



DISTRICT ASSEMBLY MEETING
Tuesday, March 3, 2015 – 3:00pm
District Office – **Board Room**
AGENDA

[Click here to view CCLC Policies & Procedures.](#)

1. Call to Order

2. Approval of Minutes

- a. February 3, 2015

3. Old Business

a. Consent Agenda

- i. BP 2015 Student Trustees
- ii. BP 2105 Election of Student Trustees
- iii. AP 2105 Election of Student Trustees
- iv. BP 2110 Vacancies on the Board
- v. AP 2110 Vacancies on the Board
- vi. BP 2130 Term Limits
- vii. BP 2210 Officers
- viii. BP 2220 Committees of the Board
- ix. BP 2305 Annual Organizational Meeting
- x. BP 2315 Closed Sessions
- xi. BP 2320 Special and Emergency Meetings
- xii. AP 2320 Special and Emergency Meetings
- xiii. BP 2330 Quorum and Voting
- xiv. BP 2340 Agendas
- xv. AP 2340 Agendas
- xvi. BP 2345 Public Participation at Board Mtgs
- xvii. BP 2350 Speakers
- xviii. BP 2355 Decorum
- xix. BP 2360 Minutes
- xx. BP 2365 Recording
- xxi. AP 2365 Recording
- xxii. BP 2432 Chancellor Succession
- xxiii. BP 2610 Presentation of Initial Collective Bargaining Proposals
- xxiv. AP 2610 Presentation of Initial Collective Bargaining Proposals
- xxv. BP 2710 Conflict of Interest
- xxvi. AP 2710 Conflict of Interest
- xxvii. AP 2712 Conflict of Interest Code
- xxviii. BP 2716 Political Activity
- xxix. BP 2717 Personal Use of Public Resources
- xxx. BP 2720 Communications Among Board Members
- xxxi. BP 2725 Board Member Compensation
- xxxii. BP 2730 Board Member Health Benefits
- xxxiii. AP 2730 Board Member Health Benefits
- xxxiv. BP 2750 Board Member Absence from the State
- xxxv. BP 3510 Workplace Violence Plan
- xxxvi. AP 3510 Workplace Violence Plan
- xxxvii. AP 4040 Library & Other Instructional Support Services
- xxxviii. BP 5500 Standards of Student Conduct & Discipline
- xxxix. BP 6300 Fiscal Management

- xl. AP 6300 Fiscal Management
 - xli. AP 7160 Professional Development
- b. Board Policies and Administrative Procedures For Further Review by Work Group
- i. BP 2310 Regular Meetings of the Board (March 2015 - from February)
 - ii. AP 2330 Quorum and Voting (March 2015)
 - iii. AP 5500 Standards of Student Conduct & Discipline (February 2015 - from January 2015; sent to VPSS on 2/18/15 to review with Academic Senate Presidents and bring back to work group in March)
 - iv. BP 6200.Budget Preparation (March 2015 - from January 2015 need input from budget committee (meets 2/19/15))
 - v. AP 6200.Budget Preparation (March 2015 - from January 2015 need input from budget committee (meets 2/19/15))

