



District Assembly Meeting  
Tuesday, April 17, 2012  
Minutes

Members Present

Stephanie Briggs, Dr. Larry Buckley, Jay Danley, Dr. Gloria Fisher, Ben Gamboa, Jeremiah Gilbert, Jodi Hanley, Dr. Jim Holbrook, JoAnn Jones, Marie Mestas, Stacy Meyer, Ben Mudgett, Barbara Nichols, Karen Peterson, Scott Rippy, Dr. Cory Schwartz, Dr. John Stanskas, Steve Sutorus, Cassandra Thomas, Catalina Traspote

Members Absent

Monica Aguilar, Bruce Baron, Aaron Beavor, Patrick Buckley, Rejoice Chavira, Kathy Crow, Colleen Gamboa, Ed Gomez, Joyce Green, Gloria Harrison, Ericka Paddock, Michelle Riggs, Maria Rodriguez, Mary Valdemar, Chris Walsh, Clyde Williams

Guests Present

Pierre Galvez, Charlie Ng, Tanya Rogers, Thomas Grant (community member)

Call to Order

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

Minutes

The March 6, 2012 minutes were approved by consensus.

Elections

Barbara Nichols asked for volunteers for the Ad Hoc Committee for Elections. New Assembly members must be elected prior to May 18. Cassandra Thomas volunteered. She and Barbara will handle this task. Dr. Holbrook asked members to check with their constituency groups to nominate candidates.

District Reports

**Program Review**

Tanya reported on program review. The plan is complete and priorities will be established over the next few months.

## **Bond, Safety, Budget, DSP**

Charlie Ng presented the Bond Update report. The SBVC Business Building project will go out to bid in the near future. The CHC Solar Farm will “flip the switch” on April 25, 2012.

Charlie presented a flyer developed by Whitney Fields regarding classroom safety. He then advised the Districtwide Safety Committee’s recommendation that employees should not “guess” when dealing with hazardous or unknown materials. Instead, he or she should secure the area and get help from their supervisor and/or someone trained to handle the situation. Safety policies and procedures are being revised and will, hopefully, be submitted to the District Assembly in the fall. Dr. Holbrook asked Charlie to remind the Districtwide Safety Committee to alter safety policies and procedures adopted from K-12 schools to better fit the community college profile.

Charlie reported that state legislature is not currently taking action on the budget in anticipation of the Governor’s May revise. The district will continue with a plan that splits the FTES number between the best and worst case scenarios. In 2012-13, there will be an increase in health benefits expenditures of between \$600,000 and \$800,000. In 2011-12, the district sustained a \$1.5 million revenue cutback due to state revenue shortfalls. Parking revenues are down approximately \$100,000 at SBVC and \$30,000 at CHC due to the new Omnitrans program, lower enrollment numbers, free parking at SBVC, and higher gas prices.

Dr. John Stankas mentioned that SBVC faculty have expressed the opinion that the district site should not be supported by either campus. Charlie will make an effort to communicate what services are being provided in order to improve the faculty’s knowledge and morale. Scott Rippy questioned why the KVCR budget went up when everyone else has had to cut back. Charlie answered that the increase is essentially due to general fund staff wages and benefits. Scott then asked about the goal of reducing KVCR expenses. Charlie advised that this is still the goal of the district.

The District Strategic Plan is scheduled to meet Friday, April 20, 2012. At the May meeting, the final quarterly reports will be received and published.

## **Emergency Preparedness**

Pierre Galvez reported that the Emergency Operation Plan is in draft form on the website. Pending an “after action” report of the recent Table Top Exercises from Willdan, the plan will be finalized. It is hoped that this will occur within the next week.

Regarding the Hazardous Mitigation Plan, Pierre reported that corrections have been made and it is hoped that the Plan will go to the Board for adoption in May or June. From there the plan will be submitted to the California Emergency Management Agency.

Dr. Holbrook mentioned that faculty had been under the understanding that they were not required to stay as disaster service workers. However, their research to date indicates that *everyone* is required to stay as a disaster service worker.

### **Update on Administrators' Searches**

No update was available in Bruce Baron's absence.

