

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Meeting Minutes of District Assembly February 2, 2021 3:00 pm Pacific Time

MEMBERS PRESENT/ABSENT VIA TELECONFERENCE

See attached attendance roster

The following text was presented and all votes were taken.

Governor Newsom issued Executive Order N-25-20 on March 12, 2020, and Executive Order N-29-20 on March 17, 2020. Portions of these orders relax parts of the Brown Act. In part, the orders allow elected officials to “attend” a meeting via teleconference WITHOUT having to admit members of the public into the location from which they are participating (N-25-20) and orders that “such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment” (N-29-20). Anyone wishing to participate may do so via the Zoom link which is listed on the agenda. The meetings are also recorded. Public comments will take place at the time designated on the agenda for public comment. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. Submissions will be considered a public record under the Public Records Act, and are therefore subject to public disclosure. Public comments must be submitted electronically by emailing snikac@sbccd.edu Submissions must be received 24 hours in advance of the meeting. From the comments received, staff will call each speaker to make their public comment. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor’s Office at (909) 388-6902 as far in advance of the meeting as possible.

I. CALL TO ORDER

K. Hannon called the meeting to order at 3:02pm.

II. PUBLIC COMMENTS

None.

III. CHANCELLOR’S REPORT

Interim Chancellor Torres congratulated both campuses for having accreditation reaffirmed. COVID vaccine update and encouraged to education tier to open this week.

IV. APPROVAL OF MINUTES

A. 2020-11-03

K. Wurtz moved to approve 11/3/20 minutes. R. Carlos seconded the motion. Unanimous approval.

V. OLD BUSINESS

A. Approval APs & BPs for 2nd Reading: *2nd read may be pulled for discussion, debate and/or revision recommendations prior to approval. Chancellor forwards the BPs to the Board of Trustees for action and the APs as information items.*

1. BP 2510 Collegial Consultation [Participation In Local Decision-Making]
2. AP 2510 Collegial Consultation [Participation In Local Decision-Making]
3. BP 3515 Reporting of Crimes (No Changes)
4. AP 3515 Reporting of Crimes
5. AP 6360 Contracts - Electronic Systems & Materials - Suggested Deletion
6. AP 6370 Contracts - Personal Services
7. AP 6380 Vendors - Suggested Deletion
8. BP 7100 Commitment to Diversity (No Changes) – *item pulled*
9. AP 7100 Commitment to Diversity (No Changes) – *item pulled*
10. BP 7130 Compensation (No Changes)
11. AP 7130 Compensation - Suggested Deletion
12. BP 7150 Evaluation
13. AP 7150 Evaluation

14. AP 7231 Seniority - Suggested Deletion
15. AP 7235 Probationary Period - Classified Employees -Suggested Deletion
16. AP 7237 Layoffs - Suggested Deletion
17. BP 7260 Classified Supervisors- Managers and Administrators – item pulled and later approved as presented
18. AP 7260 Classified Supervisors- Managers and Administrators – item pulled and later approved as presented
19. BP 7270 Student Workers (No Changes) – item pulled
20. AP 7270 Student Workers – item pulled
21. AP 7342 Holidays - Suggested Deletion
22. BP 7350 Resignations (No Changes)
23. AP 7350 Resignations - Suggested Deletion
24. AP 7366 Reinstatement - Suggested Deletion

K. Wurtz moved to approve AP/BP for second reading, with the exception of AP/BP 7100 Commitment to Diversity, AP/BP 7260 Classified Supervisors- Managers and Administrators, and AP/BP 7270 Student Workers TL Brink seconded the motion. Unanimous approval.

