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DISTRICT ASSEMBLY MEETING

Tuesday, March 3, 2015 – 3:00pm

District Office – Board Room

MINUTES

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

**Members Present**

Allen, Denise R; Aycock, Larry K.; Baron, Bruce; Beavor, Aaron V.; Briggs, Stephanie; Danley, Jay C.; Dusick, Diane M.; Feist, John P; Fisher, Gloria M.; Gabriel, C.; Gilbert, Jeremiah A; Holbrook, James R.; Levesque, Robert A; Menchaca, P.; Nikac, Stacey K; Oberhelman, Jason; Stanskas, Peter-John; Thomas, Cassandra S.; Tinoco, Michelle; Valdemar, Mary (for Marco Cota); Weiss, Kathryn G.

**Members Absent**

Brown, Brandon; Bryant, Tom; Chavira, Rejoice C; Crow, Kathryn E.; Curasi, Gina N; Eation, G,; Gamboa, Benjamin R.; Hallex, Alicia M; Huston, Celia J.; Lillard, Sheri J; Marshall, Cheryl; Paddock, Ericka N; Robles, T.; Smith, James E.; Sultzbaugh, Crystal; Williams, C.

**Guests**

Guzman, Tiffany; Torres, Jose; Isaac, Matthew; Maniaol, Albert; Stark, Scott; Strong, Mike

Call to Order

Stanskas called the meeting to order at 3:00pm

Chancellor's report

The Chancellor reported giving an updated action plan for district recommendations from the ACCJC. The Chancellor is committed to updating this on a monthly basis or more often as something is decided or progress is made. A lot of work is being done in HR and planning. The board is going to have a training workshop later this spring on policies and procedures and their role in creating and following them. The Chancellor reiterated, as he stated at the board meeting, that he is committed to make sure that the ACCJC recommendations that affect the district office operations, including HR and the planning piece, get his highest attention. There is nothing more important than getting the recommendations resolved.

If anyone has questions or observations that they would like to share, the Chancellor asked for everyone to let him know so he can address accordingly. We are recruiting for the Vice Chancellor of Human Resources. This is our third recruitment. We have three finalists for the interview next week and hopefully strong candidates will be forwarded to the Chancellor for consideration. We are also running recruitment for the Vice Chancellor of Business and Fiscal Services again. The Chancellor congratulated Dr. Isaac and Robert Levesque on their $350,000 grant that will provide training for unemployed and under employed individuals in advanced manufacturing and logistics.

Approval of Minutes

Denis Allen motioned and Stephanie Briggs seconded a motion to approve the minutes of February 3, 2015 as modified.

AYES: Allen, Denise R; Aycock, Larry K.; Baron, Bruce; Beavor, Aaron V.; Briggs, Stephanie; Danley, Jay C.; Dusick, Diane M.; Feist, John P; Fisher, Gloria M.; Gabriel, C.; Gilbert, Jeremiah A; Holbrook, James R.; Levesque, Robert A; Nikac, Stacey K; Oberhelman, Jason; Stanskas, Peter-John; Thomas, Cassandra S.; Tinoco, Michelle; Valdemar, Mary (for Marco Cota); Weiss, Kathryn G.

NOS: None

ABSENT: Brown, Brandon; Bryant, Tom; Chavira, Rejoice C; Crow, Kathryn E.; Curasi, Gina N; Eation, G,; Gamboa, Benjamin R.; Hallex, Alicia M; Huston, Celia J.; Lillard, Sheri J; Marshall, Cheryl; Paddock, Ericka N; Robles, T.; Smith, James E.; Sultzbaugh, Crystal; Williams, C.

ABSTENTIONS: Menchaca, P.

Consent Agenda

Gloria Fisher motioned and Robert Levesque seconded a motion to approve the consent agenda.

BP 2015 Student Trustees; BP 2105 Election of Student Trustees; BP 2110 Vacancies on the Board; BP 2130 Term Limits; BP 2210 Officers; BP 2220 Committees of the Board; BP 2305 Annual Organizational Meeting; BP 2315 Closed Sessions; BP 2320 Special and Emergency Meetings; BP 2330 Quorum and Voting; BP 2340 Agendas; BP 2345 Public Participation at Board Mtgs; BP 2350 Speakers; BP 2355 Decorum; BP 2360 Minutes; BP 2365 Recording; BP 2432 Chancellor Succession; BP 2610 Presentation of Initial Collective Bargaining Proposals; BP 2710 Conflict of Interest; BP 2716 Political Activity; BP 2717 Personal Use of Public Resources; BP 2720 Communications Among Board Members; BP 2725 Board Member Compensation; BP 2730 Board Member Health Benefits; BP 2750 Board Member Absence from the State; BP 3510 Workplace Violence Plan; BP 5500 Standards of Student Conduct & Discipline; BP 6300 Fiscal Management; AP 2105 Election of Student Trustees; AP 2110 Vacancies on the Board; AP 2320 Special and Emergency Meetings; AP 2340 Agendas; AP 2365 Recording; AP 2610 Presentation of Initial Collective Bargaining Proposals; AP 2710 Conflict of Interest; AP 2712 Conflict of Interest Code; AP 2730 Board Member Health Benefits; AP 3510 Workplace Violence Plan; AP 4040 Library & Other Instructional Support Services; AP 6300 Fiscal Management; AP 7160 Professional Development

