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DISTRICT ASSEMBLY MEETING

Tuesday, April 7, 2015 – 3:00pm

District Office – Board Room

MINUTES

[Click here to view CCLC Policies & Procedures](https://www.dropbox.com/l/irc1kQ7SLBFdRfJDsrT1Op).

Members Present

Dean Papas; Jim Holbrook; John Stanskas; Celia Houston; Jay Danley; Diane Dusick; Larry Aycock;

John Feist (3:05pm); Christie Gabriel (3:10pm); Robert Levesque; April Dale Carter; Kay Weiss (3:10pm);Crystal Sultzbaugh (3:11pm); Cheryl Marshall; Gloria Fisher; Denise Allen; Jeremiah Gilbert; Michelle

Tinoco; Casey Thomas for Aaron Beavor (3:10pm); Mary Valdemar for Marco Cota (3:30pm); Grayling

Eation; George Lopez for Thomas Robles

Members Absent

Patricia Menchaca; Kathy Crow; Stephanie Briggs; Gina Curasi; Jason Oberhelman; Alicia Hallex; Ericka Paddock; Rejoice Chavira; Kathleen Rowley; Bruce Baron; Thomas Robles; Sheri Lillard; Clyde Williams

Guests

Matthew Isaac; Jose Torres; Glen Kuck; Haragewen Kinde

Call to Order

John Stanskas called the meeting to order at 3:03pm

Approval of Minutes

Diane Dusick motioned and Denise Allen seconded a motion to approve the minutes of March 3, 2015.

AYES: Jim Holbrook; John Stanskas; Celia Houston; Jay Danley; Diane Dusick; Larry

Aycock; Robert Levesque; April Dale Carter; Cheryl Marshall; Gloria Fisher; Denise Allen; Jeremiah

Gilbert; Michelle Tinoco

NOS: None

ABSENT: Patricia Menchaca; Kathy Crow; Stephanie Briggs; Gina Curasi; Jason Oberhelman; Alicia

Hallex; Ericka Paddock; Rejoice Chavira; Kathleen Rowley; Bruce Baron; Thomas Robles; Sheri Lillard;

Clyde Williams;John Feist (3:05pm); Christie Gabriel (3:10pm); Kay Weiss (3:10pm);Crystal Sultzbaugh

(3:11pm); Casey Thomas for Aaron Beavor (3:10pm); Mary Valdemar for Marco Cota (3:30pm)

ABSTENTIONS: Dean Papas; Grayling Eation; George Lopez for Thomas Robles

Consent Agenda

Jeremiah Gilbert motioned and Denise Allen seconded a motion to approve the consent agenda.

BP 2310 Regular Meetings of the Board; AP 2330 Quorum and Voting; BP 3540 Sexual and Other

Assaults on Campus; BP 6100 Delegation of Authority, Fiscal; AP 6100 Delegation of Authority, Fiscal;

BP 6150 Designation of Authorized Signatures; AP 6150 Designation of Authorized Signatures; BP 6250 Budget Management; AP 6250 Budget Management; BP 6400 Audits; AP 6400 Audits; BP 6450 Wireless or Cellular Phone Use; AP 6450 Wireless or Cellular Phone Use; BP 6500 Property Management; AP

6500 Property Management; BP 6535 Use of District Equipment; AP 6535 Use of District Equipment;

BP 6600 Capital Construction; AP 6600 Capital Construction; BP 6740 Citizens’ Oversight Committee;

AP 6740 Citizens’ Oversight Committee; BP 6930 Vending Machines; AP 7150 Evaluation

AYES: Jim Holbrook; John Stanskas; Celia Houston; Jay Danley; Diane Dusick; Larry

Aycock; Robert Levesque; April Dale Carter; Cheryl Marshall; Gloria Fisher; Denise Allen; Jeremiah

Gilbert; Michelle Tinoco; George Lopez for Thomas Robles; Dean Papas; Grayling Eation