4. New Business

- a. APs & BPs For Work Group Review
- i. AP 2510 Participation in Local Decision-Making
 - ii. BP 3540 Sexual and Other Assaults on Campus
 - iii. AP 3540.Sexual and Other Assaults on Campus
 - iv. BP 3600 Auxiliary Organizations
 - v. AP 3600 Auxiliary Organizations
 - vi. BP 4300.Field Trips and Excursions
 - vii. AP 4300.Field Trips and Excursions
 - viii. BP 5030 Fees
 - ix. AP 5030 Fees
 - x. BP 6100 Delegation of Authority, Fiscal
 - xi. AP 6100 Delegation of Authority, Fiscal
 - xii. BP 6150 Designation of Authorized Signatures
 - xiii. AP 6150 Designation of Authorized Signatures
 - xiv. BP 6250 Budget Management
 - xv. AP 6250 Budget Management
 - xvi. AP 6305 Reserves
 - xvii. AP 6310 Accounting
 - xviii. AP 6315 Warrants
 - xix. AP 6320 Investments
 - xx. BP 6325 Payroll
 - xxi. AP 6325 Payroll
 - xxii. BP 6340 Contracts
 - xxiii. AP 6340 Bids and Contracts
 - xxiv. AP 6345 Bids and Contracts (UPCCAA Option)
 - xxv. AP 6365 Contracts – Accessibility of Information Technology
 - xxvi. BP 6400 Audits
 - xxvii. AP 6400 Audits
 - xxviii. BP 6450 Wireless or Cellular Phone Use
 - xxix. AP 6450 Wireless or Cellular Phone Use
 - xxx. BP 6500 Property Management
 - xxxi. AP 6500 Property Management
 - xxxii. BP 6530 District Vehicles
 - xxxiii. AP 6530 District Vehicles
 - xxxiv. BP 6535 Use of District Equipment
 - xxxv. AP 6535 Use of District Equipment
 - xxxvi. BP 6540 Insurance
 - xxxvii. AP 6540 Insurance
 - xxxviii. BP 6550 Disposal of Property
 - xxxix. AP 6550 Disposal of Property
 - xl. BP 6600 Capital Construction

- xli. AP 6600 Capital Construction
- xlii. BP 6620 Naming of Buildings & Other Properties
- xlili. AP 6620.Naming of Buildings & Other Properties
- xliv. BP 6700.Civic Center and Other Facilities Use
- xlv. AP 6700.Civic Center and Other Facilities Use
- xlvi. BP 6740 Citizens' Oversight Committee
- xlvii. AP 6740 Citizens' Oversight Committee
- xlviii. BP 6750 Parking
- xlix. AP 6750 Parking
 - I. BP 6800 Occupational Safety
 - li. AP 6800 Occupational Safety
 - lii. AP 6850 Hazardous Materials
 - liii. BP 6900 Bookstore(s)
 - liv. AP 6900 Bookstore(s)
 - lv. BP 6930 Vending Machines
 - lvi. AP 6930.Vending Machines
 - lvii. AP 6950 Drug and Alcohol Testing (U.S. Dept. of Transportation)
 - lviii. AP 7150.Evaluation

- b. AB 86 Update **(20 min.)**
- c. Noncredit Ad Hoc Committee to report back with information and recommendations to the Chancellor for District Assembly consideration and action **(20 min.)**
- d. CHC Faculty to appoint member to replace Tom Bryant– term expires 2016
- e. Parking Work Group Update **(20 min.)**

5. Reports

- a. **Chancellor's Report**
- b. **Academic Senate Reports**
- c. **Classified Senate Reports**
- d. **Student Senate Reports**
- e. **District Reports**
 - i. Human Resources
 - ii. Program Review

6. Public Comment

7. Future Agenda Items/Announcements

- a. Annual Committee Evaluation (April)
- b. Discussion of Compressed Calendar (April)
- c. Board Handbook Review (April)
- d. Chapter 4 Academic Affairs (April)
- e. Annual Committee Evaluation Results Review (May)
- f. Chapter 3 General Institution (May)
- g. Chapter 5 Student Services (September)
- h. Chapter 7 Human Resources (October)

8. Adjourn

To: SBCCD District Assembly

Date: February 24, 2015

RE: Noncredit Ad-Hoc Committee of District Assembly Recommendations

Recommendations of the Noncredit Ad-Hoc Committee

The Ad-Hoc Committee recommends that the District Assembly recommend to the Chancellor that:

- The District pursues noncredit education as part of our mission to serve the needs of our community.
- Establish planning committees at each campus comprised of appropriate faculty recommended by the academic senates, classified staff, students and managers with sufficient time to develop programmatic strategies. These committees should meet periodically together with appropriate additional staff, e.g., Admissions and Records staff, to address district wide implementation.
- Create cohesive noncredit programs designed with appropriate faculty recommended by the academic senates, classified staff, students and managers to meet the needs of the community.
 - Crafton Hills College may start with Adult Basic Education, Basic Skills, and Literacy.
 - San Bernardino Valley College may start with Adult Basic Education, Basic Skills, Literacy, ESL, Citizenship and CTE classes.
 - Appropriate managerial staff and organizational structure, including full-time faculty, is required.
 - Programs shouldn't detract from current programs of the college.
 - Planning should be based on the needs of the community as evidenced through the AB86 Consortium community needs assessment.
 - Planning should include both on-site and off-site offerings in the community.
- Noncredit instruction negotiations need to be a priority for both the District and the Faculty Bargaining Unit. The laboratory rate may be a place to begin negotiations.

