

**DISTRICT ASSEMBLY
AGENDA**

**March 7, 2017
3:00pm
Location: District
Board Room**

Attendance: See Sign In Sheet

TOPIC	NOTES/DISCUSSION
1. Call to Order – Jeremiah Gilbert	
2. Chancellor’s Report	
3. Approval of Minutes – 2/7/17	Once approved, minutes and materials will be posted on the District website: http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly
4. OLD BUSINESS a) Policies & Procedures for 2 nd Read and Approval <ul style="list-style-type: none">o AP 2410 (revised copy in the dropbox - the Board reviewed all recommended revisions previously submitted per the history at the end of the AP)o BP 2715o AP 2710o BP 7310 b) Umbrella BPs per the League <ul style="list-style-type: none">o AP/BP 4222 Recommend to delete BP	
5. NEW BUSINESS a) Policies & Procedures for 1 st Read (take to constituency for input) <ul style="list-style-type: none">o AP 2510o BP/AP 3715o BP 3430o BP/AP 5200o BP/AP 6250o BP/AP 6300o AP 6305o BP/AP 6340o AP 6370o AP 6950 b) AP 7250 clarification of language c) Grants Work Group Recommendations d) Constitution Amendments: Charge and Membership First Reading	Policies & Procedures under review are located on the District Assembly Webpage under documents http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly . Responsibility for the review process is as follows: Chapter 1: Board of Trustees and the Chancellor Chapter 2: Board of Trustees and the Chancellor Chapter 3: Chancellor and Chancellor’s Cabinet Chapter 4: VPs of Instruction, Student Services Chapter 5: VPs of Instruction, Student Services Chapter 6: VC of Fiscal Services and VPs of Administrative Services Chapter 7: VC of Human Resources
6. INFORMATION a) Policies & Procedures Deemed Academic & Professional Submitted for Information <ul style="list-style-type: none">o BP/AP 5031	

<p>7. UPDATES</p> <ul style="list-style-type: none"> a) Strong Workforce b) 10+1 Training c) Policy Stat d) Webadvisor e) Canvas f) SB 769 (if approved will double the Bachelor's Degree pilot program) g) Teacher Credentialing Proposal 	
<p>8. REPORTS</p> <ul style="list-style-type: none"> a) Educational & Facilities Master Plan Update b) Academic Senates c) Classified Senates d) Student Senates 	
<p>9. PUBLIC COMMENTS</p> <p>District Assembly welcomes public comment on any issue within the jurisdiction of the District. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, staff may be asked to review a matter or for that matter to be put on a future agenda. As a matter of law, members may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session. 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) 382-4091 as far in advance of the meeting as possible</p>	
<p>10. FUTURE AGENDA ITEMS</p> <ul style="list-style-type: none"> a) AB 104 Update (TBD) b) Annual approval of 6-year AP/BP review schedule (every September) c) Auditing Update (Summer 2018, Kuck) d) Calendar Committee Update (TBD) e) District Budget & Enrollment Update (April) f) District Strategic Plan Update (February) g) EDCT Update (Monthly written reports) h) Educational & Facilities Master Plan Update (TBD 2019) i) Fiscal Services Update (written reports Feb, May, Aug, Nov) j) Grants Work Group Update (Monthly) k) Human Resources Update (written reports Jan, Apr, July, Oct) l) KVCR Update (written reports Feb, July) m) Non-Credit Updates from Senates (TBD) n) Policy & Procedure Tracking Software (March) o) Police Department Update (written reports Apr, Sept) p) TESS Updates (written reports May, Oct) q) Webadvisor Update (TBD) 	
<p>11. ADJOURN</p>	

