



District Assembly

attachment #1

SBCCD Board Room, 114 S. Del Rosa Drive, San Bernardino CA 92408

Meeting Minutes – February 6, 2018, 3:00 PM

Link to access APs/BPs <https://www.dropbox.com/sh/vbmkf3rh43g335a/AADlgtJa8l5JqAfw2KOT88bga?dl=0>

I. Welcome & Introductions

Denise Allen, Chair – called the meeting to order at 3:05pm

II. Chancellor's Report

Chancellor gave an update on changes to the budget funding formula.

III. Approval of Minutes

Mark McConnell moved to approve the minutes of December 5, 2017, seconded by Jim Holbrook. TL Brink abstained. All others approved. The minutes should clarify that Mark McConnell was present at the 12/5/17 meeting as noted by the mark on the sign-in sheet.

IV. Old Business

A. Policies & Procedures for Re-review and Consideration and/or Reconfirmation for Approval

- a. AP 2410 Board Policies and Administrative Procedures – Celia Huston moved to approve AP 2410 with live edits as made in Policy Stat during the meeting. Jim Holbrook seconded the motion. AP 2410 can move forward with edits to the Board of Trustees in March for final read.
- b. AP 2510 Collegial Consultation – Item was pulled by the Academic Senates for further review and will return to DA in April with recommendations.
- c. BP 3226 Awards – Jim Holbrook moved to approve BP 3226. Cassandra Thomas seconded the motion. Unanimous approval.
- d. AP 3430 Prohibition of Harassment – Ray Carlos moved to approve AP 3430. TL Brink seconded the motion. Jim Holbrook abstained. All other approved.
- e. BP 3710 Securing of Copyright – TL Brinks moved to approve BP 3710. Kathy Wilson seconded the motion. Unanimous approval.
- f. BP & AP 3915 Printing – Cassandra Thomas moved to approve AP and BP 3915. Amy Avelar seconded the motion. Unanimous approval.
- g. BP & AP 5050 Student Success and Support Program (DA 4.4.17) – Celia Huston moved to approve BP 5050. Mark McConnell seconded the motion. AP 5050 will go to Academic Senates for review and come back to DA in May. Unanimous approval.
- h. BP 6307 Debt Issuance and Management – TL Brink moved to approve BP 6307. Celia Huston seconded the motion. Unanimous approval.
- i. BP 7120 Recruitment and Hiring – Mark McConnell moved to approve BP 7120. TL Brink seconded the motion. Cassandra Thomas abstained. All others approved.
- j. BP 7130 Compensation – Cassandra Thomas moved to approve BP 7130. Kathy Wilson seconded the motion. Unanimous approval.
- k. BP & AP 7150 Evaluation – Cassandra Thomas moved to approve BP 7150. AP 7150 will need further review from HR

and come back to DA for approval in March. HR is creating a handbook to be more descriptive. Kathy Wilson seconded the motion. Unanimous approval.

- l. AP 7260 Classified Supervisors and Managers - This one has some issues with the revised language - as all positions should be flown – Item was pulled for HR review and come back to DA in March.
- m. AP 7365 Discipline and Dismissal - Classified Employees – Item was pulled for HR review and come back to DA in April.
- n. AP 7385 Salary Deductions – Jim Holbrook moved to approve AP 7385. TL Brink seconded the motion. Unanimous approval.

B. Chapter Owners to Facilitate Completion and Submit to District Assembly – Stacey will request a return date from Chapter Owners.

- a. BP & AP 3715 Intellectual Property (pulled 5.2.17 declared Academic and Professional) Note: was re-agendized on Sept 17 DA agenda
- b. BP & AP 3280 Grants (pulled on 5.2.17)
- c. BP & AP 6250 Budget Management (pulled on 3.7.17 by J. Torres)
- d. BP & AP 6300 Fiscal Management (pulled on 3.7.17 by J. Torres)
- e. AP 6305 Reserves – brand new advised (pulled on 3.7.17 by J. Torres)
- f. BP & AP 6340 Bids and Contracts (pulled on 3.7.17 by J. Torres)
- g. AP 6370 Contracts - Personal Services – brand new required (pulled on 3.7.17 by J. Torres)
- h. AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation) – brand new required (pulled on 3.7.17 by J. Torres)
- i. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies brand new required (pulled on 4.4.17 and declared Academic And Professional) – Senates to review and bring back to DA.
- j. AP 7250 Educational Administrators (discussed on 4.4.17 & 5.2.17 - request to clarify the meaning of: Subject matter expert)(note: AP needs to come back to DA as this is the one with the language about the Prof Expert and the Managers teaching a class) – Mark McConnell with work with Jose Torres to define the subject matter expert.

V. New Business

A. Policies & Procedures for 1st Read

- a. BP 2410 Board Policies and Administrative Procedures
- b. BP 2365 Recording
- c. BP & AP 2435 Evaluation of the Chancellor
- d. BP & AP 2610 Presentation of Initial Collective Bargaining Proposals
- e. AP 2712 Conflict of Interest Code (legal update #31)
- f. BP 2717 Personal Use of Public Resources
- g. BP 2720 Communications Among Board Members
- h. BP & AP 2735 Board Member Travel
- i. BP 6320 Investments – Changes required. Chapter owner to review and submit to DA.

- j. BP 7210 Academic Employees – Changes required. Chapter owner to review and submit to DA.
- k. BP 7260 Classified Supervisors and Managers – Changes required. Chapter owner to review and submit to DA.

