

**District Assembly Meeting Minutes
District Board Room
May 2, 2017 – 3pm**

1. CALL TO ORDER

Jeremiah Gilbert called the meeting to order at 3:05pm

2. CHANCELLOR'S REPORT

Jose Torres reported on the Chancellor's behalf. The Board approved the HR reorganization last week and it is effective immediately. The P2 report has been submitted. Valley is projected to be 200 FTES over their enrollment goal. Crafton is projected to be 175 FTES short from their enrollment goal. Based on our analysis, we will leave 236 FTES on the table, which equates to \$1.2 million.

3. APPROVAL OF 4/4/17 MINUTES

Jim Holbrook motioned, Ben Gamboa seconded the motion to approve the minutes of 4/4/17. Unanimous approval. Motion passed.

4. OLD BUSINESS

Ben/Jim

a. Policies & Procedures for 2nd Read and Approval

- i. BP/AP 3310 Records Retention and Destruction**
- ii. BP/AP 3420 Equal Employment Opportunity**
- iii. BP/AP 3560 Alcoholic Beverages**

Ben Gamboa motioned, Jim Holbrook seconded the motion to approve the policies and procedures. Unanimous approval. Motion passed.

5. NEW BUSINESS

a. Policies & Procedures for 1st Read (take to constituency for input)

- i. none**

b. AP 3715 Intellectual Property to be declared academic & professional

Academic Senates declared AP 3715 academic & professional.

c. AP 5030 Fees – Paramedic National Registry Testing list. Diane Rodriguez motioned, Jim Holbrook seconded the motion to replace the Paramedic National

Registry Testing list fee of \$200 with “at cost” and waive 1st read and approve to move forward. Unanimous approval. Motion passed.

- d. **District Assembly Membership Status** – an updated list was provided.
- e. **Election of District Assembly President and Vice President**
Jim Holbrook motioned, Romana Pires seconded the motion to elect Jeremiah Gilbert for president. Jeremiah Gilbert motioned, Jim Holbrook seconded the motion to elect Denise Allen for vice president. Unanimous approval. Motion passed.
- f. **Complete Committee Evaluation**
Members present were asked to complete the committee evaluation.

6. INFORMATION

- a. **League Update #30 Overview**
- b. **Policies & Procedures Deemed Academic & Professional Submitted for Information**
 - i. **None**

7. UPDATES

- a. 10+1 Training – Jeremiah invited anyone who wanted to attend the training on 5/10/17 from 8-11am
- b. Strong Workforce – (from 4/4/17) the committee will reconvene in May-late April
- c. Grants Work Group – (from 4/4/17) Jose Torres is working with the college presidents on indirect fees. DBC will review and will report back to District Assembly.
- d. Proposed Policy & Procedure on Background Checks – (from 4/4/17) HR is working on this policy. It will apply to all employees. It will come to District Assembly for a first and second read.
- e. Emergency Management Committee – (from 4/4/17) The committee will provide consistency in emergency training, ensure related policies and procedures are up to date, and will communicate the roles and structure of the emergency management committee. The committee will have collegial representation. Once the committee develops the charge and membership, it will be brought to District Assembly.
- f. Fiscal Services Department Update – Report attached
- g. EDCT – Report attached
- h. KVCR – Report attached

8. REPORTS

- a. **Academic Senates** - none
- b. **Classified Senates** - 4/11-4/14 Classified Professional Week at Crafton. Attendance was down and they will revert back to having the event in the summer. Working on a resolution for FCC auction. SBVC Classified Senate has their upcoming Classified Professional Week and are working on the Spotlight for Success coming in May.
- c. **Student Senates** - none

9. PUBLIC COMMENTS - none

10. FUTURE AGENDA ITEMS

- a. BP/AP 3280 Grants – pulled 4/4/17. To be completed by Bruce Baron, Richard Galope, and Jose Torres.
- b. AP 7250 clarification of language - pulled 4/4/17. Bring back in September for discussion
- c. AP 2510 – pulled 4/4/17. Bring back after review from Ad Hoc committee
- d. Annual approval of 6-year AP/BP review schedule (September)
- e. Auditing Update (Summer 2018, Kuck)
- f. Calendar Committee Update (TBD)
- g. Educational & Facilities Master Plan Update (TBD 2019)
- h. Fiscal Services Update (written reports Feb, May, Aug, Nov)
- i. Human Resources Update (written reports Jan, Apr, July, Oct)
- j. Police Department Update (written reports Apr, Sept)
- k. TESS Updates (written reports May, Oct)
- l. Webadvisor Update (TBD)

11. ADJOURN

Jeremiah Gilbert adjourned the meeting at 3:30pm

COMMITTEE MEETING

SIGN IN SHEET

Meeting Date: 5/2/17

Please Print Name

Susan Ryckevici	
Kathryn Jaramillo	
April Dale - Carter	
Ray Carlos	
Jim Holbrook	
Mary Bender	
Kathy Wilson	
Gregory L. Eaton	
E James E. Smity	
P. Pires	
Cassandra Thomas	
Wanda Gilbert	
Ben Gamba	