



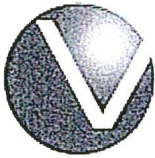
**SBVC ACADEMIC SENATE**  
**Agenda**  
**Wednesday, September 5, 2018**  
**3:00-4:30 PM AD/SS 207**

- |   |         |
|---|---------|
| 1. Call to Order and Roll Call (Sign-In)                | 3:00 pm |
| 2. Public Comments                                      | 3:05 pm |
| 3. Senate President's Report                            | 3:10 pm |
| 4. Committee Reports                                    | 3:15 pm |
| a. Ed. Policy –   |         |
| b. Legislative -  |         |
| c. Financial Policy -                                   |         |
| d. Personnel Policy – Joe Notarangelo                   |         |
| e. Student Services – Ailsa Aguilar-Kitibutr            |         |
| f. Vocational - Kenny Melancon                          |         |
| g. EEO – Rania Hamdy                                    |         |
| h. Elections – Davena Burns-Peters                      |         |
| i. Curriculum – Leticia Hector                          |         |
| j. Program Review – Paula Ferri-Milligan                |         |
| k. Accreditation & SLOs – Celia Huston                  | 3:20 pm |
| l. Professional Development – Rania Handy               |         |
| 5. Additional Reports                                   |         |
| a. SBCCD-CTA – Leonard Lopez                            |         |
| b. District Assembly -                                  |         |
| 6. Consent Agenda                                       | 3:25 pm |
| a. Minutes 5/16/18                                      |         |
| 7. Old Business   | 3:30 pm |
| a. BP/AP 2410 Update                                    |         |
| 8. New Business   | 3:35 pm |
| a. Academic Senate Scholarship                          |         |
| b. Program Review Member Change (AP 2510)               |         |
| c. Bylaws Section 336 Committee on Vocational Education |         |
| d. Senate Retreat Report                                |         |
| 9. SBVC President's Report                              | 4:20 pm |
| 10. Announcements                                       | 4:25 pm |
| 11. Adjournment   | 4:30 pm |

Commonly known as the "Ten Plus One," (as articulated in Title 5 of the Administrative Code of California, Sections 53200) the following define "Academic and Professional matters."

1. Curriculum including establishing prerequisites and places courses within disciplines	7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
2. Degree and certificate requirements	8. Policies for faculty professional development activities
3. Grading policies	9. Processes for program review
4. Educational program development	10. Processes for institutional planning and budget development
5. Standards or policies regarding student preparation and success	11. Other academic and professional matters as mutually agreed upon between the governing board and the senate
6. District and college governance structures, as related to faculty roles	

Academic Senate Meeting Dates Fall 2018: ~~8/15/18, 8/29/18 (retreat)~~, 9/5/18, 9/19/18, 10/3/18, 10/17/18, 11/7/18, 11/21/18, 12/5/18, and 12/19/18



**SBVC ACADEMIC SENATE**  
**President's Report**  
**Wednesday, April 18, 2018**

**The ASCCC President's Update** outlined four areas of academic and professional matters on

which ASCCC will focus this year: the implementation of Guided Pathways, the implementation of AB705, the last of the Strong Workforce Program recommendations regarding equivalency to minimum qualifications and credit for prior learning, and the diversification of faculty. ASCCC urged faculty to examine and strengthen the collegial processes of your colleges as we attempt to ensure collegial processes are engaged in and respected at the state level. Strengthen our collegial processes includes participation in collegial processes. The Academic Senate currently has need for faculty to serve in the following areas.

- District Assembly (1) meets 1<sup>st</sup> Tuesday of the month during the regular semesters from 3:00-4:30 @ District Offices
- Educational Policy Chair (1) – Serves on Academic Senate Executive Committee which meets on 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays from 3:00 – 4:30
- District Enrollment Management (1) meets the 1<sup>st</sup> Thursday of the month during the regular semesters from 3:00-4:30 @ District Offices – next meeting 10/4/18

**At the 8/30/18 Board Study Session** the 2018-2019 Budget based on the new state funding model was approved. A Resource Allocation Model (RAM) was not approved. The District Budget Committee (DBC) is breaking down the data used in the new funding model by campus before recommending any changes to the RAM. DBC next meets at the District on 9/19/18 @ 2 pm.

