

**San Bernardino Community College District
ACCJC Recommendation Progress Report
As of February, 2015 (revision 1 -- 2/19/15)**

DISTRICT RECOMMENDATION 1	PROGRESS
<ul style="list-style-type: none"> • In order to meet the standards, the team recommends that the Board of Trustees examine its role in the development of policies and ensure that it acts in a manner consistent with its approved policies and bylaws. The team further recommends that the Board of Trustees take steps to ensure that all policies are developed or revised within the framework of the established input and participation process. 	<ul style="list-style-type: none"> • The District is working with the Community College League of California and District Assembly to review and update every Board Policy and Administrative Procedure to conform to best practices and most recent laws and regulations. • The Board of Trustees has formed a Policy Committee to review and update policies and procedures under sections 1 (The District) and 2 (Board of Trustees). • All policy and procedure updates are following the shared governance model and are moving through the Chancellor’s Cabinet to District Assembly (the District-Wide shared governance body that includes representatives from all constituency groups) and then to the Board for first and then second review and approval (for Board Policies) or information (Administrative Procedures). • To date 42 policies and 21 procedures have been reviewed by the Board Committee. • To date 41 policies and 16 procedures have been reviewed by the District Assembly. • To date 14 policies and 7 procedures

have been approved and adopted by the Board of Trustees.

NEXT STEPS

- Work will continue on reviewing Board Policies and Procedures using the District approved process as detailed in Board Policy, Administrative Procedure. **This work is ongoing.**
- The Board of Trustees acknowledges and understands the ACCJC recommendation to “act in a manner consistent with its approved policies and bylaws.” The Board will have an opportunity to discuss this at an upcoming meeting. **This is planned to be done during spring/ summer 2015.**

DISTRICT RECOMMENDATION 2

NEXT STEPS

- | | |
|---|--|
| <ul style="list-style-type: none"> • In order to meet standards, the team recommends that the Board of Trustees, and the Chancellor, in consultation with the leadership of the college campuses, develop a strategy for addressing significant issues to improve the effectiveness of district human resources that support the colleges in their missions and functions. These issues include: • Reliable data from the Human Resources Department to support position control and other human resources functions; • Timeliness of employee evaluations; • Responsiveness and improved | <ul style="list-style-type: none"> • Develop a Task Force comprised of Chancellor’s Cabinet members, Human Resources staff (others?) to review improvement plan and make certain that all issues are identified. This is planned to be done during spring 2015. • Develop and establish guidelines for the Human Resources Staffing Plan to be implemented and to complete the Human Resources Standard Operating Procedures Handbook. This is planned to be done during spring 2015. • With the current implementation of the budget and position control software, Questica, the issues of position control will be addressed. Implementation for 2015- |
|---|--|

timelines for employee hiring;

- Consistent policy interpretation and guidance; and
- Completion of the faculty evaluation instrument to include work on Student Learning Outcomes.

2016 fiscal year. Plan for training and procedure development in progress. **This is planned to be done during spring 2015.**

- The additional purchase/lease of a Human Capital Management (HCM) system that will fully integrate human resources, benefits, talent management, time and labor management and an automated payroll system will help to address many of the currently manual processes and “clean-up” activities necessary in utilizing the County systems. **This is planned to be considered during fall 2015 with new system acquisition by spring 2016.**
- Finalize the draft Human Resources Handbook. **This is planned to be completed during spring 2015.**
- Establish communication protocols for evaluation timelines and follow-up. **This is planned to be completed during spring/summer 2015.**
- Fill the Human Resources vacant positions including Vice Chancellor (search ongoing), Director, Human Resources Generalist and Human Resources Technician. **This is planned to be completed by fall 2015.**
- Hire one additional Professional Expert “Recruiter” to assist with recruitment activity on a cyclical basis. **This is planned to be completed spring 2015.**
- Establish and adhere to recruitment timelines. Develop with constituent groups procedures for identifying members to sit

	<p>on hiring committees so there are no unnecessary delays. This is planned to be completed spring 2015.</p> <ul style="list-style-type: none"> • Request the Board to delegate the hiring authority to the Chancellor to avoid potentially long wait for new employee hires. This is planned to be requested spring/summer 2015. • Conduct (and document) training with Human Resources staff on all facets of human resources, collective bargaining agreements, Board policies and procedures, and state and federal laws. This will be ongoing. • Conduct training with all managers on Human Resources processes and bargaining agreements. This will be ongoing.
DISTRICT RECOMMENDATION 3	PROGRESS
<ul style="list-style-type: none"> • In order to meet standards, the team recommends that the District follow their Resource Allocation Model focusing on transparency and inclusiveness, supported by a comprehensive district-wide Enrollment Management Plan and a Human Resources/Staffing Plan integrated with other district-wide programs and financial plans, broadly communicated to the colleges. 	<ul style="list-style-type: none"> • The district conducted an Enrollment Management assessment in 2014 with the help of the consulting firm The Collaborative Brain Trust. • The plan was discussed with college leadership including presidents, vice presidents, faculty senate presidents and district office staff as well as the consultants. • Work was identified for next steps including allocation of enrollments by college, budget implications, data needs, ability to grow and other topic areas. • The District has clearly defined guidelines and processes that it follows

Deleted: Collegiate

for financial planning and budget development, involving all constituencies. The processes are defined in Administrative Procedure.

- Both colleges have active budget committees, and other shared governance structures that participate in the local budget processes.

- For the 4th consecutive year, the District has received the [Government Finance Officers Association \(GFOA\)](#)

Distinguished Budget Presentation Award for its [2014-15](#) budget. This award is the highest form of recognition in governmental budgeting. [In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.](#) Its attainment represents a significant achievement by the District. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting.

- The District, with the help of The [Collaborative](#) Brain Trust, developed a Staffing Plan in 2014 that was shared through District Assembly.

NEXT STEPS

- Work with District Budget Committee to develop and recommend a Resource

Deleted: GFOA's

Deleted: 2013-2014

Deleted: Collegiate

Allocation Model policy. **This is planned to be completed during spring 2015.**

- Continue to develop a District-wide Enrollment Management Plan. **This is planned to be completed during spring 2015.**
- Work on the integration of all planning documents (i.e. educational, facilities, technology, staffing, etc.) and developing an integrated timeline between district and campus strategic planning processes. **This is planned to be completed during fall, 2015 semester.**
- Work with CTA and the Tools Committee to finalize language on Student Learning Outcomes on the faculty evaluation instrument. **This is planned to be completed during the spring, 2015 semester.**

Formatted: Font: Bold

DISTRICT RECOMMENDATION 4	PROGRESS
<ul style="list-style-type: none"> • In order to improve effectiveness, the team recommends that the District develop a local Board orientation program to ensure that all members of the Board are adequately prepared to provide leadership appropriate to their role as board members. 	<ul style="list-style-type: none"> • The Board has developed a New Board Member Handbook. <p>NEXT STEPS</p> <ul style="list-style-type: none"> • A new Board member orientation process will be developed and put into place. This is planned to be completed by fall 2015.