



**District Assembly Meeting  
Tuesday, March 2, 2010**

**Minutes**

**Members Present:**

**Robert Alexander, Bruce Baron, Dr. Walter Chatfield, Rejoice Chavira, Laura Cross, Kathy Crow, Dr. Debra Daniels, Jay Danley, Grayling Eaton, Dr. Gloria Fisher, Kevin Fleming, Dr. Sara Glasgow, Laura Gomez, Laura Gowen, Gloria Harrison, Dr. Jim Holbrook, Kevin Kammer, Marie Mestas, Ben Mudgett, John Napolitano, Scott Rippy, Dr. Odette Salvaggio, Dr. Cory Schwartz, Dr. John Stankas, Moises Valencia, DyAnn Walter**

**Members Absent:**

**Tom Bryant, Patrick Buckley, Ed Gomez, Candace Leonard, Zelma Russ, Kathryn Wilson**

**Guests Present:**

**Renee Brunelle, Everett Garnick, Kaylee Hrisoulas, Dr. Matthew Isaac, Dr. Glen Kuck, Ericka Paddock, Steve Sutorus, several students**

**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. Schwartz seconded, and the February 2, 2010 minutes were approved.**

**District Assembly Vacancies – 2009-2010**

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

**Old Business**

**Revised District Fee Schedule**

Bruce distributed a parking services revenue/expense budget based on the proposed increase in parking fees for CHC. He was not able to get the same information from SBVC because the Vice President of Administrative Services was not available. The discussion began with the various constituent groups reporting on the feedback they received on parking and other fee increases. Various incentives were mentioned as a way of generating revenue. It was mentioned that many people who supposedly were consulted about the proposed fee increases said they had not heard of the increases. Several students who attended the meeting spoke in opposition to the parking fee increase. It was noted that the fingerprint fee was not included in the schedule. Robert Alexander said the students will be presenting a resolution to District Assembly regarding the proposed increase in parking fees.

Bruce Baron said he appreciated the controversy and the difficulty that we have had with the parking fee issue. The other fees on the schedule came directly from the campus presidents. He said he was involved in the parking fee recommendation. He said we have a dilemma and the dilemma is the law which is Ed Code. The information collected from CHC looked at the annual cost to maintain parking structures and the long-term improvement costs, security, maintenance, revenue, and expenses. Ed Code says that parking lots must be self-supporting, and we could have some trouble with the expenditures that we can use to save classes and save jobs. Bruce is sympathetic to everyone but there is the reality of the situation we are dealing with. He said he is open to suggestions. We have the reality of the General Fund budget, and this is an important step to making the costs of maintaining the parking lots a legal expenditure. If there are other ways to generate revenue, he thinks they should be explored.

Bruce suggested that the parking and decal violation fine be increased from \$20 to \$50. We could also form a task force to look at these revenue-generating ideas. If we do raise parking fees, we raise them \$30 in fall 2010 and \$30 in fall 2011 if we don't generate another source of income. This proposal is less than the original proposal but it will acknowledge that we have to recover some of the costs for parking fees.

**Rejoice Chavira moved, Jay Danley seconded a motion to approve the revised fee schedule with the following conditions:**

- **Increase parking to \$30 a semester and \$15 in the summer for an annual cost of \$75 and revisit the issue in fall 2010.**
- **Increase parking and decal violation fines to \$50.**
- **Form an ad hoc committee from the three sites consisting of representatives from all of the constituent groups.**

**NOES: 4**

**MOTION PASSED.**

Bruce asked the constituency leaders to send the name of one representative from each group, and he will call the first meeting.

**BP and AR 7230 Classified Employees, Non-Management**

Sarah Miller distributed a copy of Ed Code Section 70901.2 which stipulates that CSEA is the exclusive representative of the classified employees. She also distributed a second handout which contained an excerpt from the annual report prepared by Human Resources and submitted to the Board of Trustees. Sarah said she had received complaints that the hiring committees were not proceeding as they had in the past. She said committee members did not see the applications, set the questions or select those to be interviewed. She said complainants claimed that the unauthorized process was not even used consistently.

