



**District Assembly Meeting
Tuesday, October 6, 2009**

Minutes

Members Present:

Patrick Buckley, Dr. Walter Chatfield, Laura Cross, Dr. Debra Daniels, Jay Danley, Grayling Eaton, Kevin Fleming, Sara Glasgow, Laura Gomez, Laura Gowen, Gloria Harrison, Dr. Jim Holbrook, Kevin Kammer, Marie Mestas, Ben Mudgett, Scott Rippey, Dr. Odette Salvaggio, Cory Schwartz, Dr. John Stankas, Dr. Noelia Vela, DyAnn Walter, Kathryn Wilson

Members Absent:

Robert Alexander, Damon Bell, Tom Bryant, Kathy Crow, Ed Gomez, Candace Leonard, John Napolitano, Zelma Russ, Moises Valencia

Guests Present:

Bruce Baron, Renee Brunelle, Dr. Gloria Fisher, Jim Hansen, Dr. Matthew Isaac, Dr. Glen Kuck

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, Mr. Buckley seconded, and the September 1, 2009 minutes were approved.

District Assembly Vacancies – 2009-2010

Cory Schwartz will fill one of the SBVC management vacancies. Dr. Daniels will appoint another manager to fill the remaining SBVC vacancy. Ms. Harrison will appoint 2 managers to represent CHC.

Old Business

- District Planning and Program Review in Support of Colleges' Missions and Accreditation Standards and Composition of Committees – A flow chart indicating the Accrediting Commissions Recommendations for the District was distributed at the September 1 meeting. The Accrediting Commission is recommending the SBVC and CHC Educational Master Plans and the District Strategic Plan, which includes Technology, Human Resources, and Resource Allocation Plans, and a Program Review Model. Dr. Vela distributed the planning committee structure and stated that some of the committees have already been doing their work. The Resource Allocation Model Committee incorporates Fiscal Services and Human Resources. Chancellor's Cabinet recommended that the two areas merge. Mr. Baron stated if

we have the same group working globally, we can split the work into two pieces. There will be two reports. Dr. Vela asked if District Assembly had any recommended additions to the committees. She encouraged the membership to volunteer for one of these committees if asked by a group leader. Several suggestions were made. Dr. Vela will send an updated list of committees electronically.

Dr. Salvaggio indicated she was uncomfortable with combining Human Resources and Fiscal Services because some things in Human Resources are irrespective of the Fiscal Services element. She would like to see them independent and maybe come together as they get closer to the final report. Dr. Vela responded what you wouldn't have here is a program review model which will be addressed separately. Dr. Salvaggio said part of a program review is what works well, what does not work well, and planning and program review are integrated. Mr. Baron recommended we get the committee together and then break into subgroups to get the work done quickly and come back together at the end. Dr. Salvaggio said that whatever the program review final document is that would be included in the proposed committee's deliberations. She added if you are talking about efficiencies of process that has fiscal impact. To summarize, Dr. Vela said a combined committee, with sub-groups as needed, will be looking at the resource allocation model, the human resources plan and the program review process for Fiscal Services, Technology and Human Resources.

New Business

- List of Budget-Cutting Ideas and Associated Costs/Savings – Mr. Baron reported there were 56 separate unduplicated ideas from all the suggestions forwarded and several were implemented. Regarding the SERP, Mr. Baron is working now on how to present that to the District to incorporate into our future budget planning. There was reorganization, and some other savings were picked up on the campuses. Most of the ideas were not implemented. A lot of the ideas came up through the colleges, and there was a lot of feedback to the colleges. What the budget committee decided was rather than go back out to the campuses for other ideas, the committee would like to get involved to see how these ideas can be implemented into future budget planning. There was some stated savings. He found there were commitments that were not budgeted, and he is trying to come up with a balance sheet and how it impacts the district as we move forward. Dr. Salvaggio asked if it was a requirement to fund the SERP. Mr. Baron responded “yes” and that we need to come up with the money to fund the SERP as well as the GASBY obligation. He is working on balancing out what savings we will have this year and for the remaining life of the SERP
- AP 5550 Speech: Time, Place and Manner – Dr. Salvaggio asked the process for reviewing policies be sent out again. Dr. Holbrook asked that “areas” and “obscenity” be defined. Dr. Vela advised that a state organization reviews policies from a legal perspective so that we are all following the Ed Code. This item will be reviewed at the November 3 meeting.

Public Comment

None.

District Committee Reports

Economic Development – A written report was submitted. Dr. Isaac reported the district received \$869,651 to jump start the California Energy Workforce Training Program, the largest state-sponsored green jobs training program in the nation. Eight percent of this money will be going back to the District's General Fund. Dr. Vela noted that each grant allows any where from 4-10% to go to the General Fund. **(NOTE: Dr. Isaac asked that the minutes be amended because he had said 4%; however, Dr. Vela actually made this comment.)**

These resources are used to fund the position of Executive Director of Economic Development and Corporate Training and the Administrative position in the Division.

- Technology – A written report was submitted. Dr. Kuck reported the department is nearly staffed, and interviews for the DCS position will soon be scheduled. Programmers have returned from Datatel Training. One of the goals of the Administrative Applications Committee is to prioritize the projects.
- District Facilities – A written report was submitted.
- District Safety – A written report was submitted.
- Budget – Mr. Baron said he had his first meeting with the District Budget Committee and was pleased by their participation. There are about 12 people currently attending but suggested there should be more people participating in the meeting. He will bring to the next District Assembly meeting a recommendation for an expanded Budget Committee Composition and a review of the committee charge. Regarding the state budget, there were further reductions in categorical money. This district will be recalculating to see how much General Funds will be used to back fill the categorical funds.
- Human Resources – Ms. Brunelle handed out a draft of the district's *Unlawful Discrimination and Sexual Harassment: Complaint and Investigation Procedures for Employees and Students*. Any questions or feedback need to be emailed to Ms. Brunelle.

Chancellor's Comments

Dr. Vela stated the October 15, 2009 follow-up report to the CHC accreditation has been completed, and she acknowledged President Harrison and her team. The next report which is due October 15, 2010 will include the work and recommendations for SBVC as well as the District. In order for District Assembly members to have an opportunity to look at the report, she proposed that a substantive draft of the respective plans be prepared by April 23 so they can be distributed to this group on May 4. It should not be later than that date so this group can have the opportunity to review a fairly polished draft to give feedback to the committees.

Regarding safety presenters, Dr. Salvaggio asked whether it would be appropriate to have consultants who do not have a vested interest be presenters and asked if there was some process whereby people are chosen to do presentations. Ms. Brunelle responded that we have had some instances where the Human Resources staff has presented, and HR is looking at other people to do some training. In-house people are trained by various sources. Dr. Holbrook asked about the evaluation instrument. Ms. Brunelle responded the form is being used, and the results are put in chart form. Dr. Vela said this discussion was shared last year, and there was an opportunity to interview respondents, and there were representatives from the campuses on that group. She was concerned with the comments with regards to the presenters that were reported here and doesn't have any vested interest in any one trainer. Keenan was forwarded to the Board as the provider. There was a very candid discussion with Keenan to change one of the individuals. Dr. Vela said it is important for us to go ahead and have those evaluations made. We need to recognize that companies have various services that they offer, and they invite applicants for those services. If we have concerns, it is incumbent on us to bring those forward.

Future Agenda Items/Announcements

- AP 5550 Speech: Time, Place, and Manner
- Recommendation for Expanded Budget Committee Composition and Revised Administrative Procedure (committee charge).

Adjournment.

Mrs. Cross adjourned the meeting at 4:00 p.m.

Jacqueline F. Buus, Recorder