Charge of Noncredit Ad-Hoc Committee

In October 2014, the SBCCD District Assembly created the Noncredit Ad-Hoc Committee and charged it to:

Evaluate:

- Definition of noncredit (compared to credit and community service) categories of noncredit eligible for enhanced funding
- pros and cons of noncredit curricular modalities
- community needs and plans as evidenced through AB86
- utility of noncredit in other districts

- minimum qualifications
- compensation of other districts

and report back to District Assembly in February 2015 with information and recommendations to the Chancellor for District Assembly consideration and action.

To complete this charge, the ad-hoc committee reviewed relevant documents from the Legislative Analysts Office, the Academic Senate for California Community Colleges, and the California Department of Education. A complete citation list appears at the end of this document. In addition, the governor's commitment to ensuring Career Development and College Preparation (CDCP) noncredit will be funded at the same apportionment rate as credit instruction was taken into consideration.

Definition of Noncredit and Enhanced Funding

Noncredit instruction is one curricular modality where the student may receive a grade, but does not accrue units. There are nine instructional areas of noncredit according to education code: Parenting, Basic Skills, ESL, Immigrant Education, Courses for students with Substantial Disabilities, Short-Term Vocational Programs, Programs for Older Adults, Family and Consumer Sciences, and Health and Safety. Colleges may collect apportionment for students enrolled in these classes. Enhanced apportionment, equal to the credit rate, is only available for the CDCP categories. Colleges must go through the regular curriculum approval process for these courses. Courses are not subject to repeatability limits.

Obviously credit instruction may overlap some of these areas. Credit instruction does accrue academic units, a student must earn a grade, and students must pay fees. Colleges may collect apportionment for students enrolled in these classes. Colleges must go through the regular curriculum approval process for these courses. The content must be designated either college level or preparatory for college level. Courses are subject to repeatability limits.

Community Service and Contract Education classes are intended to respond to community needs. Content and objectives are locally defined by the college or employer. Colleges may not receive apportionment for these courses and must collect fees equal to the cost of instruction from students. If students enrolled will receive college credit, then the curriculum must go through the regular curriculum approval process. Sometimes, content is defined by the employer's needs and instruction is provided through Contract Education. When admission is closed to a select population defined by the contractor, then the contract must meet all costs incurred to offer the course.

Minimum Qualifications for Noncredit Instructors

The minimum qualifications for all faculty are listed in the Minimum Qualifications Handbook, see pages 66-68 for a full description.

For an interdisciplinary noncredit basic skills course, a bachelor's degree in any social science, humanities, mathematics, or natural science discipline or in liberal studies, as

appropriate for the course. For a noncredit basic skills course in mathematics, a bachelor's degree in mathematics. For a noncredit basic skills course in reading and/or writing, either: a bachelor's degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism; or a bachelor's degree in any discipline and twelve semester units of coursework in teaching reading.

For a noncredit course in English as a second language (ESL), a bachelor's degree in teaching English as a second language, or teaching English to speakers of other languages or a bachelor's degree in education, English, linguistics, applied linguistics, any foreign language, composition, bilingual/bicultural studies, reading, or speech; and a certificate in teaching English as a second language, which may be completed concurrently during the first year of employment as a noncredit instructor.

For a short-term noncredit vocational course: a bachelor's degree; and two years of occupational experience related to the subject of the course taught or an associate degree; and six years of occupational experience related to the subject of the course taught.

Generally, a Bachelor's degree is the minimum qualification from the state, though local academic senates have the authority to recommend different minimum qualifications that may be greater than those listed in Title 5.

