous approval.</p> <ul style="list-style-type: none">o BP/AP 2410 Board Policies & Procedures BP 2410 – lines 31-33 not clear why it was added because it is addresses in lines 12-13. Remove lines 31-33. AP 2410 – delete lines 88-90 and the asterisks.o BP/AP 2435 Evaluation of the Chancellor Line 16 change am to ano BP/AP 3515 Reporting of Crimeso BP/AP 3720 Computer and Network Useo AP 6200 Budget Preparationo AP 6310 Accountingo AP 6315 Warrantso BP/AP 6320 Investmentso BP/AP 6325 Payrollo BP/AP 6600 Capital Constructiono BP/AP 6750 Parking

<p>5. NEW BUSINESS</p> <ul style="list-style-type: none"> a) Policies & Procedures for 1st Read (take to constituency for input) <ul style="list-style-type: none"> i. *BP/AP 3430 Prohibition of Harassment ii. *AP 3435 Discrimination and Harassment Investigations (Procedures were broken into Title 5 and Title IX, because the two are so different) iii. BP/AP 3550 Drug Free Environment and Drug Prevention Program iv. BP/AP 7100 Commitment to Diversity v. BP/AP 7250 Educational Administrators (these were not on the planned review cycle, but needed significant overhaul). <p>*changes in Legal update #29 are included in the BP/AP.</p>	<p>The list of P&Ps listed in 5a will return for 2nd reading in December.</p> <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>
<p>b) DISCUSSION OF NEW BPs/APs</p>	<p>Brand New P&Ps should be placed in one of the three categories: Legally required (r), Advised/suggested (a), or Optional (o)</p> <p>If there is a subject area expert, the senates will forward to the expert(s) for input.</p> <p>Jeremiah volunteered to contact Chapter Owners to advise of brand new P&Ps to see if the Chapter Owner thinks the new P&P is necessary.</p>
<p>6. INFORMATION</p> <ul style="list-style-type: none"> a) Policies & Procedures Deemed Academic & Professional Submitted for Information <ul style="list-style-type: none"> o BP/AP 4105 Distance Education b) Legal Updates (legal/typographical corrections only) <ul style="list-style-type: none"> o BP 3410 Nondiscrimination o BP 5140 Disabled Student Programs and Services o BP 7120 Recruitment and Hiring o BP 7310 Nepotism c) Legal Updates (updated and will go through approval process at the appropriate time determined by Chapter Owner) <ul style="list-style-type: none"> o AP 2710 Conflict of Interest o AP 3410 Nondiscrimination o BP/AP 4225 Course Repetition o BP/AP 5220 Shower Facilities for Homeless Students o BP/AP 6300 Fiscal Management o BP/AP 6340 Bids and Contracts o AP 7348 Accommodations o BP 7360 Discipline and Dismissal-Academic Employees o AP 7400 Travel 	<p>The list of P&Ps listed in 6a and 6b will move forward to the Board.</p> <p>Items in 6c are going through the process and will be brought to District Assembly for first reading as scheduled by the Chapter owner.</p>

<p>7. STATUS UPDATES</p> <ul style="list-style-type: none"> a) Registration/24-hour payment – SBVC Resolution b) Grants Work Group c) District Assembly Constitution d) Strong Workforce Ad Hoc 	<p>Academic Senate recommended two drop date periods. System should not drop off financial aid students and the programming to be updated so all fees are paid before the funds are disbursed to the student.</p> <p>Grants Work Group – three institutional researchers with Richard Galope to develop a flow chart and reconvene the work group. The work group will recommend the best way to structure grants and capture opportunities between the District and the colleges.</p> <p>Jeremiah is drafting an updated constitution with possible revised charge and revision to membership.</p> <p>Strong Workforce Ad Hoc met and discussed how to split the \$1.77M between the campuses. DBC should look at this and either follow RAM or discuss an alternative.</p>
<p>8. REPORTS</p> <ul style="list-style-type: none"> a) Academic Senates b) Classified Senates c) Student Senates 	<p>SBVC Academic Senate has been discussing OER Grant, Strong Workforce, mandatory reporting, and the 24-hour pay. The Board directed the Chancellor to work with the senates to develop a Student Success Policy.</p> <p>CHC Academic Senate received an update from the Chancellor, approved non-credit program, looked at concurrent courses, revising discipline course list, innovation of the Promise Grants, and Zero cost textbooks.</p> <p>CHC Classified Senate – received update from the Chancellor, discussing enrollment strategies, drop deadlines, and the impact to the students. First reading to adopt 9+1 resolution. Impact on building facilities and the availability to students at night. Reviewed innovation award and promise award.</p>
<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>Pires – attended an OER conference and learned about senate bill 1359. Information was provided at the meeting as attached. The OER will save students and taxpayers money.</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 104 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>	<p>Meeting adjourned at 4:16pm</p>

