

District Assembly Meeting Agenda
District Board Room
November 14, 2017 – 3pm

1. CALL TO ORDER
2. CHANCELLOR'S REPORT
3. PRESIDENT'S REPORT (Status of District Assembly President)
4. APPROVAL OF 10/3/17 MINUTES
5. OLD BUSINESS
 - a. Policies & Procedures for 2nd Read and Approval
 - 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
6. NEW BUSINESS
 - a. Policies & Procedures for 1st Read (take to constituency for input)
 - i. BP 3915 Printing
 - ii. AP 3915 Printing
 - iii. BP 6307 Debt Issuance and Management
 - iv. AP 7380 Retiree Health Benefits: Academic Employees
 - b. Policies & Procedures for 1st Read (**Academic & Professional**)
 - c. Approval of Calendar Committee Charge and Membership
 - d. BP 6307 Debt Issuance and Management Policy
7. INFORMATION
 - a. The Board's Policies & Procedures Submitted for Information
 - i. BP 2365 Recording
 - ii. AP 2365 Recording
 - iii. BP 2435 Evaluation of the Chancellor
 - iv. AP 2435 Evaluation of the Chancellor
 - v. BP 2610 Presentation of Initial Collective Bargaining Proposals
 - vi. AP 2610 Presentation of Initial Collective Bargaining Proposals
 - vii. AP 2712 Conflict of Interest Code
 - viii. BP 2717 Personal Use of Public Resources
 - ix. BP 2720 Communications Among Board Members

8. UPDATES

- a. Brand Assessment (written report)
- b. District Support Services Report (written report)
- c. Policy & Procedures – Legal Update #31

9. REPORTS

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

10. PUBLIC COMMENTS

11. FUTURE AGENDA ITEMS

- a. EDCT Organizational Chart – Galope
- b. Instructional Initiatives Committee – Galope
- c. Districtwide Standing Committee Update (TBD)
- d. Auditing Update (Summer 2018)
- e. Calendar Committee Update (TBD)
- f. Educational & Facilities Master Plan Update (TBD 2019)
- g. Fiscal Services Update (written reports Feb, May, Aug, Nov)
- h. Human Resources Update (written reports Jan, Apr, July, Oct)
- i. Police Department Update (written reports Apr, Sept)
- j. TESS Updates (written reports May, Oct)
- k. Webadvisor Update (TBD)
- l. Proposed Policy & Procedure on Background Checks – (from 4/4/17) HR is working on this policy. It will apply to all employees.
- m. AB 104 Update (TBD)
- n. 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.
- o. Annual approval of 6-year AP/BP review schedule (September)

12. ADJOURN

**District Assembly Meeting Minutes
District Board Room
October 3, 2017 – 3pm**

CALL TO ORDER

Jeremiah Gilbert called the meeting to order at 3:05pm

APPROVAL OF 9/5/17 MINUTES

Mark McConnell moved to approve, Robert Levesque seconded the motion to approve the minutes of 9/5/17. Unanimous approval.

OLD BUSINESS

Policies & Procedures for 2nd Read and Approval:

AP 2410 Board Policies and Administrative Procedures

BP 2735 Board Member Travel

AP 3430 Prohibition of Harassment

BP 3710 Securing of Copyright

AP 7150 Evaluation

AP 7250 Educational Administrators

BP 7150 Evaluation

BP 7250 Educational Administrators

BP 7260 Classified Supervisors and Managers

Celia Huston moved to approve, Diana Rodriguez seconded the motion to approve Policies & Procedures for 2nd Read and Approval. Mary Valdemar and Cassandra Thomas abstained. All others approved.

ITEMS PULLED

AP 3505 Emergency Response Plan: Needs to be completed and to incorporate local process.

BP 3505 Emergency Response Plan: Needs to be completed.

AP 3710 Securing of Copyright: Needs to be completed

AP 2510 Collegial Consultation: District Committees should be included.

