

**Meeting Minutes of District Assembly**  
**March 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](mailto: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 3:07pm.*

II. PUBLIC COMMENTS

*None.*

III. CHANCELLOR’S REPORT

*Interim Chancellor Torres explained the reason for the changes submitted for first reading in the District Assembly Constitution:*

**“ARTICLE 2: PURPOSE**

*District Assembly is the primary district-wide body ensuring that each appropriate constituent group participates in the decision-making process. Members of the Assembly advise and make recommendations to the Chancellor regarding district-wide governance, institutional planning, budgeting, and policies and procedures that promote the educational mission and goals of the San Bernardino Community College District.*

- Over the past several years, DA has not been able to serve its purpose because we spend approximately 90% of our time reviewing BPs and APs.*
- In addition, DA does not currently recommend items from institutional planning or budgeting because they are separate committee that kind of recommend directly to Chancellor’s Cabinet.*
- We have approximately 40 members taking part in DA making it a very expensive process to review BPs and APs.*
- We have been having trouble recruiting for DA President and Vice President*

**Results:**

- A more transparent process in decision making*
- A more efficient way to conduct district-wide committee meetings*
- With five committees, hopefully we can reduce the number of hours we all spend attending meetings.*
- Allows for time to have honest conversations that benefit our students such as guided pathways, AB705, college affordability, and any other special program/initiative that could benefit our students*

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

*When the item is up, I encourage you to have honest conversations about this proposal. This is our district and all of us need to be part of the conversation of how we can continue improving and moving our district forward.”*

IV. IV. APPROVAL OF MINUTES  
2021-02-03

**K. Wurtz moved to approve 2/3/21 minutes. TL Brink seconded the motion. Unanimous approval.**

V. CALL FOR NOMINATIONS AND VOTE FOR VICE PRESIDENT

**By consensus, the agenda item is moved to follow the discussion on the DA Constitution.**

VI. CONSENT AGENDA

A. Approval APs & BPs for 2nd Reading

1. BP 3600 Auxiliary Organizations – item pulled for discussion and separate action.
2. AP 3600 Auxiliary Organizations – item pulled for discussion and separate action.
3. BP 6550 Disposal of Property
4. AP 6550 Disposal of Property
5. BP 7100 Commitment to Diversity – item pulled for discussion and separate action.
6. AP 7100 Commitment to Diversity (No Changes) – item pulled for discussion and separate action.
7. BP 7265 Management Internship - Suggested Deletion
8. AP 7265 Management Internship - Suggested Deletion
9. BP 7270 Student Workers (No Changes)
10. AP 7270 Student Workers
11. BP 7335 Health Examinations (No Changes)
12. AP 7335 Health Examinations

**D. Burns-Peters moved approval of item VI.A, with the exception of AP/BP 7100 and AP/BP 3600. D. Rodriguez seconded the motion. Unanimous approval.**

**Bailes moved to strike reference to ASB as it is not a recognized auxiliary organization by the District, and to approve AP 3600 as amended. J. Feist seconded the motion. Unanimous approval.**

#### Composition of Boards of Directors

The board of directors of each auxiliary organization shall have the following composition:

~~Student Associations or Organizations: The board of directors shall consist primarily of students. The [designate position] may attend and participate in meetings of the board of directors in order to advise on policy and to provide for the control and regulation required by Education Code Section 76060.~~

B. Tasaka motioned to move the first four bullets to the bottom of the set and approve AP 7100 as amended. K. Horan seconded the motion. Unanimous approval.

