

Regular attendance by the Membership of the Assembly is essential to the success of the Assembly. Members who miss three (3) consecutive meetings shall be replaced.

First Name	Last Name	Term Ends	Sept	Oct	Nov	Dec	Feb	Mar	Apr	May
		(May)								
Cassandra	Thomas (President)	2021	x	x						
Kristina	Hannon (VP)	2021	x	x						
Stacey	Nikac (Recorder)	n/a	x	x						
Amy	Avelar	2021	x	x						
Brandi	Bailes	2021	x	x						
T.L.	Brink	2022	x	x						
Keynasia	Buffong	2021	x	x						
Davena	Burns Peters	2022	x	x						
Raymond	Carlos	2022	x	x						
Taylor	DeBenedictis	2021	x	x						
John	Feist	2021	x	x						
Cristina	Guritenco	2021								
Colleen	Gamboa	2021	x	x						
Ed	Gomez	2021	x							
Laurie	Green	2021	x	x						
Kevin	Horan	n/a	x	x						
Alex	Jaco	2021	x	x						
Rhiannon	Lares	2022	x	x						
Craig	Luke	2021								
Meridyth	McLaren	2021	x	x						
Kevin	Palkki	2021	x	x						
Diana	Rodriguez	n/a	x							
Cyndie	St. Jean	2021	x	x						
Bethany	Tasaka	2022	x	x						
Jose	Torres	n/a	x	x						
Jonathan	Townsend	2022		x						
Keith	Wurtz	2021	x							

**Meeting Minutes of District Assembly**  
**October 6, 2020**  
**3:00 pm Pacific Time**

**MEMBERS PRESENT VIA TELECONFERENCE**

See attached attendance roster

**ABSENT**

See attached attendance roster

The following text was referenced and all votes were taken by roll call.

*Governor Newsom issued Executive Order N-25-20 on March 12, 2020, and Executive Order N-29-20 on March 17, 2020. Portions of these orders relax parts of the Brown Act. In part, the orders allow elected officials to “attend” a meeting via teleconference WITHOUT having to admit members of the public into the location from which they are participating (N-25-20) and orders that “such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment” (N-29-20). Anyone wishing to participate may do so via the Zoom link which is listed on the agenda. The meetings are also recorded. Public comments must be submitted electronically by emailing [snikac@sbccd.edu](mailto:snikac@sbccd.edu) Submissions must be received 24 hours in advance of the meeting. From the comments received, staff will call each speaker to make their public comment. Submissions will be considered a public record under the Public Records Act, and are therefore subject to public disclosure. Public comments will take place at the time designated at the meeting for public comment. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. 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) 388-6902 as far in advance of the meeting as possible.*

**I. CALL TO ORDER**

C. Thomas called the meeting to order at 3:05pm.

**II. CHANCELLOR’S REPORT**

Interim Chancellor Torres reminded the committee that the Board approved one strategic direction this year, which is to develop a strategic plan. Within the plan there are four objectives: (1) Student success, which has to do with Guided Pathways implementation. (2) Equity & Diversity, where we continue implementing the EEO plan, support ACA 5 (Weber) as recommended by the CCLC, and to participate in the California Community college Equity Leadership Alliance. (3) Operational Efficiencies, which is to define KVCR’s purpose and take action. (4) Facilities – to develop a master plan for properties we have.

Last week the Board had a Strategy Session on KVCR to provide direction, which the Board will approve at the October 8 Board meeting. The recommendation is to transition the KVCR facility to SBVC by June 30, 2023 so students benefit from use of the facility and equipment. KVCR has not been able to balance the budget and has depleted the fund balance. We forecast that if it continues, KVCR will deplete the \$21 million endowment in approximately three years and continues to tap into the principal. We spend about \$1.1 million in PBS and NPR and we cannot sustain moving forward.

Jose shared the revised graph of the Roadmap to Student Success to create a holistic strategic plan that will provide a system and culture that survives over time, not matter who comes or goes. The environmental scan is the first step to working toward the Strategic Plan.

