



District Assembly

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

Meeting Minutes — September 4, 2018 at 3pm

Link to access APs/BPs

<https://www.dropbox.com/sh/od7iq90zvhtevyn/AAAGqGyFTSZJXsFyZJZokID4a?dl=0>

I. Welcome & Introductions

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

II. Chancellor's Report

Chancellor Baron reported the Board of Trustees approved placement of a bond measure on the November ballot. Top priorities for the bond are the CTE building at SBVC and the Fire Training Center at CHC. Colleges will review the priority list and bring back to District Assembly. Enrollment numbers are down and will be verified.

III. Approval of Minutes

Celia Huston moved approval of the May 1, 2018 minutes. Cassandra Thomas seconded the motion. Abstentions: Bethany Tasaka, Laurie Green, and Ginny Evans-Perry. All others in attendance approved.

IV. Old Business

BPs & APs submitted for 2nd Read & Approval: None
Academic and Professional for Approval: None

V. New Business

Committee Evaluation Results were reviewed.

Stacey will send meeting norms and bylaws and add to next month's agenda.

Membership Status will be updated, distributed, and posted to the website.

Mark McConnell moved approval of the 2018-2019 BP & AP review schedule as amended. James Smith seconded the motion. Unanimous approval.

Stacey to upload the review schedule to the Policy & Procedure page of the website.

Stacey to update dropbox link on DA page.

Mark McConnell moved approval of BPs & APs without 2nd reading due to federal grants audit compliance. Diana Rodriguez seconded the motion. Unanimous approval.

Jose Torres reported, in the course of conducting its annual financial audit of SBCCD this past summer, Vavrinek, Trine, Day & Co. noted a significant potential deficiency by the District regarding federal policies and procedures. This finding affects all federal programs used by the District. The auditors recommend that the District develop written policies and procedures related to all applicable areas of the requirements of the Code of Federal Regulations, Title 2 - Grants and Agreements, Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. By following the auditors' recommendation, the District will avoid an audit finding and help ensure compliance with the Code.

1. AP 2710 Conflict of Interest
2. BP 3280 Grants
3. AP 3280 Grants
4. BP 6300 Fiscal Management
5. AP 6300 Fiscal Management
6. BP 6330 Purchasing
7. AP 6300 Purchasing
8. BP 7130 Compensation
9. AP 7130 Compensation
10. BP 7400 Travel
11. AP 7400 Travel

BPs & APs were submitted for 1st Read:

1. AP 3435 Discrimination and Harassment Resolution
2. AP 3505 Emergency Response Plan
3. BP 3505 Emergency Response Plan
4. AP 6100 Delegation of Authority, Business and Fiscal Affairs
5. BP 6100 Delegation of Authority, Business and Fiscal Affairs
6. AP 6150 Designation of Authorized Signatures
7. BP 6150 Designation of Authorized Signatures
8. AP 7120 Recruitment & Hiring
9. AP 7140 Collective Bargaining
10. BP 7140 Collective Bargaining

BPs & APs were submitted for Academic Senate Review:

1. AP 4060 Delineation of Functions Agreements
2. BP 4060 Delineation of Functions Agreements
3. AP 4103 Work Experience
4. BP 4103 Work Experience
5. AP 4104 Contract Education
6. AP 5110 Counseling
7. BP 5110 Counseling
8. AP 5150 Extended Opportunity Programs and Services

- 9. BP 5150 Extended Opportunity Programs and Services
- 10. AP 5500 Standards of Student Conduct
- 11. BP 5500 Standards of Student Conduct
- 12. AP 5530 Student Rights and Grievances
- 13. BP 5530 Student Rights and Grievances

Laurie Green moved approval of Academic Calendar Committee Membership & Charge as amended to update title of bullet #2 to Executive Director of Human Resources and to add the last bullet of Executive Director of Research & Institutional Effectiveness. Celia Huston seconded the motion. Unanimous approval.

VI. Updates

Celia Huston moved approval to bring back AP & BP 6751 for 1st read with minutes in October. James Smith seconded the motion. Unanimous approval.

James Smith moved approval to have the campuses work through their processes to ensure the ACCJC catalog requirements are met by November 2018. Campuses will add PLOs under certificates and degrees in the printed 2019-20 catalogs. Diana Rodriguez seconded the motion. Unanimous approval.

VII. Reports

Mark McConnell and Celia Huston gave brief reports from the Academic Senates.

VIII. Public Comments

There were no public comments.

IX. Future Topics

- 1. Brand Identity Update (October 2018)
- 2. Educational & Facilities Master Plan Update (October 2018)
- 3. Police Department Written Report (October 2018)
- 4. TESS Written Report (November 2018)
- 5. Human Resources Written Report (November 2018)
- 6. Strong Workforce CHC & SBVC Update (November 2018)
- 7. District Support Services Update (December 2018)
- 8. Budget Update (December 2018/February 2019)
- 9. Membership Election (February 2019)
- 10. AB 104: *Adult Education Block Grant* Update (February 2019)
- 11. Webadvisor Update (February 2019)
- 12. Draft Staffing Plan (March 2019)
- 13. Emergency Management Committee (March 2019)
- 14. Committee Evaluation (April 2019)
- 15. Election of President & VP (April 2019)
- 16. Preliminary BP & AP Review Schedule (April 2019)
- 17. Calendar Committee Update (April 2019)

18. Annual approval of 6-year AP/BP review schedule (September 2019)

X. Adjourn

Next Meeting Scheduled for October 2, 2018, 3:00 PM
Denise Allen adjourned the meeting at 4:24pm