1. Senate Bill 1359

- a. Approved by Governor 9/16 and adds section 66406.9 to Ed Code
- b. Mandates CCC and CSU to designate an OER symbol in the online schedule of classes for each course that “exclusively” uses free OER by January 2018 and offers low cost options for print versions of these free OER materials

"This bill would require each campus of the California Community Colleges and the California State University, and would request each campus of the University of California, to identify in the online version of the campus course schedule its courses that exclusively use digital course materials, as specified, and communicate to students that the course materials for these courses are free of charge and therefore not required to be purchased. By imposing new duties on community college districts, this bill would impose a state-mandated local program. The bill would become operative on January 1, 2018.

‘Open educational resources’ are high-quality teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license, such as a Creative Commons license, that permits their free use and repurposing by others, and may include other resources that are legally available and free of cost to students. “Open educational resources” include, but are not limited to, full courses, course materials, modules, textbooks, faculty-created content, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge.”

http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB1359

Date: _____

DISTRICT ASSEMBLY SIGN IN SHEET

First Name	Last Name	Campus - Representation	Term Ends	Initial Here
Rocio	Aguayo	SBVC - Student	2018	<i>[Handwritten initials]</i>
Denise	Allen	CHC Academic Senate (DA VP)	2018	<i>[Handwritten initials]</i>
Bruce	Baron	District Chancellor	n/a	
Aaron	Beavor	SBVC Classified Senate	2018	
Yvonne	Beebe	SBVC - Faculty	2017	
Autumn	Blackburn	SBVC - Student	2018	
Stephanie	Briggs	SBVC - Faculty	2018	
T.L.	Brink	CHC - Faculty	2018	<i>[Handwritten initials]</i>
Raymond	Carlos	SBVC - Management	2018	
Rejoice	Chavira	CHC - Management	2017	
Marco	Cota	Latino Faculty & Staff Assn.	n/a	
Kathy	Crow	CHC - Faculty	2017	
April	Dale Carter	SBVC - Management	2017	
Jeffrey	Demsky	SBVC - Faculty	2018	
Grayling	Eation	CSEA	n/a	
Ben	Gamboa	CHC Classified Senate	2018	<i>[Handwritten initials]</i>
Jeremiah	Gilbert	SBVC - Faculty (DA President)	2018	<i>[Handwritten initials]</i>
Jim	Holbrook	CHC - Faculty	2017	<i>[Handwritten initials]</i>
Celia	Huston	SBVC Academic Senate	2018	<i>[Handwritten initials]</i>
Robert	Levesque	District - Management	2018	<i>[Handwritten initials]</i>
Sheri	Lillard	CTA	n/a	<i>[Handwritten initials]</i>
Craig	Luke	SBVC - Faculty	2018	
Sarah	Miller	SBVC - Classified	2017	
Romana	Pires	SBVC - Faculty	2017	<i>[Handwritten initials]</i>
Diana	Rodriguez	SBVC President	n/a	
Susan	Ryckevic	District - Classified	2018	<i>[Handwritten initials]</i>
Nicole	Sarmiento	CHC - Students	2018	
Amber	Snow	CHC - Students	2018	
Cassandra	Thomas	SBVC - Classified	2017	
Mary	Valdemar (designee for Cota)	Latino Faculty & Staff Assn.	n/a	
Kay	Weiss	SBVC - Management	2018	<i>[Handwritten initials]</i>
Chris	Williams	SBVC - Classified	2018	
Wei	Zhou	CHC President	n/a	
vacant	pending appointment	CHC - Faculty	2018	
vacant	pending appointment	CHC - Classified <i>Kathy Wilson</i>	2018	<i>[Handwritten initials]</i>
vacant	pending appointment	CHC - Classified	2017	
vacant	pending appointment	CHC - Management	2018	
vacant	pending appointment	Black Faculty & Staff Assn	n/a	
<u>GUESTS:</u>				
Karl	Sparks			
Jose	Torres			
Richard	Galope	<i>[Handwritten signature]</i>		<i>[Handwritten initials]</i>
Glen	Kuck			<i>[Handwritten initials]</i>
<i>Andy</i>	<i>Chaney</i>	<i>District</i>		<i>[Handwritten initials]</i>
<i>Kathy</i>	<i>Wilson</i>	<i>CHC</i>		<i>[Handwritten initials]</i>

