



**District Assembly Meeting
Tuesday, February 2, 2010
Minutes**

Members Present:

Bruce Baron, Dr. Walter Chatfield, Rejoice Chavira, Laura Cross, Dr. Debra Daniels, Jay Danley, Grayling Eation, Kevin Fleming, Dr. Sara Glasgow, Laura Gowen, Gloria Harrison Dr. Jim Holbrook, Kevin Kammer, Ben Mudgett, Dr. Odette Salvaggio, Dr. Cory Schwartz, Dr. John Stankas, DyAnn Walter, Kathryn Wilson

Members Absent:

Robert Alexander, Tom Bryant, Patrick Buckley, Kathy Crow, Dr. Gloria Fisher, Ed Gomez, Laura Gomez, Candace Leonard, Marie Mestas, John Napolitano, Scott Rippy, Zelma Russ, Moises Valencia

Guests Present:

Everett Garnick, Dr. Matthew Isaac, Dr. Glen Kuck, Fergus Sweeney

Call to Order

Mrs. Cross called the meeting of the District Assembly to order at 3:00 p.m. in the Corporate Training Room at San Bernardino Community College District.

Minutes

Mr. Fleming moved, Dr. Salvaggio seconded, and the December 1, 2009 minutes were approved.

District Assembly Vacancies – 2009-2010

The CHC management vacancy will be added to the March agenda.

Old Business

- **Recommendation for Expanded Budget Committee Composition and Revised Administrative Procedure (committee charge)** – Mr. Baron said the budget committee has been looking at the policy and procedure related to the existing budget committee. The committee recommended some changes that would give the committee more input to make recommendations about the development of the District budget. The proposed changes were highlighted in AR 2225 and distributed to District Assembly. Bruce said the goal is to have a district-wide budget committee that has the ability to review the district budget process and the budget formula that is being developed in our Resource Allocation Committee. If District Assembly concurred with the recommended changes, they will be added to Administrative Regulation 2225. The Budget Committee also recommended changes in its membership which were presented to District Assembly. It was suggested the following be added to

the proposed membership list: 1) a management employee from each campus selected by the presidents; and 2) a classified representative from District.

Ben Mudgett agreed that district classified staff should be represented. Dr. Salvaggio pointed out that CSEA would be the appointing body by law.

Dr. Holbrook moved to approve the changes to AR 2225 as recommended by the Budget Committee, with the substitution of the word "site" in lieu of "College" in the second paragraph. The motion does not include approval of the membership. Mrs. Harrison seconded the motion.

The motion passed.

Regarding the proposed membership of the District Budget Committee, Gloria said it has been the practice at CHC to abide by the law and their shared governance committee has a representative appointed by CSEA but they also have the Classified Senate make an additional appointment.

Dr. Daniels and Mr. Eation both said the original language should remain intact until CSEA and the Classified Senate come to a decision. CSEA and the Classified Senate are discussing an MOU now, but Mr. Eation said it may take several months to complete the process.

Dr. Salvaggio moved to continue with the current budget committee membership with the addition of a management employee from each campus selected by the presidents and the addition of the classified person from the District. Mrs. Harrison seconded the motion.

Dr. Salvaggio withdrew her motion.

Mr. Mudgett moved to continue with the current budget committee membership with the addition of a management employee from each campus selected by the presidents and the addition of the classified person from the District appointed by CSEA and continue to use the existing language which is *Classified Senate Member from...appointed by CSEA*. Mrs. Walter seconded the motion.

The motion passed.

Abstentions: Mrs. Chavira and Dr. Salvaggio

Noes: Mrs. Harrison

Bruce said there should be some training function so committee members can serve to the best of their ability and we will get to that.

New Business

- **Update on SARS** – Mr. Garnick reported the merger of the data bases took place in December, and the last month has been spent monitoring for any problems. Arlene McGowan will be contacting staff who have expressed an interest in beginning services with SARS in the next few days, and the DSC staff will move on implementation. Dr. Salvaggio asked if the offices affected have the technology to interact with SARS and, if not, is there a provision to provide the hardware. Everett said they do not know yet what technology is available in the offices but that will be discussed as they move forward with the implementation. Technical issues will be worked through with the campus technical staff and also the end user.
- **AP 7450 Mileage Reimbursement** – Mr. Baron said the mileage rate is set by the IRS, and this is the rate that we use for mileage reimbursement. He is making this recommended change to the IRS rate because it is a more reliable figure and the district has access to the IRS changes immediately. He said it seems a prudent way to go. A notice will be sent out changing the effective date and the amount of the mileage rate effective March, 2010.

Mr. Holbrook moved to send this administrative procedure forward to the next level. Dr. Salvaggio seconded the motion, and the District Assembly voted by consensus. AP 7450 will be submitted to the Board for information.

