



District Assembly

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

Meeting Agenda – May 1, 2018 at 3pm

Link to access APs/BPs [Policies & Procedures for Review](#)

I. Welcome & Introductions

Denise Allen, Chair

II. Chancellor's Report

Crafton Hills President Search Update (**p4**)

III. Approval of Minutes

April 3, 2018 (**p5**)

IV. Old Business

A. BPs & APs 2nd Read & Approval

1. BP & AP 2410 Board Policies and Administrative Procedures (BP under review with senates)
2. BP & AP 2510 Collegial Consultation (AP 2510 being reviewed by senates)
3. BP & AP 3280 Grants (pulled on 5.2.17)
4. BP & AP 3300 Public Records (Legal update #31)
5. BP & AP 3420 Equal Employment Opportunity (Legal update #31)
6. BP & AP 3530 Weapons on Campus (Legal update #31)
7. AP 6305 Reserves – brand new advised (pulled on 3.7.17 by J. Torres) No BP
8. BP & AP 6320 Investments (1st read in Feb 18)
9. BP & AP 6340 Bids and Contracts (pulled on 3.7.17 by J. Torres)
10. BP & AP 7100 Commitment to Diversity – AP is brand new optional (note: BP is complete AP was pulled by DA on 11.14.17)
11. BP 7260 Classified Supervisors and Managers
12. BP & AP 7400 Travel (Legal update #31)
13. BP & AP 7500 Volunteers (Legal update #31)

B. Academic and Professional for Approval

1. BP & AP 3715 Intellectual Property (pulled 5.2.17 declared Academic and Professional) Note: was re-agendized on Sept 17 DA agenda.
2. BP & AP 4020 Program, Curriculum and Course Development
3. BP & AP 4225 Course Repetition (Legal update #31)
4. BP & AP 4235 Credit by Examination (Legal update #31)
5. AP 4236 - (needs to go to senates as this is a new procedure required by ED code) (Legal update #31)
6. BP & AP 5010 – Admissions

Pulled 4/3/18 to be sent to Larry Aycock and April Dale Carter for A&R to revise AP. Bring back in May.

7. BP & AP 5050 Student Success (pulled from 2/6/18 DA agenda for AS review)

V. New Business

- A. BPs & APs – 1st Read
 1. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies (Brand New, Required) No BP
- B. Committee Evaluation (p10)
- C. Election of President

VI. Updates

- A. Districtwide Standing Committee & Organizational Chart Update (p12)
- B. Human Resources Update (list of new hires) (p13)

VII. Reports

1. Academic Senates
2. Classified Senates
3. Student Senates

VIII. Public Comments

- IX. Policies and Procedures under review - Chapter Owners to facilitate completion and submit to District Assembly as noted

NOTE: All APs and BPs should be submitted together for approval.

REMINDER: Templates and language provided are received from the League and vetted by their legal partners at Liebert Cassidy Whitmore. Make sure you have read through all comments in PolicyStat to ensure the language is what

All BPs & APs in this section will **return to DA in September**, unless otherwise noted.

14. AP 3435 Discrimination and Harassment Resolution Procedures (Legal update #31) No BP
15. BP & AP 3505 Emergency Response Plan (Feb DA new business. With PD for review)
16. BP & AP 3710 - Securing of Copyright (BP was approved 2/6/18 and will be submitted to Board together)
17. BP & AP 3720 Computer and Network Use (Legal update #31. With TESS for review)
18. BP & AP 4060 Delineation of Functions agreement
19. BP & AP 4103 - Work Experience
20. AP 4104 Contract Education No BP
21. BP & AP 5110 Counseling
22. BP & AP 5150 Extended Opportunity Programs and Services
23. AP & BP 5500 Standards of Student Conduct (requested on 3/6/18 to bring forward to April DA. 1st read in May. 2nd read in September)
24. AP 5530 Student Rights and Grievances (Legal update #31)
25. BP & AP 6250 Budget Management (pulled on 3.7.17 by J. Torres)
26. BP & AP 6300 Fiscal Management (pulled on 3.7.17 by J. Torres)
27. AP 6370 Contracts - Personal Services – brand new required (pulled on 3.7.17 by J. Torres) No BP
28. BP & AP 6400 Financial Audits (Legal update #31)
29. AP 6850 Hazardous Materials (Legal update #31) No BP

was recommended by their legal partners.

30. AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation) – brand new required (pulled on 3.7.17 by J. Torres) No BP
31. BP & AP 7150 Evaluation (1st read in March 18)
32. BP & AP 7210 Academic Employees (1st read in Feb 18)
33. AP 7213 Part Time Faculty: Benefits – brand new optional (note: AP was pulled by DA on 11.14.17) No BP
34. BP & AP 7240 Confidential Employees (note: AP was pulled by DA on 11.14.17)
35. BP & AP 7250 Educational Administrators
4/3/18 DA - change (AP 7250) F1 from 15 members to 16 members and CSEA from one appointee to two CSEA appointees. These changes will be sent to the Board for approval. Any additional changes to be discussed at the next DA meeting.
36. AP 7260 Classified Supervisors and Managers
4/3/18 DA pulled BP & AP 7260 for DA next month. BP to 2nd read 5/1/18
37. BP & AP 7310 Nepotism (Legal update #31)
38. BP & AP 7365 Discipline and Dismissal - Classified Employees (pulled in Feb?)
39. BP & 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)

X. Future Topics

1. Preliminary BP & AP Review Schedule (April)
2. Human Resources Update (TBD)
3. Committee Evaluation (April)
4. Election of President (April)
5. Membership Election (February)
6. Annual approval of 6-year AP/BP review schedule (September)
7. Budget Update (TBD)
8. EDCT Organizational Chart – Galope (TBD)
9. Instructional Initiatives Committee – Galope (TBD)
10. Auditing Update (Summer 2018)
11. Calendar Committee Update (TBD)
12. Educational & Facilities Master Plan Update (TBD 2019)
13. Webadvisor Update (TBD)
14. AB 104 Update (TBD)
15. Emergency Management Committee (TBD)
16. District Support Services Update (written reports)
17. Police Department Update (written reports)
18. TESS Updates (written reports)

XI. Adjournment

Next Meeting Scheduled for September 4, 2018, 3:00 PM



President Search Timeline

May – November 2018 (as of 4/12/18)

- May - June: ACCT Consultant works with the Chancellor to plan timeline, webpage development and advertising
- May 8: Search Committee Selected
Search Committee Meeting #1, Noon - 2:00 p.m.
Agenda: Training and Orientation
Consultant holds open forums for staff and public input to Profile
Consultant meets with the Chancellor and Search Committee regarding the Profile
- June: Profile complete, Website functional and Print Ads published
- June 15- Sept. 20: Active Recruiting
- October 1: Target Date for Receipt of Applications (accepted until filled)
- October 8-12: Committee reviews applications independently on ACCT web portal
- October 16: Search Committee Meeting (#2) 9:00 a.m. - 3:00 p.m.
Agenda: Discussion of Applications
Selection of Semi-Finalists to be invited for interview
- October 30: Search Committee Meeting (#3) 8:00 a.m. - 8:00 p.m.
(all day and evening if needed)
Agenda: Interviews of Semi-Finalists
Select Finalists to recommend to the Chancellor
- November 13: Finalists' Public Forums, Campus Tour and Informal Meetings
- November 14: Finalists' Interviews with the Chancellor and Board of Trustees
- Late November: Chancellor Recommends new President to the Board of Trustees
- Start Date: January 1, 2019, or as negotiated

Note: ACCT completes Preliminary Reference Reports for Semi-Finalists and Summary Reference Reports for all Finalists.



District Assembly

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

Meeting Minutes — April 3, 2018 at 3pm

Link to access APs/BPs [Policies & Procedures for Review](#)

I. Welcome & Introductions

Denise Allen called the meeting to order at 3:05pm.

II. Chancellor's Report

Chancellor gave an update on the President Search at CHC and provided details on the President Search Timeline handout. The timeline will be shared with both academic senates as information. He asked everyone to complete the Climate Survey for District Program Review. We can reach out to the constituent groups to encourage them to participate, which will increase the response rate of the survey.