NOS: None

ABSENT: Patricia Menchaca; Kathy Crow; Stephanie Briggs; Gina Curasi; Jason Oberhelman; Alicia

Hallex; Ericka Paddock; Rejoice Chavira; Kathleen Rowley; Bruce Baron; Thomas Robles; Sheri Lillard;

Clyde Williams;John Feist (3:05pm); Christie Gabriel (3:10pm); Kay Weiss (3:10pm);Crystal Sultzbaugh

(3:11pm); Casey Thomas for Aaron Beavor (3:10pm); Mary Valdemar for Marco Cota (3:30pm)

ABSTENTIONS: None

BPs and APs Under Review by Work Group

AP 2510 Participation in Local Decision-Making (brought back for additional changes in March); AP 3540

Sexual and Other Assaults on Campus (April 2015); BP 3600 Auxiliary Organizations (from March 2015); AP 3600 Auxiliary Organizations (from March 2015); BP 4300 Field Trips and Excursions (April 2015); AP 4300

Field Trips and Excursions (April 2015); BP 5030 Fees (from March 2015); AP 5030 Fees (from March 2015); AP 5500 Standards of Student Conduct & Discipline (from January 2015; sent to VPSS on 2/18/15 and

3/26/15 to review with Academic Senate Presidents); BP 6200 Budget Preparation (from January 2015 need

input from budget committee(meets 2/19/15)); AP 6200 Budget Preparation (from January 2015 need input

from budget committee (meets 2/19/15)); AP 6305 Reserves (from January 2015; sent to VPSS on 2/18/15 & 3/26/15 to review with Academic Senate Presidents – respond to work group by 4/21/15); AP 6310

Accounting (from March 2015 – sent to Fiscal Services for review by 4/21/15); AP 6315 Warrants (from March 2015 – sent to Fiscal Services for review by 4/21/15); AP 6320 Investments (from March 2015 – sent to

 Fiscal Services for review by 4/21/15); BP 6325 Payroll (from March 2015 – sent to Fiscal Services for review by 4/21/15); AP 6325 Payroll (from March 2015 – sent to Fiscal Services for review by 4/21/15); BP 6340

Contracts (from March 2015 – sent to Fiscal Services for review by 4/21/15); AP 6340 Bids and Contracts

(from March 2015 – sent to Fiscal Services for review by 4/21/15); AP 6345 Bids and Contracts (UPCCAA

Option) (from March 2015 – sent to Fiscal Services for review by 4/21/15); AP 6365 Contracts – Accessibility of Information Technology (from March 2015 – sent to Fiscal Services for review by 4/21/15); BP 6530 District Vehicles (from March 2015 – sent to Fiscal Services for review by 4/21/15); AP 6530 District Vehicles (from March 2015 – sent to Fiscal Services for review by 4/21/15); BP 6540 Insurance (from March 2015 – sent to

Fiscal Services for review by 4/21/15); AP 6540 Insurance (from March 2015 – sent to Fiscal Services for

review by 4/21/15); BP 6550 Disposal of Property (from March 2015 – sent to Fiscal Services for review by

4/21/15); AP 6550 Disposal of Property (from March 2015 – sent to Fiscal Services for review by 4/21/15);

BP 6620 Naming of Buildings & Other Properties (from March 2015); AP 6620 Naming of Buildings & Other

Properties (from March 2015); BP 6700 Civic Center and Other Facilities Use (from March 2015; sent to

VPAS and Business Services on 3/26/15 to review and fill in the blanks by 4/21/15); AP 6700 Civic Center

and Other Facilities Use (from March 2015; sent to VPAS and Business Services on 3/26/15 to review and fill in the blanks by 4/21/15); BP 6750 Parking (from January 2015; sent to VPSS on 2/18/15 to review with

Academic Senate Presidents; sent to Denise for comments 3/26/15 – respond to work group by 4/21/15);

AP 6750 Parking (from January 2015; sent to VPSS on 2/18/15 to review with Academic Senate Presidents ; sent to Denise for comments 3/26/15 – respond to work group by 4/21/15); BP 6800 Occupational Safety