AYES: Allen, Denise R; Aycock, Larry K.; Baron, Bruce; Beavor, Aaron V.; Briggs, Stephanie; Danley, Jay C.; Dusick, Diane M.; Feist, John P; Fisher, Gloria M.; Gabriel, C.; Gilbert, Jeremiah A; Holbrook, James R.; Levesque, Robert A; Menchaca, P.; Nikac, Stacey K; Oberhelman, Jason; Stanskas, Peter-John; Thomas, Cassandra S.; Tinoco, Michelle; Valdemar, Mary (for Marco Cota); Weiss, Kathryn G.

NOS: None

ABSENT: Brown, Brandon; Bryant, Tom; Chavira, Rejoice C; Crow, Kathryn E.; Curasi, Gina N; Eation, G,; Gamboa, Benjamin R.; Hallex, Alicia M; Huston, Celia J.; Lillard, Sheri J; Marshall, Cheryl; Paddock, Ericka N; Robles, T.; Smith, James E.; Sultzbaugh, Crystal; Williams, C.

ABSTENTIONS: None

Board Policies and Administrative Procedures For Further Review by Work Group

BP 2310 Regular Meetings of the Board (March 2015 - from February); AP 2330 Quorum and Voting (March 2015); AP 5500 Standards of Student Conduct & Discipline (February 2015 - from January 2015; sent to VPSS on 2/18/15 to review with Academic Senate Presidents and bring back to work group in March); BP 6200.Budget Preparation (March 2015 - from January 2015 need input from budget committee (meets 2/19/15)); AP 6200.Budget Preparation (March 2015 - from January 2015 need input from budget committee (meets 2/19/15))

New Business

The following board policies and administrative procedures were submitted for review by the work group: AP 2510 Participation in Local Decision-Making; BP 3540 Sexual and Other Assaults on Campus; AP 3540.Sexual and Other Assaults on Campus; BP 3600 Auxiliary Organizations; AP 3600 Auxiliary Organizations; BP 4300.Field Trips and Excursions; AP 4300.Field Trips and Excursions; BP 5030 Fees; AP 5030 Fees; 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; AP 6305 Reserves; AP 6310 Accounting; AP 6315 Warrants; AP 6320 Investments; BP 6325 Payroll; AP 6325 Payroll; BP 6340 Contracts; AP 6340 Bids and Contracts; AP 6345 Bids and Contracts (UPCCAA Option);AP 6365 Contracts – Accessibility of Information Technology; 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 6530 District Vehicles; AP 6530 District Vehicles; BP 6535 Use of District Equipment; AP 6535 Use of District Equipment; BP 6540 Insurance; AP 6540 Insurance; BP 6550 Disposal of Property; AP 6550 Disposal of Property; BP 6600 Capital Construction; AP 6600 Capital Construction; BP 6620 Naming of Buildings & Other Properties; AP 6620.Naming of Buildings & Other Properties; BP 6700.Civic Center and Other Facilities Use; AP 6700.Civic Center and Other Facilities Use; BP 6740 Citizens’ Oversight Committee; AP 6740 Citizens’ Oversight Committee; BP 6750 Parking; AP 6750 Parking; BP 6800 Occupational Safety; AP 6800 Occupational Safety; AP 6850 Hazardous Materials; BP 6900 Bookstore(s)

AP 6900 Bookstore(s); BP 6930 Vending Machines; AP 6930.Vending Machines; AP 6950 Drug and Alcohol Testing (U.S. Dept. of Transportation); AP 7150.Evaluation

Emma Diaz gave an update on AB 86 as presented. Emma reported there are new developments that were just announced. The state is extending the deadline but they don't have the steps in place for us to apply for the funds yet.

Jim Holbrook motioned and Denise Allen seconded a motion to approve the recommendations presented by the Noncredit Ad Hoc committee.

AYES: Allen, Denise R; Aycock, Larry K.; Baron, Bruce; Beavor, Aaron V.; Briggs, Stephanie; Danley, Jay C.; Dusick, Diane M.; Feist, John P; Fisher, Gloria M.; Gabriel, C.; Gilbert, Jeremiah A; Holbrook, James R.; Levesque, Robert A; Menchaca, P.; Nikac, Stacey K; Oberhelman, Jason; Stanskas, Peter-John; Thomas, Cassandra S.; Tinoco, Michelle; Valdemar (for Marco Cota), Mary; Weiss, Kathryn G.

