

DISTRICT ASSEMBLY MINUTES

October 4, 2016
3:00pm
Location: District
Board Room

Attendance: See Sign In Sheet

TOPIC	NOTES/DISCUSSION
1. Call to Order – Jeremiah Gilbert	Jeremiah Gilbert called the meeting to order at 3:02pm
2. Chancellor's Report	Chancellor Baron reported on the Promise Program and will work with the Foundation Directors. On the ballot for this year. Critical to Prop 51 – K-12 and Community College Prop 55 extension of Prop 30 until year 2030. Concerned with enrollments. SBCCD can receive additional funding if we grow beyond 2%. We could potentially lose \$10M. Presidents will share the plans by November 1 to achieve our goal this year. A suggestion was made to move registration up earlier.
3. Approval of Minutes – 9/6/16	Romana Pires motioned, Cassandra Thomas seconded the motion to approve the minutes of 9/16/16. Unanimous approval. 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
4. OLD BUSINESS a. Policies & Procedures for 2 nd Read and Approval <ul style="list-style-type: none"> o BP/AP 3515 Reporting of Crimes o AP 3516 Registered Sex Offender Information o BP/AP 3520 Local Law Enforcement o BP/AP 3530 Weapons on Campus o AP 3720 Computer and Network Use o BP/AP 7600 District Police Department 	Robert Levesque motioned, Denise Allen-Hoyt seconded the motion to approve the APs and BPs. <ul style="list-style-type: none"> o AP 3516 Registered Sex Offender Information o BP/AP 3520 Local Law Enforcement o BP/AP 3530 Weapons on Campus o BP/AP 7600 District Police Department Jeremiah Gilbert will discuss with the Title IX Coordinators to see if BP/AP 3515 Reporting of Crimes should include faculty as mandated reporters and will bring back next month. Cassandra Thomas and Glen Kuck will review and revise AP 3720 Computer and Network Use and bring back next month. Unanimous approval.
b. District Enrollment Management Committee (Registration/24-hour payment) Update	Jose Torres reported the District Enrollment Management Committee voted to recommend that, effective spring of 2017, SBCCD suspend the practice of dropping a student for nonpayment. Glen will talk with staff to modify the number of days and send an informed response to District Assembly by Friday.

c. Grants Work Group Update	A Work group was formed and the next meeting October 17.
d. Charge of District Assembly	As presented and still in the works. Further updates will be given as changes are made.
<p>5. NEW BUSINESS</p> <p>a. Policies & Procedures for 1st Read (take to constituency for input)</p> <ul style="list-style-type: none"> i. BP/AP 2410 Board Policies & Procedures (see the AP noted with rejected changes) ii. BP/AP 2435 Evaluation of the Chancellor iii. BP 3720 Computer and Network Use iv. BP 4000 Instructional Programs v. BP/AP 4010 Academic Calendar vi. AP 6200 Budget Preparation vii. AP 6310 Accounting viii. AP 6315 Warrants ix. BP/AP 6320 Investments x. BP/AP 6325 Payroll xi. BP/AP 6600 Capital Construction xii. BP/AP 6750 Parking 	<p>AP 6200 Budget Preparation to be revised to reflect the approved changes and the proposed addition from the Board.</p> <p>BP 4000 Instructional Programs and BP/AP 4010 Academic Calendar should be listed under Information as they are deemed Academic & Professional.</p> <p>Policies & Procedures 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.</p> <p>Responsibility for the review process is as follows:</p> <p>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</p>
b. Strong Workforce Update	Denise Allen-Hoyt motioned, Richard Galope seconded a motion to approve the Strong Workforce Ad Hoc. Unanimous approval.
6. Approval of 2017-2018 Academic Calendar	<p>Only two changes were made to the 17-18 calendar; fall starts on Monday, not Tuesday. Moved a flex day from January to October.</p> <p>Denise Allen-Hoyt motioned, Romana Pires seconded a motion to approve the 2017-18 Academic calendar. Unanimous approval.</p>
<p>7. INFORMATION</p> <ul style="list-style-type: none"> a) Policies & Procedures Deemed Academic & Professional Submitted for Information <ul style="list-style-type: none"> o None b) Schedule of policy & procedure review by chapter 	
<p>8. REPORTS</p> <ul style="list-style-type: none"> a) Academic Senates b) Classified Senates c) Student Senates d) TESS Update https://1drv.ms/w/s!Al_x2ZlgC6dq9D1CKbD5XzdhFZCJ e) HR Update 	<p>CHC Academic Senate approved International Program to move forward. Completed Public Safety and Discipline. Supported mathematics department for student placement. Non-credit is moving forward. Ad Hoc committee is reviewing Webadvisor interface.</p>