(from March 2015 – sent to Fiscal Services for review by 4/21/15); AP 6800 Occupational Safety (from March 2015 – sent to Fiscal Services for review by 4/21/15); AP 6850 Hazardous Materials (from March 2015 – sent to Fiscal Services for review by 4/21/15); BP 6900 Bookstore(s) (from January 2015; sent to VPSS on 2/18/15 to review with Academic Senate Presidents- sent to Presidents on 3/26/15 to advise on how to proceed);AP 6900 Bookstore(s) (from January 2015; sent to VPSS on 2/18/15 to review with Academic Senate Presidents - sent to Presidents on 3/26/15 to advise on how to proceed); AP 6930 Vending Machines; AP 6950 Drug and Alcohol Testing (U.S. Dept. of Transportation) (from January 2015; sent to VPSS on 2/18/15 to review with

Academic Senate Presidents; sent to HR 3/26/15 to advise if AP is needed by 4/21/15)

New Business

Policy & Procedure Ad Hoc Work Group - John gave an overview of the ad hoc work groups to try and

look at the feedback that came back through the collegial process; either the three-month time frame for

the academic and professional matters or the one-month time frame for all others. The work group tries to reconcile comments and sometimes after comments the workgroup will send the AP/BP back to

whomever they think might be able to answer and clarify it. After the workgroup is satisfied with the AP or BP it is sent to district assembly. The work group was in place to set up to free up district assembly from

having to review the AP/BPs during the meetings. All of the constituent groups were asked to appoint

people to be on the committee. John asked if district assembly if they wanted to consider continue the

same process. Denise reported the ACCJC Task Force concluded that the timeline for the policies and

procedures needed to be looked and the process needed to be more manageable. They also wanted a

schedule for regular review. Glen Kuck reported that the ACCJC Task Force questioned what evidence

should we have the next time the accreditation team visits. The general thought was that we have a

collegial consultation process that covers the review, development, and monitoring process and that it be a checklist process so it would be easy for us to show as evidence. There is a certain degree of urgency and that we want to be able to show that a new process has been developed and has started to be

implemented by the time we report to the Commission. Jeremiah added that Chaffey has an AP 2410 and is a model we could consider. John asked that we consider how much detail to include in an AP so they are not so restrictive that it ties us to any minor changes that is made to it. Task Force is looking at District findings and what needs to be done to address the findings. The board was not following their own

process of approving policies. We need a policy that shows we do have a process and a monitoring

component. Make sure the board does not act out of compliance with AP/BPs in the future. Write the

reports locally in December, board reviews in January and turn in in February so the team who visits in

March will have the time to read it. How can we improve our current review process so it identifies the

process of review and ensures the process is activated for currently activated processes and procedures

in a regular cyclical fashion. We’re not writing a new AP, but writing into an existing AP or writing a local

policy that is adopted about how we will implement the AP. John recommended a 10-year cycle. The

District Assembly Work Group will pause on P&P’s.

Cheryl Marshall motioned and Denise Allen seconded a motion to layout a reasonable plan and submit in the fall. This would be the evidence that would be provided. Donna Ferracone, Jeremiah Gilbert, Gloria

Fisher, Cheryl Marshall, and Denise Allen agreed to serve on the subcommittee.

AYES: Jim Holbrook; John Stanskas; Celia Houston; Jay Danley; Diane Dusick; Larry

Aycock; Robert Levesque; April Dale Carter; Cheryl Marshall; Gloria Fisher; Denise Allen; Jeremiah

Gilbert; Michelle Tinoco; John Feist; Christie Gabriel; Kay Weiss; Crystal Sultzbaugh; Casey Thomas for Aaron Beavor; Mary Valdemar for Marco Cota; George Lopez for Thomas Robles; Dean Papas; Grayling Eation

NOS: None

ABSENT: Patricia Menchaca; Kathy Crow; Stephanie Briggs; Gina Curasi; Jason Oberhelman; Alicia

Hallex; Ericka Paddock; Rejoice Chavira; Kathleen Rowley; Bruce Baron; Thomas Robles; Sheri Lillard;

Clyde Williams

Enrollment Management – Jose Torres reported this is an information item as presented. Jose clarified

that the enrollment management plan will provide the target goals for each of the colleges that will be

incorporated through the resource allocation model. The resource allocation model is part of the district

budget committee’s purview. DBC will approve or disapprove the outcomes and make recommendations of the resource allocation model to the Chancellor. When that takes place it will be presented to the board

as part of the approval process.

