

# DISTRICT ASSEMBLY MINUTES

February 2, 2016  
3:00pm  
Location: ATTC

ATTENDANCE: See Sign In Sheet

TOPIC	DISCUSSION
Call to Order -Stanskas	Meeting was called to order at 3:06pm
Chancellor's Report	<p>Chancellor shared his ACTION plan. President's search at SBVC update. Chancellor suggested increasing the search committee to 15 members. Vice Chancellor Norman reminded District Assembly that the board policy may require updating before the recruitment begins. If this happens the policy would have to move quickly through the approval process. Chancellor reported the Latino Faculty Association also expressed an interest in being represented on the hiring committee.</p> <p><u>Danely motioned, Levesque seconded the motion.</u> Unanimous approval to support the Chancellor's recommendation of increasing the President search committee to 15 members.</p> <p>Chancellor Baron also reported the SB Sun article named SBVC and others as the top 150 colleges in the country. The Climate Survey is available on the district website and results showed employees are most pleased with the PD.</p>
Approval of Minutes – 12/1/15 (p.3)  Once approved, minutes and materials will be posted on the District web-site: <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><u>Pires motioned, Rowley seconded the motion to approve the minutes of 12/1/15.</u> Unanimous approval with Gilbert abstaining.</p>

**OLD BUSINESS**

Click Here to access the policies for review [View files](#)

- **Policies & Procedures for 2<sup>nd</sup> Read and Approval**
  - BP 2310 Regular Meetings of the Board
  - BP/AP 2340 Agendas
  - BP/AP 2510 Collegial Consultation
  - BP/AP 2714 Distribution of Tickets or Passes
  
  - BP 3820 Gifts (old to new format) (INFO)
  - BP 7335 Health Examinations (old to new format) (INFO)
  - AP 3510 Workplace Violence (old to new format) (INFO)
  
  - BP/AP 7330 Communicable Disease (brand new) (send to HR)
  - AP 3435 Discrimination and Harassment Complaints and Investigations (old to new format) (send to HR)
  - AP 3515 Reporting of Crimes (brand new) (send to Police)
  - AP 3540 Sexual and Other Assaults on Campus (brand new) (send to Police)
  - AP 3720 Computer and Network Use (old to new format) (send to TESS)
  - AP 4102 Career and Technical Education Programs (old to new format) (send to Academic Senates)
  - AP 5520 Student Discipline Procedures (brand new) (send to VPSS)
  - AP 6800 Safety (old to new format) (Police)

Allen motioned, Brink seconded the motion to approve old business items with the following exceptions:

Redline and bring back AP 3435, AP 3540, and AP 3720. AP 4102 is with the Academic Senates and should come back to DA in April.

Unanimous approval.

**NEW BUSINESS**

Click Here to access the policies for review [View files](#)

- **Policies & Procedures for 1<sup>st</sup> Read**
  - BP/AP 2710 Conflict of Interest
  - AP 2712 Conflict of Interest Code
  - BP/AP 3500 Campus Safety
  - BP/AP 3518 Child Abuse Reporting
  - BP/AP 3810 Claims Against the District
  - AP 4021 Program Discontinuance
  - AP 4022 Course Approval
  - BP/AP 4026 Philosophy and Criteria for International Education

AP 4021, AP 4022, and BP/AP 4026 were deemed Academic & Professional and are ready to move forward to DA in March.

Reports:

- Calendar Committee Update
- Non-Credit Updates from Senates
- District Budget, Ed Master Plan, & Enrollment Update
- Academic Senates
- Classified Senates
- Student Senates

Written District Reports

- Business & Fiscal Services (p.7)

Calendar Committee Update – The goal is to have the calendar completed by the end of this academic year.

Non-Credit update from CHC – the job description for researcher for faculty member to lead the research will be sent for approval at both Senates. SBVC is concerned with the leadership and support from the District.

