

**District Assembly Meeting Minutes
District Board Room
April 4, 2017 – 3pm**

1. **CALL TO ORDER** - Jeremiah Gilbert called the meeting to order at 3:06pm
2. **CHANCELLOR'S REPORT** - The Chancellor reported on the proposed HR Reorganization chart and Jose Torres to be named to lead the HR Department. The Board will receive the recommendation for first reading on April 13. Jose presented the proposed reorganization chart and highlighted that it will allow for succession planning and improved services.

Denise Allen motioned, Jim Holbrook seconded the motion to accept the one-year pilot plan of the proposed HR reorganization structure. Unanimous approval.
3. **APPROVAL OF 3/7/17 MINUTES** - Denise Allen motioned, Robert Levesque seconded the motion to approve the minutes of 3/7/17. Jim Holbrook and Celia Huston abstained. Motion passed.
4. **OLD BUSINESS**
 - a. **Policies & Procedures for 2nd Read and Approval**
 - i. **AP 2510**
 - ii. **BP/AP 3715**
 - iii. **BP 3430**
 - iv. **BP/AP 5200**AP 2510 and AP/BP 3715 are still under review and will come back in September for 2nd reading. Kay Weiss motioned, Sheri Lillard seconded the motion to move BP 3430 and AP/BP 5200 forward. Unanimous approval.
 - b. **AP 7250 clarification of language**
AP 7250 is to come back in September for further discussion. Clarify "subject matter expert". Who is it and who appoints them? References to the VC of HR in all Chapter 7 policies and procedures should be changed to appropriate Director of HR.
 - c. **Approval of District Assembly Charge**
Denise Allen motioned, Jim Holbrook seconded the motion to revise the constitution with the charge as presented. Unanimous approval.
 - d. **Approval of District Assembly Membership**
Denise Allen motioned, Diana Rodriguez seconded the motion to accept the revised membership as presented, effective the fall 2017. Jim Holbrook opposed. Motion passed.
5. **NEW BUSINESS**
 - a. **Policies & Procedures for 1st Read (take to constituency for input)**
 - i. **BP/AP 3280 Grants** – pulled, not ready. To be completed by Bruce Baron, Richard Galope, and Jose Torres.

- ii. **BP/AP 3310 Records Retention and Destruction** – move forward
- iii. **BP/AP 3420 Equal Employment Opportunity** – move forward
- iv. **BP/AP 3560 Alcoholic Beverages** – move forward
- v. **AP 3715 Intellectual Property** – pulled, not ready. To be completed by Glen Kuck.
- b. **AP 7211 – FSAs, Min Quals & Equivalencies to be declared academic & professional**
AP 7211 Declared academic & professional.

6. INFORMATION

- a. **Policies & Procedures Deemed Academic & Professional Submitted for Information**
 - i. **BP 5050 Student Success and Support Program** – to go to Student Success Committee at their 4/13/17 meeting.

7. UPDATES

- a. **10+1 Training (May 10, 8am-11am)** – 10+1 training on 5/10/17 from 8-11am
- b. **Policy Stat (September)** – training will begin with DA Exec. committee in September
- c. **Strong Workforce** – the committee will reconvene in May-late April
- d. **College Promise Update** – no update
- e. **KVCR** – 4/27/17 Study Session to cover overview, goals, and future plans of KVCR. Board Ad Hoc on CTE is meeting on 4/10/17 at 11am followed by a Media Academy/Inland Empire News meeting at 11:30am.
- f. **Grants Process** – Jose Torres is working with the college presidents on indirect fees. DBC will review and will report back to District Assembly.
- g. **Proposed Policy & Procedure on Background Checks** – HR is working on this policy. It will apply to all employees.
- h. **Emergency Management Committee** – The committee will provide consistency in emergency training, ensure related policies and procedures are up to date, and will communicate the roles and structure of the emergency management committee. The committee will have collegial representation. Once the committee develops the charge and membership, it will be brought to District Assembly.
- i. **Blackboard Access during the fall term** – as attached.

8. REPORTS

- a. **Educational & Facilities Master Plan Update (printed books are available in the Chancellor's Office)** – printed plans are available in the Chancellor's Office upon request.
- b. **Proposed Human Resources Reorganization Chart**
- c. **Academic Senates** – Celia Huston reported SBVC AS has been working on equivalency, attended OER workshop, minimum qualifications for non-credit, and will attend the upcoming Spring Plenary.
Denise Allen reported on the upcoming Spring Plenary, new discipline for public safety, upcoming elections for 17-19, concurrent enrollment, non-credit workshop, and is working on a 24-hour drop policy report of outstanding balance and whether there is a correlation to student grades.
- d. **Classified Senates** - none
- e. **Student Senates** – SBVC ASG reported on the recent Town Hall meeting with Eloise Reyes, upcoming ASG election, and civic engagement workshop.



9. PUBLIC COMMENTS

None

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. EDCT Update (Monthly written reports)
- g. Educational & Facilities Master Plan Update (TBD 2019)
- h. Fiscal Services Update (written reports Feb, May, Aug, Nov)
- i. Grants Work Group Update (Monthly)
- j. Human Resources Update (written reports Jan, Apr, July, Oct)
- k. KVCR Update (written reports Feb, July)
- l. Non-Credit Updates from Senates (TBD)
- m. Policy & Procedure Tracking Software (March)
- n. Police Department Update (written reports Apr, Sept)
- o. TESS Updates (written reports May, Oct)
- p. Webadvisor Update (TBD)

11. ADJOURN – Jeremiah Gilbert adjourned the meeting at 4:31pm.