



DISTRICT ASSEMBLY MEETING  
Tuesday, October 1, 2013 – 3:00 p.m.  
District Office – Professional Development Center – Room #104

AGENDA

- |   |                    |
|---|--------------------|
| 1. Call to Order                                | Stankas            |
| 2. Minutes                                      | Stankas            |
| a. May 7, 2013                                  |                    |
| b. September 3, 2013                            |                    |
| 3. Academic Senate Reports                      | Allen-Hoyt/Gilbert |
| 4. Classified Senate Reports                    | Tinoco/Thomas      |
| 5. Student Senate Reports                       | Brown/Dorsey       |
| 6. District Reports                             |                    |
| a. Human Resources                              | Miyamoto           |
| b. Technology, DTSP                             | Kuck               |
| 7. Old Business                                 |                    |
| a. Mutual Respect Policy                        | Miyamoto           |
| 8. New Business                                 |                    |
| a. Student Success Initiatives                  | Marshall           |
| b. Update from HR Work Group                    | Stankas            |
| c. Reordering Constituent Reports for the Board | Allen-Hoyt         |
| d. Waitlist Process                             | Gilbert            |
| 9. Public Comment                               |                    |
| 10. Future Agenda Items/Announcements           | Members            |
| 11. Adjournment                                 | Stankas            |



District Assembly Meeting  
Tuesday, May 7, 2013  
Minutes

Members Present

Denise Allen, Larry Aycock, Bruce Baron, Stephanie Briggs, Jay Danley, Gloria Fisher, Jeremiah Gilbert, Jodi Hanley, Jim Holbrook, Kyle Hundley, Yvette Lee, Stacy Meyer, Ginger Sutphin, Cassandra Thomas, Michelle Tinaco, Catalina Transporte

Members Absent

Aaron Beavor, Patricia Berry, Brandon Brown, Rejoice Chavira, Kathy Crow, Gina Curasi, Paula Ferri-Milligan, Yasmeen Flores, Ben Gamboa, Colleen Gamboa, Ed Gomez, Victor Ho, Cameron Lyons, Albert Maniaol, Jeanne Marquis, Cheryl Marshall, Kim McCormick, Marie Mestas, Ben Mudgett, Barbara Nichols, Ericka Paddock, Robert Shields, Samantha Skaggs, James Smith, John Stanskas, Mary Valdemar, Clyde Williams

Guests Present

Whitney Fields, Charlie Ng

Call to Order

Jim Holbrook called the meeting of the District Assembly to order at 3:00 p.m. in PDC #104.

Minutes

The April 2, 2013 minutes were approved by consensus, with one correction.

Election Results

Jim Holbrook announced the roster of members is almost complete. A vacancy exists in classified staff for Central Services. The electronic election process went well. Jim expressed his appreciation to the classified staff. The Chancellor's Office will send an email to the student governments asking for their appointments.

New members were introduced.

## Academic Senate Reports

### SBVC

Jeremiah Gilbert said the Senate has developed a general ed philosophy statement which will be included in the college catalog per accrediting requirements. Bylaws are being reviewed regarding student services representation. Priority registration was explored and recommendations were made. Jeremiah gave a brief report on the SBVC president candidate forums. The chancellor will be addressing the Senate on May 15.

### CHC

Denise Allen reported the college is in the process of filling the Vice President of Instruction position, two faculty positions and a counselor. A summer retreat is in the planning stages. A decision is forthcoming on the student success act. Committee assignments are in process. They are working on two resolutions to present to the Board of Trustees. Faculty is reaffirming its commitment on the 10+1.

## Classified Senates

### SBVC

Cassandra Thomas reported conference attendance details have been worked out.

### CHC

Michelle Tinaco reported classified staff is well represented on screening committees. An August retreat is being planned. The budget has been finalized.

## Student Senates

### SBVC

Absent.

### CHC

Absent.

## District Reports

### Budget

A written report was submitted.

### District Strategic Plan

A written report was submitted.

### Bond

A written report was submitted.

### Safety

A written report was submitted

### Technology/DTSP

A written report was submitted.

### Old Business

None.

### New Business

### AP 4260 Prerequisites and Corequisites

This AP was reviewed by both Academic Senates. It will be submitted to the Board of Trustees for information.

### Election of Officers for 2013-2014

John Stankas was nominated for President and Jodi Hanley for Vice President. Hearing no other nominations, nominations were closed.

Denise Allen moved, Yvette Lee seconded, and John Stankas was elected president and Jodi Hanley was elected vice president.

### Chancellor's Comments

Bruce Baron thanked the members for their service to District Assembly. He said the district is close to naming a new president for SBVC. Dr. Ed Bush received the highest ratings among those who attended the forums and completed the evaluation forms. Bruce thanked Jeremiah Gilbert and the SBVC Senate for their work on the forums.