Renee Brunelle stated the hiring process that we were using was based on an Affirmative Action plan which is no longer a legal process. She further stated that there was no classified hiring process up to this point. She said this item has been brought before this body 11 times. Human Resources is meeting EEO criteria under Title V. This process will ensure equity and diversity and includes shared governance. She recommended that this committee look at BP and AP 7230 as a way of moving forward. Renee said EEO training will occur immediately after these policies and procedures are in place. After considerable discussion the following changes were made to Administrative Procedure 7230:

- *E. The Office of Human Resources will pre-screen the applications to ensure completion and, on that basis, will certify the pool of applicants meet minimum qualifications. In the event of equivalency, the site screening committee will make the equivalency determination.*

- The numbers in section *F. The Screening Committee* will be renumbered with the addition of the follow new F.1: *The screening committee shall review the applications meeting minimum qualifications to make recommendations for interview.*
- F.6. (which will become F.7.) *The Administrator of the vacant position will appoint or request as appropriate the remaining members of the Screening Committee. Each Screening Committee will also include an Equal Employment Opportunity representative designated by the Office of Human Resources.*

The question was asked what process will be followed until these policies and regulations are approved. Renee said we need to be consistent and by adding these recommendations we can at least use these and move forward.

**Jim Holbrook moved, Kevin Fleming seconded a motion to approve Administrative Procedure 7230 with the following corrections:**

○ **E. Pre-Screening Process**

**E. The Office of Human Resources will pre-screen the applications to ensure completion and, on that basis, will certify the pool of applicants meet minimum qualifications. In the event of equivalency, the site screening committee will make the equivalency determination.**

○ **F. The Screening Committee**

**Section F. The Screening Committee will be renumbered beginning with the addition of the follow new F.1: The screening committee shall review the applications meeting minimum qualifications to make recommendations for interview.**

- **F.6. (which will become F.7.) The Administrator of the vacant position will appoint or request as appropriate the remaining members of the Screening Committee. Each Screening Committee will also include an Equal Employment Opportunity representative designated by the Office of Human Resources.**

**ABSTENTIONS: 1**

**OPPOSED: 1**

**MOTION PASSED.**

There were no corrections to BP 7230.

**BP and AP 7250 Management Employees**

This item was presented by Renee Brunelle. The following sentence was added to AP 7250, #11.G. Interview Process: At the colleges, the Academic Senate president will be invited to the second-level interviews.

**Dr. Salvaggio moved, Dr. Stanskas seconded a motion to approve AP 7250 with the following addition:**

A sentence was added to number 11. in G. Interview Process: *At the colleges, the Academic Senate president will be invited to the second-level interviews.*

It was mentioned that this practice “leaves the door open” for other groups to make the same request and sets a precedent that one group has preferential treatment over another. Everyone has involvement in the first level interviews. Gloria Harrison said this request has not been an issue at CHC.

After considerable discussion the vote was as follows:

**AYES: 10**

NOES 11

**MOTION DEFEATED.**

**Kevin Fleming moved, Ben Mudgett seconded a motion to approve AP 7250 as presented with no additions or corrections:**

AYES: 9

NOES 10

**MOTION DEFEATED.**

It was decided to bring this item back to the next meeting.

**Business**

The following items were not discussed in the interest of time:

1. Planning Process for Potential Re-Allocation of Human Resources Across the District after the SERP
2. BP and AP 3570 Smoking
3. AP 2260 Conflict of Interest
4. AP 2225 Collegial Consultation

**Public Comment**

None.

**Planning Committees Status Reports**

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

5. Strategic Planning Committee
6. Educational Master Plan (CHC)
7. Educational Master Plan (SBVC)
8. Technology Plan
9. Resource Allocation

**District Committee Reports**

The following written reports were submitted:

1. Economic Development
2. Technology
3. District Facilities
4. District Safety
5. Budget
6. Human Resources

**Chancellor's Comments**

None.

**Future Agenda Items/Announcements**

1. District Assembly Vacancy – CHC Manager

2. BP and AP 7250 Management Employees
3. Planning Process for Potential Re-Allocation of Human Resources Across the District after the SERP
4. BP and AP 3570 Smoking
5. AP 2260 Conflict of Interest
6. AP 2225 Collegial Consultation

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

**Adjournment.**

Mrs. Cross adjourned the meeting at 5:20 p.m.

Jacqueline F. Buus, Recorder