NEW BUSINESS

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

BP 3226 Awards

BP 5075 Course Adds, Drops, and Withdrawals

AP 7100 Commitment to Diversity

BP 7100 Commitment to Diversity

BP 7120 Recruitment and Hiring

BP 7130 Compensation

AP 7213 Part Time Faculty: Benefits

AP 7240 Confidential Employees

AP 7365 Discipline and Dismissal - Classified Employees

AP 7385 Salary Deductions

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

AP 4060 Delineation of Functions Agreements

BP 4060 Delineation of Functions Agreements

AP 4070 Course Auditing and Auditing Fees

BP 4070 Course Auditing and Auditing Fees

AP 4101 Independent Study
BP 4101 Independent Study
AP 4102 Career and Technical Education Programs
BP 4102 Career and Technical Education Programs
AP 4103 Work Experience
AP 4110 Honorary Degrees
AP 4227 Repeatable Courses
AP 4228 Course Repetition - Significant Lapse of Time
AP 4229 Course Repetition - Variable Units
AP 4240 Academic Renewal
BP 4103 Work Experience
BP 4110 Honorary Degrees
BP 4240 Academic Renewal
AP 5040 Student Records, Directory Information, and Privacy
AP 5150 Extended Opportunity Programs and Services
BP 5040 Student Records, Directory Information, and Privacy
BP 5150 Extended Opportunity Programs and Services

2018-2019 Academic Calendar

Jim Holbrook moved to approve, Mark McConnell seconded the motion to approve the 2018-2019 Academic Calendar. Unanimous approval.

Approval to Change Next Meeting Date to November 14, 2017

Robert Levesque moved to approve, Mark McConnell seconded the motion to approve changing the November DA meeting to November 14, as there is a conflict with the Chancellor's Leadership Academy. Executive Committee will meet as usual. Unanimous approval.

EDCT Organizational Chart

There were concerns from the Senates with the organizational chart. Richard to meet with senates and get feedback. Jim Holbrook requested the organizational chart be sent electronically. SBVC Senate is reviewing at their next meeting. CHC Senate will receive it next month. Richard will return to DA with feedback.

Instructional Initiatives Committee

Replaces EDCT Committee. Reconvene and develop a charge to be brought back to DA. Significant changes over the last year in administration and faculty at both campuses. Colleges are prioritizing 60% Strong Workforce funding. It was suggested to include classified staff. Suggestion from Jim on recording. Plans for next year should be discussed now to not lose opportunities. Faculty and Classified appointments should be communicated to Richard Galope ASAP. Ad Hoc committee to convene ASAP and discuss Strong Workforce Program: 60% Local Share and 40% Regional funding.

Student Health Fee

\$20 for fall and spring \$17 for summer. \$1.50 can it be picked up by the District? Jose Torres will report back for discussion.

AP/BP 4110 Honorary Degrees

Recommend not implementing this year. Honorary degrees could be beneficial for the foundations. Colleges to review and report back to DA.

Drop Policy for Non-Payment

Presents issues with policy and Title V. BOGG waivers may reduce student liability.

Mary Valdemar moved to approve, James Smith seconded the motion to approve making a recommendation to TESS to prioritize and take fees out before distribution of financial aid. Unanimous approval.

INFORMATION

Policies & Procedures Deemed Academic & Professional Submitted for Information

None

UPDATES

None

REPORTS

SBVC Academic Senate, CHC Academic Senate, and SBVC Classified Senate provided reports.

PUBLIC COMMENTS

None

FUTURE AGENDA ITEMS

- Districtwide Standing Committee Update (TBD)
- Auditing Update (Summer 2018)
- Calendar Committee Update (TBD)
- Educational & Facilities Master Plan Update (TBD 2019)
- 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)
- TESS Updates (written reports May, Oct)
- 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)

ADJOURN

Meeting adjourned at 4:30pm.

District Support Services Report to District Assembly

November 1, 2017

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District Support Services

Jose F. Torres, Vice Chancellor, Business & Fiscal Services ▪ (909)382-4021 ▪ jtorres@sbccd.cc.ca.us

