



District Assembly

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

Meeting Minutes – May 1, 2018 at 3pm

Link to access APs/BPs

https://www.dropbox.com/sh/mixjaa04xzir7rw/AADHndLQWZXsF_0GIv6AmrwDa?dl=0

I. Welcome & Introductions

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

II. Chancellor's Report

Chancellor gave another update on the President search for CHC and provided a timeline handout. The Consultant will be having an open forum on May 8th to gather input to profile and create the recruitment brochure. He mentioned that the Board would be reviewing a possible Bond for the November ballot. The Chancellor will be attending the CTA and CSEA meetings this coming month to give an update on the search.

III. Approval of Minutes

Raymond Carlos moved to approve. Mark McConnell seconded the motion to approve the minutes of April 3, 2018. Jim Holbrook abstained. All others approved.

IV. Old Business

A. BPs & APs 2nd Read & Approval

1. BP & AP 2410 Board Policies and Administrative Procedures – **Jim Holbrook moved to approve the Draft version (not drop box). Mark McConnell seconded the motion to approve. Unanimous approval.**
2. BP & AP 2510 Collegial Consultation – **Celia Huston moved to approve the Draft version (not drop box). Raymond Carlos seconded the motion to approve. Unanimous approval.**
3. BP & AP 3280 Grants – **Request from T.L. Brink to format section #D with a command voice (verb) make it an action statement. T.L. Brink moved to approve the Draft version (not drop box). Raymond Carlos seconded the motion to approve. Unanimous approval.**
4. BP & AP 3300 Public Records – **Mark McConnell moved to approve the drop box version. Celia Huston seconded the motion to approve. Unanimous approval.**
5. BP & AP 3420 Equal Employment Opportunity – **Jim Holbrook moved to approve the drop box version. T.L. Brink seconded the motion to approve. Unanimous approval**
6. BP & AP 3530 Weapons on Campus – **Mark opened a discussion on language of carrying a knife. Jim Holbrook moved to approve the drop box version. Cassandra Thomas seconded the motion to approve. Vote was taken it passed**
7. AP 6305 Reserves – brand new advised – **Jim Holbrook moved to approve the drop box version. Mark McConnell seconded the motion to approve. Unanimous approval.**
8. BP & AP 6320 Investments (1st read in Feb 18)

9. BP & AP 6340 Bids and Contracts – Mark McConnell moved to approve the Draft version (not drop box). T.L. Brink seconded the motion to approve. Unanimous approval.
10. BP & AP 7100 Commitment to Diversity
11. BP 7260 Classified Supervisors and Managers
12. BP & AP 7400 Travel (Legal update #31)
13. BP & AP 7500 Volunteers (Legal update #31)
– Mark McConnell moved to approve the drop box version. Jim Holbrook seconded the motion to approve the BP & AP 7100, BP 7260, BP & AP 7400, and BP & AP 7500. Unanimous approval.

- B. Academic and Professional for Approval – Draft Version (not drop box)
1. BP & AP 3715 Intellectual Property – Denise asked if the committee would do a blind approval of the following BP's & AP's 3715, 4235, 5010, and 5050 – Jim Holbrook moved to approve. Mark McConnell seconded the motion. Unanimous approval
 2. BP & AP 4020 Program, Curriculum and Course Development – Pulled by committee for review – Jim Holbrook opposed, all other approved.
 3. BP & AP 4225 Course Repetition – Pulled by committee for review – Mark McConnell opposed, all other approved
 4. BP & AP 4235 Credit by Examination
 5. AP 4236 – Pulled by committee for review – After, T.L. Brink moved to approved. Raymond Carlos seconded the motion. Unanimous approval.
 6. BP & AP 5010 Admissions
 7. BP & AP 5050 Student Success

V. New Business

- A. BPs & APs – 1st Read
1. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies – Request for documents to be attached to the policy
- B. Committee Evaluation
Denise Allen asked everyone to complete the evaluation; we received eight evaluations at the end of the meeting.
- C. Election of President
Celia Huston made a motion to nominate Denise Allen as President. Jim Holbrook seconded the motion. Unanimous approval to elect Denise Allen.

VI. Updates

- A. Districtwide Standing Committee & Organizational Chart Update
Committee reviewed the chart. There was an error in spelling, an email will be sent to Jeremiah Gilbert.
- B. Human Resources Update (list of new hires)
Committee reviewed the list of new hires.

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 was recommended by their legal partners.

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

1. AP 3435 Discrimination and Harassment Resolution Procedures (Legal update #31) No BP
2. BP & AP 3505 Emergency Response Plan (Feb DA new business. With PD for review)
3. BP & AP 3710 - Securing of Copyright (BP was approved 2/6/18 and will be submitted to Board together)
4. BP & AP 3720 Computer and Network Use (Legal update #31. With TESS for review)
5. BP & AP 4060 Delineation of Functions agreement
6. BP & AP 4103 - Work Experience
7. AP 4104 Contract Education No BP
8. BP & AP 5110 Counseling
9. BP & AP 5150 Extended Opportunity Programs and Services
10. 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)
11. AP 5530 Student Rights and Grievances (Legal update #31)
12. BP & AP 6250 Budget Management (pulled on 3.7.17 by J. Torres)
13. BP & AP 6300 Fiscal Management (pulled on 3.7.17 by J. Torres)
14. AP 6370 Contracts - Personal Services – brand new required (pulled on 3.7.17 by J. Torres) No BP
15. BP & AP 6400 Financial Audits (Legal update #31)
16. AP 6850 Hazardous Materials (Legal update #31) No BP
17. AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation) – brand new required (pulled on 3.7.17 by J. Torres) No BP
18. BP & AP 7150 Evaluation (1st read in March 18)
19. BP & AP 7210 Academic Employees (1st read in Feb 18)
20. AP 7213 Part Time Faculty: Benefits – brand new optional (note: AP was pulled by DA on 11.14.17) No BP
21. BP & AP 7240 Confidential Employees (note: AP was pulled by DA on 11.14.17)
22. 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.
23. 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
24. BP & AP 7310 Nepotism (Legal update #31)
25. BP & AP 7365 Discipline and Dismissal - Classified Employees (pulled in Feb?)
26. 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. Membership Election (February)
4. Annual approval of 6-year AP/BP review schedule (September)
5. Budget Update (TBD)
6. EDCT Organizational Chart – Galope (TBD)
7. Instructional Initiatives Committee – Galope (TBD)
8. Auditing Update (Summer 2018)
9. Educational & Facilities Master Plan Update (TBD 2019)
10. Web-advisor Update (TBD)
11. AB 104 Update (TBD)
12. Emergency Management Committee (TBD)
13. District Support Services Update (written reports)
14. Police Department Update (written reports)
15. TESS Updates (written reports)

XI. Adjournment

Meeting adjourned at 4:35 pm. Next meeting for September 4, 2018, 3:00pm

District Assembly Sign-In Sheet

Date: 5-1-2018

President: Denise Allen

Vice President: Mark McConnell

Recorder: Stacey Nikac

Denise Allen
MDM

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

AA
Burman
TLSJ
Ryan

Jim Holbrook
Celia Huston

KP

Guests:

Maria Torres

Kelly Goodrich

Jose Torres

