



## District Assembly

attachment #1

SBCCD Board Room, 114 S. Del Rosa Drive, San Bernardino CA 92408

### Meeting Minutes – March 6, 2018 at 3pm

Link to access APs/BPs [Policies & Procedures for Review](#)

#### I. Welcome & Introductions

Denise Allen called the meeting to order at 3pm.

Diana Rodriguez moved to approve. Amy Avelar seconded the motion to amend agenda as highlighted below. Unanimous approval.

#### II. Chancellor's Report

Chancellor Baron reported on the changes in administration at CHC. Board to take action to not renew contracts after June 30. Mike Strong to be the Lead VP and coordinate with the other VPs at CHC. Keith Wurtz will be the interim VPI. The Chancellor's intention is to hire an interim president by August 1. An ACCT Consultant will meet with faculty and staff in early May to develop a profile of a new president based on feedback from the meetings.

AP and BP 2410 Board Policies and Administrative Procedures – Board made changes without collegial consultation and agreed to move the AP and BP back through the collegial process. The Board requested the AP and BP come back to them as a package before faculty leave for the summer.

#### III. Approval of Minutes

Jim Holbrook moved to approve. TL Brink seconded the motion to approve the minutes of February 6, 2018. Unanimous approval.

#### IV. Old Business

##### A. BPs & APs 2<sup>nd</sup> Read & Approval

1. BP & AP 2435 Evaluation of the Chancellor – Diana Rodriguez moved to approve. Jim Holbrook seconded the motion to approve BP 2435. Unanimous approval. Celia Huston moved to approve. Amy Avelar seconded the motion to approve AP 2435 as edited in the meeting. Cassandra Thomas opposed, Jim Holbrook abstained. All others approved.
2. BP & AP 2610 Presentation of Initial Collective Bargaining – Diana Rodriguez moved to approve. Jim Holbrook seconded the motion to approve BP & AP 2610. Unanimous approval.
3. AP 2712 Conflict of Interest Code (no BP) – Diana Rodriguez moved to approve. Jim Holbrook seconded the motion to approve AP 2712. Unanimous approval.
4. BP 2717 Personal Use of Public Resources (no AP) – Diana Rodriguez moved to approve. Jim Holbrook seconded the motion to approve BP 2717. Unanimous approval.

5. BP 2720 Communications Among Board Members (no AP) – Jim Holbrook moved to approve. Kathy Wilson seconded the motion to approve BP 2720 as edited in the meeting. Unanimous approval.
6. BP & AP 2735 Board Member Travel – Diana Rodriguez moved to approve. Jim Holbrook seconded the motion to approve BP 2735. Unanimous approval. Celia Huston moved to approve. Diana Rodriguez seconded the motion to approve AP 2735 as presented. Jim Holbrook opposed. All others approved.
7. BP & AP 5020 Nonresident Tuition (identified as non-academic and professional) – Diana Rodriguez moved to approve. Jim Holbrook seconded the motion to approve BP & AP 5020. Unanimous approval.

B. Academic and Professional for Approval

1. BP & AP 4010 - Academic Calendar – Diana Rodriguez moved to approve. Robert Levesque seconded the motion to approve BP 4010. Unanimous approval. Diana Rodriguez moved to approve. Celia Huston seconded the motion to approve AP 4010 as edited in the meeting. Unanimous approval.
2. BP & AP 4070 - Course Auditing and Auditing Fees – Diana Rodriguez moved to approve. Robert Levesque seconded the motion to approve BP & AP 4070. Unanimous approval.
3. BP & AP 4101 - Independent Study – Diana Rodriguez moved to approve. Robert Levesque seconded the motion to approve BP & AP 4101. Unanimous approval.
4. BP & AP 4102 - Career and Technical Education Programs – Diana Rodriguez moved to approve. Robert Levesque seconded the motion to approve BP 4102. Unanimous approval. Bruce Baron moved to approve. TL Brink seconded the motion to approve AP 4102 as edited in the meeting. Unanimous approval.
5. AP 4227 – Repeatable Courses – Diana Rodriguez moved to approve. Robert Levesque seconded the motion to approve AP 4227. Unanimous approval.
6. AP 4228 - Course Repetition - Significant Lapse of Time (no BP) – Diana Rodriguez moved to approve. Robert Levesque seconded the motion to approve AP 4228. Unanimous approval.
7. AP 4229 - Course Repetition - Variable Units (No BP) – Diana Rodriguez moved to approve. Robert Levesque seconded the motion to approve AP 4229. Unanimous approval.
8. BP & AP 5040 - Student Records, Directory Information, and Privacy – Diana Rodriguez moved to approve. Robert Levesque seconded the motion to approve BP 5040. Unanimous approval. Diana Rodriguez moved to approve. Denise Allen seconded the motion to approve AP 5040 as edited in the meeting. TL Brink abstained. Jim Holbrook opposed. All others approved.