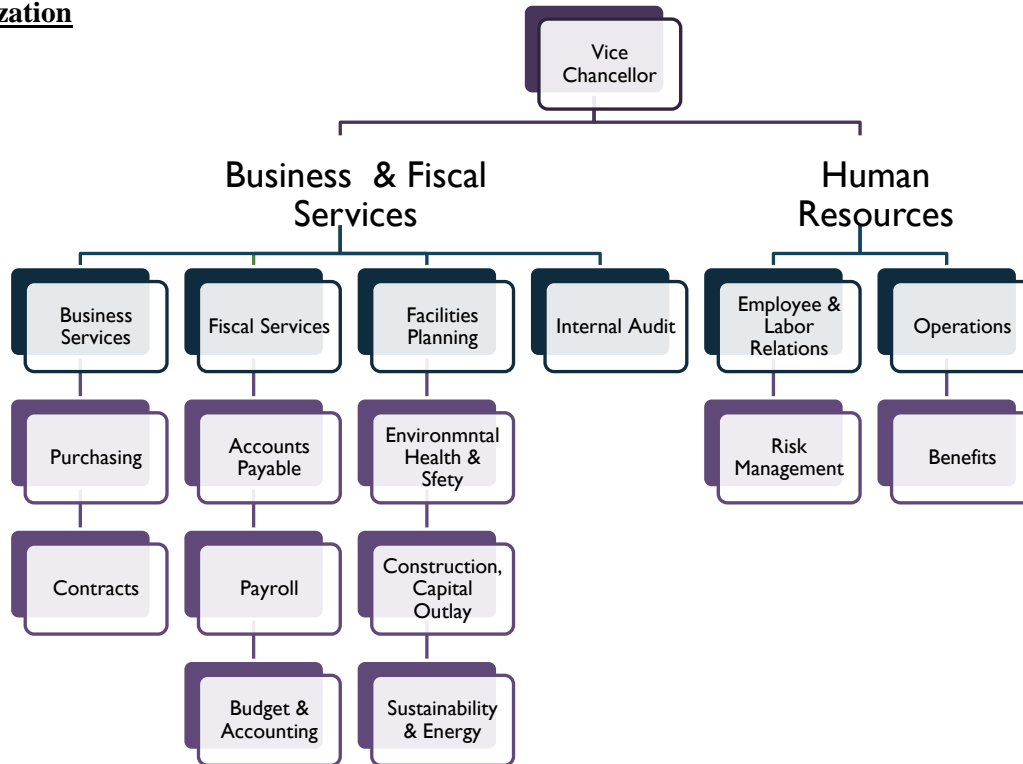
Dear Colleagues,

As we conclude the first quarter of 2017-18 we are excited to share with you an update of the ongoing pilot program that was Board approved this past April in which Human Resources would be restructured and placed under the direction of the Vice Chancellor of Business & Fiscal Services. Since that time we have worked to build a cohesive District Support Services team, including the development of a mission, core values, and a shared vision.

Vision

Our mission is to facilitate success. We plan to do this by providing service and leadership while modeling our core values of communication, integrity, excellent service, teamwork, and continuous improvement.

Organization



Thank you for your continued support!

Regards,

Jose F. Torres, MPA
 Vice Chancellor, Business & Fiscal Services
 San Bernardino Community College District

District Support Services Plan

2017-2018

Mission/Why we exist:

To Facilitate Success.

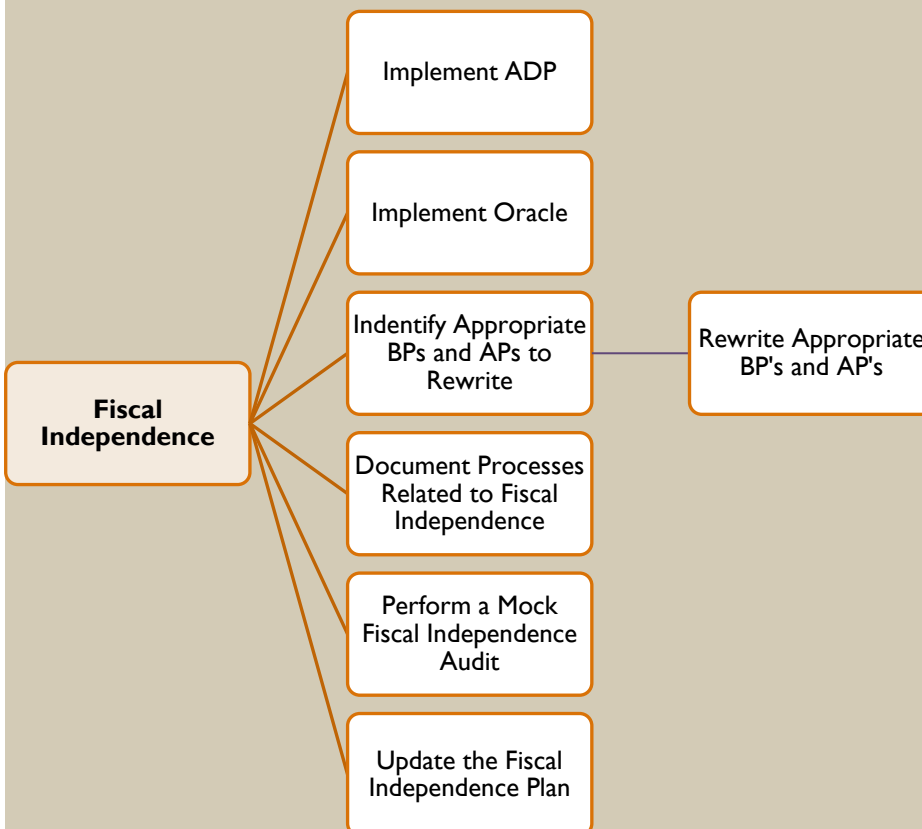
What we do:

Provide Service & Leadership

How we will succeed:

1. **By continuously improving systems and practices.**
2. **By creating a positive environment.**
3. **By investing in professional growth.**

What's important right now:



Core Values/How we behave:

Communication

- › We know our audience.
- › We are transparent.
- › We promote clarity.
- › We listen actively.
- › We are responsive.
- › We are receptive to feedback.

