

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

District Assembly Meeting Minutes
September 2, 2020
3:00 pm-4:00 pm Pacific Time

ATTENDEES PRESENT VIA TELECONFERENCE

As listed on attached sign-in sheet

AGENDA

I. CALL TO ORDER

C. Thomas called the meeting to order at 3:03pm.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

Amy Avelar

III. WELCOME MEMBERS

C. Thomas welcomed members and held self-introductions.

IV. MEETING NORMS & EXPECTATIONS

A. Communicating Information to Constituent Groups

J. Torres highlighted four areas of opportunity from the climate survey: to improve committee representation, business policies and procedures, customer service, and transparency in decision-making. District Budget Committee (DBC) and District Assembly (DA) are the district shared governance committees. He shared the SBVC Academic Senate agenda https://www.valleycollege.edu/about-sbvc/campus-committees/academic-senate/agendas-minutes/2020/09-02/as_agenda_09022020.pdf and asked all constituent group leaders to include DA and DBC as standing/recurring items on their agendas to help improve communication and transparency districtwide.

There was discussion about using BoardBookIt and how meeting information is shared. Staff will continue emailing the action taken at DA. We still publish full pdf agendas and addendums on the website and email notifications are sent when agendas have been posted to the website. BoardBookIt (BBI) does not replace anything we are currently doing. It enhances what we are doing. For example, BBI sends users notifications of meetings, tasks, and lets the user know when new agendas are available or revised. BBI also allows changes on the fly so users have updated agenda information immediately. Users can opt to retrieve their agendas as they have in the past or they can view items through BBI and not have to bounce between agenda, addendums, and emailed documents.

V. CHANCELLOR'S REPORT

A. Budget Update

B. Roadmap for Student Success

C. Promise Cohort #3

Budget Update

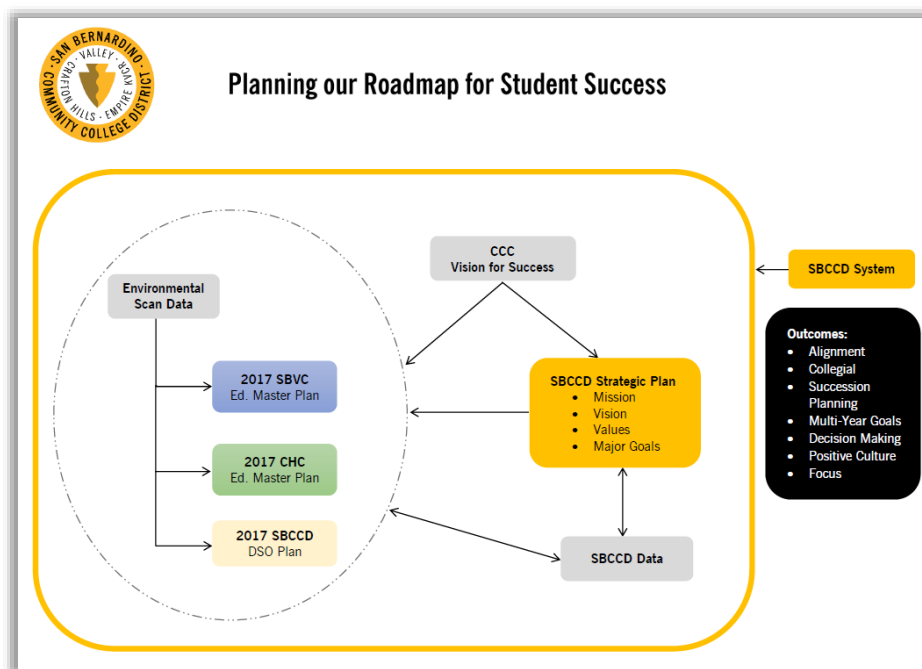
Interim Chancellor Torres presented the review of the final budget. The unexpected recession, combined with \$5.7 billion related to the state's COVID-19 response, shifted the projected surplus of \$5.6 billion to a \$54.3 billion deficit. We are expected to do more with less state funding. The final budget includes a best, middle, and worst case scenario, using the expected COLA and deficit factor. All scenarios include a hiring freeze and no layoffs or furloughs. The recommendation being presented to the Board at the September meeting uses the middle case scenario. Adjustments will be made as additional economic data becomes available.

