

# DISTRICT ASSEMBLY

## Minutes

March 1, 2016  
3:00pm  
Location: ATTC

Attendance: See Sign In Sheet

TOPIC	DISCUSSION
Call to Order -Stanskas	Allen called the meeting to order at 3:11pm
Chancellor's Report	Chancellor reported on the state's institutional research partnership that has funding of \$150,000, which the District will participate in. Had a meeting with Assemblymember Brown's office regarding the State's budget. Statutory cola is less than ½ percent. Looked to convert adjunct positions to full time faculty. Block grant has doubled and may be put into discretionary to use later for other ongoing costs. Early retirement incentive update.
Approval of Minutes – 2/2/16  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>	Briggs motioned, Marshall seconded to approve the minutes of February 2, 2016. Garcia, Holbrook, and Subero abstained. All other members present approved.

**OLD BUSINESS**

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

**1. Policies & Procedures for 2<sup>nd</sup> Read and Approval**

- o BP/AP 7250 Educational Administrators
- o AP 3435 Discrimination and Harassment Complaints and Investigations (old to new format) (send to HR)
- o AP 3540 Sexual and Other Assaults on Campus (brand new) (send to Police)
- o AP 3720 Computer and Network Use (old to new format) (send to TESS)
- o BP/AP 2710 Conflict of Interest
- o AP 2712 Conflict of Interest Code
- o BP/AP 3500 Campus Safety
- o BP/AP 3518 Child Abuse Reporting
- o BP/AP 3810 Claims Against the District
- o AP 4021 Program Discontinuance
- o AP 4022 Course Approval
- o BP/AP 4026 Philosophy and Criteria for International Education

**2. Consideration to approve the composition of the hiring committee for the president recruitment only as follows:**

Composition:

- (1) ASG
- (1) CSEA
- (1) CTA
- (3) Academic Senate
- (2) Classified Senate
- (1) Chancellor’s Selection
- (3) Manager’s appointment
- (1) SBVC Foundation
- (1) Staff/Confidential
- (1) Community member

Levesque moved, Gilbert seconded a motion to approve the APs and BPs on the list except for BP/AP 7250 and AP 3435.

- It was suggested a link to the working policies and procedures be posted to the District Assembly webpage. It was requested that all comments be embedded in redline within the document.
- Holbrook opposed. All other members present approved.

Briggs motioned, Holbrook seconded a motion to pull AP 3435 Discrimination and Harassment Complaints and Investigations for revision and to be brought back to District Assembly when completed.

- Unanimous approval.

BP/AP 7250 Educational Administrators was pulled to clarify the expansion of the President’s recruitment screening committee.

Weiss motioned, Gilbert seconded a motion to approve the revised language in the AP as follows:

- 3. For President Recruitment, the Screening Committee shall consist fifteen (15) members. The members will consist of (1) ASG; (1) CSEA; (1) CTA; (4) Academic Senate; (2) Classified Senate; (3) Manager’s Association appointment (one recommended to be a Vice President); (1) Foundation Board member; (1) Staff/Confidential; (1) Community member. Based on unforeseeable circumstances, if a member is unable to participate or continue, the committee can be comprised of less than 15 committee members.
- Unanimous approval.

**NEW BUSINESS**

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

**1. Policies & Procedures for 1<sup>st</sup> Read**

**2. Board would like to invite members of District Assembly to a Meet & Greet Reception prior to an upcoming board meeting.**

Chancellor Baron, on behalf of the Board of Trustees, invited District Assembly members to a Meet & Greet with Board members to learn more about the function of District Assembly. It was suggested that Board members meet with District Assembly members on campus and also for Board members to attend before a District Assembly meeting.

<p><b>REPORTS</b></p> <ul style="list-style-type: none"> <li>○ Policy &amp; Procedure Software Testing</li> <li>○ Calendar Committee Update</li> <li>○ Non-Credit Updates from Senates</li> <li>○ Doing What Matters Initiative Update (Alan Braggins)</li> <li>○ Academic Senates</li> <li>○ Classified Senates</li> <li>○ Student Senates</li> </ul> <p><b>WRITTEN DISTRICT REPORTS</b></p> <ul style="list-style-type: none"> <li>○ Human Resources</li> </ul>	<p>Stacey is testing policy &amp; procedure tracking software and will report back once the testing with vendors has been complete.</p> <p>Alan Braggins shared an update on Doing What Matters Initiative.</p> <p>Allen &amp; Gilbert gave updates from the Academic Senates.</p>
<p><b>PUBLIC COMMENTS</b></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>None</p>
<p><b>FUTURE AGENDA ITEMS</b></p> <ul style="list-style-type: none"> <li>• Policies &amp; Procedures per review cycle spreadsheet</li> <li>• AB 86 Update</li> <li>• District Strategic Plan Update</li> <li>• Educational &amp; Facilities Master Plan Update</li> <li>• District Budget &amp; Enrollment Update (April)</li> <li>• AP 4102 Career and Technical Education Programs (return for 2<sup>nd</sup> read to April DA meeting)</li> <li>• Annual approval of 6-year AP/BP review schedule (September)</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>District Assembly would like an update on the Staffing Plan at the April meeting.</p>
<p><b>ADJOURN</b></p>	<p>Meeting adjourned at 4:28pm</p>

