



DISTRICT ASSEMBLY MEETING
Tuesday, April 1, 2014 – 3:00 p.m.
District Office – Professional Development Center – Room #104
AGENDA

1. Call to Order Stanskas
2. Approval of Minutes Stanskas
 - a. March 4, 2014
3. Old Business
 - a. Board Policies and Administrative Procedures For Action by District Assembly at the April 2014 Meeting [Click here to view District Assembly Old Business 4-1-14](#)
 - i. Current Adoption Timeline
 - ii. Revised Continuous Review Cycle Table
 - iii. BP 1100 SBCCD
 - iv. BP 1200 District Mission Statement
 - v. BP 2200 Board Duties & Responsibilities
 - vi. BP 2410 Board Policies & Administrative Procedures
 - vii. AP 2410 Board Policies & Administrative Procedures
 - viii. BP 2430 Delegation of Authority to the Chief Executive Officer
 - ix. BP 2431 Chief Executive Officer Selection
 - x. BP 2510 Participation in Local Decision Making
 - xi. AP 2510 Participation in Local Decision Making
 - xii. BP 4070 Auditing and Auditing Fees
 - xiii. AP 4070 Auditing and Auditing Fees
 - xiv. BP 6520 Security of District Property
 - xv. AP 6520 Security of District Property
 - b. AP 7250 Educational Administrators Fisher/Marshall
 - c. (Management Hiring Process)
 - d. AB 86 Update Fisher/Marshall
4. New Business
 - a. Board Policies and Administrative Procedures For Action by District Assembly at the May 2014 Meeting [Click here to view District Assembly New Business 5-6-14](#)
 - i. BP 2745 Board Self-Evaluation
 - ii. BP 3050 Institutional Code of Ethics
 - iii. AP 3050 Institutional Code of Ethics
 - iv. BP 3200 Accreditation
 - v. AP 3200 Accreditation
 - vi. BP 3250 Institutional Planning
 - vii. AP 3250 Institutional Planning
 - viii. BP 3410 Nondiscrimination
 - ix. AP 3410 Nondiscrimination
 - x. BP 4020 Program, Curriculum, and Course Development
 - xi. AP 4020 Program, Curriculum, and Course Development
 - xii. BP 4025 Philosophy and Criteria for Associate Degree and General Education

- xiii. AP 4025 Philosophy and Criteria for Associate Degree and General Education
 - xiv. BP 4030 Academic Freedom
 - xv. AP 4030 Academic Freedom
 - xvi. BP 4040 Library & Other Instructional Support Services
 - xvii. AP 4040 Library & Other Instructional Support Services
 - xviii. BP 4050 Articulation
 - xix. AP 4050 Articulation
 - xx. BP 6330 Purchasing
 - xxi. AP 6330 Purchasing
 - xxii. BP 7120 Recruitment and Hiring
 - xxiii. BP 7120 Recruitment and Hiring
 - xxiv. BP 7150 Evaluation
 - xxv. AP 7150 Evaluation
 - xxvi. BP 7160 Professional Development
 - xxvii. AP 7160 Professional Development
 - b. BP/AP 7210 Academic Employees
 - c. Credit/Non-Credit Update
 - d. Election Process Update
- Marshall
Stankas
Hanley
5. Academic Senate Reports Allen-Hoyt/Au
6. Classified Senate Reports Tinoco/Thomas
7. Student Senate Reports Brown/Dorsey
8. District Reports
- a. Emergency Preparedness
 - b. EDCT
- Galvez
Isaac
9. Chancellor's Report Baron
10. Public Comment
11. Future Agenda Items/Announcements Members
- a. Election Results (Hanley) – May
 - b. Election of Officers (Stankas) - May
 - c. Chapter 4 Academic Affairs (53 AP's and BP's) – May
 - d. Chapter 5 Student Services (59 AP's and BP's) – September
 - e. Chapter 7 Human Resources (75 AP's and BP's) – October
 - f. Chapter 3 General Institution (57 AP's and BP's) – November
12. Adjourn Stankas