### Public Comment

None.

## Announcements

Kyle Hundley reminded everyone to be cognizant of the Governor's May revise which will be released on the 15<sup>th</sup>.

Jim Holbrook thanked everyone for their service on behalf of the constituent groups they represent. He encouraged everyone to pay attention to what is happening in the district.

## Future Agenda Items

1. Student Success Subcommittee Report
2. Mutual Respect Policy – Rogers
3. AP 5030 Fees – Ng
4. Document Reading/Checking Software

## Adjournment

Jim Holbrook thanked everyone and adjourned the meeting at 3:45 p.m.

Jackie Buus, Recorder



District Assembly Meeting  
Tuesday, September 3, 2013  
Minutes

Members Present

Denise Allen, Larry Aycocock, Bruce Baron, Stephanie Briggs, Brandon Brown, Kathy Crow, Patrick Dorsey, Diane Dusick, Gloria Fisher, Yasmeen Flores, Jeremiah Gilbert, Jodi Hanley, Jim Holbrook, Janet Johnson, JoAnn Jones, Albert Maniaol, Cheryl Marshall, Benjamin Mudgett, Ericka Paddock, James Smith, John Stankas, Cassandra Thomas, Michelle Tinoco, Kay Weiss

Members Absent

Aaron Beavor, Patricia Berry, Rejoice Chavira, Marco Cota, Gina Curasi, Ben Gamboa, Colleen Gamboa, Ed Gomez, Yvette Lee, Cameron Lyons, Jeanne Marquis, Samantha Skaggs, Clyde Williams

Guests Present

Pierre Galvez, Glen Kuck, Jack Miyamoto, Wendy Zinn

Call to Order

John Stankas called the meeting of the District Assembly to order at 3:00 p.m. in PDC #104.

Minutes

The May 7, 2013 minutes were not received by all in attendance and will be resent to the group and approved at the October meeting.

2013-2014 Membership

Dr. Weiss will replace Dr. Fisher at the District Assembly meetings. It was recommended Colleen Gamboa be consulted for the vacant position at Central Services.

Academic Senate Reports

CHC

Denise Allen reported the new Vice President of Instruction is working out well. All committees are full.

#### SBVC

Jeremiah Gilbert said the SBVC Academic Senate had a planning meeting the week before the semester started where concerns were brought forward to be addressed this semester.

#### Classified Senates

##### SBVC

Cassandra Thomas reported the Delineation of Duty Statement ~~will~~ should be completed by October. There is a new fundraising effort – vending at football games with a limited menu. Proceeds will benefit classified student scholarships.

##### CHC

Michelle Tinaco reported classified student scholarships are starting again. There will be a fundraiser to Stateline in March. The Vice President of Instruction will be invited to attend to have a one on one with students.

#### Student Senates

##### SBVC

Brandon Brown said SBVC will be hosting Mayor Awards where they will invite candidates to attend the Mayor's Forum. There is an effort to Go Green with the recycling program.

##### CHC

Patrick Dorsey reported CHC has the largest membership ever with 21 student senate members. Noteworthy dates include Constitution Day on September 17 and an Etiquette luncheon on September 25.

#### District Reports

##### Budget

A written report was submitted.

##### District Strategic Plan

A written report was submitted.

#### Bond

A written report was submitted.

#### Technology

A written report was submitted.

#### Emergency Preparedness

A written report was submitted. Pierre reported the current plan is outdated and will be updated soon. CERT training will begin in October.

#### New Business

##### Campus Update on Student Success Implementation Plan

~~No report at this time.~~ We should continue to monitor legislative and regulatory requirements and bring items forward for discussion related to the implementation of the Student Success Act as needed.

##### Mutual Respect Policy

Will review and update at the next meeting.

##### Document Reading/Checking Software Update

Glen Kuck handed out a Plagiarism Software Overview and a SafeAssign/Turnitin Comparison. Both products will be reviewed by the campus faculty through the Vice Presidents of Instruction.

#### New Business

##### BP & AP 6710 Tickets and Passes Distribution

This item was approved at the April meeting and will go to the Board for final approval.

##### Communication to/from DCS or TESS



Jeremiah Gilbert and Glen Kuck shared the Special Projects Prioritization Process handout and discussed the process from start to finish. Representatives are encouraged to share DCS processes and information with constituent groups.

#### Concerns Regarding HR Processes

Screening committees – who is out and why?

Transcript issues – they are only accepted electronically online

Delays in the hiring process – results in candidates accepting other employment

Retaining employee records

Procedures for evaluation of administrators

Processes for donation of leave for non-catastrophic situations

Discussion of forming a committee/work-group to include faculty and managers to address specific issues.