Continuous Improvement

- › We are competent.
- › We are leaders.
- › We are innovative.
- › We pursue self-improvement.
- › We seek to improve our department.
- › We have global vision.

Excellent Service

- › We respect others.
- › We are dependable.
- › We have a positive attitude.
- › We are proactive.
- › We go the extra mile.
- › We solve problems.
- › We make ourselves available.
- › We care about people.

Teamwork

- › We support each other.
- › We take initiative.
- › We are flexible.
- › We follow through.
- › We are loyal.

Integrity

- › We are honest.
- › We are ethical.
- › We are trustworthy.
- › We hold ourselves accountable.

Business Services

Steve Sutorus, Business Manager ▪ (909)382-4031 ▪ ssutorus@sbccd.cc.ca.us

Business Services continues to work on streamlining processes in order to maximize the effectiveness of the new ERP, Oracle Cloud. Communication and customer service to districtwide stakeholders has been expanded through self-help resources on the District Wiki and via targeted in-person training sessions. Below are selected updates on current initiatives.

1. Overall Goal:		Target Date:
<i>Improve procurement and contracts processes and procedures.</i>		Ongoing
Task	Progress/Status	
Researching Delegation of Authority	Awaiting written legal opinion, review of best practices has been completed	11/01/2017
Administrative Procedures Update	Based on results of legal opinion and new ERP, applicable APs will be updated	Ongoing
ERP Implementation	Ongoing configuration of Oracle Cloud	Ongoing
Completed Requests for Proposal (RFPs)	1) Districtwide Elevator Maintenance and Repair 2) SBCCD Web Design Services 3) Bookstore Services 4) Electronic Catalog Software	10/01/2017
Ongoing Requests for Proposal (RFPs)	1) Cal Trans Work Crews Administration 2) Districtwide Pouring Rights	Ongoing
Researching Contract Processes	Reviewing object code classifications and alignment to types of contracts; redefining contracts board items format	Ongoing
2. Overall Goal:		Target Date:
<i>Year-end Business Process Completed</i>		06/30/2018
Task	Progress/Status	
Fixed Assets Accounting	Year-end accounting of fixed assets for Bond, Non-Bond, and general fund transactions. Schedules are prepared for audit	11/15/2017
320 Apportionment Report	The Period 3 Apportionment report has been submitted to the state Chancellor's Office	07/15/2017

Facilities Planning & Construction

Hussain Agah, Director ▪ (909)382-4094 ▪ hagah@sbccd.cc.ca.us

We have made significant progress in many areas, including the closeout of bond program management by Kitchell/BRj, continuing management of the non-bond construction program, re-establishment of the Environmental Health & Safety administrator function, transition from a vendor-managed energy program to an in-house sustainability program.

1. Overall Goal: <i>Provide Facilities Planning and Construction Support Districtwide</i>		Target Date: Ongoing
Task	Progress/Status	
Starting September 1, all Measure M bond activities and financial aspects are 100% managed by District in-house staff	<ol style="list-style-type: none"> 1) Working towards successful closeout program including DSA certification. 2) Working on settling all claims and disputes with legal counsel <ol style="list-style-type: none"> a. Swinerton Building for SBVC Gymnasium 	04/30/2018
Maintain Non-Bond Construction Program	<p>Have successfully delivered all 2016-17 planned projects for both campuses. Currently managing 30+ different vendors. Some highlighted projects to be delivered:</p> <ol style="list-style-type: none"> 1) KVCR UHF-to-VHF Transition Project by 12/01/2018. 2) District office solar carport project by 04/30/2018. 3) Space Utilization Districtwide studies maximizing district occupancy. 4) 2017/2018 projects list are approved for total \$2.2 million. 	Ongoing
Provide Facilities Master Plan Support	<ol style="list-style-type: none"> 1) Currently working with the State Chancellor Office on Technical Building FPP for potential funding in 2018/2019. We have addressed all comments. 2) Working toward local bond initiative. Without local bond approval, we cannot maintain nor expand our facilities. Polling has been conducted and results will be submitted to the BOT 11/09/2017. 	Ongoing
Other Initiatives	<ol style="list-style-type: none"> 1) Develop standardized bid documents for various procurement deliveries for public works. 2) Develop a master contract and specification documents for various contracts and delivery methods. 3) Implement districtwide underground utilities investigation and mapping. 	12/31/2018
2. Overall Goal: <i>Provide Environmental Health & Safety Districtwide</i>		Target Date: Ongoing
Task	Progress/Status	
Transition from Departure of EH&S Director	Successfully hired new qualified administrator, started on October 3.	Completed
Enhance Program	We are in the process of assessing the program and any compliance issues.	Ongoing

