

# DISTRICT ASSEMBLY

## MINUTES

September 6, 2016

3:00pm

Location: District Board Room

Attendance: See Sign In Sheet (p4)

TOPIC	NOTES/DISCUSSION
1. Call to Order – Jeremiah Gilbert	Jeremiah Gilbert called the meeting to order at 3pm
2. Chancellor's Report	Chancellor Baron reminded members of his A.C.T.I.O.N. agenda.
3. Approval of Minutes – 5/3/16 (p5)	<p>Kay Weiss motioned, Diana Rodriguez seconded the motion to approve the minutes of 5/3/16. Abstentions: April Dale Carter, Ben Gamboa, Jim Holbrook, Autumn Blackburn, Romana Pires, Rocio Aguayo, Diana Rodriguez, Susan Ryckevich. All others in attendance agreed.</p> <p>Once approved, minutes and materials will be posted on the District website: <a href="http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly">http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly</a></p>
4. OLD BUSINESS a) Policies & Procedures for 2 <sup>nd</sup> Read and Approval o BP 3515 Reporting of Crimes	BP 3515 was not included in the package and should be brought back in October.
5. Review District Assembly Charge and Membership (p8)	Jim Holbrook motioned, Ben Gamboa seconded a motion to have the Executive Committee review the District Assembly Constitution and bring back recommendations. Unanimous approval.
6. NEW BUSINESS a. Policies & Procedures for 1 <sup>st</sup> Read (take to constituency for input) i. AP 3515 Reporting of Crimes ii. AP 3516 Registered Sex Offender Information iii. BP/AP 3520 Local Law Enforcement iv. BP/AP 3530 Weapons on Campus v. AP 3720 Computer and Network Use vi. BP/AP 7600 District Police Department	<p>Policies &amp; Procedures under review are located on the District Assembly Webpage under documents <a href="http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly">http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly</a>.</p> <p>Responsibility for the review process is as follows:</p> <p>Chapter 1: Board of Trustees and the Chancellor Chapter 2: Board of Trustees and the Chancellor Chapter 3: Chancellor and Chancellor's Cabinet Chapter 4: VPs of Instruction, Student Services Chapter 5: VPs of Instruction, Student Services Chapter 6: VC of Fiscal Services and VPs of Administrative Services Chapter 7: VC of Human Resources</p>
b. Committee Survey Results (p16)	<p>The results of the survey will help the review process of the DA Constitution.</p> <p>Communication – it would be helpful to have background first. Ask how people want to receive communication.</p> <p>Expectations of members. What types of discussions should be happening?</p>

<p>c. Approval of APs and BPs for 2016-17 Review (p22)</p>	<p>Ben Gamboa motioned, Jim Holbrook seconded the motion to approve the 2016-17 list of APs and BPs to include AP/BP 5200 and AP7211, which were deemed academic and professional. Request for Chapter Owners to provide their schedule of review for the year. Unanimous approval.</p>
<p>d. BP/AP 4070 – Glen Kuck i. Update on Auditing</p>	<p>Glen Kuck reported not having a process for auditing and it is being worked on. Computing Services will begin looking at what comes out of the box in Colleague to see if it meets the needs of the colleges. The findings will be available in the summer.</p>
<p>e. AP 7250 (<i>Cassandra Thomas asked for this to be on the agenda as there were some concerns considering how quickly it was revised to allow for the larger president screening committee</i>)</p>	<p>Bring back AP 7250 to go through the approval process next month.</p>
<p>f. Consideration of a work group to develop the grants process</p>	<p>Chancellor Baron reported that grant opportunities are missed. It was suggested to have a work group created to look at the grant processes at the campuses and coordinate to enhance our grant writing, opportunities, success rates.</p> <p>Jim Holbrook motioned, Ben Gamboa seconded the motion to approve a Grant Opportunities Work Group. Members: Ben Gamboa, Jose Torres, Robert Levesque, Richard Galope, and Denise Allen Hoyt.</p>
<p>g. Webadvisor</p>	<p>There has been conversation about the configuration of Webadvisor. Inventory is being evaluated on the customizations currently in place.</p> <p>CHC Academic Senate will work with TESS on the registration process to note any issues.</p>
<p>7. INFORMATION a) Policies &amp; Procedures Deemed Academic &amp; Professional Submitted for Information o None b) Registration/24-hour payment</p>	<p>Jose Torres reported on the Registration/24-hour payment. District Enrollment Management Committee will send their recommendation forward to District Assembly.</p>
<p>8. REPORTS a) Request for Full-Time Faculty Plan b) Human Resources Update c) Staffing Plan Update d) Academic Senates e) Classified Senates f) Student Senates</p>	<p>Chancellor Baron requested the District Budget Committee create an analysis and recommendation for faculty (over and above the FON). The report will be submitted by December 1.</p> <p>Oral reports were given for HR, SBVC and CHC Academic and Classified Senates, and SBVC ASG.</p>
<p>9. WRITTEN DISTRICT REPORTS a) Business &amp; Fiscal Services Report (p42) b) KVCR Report (p51)</p>	