DISTRICT ASSEMBLY MEETING
Tuesday, March 4, 2014 – 3:00 p.m.
District Office – Professional Development Center – Room #104
MINUTES

Present: Allen, Denise; Au, Algie; Baron, Bruce; Berry, Patricia; Briggs, Stephanie; Fisher, Gloria; Gamboa, Ben; Hanley, Jodi; Holbrook, Jim; Jones, JoAnn; Levesque, Robert; Lee, Yvette; Marquis, Jeanne; Smith, James; Stanskas, John; Thomas, Cassandra; Weiss, Kay

Absent: Aycock, Larry; Beavor, Aaron; Brown, Brandon; Chavira, Rejoice; Cota, Marco; Crow, Kathy; Curasi, Gina; Dorsey, Patrick; Dusick, Diane; Flores, Yasmeen; Gamboa, Colleen; Gilbert, Jeremiah; Gomez, Ed; Johnson, Janet; Lyons, Cameron; Marshall, Cheryl; Mudgett, Benjamin; Paddock, Ericka; Skaggs, Samantha; Transporte, Catalina; Tinoco, Michelle; Williams, Clyde

Special Guests: Oliver, Tim; Kinde, Haragewen; Shabazz, Ricky

Call to Order

John Stanskas called the meeting to order at 3:02pm

Approval of Minutes

Stephanie Briggs moved, Jodi Hanley seconded to approve the minutes of February 4, 2014.

AYES: Allen, Denise; Au, Algie; Baron, Bruce; Berry, Patricia; Briggs, Stephanie; Fisher, Gloria; Gamboa, Ben; Hanley, Jodi; Jones, JoAnn; Levesque, Robert; Lee, Yvette; Marquis, Jeanne; Smith, James; Stanskas, John; Thomas, Cassandra; Weiss, Kay

NOES: None

Absent: Aycock, Larry; Beavor, Aaron; Brown, Brandon; Chavira, Rejoice; Cota, Marco; Crow, Kathy; Curasi, Gina; Dorsey, Patrick; Dusick, Diane; Flores, Yasmeen; Gamboa, Colleen; Gilbert, Jeremiah; Gomez, Ed; Johnson, Janet; Lyons, Cameron; Marshall, Cheryl; Mudgett, Benjamin; Paddock, Ericka; Skaggs, Samantha; Transporte, Catalina; Tinoco, Michelle; Williams, Clyde

ABSTENSIONS: Holbrook, Jim

District Policy & Procedures

The Consultant for CCLC, Dr. Jane Wright provided an overview of the work that will be done, reviewed the timeline, process, what is expected of District Assembly, and the continuous review cycle as presented for District Policies and Procedures. Jane agreed the timeline is ambitious and we will adjust as needed. P&P Service issues updates twice per year (Fall and Spring). Hard copy and electronic copies will be provided by Dr. Wright by Chapter with legal updates and citations. League updates should be included in the table of the Review Cycle, which Jane will revise and send back out to District Assembly. Changes will be color coded so that we ensure key constituent groups and District Assembly look at the documents. Going forward Chancellor's office will incorporate updates from the League twice per year and send

through the review process to ensure ongoing updates. Dr. Wright reported a Board Policy Workgroup has already begun making changes to Chapters 1-2. The Workgroup is hoping to send these documents to District Assembly for information only. Ben Gamboa objected to the Board Policy Workgroup's suggestion and reminded that accreditation requires that we participate in governance and that District Assembly is not in place to rubber stamp the Board's recommendations. Doing this will threaten both college's accreditation. Board does not have to accept any recommendations from District Assembly, but it is mandated in Education Code and Title V that participatory governance be recognized. Chancellor is charged with maintaining up to date policies and procedures as stated in our documents per Ed Code 70902 and Accreditation Standard 4.b.1.j. Participation of Local Decision Making outlines what is in Title V. John Stankas recommended we utilize the process outlined in Title V to ensure all groups have the opportunity to participate and make suggestions as needed. Chancellor Baron will convey to the Board Workgroup that the collegial process is required per existing policy and law.

