

DISTRICT ASSEMBLY

Minutes

November 1, 2016

3:00pm

Location: District Board Room

Attendance: See Sign In Sheet

TOPIC	NOTES/DISCUSSION
1. Call to Order – Jeremiah Gilbert	Gilbert called the meeting to order at 3:03pm
2. Chancellor's Report	Chancellor Baron reported he is expecting to review the college presidents report on enrollment goals this year. He congratulated the student government on their efforts to get students to register to vote.
3. Approval of Minutes – 10/4/16	<p>Gamboa motioned, Aguayo seconded a motion to approve the minutes of 11/1/16. Holbrook and Huston abstained. All others in attendance approved.</p> <p>Pires requested comments made during public comments be noted in the minutes.</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>
4. OLD BUSINESS a) Policies & Procedures for 2 nd Read and Approval <ul style="list-style-type: none">o BP/AP 2410 Board Policies & Procedureso BP/AP 2435 Evaluation of the Chancelloro *BP/AP 3515 Reporting of Crimeso BP/AP 3720 Computer and Network Useo AP 6200 Budget Preparationo AP 6310 Accountingo AP 6315 Warrantso BP/AP 6320 Investmentso BP/AP 6325 Payrollo BP/AP 6600 Capital Constructiono BP/AP 6750 Parking	<p>Allen motioned, Huston seconded a motion to move the list of P&Ps forward with the revisions made as noted. Unanimous approval.</p> <ul style="list-style-type: none">o BP/AP 2410 Board Policies & Procedures BP 2410 – lines 31-33 not clear why it was added because it is addresses in lines 12-13. Remove lines 31-33. AP 2410 – delete lines 88-90 and the asterisks.o BP/AP 2435 Evaluation of the Chancellor Line 16 change am to ano BP/AP 3515 Reporting of Crimeso BP/AP 3720 Computer and Network Useo AP 6200 Budget Preparationo AP 6310 Accountingo AP 6315 Warrantso BP/AP 6320 Investmentso BP/AP 6325 Payrollo BP/AP 6600 Capital Constructiono BP/AP 6750 Parking

<p>5. NEW BUSINESS</p> <ul style="list-style-type: none"> a) Policies & Procedures for 1st Read (take to constituency for input) <ul style="list-style-type: none"> i. *BP/AP 3430 Prohibition of Harassment ii. *AP 3435 Discrimination and Harassment Investigations (Procedures were broken into Title 5 and Title IX, because the two are so different) iii. BP/AP 3550 Drug Free Environment and Drug Prevention Program iv. BP/AP 7100 Commitment to Diversity v. BP/AP 7250 Educational Administrators (these were not on the planned review cycle, but needed significant overhaul). <p>*changes in Legal update #29 are included in the BP/AP.</p>	<p>The list of P&Ps listed in 5a will return for 2nd reading in December.</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>
<p>b) DISCUSSION OF NEW BPs/APs</p>	<p>Brand New P&Ps should be placed in one of the three categories: Legally required (r), Advised/suggested (a), or Optional (o)</p> <p>If there is a subject area expert, the senates will forward to the expert(s) for input.</p> <p>Jeremiah volunteered to contact Chapter Owners to advise of brand new P&Ps to see if the Chapter Owner thinks the new P&P is necessary.</p>
<p>6. INFORMATION</p> <ul style="list-style-type: none"> a) Policies & Procedures Deemed Academic & Professional Submitted for Information <ul style="list-style-type: none"> o BP/AP 4105 Distance Education b) Legal Updates (legal/typographical corrections only) <ul style="list-style-type: none"> o BP 3410 Nondiscrimination o BP 5140 Disabled Student Programs and Services o BP 7120 Recruitment and Hiring o BP 7310 Nepotism c) Legal Updates (updated and will go through approval process at the appropriate time determined by Chapter Owner) <ul style="list-style-type: none"> o AP 2710 Conflict of Interest o AP 3410 Nondiscrimination o BP/AP 4225 Course Repetition o BP/AP 5220 Shower Facilities for Homeless Students o BP/AP 6300 Fiscal Management o BP/AP 6340 Bids and Contracts o AP 7348 Accommodations o BP 7360 Discipline and Dismissal-Academic Employees o AP 7400 Travel 	<p>The list of P&Ps listed in 6a and 6b will move forward to the Board.</p> <p>Items in 6c are going through the process and will be brought to District Assembly for first reading as scheduled by the Chapter owner.</p>

