

**DISTRICT ASSEMBLY
AGENDA**

**April 4, 2017
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 – 3/7/17 | 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 o AP 2510 (not ready for second reading. Still under review. Bring back in September) o BP/AP 3715 (not ready for second reading. Still under review. Bring back in September) o BP 3430 o BP/AP 5200 b) AP 7250 clarification of language c) Approval of District Assembly Charge d) Approval of District Assembly Membership | |
| 5. NEW BUSINESS a) Policies & Procedures for 1 st Read (take to constituency for input) o BP/AP 3280 Grants o BP/AP 3310 Records Retention and Destruction o BP/AP 3420 Equal Employment Opportunity o BP/AP 3560 Alcoholic Beverages o AP 3715 Intellectual Property b) AP 7211 – FSAs, Min Quals & Equivalencies to be declared academic & professional | 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 |
| 6. INFORMATION a) Policies & Procedures Deemed Academic & Professional Submitted for Information o BP 5050 Student Success and Support Program – to go to Student Success Committee | |

| | |
|--|--|
| <p>7. UPDATES</p> <ul style="list-style-type: none"> a) 10+1 Training (May 10, 8am-12pm) b) Policy Stat (September) c) Strong Workforce d) College Promise Update e) KVCR f) Grants Process g) Proposed Policy & Procedure on Background Checks h) Emergency Management Committee i) Blackboard Access during the fall term | |
| <p>8. REPORTS</p> <ul style="list-style-type: none"> a) Educational & Facilities Master Plan Update (printed books are available in the Chancellor's Office) b) Proposed Human Resources Reorganization Chart c) Academic Senates d) Classified Senates e) Student Senates | |
| <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) AB 104 Update (TBD)
- b) Annual approval of 6-year AP/BP review schedule (every September)
- c) Auditing Update (Summer 2018, Kuck)
- d) Calendar Committee Update (TBD)
- e) District Budget & Enrollment Update (April)
- f) District Strategic Plan Update (February)
- g) EDCT Update (Monthly written reports)
- h) Educational & Facilities Master Plan Update (TBD 2019)
- i) Fiscal Services Update (written reports Feb, May, Aug, Nov)
- j) Grants Work Group Update (Monthly)
- k) Human Resources Update (written reports Jan, Apr, July, Oct)
- l) KVCR Update (written reports Feb, July)
- m) Non-Credit Updates from Senates (TBD)
- n) Policy & Procedure Tracking Software (March)
- o) Police Department Update (written reports Apr, Sept)
- p) TESS Updates (written reports May, Oct)
- q) Webadvisor Update (TBD)

11. ADJOURN

**DISTRICT ASSEMBLY
MINUTES**

**March 7, 2017
3:00pm
Location: District
Board Room**

Attendance: See Sign In Sheet

| TOPIC | NOTES/DISCUSSION |
|---|--|
| 1. Call to Order – Jeremiah Gilbert | Jeremiah Gilbert called the meeting to order at 3:07pm |
| 2. Chancellor’s Report | Jose Torres gave the report on behalf of the Chancellor as attached. |
| 3. Approval of Minutes – 2/7/17 | Sheri Lillard motioned, Cassandra Thomas seconded to approve the minutes of 2/7/17. Unanimous approval. <hr/> 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 AP 2410 (revised copy in the dropbox - the Board reviewed all recommended revisions previously submitted per the history at the end of the AP)o BP 2715o AP 2710o BP 7310 b) Umbrella BPs per the League <ul style="list-style-type: none">o AP/BP 4222 Recommend to delete BP | Denise Allen motioned, Sheri Lillard seconded to approve items in 4a with AP 2410 as amended. Unanimous approval. <hr/> Denise Allen motioned, Romana Pires seconded to approve AP 4222 and delete BP 4222 as it is covered under the umbrella BP 4220. Unanimous approval. <hr/> District Assembly decided to keep recommended and optional APs and BPs for future consideration. |

| | |
|--|---|
| <p>5. NEW BUSINESS</p> <p>a) Policies & Procedures for 1st Read (take to constituency for input)</p> <ul style="list-style-type: none"> o AP 2510 o BP/AP 3715 o BP 3430 o BP/AP 5200 o BP/AP 6250 o BP/AP 6300 o AP 6305 o BP/AP 6340 o AP 6370 o AP 6950 <p>b) AP 7250 clarification of language</p> <p>c) Grants Work Group Recommendations</p> <p>d) Constitution Amendments: Charge and Membership First Reading</p> | <p>Jose Torres pulled all of Chapter 6 from 5a. They will come back at a later date. AP/BP 3715 not completed. BP 3430 not in dropbox.</p> <hr/> <p>Subject matter expert needs to be clarified in AP 7250. Stacey to review audio from meeting and report back next month.</p> <hr/> <p>Jeremiah Gilbert provided Grants Work Group recommendations as attached. Sheri Lillard motioned, Kay Weiss seconded to accept the recommendations as provided. Denise Allen, Cassandra Thomas, Mary Valdemar, and Grayling Eaton apposed. Motion carried. District Assembly would like reports from the campus presidents to address: What have these fees been used for at each campus? What the indirect costs could be if we had the positions filled?</p> <hr/> <p>Jeremiah Gilbert incorporated the changes suggested at the last meeting. Additional suggestions will be incorporated into the documents and will be brought to District Assembly next month for first reading to be voted on individually.</p> <hr/> <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> <p>a) Policies & Procedures Deemed Academic & Professional Submitted for Information</p> <ul style="list-style-type: none"> o BP/AP 5031 | <p>AP/BP 5031 was presented as information and will move forward.</p> |
| <p>7. UPDATES</p> <p>a) Strong Workforce</p> <p>b) 10+1 Training</p> <p>c) Policy Stat</p> <p>d) Webadvisor</p> <p>e) Canvas</p> <p>f) SB 769 (if approved will double the Bachelor's Degree pilot program)</p> <p>g) Teacher Credentialing Proposal</p> | <p>Trelisa will provide a timeline/implementation for Canvas and Helpdesk to District Assembly next month.</p> |
| <p>8. REPORTS</p> <p>a) Educational & Facilities Master Plan Update</p> <p>b) Academic Senates</p> <p>c) Classified Senates</p> <p>d) Student Senates</p> | <p style="text-align: center;">5</p> |

