

**DISTRICT ASSEMBLY
MINUTES**

**December 6, 2016
3:00pm
Location: District
Board Room**

Attendance: See Sign In Sheet

TOPIC	NOTES/DISCUSSION
1. Call to Order – Jeremiah Gilbert	Gilbert called the meeting to order at 3:05pm
2. Chancellor’s Report	Chancellor reminded everyone of the Holiday Party on December 9.
3. Approval of Minutes – 11/1/16	Rodriguez motioned, Levesque seconded the motion to approve the minutes of 11/1/16. Huston abstained. All others in attendance agreed. Once approved, minutes and materials will be posted on the District website: http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly
4. OLD BUSINESS a) Policies & Procedures for 2 nd Read and Approval <ul style="list-style-type: none">o BP/AP 3430 Prohibition of Harassmento AP 3435 Discrimination and Harassment Investigations (Procedures were broken into Title 5 and Title IX, because the two are so different)o BP/AP 3550 Drug Free Environment and Drug Prevention Programo BP/AP 7100 Commitment to Diversityo BP/AP 7250 Educational Administrators (these were not on the planned review cycle, but needed significant overhaul). b) BP/AP 2410 Board Policies and Administrative Procedures	Allen motioned, Gamboa seconded the motion to move the policies and procedures forward. Unanimous approval. <ul style="list-style-type: none">o BP 2410 Board Policies and Administrative Procedureso BP/AP 3430 Prohibition of Harassmento AP 3435 Discrimination and Harassment Investigations (Procedures were broken into Title 5 and Title IX, because the two are so different)o BP/AP 7250 Educational Administrators (these were not on the planned review cycle, but needed significant overhaul). The following policies and procedures are to be revised and brought back to District Assembly. <ul style="list-style-type: none">o BP/AP 3550 Drug Free Environment and Drug Prevention Programo BP/AP 7100 Commitment to Diversityo AP 2410 Board Policies and Administrative Procedures

<p>5. NEW BUSINESS</p> <p>a) Policies & Procedures for 1st Read (take to constituency for input)</p> <ul style="list-style-type: none"> o BP 2100 Board Elections o BP 2200 Board Duties and Responsibilities o BP 2430 Delegation of Authority to the Chancellor o BP and AP 2431 Chancellor Selection o BP 2432 Chancellor Succession o BP 2716 Political Activity <p>b) Meeting Norms & Expectations</p>	<p>Policies & procedures listed in 5a will move forward for constituent review and comments.</p> <p>Levesque motioned, Chavira seconded the motion to approve the Meeting Norms & Expectations. Stacey will upload the document to the District Assembly webpage.</p> <p>Policies & Procedures under review are located on the District Assembly Webpage under documents</p> <p>http://www.sbccd.org/District_Faculty_-_a-,_Staff_Information-Forms/District_Committee_Minutes/District_Assembly.</p> <p>Responsibility for the review process is as follows:</p> <p>Chapter 1: Board of Trustees and the Chancellor Chapter 2: Board of Trustees and the Chancellor Chapter 3: Chancellor and Chancellor’s Cabinet Chapter 4: VPs of Instruction, Student Services Chapter 5: VPs of Instruction, Student Services Chapter 6: VC of Fiscal Services and VPs of Administrative Services Chapter 7: VC of Human Resources</p>
<p>6. INFORMATION</p> <p>a) Policies & Procedures Deemed Academic & Professional Submitted for Information</p> <ul style="list-style-type: none"> o AP 4222 o BP 4222 Recommend to delete (BP is not really needed as everything that is in the BP is also in the AP and is actually defined in the AP) o BP 4235 	<p>There was discussion on creating BPs for APs when there is no matching BP. Stacey will contact the League for the reasoning behind why all APs don’t have matching BPs.</p> <p>Bring back APs and BPs from 6a, based on DA’s decision on the League’s reasoning.</p>
<p>7. UPDATES</p> <p>a) Grants Work Group</p> <p>b) Strong Workforce Update</p> <p>c) District Assembly Constitution</p> <p>d) IEPI Update and recommendation C3</p> <p>e) 10+1 Training</p>	<p>Updates were provided on Grants Work Group, Strong Workforce, DA Constitution, and IEPI recommendation C3. The Chancellor will find a date for the 10+1 training.</p>
<p>8. REPORTS</p> <p>a) Academic Senates</p> <p>b) Classified Senates</p> <p>c) Student Senates</p> <p>d) Business & Fiscal Services (attached)</p>	<p>Updates were provided from the Academic Senates, CHC Classified Senate, and a written report was provided from Business & Fiscal Services.</p>