III. Approval of Minutes

TL Brink moved to approve. Denise Allen seconded the motion to approve the minutes of March 6, 2018. Mark McConnell abstained. All others approved.

IV. Old Business

A. BPs & APs 2nd Read & Approval

1. BP & AP 2365 – Recording

Mark McConnell moved to approve. TL Brink seconded the motion to approve BP & AP 2365 as amended in the meeting. Unanimous approval.

2. BP & AP 5010 – Admissions

Amy Avelar moved to approve. Cassandra Thomas seconded the motion to pull BP & AP 5010 and send back to Larry Aycock and April Dale Carter for A&R to revise AP. Bring back in May. Unanimous approval.

3. BP & AP 5075 - Course Adds, Drops, and Withdrawals

Amy Avelar moved to approve. Mark McConnell seconded the motion to approve BP & AP 5075 as amended in the meeting. Unanimous approval.

4. BP & AP 5420 Associated Students Finance

Celia Huston moved to approve. Ray Carlos seconded the motion to approve as presented. Unanimous approval.

5. BP & AP 7250 Educational Administrators

TL Brink moved to approve. Robert Levesque seconded the motion to change (AP 7250) F1 from 15 members to 16 members and CSEA from one appointee to two CSEA appointees. These changes will be sent to the Board for approval. Any additional changes to be

discussed at the next DA meeting. Mark McConnell opposed. All others approved.

6. BP & AP 7260 Classified Supervisors and Managers
Mark McConnell moved to approve. Cassandra Thomas seconded the motion to pull BP & AP 7260 for DA next month.

B. Academic and Professional for Approval

1. BP & AP 4240 Academic Renewal
2. BP & AP 4300 Field Trips and Excursions (Legal update #31)
3. AP 5013 Students in the Military (Legal update #31) No BP
4. BP & AP 5015 Residence Determination (Legal update #31)
5. BP & AP 5030 Fees

Amy Avelar moved to approve. Cassandra Thomas seconded the motion to approve BP & AP 4240, BP & AP 4300 Field Trips and Excursions, AP 5013 Students in the Military, BP & AP 5015 Residence Determination, and BP & AP 5030 Fees. Mike Strong abstained. All others approved.

V. New Business – 1st
Read

A. Membership Status

vote at next meeting. Mark McConnell is chair

B. Preliminary BP & AP Review Schedule (attachment #3) – add to DA website

C. BPs & APs – 1st Read

1. BP & AP 3280 Grants (pulled on 5.2.17)
2. BP & AP 3300 Public Records (Legal update #31)
3. BP & AP 3420 Equal Employment Opportunity (Legal update #31)
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VI. Updates

1. Calendar Committee Update

Denise Allen moved to approve. Mike Strong seconded the motion to approve the 2019-2020 Academic Calendar. Unanimous approval

