



District Assembly Meeting
November 5, 2019
3:00 – 4:00 p.m.
SBCCD Boardroom
550 E. Hospitality Lane, Suite 200, San Bernardino, CA 92408

MINUTES

1. CALL TO ORDER Mark McConnell, DA VP
M. McConnell called the meeting to order at 3:02pm
2. CHANCELLOR'S REPORT Bruce Baron
None
3. APPROVAL OF MINUTES
A. October 1, 2019 minutes (p2)
K. Horan moved approval. K. Palkki seconded the motion to approve the minutes of October 1, 2019. Abstentions: L. Green, J. Cervantez. All others in attendance approved.
4. OLD BUSINESS
A. I&EP Plan for 2nd Reading & Approval (p4)
K. Horan moved approval. L. Green seconded the motion to approve the I&EP Plan for 2nd reading and final approval. Unanimous approval.

B. Approval of APs & BPs for 2nd Reading & Approval
 - a. AP 3415 Immigration Enforcement Activities (p8)
 - b. AP 6345 Bids and Contracts - UPCCAA (p11)
 - c. AP 6350 Contracts – Construction (p15)
 - d. AP 6365 Contracts – Accessibility of Information Technology (p18)
 - e. AP/BP 7110 Delegation of Authority, Human Resources (p19, p21)
 - f. AP/BP 7236 Substitute and Short-Term Employees (p22, p24)**J. Torres moved approval. C. Thomas seconded the motion to approve items 4.B.a-f. for 2nd reading and final approval. Abstentions: B. Tasaka. All others in attendance approved.**
5. NEW BUSINESS
A. Approval of the 2021-22 Academic Calendar (p25)
K. Wurtz moved approval. J. Cervantez seconded the motion to approve the 2021-22 Academic Calendar. Unanimous approval. K. Palkki requested a copy be sent to DSPS after the Board approves the calendar so it can be made accessible for those who are colorblind or have other disabilities.

B. Approval to Discontinue District Enrollment Management Committee (p27)
J. Torres moved approval. L. Green seconded the motion to discontinue to the District Enrollment Management Committee. Unanimous approval. Ensure the charge of District Institutional Effectiveness Committee assumes the charge of the Enrollment Management Committee.

C. Approval of APs & BPs for 1st Reading & Approval
 - a. AP/BP 3540 Sexual Assaults on Campus (p29, p33)
 - b. AP/BP 6530 District Vehicles (p34, p37)
 - c. AP/BP 6750 Parking (p39, p42)
 - d. AP/BP 6751 Parking Citation Payment Plan (p43, p45)
 - e. AP/BP 7210 Academic Employees (p46, p64)
 - f. AP 7215 Academic Employees: Probationary Contract Faculty (p65)**TL Brink moved approval. L. Green seconded the motion to approve items 5.C.a-f. for 1st reading with the suggested changes listed below. Unanimous approval.**

- **Section F.2. of AP 6750 to read as follows:**

2. Students/~~employees~~/visitors may purchase semester parking permits on-line or daily permits from a vending machine located in various parking lots.

- **Fill in the blanks (number of miles and number of years) in AP 6530.**
Automobiles owned by the District and operated by District personnel may be replaced after _____ miles or _____ model years in age, whichever occurs first.
- **Chancellor's Cabinet to provide clarification of "length of the relationship" in the 4th paragraph of AP 3540.**

6. UPDATES & REPORTS

- A. Human Resources Update (oral presentation/handout) – **K. Hannon provided a handout. HR will put out a call for 12 individuals total from both campuses (faculty and staff) to represent the district at the EEO conference in New York, May 26-30. The EEO Committee will conduct an Employment Workshop to build qualified adjunct pools and to prepare current employees for advancement opportunities and/or to refine their skills. EEO training is required every two years. HR has a list of employees who are up for renewal and will send reminders to employees as needed.**
- B. District Strategic Plan – objectives with Targets (p66) - **K. Horan noted the capture rate significant increase and it was pre-Promise.**

7. PUBLIC COMMENTS

- C. Thomas reported on the two recent incidents at SBVC (1) Officer not identified - ReGroup was not used, only radio. Safety committee met - Chief will make the call to send the message out and lockdown procedures will follow. Additional training is necessary. SBVC will have a live exercise in April. There is a need to test radios and emergency lights frequently. Phones in classrooms are needed. (2) Power outage - A protocol is needed. CSUSB has a clear process in place for blackouts and we will work to develop a process for the district. Cassandra will continue to report updates at District Assembly.**

8. ADJOURN

Next Meeting: December 3, 2019

M. McConnell adjourned the meeting at 3:42pm.

2019-2020 DA Committee
Meeting Attendance Roster

First Name	Last Name	Term Ends (May)	Sept	Oct	Nov	Dec	Feb	Mar	Apr	May
Jeremiah	Gilbert (President)	2020	x	x						
Mark	McConnell (VP)	2020	x	x	x					
Stacey	Nikac (Recorder)	2020	x	x	x					
Bruce	Baron	2020	x	x						
Leen	Alkaddumi	2020								
T.L.	Brink	2020	x	x	x					
Sean	Brown	2020								
Keynasia	Buffong	2020								
Jeff	Cervantez	2020	x		x					
Stacey	Esparza	2020								
Ginny	Evans-Perry	2020	x	x						
Laurie	Green	2022	x		x					
Kevin	Horan	2020	x	x	x					
Celia	Huston	2020		x	x					
Rhiannon	Lares	2020	x	x	x					
Stephanie	Lewis	2020	x		x					
Craig	Luke	2022	x							
Brandi	Mello	2020								
Gabby	Padilla	2020								
Kevin	Palkki	2020	x		x					
Adrian	Rios	2020								
Diana	Rodriguez	2020								
Judy	Rodriguez	2020	x		x					
Cyndie	St. Jean	2020	x	x	x					
Bethany	Tasaka	2020	x	x	x					
Cassandra	Thomas	2022		x	x					
Jose	Torres	2020	x	x	x					
Keith	Wurtz	2022	x	x	x					
Ruby	Zuniga	2020	x							



District Assembly Update- Human Resources 11/5/19

1. Accreditation- 1st draft submitted to SBVC; 1st draft for CHC will be completed by 11/8/19. Currently aligning APs/BPs, Handbooks and Evidence
2. EEO/Diversity and Recruitment- NCORE Conference is next year. EEO committee is looking for 6 campus level representatives
3. SBCCD Employment Workshop- Target date is January 2020- workshop with current employees (but open to the public) to review resumes, mock interviews and panel discussion.