Ben Gamboa moved, Cassandra Thomas seconded to send a message to the board that in reviewing board policies 1000's and 2000's, District Assembly invites the board to continue being active in the process of the review and we adhere to legal and policy requirements for the participatory governance processes established.

AYES: Allen, Denise; Au, Algie; Baron, Bruce; Berry, Patricia; Briggs, Stephanie; Fisher, Gloria; Gamboa, Ben; Hanley, Jodi; Holbrook, Jim; Jones, JoAnn; Levesque, Robert; Lee, Yvette; Marquis, Jeanne; Smith, James; Stankas, John; Thomas, Cassandra; Weiss, Kay

NOES: None

Absent: Aycock, Larry; Beavor, Aaron; Brown, Brandon; Chavira, Rejoice; Cota, Marco; Crow, Kathy; Curasi, Gina; Dorsey, Patrick; Dusick, Diane; Flores, Yasmeen; Gamboa, Colleen; Gilbert, Jeremiah; Gomez, Ed; Johnson, Janet; Lyons, Cameron; Marshall, Cheryl; Mudgett, Benjamin; Paddock, Ericka; Skaggs, Samantha; Transporte, Catalina; Tinoco, Michelle; Williams, Clyde

ABSTENSIONS: None

Jim Holbrook represents faculty and requested for any policies or procedures that are academic and professional in nature to be distributed as early as possible. These are Chapters 4 and 5 and the newly numbered AP/BP 2510 (old 2225). Jane Wright will start working on these ASAP and send.

New Business

BP 1100 SBCCD; BP 1200 District Mission Statement; BP 2200 Board Duties & Responsibilities; BP 2410 Board Policies & Administrative Procedures; AP 2410 Board Policies & Administrative Procedures; BP 2430 Delegation of Authority to the Chief Executive Officer; BP 2431 Chief Executive Officer Selection; BP 6520 Security of District Property; AP 6520 Security of District Property

Middle College H.S. to be removed from BP1100; PDC and EDCT is on Del Rosa Dr., not Ave.; KVCR zip code is 92410.

Cassandra Thomas moved, Denise Allen-Hoyt seconded to re-agendize BP 1100 SBCCD; BP 1200 District Mission Statement; BP 2200 Board Duties & Responsibilities; BP 2410 Board Policies & Administrative Procedures; AP 2410 Board Policies & Administrative Procedures; BP

2430 Delegation of Authority to the Chief Executive Officer; BP 2431 Chief Executive Officer Selection for April District Assembly. Jim Holbrook wanted the minutes to reflect that these items were given to District Assembly as information only items and they were not ready for print.

AYES: Allen, Denise; Au, Algie; Baron, Bruce; Berry, Patricia; Briggs, Stephanie; Fisher, Gloria; Gamboa, Ben; Hanley, Jodi; Holbrook, Jim; Jones, JoAnn; Levesque, Robert; Lee, Yvette; Marquis, Jeanne; Smith, James; Stanskas, John; Thomas, Cassandra; Weiss, Kay

NOES: None

Absent: Aycock, Larry; Beavor, Aaron; Brown, Brandon; Chavira, Rejoice; Cota, Marco; Crow, Kathy; Curasi, Gina; Dorsey, Patrick; Dusick, Diane; Flores, Yasmeen; Gamboa, Colleen; Gilbert, Jeremiah; Gomez, Ed; Johnson, Janet; Lyons, Cameron; Marshall, Cheryl; Mudgett, Benjamin; Paddock, Ericka; Skaggs, Samantha; Transporte, Catalina; Tinoco, Michelle; Williams, Clyde

ABSTENSIONS: None

All policies and procedures that will be on the District Assembly agenda should be sent to the committee as early as possible.

P&P's to be listed under Future agenda items as outlined on the schedule.

Ben Gamboa moved, Cassandra Thomas seconded to re-agendize BP 6520 Security of District Property and AP 6520 Security of District Property to the April District Assembly.