**DISTRICT ASSEMBLY
MINUTES**

**February 7, 2017
3:00pm
Location: District
Board Room**

Attendance: See Sign In Sheet

TOPIC	NOTES/DISCUSSION
1. Call to Order – Jeremiah Gilbert	Allen called the meeting to order at 3:09pm
2. Chancellor's Report	The Chancellor reported on the Flex Calendar presentation to the Board is on 2/23/17. The 10+1 presentation to the Board is set for 5/11/17 from 12-3pm. IEPI Grant \$200K was received and there is a collegial consultation group meeting to implement the funds. Education and Facilities Master Plan is complete. New facilities master plan will require discussion about a new bond issue.
3. Approval of Minutes – 12/6/16	Huston motioned, Gamboa seconded the motion to approve the minutes of 12/6/16. Eation abstained. All others in attendance approved. Once approved, minutes and materials will be posted on the District website: http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly
4. OLD BUSINESS a) Policies & Procedures for 2 nd Read and Approval <ul style="list-style-type: none">o BP 2100o BP 2200o AP 2410 (revised copy in the dropbox - the Board reviewed all recommended revisions previously submitted per the history at the end of the AP)o BP 2430o BP/AP 2431o BP 2432o BP 2716o BP/AP 3550o BP/AP 7100	Allen motioned, Rodriguez seconded the motion to approve BP 2100, BP 2200, BP 2716 BP/AP 3550, BP/AP 7100 Huston abstained, all others in attendance agreed. <hr/> Weiss motioned, Eation seconded the motion to approve BP 2430, BP/AP 2431, BP 2432 with the addition of the Board Ad Hoc committee making the recommended changes. <hr/> AP 2410 (revised copy in the dropbox - the Board reviewed all recommended revisions previously submitted per the history at the end of the AP) to come back to District Assembly.

<p>5. NEW BUSINESS</p> <p>a) Policies & Procedures for 1st Read (take to constituency for input)</p> <ul style="list-style-type: none"> o BP 2715 o AP 2710 o BP 7310 <p>b) BPs without APs (see attached BPs without APs)</p> <ul style="list-style-type: none"> o AP/BP 4222 Recommend to delete (BP is not really needed as everything that is in the BP is also in the AP and is actually defined in the AP) 	<p>Items in 5a will move forward for input.</p> <hr/> <p>Stacey to obtain umbrella BPs by the League and then DA can make a decision on AP/BP 4222.</p> <hr/> <p>Policies & Procedures under review are located on the District Assembly Webpage under documents</p> <p>http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly.</p> <p>Responsibility for the review process is as follows:</p> <p>Chapter 1: Board of Trustees and the Chancellor Chapter 2: Board of Trustees and the Chancellor Chapter 3: Chancellor and Chancellor's Cabinet Chapter 4: VPs of Instruction, Student Services Chapter 5: VPs of Instruction, Student Services Chapter 6: VC of Fiscal Services and VPs of Administrative Services Chapter 7: VC of Human Resources</p>
<p>6. INFORMATION</p> <p>a) Policies & Procedures Deemed Academic & Professional Submitted for Information</p> <ul style="list-style-type: none"> o BP 4000 (from October) o AP/BP 4220 o BP 4235 o AP/BP 5130 	<p>Items in 6a will move forward to the Board for 1st reading.</p>
<p>7. UPDATES</p> <p>a) Grants Work Group</p> <p>b) Strong Workforce Update</p> <p>c) District Assembly Constitution (see attached draft charge and membership)</p> <p>d) 10+1 Training</p> <p>e) Policy Stat</p>	<p>Grants Work Group update was given by Jeremiah Gilbert.</p> <hr/> <p>Strong Workforce Update was given by Richard Galope and Robert Levesque.</p> <hr/> <p>District Assembly Constitution, Draft 3, was discussed. Feedback was given to Jeremiah Gilbert who will incorporate the recommendations, share it with DA Executive Committee, and bring it forward to District Assembly for additional feedback/discussion.</p> <hr/> <p>PolicyStat will automate the process and track who makes changes, who approves, and moves it forward through the approval process.</p>
<p>8. REPORTS</p> <p>a) Educational & Facilities Master Plan Update</p> <p>b) Academic Senates</p> <p>c) Classified Senates</p> <p>d) Student Senates</p>	<p>Reports were given on Educational & Facilities Master Plan, CHC and SBVC Academic Senates, and CHC Classified Senate.</p>