**The District demonstrates its commitment to diversity by:**

~~Complying with all federal, state, and local laws and regulations regarding equal employment and discrimination in employment.~~

~~Maintaining and abiding by the provisions of the District Equal Employment Opportunity Plan.~~

~~Maintaining and abiding by the provisions of the Student Equity Plan.~~

~~Employing qualified administrators, faculty and staff who are dedicated to student success across a diverse study body.~~

- Recruiting and retaining faculty and staff that reflect the diversity of the communities within the District.
- Fostering participation and respect for differences.
- Providing professional development opportunities for faculty and staff, related to equity, inclusion, and diversity.
- Designating specific persons within the District who are given positional authority and responsibility for consultation, oversight, and decision-making with regard to equity, inclusion, and diversity.
- Identifying and correcting barriers within organizational systems.
- Facilitating opportunities that result in effective and meaningful participation.
- Creating ideas and solutions built on a range of perspectives.
- Complying with all federal, state, and local laws and regulations regarding equal employment and discrimination in employment.
- Maintaining and abiding by the provisions of the District Equal Employment Opportunity Plan.
- Maintaining and abiding by the provisions of the Student Equity Plan.
- Employing qualified administrators, faculty and staff who are dedicated to student success across a diverse study body.

B. APs & BPs Deemed Academic & Professional submitted by senates for information

1. BP 4105 Distance Education (4th Meeting) – item pulled for discussion and separate action.
2. AP 4105 Distance Education (4th Meeting) – item pulled for discussion and separate action.
3. BP 4231 Grade Changes (4th Meeting)
4. AP 4231 Grade Changes (4th Meeting)

K. Wurtz moved to approve AP 4231. TL Brink seconded the motion. Unanimous approval.

B. Bailes moved to approve BP 4231. C. Luke seconded the motion. Unanimous approval.

K. Wurtz moved to edit AP 4105 - the second bullet under Addendum to Course Outline and combine the last sentences under Duration of Approval and approve as amended. B. Bailes seconded the motion. Unanimous approval.

- Addendum to Course Outline: An addendum to the official course outline of record shall be made if any portion of the instruction of a new or existing course is provided through distance education. The addendum must be approved according to the District's curriculum approval procedures. The addendum must address the following:
  - Course outcomes;
  - Regular and effective contact between instructors and students; as well as among students, and
  - Requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.
- Duration of Approval: All Courses will be reviewed following the 6-year curriculum review process. Outside of the 6-year review process, all distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

**B. Bailes motioned to remove shared governance from the first sentence and approve BP 4105 as amended. D. Peters seconded the motion. Unanimous approval.**

In order to expand access and provide greater flexibility, the Chancellor is responsible for establishing ~~standards~~procedures for distance education programs. ~~These programs will utilize current and new technologies to deliver quality educational opportunities and will facilitate the attainment of students' personal and academic goals.~~

All distance education programs will adhere to the same programmatic requirements as ~~traditional~~in-person classroom programs.

- C. APs & BPs intended for information only with simple CCLC Legal Updates, Minor Clerical Revisions, or from Chapter 2**
- i. BP 4235 Credit for Prior Learning (formerly Credit by Examination) – item pulled for discussion and separate action
  - ii. AP 4235 Credit for Prior Learning (formerly Credit by Examination) – item pulled for discussion and separate action.
  - iii. BP 6320 Investments (For Board Annual Review Only - No Changes)
  - iv. AP 6320 Investments (For Board Annual Review Only - Minor Clerical Edit)

**B. Bailes moved to remove the last sentence and to approve of BP 4235 as amended. TL Brink seconded the motion. Unanimous approval.**

**C. Luke moved to add the two bullets, based on Ed Code, to the end of the set for AP 4235 as amended. L. Greene seconded the motion. Unanimous approval.**

- The student must be currently registered in the college and in good standing.
- The student must have previously earned credit or noncredit from the college or be currently registered in the college.
- Current students must have an education plan on file.
- The student is not currently enrolled in the course to be challenged.
- Credit by Examination: The student is registered in the college and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by discipline faculty). The determination to offer credit by examination rests solely on the discretion of the discipline faculty.