**Congratulations** to our new Faculty Leads: Davena Burns-Peters and Maggie Worsley are our DE Faculty Leads and Tai El-Sherif, Matt Robles, and Reggie Metu are our Guided Pathways leads.

**Senate Retreat Feedback:** The following questions were asked at the Academic Senate Retreat

“What do you want to get out of Academic Senate?”

“What are the Academic Senate’s opportunities and challenges?”

“How can we better communicate the work of the Academic Senate to our Divisions?”

Be a united front with faculty. Understand campus processes AB 705 Accountability of campus stakeholders Networking/Feel Connected A place to be heard	Election of Senators Why doesn't Senate count as a committee Senators should be better ambassadors Inform faculty of Senate happenings Outreach to new faculty District/BOT communication
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**Future Topics**  
 Chancellor's Update 9/19/18

**Possible Topics**  
 State Funding Model  
 Rebranding

**Save the Date**

Area D Meeting, October 13, 2018, Palomar College  
 Fall Plenary, November 1-3, 2018, Irvine

# Academic Senate

Sign-In Sheet  
September 5, 2018

	SENATOR	INITIAL
A	Aguilar-Kitibutr, Ailsa	<i>[Signature]</i>
	Allen, Tammy	<i>[Signature]</i>
B	Barnett, Kellie	<i>[Signature]</i>
	Beebe, Yvonne	<i>[Signature]</i>
	Burns-Peters, Davena	<i>[Signature]</i>
C	Castro, Anthony	<i>[Signature]</i>
	Copeland, Mary	
D	Demsky, Jeffrey	
F	Ferri-Milligan, Paula	<i>[Signature]</i>
	Fozouni, Daihim	
H	Hamdy, Rania	
	Hector, Leticia	<i>[Signature]</i>
	Huston, Celia	<i>[Signature]</i>
J	Jacobo, Magdalena	<i>[Signature]</i>
	Jones, Carol	<i>[Signature]</i>
	Jones, EJ	<i>[Signature]</i>
	Jones, Patricia	<i>[Signature]</i>
K	Kafela, Kathy	
L	Lopez, Leonard	<i>[Signature]</i>
M	Massad, Sana	
	Melancon, Kenny	
	Milligan, Joshua [Stacey Meyer, proxy]	
	Moeung, Botra	
	Murillo, Joan	
N	Notarangelo, Joseph	<i>[Signature]</i>

	SENATOR	INITIAL
S	Smith, David	<i>[Signature]</i>
	Sobhanian, Soha	
T	Tasaka, Bethany	<i>[Signature]</i>
V	Vasquez, Mary Lou	
	Vasquez, Tatiana	<i>[Signature]</i>
W	Wall, Patti	<i>[Signature]</i>
	Worsley, Margaret	<i>[Signature]</i>

	FREQUENT VISITORS	INITIAL
B	Briggs, Stephanie	
	Burnham, Lorrie	
J	Johnson, Wally	
L	Long, Terri	<i>[Signature]</i>
M	Maniaol, Albert	
Q	Quach, Patty	<i>[Signature]</i>
R	Rodriguez, Diana	<i>[Signature]</i>
T	Thayer, Scott	
W	Weiss, Kay	<i>[Signature]</i>

	VISITORS (please print your name)	INITIAL
	Christina Ferris	
	Karen Childers	<i>[Signature]</i>

See reverse side for additional spaces.

## DRAFT

### The "on campus" Requirement: Article 13 Overview

There is some confusion about when we are required to be on campus. The scope of this requirement depends on your individual schedule.

This flexibility is a feature of our profession, as recognized under State and Federal Labor law. Under law, we are exempt from overtime pay because we meet two tests: 1) the Salary test and 2) the duties test.

#### 1. Labor Law

##### 1.1 Salary

Under the salary test, the District recognized us as exempt employees because we are paid more than the state minimum and the "amount is not subject to reduction because of variations in the quality or quantity of the work performed."

