



**District Assembly Meeting  
Tuesday, December 1, 2009**

**Minutes**

**Members Present:**

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

**Members Absent:**

**Robert Alexander, Patrick Buckley, Laura Cross, Kathy Crow, Dr. Sara Glasgow, Ed Gomez, Laura Gomez, Gloria Harrison, Candace Leonard, John Napolitano, Scott Rippy, Zelma Russ, Moises Valencia**

**Guests Present:**

**Bruce Baron, Renee Brunelle, Everett Garnick, Dr. Matthew Isaac, Dr. Glen Kuck, Pat McCurry, Rebecca Warren-Marlatt**

**Call to Order**

Mr. Mudgett 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**

Dr. Holbrook moved, Mr. Fleming seconded, and the November 3, 2009 minutes were approved.

**District Assembly Vacancies – 2009-2010**

Due to the absence of Gloria Harrison, the CHC management vacancy will be added to the February agenda.

**Old Business**

- Management Hiring Process – Dr. Stankas said the SBVC Senate had one comment about the screening committee and another about the interview process, and those were forwarded to Ms. Brunelle. She will seek feedback from the CHC Senate electronically.

- **New Business**

AP 5550 Speech: Time, Place and Manner – Rebecca Warren-Marlatt presented AP 5550 with the changes suggested at the November meeting. Jay Danley moved, Kevin Fleming seconded, and, by consensus, AP 5550 will be forwarded to the chancellor’s office for placement on the next Board agenda.

- Recommendation for Expanded Budget Committee Composition and Revised Administrative Procedure (committee charge) – Mr. Baron reported the District Budget Committee has been working on a revised charge to revitalize the committee. A report on the recommendations will be presented at the February District Assembly meeting.
- BP 4800 Human Remains and AP 4800 Handling of Human Remains – Board Policy and Administrative Procedure 4800 was developed at the request of the Board. Dr. Vela reported the BP and AP have been reviewed by the Senates and asked the District Assembly if its membership was in a position to recommend approval. Dr. Salvaggio moved, Mrs. Mestas seconded, and, by consensus, BP and AP 4800 were approved. Dr. Vela thanked Dr. Daniels and Mr. Baron for their “speedy” research and thanked the Senates for moving it along.

**Public Comment**

None.

**Planning Committees Status Reports**

- Strategic Planning Committee – Dr. Daniels reported this committee met on November 20 at CHC. The committee’s responsibility was reviewed along with the definition of goals and objectives and the alignment of the colleges’ Educational Strategic Plans and the Board Imperatives. Reports were given on the status of the colleges’ master plans. The next meeting will be December 11 at 10:00 a.m. at SBVC. Dr. Vela invited everyone to attend to observe and participate as these committee meetings are open. Information about the Strategic Planning Committee and other committees can be found on the district website under the heading “*District Faculty & Staff Information/Forms*”.
- Educational Master Plan (CHC) – Mrs. Harrison was absent so there was no report.
- Educational Master Plan (SBVC) – Dr. Daniels distributed a summary of the efforts to develop the Educational Master Plan at SBVC. She stated an open forum will be held on January 8 to discuss the findings. Dr. Daniels added that the Educational Master Plan is developed to give the campus direction on where it wants to go, and the budget is a piece of that plan. Although the current budget situation is going to impede how we get there, the Master Plan is a way to look at how we want to go. The next meeting is December 4 at 2:00 p.m.
- Technology Plan – Dr. Kuck stated the Technology Plan supports all the other plans so the committee has been gathering status reports on all of their plans. They will be focusing next on getting into the strategic part of the plan. The next meeting of this committee is December 4 at 2:00 p.m.
- Program Review – Mr. Baron stated Program Review looks at the district operations and how the district serves the campuses and the communities. It also sets a blue print for improvement. The committee has been discussing what a program review model looks like. The next step will be to gather data and measure the outcomes.

- Resource Allocation – Mr. Baron reported the committee will be reviewing seven resource allocation models from other multi-campus districts. After the best practices from these models have been discussed, they will be put into a draft to be reviewed by the campuses. The timeline to have a new plan in place is by Spring, 2010.

Ms. Brunelle stated Human Resources presented an outline and plan in which they looked at diversity issues and the number of employees in each of the areas. An overall plan was developed to address some of the accreditation standard requirements. Dr. Holbrook said faculty is very interested in where the money comes from and where the money goes and is looking forward to seeing this model. Ms. Brunelle said the committee is looking at staff diversity compared to the general population served by the district to meet the Title 5 requirements. Dr. Salvaggio suggested we could go beyond what is required in Title 5, and this is a recommendation to be considered. Dr. Holbrook asked when we are going to start counting gays, lesbians and transgenders. Ms. Brunelle responded that those groups are counted.

### **District Committee Reports**

- Economic Development – A written report was submitted. There were no questions.
- Technology – A written report was submitted. Dr. Kuck introduced Everett Garnick, the new Director of DCS. DCS will be sending out a catalog in the spring indicating points of contact and service level of agreements. Mr. Bryant asked about the campuses responsibilities and the responsibilities of DCS. Dr. Kuck explained each campus has a Director of Technology who reports 50% to each campus president and 50% to the Director of DCS. The DSC Director's responsibility is infrastructure, providing a supporting role, communication between the sites and consistency with the programs. The campuses are responsible for content.

