

DISTRICT ASSEMBLY

AGENDA

November 1, 2016
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 – 10/4/16	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 <ul style="list-style-type: none"> a) Policies & Procedures for 2nd Read and Approval <ul style="list-style-type: none"> o BP/AP 2410 Board Policies & Procedures o BP/AP 2435 Evaluation of the Chancellor o *BP/AP 3515 Reporting of Crimes o BP/AP 3720 Computer and Network Use o AP 6200 Budget Preparation o AP 6310 Accounting o AP 6315 Warrants o BP/AP 6320 Investments o BP/AP 6325 Payroll o BP/AP 6600 Capital Construction o BP/AP 6750 Parking 	
5. NEW BUSINESS <ul style="list-style-type: none"> a) Policies & Procedures for 1st Read (take to constituency for input) <ul style="list-style-type: none"> i. *BP/AP 3430 Prohibition of Harassment ii. *AP 3435 Discrimination and Harassment Investigations (Procedures were broken into Title 5 and Title IX, because the two are so different) iii. BP/AP 3550 Drug Free Environment and Drug Prevention Program iv. BP/AP 7100 Commitment to Diversity v. BP/AP 7250 Educational Administrators (these were not on the planned review cycle, but needed significant overhaul). <p>*changes in Legal update #29 are included in the BP/AP.</p>	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
b) DISCUSSION OF NEW BPs/APs	

<p>6. INFORMATION</p> <ul style="list-style-type: none"> a) Policies & Procedures Deemed Academic & Professional Submitted for Information <ul style="list-style-type: none"> o BP/AP 4105 Distance Education b) Legal Updates (legal/typographical corrections only) <ul style="list-style-type: none"> o BP 3410 Nondiscrimination o BP 5140 Disabled Student Programs and Services o BP 7120 Recruitment and Hiring o BP 7310 Nepotism c) Legal Updates (updated and will go through approval process at the appropriate time determined by Chapter Owner) <ul style="list-style-type: none"> o AP 2710 Conflict of Interest o AP 3410 Nondiscrimination o BP/AP 4225 Course Repetition o BP/AP 5220 Shower Facilities for Homeless Students o BP/AP 6300 Fiscal Management o BP/AP 6340 Bids and Contracts o AP 7348 Accommodations o BP 7360 Discipline and Dismissal-Academic Employees o AP 7400 Travel 	
<p>7. STATUS UPDATES</p> <ul style="list-style-type: none"> a) Registration/24-hour payment – SBVC Resolution b) Grants Work Group c) District Assembly Constitution d) Strong Workforce Ad Hoc 	
<p>8. REPORTS</p> <ul style="list-style-type: none"> a) Academic Senates b) Classified Senates c) 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>	

10. FUTURE AGENDA ITEMS

- a) Webadvisor Update (TBD)
- b) Discussion on communication (TBD)
- c) Grants Work Group update (December)
- d) Auditing Update (Summer 2018, Kuck)
- e) District Budget Committee Recommendation for full time faculty (December)
- f) AB 86 Update (TBD)
- g) Calendar Committee Update (TBD)
- h) Non-Credit Updates from Senates (TBD)
- i) District Strategic Plan Update (February)
- j) Educational & Facilities Master Plan Update (February)
- k) District Budget & Enrollment Update (April)
- l) Policy & Procedure Tracking Software (May)
- m) Annual approval of 6-year AP/BP review schedule (September)
- n) Fiscal Services Update (written reports Feb, May, Aug, Nov)
- o) KVCR Update (written reports Feb, July)
- p) Police Department Update (written reports Apr, Sept)
- q) TESS Updates (written reports May, Oct)
- r) Human Resources Update (written reports Jan, Apr, July, Oct)
- s) EDCT Update (written reports Apr, Dec)

11. ADJOURN

DISTRICT ASSEMBLY MINUTES

October 4, 2016
3:00pm
Location: District
Board Room

Attendance: See Sign In Sheet

TOPIC	NOTES/DISCUSSION
1. Call to Order – Jeremiah Gilbert	Jeremiah Gilbert called the meeting to order at 3:02pm
2. Chancellor's Report	Chancellor Baron reported on the Promise Program and will work with the Foundation Directors. On the ballot for this year. Critical to Prop 51 – K-12 and Community College Prop 55 extension of Prop 30 until year 2030. Concerned with enrollments. SBCCD can receive additional funding if we grow beyond 2%. We could potentially lose \$10M. Presidents will share the plans by November 1 to achieve our goal this year. A suggestion was made to move registration up earlier.
3. Approval of Minutes – 9/6/16	Romana Pires motioned, Cassandra Thomas seconded the motion to approve the minutes of 9/16/16. Unanimous approval. 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/AP 3515 Reporting of Crimes o AP 3516 Registered Sex Offender Information o BP/AP 3520 Local Law Enforcement o BP/AP 3530 Weapons on Campus o AP 3720 Computer and Network Use o BP/AP 7600 District Police Department 	Robert Levesque motioned, Denise Allen-Hoyt seconded the motion to approve the APs and BPs. <ul style="list-style-type: none"> o AP 3516 Registered Sex Offender Information o BP/AP 3520 Local Law Enforcement o BP/AP 3530 Weapons on Campus o BP/AP 7600 District Police Department Jeremiah Gilbert will discuss with the Title IX Coordinators to see if BP/AP 3515 Reporting of Crimes should include faculty as mandated reporters and will bring back next month. Cassandra Thomas and Glen Kuck will review and revise AP 3720 Computer and Network Use and bring back next month. Unanimous approval.
b. District Enrollment Management Committee (Registration/24-hour payment) Update	Jose Torres reported the District Enrollment Management Committee voted to recommend that, effective spring of 2017, SBCCD suspend the practice of dropping a student for nonpayment. Glen will talk with staff to modify the number of days and send an informed response to District Assembly by Friday.