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Yvonne	Beebe	SBVC - Faculty	2017	
Autumn	Blackburn	SBVC - Student	2018	
Stephanie	Briggs	SBVC - Faculty	2018	
T.L.	Brink	CHC - Faculty	2018	TLSB
Raymond	Carlos	SBVC - Management	2018	
Rejoice	Chavira	CHC - Management	2017	
Marco	Cota	Latino Faculty & Staff Assn.	n/a	
Kathy	Crow	CHC - Faculty	2017	
April	Dale Carter	SBVC - Management	2017	
Jeffrey	Demsky	SBVC - Faculty	2018	
Grayling	Eation	CSEA	n/a	
Ben	Gamboa	CHC Classified Senate	2018	BA
Jeremiah	Gilbert	SBVC - Faculty (DA President)	2018	JA
Jim	Holbrook	CHC - Faculty	2017	JH
Celia	Huston	SBVC Academic Senate	2018	CH
Robert	Levesque	District - Management	2018	RL
Sheri	Lillard	CTA	n/a	SL
Craig	Luke	SBVC - Faculty	2018	
Sarah	Miller	SBVC - Classified	2017	
Romana	Pires	SBVC - Faculty	2017	RP
Diana	Rodriguez	SBVC President	n/a	
Susan	Ryckevic	District - Classified	2018	SR
Nicole	Sarmiento	CHC - Students	2018	
Amber	Snow	CHC - Students	2018	
Cassandra	Thomas	SBVC - Classified	2017	
Mary	Valdemar (designee for Cota)	Latino Faculty & Staff Assn.	n/a	
Kay	Weiss	SBVC - Management	2018	KW
Chris	Williams	SBVC - Classified	2018	
Wei	Zhou	CHC President	n/a	
vacant	pending appointment	CHC - Faculty	2018	
vacant	pending appointment	CHC - Classified <i>Kathy Wilson</i>	2018	<i>KW</i>
vacant	pending appointment	CHC - Classified	2017	
vacant	pending appointment	CHC - Management	2018	
vacant	pending appointment	Black Faculty & Staff Assn	n/a	
<u>GUESTS:</u>				
Karl	Sparks			
Jose	Torres			
Richard	Galope	Richard Galope		<i>RG</i>
Glen	Kuck			<i>GK</i>
<i>Andy</i>	<i>Chaney</i>	<i>District</i>		<i>AC</i>
<i>Kathy</i>	<i>Wilson</i>	<i>CHC</i>		<i>KW</i>



DISTRICT ASSEMBLY MEETING NORMS AND EXPECTATIONS

REPRESENTATION

- Each member will maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Each member will represent his/her constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Each member will communicate a clear understanding of the issues and any Assembly recommendations to his/her constituency.

MEETINGS

- Each member will honor the agenda and be prepared to participate in the entire meeting.
- Each member will keep the discussion focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.

PARTICIPATION

- Each member will encourage full and open participation by all Assembly members and make a concerted effort to avoid discussions that are dominated by a few people.
- Each member will welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Each member will practice "active" listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.

INTERACTION

- Each member will base his/her interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside Assembly meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Each member will honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.



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

October 31, 2016

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District Enrollment Management	

Business & Fiscal Services

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

Dear Colleagues,

As we concluded the first quarter of our fiscal year, we are excited to share with you our successes and endeavors as we move forward toward the end of the calendar year.

We have begun the very challenging and exciting fiscal independence process and expect to undergo the audit survey in November 2016. The results of the survey will be a decisive factor in the County's recommendation to the Board of Governors to approve or reject our application. In addition, we have worked diligently on completing our annual audit. An informal exit conference was held with the external auditors and overall, they noted that SBCCD has shown improvement from the prior year audit.

