

District Assembly Meeting Agenda  
District Board Room  
November 14, 2017 – 3pm

1. CALL TO ORDER
2. CHANCELLOR'S REPORT
3. PRESIDENT'S REPORT (Status of District Assembly President)
4. APPROVAL OF 10/3/17 MINUTES
5. OLD BUSINESS
  - a. Policies & Procedures for 2nd Read and Approval
    - i. BP 3226 Awards
    - ii. BP 5075 Course Adds, Drops, and Withdrawals
    - iii. AP 7100 Commitment to Diversity
    - iv. BP 7100 Commitment to Diversity
    - v. BP 7120 Recruitment and Hiring
    - vi. BP 7130 Compensation
    - vii. AP 7213 Part Time Faculty: Benefits
    - viii. AP 7240 Confidential Employees
    - ix. AP 7365 Discipline and Dismissal - Classified Employees
    - x. AP 7385 Salary Deductions
6. NEW BUSINESS
  - a. Policies & Procedures for 1st Read (take to constituency for input)
    - i. BP 3915 Printing
    - ii. AP 3915 Printing
    - iii. BP 6307 Debt Issuance and Management
    - iv. AP 7380 Retiree Health Benefits: Academic Employees
  - b. Policies & Procedures for 1st Read (**Academic & Professional**)
  - c. Approval of Calendar Committee Charge and Membership
  - d. BP 6307 Debt Issuance and Management Policy
7. INFORMATION
  - a. The Board's Policies & Procedures Submitted for Information
    - i. BP 2365 Recording
    - ii. AP 2365 Recording
    - iii. BP 2435 Evaluation of the Chancellor
    - iv. AP 2435 Evaluation of the Chancellor
    - v. BP 2610 Presentation of Initial Collective Bargaining Proposals
    - vi. AP 2610 Presentation of Initial Collective Bargaining Proposals
    - vii. AP 2712 Conflict of Interest Code
    - viii. BP 2717 Personal Use of Public Resources
    - ix. BP 2720 Communications Among Board Members

**8. UPDATES**

- a. Brand Assessment (written report)

**9. REPORTS**

- a. Academic Senates
- b. Classified Senates
- c. Student Senates

**10. PUBLIC COMMENTS**

**11. FUTURE AGENDA ITEMS**

- a. EDCT Organizational Chart – Galope
- b. Instructional Initiatives Committee – Galope
- c. Districtwide Standing Committee Update (TBD)
- d. Auditing Update (Summer 2018)
- e. Calendar Committee Update (TBD)
- f. Educational & Facilities Master Plan Update (TBD 2019)
- g. Fiscal Services Update (written reports Feb, May, Aug, Nov)
- h. Human Resources Update (written reports Jan, Apr, July, Oct)
- i. Police Department Update (written reports Apr, Sept)
- j. TESS Updates (written reports May, Oct)
- k. Webadvisor Update (TBD)
- l. Proposed Policy & Procedure on Background Checks – (from 4/4/17) HR is working on this policy. It will apply to all employees.
- m. AB 104 Update (TBD)
- n. Emergency Management Committee – (from 4/4/17) The committee will provide consistency in emergency training, ensure related policies and procedures are up to date, and will communicate the roles and structure of the emergency management committee. The committee will have collegial representation. Once the committee develops the charge and membership, it will be brought to District Assembly.
- o. Annual approval of 6-year AP/BP review schedule (September)

**12. ADJOURN**

**District Assembly Meeting Minutes  
District Board Room  
October 3, 2017 – 3pm**

**CALL TO ORDER**

Jeremiah Gilbert called the meeting to order at 3:05pm

**APPROVAL OF 9/5/17 MINUTES**

Mark McConnell moved to approve, Robert Levesque seconded the motion to approve the minutes of 9/5/17. Unanimous approval.

**OLD BUSINESS**

Policies & Procedures for 2nd Read and Approval:

AP 2410 Board Policies and Administrative Procedures

BP 2735 Board Member Travel

AP 3430 Prohibition of Harassment

BP 3710 Securing of Copyright

AP 7150 Evaluation

AP 7250 Educational Administrators

BP 7150 Evaluation

BP 7250 Educational Administrators

BP 7260 Classified Supervisors and Managers

Celia Huston moved to approve, Diana Rodriguez seconded the motion to approve Policies & Procedures for 2nd Read and Approval. Mary Valdemar and Cassandra Thomas abstained. All others approved.

**ITEMS PULLED**

AP 3505 Emergency Response Plan: Needs to be completed and to incorporate local process.

BP 3505 Emergency Response Plan: Needs to be completed.

AP 3710 Securing of Copyright: Needs to be completed

AP 2510 Collegial Consultation: District Committees should be included.

