

DISTRICT ASSEMBLY MEETING
Tuesday, March 4, 2014 – 3:00 p.m.
District Office – Professional Development Center – Room #104
AGENDA

- | | |
|--|-----------------|
| 1. Call to Order | Stanskas |
| 2. Approval of Minutes | Stanskas |
| a. February 4, 2014 | |
| 3. District Policy & Procedures | Jane Wright |
| a. Timeline/Process | |
| b. Continuous Review Cycle | |
| c. Q&A | |
| 4. Academic Senate Reports | Allen-Hoyt/Au |
| 5. Classified Senate Reports | Tinoco/Thomas |
| 6. Student Senate Reports | Brown/Dorsey |
| 7. District Reports | |
| a. Human Resources | Miyamoto |
| b. EDCT Program Update | Levesque |
| 8. Old Business | |
| a. AP 7250 Educational Administrators
(Management Hiring Process) | Fisher/Marshall |
| b. BP 2510 Participation in Local Decision Making (Move Forward) | |
| c. AP 2510 Participation in Local Decision Making (Move Forward) | |
| d. BP 4070 Auditing and Auditing Fees (Move Forward) | |
| e. AP 4070 Auditing and Auditing Fees (Move Forward) | |
| f. AB 86 Update | Fisher/Marshall |
| 9. New Business | |
| a. BP 1100 SBCCD (Information Only) | |
| b. BP 1200 District Mission Statement (Information Only) | |
| c. BP 2200 Board Duties & Responsibilities (Information Only) | |
| d. BP 2410 Board Policies & Administrative Procedures (Information Only) | |
| e. AP 2410 Board Policies & Administrative Procedures (Information Only) | |
| f. BP 2430 Delegation of Authority to the Chief Executive Officer (Information Only) | |
| g. BP 2431 Chief Executive Officer Selection (Information Only) | |
| h. BP 6520 Security of District Property (Move Forward) | |
| i. AP 6520 Security of District Property (Move Forward) | |
| 10. Chancellor's Report | Baron |

04.11

11. Public Comment

12. Future Agenda Items/Announcements

Members

- a. Credit/Non-Credit Discussion (Marshall) - April
- b. Faculty Equivalency Update (Hoyt/Au) - May
- c. AB 86 Update - April

13. Adjourn

Stanskas

DISTRICT ASSEMBLY MEETING
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MINUTES

Members Present

Allen, Denise; Au, Algie; Aycock, Larry; Baron, Bruce; Berry, Patricia; Briggs, Stephanie; Chavira, Rejoice; Curasi, Gina; Dorsey, Patrick; Dusick, Diane; Fisher, Gloria; Gamboa, Ben; Hanley, Jodi; Jones, JoAnn; Lavesque, Robert; Lee, Yvette; Marquis, Jeanne; Marshall, Cheryl; Stanskas, John; Thomas, Cassandra; Tinoco, Michelle; Weiss, Kay

Members Absent

Beavor, Aaron; Brown, Brandon; Cota, Marco; Crow, Kathy; Flores, Yasmeen; Gamboa, Colleen; Gilbert, Jeremiah (sabbatical); Gomez, Ed; Holbrook, Jim; Johnson, Janet; Lyons, Cameron; Mudgett, Benjamin; Paddock, Ericka; Skaggs, Samantha; Smith, James; Transporte, Catalina; Williams, Clyde

Guests Present

Oliver, Tim; Torres, Jose

Call to Order

John Stanskas called the meeting to order at 3:00pm.

Minutes

Jodi Hanley moved, Michelle Tinoco seconded, and the members voted as follows:

To approve the minutes of December 3, 2013.

AYES: Allen, Denise; Au, Algie; Aycock, Larry; Baron, Bruce; Berry, Patricia; Briggs, Stephanie; Chavira, Rejoice; Curasi, Gina; Dorsey, Patrick; Dusick, Diane; Fisher, Gloria; Gamboa, Ben; Hanley, Jodi; Jones, JoAnn; Lavesque, Robert; Lee, Yvette; Marquis, Jeanne; Marshall, Cheryl; Stanskas, John; Thomas, Cassandra; Tinoco, Michelle; Weiss, Kay

NOES: None

ABSENT: Beavor, Aaron; Brown, Brandon; Cota, Marco; Crow, Kathy; Flores, Yasmeen; Gamboa, Colleen; Gilbert, Jeremiah (sabbatical); Gomez, Ed; Holbrook, Jim; Johnson, Janet; Lyons, Cameron; Mudgett, Benjamin; Paddock, Ericka; Skaggs, Samantha; Smith, James; Transporte, Catalina; Williams, Clyde

ABSTENTIONS: None

Academic Senate Reports

Denise Allen-Hoyt reported Academic Senate passed a resolution for athletics to develop a plan that would outline the implementation of athletics at CHC. Adopted a 4 point rubric for all of their SLO's to be evaluated. ETC Committee is working with VP Instruction on a tablet initiative to put a tablet in every student's hands. Supported the expansion of college hour. Continuing to work

on their educational master plan. 10-year anniversary celebration for the aquatics facility to take place in July. CHC Gala at the end of March.