9. PUBLIC COMMENTS

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

10. FUTURE AGENDA ITEMS

- a) Webadvisor Update (TBD)
- b) Discussion on communication (TBD)
- c) Grants Work Group update (December)
- d) Auditing Update (Summer 2018, Kuck)
- e) District Budget Committee Recommendation for full time faculty (December)
- f) AB 86 Update (TBD)
- g) Calendar Committee Update (TBD)
- h) Non-Credit Updates from Senates (TBD)
- i) District Strategic Plan Update (February)
- j) Educational & Facilities Master Plan Update (February)
- k) District Budget & Enrollment Update (April)
- l) Policy & Procedure Tracking Software (May)
- m) Annual approval of 6-year AP/BP review schedule (September)
- n) Fiscal Services Update (written reports Feb, May, Aug, Nov)
- o) KVCR Update (written reports Feb, July)
- p) Police Department Update (written reports Apr, Sept)
- q) TESS Updates (written reports May, Oct)
- r) Human Resources Update (written reports Jan, Apr, July, Oct)
- s) EDCT Update (written reports Apr, Dec)

11. ADJOURN

Jeremiah Gilbert adjourned the meeting at 4:25pm

Date: 10/4/16

DISTRICT ASSEMBLY SIGN IN SHEET

First Name	Last Name	Campus - Representation	Term Ends	Initial Here
Rocio	Aguayo	SBVC - Student	2018	
Denise	Allen	CHC Academic Senate (DA VP)	2018	DA
Bruce	Baron	District Chancellor	n/a	BB
Aaron	Beavor <i>Kathryn Jaramillo</i>	SBVC Classified Senate	2018	KJ
Yvonne	Beebe	SBVC - Faculty	2017	
Autumn	Blackburn	SBVC - Student	2018	
Stephanie	Briggs	SBVC - Faculty	2018	
T.L.	Brink	CHC - Faculty	2018	
Raymond	Carlos	SBVC - Management	2018	
Rejoice	Chavira	CHC - Management	2017	ree
Marco	Cota	Latino Faculty & Staff Assn.	n/a	
Kathy	Crow	CHC - Faculty	2017	KC
April	Dale Carter	SBVC - Management	2017	ADC
Jeffrey	Demsky	SBVC - Faculty	2018	
Grayling	Eation	CSEA	n/a	
Ben	Gamboa	CHC Classified Senate	2018	
Jeremiah	Gilbert	SBVC - Faculty (DA President)	2018	JG
Jim	Holbrook	CHC - Faculty	2017	
Celia	Huston	SBVC Academic Senate	2018	
Robert	Levesque	District - Management	2018	RL
Sheri	Lillard	CTA	n/a	
Craig	Luke	SBVC - Faculty	2018	
Sarah	Miller	SBVC - Classified	2017	
Romana	Pires	SBVC - Faculty	2017	RP
Diana	Rodriguez	SBVC President	n/a	
Susan	Ryckevic	District - Classified	2018	SR
Nicole	Sarmiento	CHC - Students	2018	
Amber	Snow	CHC - Students	2018	
Cassandra	Thomas	SBVC - Classified	2017	CT
Mary	Valdemar (designee for Cota)	Latino Faculty & Staff Assn.	n/a	
Kay	Weiss	SBVC - Management	2018	KW
Chris	Williams	SBVC - Classified	2018	
Wei	Zhou	CHC President	n/a	
vacant	pending appointment	CHC - Faculty	2018	
vacant	pending appointment	CHC - Classified	2018	
vacant	pending appointment	CHC - Classified	2017	
vacant	pending appointment	CHC - Management	2018	
vacant	pending appointment	Black Faculty & Staff Assn	n/a	
GUESTS:				
Karl	Sparks			
Jose	Torres			
Richard	Galope			
Glen	Kuck			
<i>Cyril</i> PIERRE	<i>binnder ser</i> GALVEZ			