	ROADMAP TO STUDENT SUCCESS		
	SBCCD STRATEGIC PRIORITIES PLAN	CAMPUS EDUCATION MASTER PLAN	DISTRICT SUPPORT OPERATIONS (DSO) SUPPORT PLAN
<b>Data Sources</b>	CCC Vision for Success SBCCD Data Environmental Scan	CCC Vision for Success SBCCD Data Environmental Scan	CCC Vision for Success SBCCD Data Environmental Scan
<b>Primary Responsibility</b>	Board of Trustees & Chancellor's Cabinet	Campus Presidents	DSO Directors
<b>Supporting Input</b>	District Assembly & Community Members	Campus Constituent Groups	Institutional Effectiveness Committee
<b>What This Is</b>	Establishes districtwide mission, vision, values and priorities to realize in the next <b>five years</b>	Establishes campus-specific goals and objectives that align with, and fulfill the SBCCD Strategic Priorities Plan	Establishes goals and objectives that support the Campus Education Master Plans
<b>What This Is Not</b>	Campus-specific goals and objectives	Strategic plan disconnected from the SBCCD Strategic Priorities Plan	Campus-specific goals and objectives
<b>Planning Kickoff</b>	<i>Insert Month/Year</i>	<i>Insert Month/Year</i>	<i>Insert Month/Year</i>
<b>Planning Completion</b>	<i>Insert Month/Year</i>	<i>Insert Month/Year</i>	<i>Insert Month/Year</i>
<b>Implementation Period</b>	<i>From 2022 to 2027</i>	<i>From 2022 to 2027</i>	<i>From 2022 to 2027</i>

One of the results from the climate survey was that we are not being transparent and need to work through the decision-making process. The Campus Safety Plan being on the agenda for 1<sup>st</sup> reading is a perfect example of how the process should be in order to provide clarity to make sure that we're doing things appropriately through the collegial process.

III. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

None.

IV. APPROVAL OF MINUTES

A. 2020-09-01

R. Carlos moved to approve the 9/1/20 minutes. L. Green seconded the motion. All in attendance approved (see attendance roster), except B. Bailes who abstained.

V. OLD BUSINESS

A. Approval of 2020-2021 AP & BP Review Schedule (revised)

R. Carlos moved to approve the revised 2020-2021 AP & BP Review Schedule. K. Hannon seconded the motion. All in attendance approved (see attendance roster), except A. Avelar and B. Tasaka who abstained.

C. Thomas recommended members include the AP/BP on their constituent agendas for review about a month before they're scheduled for first read at DA. The schedule is also included on the District Assembly webpage. The process is to DA members to take the first reads back to their constituency for review, and email Stacey any recommended revisions before the next DA meeting so other groups have an opportunity to review recommendations. Constituent groups should focus their review on the AP/BPs that are important to their group.

- B. Approval APs & BPs for 2nd Reading  
2nd read may be pulled for discussion, debate and/or revision recommendations prior to approval. Chancellor forwards the BPs to the Board of Trustees for action and the APs as information items.
1. AP 2410 Board Policies and Administrative Procedures
  2. BP 2410 Board Policies and Administrative Procedures (No Changes)
  3. AP 7100 Commitment to Diversity (No Changes)
  4. BP 7100 Commitment to Diversity (No Changes)
  5. AP 7150 Evaluation
  6. BP 7150 Evaluation
  7. AP 7230 Classified Employees
  8. BP 7230 Classified Employees
  9. AP 7240 Confidential Employees
  10. BP 7240 Confidential Employees
  11. AP 7260 Classified Supervisors- Managers and Administrators
  12. BP 7260 Classified Supervisors- Managers and Administrators
  13. AP 7270 Student Workers
  14. BP 7270 Student Workers (No Changes)
  15. AP 7380 Retiree Health Benefits- Academic Employees
  16. BP 7380 Retiree Health Benefits - Academic Employees
  17. AP 7450 Mileage Reimbursement
  18. BP 7450 Mileage Reimbursement (No Changes)
  19. BP 7510 Domestic Partners
  20. AP 7700 Whistleblower Protection
  21. BP 7700 Whistleblower Protection (No Changes)

All AP/BPs except 2410 and 7240 were pulled and tabled to the next meeting.

C. St. Jean moved to approve AP/BP 7240. K. Buffong seconded the motion. All in attendance approved (see attendance roster), except L. Green, who abstained.

TL Brink moved to approve AP/BP 2410 (as amended) to replace “assigned staff” with chancellor or designee. All in attendance approved (see attendance roster).

## VI. NEW BUSINESS

### A. Environmental Scan

The Institutional Effectiveness Committee, a subcommittee of DA, agendaized the Environmental Scan for DA discussion. The purpose of the discussion is to provide clarity as to what type of consultant we are seeking.

K. Horan advised DA that the environmental scan (best done by an outside consultant) is a necessary and first part of updating both colleges educational master plans. The educational master plan updates cannot be completed until we have an updated environmental scan, which is done on a regional basis. The procurement process for the environmental scan should be finalized by the end of fall to do the environmental scan in the spring so both of the colleges are able to go through the process of updating the educational master plan over the course of the following academic year 2021-2022. A delay with the environmental scan will affect the timeliness of updating the Facilities Master Plan and other plans used in the college processes.