2. District Program Review Resource Prioritization Update
(attachment #4)
3. State Budget Update & New Funding Model

VII.	Reports	<ol style="list-style-type: none"> 1. Academic Senates 2. Classified Senates 3. Student Senates
VIII.	Public Comments	None
IX.	<p>Policies and Procedures under review - Chapter Owners to facilitate completion and submit to District Assembly <u>as noted</u></p> <p>NOTE: All APs and BPs should be submitted together for approval.</p> <p>REMINDER: Templates and language provided are received from the League and vetted by their legal partners at Liebert Cassidy Whitmore. Make sure you have read through all comments in PolicyStat to ensure the language is what was recommended by their legal partners.</p>	<p>All BPs & APs in this section will <u>return to DA in May</u>, unless otherwise noted.</p> <ol style="list-style-type: none"> 1. BP & AP 2410 Board Policies and Administrative Procedures (BP under review with senates) 2. BP & AP 2510 Collegial Consultation (AP 2510 being reviewed by senates) 3. AP 3435 Discrimination and Harassment Resolution Procedures (Legal update #31) No BP 4. BP & AP 3505 Emergency Response Plan (Feb DA new business. With PD for review) 5. BP & AP 3710 - Securing of Copyright (BP was approved 2/6/18 and will be submitted to Board together) 6. BP & AP 3715 Intellectual Property (pulled 5.2.17 declared Academic and Professional) Note: was re-agendized on Sept 17 DA agenda. 7. BP & AP 3720 Computer and Network Use (Legal update #31. With TESS for review) 8. BP & AP 4103 - Work Experience 9. BP & AP 4020 Program, Curriculum and Course Development 10. BP & AP 4060 Delineation of Functions agreement 11. AP 4104 Contract Education No BP 12. BP & AP 4225 Course Repetition (Legal update #31) 13. BP & AP 4235 Credit by Examination (Legal update #31) 14. AP 4236 - (needs to go to senates as this is a new procedure required by ED code) (Legal update #31) 15. BP & AP 5050 Student Success (pulled from 2/6/18 DA agenda for AS review) 16. BP & AP 5110 Counseling 17. BP & AP 5150 Extended Opportunity Programs and Services 18. AP & BP 5500 Standards of Student Conduct (requested on 3/6/18 to bring forward to April DA. <u>1st read in May. 2nd read in September</u>) 19. AP 5530 Student Rights and Grievances (Legal update #31) 20. BP & AP 6250 Budget Management (pulled on 3.7.17 by J. Torres) 21. BP & AP 6300 Fiscal Management (pulled on 3.7.17 by J. Torres) 22. AP 6370 Contracts - Personal Services – brand new required (pulled on 3.7.17 by J. Torres) No BP 23. BP & AP 6400 Financial Audits (Legal update #31) 24. AP 6850 Hazardous Materials (Legal update #31) No BP

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XI. Adjournment

Meeting adjourned at 4:45pm.
Next Meeting Scheduled for May 1, 2018, 3:00 PM


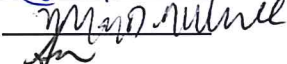

District Assembly Sign-In Sheet

Date: 4/3/18

President: **Denise Allen**

Vice President: **Mark McConnell**

Recorder: **Stacey Nikac**

Rocio Aguayo

Amy Avelar

Bruce Baron

T.L. Brink

Raymond Carlos

Santiago Castillo

Jeffrey Demsky

Jim Holbrook

Celia Huston

Kathryn Jaramillo

Robert Levesque

Sheri Lillard

Craig Luke

Marcus McInerney

Brandi Mello

Kevin Palkki

Diana Rodriguez

Susan Ryckevic

James Smith

Amber Snow


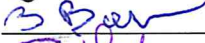
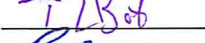

Mike Strong

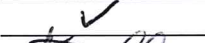


Cassandra Thomas


Mary Valdemar

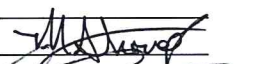

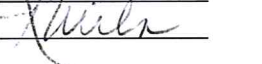

Kathy Wilson

Keith Wurtz



Guests:

JEREMIAH GILBERT

LARRY STRONG

PIVISHA HANNON

RICHARD GALOPE

Name of Committee: District Assembly

Please think about the internal processes, external interactions, and work products or outcomes of this committee, and answer each of the following questions objectively.

- How long have you served continuously on this committee? 1st year 2 years 3 years 4 or more years
- On how many other committees did you serve this year? 0 1 2 3 4 5 or more
- Did you serve as chair or convener of this committee this year? Yes No
- Do you expect to serve on this committee again next year? Yes No I don't know
- What is your primary function at SBCCD? FT Faculty PT Faculty Classified Confidential Manager Student

	Almost Always	Often	Sometimes	Seldom	Almost Never	No Opinion
<u>Collaborative</u> : Sharing, inclusive, open to input, respectful of diverse opinions, characterized by meaningful dialogue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Transparent</u> : Open, easy to understand, clearly defined, characterized by effective and meaningful communication with the District community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Evidence-Based</u> : Reliant upon relevant, accurate, complete, timely qualitative and/or quantitative information; not based solely on assertion, speculation, or anecdote	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Effective</u> : Working properly and productively toward the committee's intended results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Efficient</u> : Performing well with the least waste of time and effort; characterized by serving the committee's specified purposes in the best possible manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate extent to which you agree/disagree with the following statements about your service on this committee overall this year.