VII. NEW BUSINESS

- A. APs & BPs and Other Items Recommended for 1st Reading
1. DA Constitution
    - i. BP 2410 Board Polices & Procedures (No changes)
    - ii. AP 2410 Board Polices & Procedures
    - iii. BP 2510 Participation In Local Decision-Making
    - iv. AP 2510 Participation In Local Decision-Making
    - v. BP 4010 Academic Calendar (No changes)
    - vi. AP 4010 Academic Calendar

**CALL FOR NOMINATIONS AND VOTE FOR VICE PRESIDENT**

**By consensus, the agenda item is moved to follow the discussion on the DA Constitution.**

**D. Rodriguez moved to elect Ray Carlos to serve as Vice President of District Assembly through May 2021. B. Tasaka seconded the motion. Unanimous approval.**

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

2. Approval to Change:
  - Date of General Membership Election to 5/4/21
  - VP to Email Notice of Election & Nomination Form no later than 4/14/21
  - Close Nominations no later than 4/28/21
  - Post & Email Election Results District-wide no later than 5/13/21
  - Notice of Election Nomination Form

Depending on feedback for the DA Constitution at the April DA meeting, we may postpone the General Election to the above referenced dates.

3. Social Media Policy
4. BP 3430 Prohibition of Harassment (No Changes)
5. AP 3430 Prohibition of Harassment
6. AP 3435 Discrimination and Harassment Complaints and Resolution Procedures
7. BP 4500 Student News Media (No Changes)
8. AP 4500 Student News Media
9. BP 5040 Student Records, Directory Information and Privacy (No Changes)
10. AP 5040 Student Records, Directory Information and Privacy
11. BP 5050 Student Success and Support Program
12. AP 5050 Student Success and Support Program
13. BP 5055 Enrollment Priorities
14. AP 5055 Enrollment Priorities
15. BP 5500 Standards of Student Conduct
16. AP 5500 Standards of Student Conduct
17. AP 5520 Student Discipline Procedures
18. BP 5700 Intercollegiate Athletics (No Changes)
19. AP 5700 Intercollegiate Athletics
20. BP 6930 Vending Machines
21. AP 6930 Vending Machines
22. BP 7340 Leaves
23. AP 7340 Leaves
24. BP 7400 Travel (No Changes)
25. AP 7400 Travel

K. Hannon reminded members to review and get feedback from constituent groups and to submit changes to Stacey Nikac before the 15th of the month.

## VIII. UPDATES & REPORTS

- A. Equity & Diversity Updates (K. Hannon)  
Report will be provided next month
- B. TESS Quarterly Update (written report)  
Written report was provided.
- C. 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.

SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT

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  
Future General Meetings:  
4/6/21  
5/4/21  
Dark in June Dark in July

K. Hannon adjourned the meeting at 4:02pm

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	Sept	Oct	Nov	Dec	Feb	Mar	Apr	May
Kristina	Hannon (President)	x	x	x		x	x		
Stacey	Nikac (Recorder)	x	x	x		x	x		
Lucas	Cuny					x	x		
Brandi	Bailes	x	x	x		x	x		
T.L.	Brink	x	x	x		x	x		
Keynasia	Buffong	x	x	x		x	x		
Davena	Burns Peters	x	x	x		x	x		
Raymond	Carlos	x	x	x		x	x		
Taylor	DeBenedictis	x	x	x			x		
John	Feist	x	x	x		x	x		
Colleen	Gamboa	x	x	x		x	x		
Ed	Gomez	x		x			x		
Laurie	Green	x	x	x		x	x		
Kevin	Horan	x	x	x		x	x		
Alex	Jaco	x	x	x		x	x		
Rhiannon	Lares	x	x			x	x		
Craig	Luke			x		x	x		
Meridyth	McLaren	x	x	x		x	x		
Diana	Rodriguez	x		x			x		
Cyndie	St. Jean	x	x	x		x	x		
Bethany	Tasaka	x	x	x		x	x		
Cassandra	Thomas	x	x	x			x		
Jose	Torres	x	x	x		x	x		
Jonathan	Townsend		x	x		x			
Keith	Wurtz	x		x		x	x		

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John	Feist			
Colleen	Gamboa			
Ed	Gomez			
Laurie	Green			
Kevin	Horan			
Alex	Jaco			
Rhiannon	Lares			
Craig	Luke			
Meridyth	McLaren			
Diana	Rodriguez			
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