We "must receive ... [our] full salary for any week in which ... [we] perform[] any work without regard to the number of days or hours worked."

There is an exception: They can dock salary for any day in which we did not work because of personal reasons, but only if 1) no work was done at all that day and 2) if no work was done because we were doing something personal instead of work.

##### 1.2 Duty

Under the duty test, the District recognized us as exempt employees because we perform work that "is predominantly intellectual and varied in character (as opposed to routine mental, manual, mechanical, or physical work) and is of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time."

#### 2. The Bargaining Agreement

Article 13 distinguishes the following terms, which I restate in parentheses:

*"Work Calendar"* (Academic Calendar)

*"Workweek:"* (40 hours and what counts as work during this time; this is general, regardless of assignment.)

*"Days per week"* (The calendar days that can be used to reach the 40 hours).

*"Weekly Schedule"* (The number of hours that must be spent on campus; this is specific, depending on assignment.)

#### 3. Work Calendar

177 or 170 days of the year.

#### 4. Workweek

Our workweek is 40 hours. What work counts toward these 40 hours is described in detail.

*The forty (40) hour week for all full-time faculty shall include all student contact responsibilities, on-campus office hours (posted and arranged consultation hours), accurate record keeping for grades and attendance, committee assignments, preparation of all required reports, curriculum development and revision, learning and/or service area outcomes assessment, attendance during in-service days including commencement ceremonies and in-service activities, and other non-student contact responsibilities as determined and assigned by the District. All full-time faculty also shall attend commencement ceremonies and other in-service activities unless excused by the Chancellor or his/her designee.*

*The District and the Association recognize the professional nature of the work (as defined by Labor Code) performed by the faculty members and agree that full-time faculty shall be available at the District facilities for an additional five (5) hours per week beyond the assigned student contact hours, non-student contact hours, and office hours (pro-rated for less than full-time faculty) to perform required responsibilities. All faculty are required to serve on committees as appointed by the academic senate and/or as officially recognized advisors to student clubs/organizations as a part of their assignment. All semester-end documentation (grade submission, SLO/SAO data collection, and professional development reporting (end of Spring semester only)) must be completed prior to release of each semester's final pay warrant.*

#### **5. Days per week**

Article 13 F, states:

*All full-time faculty shall be available at District facilities for requirements of their usual assignments five (5) days per week, Monday through Friday, except in cases of holidays, approved leaves, or working remotely...*

This is not new language. It has always means that there cannot be a day between M-F that you are not available to be scheduled to work. Which days you will *actually* be scheduled depends on your "weekly schedule."

It is our weekly schedule that determines your "on campus" requirement.

#### **6. Weekly schedule**

Article 13 B.1 states:

*As set forth in Tables I and II of this Agreement, a faculty member shall be assigned a weekly schedule comprised of one of the following:*

- a. Fifteen (15) lecture hours.*
- b. Twenty-one (21) laboratory hours.*
- c. Twenty-four (24) clinical hours.*
- d. Thirty (30) non-instructional hours.*
- e. Thirty-five (35) hours of other assigned responsibilities.*
- f. Any combination of the above listed assignments equaling 1.000 full-time equivalency.*

Taken together, the "Days of the week" and the "Weekly schedule" mean that the "on campus" requirement will vary based on assignment.

## 7. Three Assignments

### 7.1 Instructional faculty

Article 13 B.6., states:

*Within the forty (40) hours per week ... all full-time instructional faculty shall work their assigned instructional load, maintain three (3) posted office hours per week and two (2) arranged office hours, and be available five (5) hours to perform required responsibilities ... at District facilities.*

NOTE: Where all classes are on ground, this is an on-campus requirement of 25 hours, however these are distributed throughout the "days of the week."

This leaves a balance of 15 hours for (possible) off-campus work, such as "student contact responsibilities (prepping for lecture, etc.) ... accurate record keeping for grades and attendance, preparation of all required reports, curriculum development and revision, learning and/or service area outcomes assessment, ... and other non-student contact responsibilities as determined and assigned by the District."