9. 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

10. FUTURE AGENDA ITEMS

- a) AB 104 Update (TBD)
- b) Annual approval of 6-year AP/BP review schedule (every September)
- c) Auditing Update (Summer 2018, Kuck)
- d) Calendar Committee Update (TBD)
- e) District Budget & Enrollment Update (April)
- f) District Strategic Plan Update (February)
- g) EDCT Update (Monthly written reports)
- h) Educational & Facilities Master Plan Update (TBD 2019)
- i) Fiscal Services Update (written reports Feb, May, Aug, Nov)
- j) Grants Work Group Update (Monthly)
- k) Human Resources Update (written reports Jan, Apr, July, Oct)
- l) KVCR Update (written reports Feb, July)
- m) Non-Credit Updates from Senates (TBD)
- n) Policy & Procedure Tracking Software (March)
- o) Police Department Update (written reports Apr, Sept)
- p) TESS Updates (written reports May, Oct)
- q) Webadvisor Update (TBD)

11. ADJOURN

Meeting adjourned at 1:38pm

DISTRICT ASSEMBLY SIGN IN SHEET

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



DISTRICT ASSEMBLY CHARGE

CURRENT CHARGE

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. (Source: District Assembly Constitution, Article 2: Purpose)

PROPOSED REVISION

District Assembly is the primary district-wide body ensuring that each appropriate constituent group participates in the decision-making process. Members of the Assembly advise and make recommendations to the Chancellor regarding district-wide governance, institutional planning, budgeting, and policies and procedures that promote the educational mission and goals of the San Bernardino Community College District.

**Revised District Assembly Membership
(Based on Current District Assembly Membership)
San Bernardino Community College District**

Standing Membership (Ex Officio)

The Chancellor of the District
The President of Crafton Hills College (CHC)
The President of San Bernardino Valley College (SBVC)
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.

General Membership

Faculty – ~~3~~ 6 SBVC and ~~2~~ 4 CHC
Classified¹ – ~~1~~ 3 SBVC, ~~1~~ 2 CHC, 1 District
Management – ~~1~~ 3 SBVC, ~~1~~ 2 CHC, 1 District
Students – 2 per campus (one appointee, one alternate)

Vested Membership (Collective Bargaining)

President, CSEA (or designee)
President, CTA (or designee)

Vested Membership (Advocacy Groups)

Black Faculty and Staff Association
Latino Faculty and Staff Association

District Assembly Officers²

President
Vice President
Recorder

¹ To satisfy Education Code section 70901.2, one Classified representative from the General Membership is to be appointed by CSEA.

² 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. (Source: District Assembly Constitution)

CANVAS TIMELINE

Fall 2016

- Adopted Canvas
- Began Canvas technical migration/integration
- Faculty Identified for first pilot
- Develop training strategy for faculty

Spring 2017

- Canvas faculty course development and technical training begins
- First pilot (5 sections per college and identified by the respective SBVC Online Program Committee and CHC Educational Technology Committee)
- Faculty working on exporting content and developing future courses through Open Canvas Portal
- Development Shells are available in the SBCCD Canvas Instance (anticipation is mid/late April)
- Test Canvas LMS helpdesk support for students and faculty
- Gather feedback and refine process and resources
- *Continue Canvas/SIS technical integration*

Summer 2017

- Canvas faculty course development and technical training continues
- Second pilot (<=10 faculty per college and identified by the respective online learning committee and educational technology committee). Pilot faculty will teach all their summer sections in Canvas.
- July 6, 2017, Fall 2017 course shells are available in the SBCCD Canvas Instance.
- Create network of online support services for faculty and students
- Gather feedback and refine process and resources

Fall 2017

- District wide Go-Live for Canvas for Fall 2017 semesters. All course sections will be taught in Canvas.
- SEPTEMBER 1, 2019 . Blackboard is no longer available for conducting classes. Blackboard becomes read-only and only accessible by faculty thru 12/31/2017 (NOTE: faculty read-only access is not finalized. We are currently working with the vendor on the details of access and cost.)
- SEPTEMBER 1, 2019 Helpdesk provided through Blackboard ends. SBCCD Internal Help desk system starts.
- Canvas Training and Development opportunities continue