3. Overall Goal: <i>Establish Sustainability Program</i>		Target Date: Ongoing
Task	Progress/Status	
Transition from Departure of Cenergistic Rep	In the process of hiring sustainability & energy manager. This position substitutes Cenergistic and provides in-house knowledge with a bigger scope of service and greater saving.	Completed
4. Overall Goal: <i>Provide Custodial and Courier Services for District Offices</i>		Target Date: Ongoing
Task	Progress/Status	
Stabilize Staffing	Working toward building a cohesive team to provide better custodial services at the District offices and courier services districtwide. We have filled the position of the retired employee.	Completed

Fiscal Services

Larry Strong, Director ▪ (909)382-4028 ▪ lstrong@sbccd.cc.ca.us

This has been a particularly busy quarter as we completed year-end tasks related to 2016-17 as well as several preparing for 2017-18. Our achievements included closing the 2016-17 financial year, preparing for the annual external audit, finalizing the 2017-18 overall district budget, completing the district annual financial report (CCSF-311), and gaining budget approval from the San Bernardino County Schools.

1. Overall Goal: <i>Implement ERP Systems</i>		Target Date: 06/30/2018
Task	Progress/Status	
ADP Implementation	This is joint objective of Human Resources and Fiscal Services as it involves HR functions and the time and attendance functions of Payroll. We are working with the vendor to complete the final steps of this project.	11/1/2017
Oracle Implementation	As part of our larger goal of fiscal independence, we are implementing a new financial system. We experienced a brief pause in the project as we transitioned to a new implementation partner. The project is moving forward quickly and we are on track to meet our completion timeline.	6/30/2018

Internal Audit

Erika Almaraz, Director ▪ (909)382-4081 ▪ ealmaraz@sbccd.cc.ca.us

The California Community Colleges Chancellor’s Office requires the District to obtain an external financial and compliance audit on an annual basis. Internal Audit coordinates the districtwide audit. This year the audit included review of various areas of state compliance such as instructional service agreements, the apportionment funding system, residency determination for credit courses, students actively enrolled, dual enrollment, student equity, SSSP, open enrollment, DSPS, and TBA (to be assigned) hours. External auditors were onsite during the months of March, April, June and October to perform testing.

1. Overall Goal: <i>Complete Fiscal Year 2016-2017 Financial and Compliance Audit</i>		Target Date: 12/31/2017
Task	Progress/Status	
Completion of the audit.	The audit is near complete. Audit reports for the District, KVCR FM-TV, KVCR Educational Foundation, and EDCT Foundation will be finalized in November and presented to the Board in December. Soon thereafter, the District’s audit report will be filed with the Federal Audit Clearinghouse and various state agencies.	12/14/2017
Correction of deficiencies.	Any deficiencies reported in the audit report will need to be corrected in a timely manner. Internal Audit will work with the appropriate management personnel to establish corrective action steps.	Ongoing
2. Overall Goal: <i>Achieve Fiscal Independence</i>		Target Date: Ongoing
Task	Progress/Status	
Identify Affected BPs/APs	Internal Audit will work with Business, Fiscal & HR Services to identify board policies and administrative procedures that still need to be updated in preparation for fiscal independence.	Ongoing

Human Resources Employee & Labor Relations

Amalia Perez, Director ▪ (909)382-4047 ▪ amperez@sbccd.cc.ca.us

Human Resources Employee & Labor Relations is striving to assist management with developing, maintaining and improving employee relationships via communication, performance management, processing grievances and/or disputes, as well as interpreting and conveying SBCCD policies. We are responsible for negotiations and administration of the collective bargaining agreements for the two employee unions, and deal with matters such as investigations, counseling and disciplinary action. Employee & Labor Relations offers a balanced advocacy to management and individual employees to protect their respective rights and facilitate a more harmonious work environment.