<p>9. PUBLIC COMMENTS</p> <p>District Assembly welcomes public comment on any issue within the jurisdiction of the District. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, staff may be asked to review a matter or for that matter to be put on a future agenda. As a matter of law, members may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session. 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) 382-4091 as far in advance of the meeting as possible</p>	
<p>10. FUTURE AGENDA ITEMS</p> <ul style="list-style-type: none"> a) Discussion on communication (TBD) b) Grants Work Group update (Monthly) c) Auditing Update (Summer 2018, Kuck) d) AB 104 Update (TBD) e) Calendar Committee Update (TBD) f) Non-Credit Updates from Senates (TBD) g) District Strategic Plan Update (February) h) Educational & Facilities Master Plan Update (TBD) i) District Budget & Enrollment Update (April) j) Policy & Procedure Tracking Software (May) k) Annual approval of 6-year AP/BP review schedule (September) l) Fiscal Services Update (written reports Feb, May, Aug, Nov) m) KVCR Update (written reports Feb, July) n) Police Department Update (written reports Apr, Sept) o) TESS Updates (written reports May, Oct) p) Human Resources Update (written reports Jan, Apr, July, Oct) q) EDCT Update (written reports Apr, Dec) r) Webadvisor Update (TBD) 	
<p>11. ADJOURN</p>	<p>Gilbert adjourned the meeting at 4:31pm.</p>

DISTRICT ASSEMBLY SIGN IN SHEET

First Name	Last Name	Campus - Representation	Term Ends	Initial Here
Rocio	Aguayo	SBVC - Student	2018	
Denise	Allen	CHC Academic Senate (DA VP)	2018	DA DA
Bruce	Baron	District Chancellor	n/a	BB
Aaron	Beavor	SBVC Classified Senate	2018	BY
Yvonne	Beebe	SBVC - Faculty	2017	
Mary	Bender	CHC - Classified	2018	
Autumn	Blackburn	SBVC - Student	2018	
Stephanie	Briggs	SBVC - Faculty	2018	SB
T.L.	Brink	CHC - Faculty	2018	TLB
Raymond	Carlos	SBVC - Management	2018	
Rejoice	Chavira	CHC - Management	2017	
Marco	Cota	Latino Faculty & Staff Assn.	n/a	
Kathy	Crow	CHC - Faculty	2017	
April	Dale Carter	SBVC - Management	2017	ABC
Jeffrey	Demsky	SBVC - Faculty	2018	
Grayling	Eation	CSEA	n/a	GE
Ben	Gamboa	CHC Classified Senate	2018	Ben
Jeremiah	Gilbert	SBVC - Faculty (DA President)	2018	JG
Jim	Holbrook	CHC - Faculty	2017	
Celia	Huston	SBVC Academic Senate	2018	CH
Robert	Levesque	District - Management	2018	R.L
Sheri	Lillard	CTA	n/a	SL
Craig	Luke	SBVC - Faculty	2018	
Mark	McConnell	CHC - Faculty	2018	
Sarah	Miller	SBVC - Classified	2017	
Romana	Pires	SBVC - Faculty	2017	RP
Diana	Rodriguez	SBVC President	n/a	DR
Susan	Ryckevic	District - Classified	2018	SR
Nicole	Sarmiento	CHC - Students	2018	
Amber	Snow	CHC - Students	2018	
Cassandra	Thomas	SBVC - Classified	2017	CT
Mary	Valdemar (designee for Cota)	Latino Faculty & Staff Assn.	n/a	
Kay	Weiss	SBVC - Management	2018	KW
Chris	Williams	SBVC - Classified	2018	
Kathy	Wilson	CHC - Classified	2017	KW
Wei	Zhou	CHC President	n/a	WZ
vacant	pending appointment	CHC - Management	2018	
vacant	pending appointment	Black Faculty & Staff Assn	n/a	
GUESTS:				
Jose	Torres			
Richard	Galope			JG
Glen	Kuck			



DISTRICT ASSEMBLY CHARGE

CURRENT CHARGE

The purpose of the Assembly will be to provide a forum for sharing responsibilities of governance in the San Bernardino Community College District hereafter known as the District, to make recommendations to the Chancellor regarding policy and procedure and to ensure that each appropriate constituent group participates in the decision-making process. (Source: District Assembly Constitution, Article 2: Purpose)

PROPOSED REVISION

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.