Board Handbook Review – The Board Handbook does not require approval, but it will be sent out for

input by May. It was suggested to include a resource page to include links.

Annual Committee Evaluation – Attendees were asked to complete the survey before they leave the

meeting.

Discussion of Compressed Calendar – Both senates have been working on the compressed calendar.

Calendar committee meets at the end of April, but the next two years of calendars are already approved.

The senates might not have recommendations by the next District Assembly meeting. SBVC Academic

Senate discussed the concept of going to a compressed calendar. CHC Academic Senate motioned and approved the current calendar due to the flexibility it provides to offer short-term classes approximately

one year ago. Dean Papas reported the professional development committee and chairs council

expressed strong interest in a compressed calendar. Senates should continue discussion and make

appointments to the calendar committee. We will call calendar committee in May.

Reports

Academic Senate Reports - Jeremiah – Advancement in Rank committee met. Tomorrow is the last day

to vote for Outstanding Professor. Senate has opened their bylaws for revision. They finalized the faculty vacancy process. Made a motion to start planning committees on campus for noncredit. Vote of No

Confidence and the resolution opposing the proposal of the SBVC college president passed and will be

presented to the Board on Thursday. Denise – CHC discussed noncredit and forwarded recommendation to create a noncredit work group at the college. Going through new hires to bring new faculty onboard in

the fall. Senate went through the program planning review prioritization process for staffing and

equipment. Approved instructional support chair process.

Classified Senate Reports - Michelle Tinoco – Chancellor visited Classified senate and answered

questions. Classified Senate had the first reading of a resolution to support management and leadership at CHC through Accreditation process. They will have a special meeting to have 2nd reading next week and present the resolution to the Board in May. Casey sending 7 attendees to classified leadership institute. Elected new VP, Katherine Marmalejo.

Student Senate Reports - Crystal reported CHC student senate sent 8 students to a conference held at

University of Redlands. Region 9 had two elections for webmaster and senator of governance. CHC holds 4 of 9 executive members @ Region 9. Three students attended Hispanic lifestyle influence conference where Ericka Paddock Latina of influence 2015. Newsletter coming soon via email. Elections are coming on the 14th and 15th. Student appreciation day on the 14th. Student Senate voted to put Access Triple C

proposal on the ballot. $1 will stay at CHC and the other $1 will go to advocacy efforts. CHC & SBVC

Student senate will have a softball game against each other. George Lopez reported new officer election

is upcoming. SBVC student senate welcomed new students and provided snacks. There is a snack cart

program and a soup program to feed needy students. Student Senate is having their retreat in May.

Shadow program being implemented for elected officers.

District Reports - Written reports were submitted for EDCT and Emergency Preparedness.

Public Comment - Denise Allen invited everyone to the Redlands Bike Classic on Friday. Yucaipa is

Hosting and Art & Music Festival in Yucaipa 1st weekend in May - Berlin & Flock of Seagulls on Friday,

James Westley and Sarah Darling on Saturday, and Blues & Jazz on Sunday.

Future Agenda Items/Announcements

Election Results (Valdemar) – May

Election of Officers (Stanskas) - May

Annual Committee Evaluation Results Review (May)

Chapter 4 Academic Affairs (Future TBD)

Chapter 3 General Institution (Future TBD)

Chapter 5 Student Services (Future TBD)

Chapter 7 Human Resources (FUTURE TBD)

Adjourn

Stanskas adjourned the meeting at 4:22pm