We have completed our CCFS-311 (50% law) and our Faculty Obligation Number (FON) reports and are pleased to report that SBCCD has met and exceeded both state requirements. Our 50% law for fiscal year 2015-2016 was calculated at 50.19% and our FON was calculated at almost 9 full-time faculty positions over our requirement. In addition, our ratio from full-time to total faculty has significantly increased from the previous year by 4.15%, which is equivalent to approximately 30 additional full-time faculty positions.

In order to streamline processes, create efficiencies and increase support to our colleges, Business & Fiscal Services staff have continued with the time-consuming, yet encouraging, implementation of Oracle Cloud and ADP as part of SBCCD's new ERP. Alongside this implementation, we are redesigning the way we do business. We are in the process of modifying the Chart of Accounts so that it is more efficient and provides more powerful reporting; we are updating many board policies and administrative procedures; and we have tested Oracle for the first time.

Finally, a brand new non-bond construction program implementation plan has been developed and will be utilized for 2016-17. Included in the program are projects funded by Fund 41 Capital Outlay, Block Grant and Prop 39. As part of the plan, a pool of professional consultants and business partners has been developed to provide consistent and continuous support to the district and colleges.

As you can see, your Business & Fiscal Services division is very busy and staff have dedicated themselves to making this a very successful transformation.

We look forward to the upcoming months and thank you for your continued support!

Internal Audit

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

Internal Audit continues to work on its goals for 2016-17. Its priority this year has been assisting the District through the fiscal independence application process. The following describes the progress made on 2016-17 goals.

A. Fiscal Independence

- 1) An externally performed audit survey is the next step in the fiscal independence application process. The District is expected to undergo the audit survey in November 2016. The results of the audit survey will be a decisive factor in the County's decision to approve or reject the District's application.
- 2) Internal Audit has drafted the District's Fiscal Independence Implementation Plan in preparation for the upcoming audit survey. The purpose of the Plan is to describe the District's readiness to independently examine, approve, and issue commercial and payroll warrants. The Plan is currently being reviewed internally by various management-level and staff personnel in Business & Fiscal Services and the Human Resources Department. A final draft of the Plan will be provided to the external auditor who will be performing the audit survey.
- 3) Internal Audit has reviewed major business processes at the District Office for adequate internal controls and proper segregation of duties, and made recommendations to management. Strong internal controls and proper segregation of duties within and across departments are expected to be a key component of the audit survey. The following business processes were reviewed by Internal Audit: Cash Receipting, Receivables, Purchasing, Payables, Receiving, Human Resources, Payroll, Budgeting, Investments, and Financial Close.
- 4) Internal Audit has reviewed the following Board Policies and Administrative Procedures, and made recommendations to management: BP/AP 6310 Accounting; BP/AP 6315 Warrants; BP/AP 6325 Payroll; BP/AP 6340 Bids & Contracts – Goods and Non-Professional Services; BP/AP 6345 Bids & Contracts – Construction; BP/AP 6370 Contracts – Professional Services; and BP/AP 5420 Associated Students Finance.

B. Annual Financial and Compliance Audit for FY 2015-16

- 1) The District's annual audit is near complete. An informal exit conference was held with the external auditors on October 21, 2016. Overall, the external auditors noted that the District has shown improvement from the prior year audit. There were no repeat findings during the FY 2015-16 audit.
- 2) Audit reports are currently being reviewed and finalized, and will be presented at the December 2016 board meeting.
- 3) Internal Audit will begin working on corrective action plans to address any deficiencies noted by the external auditors.

C. New Uniform Guidance for Federal Awards

The Office of Management and Budget (OMB) has issued new federal compliance requirements for the administration of federal awards. These requirements are set forth in Code of Federal Regulations Title II, Part 200. In anticipation of future compliance audits, Internal Audit has started working on policies and procedures to address the new federal requirements and streamline award administration districtwide.

Fiscal Services

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

Since the last report in July 2016, Fiscal Services has coordinated with the campuses to compile the 2016-17 budget, which was submitted to the Board of Trustees and adopted on September 8, 2016. Subsequently, the state's CCFS-311 report was completed, submitted to County and the State Chancellor's Office, and approved. Work will soon begin on development of the 2017-18 budget for district services so that information can be made available to the campuses early in their budgeting process.

SBCCD underwent its 2015-16 audit during the month of October and Fiscal Services staff worked extensively with the auditors from Vavrinek, Trine, Day & Associates in response to requests for information. The audit is now complete and we are awaiting the report, which is scheduled to go the December board meeting for acceptance.