We will continue to focus on compliance trainings for all employees in Sexual Harassment, Title IX, and Mandated Reporter. Work will also continue on building relationships and trust with management and employees. Next year, Employee & Labor Relations will review and update policies and procedures for fingerprinting, investigations, performance management, leaves of absence, workers compensation, and professional learning and development.

1. Overall Goal:		Target Date:
<i>Improve Collective Bargaining</i>		Ongoing
Task	Progress/Status	
a. Rebuild bargaining negotiations team with strong leadership from the colleges	District CSEA Team – Scott Stark, Michael Strong and Colleen Gamboa District CTA Team – Kay Weiss and Kirsten Colvey	Completed
b. Identify and provide training to negotiations team	District Team completed the following: <ul style="list-style-type: none"> • Negotiable Items – Wages, Hours, and Working Conditions Webinar (LCW) – June 6, 2017 • Collective Bargaining Essentials (SEAC) – September 5-7, 2017 <ul style="list-style-type: none"> ▸ Collective Bargaining: The History, The Politics, The Law (EERA) ▸ Proposals, Contract Language & Contract Administration ▸ Communication: Board, District, Community ▸ The Negotiations Process: Bargaining Strategies & Tactics ▸ Personal Communication Skills to Enhance Positive Relations 	Ongoing
c. Provide frequent and consistent communications to SBCCD leadership	Ongoing updates regarding negotiations will be emailed to SBCCD leadership.	

regarding negotiations		
d. Conduct a salary study (Total Comp)	In progress. Forsberg Consulting has been contracted by the District to conduct a compensation study for classified, confidential, academic and management positions.	12/31/2017
e. Evaluate the possibility of multi-year management staff contracts (work with Kristina)	In-progress. Surveyed multi-District CCDs on the terms of management contracts.	
2. Overall Goal: <i>Recruitment for all Vacancies within HR</i>		Target Date: 08/31/2017
Task	Progress/Status	
a. Fill all positions in order to accomplish the established goals	Hired HR Manager in August and Generalist in June.	Complete
3. Overall Goal: <i>Pursue Professional & Leadership Development</i>		Target Date: Ongoing
Task	Progress/Status	
a. Review and modify existing Board policies and Administrative procedures to clarify existing professional development opportunities and leadership development	In progress. Conducting research and reviewing policies and procedures of other CCDs.	
4. Overall Goal: <i>Complete the Staffing and Succession Plans</i>		Target Date: Pending
Task	Progress/Status	
a. Work with HR, Staffing Plan Committee, and Vice Chancellor for feedback		

Human Resources Operations

Kristina Hannon, Director ▪ (909)382-4041 ▪ khannon@sbccd.cc.ca.us

The Human Resources Operations area is striving to create clarity and consistency in our recruitment, hiring and retention efforts. We are in the process of making changes to policies and procedures to and aligning our internal processes to ensure we follow EEO guidelines. The next year we plan to revamp the onboarding process, create a Manager’s handbook and continue to offer professional development for all members of the district.

1. Overall Goal: <i>Implement ADP to Streamline Processes, Create Efficiencies And Increase Support to our Colleges.</i>		Target Date: Ongoing
Task	Progress/Status	
a. Kristina to become the Administrator for ADP software	Cross training with Joe Opris began in October. We will continue working together on the transition.	11/1/2017
b. Provide end-user training	This has been continuous since May 2017.	Ongoing
c. Align ADP with the new procedures identified by goal #2	In progress. Working with managers on updating the hiring/recruitment process and using ADP for our system of record.	Ongoing
d. Resources: Joe is the point of contact for training	In progress and continuous training for all members as needed.	Ongoing
2. Overall Goal: <i>Evaluate Board Policies and Administrative Procedures and Recommend Changes to Streamline Processes, Create Efficiencies and Increase Support to our Colleges</i>		Target Date:
Task	Progress/Status	
a. As part of the alignment with the Institutional Innovation and Effectiveness Plan, the Human Resources department will: <ul style="list-style-type: none"> ▸ Codify its processes/procedures 	Working on all APs/BPs; updated five-year cycle	Ongoing
<ul style="list-style-type: none"> ▸ Perform a ground-up review and revision of BPs/APs 	All APs/BPs identified and timeline updated	Ongoing
<ul style="list-style-type: none"> ▸ Clarify organizational structure and how the department serves, interacts, and relates to colleges 	Concurrently aligning internal process and procedures and providing training throughout the district.	Ongoing
b. Together with Business and Fiscal Services, develop an end-user advisory group	Working with business services on developing end-user advisory group and communication	12/01/2017
c. Initial BPs and APs are: <ul style="list-style-type: none"> ▸ Any BP/AP related to hiring/recruitment 	In progress; hiring and recruitment to be submitted 11/1/2017	Ongoing
<ul style="list-style-type: none"> ▸ Including 3420, 7100, 7110, 7120, 7125, and 7210-7260 (multi-year contract – work w/ Amalia) 	In progress and ongoing	Ongoing
i. Include delegation of authority (Erika Almaraz, Internal Audits Director)	Completed in October 2017	Completed
d. Resources:		