<p>7. STATUS UPDATES</p> <ul style="list-style-type: none"> a) Registration/24-hour payment – SBVC Resolution b) Grants Work Group c) District Assembly Constitution d) Strong Workforce Ad Hoc 	<p>Academic Senate recommended two drop date periods. System should not drop off financial aid students and the programming to be updated so all fees are paid before the funds are disbursed to the student.</p> <p>Grants Work Group – three institutional researchers with Richard Galope to develop a flow chart and reconvene the work group. The work group will recommend the best way to structure grants and capture opportunities between the District and the colleges.</p> <p>Jeremiah is drafting an updated constitution with possible revised charge and revision to membership.</p> <p>Strong Workforce Ad Hoc met and discussed how to split the \$1.77M between the campuses. DBC should look at this and either follow RAM or discuss an alternative.</p>
<p>8. REPORTS</p> <ul style="list-style-type: none"> a) Academic Senates b) Classified Senates c) Student Senates 	<p>SBVC Academic Senate has been discussing OER Grant, Strong Workforce, mandatory reporting, and the 24-hour pay. The Board directed the Chancellor to work with the senates to develop a Student Success Policy.</p> <p>CHC Academic Senate received an update from the Chancellor, approved non-credit program, looked at concurrent courses, revising discipline course list, innovation of the Promise Grants, and Zero cost textbooks.</p> <p>CHC Classified Senate – received update from the Chancellor, discussing enrollment strategies, drop deadlines, and the impact to the students. First reading to adopt 9+1 resolution. Impact on building facilities and the availability to students at night. Reviewed innovation award and promise award.</p>
<p>9. PUBLIC COMMENTS</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>Pires – attended an OER conference and learned about senate bill 1359. Information was provided at the meeting as attached. The OER will save students and taxpayers money.</p>

<p>10. FUTURE AGENDA ITEMS</p> <ul style="list-style-type: none"> 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 104 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) 	
<p>11. ADJOURN</p>	<p>Meeting adjourned at 4:16pm</p>

1. Senate Bill 1359

- a. Approved by Governor 9/16 and adds section 66406.9 to Ed Code
- b. Mandates CCC and CSU to designate an OER symbol in the online schedule of classes for each course that “exclusively” uses free OER by January 2018 and offers low cost options for print versions of these free OER materials

"This bill would require each campus of the California Community Colleges and the California State University, and would request each campus of the University of California, to identify in the online version of the campus course schedule its courses that exclusively use digital course materials, as specified, and communicate to students that the course materials for these courses are free of charge and therefore not required to be purchased. By imposing new duties on community college districts, this bill would impose a state-mandated local program. The bill would become operative on January 1, 2018.

'Open educational resources' are high-quality teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license, such as a Creative Commons license, that permits their free use and repurposing by others, and may include other resources that are legally available and free of cost to students. "Open educational resources" include, but are not limited to, full courses, course materials, modules, textbooks, faculty-created content, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge."

http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB1359

Date: _____

DISTRICT ASSEMBLY SIGN IN SHEET

First Name	Last Name	Campus - Representation	Term Ends	Initial Here
Rocio	Aguayo	SBVC - Student	2018	RA
Denise	Allen	CHC Academic Senate (DA VP)	2018	DA
Bruce	Baron	District Chancellor	n/a	
Aaron	Beavor	SBVC Classified Senate	2018	
Yvonne	Beebe	SBVC - Faculty	2017	
Autumn	Blackburn	SBVC - Student	2018	
Stephanie	Briggs	SBVC - Faculty	2018	
T.L.	Brink	CHC - Faculty	2018	TLSB
Raymond	Carlos	SBVC - Management	2018	
Rejoice	Chavira	CHC - Management	2017	
Marco	Cota	Latino Faculty & Staff Assn.	n/a	
Kathy	Crow	CHC - Faculty	2017	
April	Dale Carter	SBVC - Management	2017	
Jeffrey	Demsky	SBVC - Faculty	2018	
Grayling	Eation	CSEA	n/a	
Ben	Gamboa	CHC Classified Senate	2018	BA
Jeremiah	Gilbert	SBVC - Faculty (DA President)	2018	JA
Jim	Holbrook	CHC - Faculty	2017	JH
Celia	Huston	SBVC Academic Senate	2018	CH
Robert	Levesque	District - Management	2018	RL
Sheri	Lillard	CTA	n/a	SL
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	
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 <i>Kathy Wilson</i>	2018	<i>KW</i>
vacant	pending appointment	CHC - Classified	2017	
vacant	pending appointment	CHC - Management	2018	
vacant	pending appointment	Black Faculty & Staff Assn	n/a	
<u>GUESTS:</u>				
Karl	Sparks			
Jose	Torres			
Richard	Galope	Richard Galope		
Glen	Kuck			
<i>Andy</i>	<i>Chaney</i>	<i>District</i>		
<i>Kathy</i>	<i>Wilson</i>	<i>CHC</i>		<i>KW</i>