



District Assembly Meeting  
Tuesday, November 2, 2010  
Minutes

Members Present

Bruce Baron, Stephanie Briggs, Dr. Walter Chatfield, Rejoice Chavira, Dr. Debra Daniels, Jay Danley, Grayling Eaton, Dr. Gloria Fisher, Ben Gamboa, Colleen Gamboa, Dr. Sara Glasgow, Jodi Hanley, Gloria Harrison, Dr. Jim Holbrook, Kaylee Hrisoulas, JoAnn Jones, Marie Mestas, Ben Mudgett, Ericka Paddock, Karen Peterson, Scott Rippy, Maria Rodriguez, Dr. Cory Schwartz, James Smith, Dr. John Stankas, Steve Sutorus, Cassandra Thomas, DyAnn Walter

Members Absent

Patrick Buckley, Damaris Castillo-Torres, Kathy Crow, Ed Gomez, Stacy Meyer, Mary Valdemar, Clyde Williams, Kathryn Wilson

Guests Present

Dr. Matthew Isaac, Dr. Glen Kuck, Pat McCurry, Charlie Ng

Call to Order

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

Minutes

J. Holbrook moved, J. Jones seconded, and the October 5, 2010 minutes was approved.

Old Business

**2011-2012 Academic Calendar**

J. Jones moved, J. Danley seconded the motion to approve the 2011-2012 Academic Calendar.

S. Sutorus said the Calendar Committee was reconvened to discuss the concerns expressed at the last District Assembly meeting. The following four items were addressed by the Calendar Committee:

1. The need for two separate graduation dates.
2. The need for in-service days prior to both Fall and Spring semesters.
3. The need for one calendar district-wide.
4. Having a flex day on August 11 doesn't allow new hires the ability to complete the full year contractual requirement.

S. Sutorus said the 2011-2012 Academic Calendar submitted meets all of the Academic Calendar guidelines.

The motion passed with 1 NO vote.

### New Business

#### **BP & AP 7420 Authorized Drivers**

The following concerns and questions will be submitted to S. Sutorus for clarification:

1. Is this an existing policy? If so, how has it been updated?
2. Does every employee need to be on the approved drivers' list?
3. Define what it means "to drive for the district".
4. Which vehicles does the policy refer to – electric carts, forklifts, vehicles?
5. How does this policy interface with the existing policies 6760, 7450 and 7400 and do we need 4 policies?
6. Examine whether it makes sense to allow someone to drive on district business if they have 2 points on their driving record.
7. What are the reference sources that are "driving" this policy and procedure?
8. Do we need to make our policy more stringent than the law?
9. If someone isn't on the approved drivers list and does drive on district business and has an accident, is the district liable?
10. Whose insurance covers an accident – district's or employee's?

#### **BP & AP 3580 Sustainability**

The SBVC and CHC Senates endorsed the BP and AP.

J. Holbrook moved, G. Harrison seconded a motion to approve BP 3580.

Motion passed.

J. Holbrook moved, G. Harrison seconded a motion to approve AP 3580.

Motion passed.

#### **BP & AP 3740 Emergency Notification System**

G. Kuck said the BP and AP have been vetted by the Safety Committee.

B. Gamboa moved, J. Jones seconded a motion to approve BP and AP 3740 adding the language to the AP "in charge capacity" after source of information.

Motion passed.

### Public Comment

No public comment.

### Planning Committees Status Reports

The following oral reports were given:

1. District Strategic Planning Committee – The committee will be working towards the implementation and a review of the plan which includes integrating KVCR and the PDC. Each year the progress made toward the goals will be attached to the plan as an appendix.

Any stale information in the plan will be revised. The implementation and review of the plan is scheduled to be completed by February, 2011. A draft which will contain feedback from the constituencies will be vetted in April, 2011. A draft will be submitted to the chancellor in May, 2011.

2. Technology Plan – The committee met last month to work on measures of progress and those will be incorporated into the plan. Bond funds will be used to overhaul the infrastructure which will begin next month. Training for new software will be structured and the software installed immediately upon completion of the training. Updates to the software will be done automatically. Training will also begin on Sharepoint.
3. Program Review – No substantive update.

#### District Reports

The following written reports were submitted:

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 next meeting date is November 19.
5. Emergency Preparedness – A written report was submitted.
6. Budget – C. Ng recapped some of the items contained in the state budget. He will be participating in a budget workshop on November 3. Upon his return, he said he will send out an email articulating what was discussed.
7. Human Resources – No report in the absence of R. Brunelle.

#### Chancellor's Comments

B. Baron thanked everyone for attending the meeting. He is pleased the district is headed in the right direction. We have a balanced and conservative budget.

#### Future Agenda Items/Announcements

1. BP & AP 7420 Authorized Drivers
2. BP 7385 Salary Deductions

#### Adjournment

S. Rippy adjourned the meeting at 4:15 p.m.

Jacqueline F. Buus, Recorder