NOS: None

ABSENT: Brown, Brandon; Bryant, Tom; Chavira, Rejoice C; Crow, Kathryn E.; Curasi, Gina N; Eation, G,; Gamboa, Benjamin R.; Hallex, Alicia M; Huston, Celia J.; Lillard, Sheri J; Marshall, Cheryl; Paddock, Ericka N; Robles, T.; Smith, James E.; Sultzbaugh, Crystal; Clyde Williams

ABSTENTIONS: None

Jose Torres reported the parking workgroups met on the 23rd of February. The work group consisted of Mary Valdemar, Christie Gabriel, Mike Strong, Larry Strong, and Jose Torres. Jose had three goals for the meeting; (1) To answer any questions (2) to review the data that was presented at the last District Assembly meeting and (3 ) to be able to compare the data to clarify any discrepancies. Mary Valdemar said there was clarification given about the data. Traditionally the data has come from Datamart, which was not the same as the fiscal data that comes from the appropriation side of the State Chancellor's Office. Christie asked Dr. Smith about the difference and was told the fiscal data was provided as projection and Datamart is actual data. Jose Torres clarified that depending on the period that is being reported, the numbers could look different because of projection vs actual. Mary said the second issue was the discrepancy between data received from administrative services and what was in the report. It was determined that the data received from administrative services was year to date and did not include the entire year. The third issue was looking at the budgetary projections of what should be charged to the parking fee budget and she asked that everyone in district assembly received the spreadsheet that includes the comments. The comments explain why certain charges from the different campuses are included in the parking fee budget. The spreadsheet should be reviewed before a vote is taken. There is no recommendation from the workgroup to move forward at this time. Jose reminded the group that the AP on fees is going through the collegial process. Next year he plans on budgeting true expenses for parking in the budget for clearer transparency. Jim Holbrook requested for clearer transparency across all budgets into the future. John Feist asked if there is a time where we would enforce fines to ensure everyone is purchasing parking passes. The enforcement would take place at all district locations and into the evening hours. He feels that we are missing revenue by not enforcing the purchase of parking pass by everyone. The Chancellor indicated he is not satisfied with the reported figures and would like to work with the two VP's on the expenditures and to look at the ed code on parking before receiving a recommendation. He would like to see this come back next month.

CHC Faculty appointed Dean Papas, to replace Tom Bryant, with a term expiring 2016.

Reports

Academic Senate Reports –Jeremiah Gilbert reported that Valley College has one campus deficiency. The Senate realized that for the campus to receive one deficiency and be put on notice was odd. The Senate decided to focus on before district deficiencies. The Chancellor attended the Senate meeting. SBVC Academic Senate is now at 86 percent PLOs and expects to be completed in the spring. The Senate had an open discussion and ultimately they motioned and past initiation of a vote of no confidence of the Chancellor. Jeremiah will the outlining the process for the vote of no confidence. Basically, information will be gathered and will result in a resolution to be presented to the board in April. The Academic Senate will receive an update from Glen Kuck on the International Students Program. Scott Stark is going to give an update on the 15-16 budget. The compressed calendar discussion will come back in April. Denise Allen reported that Crafton is following SBVC in the vote of no confidence resolution. Crafton Senate passed resolutions on Middle College High School, Instructional Facilities, Distributive Education Coordinator, and for the Instructional Support Chair. The Chancellor made a comment to the Academic Senate that the vote of no confidence is ill advised. He speaks of this for the district and the colleges. Crafton had five findings of their own, of which some were very serious. Accreditation is a process of continual improvement. We find out what the problem is and we improve it. The Chancellor has a real concern that this kind of action with a repeat visit from the Accreditation Committee coming can certainly lead to further sanctions against the colleges. He is also concerned with bad publicity and public relations. Whether the Board decides to do anything or not with the vote of no confidence the action itself will raise more negative attitudes toward the colleges. When there is a problem, people need to band together, form teamwork, and get problems resolved. We should do the best we can to get off the sanctions and do the best we can for the students.

Classified Senate Reports – Cassandra Thomas said this is her last meeting as Classified Senate President. Aaron Bevore will take over as President. Classified Senate received a presentation from Glen Kuck on the International Student Program. Classified connection week is during spring break so they can catch staff during a time when there are no students on campus. Michelle Tinoco reported Crafton is putting together Classified Professionals Week in June. The ad hoc committee is putting together the workshops and lunches. More information will be forthcoming.

District Reports – written reports were submitted for Human Resources and Program Review.

Public Comment – Mary Valdemar, Robert Levesque, and Robert Maniaol gave public comments.

Future Agenda Items/Announcements

Annual Committee Evaluation (April)

Discussion of Compressed Calendar (April)

Annual Committee Evaluation Results Review (May)

Chapter 4 Academic Affairs (April)

Chapter 3 General Institution (May)

Chapter 5 Student Services (September)

Chapter 7 Human Resources (October)

Adjourn

Stanskas adjourned the meeting at 4:32pm