1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

A. December 4, 2018
J. Torres moved approval of the December 4, 2018 minutes. S. Briggs seconded the motion. Abstentions: B. Tasaka, G. Evans-Perry, and A. Avelar. All others in attendance approved.

3. CHANCELLOR'S REPORT

Chancellor Baron congratulated President Kevin Horan and reported on the success of the Investiture Ceremony.

4. NEW BUSINESS

A. Discussion Items
   i. AB19 and Input
   Chancellor Baron reported on his recent conversation with California Community College Chancellor, Eloy Oakley on the topic of AB 19 and AB 2 – Promise Program legislation and why we have chosen thus far to not accept the state Promise funding because of the requirement to offer student loans. Oakley agreed to ask the Governor's Office to add special funding of $5 million to next year's budget for Inland Empire student financial literacy. Chancellor Oakley also agreed to attend our SBCCD Promise roll-out in March.

   ii. Bond Update and Input
   Executive Vice Chancellor Torres reported on the Measure CC Implementation, including an overview on the project delivery methods, timeline, and project list.

   iii. Alignment of Vision for Success with Campus and District Plans
   Jeremiah Gilbert provided an update on the new Student Success Metrics along with how they are related to the Vision for Success Goals and the Student Centered Funding Formula. He outlined the process for local district goal setting that is to take place by May 31, 2019 and the local goal-setting process that requires alignment with our comprehensive plan.

   iv. IEPI PRT Spring Visit
   Luke Bixler reported in October 2018, the district submitted a letter of interest to the California Community Colleges Institutional Effectiveness Partnership Initiative (IEPI) for assistance through full Partnership Resource Teams (PRTs) to improve our IT operations (organizational structure, hardware replacement, response time to large-scale projects, inventory/analysis of existing hardware and software, and districtwide long-term IT strategic planning). In November 2018, our letter of interest was approved for a spring 2019 PRT visit.

B. Non-Academic & Professional Policies & Procedures (1st reading)
   i. BP & AP 3710   Securing Copyright - complete and bring back to DA for first reading when ready
   ii. BP & AP 6320   Investments
   iii. AP 6345 (no BP) Bids and Contracts – UPCCAA (NEW REQUIRED)(Fiscal to complete)
   iv. AP 6350 (no BP) Contracts – Construction
   v. AP 6365 (no BP) Contracts – Accessibility of IT (NEW ADVISED)
   vi. AP 6370 (no BP) Contracts – Personal Services (NEW REQUIRED)
   vii. AP 7232 (no BP) Classification Review (NEW ADVISED) (HR to complete from 12/6/18)
   viii. AP 7234 (no BP) Overtime (NEW REQUIRED)
   ix. BP & AP 7240   Confidential Employees - strike the reference to handbook and keep on agenda as first read
   x. BP & AP 7310   Nepotism (LEGALLY ADVISED) - complete and bring back to DA for first reading when ready
   xi. AP 7336 (no BP) Certification of Freedom from TB (NEW REQUIRED) – HR to fill in the position and keep on agenda as first read

C. Academic & Professional Policies & Procedures (1st reading)
   i. BP & AP 5110   Counseling
   ii. BP & AP 5120   Transfer Center
   iii. BP & AP 5300   Student Equity

D. Chapter 2 Policies & Procedures (review & feedback only, prior to placing on board agenda)
   i. None

E. Membership Election Process – The election process will begin in March with new members and election of officers.

5. OLD BUSINESS (Action)

A. Non-Academic & Professional Policies & Procedures (2nd reading)
   - i.   BP 3600 (no AP) Auxiliary Organizations
   - ii. BP & AP 3920   Electronic Mail – pulled for discussion
   - iii. AP 7212 (no BP) Temporary Faculty (NEW ADVISED) – pulled for discussion
   - iv. AP 7216 (no BP) Academic Employees: Grievance Procedure for Contract Decisions (NEW REQUIRED)
   - v.   AP 7233 (no BP) Claims for Out of Class (NEW ADVISED)
   - vi. AP 7150 Evaluation – per addendum, item is amended to approve AP as 2nd reading. –item pulled for discussion.

   C. Huston moved approval of items 5.A.i, 5.A.iv, and 5.A.v. M. McConnell seconded the motion. Unanimous approval.

   BP & AP 3920 Electronic Mail – TL Brink moved approval of item 5.A.ii. D. Rodriguez seconded the motion. L. Bixler was asked to review current policies to determine if one exists that addresses faculty/administrators reviewing student emails. Unanimous approval.

   AP 7212 (no BP) Temporary Faculty – K. Horan will send recommended language to Kristina Hannon and bring AP back for 2nd reading.

   AP 7150 Evaluation – HR to finalize and update. BP and AP to return as 1st reading in March.

B. Academic & Professional Policies & Procedures (for Information)
   - i.   BP & AP 4250   Probation, Dismissal, and Readmission
   - ii. AP 5045 (no BP) Student Records - Challenging Content & Access Log
   - iii. BP & AP 5055   Enrollment Priorities
   - iv. AP 7211 (no BP) Faculty Service Areas, Minimum Qualifications, and Equivalencies (NEW REQUIRED) – pulled for discussion

   C. Thomas moved approval of items 5.B.i, ii, iii. TL Brink seconded the motion. Unanimous approval.

   AP 7211 (no BP) Faculty Service Areas – M. McConnell moved approval of 5.B.iv as edited in red below. S. Briggs seconded the motion. Unanimous approval.