Roadmap for Student Success

J. Torres explained that while trying to align goals it was discovered there was overlap and missing components. The current strategic plan contains detailed goals with no involvement from the Board. SBCCD does not have a vision statement or values. As a District, we have four goals: 2020-21 Board Strategic Directives, Vision for Success Goals adopted in 2019, Institutional Values (Board Imperatives), and goals identified during the Ed. Master Plan process.

We are working to create a Strategic Plan, reaffirm or modify SBCCD's Mission, and adopt Vision and Values statements. The Strategic Plan will provide major goals to SBVC, CHC, and District Support Operations (DSO).

The roadmap shared will result in a SBCCD System that will provide outcomes such as goal alignment, multi-year goals, a system that promotes collegial consultation, succession planning, targeted decision making, positive culture, but most importantly, focus to continue increasing student success.



Promise Cohort #3

Interim Chancellor Torres reported Chancellor's Cabinet is forming a task force to conduct a mid-year progress review of the Free College Promise. The first cohort of Promise students are half-way to completing their associates degree or transferring to a four-year university. The task force will help us answer to what extent has the pandemic affected the academic progress of our Promise students? What are the persistent barriers our Promise students face to attending college full-time? How can we strengthen our collaboration with K-12 schools on dual enrollment in an online environment? How we are moving the needle on student success. This mid-year progress review will keep us pushing in that direction. The task force will be co-chaired by the Vice Presidents of Student Services from each campus, and it will include faculty and staff members appointed by the Chancellor and College Presidents. This review process may take us to the end of the calendar year until we see how the state budget "IOUs" materialize, and whether congress approves another stimulus package. We will not start recruiting the next class of Promise students until we have thoroughly vetted the task force's findings, and matched it against our state and federal funding sources.

VI. APPROVAL OF MINUTES

A. 2020-05-05

K. Palkki moved to approve the 5/5/20 minutes. K. Horan seconded the motion. Unanimous approval,

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

A. Approval of 2020-2021 AP & BP Review Schedule

B. Tasaka moved to approve the 2020-2021 AP & BP review schedule. K. Hannon seconded the motion. Revisions to the schedule can be reviewed next month. Unanimous approval.

- B. Approval of APs & BPs for 1st Reading
1. AP 2410 Board Policies and Administrative Procedures
Changed reference of Executive Director of Institutional Research and Planning to Assigned staff
 2. BP 2410 Board Policies and Administrative Procedures
No changes
 3. AP 4235 Credit by Examination
No changes
 4. BP 4235 Credit by Examination
No changes
 5. AP 7100 Commitment to Diversity
No changes
 6. BP 7100 Commitment to Diversity
No changes
 7. AP 7150 Evaluation
Minor clerical edits made
 8. BP 7150 Evaluation
Edited to include confidential employees
 9. AP 7210 Academic Employees
Note: We will work on completing the revisions to 7210 and implementing 7210A (if it is agreed that this policy will remain) and submit the complete 7210 to the board after all approvals have happened.
 10. AP 7210A Part-Time Faculty Recruitment and Faculty Interns
 11. AP 7230 Classified Employees
Note: Recommend deleting AP. This procedure is optional. The classified staff of the District has been addressed by BP 7230 Classified Employees, and additional procedures are not legally mandated.
 12. BP 7230 Classified Employees
This BP is for full-time classified employees. Removed reference to CTA and short-term employees.
 13. AP 7240 Confidential Employees
The terms and conditions of employment for Confidential Employees are provided for as necessary by procedures developed by the Human Resources Department. A Confidential Employee Handbook includes this language.
 14. BP 7240 Confidential Employees
Included language: Additional local practice is provided in the Confidential Handbook. Struck text referencing other AP/BPs as it is addressed in the handbook.
 15. AP 7260 Classified Supervisors- Managers and Administrators
Struck repetitive language found in other APs that follow the CCLC recommendations. Language for terms and conditions of employment and faculty work for this classification is added to the AP.
 16. BP 7260 Classified Supervisors- Managers and Administrators
Cleaned up language for better flow and to include correct titles for classified administrators
 17. AP 7270 Student Workers
Edited to clarify and include additional language
 18. BP 7270 Student Workers
No changes
 19. AP 7380 Retiree Health Benefits- Academic Employees
New legally required AP
 20. BP 7380 Retiree Health Benefits - Academic Employees
Added language to comply with regulations
 21. AP 7450 Mileage Reimbursement
Minor edit to change full-time employees to all employees
 22. BP 7450 Mileage Reimbursement
No changes
 23. BP 7510 Domestic Partners
Legal Update 36 - This policy was updated to revise the legal reference to Family Code Sections 297 et seq.
 24. AP 7700 Whistleblower Protection
No change to language. Changes reflected are to correct the formatting only.