Pros and Cons of Noncredit Discussed by the Committee

- Credit instruction is limited by credit-course repetition guidelines and some students run out of time in a traditional format to master the content.
- Noncredit instruction allows students to continue in the framework of the classroom until the objectives are met. Noncredit instruction is available for no enrollment fees to the students and does not apply to the unit caps on support that some students use to attend college.
- Noncredit is a pathway to higher education disproportionately utilized by non-majority groups. Noncredit fulfills part of our access and equity mission to the public of the region.
- Noncredit classes can be designed as open-entry/open-exit so that students who arrive at the college have a class available to them to prepare for college level work the next semester.
- The only con identified by the committee is that noncredit students are not eligible for financial aid for those courses.

Bargaining Issues

Noncredit instruction is a bargaining issue. The Rancho Santiago Community College District, San Diego Community College District, and North Orange County Community College District all seem to require 25 hours per week for full-time, noncredit instructional assignments. The contracts also assume an average of a 40-hour work-week during the

175 day contract. This may be re-negotiated as the apportionment rate is changing in some areas.

Academic Senate for California Community Colleges, (2014), *AB86: A Brief History and Current State of Affairs from the Noncredit Task Force*. Sacramento, CA.

<http://www.asccc.org/content/ab-86-brief-history-and-current-state-affairs-noncredit-task-force-0> (Retrieved Nov 5, 2014)

Academic Senate for California Community Colleges, (2014), *Minimum Qualifications Handbook for 2012-2014*. Sacramento, CA.

http://www.asccc.org/sites/default/files/Minimum_Qualifications_Handbook_for_2012-2014.pdf (Retrieved Nov 5, 2014)

Academic Senate for California Community Colleges, (2006), *The Role of Noncredit in the California Community Colleges*. Sacramento, CA.

http://asccc.org/sites/default/files/Noncredit_2006.pdf (Retrieved Feb 2, 2014)

Academic Senate for California Community Colleges, Noncredit Ad Hoc Committee, (2009), *Noncredit Instruction: Opportunity and Challenge*. Sacramento, CA.

<http://www.asccc.org/papers/noncredit-instruction-opportunity-and-challenge> (Retrieved Feb 2, 2014)

California Community Colleges Chancellor's Office (2006). *Noncredit at a Glance*. Sacramento, CA http://ccccio.org/documents/NoncreditGuide_5e.pdf (Retrieved Feb 2, 2014)

California Department of Education (2005). *A History of Adult Education in California from the Beginnings to the Twenty-First Century*. Sacramento, CA

<http://www.cde.ca.gov/sp/ae/ir/documents/meetchallenge.pdf> (Retrieved Feb 2, 2014)

California Department of Education, (2007). *Joint Board Committee on Noncredit and Adult Education Collection at the California Adult Education Archives*. Sacramento County Office of Education, Sacramento, CA

http://www.oac.cdlib.org/findaid/ark:/13030/c8h70d67/entire_text/ (Retrieved Feb 2, 2014)

California Department of Education (2009). *Adult Education – CalEdFacts*. Retrieved from on January 31, 2014: <http://www.cde.ca.gov/sp/ae/po/cefadulted.asp> (Retrieved Feb 2, 2014)

California Master Plan for Higher Education – Major Features (2009).

http://ucfuture.universityofcalifornia.edu/documents/ca_masterplan_summary.pdf (Retrieved Feb 2, 2014)

Eyre, G. A. (2013). *An American Heritage, Federal Adult Education: A Legislative History 1964-2013*. NOVA Research Company, Bethesda, MD.

https://lincs.ed.gov/publications/pdf/Adult_Ed_History_Report.pdf (Retrieved Feb 2, 2014)

Joint Committee to Develop a Master Plan for Education, (2002). *The California Master Plan for Education*. http://www.ucop.edu/acadinit/mastplan/master_plan2002.pdf (Retrieved Feb 2, 2014)

Legislative Analyst's Office (2012). *Restructuring California's Adult Education System*. <http://www.lao.ca.gov/reports/2012/edu/adult-education/restructuring-adult-education-120412.aspx>

