



District Assembly Meeting
Tuesday, November 1, 2011
Minutes

Members Present

Bruce Baron, Aaron Beavor, Kathy Crow, Dr. Deb Daniels, Jay Danley, Dr. Gloria Fisher, Ben Gamboa, Jodi Hanley, Dr. Jim Holbrook, JoAnn Jones, Marie Mestas, Ben Mudgett, Barbara Nichols, Ericka Paddock, Karen Peterson, Michelle Riggs, Maria Rodriguez, Dr. Cory Schwartz, Cassandra Thomas, Catalina Traspote, Mary Valdemar

Members Absent

Stephanie Briggs, Patrick Buckley, Rejoice Chavira, Colleen Gamboa, Jeremiah Gilbert, Ed Gomez, Joyce Green, Gloria Harrison, Stacy Meyer, Scott Rippy, Dr. John Stanskas, Steve Sutorus, Chris Walsh, Clyde Williams

Guests Present

Dr. Jamail Carter, Whitney Fields, Dr. Matthew Isaac, Dr. Glen Kuck, Robert Levesque, Pat McCurry, Charlie Ng

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 October 4, 2011 minutes were approved by consensus with one correction to the list of guests presents.

Introductions

Everyone introduced themselves.

Information Items: District Reports

District-Wide Safety

Whitney Fields, the district's safety coordinator, presented a brief update on the district's safety program. Whitney said he is supplementing training efforts by using outside resources such as

the fire departments to provide training opportunities for employees. He is also working on an assessment of the overall safety program at all district locations and has submitted a draft to the Vice Chancellor of Fiscal Services.

Bruce said he was impressed with the way the Informcast phone alert system functioned during the recent simulation of an earthquake evacuation.

Emergency Preparedness

The Emergency Operation Plan was presented by Pat McCurry. This “living document” will be tested and customized through training and table-top exercises. Pat explained training of employees is done with the assistance of a matrix, and orientation sessions will be scheduled for those listed in the document in the spring.

Old Business

AP 2225 Collegiate Consultation – EDCT – Update

The document was rewritten by the Academic Senates and then submitted to the EDCT coordinating committee for review. The Academic Senates will now have another opportunity to review it before it comes back to District Assembly for action.

AP 2225 Collegiate Consultation – Academic Calendar – Update

Jodi Hanley said she should have a report for District Assembly in December.

AP 5030 Fees

Ben Gamboa moved, Jodi Hanley seconded a motion to approve AP 5030 Fees.

The motion passed.

Proposed Changes to DA Constitution

Jim Holbrook submitted his proposal to open the District Assembly Constitution to add the Executive Director of the EDCT to the standing membership and to add one vested member to be elected from the EDCT area. Jim felt the Executive Director is unique and that the position deals with business and industry and is equal to the college presidents in that they are stand-alone units. Some discussion followed.

Jim Holbrook moved, Jodi Hanley seconded a motion to amend the District Assembly Constitution to add the Executive Director of the EDCT to the standing membership and to add one vested member elected from EDCT.

The motion was defeated.

Bruce suggested a subcommittee of District Assembly be formed to look at the procedures for changing the constitution and submit recommendations to the membership. Kathy Crowe, Aaron Beavor, Dr. Cory Schwartz, Barbara Nichols, Ben Gamboa and Ericka Paddock (who will find a student) will meet with Bruce to determine the appropriate process to make changes to the District Assembly Constitution.

District Reports – Oral or Written

Bruce solicited discussion about the way the oral and written staff reports are presented and submitted to the membership. A suggestion was that written reports could still be submitted but the membership could highlight and focus on one or two of the reports each meeting. It was

mentioned that giving oral updates is valuable. Maybe quarterly reports might be beneficial but still submit monthly written reports. Jim said reports are agendaized a week before the District Assembly meeting when the Executive Council sets the agenda and members are free to forward agenda items to Executive Council members.

The sense of the membership was to present quarterly reports, continue to have monthly written reports, and invite staff should anything be on the agenda relevant to them.

New Business

AP 6620 Naming of Buildings

Bruce said that for quite some time the college foundations have been looking at tying the naming of buildings into fundraising. The revision to this AP went through the collegial consultation process and was approved at Chancellor's Cabinet. The revision has the support of the colleges.

Charlie said he would email everyone a document written by the district's bond counsel regarding the impact of naming buildings after benefactors.

Since this AP is not considered an academic or professional matter, it now needs to be reviewed by the various constituent groups. Feedback can be emailed to Bruce.

Public Comment

Jodi mentioned that the "shooter" in the training scenarios always seems to be a military veteran and suggested maybe a different scenario.

Mary Valdemar invited everyone to the Latino, Faculty, Staff and Administrators Association Dia de los Muertos event on November 2. Bruce will be the special guest.

Planning Committees' Status Reports

1. District Strategic Planning Committee – No report.
2. Technology Plan – No report.
3. Program Review – No report.

District Reports

1. Economic Development – A written report was submitted.
2. Technology - A written report was submitted. Glen Kuck announced the roll-out of "Tech-Talk," a new video-based talk show to bring employees up to date on the latest issues impacting the district from a technology perspective. He said he had a good response from volunteers to participate in the business process analysis which will take place December 12-14.
3. Bond Program – A written report was submitted.
4. Budget – Charlie distributed a flyer depicting the state is falling short on the race for the \$4 billion.
5. Human Resources – No report.

Chancellor's Comments

Chancellor Baron thanked everyone for attending and participating.

He reported he has been appointed to the Economic Development Program Advisory Committee representing our region, and he will be advocating for every dollar he can get for our district. Bruce recently returned from the HACU conference. HACU continually strives to increase funding for Hispanic Serving Institutions. We received a \$10 million grant between the colleges over five years for STEM improvements.

Bruce said issues reported through the compliance hot line are taken seriously and stressed his commitment to the district, its managers and its staff to maintain the highest ethical standards and accountability.

Future Agenda Items/Announcements

1. AP 2225 Collegiate Consultation – Academic Calendar
2. AP 2225 Collegial Consultation – Economic Development Coordinating Committee
3. Smoking Citations (Feb.)
4. Dr. Holbrook's Proposed Changes and Clarification to the DA Constitution
5. AP 6620 Naming of Buildings

Adjournment

Jim Holbrook adjourned the meeting at 4:25 p.m.

Jacqueline F. Buus, Recorder