Classified Senate Reports

Cassandra Thomas reported Classified Connection Week details are being worked on currently. Revising ethics statement. Valentine's Day fundraiser.

Michelle Tinoco reported Stateline Trip 3/1/14 benefits classified senate scholarship & Classified Professional's Week. \$40 with complimentary buffet lunch and continental breakfast. June 9-12 Classified Professionals Week with a luncheon on June 12.

Student Senate Reports

Patrick Dorsey reported Club Rush with In N Out and antique car show. New volunteer opportunities monthly with new themes.

District Reports

Tim Oliver submitted written reports on the Bond Program, District Strategic Planning Committee, and Fiscal Services.

New bond projects: New Crafton Center, Gym at SBVC. Using lease leaseback approach. Annual Audit of Bond Funds show District is in compliance with language. No findings by external auditors. CBOC is pleased with the work that is being done, according to budget, and on schedule.

DSPC is working steadily to establish goals. Narrowed the goals to Access, Student Success, Partnerships, District Operations and Systems. Identified major areas that are in support of the goals and will incorporate a model being used by UC Riverside to accomplish the goals.

Fiscal Services written report was submitted.

Old Business

Update on Audit Policy – Algie Au and Denise Allen-Hoyt presented suggested revised BP and new AP. Chancellor Baron suggested this be written consistently with other BP's and AP's to create a concise BP and move the remainder of the text to an AP. Staff will revise and the documents will be sent to campus Presidents for further review and bring back to District Assembly in March for final approval. Larry Aycock will check on availability of programmers for implementation and further details.

Cassandra Thomas moved, Larry Aycock seconded to approve the revised Smoking Policy AP & BP 3570.

AYES: Allen, Denise; Au, Algie; Aycock, Larry; Baron, Bruce; Berry, Patricia; Briggs, Stephanie; Chavira, Rejoice; Curasi, Gina; Dorsey, Patrick; Dusick, Diane; Fisher, Gloria; Gamboa, Ben; Hanley, Jodi; Jones, JoAnn; Lavesque, Robert; Lee, Yvette; Marquis, Jeanne; Marshall, Cheryl; Stankas, John; Thomas, Cassandra; Tinoco, Michelle; Weiss, Kay

NOES: None

ABSENT: Beavor, Aaron; Brown, Brandon; Cota, Marco; Crow, Kathy; Flores, Yasmeen; Gamboa, Colleen; Gilbert, Jeremiah (sabbatical); Gomez, Ed; Holbrook, Jim; Johnson, Janet; Lyons, Cameron; Mudgett, Benjamin; Paddock, Ericka; Skaggs, Samantha; Smith, James; Transporte, Catalina; Williams, Clyde

ABSTENTIONS: None

New Business

Update AP 2225 – Collegial Consultation

Dr. Marshall reported both campuses are revising and going out to campus for input. Revisions for CHC was sent to academic and classified senate for inclusion on the agenda in February/March.

Dr. Fisher reported the AP has moved through Academic senate and college council.

Chancellor Baron asked for the BP and AP be put into current format with redlines of changes.

Management Hiring Process

Dr. Fisher distributed the existing policy to college council and management committee. Waiting on a response from the two groups and hopes to bring something back in March.

Dr. Marshall will distribute current policy.

Chancellor's Report

The Chancellor reported all Policies & Procedures are being reviewed and updated with the help of a consultant from CCLC. All of the policies and procedures have been updated with current laws and sample language from other CCD's for us to consider. Reviewed table/timeline as presented. We will review accreditation related policies and procedures first. Chancellors Cabinet is in receipt of the accreditation related material to start the discussion and review with their teams. Board of Trustees is involved and Chancellor reminded the work group of the collegial consultation process for review and approval. The Work Group will review Chapter 2 to have initial input and then be brought back to District Assembly. Revised schedule will be sent to District Assembly once the dates are approved by Academic Senate.

District Master Calendar Update is live at the District

website <http://calendar.sbccd.org/cal/main/showMain.rdo;jsessionid=8F6E30E91267B9B89D33C98FC83ED78A>

Brain Trust report was sent out today. These are the final recommendations based on the analysis they did for us based on the budget model and allocation strategies. District wide budget committee meeting with the college leadership to review the report with the Brain Trust Consultants. District wide meeting will be held at 2pm on 2/13/14 in the District Board Room.