Jose Torres gave an update on the budget, FTES/Enrollment Management. Dr. Keith Wurtz gave an update on the Ed Master Plan. The goal is to have the plans completed by the fall. Brief updates were given by Academic Senates.

<p><b>Public Comments</b>  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>	None
<p><b>Future Agenda Items</b></p> <ul style="list-style-type: none"> <li>• Policies &amp; Procedures per review cycle spreadsheet</li> <li>• Master Plan Update</li> <li>• AB 86 Update</li> <li>• District Strategic Plan Update</li> <li>• Doing What Matters Initiative Update (March)</li> <li>• Fiscal Services Update (written reports Feb, May, Aug, Nov)</li> <li>• KVCR Update (written reports Feb, July)</li> <li>• Police Department Update (written reports Apr, Sept)</li> <li>• TESS Updates (written reports May, Oct)</li> <li>• Human Resources Update (written reports Jan, Apr, July, Oct)</li> <li>• EDCT Update (written reports Apr, Dec)</li> </ul>	
<p><b>Adjourn</b></p>	Meeting adjourned at 4:31pm.

**District Assembly Sign In List (initial beside your name)**  
**Terms Ending 2016-2017**

**President: John Stankas**  
**Vice President: Denise Allen**

**FACULTY**

**Crafton Hills College (4)**

*h* T.L. Brink (16)  
~~Patricia Menchaca (16)~~  
Jim Holbrook (17)  
Kathy Crow (17)  
Yvonne Beebe (17)

**San Bernardino Valley College (6)**

John Stankas (16) *JS*  
Celia Huston (16)  
Jay Danley (16) *JD*  
Stephanie Briggs (16) *SB*  
Romana Pires (17) *RP*

**CLASSIFIED STAFF**

**Central Services (1)**

Stacy Garcia (16)

**Crafton Hills College (2)**

Alicia Hallex (16)  
Ben Gamboa (17)

**San Bernardino Valley College (3)**

John Feist (16) *JPF*  
Cassandra Thomas (17) *CT*  
Sarah Miller (17)

**MANAGEMENT STAFF**

*RL* **Central Services (1)** **Crafton Hills College (2)**

Robert Levesque (16) Ericka Paddock (16)  
Rejoice Chavira (17) *RC*

**San Bernardino Valley College (3)**

April Dale Carter (17)  
Kay Weiss (16)  
Kathleen Rowley (16) *KR*

**STUDENTS**

**Crafton Hills College (2)**

Aaron Burgess (16)  
Esmeralda Vazquez (alternate)

**San Bernardino Valley College (2)**

~~Linda Subero (16)~~  
Gabriel Jaramillo (Alternate)

**EX-OFFICIO**

- |                                                        |                                        |
|--------------------------------------------------------|----------------------------------------|
| 1. Chancellor of the District                          | Bruce Baron                            |
| 2. President of Crafton Hills College                  | Cheryl Marshall <i>Cheryl Marshall</i> |
| 3. President of San Bernardino Valley College          | Gloria Fisher                          |
| 4. President of the CHC Academic Senate (16)           | Denise Allen <i>DA</i>                 |
| 5. President of the SBVC Academic Senate (16)          | Jeremiah Gilbert <i>JG</i>             |
| 6. President of the CHC Classified Senate (16)         | Michelle Tinoco                        |
| 7. President of the SBVC Classified Senate (16)        | Aaron Beavor <i>Kathryn Jaramillo</i>  |
| 8. President of the CHC Student Body Association (16)  | Aaron Burgess II                       |
| 9. President of the SBVC Student Body Association (16) | <del>Linda Subero</del>                |

**VESTED**

CSEA for the Classified Employees  
CTA for the Faculty  
Black Faculty and Staff Association  
Latino Faculty and Staff Association

*Human Resources Association*

KEITH WURTZ *KW*

Grayling Eaton  
Sheri Lillard  
Clyde Williams  
Marco Cota  
(designee Mary Valdemar)

*Jose F. Torres (Fiscal)*