- Revised District Fee Schedule – Dr. Daniels said that Student Services and Administrative Services staff at both colleges suggested the changes to the fee schedule. These recommendations have been shared with students and other groups. Parking permit fees were recommended by Chancellor's Cabinet and have not been shared with students or other groups. The revised fee schedule also included the recommended increases in parking permit fees.

Bruce distributed a spread sheet which indicated the recommended increase in parking fees for students and employees. The maximum per Ed Code is \$40 per semester and \$20 in the summer. The recommendation is to increase the parking fees for students to the maximum allowed by Ed Code, and to increase employee permits to \$50 annually. The recommendation also includes full price for a decal for a second car. Given the current budget situation, there is a recommendation to increase the parking fees for students so that they are more in line with what other districts charge. The additional revenue would provide some off-set and relief to the operating budget. Dr. Salvaggio felt that fees should be equitable, and employees should pay what students pay. Dr. Stankas, Mr. Danley and Dr. Holbrook concurred. Other concerns raised by the Assembly members concerned the added expense to students who are already low on funds, and there is not adequate parking on the campuses for students and staff. Bruce said that if we are going for the increase, it is best to go for the maximum rather than piece-meal any future increases. Dr. Daniels was concerned about the big "leap" in the cost for the students at SBVC, and there is the concern that increases in parking fees will push parking further into the streets and do other things which will cause even heavier traffic congestion.

Dr. Salvaggio moved that the parking fees be reviewed and changed based on discussions occurring here and presented again to this body. Details to consider are: 1) equity between faculty and staff; 2) the amount of the increase; 3) the cost of the second permit; 4) adequate parking availability.

There was no second to this motion.

Mrs. Harrison moved to approve the recommended changes to the fee schedule with the exception of the parking fees which require further study.

This motion did not receive a second.

Odette asked if the district can charge for things that are not on the fee schedule.

Bruce stated that the recommended increase in parking permits would have an impact on next year's budget.

Dr. Stankas moved to increase the parking permits for everyone to the maximum amount allowed by Ed Code and move forward in the fall. Dr. Salvaggio seconded the motion.

A request was made to call for the question. All approved of calling for the question except Dr. Chatfield.

The motion to increase the parking permits for everyone to the maximum amount allowed by Ed Code was passed.

Noes: Dr. Walt Chatfield, Laura Gowen, Dr. Cory Schwartz

Mr. Fleming moved that the recommended changes to the fee schedule be approved as submitted. Dr. Holbrook seconded the motion.

The motion passed.

Noes: Drs. Chatfield and Stanskas

Odette asked what distinguishes a fee from a charge, and what about the fees that are not included in the fee schedule? Bruce said the Board needs to approve all fees. If there are some fees missing from the fee schedule, they will need to be added and brought to the Board for approval.

Several Assembly members wanted the opportunity to inform students and the constituency groups regarding the fee increases. Bruce said he would email the fee chart to District Assembly membership with the request that it be shared with their constituency groups. The item would then be placed on the March 2 District Assembly agenda for further discussion.

Public Comment

Dr. Salvaggio questioned the classified hiring process. She was recently asked to serve on a hiring committee and was told the screening had been completed, interviews had already been scheduled and questions had been formulated for the interviews. She was told to simply show up for the interviews. She said this is not consistent with the way we have been operating in the past. In the absence of a new and revised policy, she suggested we operate under the latest approved policy, excluding anything that may be illegal. She asked the Assembly membership to direct the Human Resources office to follow past practice.

Gloria asked that we reconsider our smoking policy and make the campuses smoke free, with the exception of the parking lots. She said it is difficult to enforce the non-smoking policy and the clean-up of the designated areas has been difficult. She will bring a draft a document for review by the constituency groups.

Planning Committees Status Reports

The following oral reports were not given in the interest of time:

- Strategic Planning Committee
- Educational Master Plan (CHC)
- Educational Master Plan (SBVC)
- Technology Plan
- Resource Allocation

District Committee Reports

It was suggested by an Assembly member that written reports be provided for all of the following reports:

- Economic Development – A written report was submitted.
- Technology – A written report was submitted.
- District Facilities – A written report was submitted.
- District Safety – A written report was submitted. Dr. Holbrook said he is more interested in safety issues than in parking and traffic issues.
- Budget – No oral report given in the interest of time.
- Human Resources – No report was given in the absence of the Human Resources Vice Chancellor.

Chancellor's Comments

- None.

Future Agenda Items/Announcements

- District Assembly Vacancy – CHC Manager
- Recommendation for Expanded Budget Committee Composition and Revised Administrative Procedure (committee charge)
- Revised District Fee Schedule
- Parking Fees – Motion to Reconsider
- Classified Hiring Process
- District Smoking Policy

If anyone has any additional agenda items, they need to email Laura Cross.

Adjournment.

Mr. Mudgett adjourned the meeting at 4:45 p.m.

Jacqueline F. Buus, Recorder