Public Comment

None

Future Agenda Items/Announcements

Credit/Non-Credit Discussion (Marshall) - April

Faculty Equivalency Update (Hoyt/Au) - May

Management Hiring Process - March

AB 86 Update – March

Handicapped parking permit – is our current AP legal? Chancellor will research and bring an update back to D.A.

Adjourn

John Stankas adjourned the meeting at 4:24pm

SAN BERNARDINO CCD BOARD POLICY REVIEW/ADOPTION TIMELINE

	Accredit. Related	Chapter 1 The District	Chapter 2 Board of Trustees	Chapter 6 Business & Fiscal Affairs	Chapter 4 Academic Affairs	Chapter 5 Student Services	Chapter 7 Human Resources	Chapter 3 General Institution
	(17 BPs) (20 APs)	(2 BPs) (0 APs)	(29 BPs) (14 APs)	(22 BPs) (34 APs)	(20 BPs) (33 APs)	(25 BPs) (34 APs)	(24 BPs) (51 APs)	(27 BPs) (30 APs)
Draft of Chapter submitted to the Chancellor's Office	Early February 2014	Late January 2014 Submit to Board Policy Work Group	Late January 2014 Submit to Board Policy Work Group	February 2014	March 2014	April 2014	May 2014	June 2014
Draft of chapter reviewed with Chancellor's Cabinet	February 2014	February 2014 (for info)	February 2014 (for info)	March 2014	April 2014	May 2014	June 2014	July 2014
District Assembly reviews the chapter and submits it to Academic Senates or Dist. Assembly reps. (if not academic or profess. matter)	Feb. - April 2014	March-May 2014 (for info)	March-May 2014 (for info)	April - Sept. 2014	May - Oct. 2014	Sept. - Nov. 2014	Oct. - Dec. 2014	Nov. 2014 - Feb. 2015
Docs submitted to Chancellor's Office	April 2014	May 2014	May 2014	Oct. 2014	Nov. 2014	Nov. 2014	Dec. 2014	Feb. 2015
First Reading & Discussion by the Board of Trustees	April 2014	May 2014	May 2014	Nov. 2014	Dec. 2014	Nov. 2014	Dec. 2014	Feb. 2015
Final Adoption/Action by the Board of Trustees	May 2014	June 2014	June 2014	Dec. 2014	Jan. 2015	Dec. 2014	Jan. 2015	March 2015

165 Board Policy Templates + 216 Administrative Procedure Templates = 381 Total Templates

**** Updating/revising of the Administrative Procedures (APs) can be done simultaneously and typically involves additional review and a longer timeline. Note: APs to be submitted to the Board of Trustees as information and do not require official Board adoption.** (2-6-14 JBW)

DRAFT – San Bernardino CCD Board Policy and Administrative Procedure -- DRAFT Continuous Review Cycle

Goal: Five year review cycle to coincide with future Accreditation Site Visits

Future Accreditation Site Visits	Chapter 1 The District	Chapter 2 Board of Trustees	Chapter 3 General Institution	Chapter 4 Academic Affairs	Chapter 5 Student Services	Chapter 6 Business & Fiscal Affairs	Chapter 7 Human Resources
Fall 2020	2 BPs 0 APs	38 BPs 18 APs	30 BPs 34 APs	22 BPs 38 APs	26 BPs 35 APs	22 BPs 37 APs	25 BPs 54 APs
Fall 2026	Fall 2015 Fall 2021	Fall 2016 Fall 2022	Fall 2017 Fall 2023	Fall 2018 Fall 2024	Fall 2019 Fall 2025		

Volume: 165 Board Policies (BPs)
+ 216 Administrative Procedures (APs)
381 Total documents reviewed over the five year continuous review cycle

Accreditation Standard IV.B.1.e – Standard IV: Leadership and Governance

B. Board and Administrative Organization

In addition to the leadership of individuals and constituencies, institutions recognize the designated responsibilities of the governing board for setting policies and of the chief administrator for the effective operation of the institution. Multi-college districts/systems clearly define the organizational roles of the district/system and the colleges.

1. The institution has a governing board that is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. The governing board adheres to a clearly defined policy for selecting and evaluating the chief administrator for the college or the district/system.

e. The governing board acts in a manner consistent with its policies and bylaws. The board regularly evaluates its policies and practices and revises them as necessary.

NOTE: The League’s Policy and Procedure Service issues legal updates Fall and Spring every academic year. The continuous review cycle will incorporate the legal update revisions necessitated by changes to Federal/State statutes and/or regulations.