C. Academic and Professional for Discussion:

BP & AP 4110 Honorary Degrees – will hold as recommended by  
DA.

<p>V. New Business – 1<sup>st</sup> Read</p>	<p>A. BPs &amp; APs – 1<sup>st</sup> Read</p> <ol style="list-style-type: none"> <li>1. AP 2365 – Recording (BP was sent to DA for 1<sup>st</sup> read 2/6/18. AP &amp; BP will be submitted together for 2<sup>nd</sup> read at April DA)</li> <li>2. AP 3710 - Securing of Copyright (BP was approved 2/6/18 and will be submitted to Board together)</li> <li>3. BP &amp; AP 5010 – Admissions</li> <li>4. BP &amp; AP 5075 - Course Adds, Drops, and Withdrawals (identified as non-academic and professional)</li> <li>5. BP &amp; AP 5420 Associated Students Finance (identified as non-academic and professional)</li> <li>6. BP 7250 Educational Administrators – Stacey to add to 3/6/18 Dropbox</li> <li>7. BP 7260 Classified Supervisors and Managers – Stacey to add to 3/6/18 Dropbox</li> </ol>
<p>VI. Other Items</p>	<p>AP &amp; BP 5500 – request to brought forward to next DA meeting under XI.</p>
<p>VII. Updates</p>	<ol style="list-style-type: none"> <li>1. HR Reorganization – Torres (attachment #2) item is moving forward to the Board for first read. Will provide updates at campus academic senates. DA recommended the HR Reorganization be placed on hold and sent forward with the salary survey proposal.</li> <li>2. Human Resources Staffing Plan – Torres – The new software will identify gaps in each department, succession planning by department, tool is used in program review. HR is cleaning data. Expected completion in April and analysis can be done in May.</li> <li>3. National Science Foundation (NSF) Grant – Rodriguez – Submitted 3/5/18. Project Summary distributed.</li> <li>4. District Committees &amp; Accreditation Standards – Gilbert (attachment #3) spreadsheet was created by Institutional Committee.</li> <li>5. Campus Safety – Jackson – PD reviewing protocols and procedures un place. Training on 4/6/18 Active Shooter/Stop the Bleed training for managers. 3 basic protocols on PD webpage. Updates on locks and mass notifications to follow. Site specific training in departments/classrooms. Jim Holbrook offered public safety students to assist in active shooter demonstration.</li> </ol>
<p>VIII. Reports</p>	<ol style="list-style-type: none"> <li>1. Academic Senates</li> <li>2. Classified Senates</li> <li>3. Student Senates</li> </ol>
<p>IX. Public Comments</p>	<p>None.</p>

X. Adjournment

Next Meeting Scheduled for April 3, 2018, 3:00 PM  
Meeting adjourned at 4:37pm


XI. Policies and Procedures under review - Chapter Owners to facilitate completion and submit to District Assembly as noted

NOTE: All APs and BPs should be submitted together for approval.

REMINDER: Templates and language provided are received from the League and vetted by their legal partners at Liebert Cassidy Whitmore. Make sure you have read through all comments in PolicyStat to ensure the language is what was recommended by their legal partners.