<ul style="list-style-type: none"> ▸ Engage a professional expert to achieve this goal using funds from Institutional Effectiveness Partnership Initiative to work on BPs and APs 	<p>HR generalist is working out of class as an HR Analyst to review IEPI and APs/BPs</p>	<p>04/01/2018</p>
<ul style="list-style-type: none"> ▸ Policy Analyst: Provide consultation and advice on policy and procedure development, develop human resources related policies and procedures, conduct Business Process Analysis, and facilitate policy and procedure development discussions with staff as needed. <p>1) Identify and analyze deficiencies in HR Board Policies (BPs) and Administrative Procedures (APs)</p>	<p>Completed this review in September 2017</p>	<p>Completed</p>
<p>2) Review and revise HR related BPs/APs ensuring alignment with HR department process</p>	<p>In progress and working according to schedule</p>	<p>Ongoing</p>
<p>3) Recommend new procedures and processes on revised BPs/APs as necessary</p>	<p>In progress and working according to schedule</p>	<p>On going</p>
<p>4) Work with the HR, HR Advisory Committee, and Vice Chancellor for feedback and sustainability</p>	<p>In progress and working according to schedule</p>	<p>On going</p>
<p>5) Disseminate revisions and provide training to HR Staff as needed on any new adopted procedures</p>	<p>In progress and working according to schedule</p>	<p>On going</p>
<p>3. Overall Goal: <i>Recruitment for all Vacancies within HR</i></p>		<p>Target Date:</p>
<p>Task</p>	<p>Progress/Status</p>	
<p>a. Fill all positions in order to accomplish the established goals</p>	<p>Hired HR Supervisor, two Coordinators, and one generalist in September 2017.</p>	<p>Complete</p>
<p>4. Overall Goal: <i>Create a Standard for On-Boarding New Employees</i></p>		<p>Target Date: 01/31/2018</p>
<p>Task</p>	<p>Progress/Status</p>	
<p>a. Create an on-boarding process to provide new employees with any necessary information/training</p>	<p>Working on revamping the onboarding and new hire process according to state regulations.</p>	<p>January 2018</p>

Committees

Jose Torres, Chair ▪ (909)382-4021 ▪ jtorres@sbccd.cc.ca.us

District Budget

Since the start of the fiscal year the District Budget Committee (DBC) met in August and September. Some items discussed include revised Resource Allocation Guidelines, the District Assembly Grants Work Group Recommendation, the 2017-18 Final Budget, Guiding Principles for the FCC Auction Proceeds, and investment strategies. The DBC roster, charge, recommendations, minutes and agendas can be found at www.sbccd.org/bfs/dbc.

District Enrollment Management

The District Enrollment Management Committee (DEMC) reconvened on October 5. Members discussed their roster and charge, the enrollment management progress report, and No-Drop for Nonpayment issues. They are set to meet on November 2. The DEMC roster, charge, recommendations, minutes and agendas can be found at www.sbccd.org/bfs/demc.



POLICY & PROCEDURE SERVICE

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

Legal Update #31

October 2017

OVERVIEW

This is the 31st 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 statutes and regulations, legal opinions, and questions from subscribers that have occurred since legal Update 30, disseminated to member districts in April 2017.

As a reminder, in addition to reflecting the revisions from legal updates to board policies (BPs) and administrative procedures (APs), member districts should implement a *regular review* of **every** BP/AP to ensure district leaders remain familiar with the content of these important documents.

Revisions to the Board Policy Templates

BP 2735 Board Member Travel – This policy was updated to include a reference to Government Code Section 11139.8, which was enacted by AB 1887. A usage note was also added.

BP 4020 Program, Curriculum, and Course Development – This policy was updated to include a reference to Title 5 Section 55002.5 and specify that the CEO will establish procedures which prescribe the definition of credit hour consistent with Title 5 in addition to federal regulations.

