



**District Assembly Meeting
Tuesday, December 4, 2012
Minutes**

Members Present

Denise Allen, Stephanie Briggs, Rejoice Chavira, Kathy Crow, Paula Ferri-Milligan, Gloria Fisher, Yasmeen Flores, Ben Gamboa, Jeremiah Gilbert, Jodi Hanley, Jim Holbrook, Kyle Hundley, JoAnn Jones, Yvette Lee, Albert Maniaol, Cheryl Marshall, Marie Mestas, Ben Mudgett, Barbara Nichols, Michelle Riggs, John Stanskas, Cassandra Thomas, Catalina Transporte, Mary Valdemar

Members Absent

Bruce Baron, Aaron Beavor, Larry Buckley, Jay Danley, Colleen Gamboa, Ed Gomez, Victor Ho, Cameron Lyons, Jeanne Marquis, Stacy Meyer, Ericka Paddock, Robert Shields, James Smith, Ginger Sutphin, Clyde Williams

Guests Present

Whitney Fields, Glen Kuck, 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 November 6, 2012 minutes were approved by consensus, with one change to the date of the job and vendor event at the ATTC.

Academic Senate Reports

SBVC

Jeremiah Gilbert reported the evaluation forms from the candidates' forums were given to Bruce Baron. The Senate hopes to come to a resolution to add language to the bylaws about contacting faculty when they are absent from the campus.

CHC

Denise Allen said the candidate forums went well. The results were compiled and forwarded to Bruce Baron. She said faculty is happy with the outcome. The Senate will be forwarding an item on course repeatability standards and moving forward with the student success task force.

Classified Senates

SBVC

Cassandra Thomas reported the Senate received a presentation by Chris Tamayo on safety and a presentation by Craig Petinak and Dan Angelo regarding the Spring, 2013 changes in registration.

CHC

Michelle Riggs reported Cheryl Marshall and Mike Strong will be visiting the next Senate meeting to provide campus construction updates. Delineation of duties between the Senate and CSEA is being discussed.

Jim Holbrook suggested adding the Student Senate reports to the February agenda.

District Reports

Safety

A written report was submitted.

Old Business

None.

New Business

AP 5033 Refunds

This item was removed from the agenda until further notice.

Wait List

Dan Angelo briefly discussed how the wait list process works at SBVC. The wait list is limited to 20 students. When a vacancy occurs, the first student on the list is notified by email at 6:30 a.m. That student has the opportunity to enroll before 11:45 p.m. If the student enrolls, he/she is put in the classes. If not, another email goes out the next day at 6:30 a.m. to the next student on the list. Faculty is not required to use the wait list but most that do have responded positively. The cycling runs 7 days a week until 48 hours before the class starts. A daily IT report gives an update of the number of students on the list along with the change in status of those students. Dan distributed a list of frequently asked questions by both faculty and staff.

Changes to Title V & Ed Code Re: Student Success Task Force

This item will be placed on the February agenda.

AP 5030 – Fees

Prorating parking for short-term faculty and staff was discussed. An option is purchasing a daily parking permit. Jim Holbrook had a request from the college nurses to delete the \$5 psychotherapy fee (line 96).

\$1.2 million for Software Vendor Contracts

Glen Kuck distributed a list of software related and miscellaneous services expenses from last year's technology budget. He explained the list is constantly reviewed.

AP 2175 and 7250 Evaluations of Chancellor, Managers and Interim Managers

The group asked that the following questions and concerns be directed to Tanya Rogers:

- Do we want or need an evaluation process for interim managers?
- Have we been following the chancellor and management evaluation process?
- Who has the responsibility to notify when evaluations are due? Who follows through if they are not completed?
- AP 2175 and 7250 states (line 59 in 2175 and line 352 in 7250) that responses on the approved form shall be signed. The form states no signature is required but comments will be disregarded. Language needs to be consistent.
- Why does the evaluation form need to be signed?
- Contract language in Chancellor's contract regarding evaluation needs to be consistent with policy language.

Public Comment

Kyle Hundley reminded everyone the new Board members take office on December 13.

Future Agenda Items/Announcements

1. AP 5030 Fees
2. Changes to Title V & Ed Code Re: Student Success Task Force
3. Student Senate Reports
4. Evaluation of Chancellor, Managers and Interim Managers

Adjournment

Jim Holbrook thanked everyone and adjourned the meeting at 4:20 p.m.

Jackie Buus, Recorder