

District Assembly Meeting Agenda
District Board Room
October 3, 2017 – 3pm

1. CALL TO ORDER
2. CHANCELLOR'S REPORT
3. APPROVAL OF 9/5/17 MINUTES
4. OLD BUSINESS
 - a. Policies & Procedures for 2nd Read and Approval
 - i. AP 2410 Board Policies and Administrative Procedures
 - ii. AP 2510 Collegial Consultation
 - iii. BP 2735 Board Member Travel
 - iv. AP 3430 Prohibition of Harassment
 - v. AP 3505 Emergency Response Plan
 - vi. BP 3505 Emergency Response Plan
 - vii. AP 3710 Securing of Copyright
 - viii. BP 3710 Securing of Copyright
 - ix. AP 7150 Evaluation
 - x. AP 7250 Educational Administrators
 - xi. BP 7150 Evaluation
 - xii. BP 7250 Educational Administrators
 - xiii. BP 7260 Classified Supervisors and Managers
5. NEW BUSINESS
 - a. Policies & Procedures for 1st Read (take to constituency for input)
 - i. BP 3226 Awards
 - ii. BP 5075 Course Adds, Drops, and Withdrawals
 - iii. AP 7100 Commitment to Diversity
 - iv. BP 7100 Commitment to Diversity
 - v. BP 7120 Recruitment and Hiring
 - vi. BP 7130 Compensation
 - vii. AP 7213 Part Time Faculty: Benefits
 - viii. AP 7240 Confidential Employees
 - ix. AP 7365 Discipline and Dismissal - Classified Employees
 - x. AP 7385 Salary Deductions
 - b. Policies & Procedures for 1st Read (**Academic & Professional**)
 - i. AP 4060 Delineation of Functions Agreements
 - ii. BP 4060 Delineation of Functions Agreements
 - iii. AP 4070 Course Auditing and Auditing Fees
 - iv. BP 4070 Course Auditing and Auditing Fees
 - v. AP 4101 Independent Study
 - vi. BP 4101 Independent Study
 - vii. AP 4102 Career and Technical Education Programs
 - viii. BP 4102 Career and Technical Education Programs
 - ix. AP 4103 Work Experience

- x. AP 4110 Honorary Degrees
 - xi. AP 4227 Repeatable Courses
 - xii. AP 4228 Course Repetition - Significant Lapse of Time
 - xiii. AP 4229 Course Repetition - Variable Units
 - xiv. AP 4240 Academic Renewal
 - xv. BP 4103 Work Experience
 - xvi. BP 4110 Honorary Degrees
 - xvii. BP 4240 Academic Renewal
 - xviii. AP 5040 Student Records, Directory Information, and Privacy
 - xix. AP 5150 Extended Opportunity Programs and Services
 - xx. BP 5040 Student Records, Directory Information, and Privacy
 - xxi. BP 5150 Extended Opportunity Programs and Services
- c. 2018-2019 Academic Calendar
 - d. Approval to Change Next Meeting Date to November 14, 2017
 - e. EDCT Organizational Chart
 - f. Instructional Initiatives Committee
 - g. Student Health Fee
 - h. AP/BP Honorary Degrees
 - i. Drop Policy for Non-Payment

6. INFORMATION

- a. Policies & Procedures Deemed Academic & Professional Submitted for Information
 - i. None

7. UPDATES

- a. None

8. REPORTS

- a. Academic Senates
- b. Classified Senates
- c. Student Senates

9. PUBLIC COMMENTS

10. FUTURE AGENDA ITEMS

- a. Districtwide Standing Committee Update (TBD)
- b. Auditing Update (Summer 2018)
- c. Calendar Committee Update (TBD)
- d. Educational & Facilities Master Plan Update (TBD 2019)
- e. Fiscal Services Update (written reports Feb, May, Aug, Nov)
- f. Human Resources Update (written reports Jan, Apr, July, Oct)
- g. Police Department Update (written reports Apr, Sept)
- h. TESS Updates (written reports May, Oct)
- i. Webadvisor Update (TBD)
- j. Proposed Policy & Procedure on Background Checks – (from 4/4/17) HR is working on this policy. It will apply to all employees.
- k. AB 104 Update (TBD)
- l. Emergency Management Committee – (from 4/4/17) The committee will provide consistency in emergency training, ensure related policies and procedures are up to date, and will communicate the roles and structure of the emergency management committee. The committee will have collegial

representation. Once the committee develops the charge and membership, it will be brought to District Assembly.

- m. Annual approval of 6-year AP/BP review schedule (September)

11. ADJOURN



District Assembly Meeting Minutes
District Board Room
September 5, 2017 – 3pm

CALL TO ORDER

Jeremiah Gilbert called the meeting to order at 3:03pm

CHANCELLOR'S REPORT

Chancellor Baron welcomed everyone back to District Assembly. He reported the resignation of Dr. Kuck as of October 2, 2017. The Chancellor also reported on the Repeal of DACA expressing our concerns to students. The IEPI final meeting is September 18.

APPROVAL OF 5/2/17 MINUTES

Diana Rodriguez moved to approve, Robert Levesque seconded the motion to approve the minutes of 5/2/17. Unanimous approval.

APPROVAL OF DISTRICT ASSEMBLY VP MARK MCCONNELL

Celia Huston moved to approve, Jim Holbrook seconded the motion to appoint Mark McConnell as Vice President of District Assembly. Unanimous approval.

