



District Assembly

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

Meeting Minutes – March 5, 2019, 3:00 PM

1. CALL TO ORDER

D. Allen called the meeting to order at 3:02pm.

2. APPROVAL OF MINUTES

A. February 5, 2019 (p4)

J. Torres moved approval of the 2/5/19 minutes. C. Thomas seconded the motion. L. Green abstained. All others in attendance approved.

3. CHANCELLOR'S REPORT

No report

4. NEW BUSINESS

A. Discussion Items

- i. SBCCD Promise Kick-Off – J. Torres reported the kick-off begins on stage at 10:30am in the district parking lot on March 8. The chancellor continues to work with the State Chancellor and Senator Leyva's office on financial aid for our students. There were concerns about companies we contract with (what is our obligation), students would like the financial aid option and we need to communicate the ramifications to students, and what are we doing for students under the existing policy (balance less than \$200 students can continue registering, \$201-\$2000 students have to make payments). Discussion of students paying fees to be agendaized for a future meeting.
- ii. Draft Staffing Plan Timeline – K. Hannon distributed a draft timeline. DA will have 1st and 2nd read.
- iii. Calendar Committee Update (p8) – we are currently on a flex calendar, 177 days, 4 flex days, 3 in-service (includes commencement). If the ratification passes, version 2 will be the 2020-2021 calendar. Faculty does not meet until May.
V1 – using existing calendar. Rollover of 18-19 calendar
V2 - 175 days, 7 in-service (includes commencement), 2 flex days, and Thanksgiving recess.

TL Brink moved approval of the calendar versions as presented. L. Green seconded the motion. Unanimous approval.

B. Legal Update #33 - Information

- i. BP 2315 (no AP) Closed Sessions (p15)
- ii. BP & AP 2330 Quorum and Voting (p17,18)
- iii. BP 2720 (no AP) Communications Among Board Members (p19)
- iv. BP & AP 3810 Claims Against the District (p20,22)

C. Non-Academic & Professional Policies & Procedures (1st reading)

- i. BP & AP 2410 Board Policies & Administrative Procedures (p23,27)
- ii. BP & AP 7150 Manager Evaluations (p28,32) **revise and bring back to DA first read in April**

- D. Academic & Professional Policies & Procedures (1st reading)
 - i. BP & AP 3570 Smoking on Campus (p33,35)
 - iii. BP & AP 5150 Extended Opportunity Programs and Services (p36,43) **revise and bring back to DA first read in April**
 - ii. AP 5520 (no BP) Student Discipline Procedures (p45)
 - iii. BP & AP 5500 Standards of Student Conduct (p74,85)
- E. Chapter 2 Policies & Procedures (review & feedback only, prior to placing on board agenda)
 - i. None

5. OLD BUSINESS (Action)

- A. Non-Academic & Professional Policies & Procedures (2nd reading)
 - i. BP & AP 6320 Investments (p83,85) ok to
 - ii. AP 6350 (no BP) Contracts – Construction (p88)
 - iii. AP 6365 (no BP) Contracts – Accessibility of IT (NEW ADVISED) (p92)
 - iv. AP 6370 (no BP) Contracts – Personal Services (NEW REQUIRED) (p93)
 - v. AP 7212 (no BP) Temporary Faculty (NEW ADVISED) (p96)
 - vi. AP 7232 (no BP) Classification Review (NEW ADVISED) (p97)
 - vii. AP 7234 (no BP) Overtime (NEW REQUIRED) (p98)
 - viii. BP & AP 7240 Confidential Employees (p100,106)
 - ix. AP 7336 (no BP) Certification of Freedom from TB (NEW REQUIRED) (p108)

TL Brink moved approval of 5Ai with the title of the position to Executive VP. M. McConnell seconded the motion. Unanimous approval.

Items 5Aii-ix to be revised and bring back to DA for 2nd read in April.

- B. Academic & Professional Policies & Procedures (for Information)
 - i. BP & AP 5110 Counseling (p110,111)
 - ii. BP & AP 5120 Transfer Center (p112,114)
 - iii. BP & AP 5300 Student Equity (p115,119)

TL Brink moved approval of 5Bi-iii as presented. L. Green seconded the motion. Unanimous approval.

