



District Assembly Meeting  
Tuesday, March 1, 2011  
Minutes

Members Present

Bruce Baron, Stephanie Briggs, Damaris Castillo-Torres, Dr. Walter Chatfield, Rejoice Chavira, Kathy Crow, Dr. Debra Daniels, Jay Danley, Dr. Gloria Fisher, Ben Gamboa, Dr. Sara Glasgow, Jodi Hanley, Dr. Jim Holbrook, Kaylee Hrisoulas, JoAnn Jones, Marie Mestas, Stacy Meyer, Ben Mudgett, Ericka Paddock, Scott Rippy, Maria Rodriguez, Dr. Cory Schwartz, Steve Sutorus, Cassandra Thomas, Catalina Transporte, Mary Valdemar, DyAnn Walter, Kathryn Wilson

Members Absent

Patrick Buckley, Grayling Eation, Colleen Gamboa, Ed Gomez, Gloria Harrison, Karen Peterson, James Smith, Dr. John Stanskas, Clyde Williams

Guests Present

Pierre Galvez, Albert Maniaol, Dr. Jack Miyamoto, Charlie Ng

Call to Order

Scott Rippy called the meeting of the District Assembly to order at 3:00 p.m. in the District Board Room at San Bernardino Community College District. He welcomed everyone.

Minutes

Dr. Holbrook moved, JoAnn Jones seconded, and the members voted to approve the February 1, 2011 minutes.

District Assembly Membership List

Scott asked that any changes to the membership list be submitted to him.

Old Business

None.

## New Business

### **Historical Ethnic and Gender Hiring Data**

As requested at the last meeting, Dr. Miyamoto presented a written report.

### **Discussion on Use of Employees' SS Numbers**

A written report was submitted. If the district was using one system, we could use employee ID numbers, but because we use several systems, social security numbers need to be used to correctly identify employees. Everett Garnick said the computer center is looking at using ID numbers for all non-legal documents, but social security numbers are still necessary on legal documents such as faculty contracts. Bruce asked that the district's internal auditor, Tanya Rogers, be included on this committee because she has done some research in this area. Bruce also suggested that use of social security numbers be included in board policy.

### **2012-2013 Academic Calendar**

The 2012-2013 academic calendar was approved by the calendar committee. Jodi Hanley asked for a list of the committee members. Steve will provide that along with a list of the guidelines for developing the calendar.

Ben Mudgett moved, Maria Rodriguez seconded, and the members voted to approve the 2012-2013 Academic Calendar as presented.

Jodi Hanley voted against the motion.

### **BP & AP 6340 Contracts**

The suggested revisions to BP and AP on contracts were in response to the concerns raised during the program review process. These changes are designed to shorten the process for contract approval. It was noted that purchase orders still need to be in place to make sure that funding is available for the contract, and, by law, all contracts require at least Board ratification prior to payment. Steve Sutorus said training on this new process will be provided to staff.

Dr. Jim Holbrook moved, Stacy Meyer seconded, and the members voted to approve Board Policy 6340 Contracts.

Dr. Holbrook moved, Dr. Cory Schwartz seconded, and the members voted to approve Administrative Procedure 6340 Contracts.

## Public Comment

No public comment.

## Planning Committees Status Reports

The following oral reports were given:

1. District Strategic Planning – Charlie Ng reported the committee is looking at revising goals and objectives. Quarterly reports have been submitted, and the committee will be compiling information from those reports at its next meeting.
2. Technology Planning – No report.
3. Program Review – Bruce reported Program Review is continuing to move forward. The change to the contract process is a result of one of those efforts. The results of the questionnaire which will be coming out soon should be available for the next DA meeting.

## District Reports

1. Economic Development – A written report was submitted.
2. Technology – A written report was submitted.
3. Bond Program – A written report was submitted.
4. District-wide Safety – The Environmental, Health and Safety Administrator job description was approved by the board in February. This position oversees, manages, coordinates and administers the environmental and occupational health, safety, risk and emergency preparedness program and activities of the district. The committee has been discussing the issue of formaldehyde training for former employees and CHC employees. Charlie said training materials have been identified for safety committee members.
4. Emergency Preparedness – A written report was submitted.
5. Budget – Charlie said the budgets will be delivered to the campuses on March 2 so they can begin developing them. The district will be following the board approved budget calendar. Two resolutions will be submitted to the March 17 board meeting: 1) a resolution in support of the tax extension, and 2) a resolution to avoid census reform.
6. Human Resources – A written report was submitted.

## Chancellor's Comments

Bruce thanked everyone for attending and participating in this meeting. He said that if the tax extension makes the ballot but gets voted down, it would mean our \$3 million cut would increase to \$6 million, which would mean more cuts to classes and other savings strategies will be required. He asked that rumors be brought forward so that we can be sure accurate information is disseminated. In light of pension reforms and funding, the district may also be looking at larger contributions to the pension funds. Bruce extended an invitation to attend the "Quality of Life Summit" March 31 – April 1 at Cal State San Bernardino. He will be moderating a panel on the workforce of the 21<sup>st</sup> century.

## Future Agenda Items/Announcements

1. BP & AP 7420 Authorized Drivers' List
2. AP 2225 Collegial Consultation
3. BP & AP 7250 Management Employees

Adjournment

Scott Rippy adjourned the meeting at 4:20 p.m.

Jacqueline F. Buus, Recorder