B. Chapter Owners to Facilitate Completion and Submit to District

Assembly - Stacey will request a return date from Chapter Owners

- a. BP & AP 3505 Emergency Response Plan
- b. BP & AP 5110 Counseling (note BP is complete AP is not – need to see where it is now)
- c. BP & AP 5150 Extended Opportunity Programs and Services
- d. BP & AP 5420 Associated Students Finance – AP is brand new required
- e. BP & AP 7100 Commitment to Diversity – AP is brand new optional (note: BP is complete AP was pulled by DA on 11.14.17)
- f. AP 7213 Part Time Faculty: Benefits – brand new optional (note: AP was pulled by DA on 11.14.17)
- g. AP 7240 Confidential Employees (note: AP was pulled by DA on 11.14.17)
- h. BP 7250 Educational Administrators - legal update #31
- i. AP 7380 Retiree Health Benefits: Academic Employees – brand new required (note: AP was pulled by DA on 12.5.17 to be forwarded to CTA for input and review)

C. Academic Senates Are Working On

- a. BP & AP 4010 Academic Calendar (goal is to get to DA in March)
- b. BP & AP 4020 Program, Curriculum, and Course Development – legal update #31 (goal is to get to DA in April)(This one is being reviewed by the college curriculum committees)
- c. BP & AP 4060 Delineation of Functions Agreements – brand new advised (goal is to get to DA in May)
- d. BP & AP 4070 Course Auditing and Auditing Fees (goal is to get to DA in March)
- e. BP & AP 4101 Independent Study - brand new optional (goal is to get to DA in March)
- f. BP & AP 4102 Career and Technical Education Programs (goal is to get to DA in March)
- g. BP & AP 4103 Work Experience (goal is to get to DA in March)
- h. AP 4104 Contract Education (this one was on the 16-17 list - need to check where it is at now)
- i. BP & AP 4110 Honorary Degrees – brand new optional (10.3.17 DA recommended not implementing this one this year).
- j. AP 4227 Repeatable Courses – legal update #31 (goal is to get to DA in March)(sent to AS Presidents to agendize on 1.25.18)
- k. AP 4228 Course Repetition - Significant Lapse of Time – legal update #31 (goal is to get to DA in March)(sent to AS Presidents to agendize on 1.25.18)

- l. AP 4229 Course Repetition - Variable Units – legal update #31 (goal is to get to DA in March)(sent to AS Presidents to agendize on 1.25.18)
- m. BP & AP 4240 Academic Renewal (goal is to get to DA in March)
- n. BP & AP 5010 Admissions (this one was on the 16-17 list - need to check where it is at now)
- o. BP & AP 5020* Nonresident Tuition (not 10+1 - however forwarded to AS and should be ready for March DA)
- p. BP & AP 5030 Fees (goal is to get to DA in April)
- q. BP & AP 5040 Student Records, Directory Information, and Privacy – AP is legal update #31 (goal is to get to DA in March)(BP & AP were sent to AS Presidents to agendize on 1.25.18)

VI. Information

- A. Legal Update #31 – October 2017 – **Legal updates to be made by chapter Owners and brought back to District Assembly.**
 - a. BP 7310 Nepotism
 - b. BP & AP 7400 Travel
 - c. AP 3300 Public Records
 - d. AP 3420 Equal Employment Opportunity
 - e. AP 3435 Discrimination and Harassment Resolution Procedures
 - f. AP 3530 Weapons on Campus
 - g. AP 3720 Computer and Network Use
 - h. AP 4225 Course Repetition (should be forwarded to AS an agenda consent item)
 - i. AP 4235 Credit by Examination - (was on the 16-17 list - the BP was approved but I cannot find a record of the AP approval - need to find out where it is in the process)
 - j. AP 4236 - (needs to go to senates as this is a new procedure required by ED code)
 - k. BP & AP 4300 Field Trips and Excursions - (should be forwarded to AS as an agenda consent item)
 - l. AP 5013 Students in the Military - (should be forwarded to AS as an agenda consent item)
 - m. AP 5015 Residence Determination - (should be forwarded to AS as an agenda consent item)
 - n. AP 5530 Student Rights and Grievances - (should be forwarded to AS as an agenda consent item)
 - o. AP 6400 Financial Audits
 - p. AP 6850 Hazardous Materials
 - q. AP 7500 Volunteers

VII. Other Items

VIII. Updates

- A. Brand Assessment
- B. Fiscal Services: Proposed New Funding Formula Model (**attachment #2**)
- C. PRT Process Summary (**attachment #3**)

IX. Reports

- A. Academic Senates
- B. Classified Senates
- C. Student Senates

X. Public Comments

None.

XI. Adjournment

Next Meeting Scheduled for March 6, 2018, 3:00 PM.
Denise Allen adjourned the meeting at 4:37pm.

2/6/18

District Assembly Sign-In Sheet

President: Denise Allen

Denise Allen

Vice President: Mark McConnell

MDM

Recorder: Stacey Nikac

SN

Rocio Aguayo

RA

Amy Avelar

Bruce Baron

BB

T.L. Brink

T/Brink

Raymond Carlos

RC

Santiago Castillo

Jeffrey Demsky

Grayling Eaton

Ben Gamboa

Jim Holbrook

Jim Holbrook

Celia Huston

CH

Kathryn Jaramillo

Kathryn Jaramillo

Robert Levesque

Robert Levesque

Sheri Lillard

Craig Luke

Marcus McInerney

Marcus McInerney

Diana Rodriguez

Susan Ryckevic

James Smith

Amber Snow

Cassandra Thomas

Cassandra Thomas

Mary Valdemar

Kathy Wilson

Kathy Wilson

Keith Wurtz

Wei Zhou

Keith Wurtz

GUEST: JEREMIAH GILBERT

JG