District Assembly Meeting  
Tuesday, September 6, 2011  
Minutes

Members Present
Bruce Baron, Stephanie Briggs, Rejoice Chavira, Kathy Crow, Dr. Gloria Fisher, Ben Gamboa, Joyce Green, Jodi Hanley, Gloria Harrison, Dr. Jim Holbrook, JoAnn Jones, Marie Mestas, Stacy Meyer, Ben Mudgett, Barbara Nichols, Ericka Paddock, Karen Peterson, Michelle Riggs, Dr. Cory Schwartz, Dr. John Stanskas, Steve Sutorus, Cassandra Thomas, Catalina Trasporte, Mary Valdemar, Chris Walsh

Members Absent
Aaron Beavor, Patrick Buckley, Dr. Deb Daniels, Colleen Gamboa, Ed Gomez, Scott Rippy, Clyde Williams

Guests Present
Dr. Jamail Carter, Everett Garnick, Dr. Marshall Gartenlaub, Dr. Matthew Isaac, Albert Maniaol, Dr. Jack Miyamoto, Charlie Ng, Tanya Rogers, Mike Strong, Chris Tamayo, Kevin White, Wendy Zinn

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

Minutes
The May 3, 2011 minutes were approved by consensus.

Vacancies – 2011-2012
Jay Danley and Maria Rodriquez will be representing SBVC faculty. Dr. Stanskas said he will have a name next month for the remaining SBVC faculty vacancy.

Old Business

Report on Information Privacy Plan
Tanya Rogers provided an update on the district’s Information Security Plan. She said the committee will meet once or twice a year to make modifications or changes as they occur by law.
AP 2225 Collegiate Consultation – Academic Calendar
Jodi Hanley requested this item be deferred to the October meeting.

AP 2045 Policies and Administrative Procedures Flow Chart
Kathy Crowe moved, and Jodi Hanley seconded the motion to approve the Policies and Administrative Procedures Flow Chart.

Field Trip Waiver of Claims Acknowledgement Form
The form was approved with a few minor suggestions. Charlie Ng will talk with those staff about their concerns and make any changes if necessary.

AP 3720 Computer and Network Use
Ben Gamboa moved, and Stacy Meyer seconded the motion to approve the AP 3720 Computer and Network Use.

AP 2225 Collegial Consultation – Economic Development Coordinating Committee
The consensus was to add a CSEA representative from each campus and route the document through the Academic Senates. Bruce and Matthew will work with the Senates.

New Business

AP 5030 Fees
Gloria Harrison Fisher (amendment approved 10/4/11) asked how off-campus students could purchase health insurance. Charlie Ng will follow up on Gloria’s question. Charlie and Steve Sutorus are researching the enforcement of parking at the District Office.

Charlie said we need the revenue from the parking fee increase immediately. He said the budget committee assigned the parking revenues with the campus. There is no requirement that parking violation fees go into the parking budget. He said best practice is to leave the money in a non-restricted fund rather than a restricted fund, which would limit the flexibility of the funds.

Ben Mudgett moved, and Cassandra Thomas seconded a motion to give the various constituent groups an opportunity to review AP 5030 and return the AP to District Assembly in October.

AYES: 11
NOES: 14

Motion defeated.
John Stanskas moved, and Gloria Harrison seconded a motion to approve AP 5030 as presented.

AYES: 11
NOES: 13

Motion defeated.

Gloria Harrison moved, and Chris Walsh seconded a motion to approve AP 5030 with the exception of the parking fees.

Motion passed.

**District Reports – Oral or Written**

Bruce asked if the membership wished to continue hearing each individual report or perhaps focus on one or two reports each month. Jim Holbrook noted the meeting is only 90 minutes long and suggested this topic be discussed in October.

**Public Comment**

No public comment.

**Planning Committees’ Status Reports**

1. District Strategic Planning Committee – No report given.
2. Technology Plan – No report given.

**District Reports**

The following written reports were submitted:

1. Economic Development
2. Technology
3. Bond Program
4. Emergency Preparedness

**Chancellor's Comments**

Bruce Baron thanked everyone for attending and announced the promotion of Charlie Ng to Vice Chancellor, Fiscal Services.

**Future Agenda Items/Announcements**

1. AP 2225 Collegiate Consultation – Academic Calendar
2. AP 2225 Collegial Consultation – Economic Development Coordinating Committee (Nov.)
3. District Reports – Oral or Written
**Adjournment**

Jim Holbrook adjourned the meeting at 4:45 p.m.

Jacqueline F. Buus, Recorder