1. BP & AP 2410 Board Policies and Administrative Procedures (BP under review. Chancellor to discuss)
2. AP 2510 Collegial Consultation (AP 2510 being reviewed by senates goal is May)
3. BP & AP 3280 Grants (pulled on 5.2.17) TBD
4. AP 3300 Public Records (Legal update #31)
5. AP 3420 Equal Employment Opportunity (Legal update #31)
6. AP 3435 Discrimination and Harassment Resolution Procedures (Legal update #31)
7. BP & AP 3505 Emergency Response Plan (Feb DA new business)
8. AP 3530 Weapons on Campus (Legal update #31)
9. BP & AP 3715 Intellectual Property (pulled 5.2.17 declared Academic and Professional) Note: was re-agendized on Sept 17 DA agenda. return to April DA
10. AP 3720 Computer and Network Use (Legal update #31)
11. BP & AP 4103 - Work Experience (needs to be completed. Return to April DA)
12. **BP &** AP 4020 Program, Curriculum and Course Development (needs to be completed. Goal is April DA)
13. **BP &** AP 4060 Delineation of Functions agreement (needs to be completed. Goal is May DA)
14. AP 4104 Contract Education (needs to be completed. Goal is May DA)
15. BP & AP 4225 Course Repetition (needs to be completed. Goal is April DA) (Legal update #31)
16. BP & AP 4235 Credit by Examination (needs to be completed. Goal is April DA) (Legal update #31)
17. AP 4236 - (needs to go to senates as this is a new procedure required by ED code) (Legal update #31)
18. BP & AP 4240 Academic Renewal (needs to be completed. Goal is April DA)
19. BP & AP 4300 Field Trips and Excursions (needs to be completed. Goal is April DA) (Legal update #31)
20. AP 5013 Students in the Military (needs to be completed. Goal is April DA) (Legal update #31)
21. BP & AP 5015 Residence Determination (needs to be completed. Goal is April DA) (Legal update #31)
22. BP & AP 5030 Fees (needs to be completed. Goal is April DA)
23. AP 5050 Student Success (pulled from 2/6/18 DA agenda for AS review and return to May DA)

24. BP & AP 5110 Counseling (needs to be completed. Goal is May DA)
25. BP & AP 5150 Extended Opportunity Programs and Services (needs to be completed. Goal is May DA)
26. ~~BP & AP 5200 Student Health Services (needs to be completed. Goal is April DA)~~
27. AP 5530 Student Rights and Grievances (needs to be completed. Goal is May DA) (Legal update #31)
28. BP & AP 6250 Budget Management (pulled on 3.7.17 by J. Torres) - return to April DA
29. BP & AP 6300 Fiscal Management (pulled on 3.7.17 by J. Torres) return to April DA
30. AP 6305 Reserves – brand new advised (pulled on 3.7.17 by J. Torres) return to April DA
31. BP 6320 Investments (1st read in Feb 18)
32. BP & AP 6340 Bids and Contracts (pulled on 3.7.17 by J. Torres) return to April DA
33. AP 6370 Contracts - Personal Services – brand new required (pulled on 3.7.17 by J. Torres) return to April DA
34. AP 6400 Financial Audits (Legal update #31)
35. AP 6850 Hazardous Materials (Legal update #31)
36. AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation) – brand new required (pulled on 3.7.17 by J. Torres) return to April DA
37. BP & AP 7100 Commitment to Diversity – AP is brand new optional (note: BP is complete AP was pulled by DA on 11.14.17)
38. AP 7150 Evaluation (Will be ready for DA review in April.) Confidential and Management groups are still reviewing the changes
39. AP 7210 Academic Employees (1st read in Feb 18)
40. AP 7213 Part Time Faculty: Benefits – brand new optional (note: AP was pulled by DA on 11.14.17)
41. BP & APs Discussion – 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies (Brand New, Required) return to May DA
42. AP 7240 Confidential Employees (note: AP was pulled by DA on 11.14.17)
43. **BP &** AP 7250 Educational Administrators (discussed on 4.4.17 & 5.2.17 - request to clarify the meaning of: Subject matter expert) (note: AP needs to come back to DA as this is the one with the language about the Prof Expert and the Managers teaching a class) return to April DA
44. AP 7260 Classified Supervisors and Managers (Will send forward for approval in April; waiting on Management Handbook to be reviewed and completed)
45. BP 7310 Nepotism (Legal update #31)

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- 46. AP 7365 Discipline and Dismissal - Classified Employees (pulled in Feb?)
  - 47. AP 7380 Retiree Health Benefits: Academic Employees – brand new required(note: AP was pulled by DA on 12.5.17 to be forwarded to CTA for input and review)
  - 48. BP & AP 7400 Travel (Legal update #31)
  - 49. AP 7500 Volunteers (Legal update #31)

