

**DISTRICT ASSEMBLY  
MINUTES**

**March 7, 2017  
3:00pm  
Location: District  
Board Room**

Attendance: See Sign In Sheet

<b>TOPIC</b>	<b>NOTES/DISCUSSION</b>
1. Call to Order – Jeremiah Gilbert	Jeremiah Gilbert called the meeting to order at 3:07pm
2. Chancellor’s Report	Jose Torres gave the report on behalf of the Chancellor as attached.
3. Approval of Minutes – 2/7/17	Sheri Lillard motioned, Cassandra Thomas seconded to approve the minutes of 2/7/17. Unanimous approval. <hr/> Once approved, minutes and materials will be posted on the District website: <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>
4. OLD BUSINESS a) Policies & Procedures for 2 <sup>nd</sup> Read and Approval <ul style="list-style-type: none"><li>o AP 2410 (revised copy in the dropbox - the Board reviewed all recommended revisions previously submitted per the history at the end of the AP)</li><li>o BP 2715</li><li>o AP 2710</li><li>o BP 7310</li></ul> b) Umbrella BPs per the League <ul style="list-style-type: none"><li>o AP/BP 4222 Recommend to delete BP</li></ul>	Denise Allen motioned, Sheri Lillard seconded to approve items in 4a with AP 2410 as amended. Unanimous approval. <hr/> Denise Allen motioned, Romana Pires seconded to approve AP 4222 and delete BP 4222 as it is covered under the umbrella BP 4220. Unanimous approval. <hr/> District Assembly decided to keep recommended and optional APs and BPs for future consideration.

<p>5. NEW BUSINESS</p> <p>a) Policies &amp; Procedures for 1<sup>st</sup> Read (take to constituency for input)</p> <ul style="list-style-type: none"> <li>o AP 2510</li> <li>o BP/AP 3715</li> <li>o BP 3430</li> <li>o BP/AP 5200</li> <li>o BP/AP 6250</li> <li>o BP/AP 6300</li> <li>o AP 6305</li> <li>o BP/AP 6340</li> <li>o AP 6370</li> <li>o AP 6950</li> </ul> <p>b) AP 7250 clarification of language</p> <p>c) Grants Work Group Recommendations</p> <p>d) Constitution Amendments: Charge and Membership First Reading</p>	<p>Jose Torres pulled all of Chapter 6 from 5a. They will come back at a later date. AP/BP 3715 not completed. BP 3430 not in dropbox.</p> <hr/> <p>Subject matter expert needs to be clarified in AP 7250. Stacey to review audio from meeting and report back next month.</p> <hr/> <p>Jeremiah Gilbert provided Grants Work Group recommendations as attached. Sheri Lillard motioned, Kay Weiss seconded to accept the recommendations as provided. Denise Allen, Cassandra Thomas, Mary Valdemar, and Grayling Eaton apposed. Motion carried. District Assembly would like reports from the campus presidents to address: What have these fees been used for at each campus? What the indirect costs could be if we had the positions filled?</p> <hr/> <p>Jeremiah Gilbert incorporated the changes suggested at the last meeting. Additional suggestions will be incorporated into the documents and will be brought to District Assembly next month for first reading to be voted on individually.</p> <hr/> <p>Policies &amp; Procedures under review are located on the District Assembly Webpage under documents <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> <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>6. INFORMATION</p> <p>a) Policies &amp; Procedures Deemed Academic &amp; Professional Submitted for Information</p> <ul style="list-style-type: none"> <li>o BP/AP 5031</li> </ul>	<p>AP/BP 5031 was presented as information and will move forward.</p>
<p>7. UPDATES</p> <p>a) Strong Workforce</p> <p>b) 10+1 Training</p> <p>c) Policy Stat</p> <p>d) Webadvisor</p> <p>e) Canvas</p> <p>f) SB 769 (if approved will double the Bachelor's Degree pilot program)</p> <p>g) Teacher Credentialing Proposal</p>	<p>Trelisa will provide a timeline/implementation for Canvas and Helpdesk to District Assembly next month.</p>
<p>8. REPORTS</p> <p>a) Educational &amp; Facilities Master Plan Update</p> <p>b) Academic Senates</p> <p>c) Classified Senates</p> <p>d) Student Senates</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) AB 104 Update (TBD)
- b) Annual approval of 6-year AP/BP review schedule (every September)
- c) Auditing Update (Summer 2018, Kuck)
- d) Calendar Committee Update (TBD)
- e) District Budget & Enrollment Update (April)
- f) District Strategic Plan Update (February)
- g) EDCT Update (Monthly written reports)
- h) Educational & Facilities Master Plan Update (TBD 2019)
- i) Fiscal Services Update (written reports Feb, May, Aug, Nov)
- j) Grants Work Group Update (Monthly)
- k) Human Resources Update (written reports Jan, Apr, July, Oct)
- l) KVCR Update (written reports Feb, July)
- m) Non-Credit Updates from Senates (TBD)
- n) Policy & Procedure Tracking Software (March)
- o) Police Department Update (written reports Apr, Sept)
- p) TESS Updates (written reports May, Oct)
- q) Webadvisor Update (TBD)

**11. ADJOURN**

Meeting adjourned at 1:38pm

DISTRICT ASSEMBLY SIGN IN SHEET

First Name	Last Name	Campus - Representation	Term Ends	Initial Here
Rocio	Aguayo	SBVC - Student	2018	x
Denise	Allen	CHC Academic Senate (DA VP)	2018	x
Bruce	Baron	District Chancellor	n/a	
Aaron	Beavor	SBVC Classified Senate	2018	
Yvonne	Beebe	SBVC - Faculty	2017	
Mary	Bender	CHC - Classified	2018	
Autumn	Blackburn	SBVC - Student	2018	x
Stephanie	Briggs	SBVC - Faculty	2018	
T.L.	Brink	CHC - Faculty	2018	x
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	x
Jeffrey	Demsky	SBVC - Faculty	2018	
Grayling	Eation	CSEA	n/a	x
Ben	Gamboa	CHC Classified Senate	2018	x
Jeremiah	Gilbert	SBVC - Faculty (DA President)	2018	x
Jim	Holbrook	CHC - Faculty	2017	
Celia	Huston	SBVC Academic Senate	2018	
Robert	Levesque	District - Management	2018	x
Sheri	Lillard	CTA	n/a	x
Craig	Luke	SBVC - Faculty	2018	
Mark	McConnell	CHC - Faculty	2018	
Sarah	Miller	SBVC - Classified	2017	
Romana	Pires	SBVC - Faculty	2017	x
Diana	Rodriguez	SBVC President	n/a	
Susan	Ryckevic	District - Classified	2018	
Nicole	Sarmiento	CHC - Students	2018	x
Amber	Snow	CHC - Students	2018	
Cassandra	Thomas	SBVC - Classified	2017	x
Mary	Valdemar (designee for Cota)	Latino Faculty & Staff Assn.	n/a	x
Kay	Weiss	SBVC - Management	2018	x
Chris	Williams	SBVC - Classified	2018	
Kathy	Wilson	CHC - Classified	2017	x
Wei	Zhou	CHC President	n/a	x
vacant	pending appointment	CHC - Management	2018	
vacant	pending appointment	Black Faculty & Staff Assn	n/a	
<b><u>GUESTS:</u></b>				
Jose	Torres			x
Richard	Galope			x
Glen	Kuck			x
Rania	Hamdy			x
Trelisa	Glazatov			x