**NEW BUSINESS**

Policies & Procedures for 1st Read (take to constituency for input)

BP 3226 Awards

BP 5075 Course Adds, Drops, and Withdrawals

AP 7100 Commitment to Diversity

BP 7100 Commitment to Diversity

BP 7120 Recruitment and Hiring

BP 7130 Compensation

AP 7213 Part Time Faculty: Benefits

AP 7240 Confidential Employees

AP 7365 Discipline and Dismissal - Classified Employees

AP 7385 Salary Deductions

Policies & Procedures for 1st Read (**Academic & Professional**)

AP 4060 Delineation of Functions Agreements

BP 4060 Delineation of Functions Agreements

AP 4070 Course Auditing and Auditing Fees

BP 4070 Course Auditing and Auditing Fees

AP 4101 Independent Study  
BP 4101 Independent Study  
AP 4102 Career and Technical Education Programs  
BP 4102 Career and Technical Education Programs  
AP 4103 Work Experience  
AP 4110 Honorary Degrees  
AP 4227 Repeatable Courses  
AP 4228 Course Repetition - Significant Lapse of Time  
AP 4229 Course Repetition - Variable Units  
AP 4240 Academic Renewal  
BP 4103 Work Experience  
BP 4110 Honorary Degrees  
BP 4240 Academic Renewal  
AP 5040 Student Records, Directory Information, and Privacy  
AP 5150 Extended Opportunity Programs and Services  
BP 5040 Student Records, Directory Information, and Privacy  
BP 5150 Extended Opportunity Programs and Services

#### 2018-2019 Academic Calendar

Jim Holbrook moved to approve, Mark McConnell seconded the motion to approve the 2018-2019 Academic Calendar. Unanimous approval.

#### Approval to Change Next Meeting Date to November 14, 2017

Robert Levesque moved to approve, Mark McConnell seconded the motion to approve changing the November DA meeting to November 14, as there is a conflict with the Chancellor's Leadership Academy. Executive Committee will meet as usual. Unanimous approval.

#### EDCT Organizational Chart

There were concerns from the Senates with the organizational chart. Richard to meet with senates and get feedback. Jim Holbrook requested the organizational chart be sent electronically. SBVC Senate is reviewing at their next meeting. CHC Senate will receive it next month. Richard will return to DA with feedback.

#### Instructional Initiatives Committee

Replaces EDCT Committee. Reconvene and develop a charge to be brought back to DA. Significant changes over the last year in administration and faculty at both campuses. Colleges are prioritizing 60% Strong Workforce funding. It was suggested to include classified staff. Suggestion from Jim on recording. Plans for next year should be discussed now to not lose opportunities. Faculty and Classified appointments should be communicated to Richard Galope ASAP. Ad Hoc committee to convene ASAP and discuss Strong Workforce Program: 60% Local Share and 40% Regional funding.

#### Student Health Fee

\$20 for fall and spring \$17 for summer. \$1.50 can it be picked up by the District? Jose Torres will report back for discussion.

#### AP/BP 4110 Honorary Degrees

Recommend not implementing this year. Honorary degrees could be beneficial for the foundations. Colleges to review and report back to DA.

#### Drop Policy for Non-Payment

Presents issues with policy and Title V. BOGG waivers may reduce student liability.

Mary Valdemar moved to approve, James Smith seconded the motion to approve making a recommendation to TESS to prioritize and take fees out before distribution of financial aid. Unanimous approval.

## INFORMATION

Policies & Procedures Deemed Academic & Professional Submitted for Information  
None

## UPDATES

None

## REPORTS

SBVC Academic Senate, CHC Academic Senate, and SBVC Classified Senate provided reports.

## PUBLIC COMMENTS

None

## FUTURE AGENDA ITEMS

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- Annual approval of 6-year AP/BP review schedule (September)

## ADJOURN

Meeting adjourned at 4:30pm.

## Academic Calendar Committee

### Charge

The Academic Calendar Committee will oversee the development of the annual academic calendar and will review optional calendars or other formats for offering academic programs for the District. The deliberations from this committee will be reported to District Assembly where a recommendation will be made to the Chancellor for Board Action on any calendar.

### Membership

- President, District Assembly (co-chair)
- Vice Chancellor of Human Resources & Employee Relations **or Director, Human Resources** (co-chair)
- 2 Managers from each campus (appointed by the college presidents)
- 1 Classified staff from each campus (appointed by ~~the Classified Senate~~ **CSEA**)
- 2 Faculty from each campus **including Professional Development Coordinators or designees** (appointed by the Academic Senates)
- 1 CTA representative
- **Director, Internal Audits**
- 1 representative from Administrative Applications for coordination with the State for calendar compliance (**appointed by Director, Administrative Applications**)

Reviewed and Modified by Academic Calendar Committee, Sept. 27, 2017

Source: [http://www.sbccd.org/District\\_Faculty\\_-\\_a\\_-\\_Staff\\_Information-Forms/District\\_Committee\\_Minutes/Calendar\\_Committee](http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/Calendar_Committee)