25. BP 7700 Whistleblower Protection

No changes

J. Feist moved to approve the recommendation of APs & BPs for 1st reading. T.L. Brink seconded the motion.
Unanimous Approval

C. Legal Update - Summer 2020

This legal update reflects the newly released Title IX regulations issued in May 2020 to be effective 8/14/20. Scheduled to be sent to September Board for approval.

1. AP 3430 Prohibition of Harassment
Legal Update Summer 2020 - This procedure was revised to remove all requirements regarding sexual harassment under Title IX and leave other forms of harassment.
2. BP 3430 Prohibition of Harassment
Legal Update Summer 2020 - This policy was revised to remove all requirements regarding Title IX sexual harassment and leave other forms of harassment.
3. AP 3433 Prohibition of Sexual Harassment Under Title IX
Legal Update Summer 2020 - New AP. This procedure was created to address only sexual harassment as defined in Title IX.
4. BP 3433 Prohibition of Sexual Harassment under Title IX
Legal Update Summer 2020 - New BP. This policy was created to address the requirements of the new Title IX regulations.
5. AP 3434 Responding to Harassment Based on Sex Under Title IX. Legal Update Summer 2020 - New AP. This procedure was created to address the requirements of the new Title IX regulations.
6. AP 3540 Sexual and Other Assaults on Campus
Legal Update Summer 2020 - This procedure was revised to align to the requirements of the new Title IX regulations.
7. BP 3540 Sexual and Other Assaults on Campus
Legal Update Summer 2020 - This policy was revised to align to the requirements of the new Title IX regulations.
8. AP 5530 Student Rights and Grievances
Legal Update Summer 2020 - This procedure was revised to remove all requirements regarding grievance hearings regarding sexual harassment and leave other grievance procedures in place.
9. BP 5530 Student Rights and Grievances
No changes
Legal Updates are provided as information and will move forward for Board approval.

IX. INFORMATION ITEMS

- A. AP 2105 Election of Student Trustees
Revised language as recommended by the CCLC
- B. BP 2105 Election of Student Trustees
Revised language as recommended by the CCLC
- C. AP 2110 Vacancies on the Board
Revised language as recommended by the CCLC and cleaned up formatting
- D. BP 2110 Vacancies on the Board
Revised language as recommended by the CCLC and inserted requirement from SBCSS
- E. BP 2130 Term Limits
Formatting change
- F. AP 2340 Agendas
Revised language as recommended by the CCLC