REBRANDING UPDATE

Chancellor Baron reported the rebranding process is underway to obtain community's reaction to the SBCCD brand.

OLD BUSINESS

District Assembly Membership was presented and further appointments are necessary. Jeff Demsky should be replaced.

There were no Policies & Procedures for 2nd Read and Approval

Robert Levesque moved to approve, Mark McConnell seconded the motion to approve the 6-year AP/BP review schedule. Unanimous approval.

NEW BUSINESS

Policy Stat is the new tracking software for P&Ps. District Assembly Executive committee will have editing rights. The annual cost of the software is approximately \$3,000.

TL Brink moved to approve, Celia Huston seconded the motion to rename the ACCJC Ad-Hoc Committee to the Districtwide Institutional Effectiveness Committee and make it a standing Collegial Consultation Committee. Unanimous approval.

TL Brink moved to approve, Celia Huston seconded the motion to send a directive to all committees asking them to review their purpose and charge and to determine if there is a need for all Districtwide standing committees (or can some committees be combined?). The results will come back to District Assembly in October. Holbrook voted No. All other members in attendance voted Yes.



Policies & Procedures for 1st Read (take to constituency for input)

AP 2410 Board Policies and Administrative Procedures
AP 2510 Collegial Consultation
AP 2712 Conflict of Interest Code
AP 2735 Board Member Travel
BP 2735 Board Member Travel
AP 3430 Prohibition of Harassment
AP 3505 Emergency Response Plan
BP 3505 Emergency Response Plan
AP 3710 Securing of Copyright
BP 3710 Securing of Copyright
AP 5020 Nonresident Tuition
BP 5020 Nonresident Tuition
AP 5420 Associated Students Finance
BP 5420 Associated Students Finance
AP 7150 Evaluation
BP 7150 Evaluation
AP 7250 Educational Administrators
BP 7250 Educational Administrators
BP 7260 Classified Supervisors and Managers

Policies & Procedures for 1st Read (Academic & Professional)

AP 3715 Intellectual Property
BP 3715 Intellectual Property
AP 4010 Academic Calendar
BP 4010 Academic Calendar
AP 4104 Contract Education
AP 4235 Credit by Examination
AP 5010 Admissions
BP 5010 Admissions
AP 5030 Fees
BP 5030 Fees
BP 5050 Student Success and Support Program
AP 5110 Counseling
BP 5110 Counseling

INFORMATION

BP 2410 Board Policies and Administrative Procedures (was board approved and submitted to DA for information)

Short URL for District Assembly webpage www.sbccd.org/DistrictAssembly

Policies & Procedures Deemed Academic & Professional Submitted for Information

AP/BP 4020 Program, Curriculum, and Course Development (title 5 changes) will be reviewed by both senates



UPDATES

Strong Workforce – An update was given on the status of funding allocated for this fiscal year. In July, the State Chancellors Office allocated funding of 1.3M. The Strong Workforce program region and district allocations were presented as attached. The amount is determined by the State Chancellor's Office and is based on demographics. On September 21, the Strong Workforce Ad Hoc Committee will reconvene and vote on the structure of the subcommittee, its charge, and the regional 40% concept. The charge should come back to DA for consideration. DA Executive Committee had discussion to transition Ad Hoc committee to a standing committee.

Chancellor's Cabinet will review funding out of reserves to develop grant to take advantage of grant opportunities on a two-year pilot basis and not charge the colleges.

Educational & Facilities Master Plan Update – We have engaged a consultant to poll the community regarding feasibility of another construction bond. We hope to pass the bond during the 2018/2020 elections.

REPORTS

Academic Senates – SBVC Senate is reviewing efficiencies of committees, faculty ethics policy, and FCC funding guidelines. Chancellor Baron is willing to do what is needed to support the no cost textbooks for our students.

CHC Senate had a local plenary retreat. Senate developed a new standing committee for non-credit, future of the STEM Center and the STEM program in general.

Classified Senates SBVC classified connection week was a success. The first football game profited \$500.

PUBLIC COMMENTS

Jeremiah Gilbert mentioned discussion will be forthcoming on whether to have a policy for Honorary Degrees. Jeremiah will work with the campus enrollment management committees to discuss viable solutions for 24-hour pay.

Jeremiah asked committee members to submit nominations for calendar committee members.

FUTURE AGENDA ITEMS

- Auditing Update (Summer 2018)
- Calendar Committee Update (TBD)
- Educational & Facilities Master Plan Update (TBD 2019)
- Webadvisor Update (TBD)
- Proposed Policy & Procedure on Background Checks – (from 4/4/17) HR is working on this policy. It will apply to all employees.
- AB 104 Update (TBD)
- Emergency Management Committee – (from 4/4/17) The committee will provide consistency in emergency training, ensure related policies and procedures are up to date, and will communicate the roles and structure of the emergency management committee. The committee will have collegial representation. Once the committee develops the charge and membership, it will be brought to District Assembly.
- Annual approval of 6-year AP/BP review schedule (September)
- Fiscal Services Update (written reports Feb, May, Aug, Nov)
- Human Resources Update (written reports Jan, Apr, July, Oct)
- Police Department Update (written reports Apr, Sept)



Crafton Hills College · San Bernardino Valley College · Economic Development & Corporate Training · KVCR TV/FM

- TESS Updates (written reports May, Oct)

ADJOURN

Jeremiah Gilbert adjourned the meeting at 4:37pm