Revised District Assembly Membership
(Based on Current District Assembly Membership)
San Bernardino Community College District

Standing Membership (Ex Officio)

The Chancellor of the District
The President of Crafton Hills College (CHC)
The President of San Bernardino Valley College (SBVC)
The President of the CHC Academic Senate
The President of the SBVC Academic Senate
The President of the CHC Classified Senate
The President of the SBVC Classified Senate
The President of the CHC Student Body Assoc.
The President of the SBVC Student Body Assoc.

General Membership

Faculty – ~~3~~ 6 SBVC and ~~2~~ 4 CHC
Classified – ~~1~~ 3 SBVC, ~~1~~ 2 CHC, 1 District
Management – ~~1~~ 3 SBVC, ~~1~~ 2 CHC, 1 District
Students – 2 per campus (one appointee, one alternate)

Vested Membership (Collective Bargaining)

President, CSEA (or designee)
President, CTA (or designee)

~~Vested Membership (Advocacy Groups)~~

~~Black Faculty and Staff Association~~
~~Latino Faculty and Staff Association~~

District Assembly Officers¹

President
Vice President
Recorder

¹ The President and Vice President shall be elected from the Membership. The Recorder's position shall be filled by the Executive Administrative Assistant to the Chancellor. All members, with the exception of the Chancellor and the College Presidents, are eligible to hold office. (Source: District Assembly Constitution)

Breakdown: Currently

Position	Number	Percent
Upper Management	3	8.11%
Management	6	16.22%
Faculty (incl. CTA)	13	35.14%
Classified (incl. CSEA)	9	24.32%
Students (excl. alternates)	4	10.81%
Advocacy	2	5.41%
TOTAL	37	100.00%

Breakdown: Proposed

Position	Number	Percent
Upper Management	3	12.50%
Management	3	12.50%
Faculty (incl. CTA)	8	33.33%
Classified (incl. CSEA)	6	25.00%
Students (excl. alternates)	4	16.67%
Advocacy	0	0.00%
TOTAL	24	100.00%



To: District Assembly
From: Jeremiah Gilbert, Chair, District Assembly Grants Work Group
Re: Grants Work Group Recommendations
Date: March 7, 2017

At the September 6, 2016 District Assembly meeting, a motion was passed to form a Grants Work Group to look at the grant processes at each campus and coordinate with the district in an attempt to enhance grant writing, grant opportunities and success rates. The District Assembly Grants Work Group met in October 2016 and again in February 2017. Through work done between these two meetings, a Grants Organization Structure & Processes was developed and refined, providing support and structure for large district-wide grants (campuses maintain local processes for campus-specific grants, though district support could be provided, if desired). A copy of the document has been provided for your reference.

In addition, at the February meeting, two recommendations were made by the Grants Work Group:

1. A Director of Grant Development and Management is a priority for each campus.
2. Indirect fees should be redirected to fund the three director positions identified in the Grants Organization Structure & Processes, along with any consultants.

In providing this report to District Assembly, the Grants Work Group has completed its task and now brings its recommendations to the body for discussion.

Grants Work Group Membership:

- | | | |
|------------------------|----------------------------|-----------------------|
| Rania Hamdy, SBVC | Benjamin Gamboa, CHC | Richard Galope, SBCCD |
| Henry Hua, SBVC (Oct.) | Denis Hoyt, CHC | Jose Torres, SBCCD |
| Girija Raghavan, SBVC | Mark McConnell, CHC (Oct.) | |
| James Smith, SBVC | Keith Wurtz, CHC | |

100% Indirect Cost Funded