<p>9. PUBLIC COMMENTS</p> <p>District Assembly welcomes public comment on any issue within the jurisdiction of the District. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, staff may be asked to review a matter or for that matter to be put on a future agenda. As a matter of law, members may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor’s Office at (909) 382-4091 as far in advance of the meeting as possible</p>	<p>Gilbert will work with Chapter Owners to determine how they wish to handle the optional and recommended use of policies and procedures that are not mandatory. Jeremiah created a master spreadsheet listing the mandatory, optional, and recommended P&Ps. He also created a master spreadsheet to show where each policy and procedure is in the review process. The two spreadsheets will be uploaded to the Policy and Procedure web page http://www.sbccd.org/Board_of_Trustees/Policies,-a-,Procedures</p>
<p>10. FUTURE AGENDA ITEMS</p> <ul style="list-style-type: none"> a) Webadvisor Update (TBD) b) Discussion on communication (TBD) c) Grants Work Group update (Monthly) d) Auditing Update (Summer 2018, Kuck) e) AB 104 Update (TBD) f) Calendar Committee Update (TBD) g) Non-Credit Updates from Senates (TBD) h) District Strategic Plan Update (February) i) Educational & Facilities Master Plan Update (February) j) District Budget & Enrollment Update (April) k) Policy & Procedure Tracking Software (May) l) Annual approval of 6-year AP/BP review schedule (September) m) Fiscal Services Update (written reports Feb, May, Aug, Nov) n) KVCR Update (written reports Feb, July) o) Police Department Update (written reports Apr, Sept) p) TESS Updates (written reports May, Oct) q) Human Resources Update (written reports Jan, Apr, July, Oct) r) EDCT Update (written reports Apr, Dec) 	
<p>11. ADJOURN</p>	<p>Meeting adjourned at 4:15pm</p>

Date: 12/11/16

DISTRICT ASSEMBLY SIGN IN SHEET

First Name	Last Name	Campus - Representation	Term Ends	Initial Here
Rocio	Aguayo	SBVC - Student	2018	
Denise	Allen	CHC Academic Senate (DA VP)	2018	DA
Bruce	Baron	District Chancellor	n/a	BB
Aaron	Beavor	SBVC Classified Senate	2018	
Yvonne	Beebe	SBVC - Faculty	2017	
Mary	Bender	CHC - Classified	2018	
Autumn	Blackburn	SBVC - Student	2018	
Stephanie	Briggs	SBVC - Faculty	2018	
T.L.	Brink	CHC - Faculty	2018	
Raymond	Carlos	SBVC - Management	2018	T. Carlos
Rejoice	Chavira	CHC - Management	2017	RCC
Marco	Cota	Latino Faculty & Staff Assn.	n/a	
Kathy	Crow	CHC - Faculty	2017	
April	Dale Carter	SBVC - Management	2017	
Jeffrey	Demsky	SBVC - Faculty	2018	
Grayling	Eation	CSEA	n/a	
Ben	Gamboa	CHC Classified Senate	2018	Ben Gamboa
Jeremiah	Gilbert	SBVC - Faculty (DA President)	2018	Jeremiah Gilbert
Jim	Holbrook	CHC - Faculty	2017	
Celia	Huston	SBVC Academic Senate	2018	
Robert	Levesque	District - Management	2018	
Sheri	Lillard	CTA	n/a	
Craig	Luke	SBVC - Faculty	2018	
Mark	McConnell	CHC - Faculty	2018	
Sarah	Miller	SBVC - Classified	2017	
Romana	Pires	SBVC - Faculty	2017	
Diana	Rodriguez	SBVC President	n/a	
Susan	Ryckevic	District - Classified	2018	
Nicole	Sarmiento	CHC - Students	2018	
Amber	Snow	CHC - Students	2018	
Cassandra	Thomas	SBVC - Classified	2017	
Mary	Valdemar (designee for Cota)	Latino Faculty & Staff Assn.	n/a	
Kay	Weiss	SBVC - Management	2018	
Chris	Williams	SBVC - Classified	2018	
Kathy	Wilson	CHC - Classified	2017	
Wei	Zhou	CHC President	n/a	
vacant	pending appointment	CHC - Management	2018	
vacant	pending appointment	Black Faculty & Staff Assn	n/a	
GUESTS:				
Jose	Torres			
Richard	Galope			
Glen	Kuck			