



**District Assembly Meeting  
Tuesday, September 1, 2009  
Minutes**

**Members Present:**

**Patrick Buckley, Dr. Walter Chatfield, Michelle Crocfer, Laura Cross, Dr. Debra Daniels, Jay Danley, Kevin Fleming, Sara Glasgow, Laura Gomez, Laura Gowen, Gloria Harrison, Kevin Kammer, Dr. Odette Salvaggio, Marie Mestas, Ben Mudgett, Scott Rippy, Dr. John Stankas, Dr. Noelia Vela, DyAnn Walter, Kathryn Wilson**

**Members Absent:**

**Robert Alexander, Damon Bell, Tom Bryant, Kathy Crow, Grayling Eaton, Ed Gomez, Dr. Jim Holbrook, Candace Leonard, John Napolitano, Zelma Russ, Moises Valencia**

**Guests Present:**

**Bruce Baron, Renee Brunelle, Dr. Matthew Isaac, Pat McCurry, Sarah Miller**

**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 May 5, 2009 minutes were approved.

**District Assembly Vacancies – 2009-2010**

Self-introductions were made.

Mr. Rippy will follow up on the CHC faculty vacancy. Mrs. Harrison will assign two managers to the CHC management vacancies. Mrs. Cross will follow up with Dr. Daniels regarding the one vacancy remaining in the SBVC management area.

**Old Business**

- Classified Hiring Process – Ms. Brunelle distributed drafts of the Management Hiring Process and the Classified Hiring Process. She stated that Dr. Salvaggio's comments were addressed in the drafts and copies will be sent electronically if anyone had any additional suggestions or comments. The Classified Hiring Process is still being discussed at the table because CSEA has a concern regarding the reference to the Classified Senate instead of CSEA. Dr. Vela provided background information stating that not all districts have Classified Senates, but the practice is generally that in those districts with Classified Senates, the Classified Senates name classified staff employees to committees other than those addressing salaries, safety and health benefits. In districts where there is no Classified Senate, CSEA appoints classified staff to all committees. CSEA is the sole representative for classified staff for salaries, safety and health benefits. There was nothing in writing in this district to confirm the practices so the practice for naming classified staff to committees (other than those addressing salaries,

safety, or health benefits) needs to be discussed, clarified, agreed upon and codified in writing.

### **New Business**

- Management Hiring Policies – Ms. Brunelle stated the Management Hiring Policy will now proceed to the Academic Senate for feedback.
- District Planning and Program Review in Support of Colleges' Missions and Accreditation Standards – Dr. Vela stated the role of the District is to support the colleges and their missions. The Accrediting Commission has indicated that each college must complete its Educational Master Plan. The Commission is requiring two reports as a follow-up to the accreditation report. The first report is due October 15, 2009 to address the recommendations given to CHC. The second report is due in October, 2010 that addresses the recommendations to both colleges and the District. Dr. Vela distributed a flow chart indicating what work needs to be done based on the Commission's recommendations to the District. The District Strategic Plan consists of the following four plans: the Technology Plan (chaired by Dr. Kuck), the Human Resources Plan (chaired by Ms. Brunelle), the Resource Allocation Plan (chaired by Mr. Baron), and the Program Review Model (process to be developed by lead administrators). It was suggested that members of District Assembly volunteer to serve on these committees.

A question was asked about the District Assembly's role in this process. Dr. Vela stated that committees will be formed under these lead administrators who will work with the colleges to begin working on drafts. District Assembly members are encouraged to volunteer to serve on the committees as they are formulated and staffed through the shared governance process. The District Assembly as a group will serve as a review body.

Dr. Salvaggio asked where the Board fits in with the Strategic Plan. Dr. Vela stated the Board Imperatives that were adopted last year are similar to an outline which aligns with the accreditation recommendations. The Board can choose to do a number of things. It can be a review body, it can give specific directives or have its own representative on a district-wide committee. The Board can have its input in a number of different ways – one way they have already done that is through the Board Imperatives. More information should be available next month.

Dr. Salvaggio was concerned that waiting for the Educational Master Plan before the District addresses the program review processes might not be the best use of the District's time. Dr. Vela agreed with Dr. Salvaggio that the program review process can be developed as soon as possible and does not have to wait until after the Educational Master Plans are completed. The Chancellor understood the members to say that there needs to be some process where staff is included in these functions. She stated that Mr. Baron, Ms. Brunelle and Dr. Kuck will look at including staff members at the District Office as well as at the colleges.