BP 4300 Field Trips and Excursions – This policy was updated to include a reference to Government Code Section 11139.8, which was enacted by AB 1887. A usage note was also added.

BP 7250 Educational Administrators – This policy was updated to include the holding in *Wong v. Ohlone Community College District* (2006) 137 Cal.App.4th 1379.



POLICY & PROCEDURE SERVICE

BP 7310 Nepotism – This policy was updated to add step-children to the definition of immediate family.

BP 7400 Travel – This policy was updated to include a reference to Government Code Section 11139.8, which was enacted by AB 1887. A usage note was also added.

Revisions to the Administrative Procedure Templates

AP 2712 Conflict of Interest Code – This procedure was updated to reflect an increase in the prohibited gift value to **\$470** in a calendar year from any single source.

AP 2735 Board Member Travel – This procedure was updated to include a reference to Government Code Section 11139.8, which was enacted by AB 1887. A usage note was also added. Lastly, this procedure was updated to recommend that any locally developed language related to travel limitations developed under Government Code Section 11139.8 be reflected in this procedure.

AP 3300 Public Records – This procedure was updated to reflect that personal email addresses are not public records in certain circumstances.

AP 3420 Equal Employment Opportunity – This procedure was updated to change a note reflecting that Title 5 Sections 53000 et seq. were updated in 2013.

AP 3435 Discrimination and Harassment Complaints and Investigations – This procedure was updated to reflect the withdrawal of U.S. Department of Education Office for Civil Rights (OCR) guidance documents and the issuance of interim guidance by the OCR.

AP 3530 Weapons on Campus – This procedure was updated to add optional language to address employees bringing kitchen knives and other kitchen tools or utility items with blades on campus.

AP 3720 Computer and Network Use – This procedure was updated to revise a note referring to the information security standard created by the California Community Colleges Technology Center.



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AP 4020 Program and Curriculum Development – This procedure was updated to add a reference to 34 Code of Regulations Part 600.2. This procedure was also updated to reflect recently revised Title 5 requirements pertaining to approval of credit courses and programs and include the Title 5 definition of credit hour.

AP 4225 Course Repetition – This procedure was updated to conform to the current Title 5 requirements governing repeatable courses.

AP 4227 Repeatable Courses – This procedure was updated to conform to the current Title 5 requirements governing repeatable courses.

AP 4228 Course Repetition – Significant Lapse of Time – This procedure was updated to conform to the current Title 5 requirements governing repeatable courses.

AP 4229 Course Repetition – Variable Units – This procedure was update to conform to the current Title 5 requirements governing repeatable courses.

AP 4235 Credit by Examination – This procedure was updated to add references (Education Code Section 79500 and Title 5 Section 55052) and reflect the new policy from the California Community Colleges Chancellor's Office regarding a College Board AP exam score of 3 or higher shall be awarded credit in a general education area.

AP 4236 Advanced Placement Credit – This is a **new procedure** that is required under Education Code Section 79500 to address awarding of advanced placement credit.

AP 4300 Field Trips and Excursions – This procedure was updated to include a reference to Government Code Section 11139.8, which was enacted by AB 1887. A usage note was also added. Lastly, this procedure was updated to recommend that any locally developed language regarding travel limitations developed under Government Code Section 11139.8 be reflected in this procedure.

AP 5013 Students in the Military – This procedure was updated to reflect new and amended provisions addressed by Education Code Section 68075.7 pertaining to resident classification for certain individuals related to members of the uniformed service.



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AP 5015 Residence Determination – This procedure was updated to reflect new and amended provisions addressed by Education Code Section 68075.7 pertaining to resident classification for certain individuals related to members of the uniformed service.

AP 5040 Student Records, Directory Information, and Privacy – This procedure was updated to delete a reference to Education Code Section 71091.

AP 5530 Student Rights and Grievances – This procedure was updated to clarify that student grievances related to sex discrimination in education programs and activities may be filed under this procedure and to add a citation to 34 Code of Federal Regulations Parts 106.1 et seq.

AP 6400 Financial Audits – This procedure was updated to include references to Education Code Section 84040.5 and Title 5 Section 59102.

AP 6850 Hazardous Materials – This procedure was updated to add a reference to 29 U.S. Code Section 651.

AP 7400 Travel - This procedure was updated to include a reference to Government Code Section 11139.8, which was enacted by AB 1887. A usage note was also added. Lastly, this procedure was updated to recommend that any locally developed language regarding travel limitations, developed pursuant to Government Code Section 11139.8, be reflected in this procedure.

AP 7500 Volunteers – This procedure was updated to include a reference to Education Code Section 88249.