c. Grants Work Group Update	A Work group was formed and the next meeting October 17.
d. Charge of District Assembly	As presented and still in the works. Further updates will be given as changes are made.
<p>5. NEW BUSINESS</p> <p>a. Policies & Procedures for 1st Read (take to constituency for input)</p> <ul style="list-style-type: none"> i. BP/AP 2410 Board Policies & Procedures (see the AP noted with rejected changes) ii. BP/AP 2435 Evaluation of the Chancellor iii. BP 3720 Computer and Network Use iv. BP 4000 Instructional Programs v. BP/AP 4010 Academic Calendar vi. AP 6200 Budget Preparation vii. AP 6310 Accounting viii. AP 6315 Warrants ix. BP/AP 6320 Investments x. BP/AP 6325 Payroll xi. BP/AP 6600 Capital Construction xii. BP/AP 6750 Parking 	<p>AP 6200 Budget Preparation to be revised to reflect the approved changes and the proposed addition from the Board.</p> <p>BP 4000 Instructional Programs and BP/AP 4010 Academic Calendar should be listed under Information as they are deemed Academic & Professional.</p> <p>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.</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>
b. Strong Workforce Update	Denise Allen-Hoyt motioned, Richard Galope seconded a motion to approve the Strong Workforce Ad Hoc. Unanimous approval.
6. Approval of 2017-2018 Academic Calendar	<p>Only two changes were made to the 17-18 calendar; fall starts on Monday, not Tuesday. Moved a flex day from January to October.</p> <p>Denise Allen-Hoyt motioned, Romana Pires seconded a motion to approve the 2017-18 Academic calendar. Unanimous approval.</p>
<p>7. INFORMATION</p> <ul style="list-style-type: none"> a) Policies & Procedures Deemed Academic & Professional Submitted for Information <ul style="list-style-type: none"> o None b) Schedule of policy & procedure review by chapter 	
<p>8. REPORTS</p> <ul style="list-style-type: none"> a) Academic Senates b) Classified Senates c) Student Senates d) TESS Update https://1drv.ms/w/s!Al_x2ZlgC6dq9D1CKbD5XzdhFZCJ e) HR Update 	<p>CHC Academic Senate approved International Program to move forward. Completed Public Safety and Discipline. Supported mathematics department for student placement. Non-credit is moving forward. Ad Hoc committee is reviewing Webadvisor interface.</p>

9. PUBLIC COMMENTS

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11. ADJOURN

Jeremiah Gilbert adjourned the meeting at 4:25pm



POLICY & PROCEDURE SERVICE

Policy & Procedure Subscriber Service
Community College League of California
Liebert Cassidy Whitmore

Legal Update #29

October 2016

OVERVIEW

This is the 29th update to subscribing district members of the League's Policy & Procedure Subscriber Service, offered in partnership with the law firm of Liebert Cassidy Whitmore. The update is in response to new laws and regulations, legal opinions, and questions from subscribers that have occurred since legal Update 28, disseminated to member districts in April 2016.

Revisions to the Board Policy Templates

BP 3410 Nondiscrimination – This policy was updated to add a citation related to the U.S. Department of Fair Employment and Housing (DFEH) regulations governing discrimination in employment.

BP 3430 Prohibition of Harassment – This policy was updated to add a citation regarding the DFEH regulations governing discrimination in employment.

BP 4225 Course Repetition – This policy was updated to correct a spelling error.

BP 5140 Disabled Student Programs and Services – This policy was updated to correct typographical errors.

BP 5220 Shower Facilities for Homeless Students – This policy was added to address Education Code Section 76011, which will be effective January 1, 2017. It is suggested as good practice.

BP 6300 Fiscal Management – This policy was updated to include a requirement that a district's CEO establish procedures to satisfy the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition for any federal funds received by the District.

POLICY & PROCEDURE SERVICE

BP 6340 Bids and Contracts – This policy was updated to include a citation regarding the EDGAR Second Edition requirements governing procurement standards.

BP 7120 Recruitment and Hiring – This policy was updated to include the citation for Education Code Section 87458, which addresses the conditions under which an administrator may become a first-year probationary faculty member.