### 7.2 Non Instructional faculty with student contact hours

*Within the forty (40) hours per week in B-1 above, all full-time non-instructional faculty with student contact hours shall have thirty (30) hours of student contact hours, including management-assigned responsibilities, maintain five (5) hours of preparation time, and be available five (5) hours to perform required responsibilities listed in B-1 above at District facilities.*

NOTE: The minimum balance is 5 (possible) off-campus hours, but can increase depending on the nature of the student contact requirement.

### 7.3 Here is the requirement for Non-instructional faculty without student contact hours

*Non-instructional faculty without student contact hours or as listed in Appendix G and H, shall remain at District facilities for requirements of their assignments for thirty-five (35) hours per week. In addition, non-instructional faculty without student contact hours or as listed in Appendix G and H shall be available at the District facilities for an additional five (5) hours per week to perform required responsibilities as listed in B-1 above*

NOTE: This is the only assignment that specifies that all work must be done on campus ("shall remain at District facility.")



# San Bernardino Valley College Foundation

## PAYROLL DEDUCTION AUTHORIZATION

I would like to make a gift through a payroll deduction to the following program(s) in the following amount(s):

Description	Amount
A. Area of greatest need	A. \$ _____
B. Valley-Bound Commitment	B. \$ _____
C. Textbook Scholarships	C. \$ _____
D. Foundation General Scholarship Fund	D. \$ _____
E. Established scholarship (Name): _____	E. \$ _____
F. Specific Discipline/Program of study: _____	F. \$ _____
G. Specific fund: _____	G. \$ _____
H. Establish new fund/scholarship*: _____	H. \$ _____

Office Use Only
Acct: _____
_____
_____
_____
_____
_____
_____
_____

**Total contribution/deduction:** \$ \_\_\_\_\_

**\* If you are interested in establishing a new fund or scholarship, Foundation staff will meet with you to establish the criteria and guidelines.**

**Name:** \_\_\_\_\_ **Social Security – Last 4 only:** \_\_\_\_\_

**Department/Division:** \_\_\_\_\_

*I authorize the San Bernardino Community College District Payroll Department to make monthly deductions from my pay warrant in the amount of \$\_\_\_\_\_. These deductions shall commence on: \_\_\_\_\_ (month/yr). I understand that all donations/gifts are tax deductible and the funds will be deposited into the program(s) I have indicated on the form and will be used for that purpose. These monthly deductions will be made on an on-going basis unless changed in writing by me.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The electronic signature on this form serves as the official signature necessary for these contributions to move forward and will act as your legal signature.

Please forward your signed form to the SBVC Foundation Office for completion and forwarding to SBCCD Payroll. Thank you for your support!

San Bernardino Valley College Foundation  
Campus Center 226  
701 S. Mt. Vernon Ave.  
San Bernardino, CA 92410

San Bernardino Valley College Foundation Office  
CC-226  
(909) 384-4471

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## ORIGINAL TERMINOLOGY

### 336

The Committee on Vocational Education shall report to the Academic Senate on all matters that deal with vocational education, which would be significant to the college or the SBVC faculty.

The Committee on Vocational Education shall be responsible to:

1. Present issues to the Academic Senate that directly effect staff or Vocational Technical Programs.
2. Share information regarding vocational education with the senate and its committees.
3. Act as liaison between faculty and administrators on issues pertaining to vocational education.
4. Act as a resource for providing staff information on the impact of political issues pertaining to vocational education.

## REVISED

The Committee on **Career Technical Education (CTE)** shall report to the Academic Senate on all matters that deal with **CTE**, which would be significant to the college or the SBVC faculty.

The Committee on **CTE** shall be compelled to:

1. Present issues to the Academic Senate that directly **involve** staff or **CTE** Programs.
2. Share information regarding **CTE** education with the senate and its committees.
3. Act as liaison between faculty and administrators on issues pertaining to **CTE** education.
4. Act as a resource for providing staff information on **issues, grants and initiatives pertaining to CTE** education.

Reviewed by:

Mary Vasquez

Patricia Jones

Kathy Kafela

Kenny Melancon

CC: Celia Huston