Dr. Kuck will provide an update on SARS to address Dr. Salvaggio's questions. Dr. Kuck reported weekly meetings have been held on the development of ERIS. The first level of training will be provided soon. Dr. Vela said that examples of data problems need to be directed to Everett Garnick.

- District Facilities – A written report was submitted. There were no questions.
- District Safety – A written report was submitted.
- Budget – Mr. Baron said he has gone through the budget thoroughly to find out where we are now. He said there is a structural deficit of \$1.4 million in addition to the district's obligation to transfer from the unrestricted funds \$1.7 million to KVCR and \$550,000 to the insurance fund to cover insurance premiums. We made a commitment to not lay off any full-time staff so funding was set aside to backfill the deficits in the categorical programs. We have approximately \$3 million in obligations which leaves us with a \$4 million deficit this year. Mr. Baron stated he is concerned that there may be a mid-year budget cut in January when the governor releases his budget. The other structural problem he found is that the SERP, which is a five-year program, was only funded for the first two years. This means the district needs to come up with \$2.1 million for 2010-11, 2011-12 and 2012-13. We started to have some discussion with the college presidents because we need to come up with a District plan to address the deficits because we all need to share how we make up the deficit and create a plan to balance the budget. The presidents were asked to look at their enrollments. We are almost 2,000 FTES over our funded enrollment. We really need to work together to be sure we have no layoffs and also that we serve our community to the extent possible. We do have some savings from last year we can apply to the deficit. I have to provide the Board with a plan to approve enrollment numbers and targets and staffing issues for future years. This is a burden for all of us. DyAnn Walter asked what was being done about the budget recommendations that we received from employees last year. Bruce said the District budget

Committee wants to talk to the constituent groups. This discussion will be revisited at the next meeting and the information gathered from the constituent groups will be brought to Chancellor's Cabinet. A report will be generated for District Assembly.

Kathryn Wilson asked when discussions would be occurring about possible cuts for next year because there are deadlines that must be met if people will need to be released from their jobs. Dr. Vela responded there will be no layoffs for permanent full-time faculty this year. She said this district has a culture here that tended to be more oral rather than written regarding models for resource allocation. She added the issues are serious and we will get through this. She thinks some of the suggestions can be implemented and some cannot. We need to look into the future, including the kinds of commitments we have to the employment contracts of each and every employee. We will be talking about next year and the following years soon. We are not going to have definitive plans. This is a fiscal situation like none we have ever seen before. She said she didn't believe we will go bankrupt but wouldn't be surprised if some community colleges came close along the way. We will honor the guiding principals to the degree that we can, to try to keep current full-time permanent people employed and keep the cuts as far away from students as possible. None of us anticipated the scope of reduction we had to the categorical programs. There is a point beyond which we would be irresponsible by offering large numbers of courses that translate to a large number of unfunded FTES. Our base budget is cut by workload measure reduction. The college-going rate in the Inland Empire is very low, and we need to raise the educational level of our community. We made a commitment to fund 800 unfunded FTES. We expected federal stimulus money to help backfill our categorical programs, but we only received 28 cents to the dollar. To fulfill our commitment to the categorical programs, we dipped into other funds. Whether or not we can continue with that commitment needs to be discussed.

Dr. Holbrook stated the faculty and staff need to understand the intent of the district. He said if he had more knowledge about what the district was doing, he could be a part of the process. He said faculty and staff simply do not know the process. Mrs. Chavira asked if the district will continue to cover the expenses for KVCR in the future. Mr. Baron said KVCR has a foundation for non-staff expenditures. The commitment that has been for several years is that the district provides all of the full-time salaries and benefits. It is ultimately a Board decision on how that continues down the road. Dr. Stanskas said he did not understand the unfunded SERP. Mr. Baron explained the payments are split up over five years, and there is no more money after this year. The SERP should have been fully-funded or a line item placed in the operating budget for five years. Dr. Stanskas had some concerns about cutting classes, and stated we should have known this three months ago so we could have planned better. He said the categorical people should be funded by stable money. Dr. Vela said we certainly could be more diligent regarding future hiring, and we will be looking at vacancies very carefully. There are also unknowns in the budget in addition to mistakes. We will have some tough and unpopular decisions. We need to look at the short and long view. Dr. Vela said the committee's comments will be taken into consideration. She said she appreciated the comments and questions and looks forward to us working together to try to get through this.

- Human Resources – Ms. Brunelle had no oral report.

### **Chancellor's Comments**

- Dr. Vela She invited everyone to the district office open house on Tuesday, December 8. She stated no general funds were used to pay for that event.

**Future Agenda Items/Announcements**

- District Assembly Vacancy – CHC Manager
- Recommendation for Expanded Budget Committee Composition and Revised Administrative Procedure (committee charge)
- Update on SARS

**Adjournment.**

Mr. Mudgett adjourned the meeting at 4:37 p.m.

Jacqueline F. Buus, Recorder