3/6/18

District Assembly Sign-In Sheet

President: Denise Allen

*Denise Allen*

Vice President: Mark McConnell

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Recorder: Stacey Nikac

*Stacey Nikac*

Rocio Aguayo

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Amy Avelar

*AA*

Bruce Baron

*B Baron*

T.L. Brink

*T.L.B*

Raymond Carlos

*R Carlos*

Santiago Castillo

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Jeffrey Demsky

\_\_\_\_\_

Jim Holbrook

*J Holbrook*

Celia Huston

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Kathryn Jaramillo

*K Jaramillo*

Robert Levesque

*Robert Levesque*

Sheri Lillard

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Craig Luke

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Marcus McInerney

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Brandi Mello

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Kevin Palkki

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Diana Rodriguez

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Susan Ryckevic

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James Smith

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Amber Snow

*Amber Snow*

Cassandra Thomas

*Cassandra Thomas*

Mary Valdemar

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Kathy Wilson

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Keith Wurtz

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MIKE STRONG

RICHARD GARDNER

*Terilyn Lay*



## **STEMing Our Roots PROJECT SUMMARY**

If this proposal is funded, the San Bernardino Community College District (California) will undertake a five-year research project focused on creating new knowledge on how to effectively transition Hispanic students into STEM undergraduate programs through the first stages of that journey as community college students. Using four research teams, San Bernardino Valley College (lead institution) would collaborate with Crafton Hills College (collaborative institution) on researching, developing, piloting and implementing innovative strategies around the four major objectives of the grant:

1. Adopt innovative interventions aimed at increasing the number of students in STEM majors promote community awareness of STEM fields, and ensure every STEM student feels connected and mentored towards completion of degree/transfer requirements;
2. Provide Hispanic-STEM degree seekers with clear, coherent, and structured pathways that ensure students know what is required to succeed in their chosen program by examining institutional alignment efforts to fully articulate STEM degree programs with our regional 4-year institutions;
3. Implement evidence-based active learning strategies and interventions to accelerate and improve student mastery of STEM course content by embedding scientific applications into math courses, infusing technology into classrooms and the STEM Center, creating faculty developed workshops to support difficult concepts in STEM courses, and supporting co-curricular research opportunities to improve learning and program delivery, while building relationships among STEM students, faculty and advisors;
4. To grow the Hispanic STEM student community within our colleges.

While the Riverside-San Bernardino-Ontario Metropolitan Statistical Area (MSA) has substantially fewer (48%) STEM jobs than the national average, the growth of STEM positions in the region (6.5%) is projected to outpace both the state and national averages (6.3% and 5.9%, respectively, EMSI, 2018). Median hourly earnings in STEM occupations in the MSA (\$32.13) far outpace the median hourly wages in the region (\$16.41). Although, Hispanics are less likely to be employed in STEM occupations (18.9%), Hispanics constitute a larger percentage of the labor force in the region (28.8%, EMSI, 2018).

A major challenge for both colleges, as is with other colleges in the state, is the low participation in STEM programs lower academic performance in STEM courses (Lowry and Thomas-Anderson, 2017; Carver et al., 2017). Hispanic students have a substantially lower participation rate in STEM Gateway courses (54%) compared to overall Hispanic student enrollment at SBCCD (61%). Additionally, Hispanic students are successfully completing STEM Gateway course at lower rates (60%) than other students (63%, Gamboa, 2018). Equally important, the percent of Hispanic students earning STEM awards (50%) is substantially and statistically significantly lower than the percent of Hispanic students attending SBCCD (59%, CHC IERP, 2018).

The state of current knowledge on factors influencing Hispanic student's decision to major and persist in STEM needs additional research. The Crisp and Nora's study commissioned by the Hispanic Association of Colleges and Universities, recommended research into all of the following: the socio-cultural variables influencing students' decisions to major and persist in STEM; the role of the community colleges in the STEM pipeline needs further evidence; the importance of the interactive effects of educational environments in student retention; the role of HSI's in improving access and retention (Crist & Nora, 2012). Each one of these considerations will be embedded in the research we will conduct.