### **Old Business**

#### **AP 2225 Collegiate Consultation – Academic Calendar**

Jodi Hanley deferred this item to Steve Sutorus. He reported that the Calendar Committee reviewed AP 2225 and recommends keeping the invited list of the Calendar Committee as is but with the addition of a few more faculty members. Steve advised that this is the way the Calendar Committee will proceed.

#### **BP & AP 3740 Emergency Notification System**

Tanya recommended that BP and AP 3740 be approved as presented. These items were updated to better reflect Clery Act requirements.

It was moved by Jody and seconded by Jeremiah Gilbert that the revisions to BP 3740 be accepted as presented; the motion was unanimously approved.

Jody moved and Ben Gamboa seconded that the revisions to AP 3740 be accepted as presented. Dr. Holbrook requested clarification on several items:

- Line 16 – Change the word “facts” to “information”
- Line 39 – Add “7. Instructions.”
- Line 45 – Add some criteria for test success.
- Line 53 – Change language to grant authority to lead person on campus at any given time. John recommended “senior administrator”. Tanya recommended “or other designated person”.
- Line 62 – Dr. Holbrook found item 3 confusing and asked for clarification.
- Line 70 – The information described does not exist on the website as indicated.

Charlie suggested that this item be revisited at the next meeting in order to give Tanya a chance to revise. Dr. Holbrook recommended that the committee develop a system of tracking commentary for these types of revisions. The motion was voted down; this item will be revisited at the next meeting.

#### **AP 2260 Conflict of Interest**

Tanya presented this item which is being altered to mirror the California Fair Political Practices Commission's categories. Dr. Stankas moved to adopt and Dr. Schwartz seconded.

Jodie commented that lines 126-127 and 135-136 seemed oddly worded to her. Tanya advised that she would rearrange the comma in these statements to make the intent more clear. The motion was approved by consensus to adopt the revised AP 2260 with the change discussed.

### **Smoking Citations**

No additional information was available in Bruce Baron's absence.

### **New Business**

#### **BP & AP 7250 – Management Employees**

Karen Peterson reported that this subcommittee would not be meeting until the Spring. Dr. Holbrook asked Karen to remind the subcommittee that their comments should be presented to the District Assembly in writing.

#### **Academic Calendars – 2013-2014 and 2014-2015**

Larry Buckley mentioned that in 2011-12 (and for the following three years) commencement and the last day of final exams fall on the same day, forcing students with a Thursday evening class to choose either taking their finals or attending graduation. A lengthy discussion of previously examined issues ensued, then Dr. Stankas moved and Stephanie Briggs seconded that the 2013-14 Academic Calendar be submitted to the chancellor amended to show Thursday, May 22, 2014 as all exams and Friday May 23, 2014 as an In Service Day for both campuses with graduations for both on that day, as well. Further discussion ensued revolving around parking and resource considerations. The committee voted as follows:

AYES: 10

NOES: 6

ABSTENTIONS: 4

The motioned carried. The 2013-14 calendar will be forwarded to the chancellor with the change noted.

The 2014-15 Academic Calendar will be revisited at the next meeting.

#### **Emergency Preparedness – Update on Table Top Drills**

Charlie addressed this item earlier as part of his discussion on Safety.

#### **AP 5030 Fees**

Charlie advised the committee that lines 77 and 78 were being changed to reflect a \$1 increase in student health fees. This is in conjunction with the new limit allowed by the State. Charlie responded to Dr. Stankas that this increase offsets the inconsistency of mandated cost reimbursement. He reiterated that the money is necessary for student health purposes. In the interest of time, this item was tabled until the next meeting.

### **Future Agenda Items/Announcements**

Dr. Holbrook announced that four items were being forwarded:

1. Update on Administrative Searches
2. AP 3740 Emergency Notification System
3. Smoking Citations
4. Subcommittee Report on BP/AP 7250
5. 2014-2015 Academic Calendar
6. AP 5030 Fees

#### Public Comment

Barbara Nichols reported to the Assembly that the Parking Fee Subcommittee met last week at Bruce Baron's request and they are hoping to submit a recommendation regarding parking fees at the May District Assembly.

#### Chancellor's Comments

There were none.

#### Adjournment

Jim Holbrook adjourned the meeting at 4:30 p.m.

Kelly Goodrich, Recorder