	Strongly Agree	Agree	Disagree	Strongly Disagree
I feel comfortable contributing ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My ideas are treated with respect, whether or not others agree with them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have had sufficient opportunity to provide input into committee recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

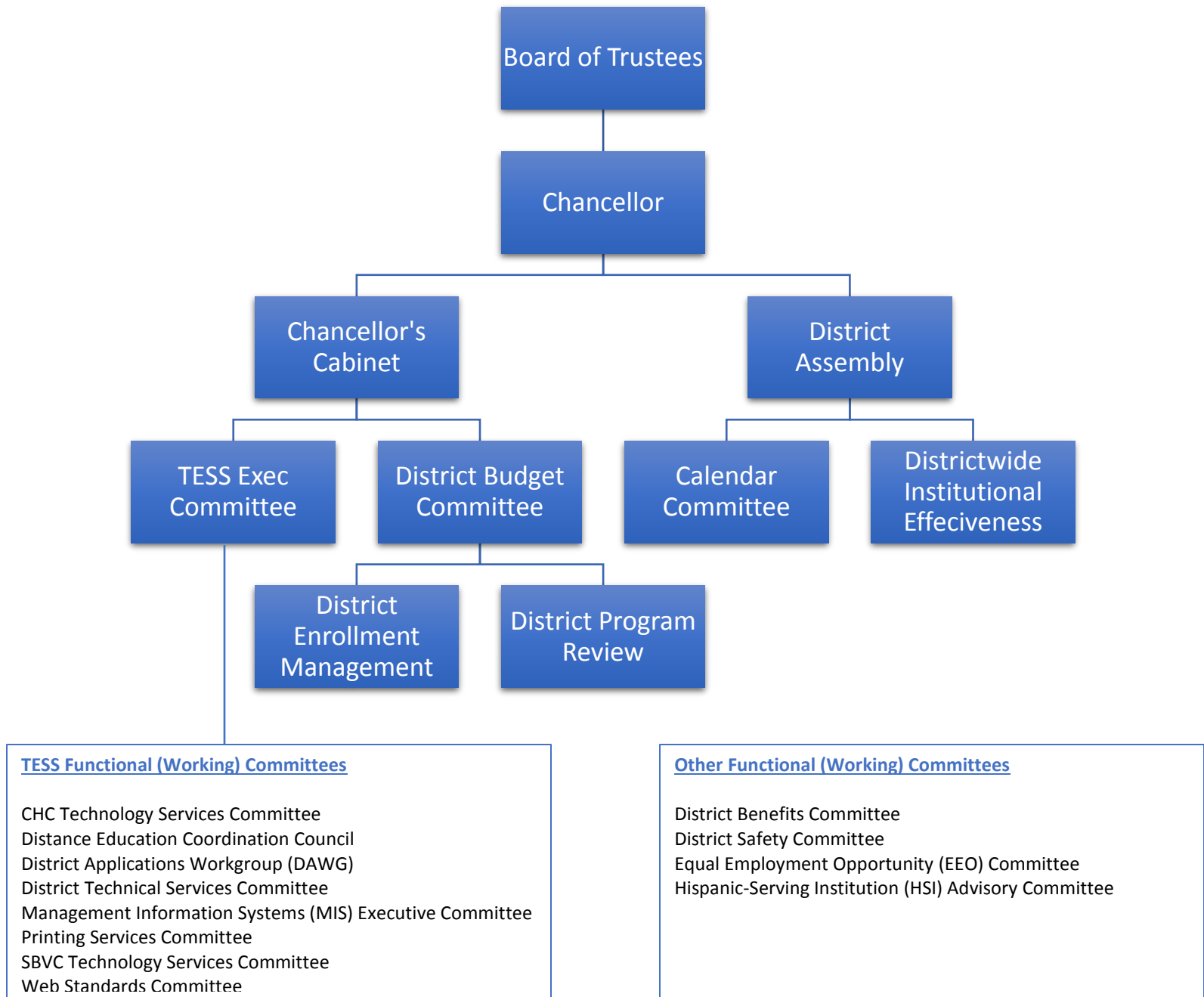
Please rate the following aspects of the committee's work overall this year.