J. Torres clarified there are two types of consultants when we do the educational master plan. One consultant does the environmental scan and a second consultant helps the colleges facilitate the meetings or assists in the development of the of the education of master plan. We are seeking a consultant for the environmental scan only.

**K. Palkki moved to approve moving the environmental scan process forward. TL Brink seconded the motion. All in attendance approved (see attendance roster), except A. Avelar, B. Bailes, D. Peters, and B. Tasaka, who abstained.**

**B. Campus Safety Plan – 1<sup>st</sup> reading**

Farrah Farzaneh introduced the campus safety plan. It provides preventive measures that can be taken to protect against COVID-19. The District has taken steps to minimize the spread of COVID-19: limiting students and staff in class/campus, social distancing, masks, hand washing, cleaning and disinfecting commonly touched surfaces and areas, monitoring building ventilation for air flow, and online training modules. The plan also addressed expectations for students, faculty, and staff.

**K. Horan clarified the review process for the Campus Safety Plan. It comes to DA and then goes to the College Safety Committees and then comes back to DA for approval. C. Thomas asked DA members to take the Campus Safety Plan back to the constituent groups and submit recommendations for DA approval.**

**C. APs & BPs Deemed Academic & Professional - NO ACTION**

Policies and procedures that fall under the 10+1 (an Academic and Professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations) will be completed by up to four consecutive Academic Senate meetings, beginning with the date the BP/AP is presented at District Assembly.

1. AP 2510 Collegial Consultation [Participation In Local Decision-Making]
2. BP 2510 Collegial Consultation [Participation In Local Decision-Making]
3. AP 4022 Course Approval
4. AP 4105 Distance Education
5. BP 4105 Distance Education
6. AP 4220 Standards of Scholarship - Delegation
7. BP 4220 Standards of Scholarship - Delegation
8. AP 4231 Grade Changes
9. BP 4231 Grade Changes
10. AP 4235 Credit By Examination [Credit for Prior Learning]
11. BP 4235 Credit by Examination [Credit for Prior Learning]

**Academic Senates were asked to agendaize and review #1-11. Recommendations should be brought back to DA.**

**VII. INFORMATION ITEMS**

**A. APs & BPs With Simple CCLC Legal Updates, Minor Clerical Revisions, or from Chapter 2 - NO ACTION**

1. AP 2431 Chancellor Selection
2. BP 2725 Board Member Compensation
3. AP 3434 Responding to Harassment Based on Sex under Title IX
4. AP 3435 Discrimination and Harassment Complaints and Investigations
5. AP 3560 Alcoholic Beverages
6. BP 3560 Alcoholic Beverages

Item VII.A.1-6 were presented for information.

VIII. UPDATES & REPORTS

- A. Bond Update (written report)
- B. CHC Academic Senate (written report)
- C. SBVC Classified Senate (written report)
- D. Districtwide Safety Committee (written report)
- E. Districtwide & Campus Efforts Addressing Systemic Racism (K. Hannon)

Written reports and updates were provided. K. Hannon provided an update on Districtwide & Campus Efforts Addressing Systemic Racism. Over the summer, Cabinet participated in five events where we were able to elicit feedback and hear the stories and experiences of our campus and district community. We had over 271 participants district wide, which was an aggregate of 2710 hours contributed by participants. Attendees were asked five questions: (1) how are you feeling right now (2) How are you managing stress (3) What is SBCCD doing well to address racism (4) What can SBCCD do better to address issues of systemic racism (5) What trainings and tools do you need to address issues of systemic racism within our organization and within our communities. The work and discussion must continue by reporting out actions taken to promote equity, anti-racism training/professional development, and reviewing hiring practices to promote diversity.

IX. REMINDER TO CONSTITUENT GROUP REPRESENTATIVES:

The success of the mission of the Assembly depends on the effective communication of the Assembly with the various constituencies represented by the membership. In order to accomplish this goal of effective communication, we ask each of you to:

1. Using the Annual Review Cycle, plan ahead and agendize your AP/BPs for review with your constituent groups.
2. Agendize District Assembly reports at your regular meetings.
3. Following each DA meeting, email a summary update to your constituents. The summary should include highlights that are important to your constituents. Highlight the AP/BPs that your constituents should focus on for review and be sure to include the AP/BP attachments. Any recommended changes should be returned to you before the 15th of the month and immediately sent to the Chapter Owner or Stacey Nikac. A sample email was included in the agenda.

X. ADJOURN

The next meeting of District Assembly: Zoom Conference <https://cccconfer.zoom.us/j/98604464871>

November 3, 2020 at 3pm

Thomas adjourned the meeting at 4:21pm.