

DISTRICT ASSEMBLY MINUTES

May 3, 2016
3:00pm
Location: ATTC

Attendance: See Sign In Sheet

TOPIC	NOTES/DISCUSSION
Call to Order -Stanskas	Stanskas called the meeting to order at 3:10pm
Chancellor's Report	The Chancellor reported on the parolee training program through PDC. Board had a retreat and wants to review the board's role in policies and procedures.
Approval of Minutes – 4/5/16 (p4)	<p>Kay Weiss motioned, Jeremiah Gilbert seconded to approve the minutes of 4/5/16. Unanimous approval.</p> <p>Once approved, minutes and materials will be posted on the District website: http://www.sbccd.org/District_Faculty_-_a-,_Staff_Information-Forms/District_Committee_Minutes/District_Assembly</p>
<p><u>OLD BUSINESS</u></p> <p>1. Policies & Procedures for 2nd Read and Approval</p> <ul style="list-style-type: none"> ○ BP 3225 Awards ○ BP/AP 3225 Institutional Effectiveness ○ BP/AP 3501 Campus Security and Access ○ BP 3540 Sexual and Other Assaults on Campus ○ AP 3820 Gifts and Donations ○ AP 4102 Career and Technical Education Programs ○ BP/AP 4300 Field Trips & Excursions ○ BP 5205 Student Accident Insurance ○ BP/AP 6150 Designation of Authorized Signatures ○ BP/AP 6200 Budget Preparation ○ BP/AP 6320 Investments ○ BP 6800 Occupational Safety 	<p>TL Brink motioned, Denise Hoyt seconded to approve the list of policies and procedures. AP 4102 was pulled for discussion. Unanimous approval.</p> <ul style="list-style-type: none"> ○ BP 3225 Awards ○ BP/AP 3225 Institutional Effectiveness ○ BP/AP 3501 Campus Security and Access ○ BP 3540 Sexual and Other Assaults on Campus ○ AP 3820 Gifts and Donations ○ AP 4102 Career and Technical Education Programs ○ BP/AP 4300 Field Trips & Excursions ○ BP 5205 Student Accident Insurance ○ BP/AP 6150 Designation of Authorized Signatures ○ BP/AP 6200 Budget Preparation ○ BP/AP 6320 Investments ○ BP 6800 Occupational Safety <p>Robert Levesque motioned, TL Brink seconded to amend lines 33 and 40 from Office of Instruction to VP of Instruction. Unanimous approval.</p>
2. Complete Committee Evaluation (p7)	Stacey will send the committee evaluation link to members who are not present. All others were asked to complete the survey at the meeting.

NEW BUSINESS

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

- BP/AP 3420 Equal Employment Opportunity
- BP 3515 Reporting of Crimes
- BP 3720 Computer and Network Use
- BP 4102 Career and Technical Programs
- BP/AP 4060 Delineaton of Functions Agreements
- BP/AP 6250 Budget Management
- BP/AP 6300 Fiscal Management
- BP/AP 7385 Salary Deductions
- BP/AP 7700 Whistleblower

APs and BPs listed in new business can move forward to constituent groups, except those listed below, which will be sent to owners for review and/or completion.

- BP/AP 4060 Delineaton of Functions Agreements – not reviewed
- BP/AP 6250 Budget Management – comments not incorporated
- BP/AP 6300 Fiscal Management – not reviewed
- BP/AP 7385 Salary Deductions – BP not reviewed and changes not incorporated
- BP/AP 7700 Whistleblower – changes not incorporated

Policies & Procdures under review are located on the District Assembly Webpage under documents http://www.sbccd.org/District_Faculty_-_a-_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly.

Responsibility for the review process is as follows:

- Chapter 1: Board of Trustees and the Chancellor
- Chapter 2: Board of Trustees and the Chancellor
- Chapter 3: Chancellor and Chancellor’s Cabinet
- Chapter 4: VPs of Instruction, Student Services
- Chapter 5: VPs of Instruction, Student Services
- Chapter 6: VC of Fiscal Services and VPs of Administrative Services
- Chapter 7: VC of Human Resources

2. DA Membership Status (p9)

Membership results will be final On May 13.