ITEMS PULLED FOR SEPARATE ACTION/DISCUSSION

- **AP/BP 7100 Commitment to Diversity**
K. Wurtz noted the second paragraph in BP 7100 should come first. D. Peters noted the order of the bullets in the AP should be changed. Davena and Keith will revise and bring back for next meeting.
 - **AP/BP 7260 Classified Supervisors- Managers and Administrators**
R. Carlos moved to approve AP/BP as presented. K. Wurtz seconded the motion. Unanimous approval.
 - **AP/BP 7270 Student Workers**
It was noted that Part F of the AP needs clarification of who the supervisor will be. K. Hannon confirmed the Supervisor is the manager on record. It was also requested to change “student worker” to “student employee”. Kristina will revise the language and bring back for next meeting.
- B. Deemed Academic & Professional (pending Academic Senate review and recommendation within four consecutive Academic Senate meetings, beginning with the date the BP/AP is presented at District Assembly. Those listed below serve as a reminder that review is still needed.
1. AP 4022 Course Approval (3rd Meeting)
 2. BP 4105 Distance Education (3rd Meeting) – item pulled
 3. AP 4105 Distance Education (3rd Meeting) – item pulled
 4. BP 4220 Standards of Scholarship - Delegation (3rd Meeting)
 5. AP 4220 Standards of Scholarship - Delegation (3rd Meeting)
 6. BP 4231 Grade Changes (3rd Meeting) – item pulled
 7. AP 4231 Grade Changes (3rd Meeting) – item pulled

K. Wurtz moved to approve item B, with the exception of AP/BP 4105 Distance Education and AP/BP 4231 Grade Changes. C. Luke seconded the motion. Unanimous approval.

ITEMS PULLED FOR SEPARATE ACTION/DISCUSSION

- **AP/BP 4105 Distance Education**
It was noted the AP and BP do not reflect each other, further delegation should be built into the AP, and the suggested language received by the Senates should be added. Academic Senates to review and bring back to DA with recommended language.
- **AP/BP 4231 Grade Changes**
It was noted senates need additional time to review. K. Wurtz suggested review of the stricken language as it may imply there is no time limit to when someone could change their grades. The Senates will bring recommended language back to DA once reviewed.

VI. NEW BUSINESS

A. Social Media Policy

Kristina presented the new policy to allow everyone an opportunity to review and distribute to their constituent groups and provide feedback. The policy is not intended to be punitive. It is more of a process and procedure for how we handle social media on campus, use of district property, and representing the district appropriately. Kristina will begin to have further discussion and feedback with bargaining units and Title IX coordinators. Members of the Assembly were asked to take the policy to their constituency groups for review, feedback, and to provide recommended language.

- B. CCLC Bi-Annual Update Offered in partnership with the law firm of Liebert Cassidy Whitmore, the update reflects new templates, statutes, regulations, and legal opinions.
 - 1. CCLC Legal Update #37 (fall 2020)
- C. APs & BPs Recommended for 1st Reading To be agendized for review and feedback from constituent groups. Any changes should be emailed to Stacey Nikac before the 15th of the month.
 - 1. BP 3600 Auxiliary Organizations
 - 2. AP 3600 Auxiliary Organizations
 - 3. BP 6550 Disposal of Property
 - 4. AP 6550 Disposal of Property
 - 5. BP 7265 Management Internship - Suggested Deletion
 - 6. BP 7335 Health Examinations (No Changes)
 - 7. AP 7265 Management Internship - Suggested Deletion
 - 8. AP 7335 Health Examinations

Items 6 B & C were shared. K. Hannon noted AP/BP recommended for 1st reading should follow the process by taking back to constituency groups for review/feedback and sending recommended language revisions to Stacey by the 15th of the month.

VII. INFORMATION ITEMS

- A. APs & BPs with simple CCLC Legal Updates, Minor Clerical Revisions, or from Chapter 2
 - 1. BP 2435 Evaluation of the Chancellor
 - 2. AP 2435 Evaluation of the Chancellor
 - 3. BP 3518 Child Abuse Reporting
 - 4. AP 3518 Child Abuse Reporting
 - 5. BP 3725 Information and Communications Technology Accessibility & Acceptable Use (No Changes)
 - 6. AP 3725 Information and Communications Technology Accessibility & Acceptable Use
 - 7. BP 5030 Fees
 - 8. AP 5030 Fees
 - 9. BP 5035 Withholding of Student Records
 - 10. AP 5035 Withholding of Student Records
 - 11. BP 7330 Communicable Disease
 - 12. AP 7330 Communicable Disease (No Changes)
 - 13. AP 7348 Accommodations
- B. APs & BPs Deemed Academic & Professional
 - 1. BP 4235 Credit for Prior Learning (formerly Credit by Examination) – item pulled
 - 2. AP 4235 Credit for Prior Learning (formerly Credit by Examination) – item pulled

K. Wurtz recommended changes for AP/BP 4235 Credit for Prior Learning. 2nd bullet on determination of eligibility. K. Wurtz will make recommended changes for consideration next month.