AYES: Allen, Denise; Au, Algie; Baron, Bruce; Berry, Patricia; Briggs, Stephanie; Fisher, Gloria; Gamboa, Ben; Hanley, Jodi; Holbrook, Jim; Jones, JoAnn; Levesque, Robert; Lee, Yvette; Marquis, Jeanne; Smith, James; Stanskas, John; Thomas, Cassandra; Weiss, Kay

NOES: None

Absent: Aycock, Larry; Beavor, Aaron; Brown, Brandon; Chavira, Rejoice; Cota, Marco; Crow, Kathy; Curasi, Gina; Dorsey, Patrick; Dusick, Diane; Flores, Yasmeen; Gamboa, Colleen; Gilbert, Jeremiah; Gomez, Ed; Johnson, Janet; Lyons, Cameron; Marshall, Cheryl; Mudgett, Benjamin; Paddock, Ericka; Skaggs, Samantha; Transporte, Catalina; Tinoco, Michelle; Williams, Clyde

ABSTENSIONS: None

Old Business

BP 4070 Auditing and Auditing Fees needs to go through the Senates.

AP 4070 Auditing and Auditing Fees bring back to District Assembly in April.

AP 7250 Educational Administrators (Management Hiring Process). There was discussion about when Interim Managers should be evaluated. Consider removing hard dates.

AB 86 Update – Dr. Fisher reported having a second meeting on 2/13/14. Small group came together to approve a tentative budget to move forward with the letter of intent required to submit to Sacramento. Interviewing a professional expert and working on a job description. The grant requires someone be in place and this will happen in April. The District will receive \$366,000 in the grant and the District is the fiscal agent.

Academic Senate Reports

Allen-Hoyt reported District Assembly has to report how each member votes per the Brown Act as voted on in November 2013. CHC is working on a position paper and have revised the position paper on how class size should be addressed. These are going forward to the Academic Senate. Asked Ed Policy committee to review policies. Addendum to Catalog will be coming out to include IGETC.

Algie Au reported Valley is focusing on accreditation and working on institutional set standards. Working to solidify plagiarism policy since they are purchasing the Turn It In software.

Classified Senate Reports

Cassandra Thomas reported they are focusing on Classified Staff Week.

Student Senate Reports

None

District Reports

A written report update on Human Resources was distributed.
EDCT Program Update was distributed.

Chancellor's Report

Chancellor Baron reported the recruitment has begun for the Vice Chancellor of Fiscal & Business Services. The Chancellor is pleased with enrollments across the District with the aggressive 6% goal. Brain Trust Report has been worked on collegially and we will revolutionize the way we look at budget and funding for the colleges. There are recommendations in the report that will benefit the District as a whole. Bruce asked campus presidents to schedule time for the Chancellor to meet with managers, classified senates, and academic senate on campus to give updates and answer any questions.

Public Comment

None

Future Agenda Items/Announcements

Credit/Non-Credit Discussion (Marshall) - April
Faculty Equivalency Update (Hoyt/Au) - May
AB 86 Update - April

Adjourn

John Stanskas adjourned the meeting at 4:32pm

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
POLICE DEPARTMENT
MEMORANDUM**



TO: District Assembly

FROM: Laura Whitehead
Emergency Preparedness Manager

DATE: March 24, 2014

RE: Emergency Preparedness Program Report

As the Emergency Preparedness Program Manager I will be coordinating and teaching the following trainings and exercises for the remainder of FY 2013/2014 and for FY 2014/2015:

1. The annual Building Evacuation Drills will be held on April 22, 2014 for both campuses. The April 2015 drill date will be determined in early 2015.
2. CERT (Community Emergency Response Team) training for the building captains at both campuses will be held in June, July, and August of 2014. (This is a 20 hour course consisting of nine learning modules: Disaster Preparedness; Fire Safety; Disaster Medical Operations; Light Search and Rescue Operations; CERT organization; Disaster Psychology; Terrorism and CERT; and the Disaster Simulation.)
3. EOC (Emergency Operations Center) Section Specific Training will be held in June and July 2014 and will be repeated in June and July 2015. (The list of EOC responders is in the process of being updated)
4. Annual EOC staff tabletop exercise/drill will be held in October 2014.
5. The Great Shakeout of 2014 will be on October 16, 2014 at 10:16 AM. "Drop, Cover, and Hold On" simulation along with evacuation of the buildings is the focus of the exercise.
6. EOC awareness training for the Board of Trustees is scheduled for October 2014.