<p>10. PUBLIC COMMENTS</p> <p>District Assembly welcomes public comment on any issue within the jurisdiction of the District. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, staff may be asked to review a matter or for that matter to be put on a future agenda. As a matter of law, members may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the meeting as possible</p>	<p>Chancellor Baron will work with the college presidents to see what can be done to help the ITT Students that have been misplaced.</p>
<p>11. FUTURE AGENDA ITEMS</p> <ul style="list-style-type: none"> <li>a) AB 86 Update (TBD)</li> <li>b) Calendar Committee Update (TBD)</li> <li>c) Non-Credit Updates from Senates (TBD)</li> <li>d) District Strategic Plan Update (February)</li> <li>e) Educational &amp; Facilities Master Plan Update (February)</li> <li>f) Policy &amp; Procedure Tracking Software (February)</li> <li>g) Annual approval of 6-year AP/BP review schedule (September)</li> <li>h) Fiscal Services Update (written reports Feb, May, Aug, Nov)</li> <li>i) KVCR Update (written reports Feb, July)</li> <li>j) Police Department Update (written reports Apr, Sept)</li> <li>k) TESS Updates (written reports May, Oct)</li> <li>l) Human Resources Update (written reports Jan, Apr, July, Oct)</li> <li>m) EDCT Update (written reports Apr, Dec)</li> </ul>	
<p>12. ADJOURN</p>	<p>Meeting adjourned at 4:37pm</p>

**District Assembly Sign In Sheet**

9/6/16

First Name	Last Name	Initial Here
Denise	Allen	DA
Bruce	Baron	BB
Aaron <i>Kathryn</i>	Beavor <i>Jaramillo</i>	KB
Yvonne	Beebe	
Stephanie	Briggs	
T.L.	Brink	TLBW
Aaron	Burgess II	
Rejoice	Chavira	
Marco	Cota	
Kathy	Crow	
April	Dale Carter	DC
Jay	Danley	
Grayling	Eation	
John	Feist	
Gloria	Fisher	
Ben	Gamboa	BG
Stacey	Garcia	
Jeremiah	Gilbert	JG
Alicia	Hallex	
Jim	Holbrook	JH
Celia	Huston	CH
<del>Gabriel</del> <i>Autumn</i>	<del>Jaramillo</del> <i>Blackburn</i>	<del>GB</del>
Robert	Levesque	RL
Sheri	Lillard	
Cheryl	Marshall	
Sarah	Miller	
Ericka	Paddock	
Romana	Pires	RP
Kathleen	Rowley	
John	Stanskas	
<del>Linda</del> <i>Rocio</i>	<del>Subero</del> <i>Aguayo</i>	<del>LS</del> <i>RA</i>
Cassandra	Thomas	
Michelle	Tinoco	
Esmeralda	Vazquez	
Kay	Weiss	KW
Clyde	Williams	
<i>DIANA /</i>	<i>RODRIGUEZ</i>	
<b><u>GUESTS:</u></b>		
Karl	Sparks	KS
Jose	Torres	
Richard	Galope	RG
<i>ANGEL</i>	<i>RODRIGUEZ</i>	<i>AR</i>
<i>DAVID</i>	<i>ATEN</i>	
<i>Laurel</i>	<i>Green</i>	
<i>Cynthia</i>	<i>binhamen</i>	<i>CB</i>
<i>Esther</i>	<i>Ryckevic</i>	<i>ER</i>
<i>Glen</i>	<i>Kuek</i>	<i>GR</i>
<i>RAYMOND</i>	<i>CARLOS</i>	<i>RC</i>

*ASA SBVC President*