VIII. UPDATES & REPORTS

A. Equity & Diversity Updates (K. Hannon)

K. Hannon reported the EEO Committee is analyzing the EEO Plan and are working with the Senates on AP 7210 (academic hiring AP). More to follow next month.

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B. Budget Update (J. Buysse)

J. Buysse reported the State is in a better position than anticipated and the budget will be more definitive with the May Revise. Jim will send out a budget summary of what is included in the budget that will include a link to the joint analysis by the state chancellor's office. Points of interest:

- 1.5% COLA for us next year. We don't get COLA this year.
- 3.84% COLA for K-12 is two years' worth (this year and next year)
- COLA has the stipulation that we have to draft an equity plan.
- Governor's Office did not assume federal funding in the development of the budget and SBCCD will receive appx \$18.4M
- Enrollment growth factor of 5%
- Hold harmless used this year continued to next year?
- Approx \$326M of \$1.4B deferrals will be paid – most will be paid next year.
- Pension cost relief – PERS reduced from 16.15% to 15.92% next year. CALPERS reduced from 24.9 to 23%.
- Workforce Development funds available. Stay tuned.

C. Campus COVID-19 Safety Plan (C. Thomas)

Kristina reported Chancellor's Cabinet decided to review all plans to ensure they were in alignment before sending forward for board approval. Michael Nguyen addressed updates to the plan. Cal OSHA issued a temporary standards in late November that requires all employers to have a COVID-19 prevention plan. The plan will return to DA next month for discussion.

D. Vested/Advocacy Group Reports

Confidential Group (written report)
Management Association (written report)

Written reports were provided.

E. TESS Quarterly Update (written report)

Written report was provided.

F. CHC & SBVC AS, CS, ASG (written reports)

No reports.

IX. REMINDER TO CONSTITUENT GROUP REPRESENTATIVES: The success of the mission of the Assembly depends on the effective communication of the Assembly with the various constituencies represented by the membership. In order to accomplish this goal of effective communication, we ask each of you to:

1. Use the attached 2020-2021 AP/BP Review Schedule to plan ahead and agendize the AP/BPs for review with your constituent groups.
2. Include a standing "District Assembly Report" on your constituent group meeting agenda.
3. Following each DA meeting, email a summary update to your constituents.

X. ADJOURN

The next meeting of District Assembly: Zoom Conference <https://cccconfer.zoom.us/j/98604464871>

Future General Meetings:

3/2/21

4/6/21

5/4/21

Dark in June

Dark in July

K. Hannon adjourned the meeting at 4:04pm.

District Assembly Attendance Roster 2/2/21

First Name	Last Name	Attendance
Brandi	Bailes	Yes
T.L.	Brink	Yes
Keynasia	Buffong	Yes Proxy
Davena	Burns-Peters	Yes
Raymond	Carlos	Yes
Lucas	Cuny	Yes
Taylor	DeBenedictis	No
John	Feist	Yes
Colleen	Gamboa	Yes
Edward	Gomez	No
Laurie	Green	Yes
Kristina	Hannon	Yes
Kevin	Horan	Yes
Alex	Jaco	Yes
Rhiannon	Lares	Yes
Craig	Luke	Yes
Meridyth	McLaren	Yes
Stacey	Nikac	Yes
Diana	Rodriguez	No
Cyndie	St. Jean	Yes
Bethany	Tasaka	Yes
Cassandra	Thomas	No
Jose	Torres	Yes
Jonathan	Townsend	Yes
Keith	Wurtz	Yes