	Very Good	Good	Fair	Poor	Very Poor	No Opinion
Clarity of the committee's charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of communication within the committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of information flow from the committee to the constituency groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of information flow from the constituency groups to the committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of communication by the committee with the District community as a whole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to data needed for deliberations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to meeting space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to other resources needed for the committee to work effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training or mentoring for you as a committee member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishment of expectations or norms for committee members and convener(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adherence to expectations or norms for committee members and convener(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please enter this committee's most significant accomplishment this year:

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

District Collegial Consultation Committee Organization (DRAFT)



LAST AND FIRST NAME	POSITION DESC	ORIGINAL HIRE DATE
HANNON, KRISTINA	EXECUTIVE DIRECTOR HUMAN RESOU	07/10/2017
CANOVA, VANESSA	ASSISTANT MANAGER,WORKFORCE DE	07/14/2017
RUEDA, MARGARET	ASSISTANT MANAGER,WORKFORCE DE	07/14/2017
WILSON, CHANTAE	INSTRUCTOR, EMS	08/10/2017
DIBARTOLO, CHERYL	INSTRUCTOR, ANTHROPOLOGY	8/10/2017
MILLER, WILLIAM	DIRECTOR, DSP&S	08/11/2017
JOYCE, ROXANE	ASSISTANT MANAGER,WORKFORCE DE	8/11/2017
LEYVA, RUBEN	ADMISSIONS & RECORDS TECHNICIA	08/14/2017
BABIN, DANIEL	INSTRUCTOR, CULINARY ARTS	08/14/2017
ZARDKOOHI, SOHRAB	INSTRUCTOR, CULINARY ARTS - BA	08/14/2017
LAREZ, PAMELA	INSTRUCTOR, NURSING	08/14/2017
SAADEH, MIRIAM	SCHEDULE/CATALOG DATA SPEC.	08/14/2017
PEREZ, JANET	HUMAN RESOURCES GENERALIST	08/16/2017
PEREZ, BRANDY	HUMAN RESOURCES COORDINATOR	08/21/2017
SMITH, WYVON	ACCOUNT CLERK II	08/28/2017
CAMARENA, CHRISTINA	LAB TECHNICIAN, CULINARY ARTS	09/18/2017
SMITH, LATASHA	HUMAN RESOURCES COORDINATOR	09/25/2017
CARRILLO, DEVYREE	COLLEGE SECURITY OFFICER	10/02/2017
CREW, CHRISTOPHER	RESEARCH ANALYST	10/02/2017
XIANG, JUN	RESEARCH ANALYST	10/02/2017
WALKER, PAUL	EMERGENCY MANAGER	10/13/2017
ADAME, VINCENT	CUSTODIAN I	10/17/2017
ASAMOAH, AMBER	ACCOUNT CLERK II	10/23/2017
GONZALES, MELANIE	HUMAN RESOURCES GENERALIST	10/23/2017
ASLANIAN, ARTOUR	RESEARCH ANALYST	10/23/2017
MOORE, DARREN	COLLEGE SECURITY OFFICER	10/30/2017
DURAN, MARIA	ADULT EDUCATION BLOCK COUNSELO	11/13/2017
CASTILLO, YUBITZA	HEALTH SCIENCE SKILLS LAB INST	12/13/2017
JACKSON, ALVIN	CHIEF OF POLICE	12/15/2017
MUSE JR, WILLIAM	DEAN, INSTRUCTION	01/02/2018
WILLIAMS, SHARAF	DIRECTOR, FIRST YEAR EXPEREINC	01/08/2018
JAMES, DAVID	DIRECTOR, INTERNAL AUDITS	01/19/2018
WARE, MONIQUE	JOB DEVELOPER	01/30/2018
RODRIGUEZ-MIER, VANESSA	CHILD DEVELOPMENT ASSISTANT	02/05/2018
WRENN, CEDRICK	TECHNOLOGY SUPPORT SPECIALIST	02/05/2018
WALKER, WANDA	ACCOUNT CLERK II	02/09/2018
LONG, TERRI	VICE PRESIDENT, INSTRUCTION	02/09/2018
FARZANEH, FARIDEH	SUSTAINABILITY & ENERGY MANAGE	02/26/2018
NGUYEN, MICHAEL	ENVIRONMENTAL, HEALTH & SAFETY	03/12/2018