



**District Assembly Meeting  
Tuesday, November 3, 2009**

**Minutes**

**Members Present:**

**Tom Bryant, Dr. Walter Chatfield, Rejoice Chavira, Laura Cross, Kathy Crow, Dr. Debra Daniels, Jay Danley, Grayling Eaton, Dr. Gloria Fisher, Laura Gowen, Gloria Harrison, Dr. Jim Holbrook, Kevin Kammer, Candace Leonard, Marie Mestas, Ben Mudgett, Scott Rippy, Dr. Odette Salvaggio, Dr. Cory Schwartz, Dr. John Stankas, Dr. Noelia Vela, DyAnn Walter, Kathryn Wilson**

**Members Absent:**

**Robert Alexander, Patrick Buckley, Kevin Fleming, Sara Glasgow, Ed Gomez, Laura Gomez, John Napolitano, Zelma Russ, Moises Valencia**

**Guests Present:**

**Renee Brunelle, Dr. Matthew Isaac, Dr. Glen Kuck, Rebecca Warren-Marlatt**

**Call to Order**

Mrs. Cross called the meeting of the District Assembly to order at 3:05 p.m. in the Corporate Training Room at San Bernardino Community College District.

**Minutes**

Dr. Salvaggio moved, Dr. Schwartz seconded, and the October 6, 2009 minutes were approved as amended.

**District Assembly Vacancies – 2009-2010**

Dr. Daniels introduced newly appointment member Dr. Gloria Fischer who will fill the remaining SBVC management vacancy. Mrs. Harrison introduced Rejoice Chavira who was appointed to fill one of the vacant CHC manager vacancies. Mrs. Harrison will appoint a manager to the remaining CHC manager vacancy.

**Old Business**

- Management Hiring Process – Mr. Mudgett asked for an update on the management hiring process. Dr. Stankas said it has been reviewed by the SBVC Academic Senate and will be reviewed by the CHC Senate on November 4. It should be ready for District Assembly in December.

**New Business**

- AP 5550 Speech: Time, Place and Manner – Rebecca Warren-Marlatt stated that the Student Services Vice Presidents along with representatives from both campuses worked on this

administrative procedure for quite some time. The board policy gives the colleges the opportunity to designate free speech areas, and the administrative procedure “nails down” the time, place and manner. The word “obscenity” was defined in accordance with the law and designates the facilities and the locations on the campuses and the circumstances for which they can be used. Restrictions are included on amplification, and no reservations for space use are required. The administrative procedure was written in the spirit of safeguarding free speech and protecting the learning environment.

Dr. Salvaggio suggested that the section on reservations be more specific because there is a statement that reservations can be made. Dr. Holbrook suggested “ordinary security” be defined and noted that “one hour before use” is a very short amount of time. He also suggested that all postings be removed after the event by those using the facility and “unlawful substance” may include the legal use of marijuana for medical reasons. In order for the policy and administrative procedure to be readily available, Scott Rippy suggested adhering to the policy for posting material.

Rebecca Warren-Marlatt will incorporate the suggested modifications so that District Assembly can continue the discussion at the December meeting. The two Classified Senates will also review the document and send their feedback to Mrs. Warren-Marlatt.

- Recommendation for Expanded Budget Committee Composition and Revised Administrative Procedure (committee charge) – In Mr. Baron’s absence, Dr. Salvaggio reported that the budget committee will be meeting on Thursday, November 5 and will be considering a proposal to expand committee membership. In addition, the budget committee charge will be reviewed.
- AP 2045 Policies and Administrative Procedures - Dr. Salvaggio asked where AP 5550 fell in the flow chart for changes to board policies and administrative procedures. Dr. Holbrook reminded the committee that AP 2045 was developed by a subcommittee of District Assembly because policies and procedures were moving very slowly through the process. Dr. Stankas said if something came up that District Assembly thought was an academic and professional matter, it was given to the Academic Senates. If not, then the policy could stay with District Assembly and may take as long as three months but hopefully not longer. This was a way to make sure things happened but was not supposed to limit how this body acts.