Little Hoover Commission (2012). *Serving Students, Serving California: Updating the California Community Colleges to Meet Evolving Demands*. Report #210. (p71-86)
<http://www.lhc.ca.gov/studies/210/report210.html>

Respectfully Submitted by:

John Stankas, District Assembly President
Denise Allen, CHC Academic Senate President
Mark Snowwhite, CHC Dean
Robert Levesque, Director of Workforce Development
Scott Rippey, CHC Faculty
Paula Ferri-Milligan, SBVC Faculty
Kay Weiss, SBVC Dean
Caleb Losee, SBVC Classified Staff
Guy Hinrichs, CTA



FY 2014 – 2015 District Program Review Update District Assembly Meeting, March 3, 2015

Overview

The units of the District involved in this process include the District Police Department, Economic Development and Corporate Training Division, Fiscal Services (comprises of Business Services, Accounting (Budgeting and Payroll), Auditing, Environmental, Health and Safety, Facilities), Human Resources, KVCR, Technology and Educational Support Services (includes Administrative Applications, Distance Education, Printing Services, Technical Services).

Progress to Date

1. A District Operation's Satisfaction Survey was sent out electronically to all District faculty and staff on December 9, 2014. A total of 196 responses were received.
2. The survey results were compiled, summarized and distributed to each unit of the District. The results were used as a tool to help each department/division develop their respective Program Review Plan.
3. The District Program Review Steering Committee reviewed and approved the submitted Program Review Plans in its meeting on February 19, 2015. Each plan will be reviewed once again by the appropriate unit and finalized by February 27, 2015.
4. From each unit's final Program Review Plan, a report will be generated to capture all the resources requested to support their goals and achieve the anticipated outcomes. Resources requested will be prioritized and approved by the steering committee during its final meeting on March 5, 2015.
5. A prioritized list of District Program Review Resource Allocation for FY 2014 – 2015 will be provided to the Chancellor's Office on or before March 13, 2015.

(Results of the survey and other relevant Program Review information can be found at:
http://www.sbccd.org/About_the_District/Board_Imperatives_-_a_-_Planning_Documents/Program_Review

(Respectfully submitted by Albert Maniaol, Chair, District Program Review Steering Committee)

2/23/2015



DISTRICT ASSEMBLY REPORT MARCH 3, 2015

HR Connection is a monthly submittal to District Assembly to stay informed with all the happenings of the Human Resources Department.

DEPENDENT VERIFICATION REVIEW

To ensure we are accurately accounting for all our eligible employees and their dependents, our health plan providers mandate the District have an outside auditor verify our health plan enrollment.

American Fidelity Assurance (AFA) will be conducting a Dependent Verification Review beginning March 9 through March 27, 2015.

Failure to complete this review process will result in the termination of dependent coverage effective June 1, 2015.

Every benefit eligible employee, that has dependents on their coverage, must meet with a AFA Benefit Counselor and present original documents. Individual sessions will not take more than 30 minutes.

Please call AFA to schedule an appointment for your review.

(800) 365-9180 ext. 0

SITE	MEETING DATES	TIME
District Office Board Room Room #112A	March 16, 17, 18, 19, 20, 23, 24, 25, 26, 27	8:00 AM - 4:00 PM
SBVC Liberal Arts Room #127 & #129	March 9, 11, 13, 23, 25, 27	8:00 AM - 4:00 PM
	March 10, 12, 24, 26	10:00 AM - 6:00 PM
CHC Library Room #201	March 9, 11, 13, 23, 25, 27	8:00 AM - 4:00 PM
	March 10, 12, 24, 26	10:00 AM - 6:00 PM

UPCOMING EVENTS

Health & Wellness Fair	Crafton Hills College	March 4, 2015	11:30am—1:30pm	LRC #226
Dependent Verification Review		March 9—27, 2015		

STAY CONNECTED...

In an effort to keep all employees of the District informed of the major happenings of the District, the Human Resources Department invites the officers and members to submit highlights to be published in the e-HR Newsletter — **THRive**.

~ HR Vision ~ Ensure a positive and diverse workforce environment through superior customer service for the District.