



District Assembly Meeting  
Tuesday, September 3, 2013  
Minutes

Members Present

Denise Allen, Larry Aycocock, Bruce Baron, Stephanie Briggs, Brandon Brown, Kathy Crow, Patrick Dorsey, Diane Dusick, Gloria Fisher, Yasmeen Flores, Jeremiah Gilbert, Jodi Hanley, Jim Holbrook, Janet Johnson, JoAnn Jones, Albert Maniaol, Cheryl Marshall, Benjamin Mudgett, Ericka Paddock, James Smith, John Stankas, Cassandra Thomas, Michelle Tinoco, Kay Weiss

Members Absent

Aaron Beavor, Patricia Berry, Rejoice Chavira, Marco Cota, Gina Curasi, Ben Gamboa, Colleen Gamboa, Ed Gomez, Yvette Lee, Cameron Lyons, Jeanne Marquis, Samantha Skaggs, Clyde Williams

Guests Present

Pierre Galvez, Glen Kuck, Jack Miyamoto, Wendy Zinn

Call to Order

John Stankas called the meeting of the District Assembly to order at 3:00 p.m. in PDC #104.

Minutes

The May 7, 2013 minutes were not received by all in attendance and will be resent to the group and approved at the October meeting.

2013-2014 Membership

Dr. Weiss will replace Dr. Fisher at the District Assembly meetings. It was recommended Colleen Gamboa be consulted for the vacant position at Central Services.

Academic Senate Reports

CHC

Denise Allen reported the new Vice President of Instruction is working out well. All committees are full.

#### SBVC

Jeremiah Gilbert said the SBVC Academic Senate had a planning meeting the week before the semester started where concerns were brought forward to be addressed this semester.

#### Classified Senates

##### SBVC

Cassandra Thomas reported the Delineation of Duty Statement ~~will~~should be completed by October. There is a new fundraising effort – vending at football games with a limited menu. Proceeds will benefit classified student scholarships.

##### CHC

Michelle Tinaco reported classified student scholarships are starting again. There will be a fundraiser to Stateline in March. The Vice President of Instruction will be invited to attend to have a one on one with students.

#### Student Senates

##### SBVC

Brandon Brown said SBVC will be hosting Mayor Awards where they will invite candidates to attend the Mayor's Forum. There is an effort to Go Green with the recycling program.

##### CHC

Patrick Dorsey reported CHC has the largest membership ever with 21 student senate members. Noteworthy dates include Constitution Day on September 17 and an Etiquette luncheon on September 25.

#### District Reports

##### Budget

A written report was submitted.

##### District Strategic Plan

A written report was submitted.

#### Bond

A written report was submitted.

#### Technology

A written report was submitted.

#### Emergency Preparedness

A written report was submitted. Pierre reported the current plan is outdated and will be updated soon. CERT training will begin in October.

#### New Business

##### Campus Update on Student Success Implementation Plan

~~No report at this time.~~ We should continue to monitor legislative and regulatory requirements and bring items forward for discussion related to the implementation of the Student Success Act as needed.

##### Mutual Respect Policy

Will review and update at the next meeting.

##### Document Reading/Checking Software Update

Glen Kuck handed out a Plagiarism Software Overview and a SafeAssign/Turnitin Comparison. Both products will be reviewed by the campus faculty through the Vice Presidents of Instruction.

#### New Business

##### BP & AP 6710 Tickets and Passes Distribution

This item was approved at the April meeting and will go to the Board for final approval.

##### Communication to/from DCS or TESS

Jeremiah Gilbert and Glen Kuck shared the Special Projects Prioritization Process handout and discussed the process from start to finish. Representatives are encouraged to share DCS processes and information with constituent groups.

#### Concerns Regarding HR Processes

Screening committees – who is out and why?

Transcript issues – they are only accepted electronically online

Delays in the hiring process – results in candidates accepting other employment

Retaining employee records

Procedures for evaluation of administrators

Processes for donation of leave for non-catastrophic situations

Discussion of forming a committee/work-group to include faculty and managers to address specific issues.

#### Chancellor's Comments

Bruce Baron reported the Policies and Procedures will be worked on to bring them current. The Board will approve the final budget at the September 12 Board meeting. The District's goal is aggressive on enrollment growth at 2% over the minimum target. Pierre Galvan will be recommended by the Chancellor as the new Chief of Police. The District will be conducting a salary survey with the Hay Group. The study should be concluded by the end of Fall and the Chancellor will make a salary recommendation to the Board of Trustees.

#### Public Comment

None.

#### Announcements

None.

#### Future Agenda Items

1. ~~4.~~ Student Success Update ~~–~~ Marshall
2. Information reported from Human Resources Work Group

#### Adjournment

John Stankas thanked everyone and adjourned the meeting at 4:12 p.m.

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Stacey Nikac, Recorder