6. UPDATES

- A. Policies & Procedures (continued/hold from previous months)
 - i. AP 3435 (no BP) Discrimination and Harassment Complaints and Investigations (legal update #33)
 - ii. BP & AP 3540 Sexual Assaults on Campus (legal update #33)
 - iii. BP & AP 3550 Drug Free Environment and Drug Prevention Program (legal update #33)
 - iv. BP & AP 3710 Securing Copyright
 - v. BP & AP 3800 Personal Data Protection (NEW ADVISED) (legal update #33) not recommended.
 - vi. BP & AP 3810 Claims Against the District (legal update #33)
 - vii. BP & AP 3900 Speech: Time, Place, and Manner (legal update #33)
 - viii. AP 4222 (no BP) Remedial Coursework (legal update #33)
 - ix. BP & AP 4230 Grading and Academic Record Symbols (legal update #33)

- x. AP 6345 (no BP) Bids and Contracts – UPCCAA (NEW REQUIRED)
- xi. BP & AP 6540 Insurance (NEW REQUIRED)
- xii. BP & AP 6700 Civic Center and Other Facilities Use (NEW REQUIRED)
- xiii. BP & AP 6750 Parking (legal update #33 to be reviewed with 6751)
- xiv. BP & AP 6751 Parking Citation Payment Plan (review with 6750)
- xv. AP 7126 (no BP) Applicant Background Investigations and Reference Checks (HR to complete)
- xvi. AP 7145 (no BP) Personnel Files (HR to complete)
- xvii. AP 7215 (no BP) Academic Employees: Probationary Contract Faculty (NEW ADVISED) (HR to complete)
- xviii. 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.
- xix. 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.
- xx. BP & AP 7310 Nepotism (LEGALLY ADVISED)
- xxi. AP 7337 (no BP) Fingerprinting (NEW REQUIRED)
- xxii. AP 7343 (no BP) Industrial Accident and Illness Leave (NEW REQUIRED)
- xxiii. AP 7344 (no BP) Notifying District of Illness (NEW ADVISED)
- xxiv. AP 7346 (no BP) Employees Called to Military Duty (NEW ADVISED)
- xxv. AP 7347 (no BP) Paid Family Leave (NEW ADVISED)
- xxvi. AP 7348 (no BP) Accommodations (NEW ADVISED)

B. Reports

7. PUBLIC COMMENTS

M. McConnell

8. FUTURE TOPICS

- A. Committee Evaluation (April 2019)
- B. Elections – Membership, President, & Vice President (April 2019)
- C. Campus Program Review and Educational Master Plan Update (May 2019)
- D. Brand Identity Update (May 2019)
- E. Annual approval of AP/BP review schedule (September 2019)
- F. District Program Review & District Strategic Plan Update (October 2019)
- G. Police Department Written Report (October 2019)
- H. Human Resources Written Report (November 2019)
- I. TESS Written Report (November 2019)
- J. Budget Update (December 2019/February 2020)
- K. Membership Election (February 2020)
- L. AB 104: Adult Education Block Grant Update (February 2020)
- M. Webadvisor Update (February 2020)
- N. Emergency Management Committee (March 2020)

- O. Draft Staffing Plan (March 2020)
- P. Calendar Committee Update (March 2020)

9. ADJOURN

Next meeting: April 2, 2019

D. Allen adjourned the meeting at 4:23pm

District Assembly Sign-In Sheet

Date: 3/5/19

President: Denise Allen Present

Vice President: Mark McConnell Present

Recorder: Stacey Nikac Present

Amy Avelar (2019) Present

Bruce Baron (ex officio) _____

Stephanie Lewis-Briggs (2020) Present

T.L. Brink (2020) Present

Keynasia Buffong (vested) _____

Laurie Green (2019) Present

Kevin Horan (ex officio) Present

Celia Huston (ex officio) _____

Rhiannon Lares (2020) Present

Meridyth McLaren (vested) _____

Brandi Mello (ex officio) _____

Gabby Padilla (vested) _____

Kevin Palkki (vested) Present

Ginny Evans-Perry (2020) _____

Adrian Rios (2020) _____

Diana Rodriguez (ex officio) _____

Judy Rodriguez (ex officio) Present

Luis Susunaga (2020) _____

Bethany Tasaka (2020) Present

Cassandra Thomas (2019) Present

Jose Torres (2020) Present

Keith Wurtz (2019) Mike Strong _____

Ruby Zuniga (2020) _____

Guests:

Kristina Hannon

Jeremiah Gilbert



Staffing Plan Outline

Vision

- Prepare a staffing plan that is useful for all, including program review

Data

- Data by department, then by division, then by site
- Data will include faculty, classified, and management by department with demographics
- Data to include student demographics by college
- Data to include FTES by department

Purpose of Data

- To help us find:
 - Needs by department/division for full-time faculty, classified, and management
 - Diversity discrepancies by college

Staffing Plan Timeline

- February – March
 - Data Collection from various departments
 - Institutional Effectiveness
 - Fiscal Services
 - Human Resources
 - Combination of Data
 - Prepare department reports with data from step 1
 - Prepare division reports with data from step 1
 - Prepare college reports with data from step 1
- April – July
 - Prepare the staffing plan
- August
 - Submit for September District Assembly
- September – October
 - Collect feedback and make changes as necessary
- November
 - Resubmit for final review to District Assembly
- December
 - Board approval