Additional Criteria for the Equivalency Committee

In all cases in which equivalency is granted or denied, an officially signed form shall be filed with the Office of Human Resources and the Office of Academic Affairs. This form shall include a complete description of the Equivalency Committee's reasons for determining that a candidate does or does not have the equivalent of the minimum qualifications for the position. The Human Resources Office is responsible for creating and maintaining this documentation.

6. UPDATES

A. Policies & Procedures (continued/hold from previous months)
   - i.   CCLC Legal Updates #33 –Updates to follow in March
   - ii. AP 7126 (no BP) Applicant Background Investigations and Reference Checks (HR to complete from 12/6/18)
   - iii. AP 7145 (no BP) Personnel Files (HR to complete from 12/6/18)

iv.   BP & AP 7150   Evaluation (HR to consult with CSEA and Academic Senate to complete from 12/6/18) Discussion needed on evaluation committee size and contradictive language. – per addendum, item is amended to approve AP as 2nd reading. See section 5 above.

v.   AP 7215 (no BP) Academic Employees: Probationary Contract Faculty (NEW ADVISED) (HR to complete from 12/6/18)

vi.   BP & AP 7250   Educational Administrators (HR to complete from 11/6/18)(Hold until other individual APs are approved and will be referenced in this AP). Item 7.B on page 30 – we should keep red text and strike the green text until DA is able to review the handbook. Faculty work - Where did the language come from? Further research on the history of changes is needed. CTA contract is not up for negotiation and DA should not be involved in contract negotiations.

vii.   BP & AP 7260   Classified Supervisors and Managers (HR to complete from 11/6/18). Red text to stay until the handbook is reviewed by DA.

B. Budget Update – J. Torres gave an update on the state budget. DSS is reviewing department budgets. The colleges are expected to complete their 19-20 budgets by March. Jose will give another budget update in May.

C. AB 104: Adult Education Block Grant Update – the State removed "grant" from the title and is now "California Adult Education Program." Hired counseling and support staff. Partnerships are working.

D. Webadvisor Update - L. Bixler gave a brief history/update on Webadvisor. It is currently part of the RFP process.

7. PUBLIC COMMENTS
None

8. FUTURE TOPICS
A. Emergency Management Committee (March 2019)
B. Draft Staffing Plan (March 2019)
C. Committee Evaluation (April 2019)
D. Election of President & VP (April 2019)
E. Preliminary BP & AP Review Schedule (April 2019)
F. Calendar Committee Update (April 2019)
G. Campus Program Review and Educational Master Plan Update (May 2019)
H. Budget Update (May 2019)
I. Brand Identity Update (May 2019)
J. Annual approval of 6-year AP/BP review schedule (September 2019)
K. District Program Review & District Strategic Plan Update (October 2019)
L. Police Department Written Report (October 2019)
M. Human Resources Written Report (November 2019)
N. TESS Written Report (November 2019)
O. Membership Election (February 2020)
P. AB 104: Adult Education Block Grant Update (February 2020)
Q. Webadvisor Update (February 2020)

9. ADJOURN
Next meeting: March 5, 2019
D. Allen adjourned the meeting at 4:30pm.

District Assembly Sign-In Sheet

Date: 2/5/19

President: Denise Allen _(signature)_

Vice President: Mark McConnell _(signature)_

Recorder: Stacey Nikac _(signature)_

Member	Signature
Amy Avelar (2019)	_Amy Avelar_
Bruce Baron (ex officio)	_Bruce Baron_
Stephanie Lewis-Briggs (2020)	_Lewis_
T.L. Brink (2020)	_T.L. Brink_
Keynasia Buffong (vested)	
Laurie Green (2019)	
Celia Huston (ex officio)	_C. Huston_
~~Valerie Johnson~~ (2020) _Luis Susunaga_	_(signature)_
Rhiannon Lares (2020)	
~~Audre Levy~~ (ex officio) _KEVIN HORAN_	_(signature)_
Meridyth McLaren (vested)	
Brandi Mello (ex officio)	
Gabby Padilla (vested)	
Kevin Palkki (vested)	
Ginny Evans-Perry (2020)	_Ginny Evans Perry_
Adrian Rios (2020)	
Diana Rodriguez (ex officio)	
Judy Rodriguez (ex officio)	_J. Rodrig_
Bethany Tasaka (2020)	_Bethany T_
Cassandra Thomas (2019)	_(signature)_
Jose Torres (2020)	_Jose T._
Keith Wurtz (2019)	
Ruby Zuniga (2020)	

Guests:

Kristina Hannon - HR

Jeremiah Gilbert

Luke Bixler

Measure CC Election Results by City (Percent Yes)

City	Percent Yes
Rialto	72.14%
San Bernardino	70.69%
Colton	70.20%
Fontana	68.69%
Loma Linda	68.17%
Redlands	60.53%
Highland	60.29%
Grand Terrace	56.65%
Unincorporated Area	56.23%
Yucaipa	53.06%
Big Bear Lake	48.56%
County Wide	63.18%