#### Chancellor's Comments

Bruce Baron reported the Policies and Procedures will be worked on to bring them current. The Board will approve the final budget at the September 12 Board meeting. The District's goal is aggressive on enrollment growth at 2% over the minimum target. Pierre Galvan will be recommended by the Chancellor as the new Chief of Police. The District will be conducting a salary survey with the Hay Group. The study should be concluded by the end of Fall and the Chancellor will make a salary recommendation to the Board of Trustees.

#### Public Comment

None.

#### Announcements

None.

#### Future Agenda Items

1. ~~4.~~ Student Success Update ~~–~~ Marshall
2. Information reported from Human Resources Work Group

#### Adjournment

John Stankas thanked everyone and adjourned the meeting at 4:12 p.m.

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Stacey Nikac, Recorder

## District Assembly Work-Group for Human Resources

**September 10, 2013**

**3PM – 4:30PM**

**District Conference Room #2**

### **Present:**

Kathy Crow, Jeremiah Gilbert, Catherine Hendrickson, Ashley Lucht, Jack Miyamoto, Amalia Perez, Julia Sanchez, John Stanskas, Michelle Tinoco, Kay Weiss

### **Discussion Items:**

#### **1. BP/AP 7125 Verification of Employment**

The process of re-verification of employment status through I-9 forms was raised. The office of Homeland Security required re-verification of all employees for the right-to-work and identity on a new form from all employers. The administrative procedure states that Human Resources will keep previous forms for up to three years. **Outcome:** The discussion did not find any need to modify board policy or administrative procedure, but suggests the communication regarding the reason for re-verification, and the timing of such a request could be improved in the future. Future processes for such should clearly communicate the impetus for the request from employees and consider the timeframe for the request when many employees are contracted only for 10-months.

#### **2. BP/AP 7250 Management Evaluation**

The administrative procedure spells out the timeframe for regular management evaluations with a hard September 1 deadline written into the procedure. This is not uniformly followed throughout the district. In addition, the policy and procedure are both silent regarding interim management selection and evaluation.

**Outcome:** The procedure should be modified. The district should engage in a dialog regarding an appropriate timeline for management evaluation and the procedure should reflect the result of that dialog. Interim positions for an as-yet-to-be-determined 'extended' period should fall under the procedure either explicitly or implicitly when modified. A suggested time-frame for the definition of an 'extended' period was greater than one semester.

#### **3. BP 7345 Catastrophic Leave**

This is the only part of the board policies that reference what occurs when an employee runs out of leave time. It is unclear if non-catastrophic circumstances may exist where the donation of leave may be permissible.

**Outcome:** Human Resources will evaluate whether there is language in the Districts contracts that outline this process. If not, a process may be developed or clarified for the donation of leave in other circumstances.

**4. BP/AP 7210, 7230, 7250 Hiring Procedures**

Discussion among constituent groups after the flurry of hiring activity during the last year raised several concerns including inconsistencies between hiring committees, inconsistencies between campus processes, uploading files to large for the online application program, and minimum qualification screening.

**Outcome:** Human Resources will evaluate mechanisms to communicate with applicants during the process regarding online application program failures and general improvement of notification to applicants. Human Resources is also advised to engage in dialog among staff to improve the consistency of the process across the district regarding the evaluation of minimum qualifications and managing the work of screening committees.

**5. AP7210 – line 41 (first reference) Faculty Equivalency Processes**

The faculty equivalency process remains poorly defined and varies between the campuses. This is problematic because equivalency is granted by the same Board of Trustees and is valid across the district once granted.

**Outcome:** The Academic Senates are encouraged to draft a process that is broadly defined so that some level of consistency can be maintained while allowing for the differing cultures of the faculty at each site.

**6. BP/AP 7110, BP7500 Student Workers, Volunteers, Short-Term Employees**

Discussion was focused on the desire for some workers in these classes to have valid background checks before employment but not in others. There is a strong desire to have every employee or volunteer background checked for legal and ethical considerations. There is also a concern about the cost of fingerprinting and the limited means of many of the applicants for those positions – namely students.

It was mentioned that awaiting board approval before working was problematic in some circumstances given the inherently transient nature of community college students and our local populations.

**Outcome:** The district needs to reflect on what our practice should be given the competing concerns listed above. There could be a universal process of background checks for all, or a limited process dependent on the nature of the work expected and the access to information and/or items of value related to the job site. Management at all levels probably needs to engage in this conversation.

As long as this is the will of the board, there is no means to address the lag time between identification of this class of employee and board approval of the start date. The board could consider permitting limited approval authority by a site manager or Human Resources senior manager prior to board meetings; however, this is a decision that must come from the Board of Trustees.