3. Election of DA President & Vice President

Jeremiah Gilbert was nominated for District Assembly President and accepted.
Denise Allen Hoyt was nominated for Distrct Assembly Vice President and accepted.

INFORMATION

1. Legally required updates (Update #28) to forward to Board for approval

- BP 1100 The San Bernardino CCD
- BP 2010 Board Membership
- BP 4020 Program, Curriculum, and Course Development
- AP 6740 Citizens’ Oversight Committee

The list of APs and BPs submitted for information will be forwarded to the Board for approval.

2. Policies & Procedures Deemed Academic & Professional Submitted for Information

- None

<p><u>REPORTS</u></p> <ul style="list-style-type: none"> ○ AB 86 Update ○ Human Resources Update ○ Calendar Committee Update ○ Non-Credit Updates from Senates ○ District Budget & Enrollment Update ○ Staffing Plan Update ○ Academic Senates ○ Classified Senates ○ Student Senates 	<ul style="list-style-type: none"> • Calendar committee is waiting for the bargaining unit and district to agree on the number of workdays. • Tentative budget will be presented at the May 26 study session. • CHC is moving forward with Presidential hiring committee and forums. Working on common assessment process to be rolled out in 2017 and using by spring 2018. Net Tutor rolls out in the summer. • SBVC is finalizing the presidential forum.
<p><u>WRITTEN DISTRICT REPORTS</u></p> <ul style="list-style-type: none"> ○ Business & Fiscal Services Report (p10) ○ Strong Workforce Program (p21) 	<p>Written reports were provided.</p>
<p><u>PUBLIC COMMENTS</u></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><u>FUTURE AGENDA ITEMS</u></p> <ul style="list-style-type: none"> • AB 86 Update • District Strategic Plan Update (February) • Educational & Facilities Master Plan Update (February) • District Budget & Enrollment Update (April) • Policy & Procedure Tracking Software (May) • Annual approval of 6-year AP/BP review schedule (September) • Fiscal Services Update (written reports Feb, May, Aug, Nov) • KVCR Update (written reports Feb, July) • Police Department Update (written reports Apr, Sept) • TESS Updates (written reports May, Oct) • Human Resources Update (written reports Jan, Apr, July, Oct) • EDCT Update (written reports Apr, Dec) 	
<p>ADJOURN</p>	<p>Meeting adjourned at 4:08pm</p>

District Assembly Sign In Sheet

First Name	Last Name	Initial Here
Denise	Allen	DAW
Bruce	Baron	
Aaron	Beavor <i>KJ</i>	BB
Yvonne	Beebe	
Stephanie	Briggs	<i>Stephanie</i>
T.L.	Brink	<i>TL Brink</i>
Aaron	Burgess II	
Rejoice	Chavira	
Marco	Cota	
Kathy	Crow	
April	Dale Carter	
Jay	Danley	
Grayling	Eaton	<i>Grayling</i>
John	Feist	<i>John Feist</i>
Gloria	Fisher	
Ben	Gamboa	
Stacey	Garcia	
Jeremiah	Gilbert	JAR
Alicia	Hallex	
Jim	Holbrook	
Celia	Huston	<i>CH</i>
Gabriel	Jaramillo	
Robert	Levesque	RL
Sheri	Lillard	
Cheryl	Marshall	
Sarah	Miller	
Ericka	Paddock	
Romana	Pires	
Kathleen	Rowley	
John	Stankas	<i>John</i>
Linda	Subero	<i>Linda</i>
Cassandra	Thomas	<i>Cassandra</i>
Michelle	Tinoco	
Esmeralda	Vazquez	
Kay	Weiss	<i>Kay</i>
Clyde	Williams	

GUESTS:

Lisa	Norman	
Jose	Torres	
Natalie	Durado	<i>Natalie</i>