Dr. Vela said that to be responsive to the Commission, most if not all, this work needs to be substantially complete by the end of this academic year. Regarding the Technology Plan, Mr. Rippy's concern was that at one point CHC was headed in its own direction and the District changed everything and the campus had to adapt and throw out some of its plans. He asked if the committee is going to be asking the colleges what they need or will it be dictating what it wants? Dr. Vela responded she did not want to speak for Dr. Kuck but her directive to him will be that the Technology Plan should support the Educational Master Plan of each college. The guiding principles are that we need to work cost efficiently and have common standards. It's important not to duplicate efforts so we can be cost efficient without compromising effectiveness. Other aspects the Chancellor is envisioning is a plan for replacement of

hardware for labs and classrooms and also a plan for replacing employee hardware. There has been a transition in computing services from contracted services to District operation and ownership, and there is a cost savings from that transition and those funds would be re-invested to replacement of computers. A lot more needs to be developed to respond to the needs of the colleges. It is the Chancellor's expectation that the leaders of the plans listen to the needs of the colleges. It is reasonable to expect that responsiveness, cost-effectiveness and cost efficiencies can be achieved.

- District Assembly Meeting Schedule – The District Assembly will continue to meet once a month. Ms. Buus will email the meeting dates.
- Consideration of Modification of Article 6, Section 2 of the Constitution – Rather than set the agenda with a conference call, it was proposed to set the agenda immediately after the meeting. Mr. Mudgett asked that this change in process be discussed.

Dr. Vela is concerned with peoples' schedules in that not all people can meet for a conference call because everyone is very busy. Mrs. Harrison concurred with the Chancellor adding that getting everyone together at CHC has also been difficult because of conflicting meetings.

Mr. Fleming suggested the agenda be drafted and finalized using email. After some discussion, it was decided that the draft of the agenda will be generated in the Chancellor's Office using the discussions from the previous District Assembly meeting and sent electronically to the Executive Committee for review. The deadline for submission of agenda items will be the Tuesday before each District Assembly meeting. After the Executive Committee has finalized the agenda, it will be sent out electronically along with the minutes, committee reports and any other documents pertaining to the agenda.

### **Public Comment**

None.

### **District Committee Reports**

- Economic Development – A written report was submitted. There were no questions.
- Technology – A written report was submitted. There were no questions.
- District Facilities – A written report was submitted. There were no questions.
- District Safety – A written report was submitted. There were no questions.
- Budget – Mr. Baron stated that the final budget will be presented to the Board for adoption on September 3, 2009. The budget approved by the legislature and the Governor contains no COLA and no growth. Our Unrestricted General Fund was reduced by \$2.3 million, and our funding for categorical programs was reduced by \$2.5 million. We were informed by the State Chancellor's Office that we would be receiving about \$1.3 million in stimulus funds which was to be used to offset a portion of the reduction in categorical funds. However, our most recent information is that the federal funding will be reduced much lower and may be approximately \$200,000-\$300,000. Other estimates have the federal funding at a lower amount.

The \$2.3 million in cuts to the Unrestricted General Fund was implemented by the State Chancellor's Office as a reduction in funded full-time equivalent students, which for this district is a 539 reduction in FTES. Last year, the district served about 1,000 unfunded FTES. The College Presidents have been working diligently to allow the maximum number of enrollments while staying within their funding allocation. We are hoping to get through this year; however, the reduction in categorical funds and the possibility of mid-year cuts are

a serious concern. Mr. Rippy asked about the surplus funds (fund balance). Mr. Baron explained we are mandated to have at least a 5% fund balance or risk being put on the state's "watch list". The word is that our budget problems next year and maybe the rest of this year will become much worse so we need to be careful about making decisions to spend our fund balance. We need to be very conservative and save money whenever and wherever we can. It is incumbent that we have sound enrollment practices.

Dr. Vela added that we did use some of the savings to help with the reductions in the categorical programs; otherwise, we would have been forced into layoffs. About \$1 million was made available to offset categorical reductions this year. Ninety percent of some of our categorical budgets are used to support staffing costs. This percentage is high so when you have large reductions, there is no other place to make those reductions other than in salaries. The Chancellor also stated that neighboring community colleges have reduced more sections than we have. The Chancellor stated we should be here when people need us, but we must also be fiscally responsible. We will get through this and will try everything we can to avoid layoffs, but we do not have control over mid-year cuts.

Mr. Mudgett proposed that employees might be given another opportunity to suggest savings opportunities. Dr. Vela said the invitation could be extended again. Dr. Salvaggio asked for a list of those items which were implemented and the cost savings associated with each item. Dr. Vela said we will try to quantify that.

Mr. Rippy asked what the targeted FTES was for the District. Mr. Baron responded the district is funded for 13,780 FTES, and Chancellor's Cabinet has looked at 14,600 as a target. The 14,600 figure includes the state's reduction and also includes about 840 unfunded FTES.

- Human Resources – Ms. Brunelle had no additional comments.

#### **Chancellor's Comments**

Dr. Vela had no further comments.

#### **Future Agenda Items/Announcements**

- Update – District Planning and Program Review in Support of Colleges' Missions and Accreditation Standard (including a list of staff/faculty selected to serve on the four planning committees)

#### **Adjournment.**

Mrs. Cross adjourned the meeting at 4:20 p.m.

Jacqueline F. Buus, Recorder