- G. BP 2340 Agendas
Revised to align with current practice
- H. BP 2355 Decorum
Legal Update 36 This policy was updated consistent with recent First Amendment decisions and to revise the list of conduct that will be ruled out of order by the presiding officer.
- I. AP 2431 Chancellor Selection
- J. BP 2431 Chancellor Selection
- K. BP 2432 Chancellor Succession
- L. AP 2712 Conflict of Interest Code
FPPC Update Requirement. Revised the list order to group disclosure categories and alphabetized designated positions. Revised titles for Director, Facilities Planning & Construction, Director, Grant Development & Management, Director, Labor Relations & Compliance, Police Chief, Director of Maintenance & Operations. Removed from the list: Cafeteria/Snack Bar Manager and Director, Bookstore
- M. AP 7210 Academic Employees (Academic Rank)
The advancement and rank language was approved by the senates and approved by the Board 6/11/20.
- N. BP 7210 Academic Employees
No changes
- O. Confidential Group Handbook
APs & BPs listed as information will be sent to the Board for approval.

X. UPDATES & REPORTS

- A. Accreditation Report (Wurtz & Humble)
 - 1. What is District Assembly's Role in Accreditation?
 - 2. What is the timeline for accreditation?
 - 3. CHC ISER
 - 4. SBVC ISER

D. Humble briefly reported ACCJC standards align with the charge of DA, which is to ensure that each appropriate constituent group participates in the decision-making process. DA should advise and make recommendations regarding district-wide governance, institutional planning, budgeting, and policies and procedures that promote the educational mission and goals of SBCCD. A copy of the power point will be sent to DA. Any questions about the power point should be directed to your campus VPI. Accreditation site visits will be held virtually October 12-15.

Key Events	Month
Signed Institutional Self-Evaluation Report submitted to ACCJC (at least 60 days before visit)	August 14, 2020
External Peer Review Team Visit (Virtual)	October 12-15, 2020
Draft Team Report sent to College CEO for correction of errors of fact	November, 2020
Commission meeting and decision on accreditation	January, 2021
Commission action letter received by College posted to the college website	February, 2021

- B. Districtwide & Campus Efforts Addressing Systemic Racism
K. Palkki moved to table the remaining reports to the next meeting (items X.B-I). K. Hannon seconded the motion. If possible, written reports should be submitted. Unanimous approval.
- C. TESS Quarterly Report
Written report was provided.
- D. SBVC Academic Senate Report
- E. CHC Academic Senate Report
- F. SBVC Classified Senate Report
- G. CHC Classified Senate Report
- H. SBVC ASG Report
- I. CHC ASG Report

XI. ADJOURN

Next Meeting: 10/6/20
C. Thomas adjourned the meeting at 4:16pm.

Regular attendance by the Membership of the Assembly is essential to the success of the Assembly. Members who miss three (3) consecutive meetings shall be replaced.

First Name	Last Name	Term Ends (May)	Sept	Oct	Nov	Dec	Feb	Mar	Apr	May
Cassandra	Thomas (President)	2021	x							
Kristina	Hannon (VP)	2021	x							
Stacey	Nikac (Recorder)	n/a	x							
Amy	Avelar	2021	x							
Brandi	Bailes	2021	x							
T.L.	Brink	2022	x							
Keynasia	Buffong	2021	x							
Davena	Burns Peters	2022	x							
Raymond	Carlos	2022	x							
Taylor	DeBenedictis	2021	x							
John	Feist	2021	x							
Jake	Fuller	2021	x							
Colleen	Gamboa	2021	x							
Ed	Gomez	2021	x							
Laurie	Green	2021	x							
Kevin	Horan	n/a	x							
Alex	Jaco	2021	x							
Rhiannon	Lares	2022	x							
Craig	Luke	2021								
Meridyth	McLaren	2021	x							
Kevin	Palkki	2021	x							
Diana	Rodriguez	n/a	x							
Cyndie	St. Jean	2021	x							
Bethany	Tasaka	2022	x							
Jose	Torres	n/a	x							
Jonathan	Townsend	2022								
Keith	Wurtz	2021	x							