BP 7310 Nepotism – This policy was updated to add discipline to the list of items that constitute a personnel decision and to make non-substantive formatting edits.

BP 7360 Discipline and Dismissal-Academic Employees – This policy was revised to add legal citations related to the Education Code provisions governing academic employee discipline and dismissal and to remove a citation from the body of the policy.

BP 7600 College [Police Department(s)] or [Campus Security] – This policy was updated to add a note advising Districts that the U.S. Department of Education and U.S. Department of Justice issued a “Dear Colleague” letter on campus policing.

Revisions to the Administrative Procedure Templates

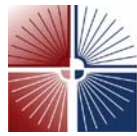
AP 2710 Conflict of Interest – This procedure was updated to add conflict of interest provisions required under EDGAR Second Edition, which prohibit employees, Board members, and agents from participating in the selection, award, and administration of contracts supported by federal funds.

AP 3410 Nondiscrimination – This procedure was updated to specify that unpaid interns may not be discriminated against based on a protected status and to add a citation to DFEH regulations governing discrimination in employment.

AP 3430 Prohibition of Harassment – This procedure was updated to add a citation related to the DFEH regulations governing discrimination in employment.

AP 3435 Discrimination and Harassment Complaints and Investigations – This procedure was updated to include provisions that comply with the new DFEH regulations requiring all employers to have harassment, discrimination, and retaliation prevention policies as well as to update a change to a citation.

AP 3515 Reporting of Crimes – This procedure was updated to correct typographical errors.



POLICY & PROCEDURE SERVICE

AP 4225 Course Repetition – This procedure was updated to change the term “units” to “courses” for clarification and revise the limits on claiming apportionments for repeated courses to reflect the limitations specified in Title 5 Section 58161.

AP 5220 Shower Facilities for Homeless Students – This procedure was added to address Education Code Section 76011, which will be effective January 1, 2017. It is suggested as good practice.

AP 6300 Fiscal Management – This procedure was updated to add citations and a new section to address federal regulations requiring districts to have written procedures for determining allowability of costs and payments under EDGAR Second Edition.

AP 6340 Bids and Contracts – This procedure was updated to include additional items required under EDGAR Second Edition related to procurement standards, including the requirement that districts avoid acquisition of unnecessary or duplicative items and record retention requirements.

AP 7348 Accommodations – This procedure was added to assist districts in meeting various accommodation obligations under state and federal law.

AP 7400 Travel – This procedure was updated to include a citation related to the federal regulations governing travel costs under EDGAR Second Edition.

10/18/16

SBVC Enrollment Management & Student Equity Committee Resolutions
on Fee/Tuition Collection and Fee/Non-fee Payment

WHEREFORE, BE IT RESOLVED THAT we, the undersigned, being members of the Enrollment Management & Student Equity Committee consent and agree to the following resolutions, which were made on Tuesday, October 11, 2016, and that the resolutions be forwarded to the District Enrollment Management Committee and to the SBVC Academic Senate for review and motion.

	A	P		A	P
Tammy Allen		X	Alicia Hallex		
Yvonne Beebe			Ron Hastings		
Paul Bartulin		X	Henry Hua		X
Stephanie Briggs		X	Kathy Kafela		
Keynesia Buffong			Craig Luke		X
Charles Burton			Joshua Milligan		X
Raymond Carlos			Joseph Nguyen		X
Yancie Carter			Ricky Shabazz		
Johnny Conley			James Smith		X
Maro Cota			Mary Valdemar-Senate		X
April Dale-Carter		X	Raquel Villa-CSEA		
Tin Chung-ASG		X	Kathryn Weiss		X
Amber Gallagher			Chris Williams		
Keenan Giles			Shari Blackwell		X

Whereas the SBVC Enrollment Management & Student Equity Committee is in full support of programmatic changes to the current financial software and/or the purchase of new financial software for the purpose of collecting fees and tuition owed to the college before financial aid disbursements are made to students.

Whereas the SBVC Enrollment Management & Student Equity Committee is in agreement to change our present drop for non-payment policy (24-hour drop) to a more equitable policy which allows for a 7 day layered collection strategy within 30 days before the start of a semester. [For example, for the Spring 2017 semester, payment deadlines would be as follows: If you register on or before December 19, you will be dropped from your classes if you do not pay by December 23 at 5 PM. If you register on or before January 3, you will be dropped from your classes if you do not pay by January 10 by 5 PM. If you register on or after January 4 through the end of the semester, enrollment and all other fees are due at the time of registration. Students who do not pay will have a hold placed on their record and will not be able to register for classes; drop classes on WebAdvisor; or receive grades, transcripts verifications, certificates for diplomas.]

Whereas the SBVC Enrollment Management & Student Equity Committee has considered the impact of policy changes on student access, the committee supports

retaining financial aid students on the roster who have a financial aid award letter on file, but will follow the regular protocol for financial aid students that have not met the priority financial aid application deadline.