The Fiscal Services staff has continued 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. We have been meeting regularly with both Highstreet and Oracle to configure the system to take full advantage of its capabilities. We are on track to complete the implementation by the goal date of July 1.

In order to improve and expand resources, documentation, and training available to end users Accounts Payable has developed two self-help tools. The first enables individuals to look online to see if a purchase requisition has generated a purchase order and the second makes it easy to determine if a vendor has been paid.

In an effort to streamline processes, create efficiencies and increase support to our colleges, the Chart of Accounts structure in Questica has been updated so that it is more efficient and provides more powerful reporting. In addition, revised travel policies have been drafted and are ready for issuance upon completion of updated travel request forms. These forms are being reviewed in conjunction with the Enterprise Resource Planning system implementation.

Facilities Planning & Construction

Hussain Agah, Director ☐ (909)382-4094 ☐ hagah@sbccd.cc.ca.us

Since the last report in July 2016, the Director of Facilities Planning & Construction has been filled. In an effort to further support the facilities needs of the campuses and district office, a project manager position has been identified and approved through program review. We are currently in the process of hiring someone for this position, which will be funded by the elimination of current expenditures to third-party vendors.

A non-bond construction program implementation plan has been developed and is being implemented for 2016-17, including projects funded by Fund 41 Capital Outlay, Block Grant and Prop 39. A pool of professional development consultants and business partners has been developed to provide consistent and continuous support to the district and colleges.

Work continues on several other goals, including:

- Successful completion of scheduled projects under Measure M and develop a transition plan for bond program management.
- Successful completion of the facilities master plan.
- Investigation of reinvestment/feasibility studies for the 8th Street building.
- Create a transition plan for energy conservation program for the district office and colleges.
- Continue to enhance the relationship with the community through construction programs that contribute to the local economy development such as the prequalification and CBA programs.

Business Services

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Since the July Report, Business Services has continued working toward the implementation of Oracle Cloud and ADP for Business Services, Fiscal Services and Human Resources. Accomplishments include updating the vendor database, revising the object codes to be used in the new system, assisting with a rewrite of the purchase requisition approval path, and updating the fixed assets database.

In our continuing effort to streamline processes, create efficiencies and increase support to our colleges, we have created new object code 4750: Meal & Refreshment for District Meetings. In addition, SBCCD's vendor database received a major overhaul. Via a mass mailing to vendors we were able to garner email addresses and electronic funds transfer information in order to update vendor records and reduce duplication and paper.

We have also been working toward finalizing the fixed asset inventory and reconciliation of assets across the District. CHC has been completed, SBVC is 50% complete, and District Sites is forthcoming. In addition, support has been provided to the bond construction program in the surplus of old/demolded building furniture and equipment. Purchasing has assisted, as well, with processing large furniture, fixture and equipment procurements for new buildings.

Business Services has coordinated the submission of SBCCD's Apportionment Report to the State. This report, often referred to as the attendance report or 320 report, is compiled from the campuses' student attendance activity and is a joint effort of the Administrative Services and Research Department staff.

Working closely with District payroll personnel and campus administration, Business Services has completed the Fulltime Faculty Obligation Compliance (FON) report for Fall 2016.

Committees

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District Budget

The District Budget Committee (DBC) met three times since the July 2016 report. In addition to vetting and recommending the 2016-17 final budget, the committee reviewed enrollment management plans and projections, state budget trends, and staffing concerns. The committee made the following formal recommendations this past quarter.

- DBC Recommendation 2017-01 -- Revised RAM Assumptions for 2016-17 Based on Governors Final Budget
- DBC Recommendation 2017-02 -- Approval of 2016-17 Final Budget as Reviewed by the DBC on August 18 2016

District Enrollment Management

Since the last report, the District Enrollment Management Committee (DEMC) met twice. The SBCCD 2016-2019 District Enrollment Management Plan was adopted by the Board of Trustees on July 14, 2016. Upon reconvening in September, committee members have discussed tasks to be accomplished during the upcoming year, as well as enrollment trends. Two recommendations have been made so far this fiscal year.

- DEMC Recommendation 2017-02 - FTES Projections for 2017-18 and Beyond to lower growth projections for 2017-18 and beyond to 1.5%.
- DEMC Recommendation 2017-01 - Elimination of Drop for Non-Payment Policy proposing that the practice of dropping students for nonpayment be suspended and implementing other measures by which to ensure payment.