In addition, I reviewed the District's Emergency Operations Plan (EOP) and the current EOC locations on both campuses. After my evaluation, I recommended that there should be only one EOC, and that should be at the District Offices in the Board Room, as currently stated in the EOP. That location is the best for centralizing the Emergency

Operations response in the event of a disaster that affects one or both campuses. However, that location will need to be equipped with all of the necessary supplies needed to be able to set up the EOC quickly and efficiently. Therefore, I will be gathering, purchasing and stocking the Boardroom with all of the necessary materials to have the EOC functional by the end of the summer.

The current "EOC" located on the Valley campus is appropriate to be used as a COC (Campus Operations Center) for an event that is specific only to the Valley Campus, but which does not involve activation of the EOC staff mainly due to its size. This location needs updating and organization that I will be doing after getting the District EOC site ready for operation. The Crafton Campus does not have a functional COC at this time. The need and location for a COC at Crafton will be determined in the near future.



Report of the Economic Development & Corporate Training (EDCT) Division

District Assembly Meeting, April 1, 2014

Prepared by Matthew Isaac, Ph.D., Executive Director, EDCT

Economic Development and Corporate Training Foundation (EDCT Foundation)

- Mission is to seek resources and philanthropic support for the advancement of workforce development, which will enhance the economic health of our region
- The EDCT Foundation will be eligible for seeking grants offered by private foundations and certain grants offered by state and federal agencies for non-profit organizations
- Can receive equipment donations from corporations to support our short-term training programs
- SBCCD Board approved the establishment of the Foundation on August 8, 2013
- A Board of Directors was established for the Foundation, including three SBCCD Trustees
- Upon receiving Board approval, Foundation filed Articles of Incorporation with the Secretary of State

Entrepreneurship Institute of San Bernardino (EIOSB)

- The Entrepreneurship Institute of San Bernardino (EIOSB) is a joint program of EDCT and SBVC
- A cohort of 18 aspiring entrepreneurs graduated from the program in December 2013
- Another cohort of 24 students are currently enrolled in the training and will graduate in May 2014
- Taught by EDCT Professional Experts who are faculty members at SBVC
- Operated with the funding from Walmart Foundation and EDCT's own residual income

Employment Training Panel (ETP) Project and the New \$1 million ETP Application

- EDCT currently has \$700,000 in ETP funding; serves 65 private businesses/employers in the IE
- Provides a variety of customized training for incumbent workers to improve their performance
- Because of our outstanding success, EDCT is now being considered for a \$1 million award
- Leadership for this program is provided by Robert Levesque, Director of Workforce Development

\$49,000 Youth Manufacturing Training Grant from the SB County Workforce Development Department

- Designed for those entering the workforce as entry-level Mechanical Craft Trainees
- Will train 10 youths (18 – 24 years) in partnership with San Bernardino Valley College
- 216 hours of classroom and hands-on instruction in Industrial Mechanical Maintenance Applications, OSHA 10 and Welding Applications
- Graduates will be certified by the National Center for Construction Education and Research (NCCER), which oversees the delivery of standardized curriculum.

2014 Nanotechnology Summit

- Friday, April 25, 2014, 9:00 a.m. to 2:00 p.m.
- Summit Theme: "Nanotechnology Shaping Industry"
- Keynote Speakers: Dr. Meyya Meyyappan, Chief Scientist for Exploration Technology, NASA
Mike Gallo, President/CEO, Kelly Space and Technology
J.P. Mobasher, Founder and President/CEO, Smart Mass Transit Rail