



DISTRICT ASSEMBLY MEETING
Tuesday, November 5, 2013 – 3:00 p.m.
District Office – Professional Development Center – Room #104
Minutes

Members Present

Denise Allen, Larry Aycok, Bruce Baron, Stephanie Briggs, Rejoice Chavira, Patrick Dorsey, Gloria Fisher, Ben Gamboa, Jeremiah Gilbert, Jodi Hanley, Jim Hollbrook, JoAnn Jones, Yvette Lee, Albert Maniaol, Cheryl Marshall, Benjamin Mudgett, James Smith, John Stankas, Catalina Transporte, Cassandra Thomas, Michelle Tinoco

Members Absent

Aaron Beavor, Patricia Berry, Brandon Brown, Marco Cota, Kathy Crow, Gina Curasi, Diane Dusick, Yasmeen Flores, Colleen Gamboa, Ed Gomez, Janet Johnson, Cameron Lyons, Jeanne Marquis, Ericka Paddock, Samantha Skaggs, Kay Weiss, Clyde Williams

Guests Present

Matthew Isaac, Cory Brady, Tim Oliver

Call to Order

John Stankas called the meeting to order at 3:00 p.m.

Minutes

October 1, 2013 minutes were approved by consensus.

Academic Senate Reports

SBVC – Jeremiah Gilbert working on minor changes to a few committee charges in memberships. Had a presentation on institution set standards. Getting an update on State Legislation with keynote speakers from the ACCJC, presenting new standards and asking for feedback. Brandon Brown is giving a presentation on AB955.
CHC – Denise Allen-Hoyt reported the academic senate is reviewing the auditing policy. Senate sent back recommendation to look at non-credit and how it will work for the campus. It fits well with AB86 and is on the agenda for an initial look. Had a good meeting on wait list, which will be rolled out in the spring. Grant approval process moving forward. Any RFP for any grant will be brought forward to campus council so the entire campus is aware of what kinds of things are being looked at and have an opportunity to send it out to their constituents as deemed necessary. Curriculum committee looking at changing the approval timeline for different programs having a staggered approval process.

Classified Senate Reports

SBVC – Cassandra Thomas reported Delineation of Duties statement passed at CHC and SBVC senate. Coordinating Thanksgiving basket drive with student government. Started professional development subcommittee for classified staff week.

CHC – Michelle Tinoco reported classified survey results were received. There was a lot of positive feedback and will develop workshops for classified. Considering moving classified professional week to allow more classified to attend more workshops.

Student Senate Reports

CHC – Patrick Dorsey reported October 2 Club Rush was successful and have started planning Spring Club Rush. October was the month of Crafton Cares. Peanut butter and jelly was collected and will be donated to a local shelter. Health Science Club starting their own can food drive for students on campus. Student senate hopes to start communications with Valley ASB.

SBVC – no update

District Reports

Economic Development & Corp. Training – Dr. Matthew Isaac gave an update/report on the EDCT. A written report was presented.

Program Review – Albert Maniaol gave a Program Review update. A written report was presented. Ben Gamboa asked who the classified representative is to assist in establishing priorities and timelines. It is up to the department to select classified representative on the executive committee.

Old Business

District Assembly in compliance with Accreditation Standard IV.A.5

New Business

Audit Policy – Jodi Hanley went through all community college websites. 72/112 community colleges allow students to audit. There is not a lot of consistency on the audit policies. Ed code section 76370 is the only consistent reference. A draft policy was presented. John Stanskas suggested the proposed policy be sent to both academic senates and for review or discussion. He also reminded the group that we are not required to allow auditing.

Online Ed Plan/Degree Audit – Cory Brady gave an update on SB1456 compliance and a written report was presented. We expect to have student Ed Plans that counselors can view online and a degree audit system that will alert students on how close they are in degree attainment.

Waitlist Process – Jeremiah Gilbert reported that currently when a student signs up for a waitlist, both senates have discussed and agreed on one of two options – same day

registration with improved notification to students (forward college email to personal email or text message) or to extend the response time for students. CHC decided to give students two days to register (excluding weekends) for the class once they receive notification. Recommendation from both faculty groups that they would prefer longer waitlist and explore other alternative methods to reach students. Cory Local campuses to follow their processes to change their procedures.

Chancellor's Report

Chancellor Baron reported on the Local Hire Policy and how the District has been working to increase and encourage local hires in our bond program. This has been accomplished through outreach methods and by bringing contractors and subcontractors together. The board asked for a policy to support local hire efforts, which will go to the board for first reading at the November board meeting. The Chancellor asked for comments from the group and provided clarification on lowest responsible bids. He added that Tim Oliver kicked off a budget review and analysis of our budget policy with The Brain Trust group. The Brain Trust will look at the budget model, review issues we are facing, review other similar multi-college districts, and will provide us with recommendations to consider in order to update our existing model. Tim Oliver explained the Brain Trust and their purpose. Staffing plan is being updated and the process is expected to be completed as part of the accreditation process. The Staffing Plan and Budget model will be distributed and made available. The Brain Trust will provide recommendations by January, there will be discussion in the spring, and we hope to implement some of the steps in the next fiscal year. Policies and procedures are outdated and will be updated by a consultant from CCLC. The consultant will review all policies and procedures, make recommendations, and add new policies as needed.

Public Comment

None

Future Agenda Items/Announcements

Credit/Non-Credit Discussion – Academic Senates (Dec)
Faculty equivalency (Dec)
Management Hiring Process (Dec)
Update on Safe Assign/Turnitin (Dec) Kuck
Smoking Policy to include e-cigarettes (Gilbert/Fisher)
Delineation of Duties statement update (Thomas)
Adult School Alignment (Fisher)
Update AP 2225 – Collegial Consultation

Annual Committee Evaluation

Distributed to committee and completed.

Adjournment

John Stanskas adjourned the meeting at 4:45 p.m.