Ben Mudgett asked for a definition of “academic and professional matters.” Dr. Stankas replied they were defined in Title 5 Regulations, § 53200 and read as follows:

(c) *“Academic and professional matters” means the following policy development and implementation matters:*

- (1) curriculum, including establishing prerequisites and placing courses within disciplines;
- (2) degree and certificate requirements;
- (3) grading policies;
- (4) educational program development;
- (5) standards or policies regarding student preparation and success;
- (6) district and college governance structures, as related to faculty roles;
- (7) faculty roles and involvement in accreditation process, including self-study and annual reports;

- (8) policies for faculty professional development activities;
- (9) processes for program review;
- (10) processes for institutional planning and budget development; and
- (11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

Dr. Salvaggio suggested that we continue to operate under the current structure because it provides a timeline. Dr. Vela agreed stating that the structure allows for some flexibility.

### **Public Comment**

Grayling Eaton asked if the Discrimination Complaint Procedures were sent out requesting feedback or if they were just for information. Ms. Brunelle responded they were sent out for information. The modifications made to the document were deletions of specific names which were replaced with titles of positions.

### **District Committee Reports**

- Economic Development – A written report was submitted. There were no questions or comments.
- Technology – A written report was submitted. Dr. Salvaggio asked when we could expect the software upgrade from Microsoft Office 2003 to Office 2007. Dr. Kuck said meetings are scheduled every two weeks with the colleges. Computing Services is trying to find an automated process because it is so time-consuming to update the computers manually, and they are now loading it into a test environment to see if that will work. Dr. Salvaggio also mentioned that the computers frequently disconnect from the server, and this also impacts the phones. Dr. Kuck stated he has not seen any Help Desk logs concerning this issue, but he will look into it.
- District Facilities – A written report was submitted. There were no questions or comments.
- District Safety – A written report was submitted. Dr. Holbrook asked how many people have been trained in NIMS and SEMS. He also added that he thought the two reports combined were very thorough and requested that future reports be combined.
- Budget – No oral budget report was given in Mr. Baron's absence.
- Human Resources – Ms. Brunelle had no oral report. There were no questions or comments.

### **Chancellor's Comments**

Dr. Vela reported that the following committees have been formed and meeting as recommended by the Accrediting Commission:

- District-Wide Strategic Plan Committee
- CHC Educational Master Plan Committee
- SBVC Educational Master Plan Committee
- Resource Allocation Model Committee (incorporates Resource Allocation Plan and Human Resources Plan requirements)
- Technology Plan Committee

Dr. Vela suggested that District Assembly have a standing agenda item to allow for verbal reports from each of these committees so that we can keep apprised of what is going on with each

committee. She reminded everyone that all of these committees are open, and everyone is welcome and encouraged to attend. It was the consensus of District Assembly members that these informational reports be added to future agendas before the usual committee information reports are given.

Dr. Kuck presented a brief report on the Program Review Committee. He said the committee has met twice and will be meeting again on November 6. They are trying to find a way to not create a third program review model but to incorporate aspects of the college models. They are also exploring using a web-based program review tool similar to that used by Pasadena City College and Cerritos College. Dr. Holbrook said that from his vantage point there appears to be a “low trust” level if the committee wants to look at a third model. Dr. Kuck indicated that the committee is not trying to create a third model.

Dr. Kuck presented a brief report on the Technology Plan Committee. This group has met once. The greatest challenge is that the Technology Plan is based on the Educational Master Plans and the Technology Plans of each of the colleges, but all plans are being developed concurrently. Initially, the Technology Plan will be based on the Board Imperatives and whatever planning documents are in place. It is recognized that the plan will need to be continually updated as the other planning committees make progress on their plans. Mr. Rippy asked if communication was going on between the campuses and district committees. Dr. Kuck responded that the campus directors of technology are on nearly every committee, and it is strongly encouraged that information from the committees be shared.

Mrs. Harrison reported on the District-Wide Strategic Plan Committee. The committee had its first meeting on October 29 with Dr. Matthew Lee who described the characteristics of an excellent planning process. The committee talked about what constitutes participation and how everyone represents a constituency group, and input and feedback from those groups is necessary for the success of the strategic plan. They have a very ambitious timeline and the committee will be meeting through May, 2010 to ensure that there is a complete draft for the May 4 District Assembly meeting.

District Assembly will receive an electronic copy of each committee list with meetings dates, times and locations. As soon as possible, everything will be posted on the website.

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

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

#### **Adjournment.**

Mrs. Cross adjourned the meeting at 4:30 p.m.

Jacqueline F. Buus, Recorder