Recorder: Maria Torres

Call to Order
Jeremiah Gilbert called the meeting to order at 3:15pm

Chancellor’s Report
No report

Nomination and vote for President of DA for spring 2018
T.L. Brink moved to approve, Celia Huston seconded the motion to elect Denise Allen as District Assembly President for the spring 2018, for a term of 18 months. Unanimous approval.
Cassandra Thomas raised a concern with the extension of the term to 18 months.

Approval of 11/14/17 minutes
Kathy Wilson moved to approve, Robert Levesque seconded the motion to approve the minutes of November 14, 2017 as amended.

- BP 6307 Debt Issuance and Management Policy
  Diana Rodriguez moved to approve. T.L. Brink seconded the motion to approve waiving the process for first and second read and move to approve BP 6307 at DA. Unanimous approval. Kathy Wilson voted NO. All others approved.
  Cassandra Thomas and Amy Avelar abstained. All others approved the amended minutes of 11/14/17.

Policy STAT Training
Maria provided step-by-step instruction on how to login to PolicyStat, editing, reviewing summary of changes, and how to start the approval process. It was requested that the (guest user) be public so that everyone is able to view the district policies.

Old Business - Policies & Procedures for 2\textsuperscript{nd} Read & Approval - (AP/BP 3915 & AP 7380)
BP 3915 – no changes. AP 3915 was amended as follows:

- F. Charges
  1. There will be no charge for printing of usual and customary instructional materials, business forms, and other business communications.
  2. Enterprise and ancillary operations such as chartered student body organizations, clubs, categorical programs, the employee credit union, the cafeteria, independent foundations, the Professional Economic Development Center & Corporate Training, TVCR, and the bookstores, may use District printing services, but shall reimburse the District for the full cost (materials and labor) of such services.

AP 7380 was pulled to send to the CSEA/CTA unions for review.

Jim Holbrook moved to approve BP 3915 and AP 3915 with changes. T.L. Brink seconded the motion, unanimous approval.

New Business - Process for out of cycle policies and procedures
It was recommended to revise AP 2410 to add District Assembly to match the flowchart:

1. A proposal for a new Board Policy or a change in a current Policy or Administrative Procedure may be submitted by any interested party. A proposal must be submitted in writing to the Chancellor and shared with the Board of Trustees and District Assembly.

Jim Holbrook motioned. Amy Avelar seconded the motion to pull AP/BP 3505, AP 3710 and AP 2510 for further review. Dr. James Smith voted No. All others approved.
Cassandra Thomas asked for all of the BPs and APs that were voted on during the October and November DA meeting to come back to DA to review any changes to the language.

**Updates**
Angel presented an update on Brand Assessment. Inland Community College District was suggested as a new name.

**Reports - None**

**Public Comments**
Jim Holbrook thanked Jeremiah Gilbert for his work on the DA. The CTA rep requested that AP/BP 7150 and AP/BP 7250 be pulled from the October list for review. Jeremiah reminded the group they had already been pulled for review.

**Adjourn**
Jeremiah Gilbert adjourned the meeting at 4:25 pm.
President: Jeremiah Gilbert
Vice President: Mark McConnell
Recorder: Stacey Nikac

Rocio Aguayo  
Amy Avelar  
Bruce Baron  
Stephanie Briggs  
T.L. Brink  
Raymond Carlos  
Santiago Castillo  
Grayling Eation  
Ben Gamboa  
Jim Holbrook  
Celia Huston  
Kathryn Jaramillo  
Robert Levesque  
Sherri Lillard  
Craig Luke  
Mark McConnell  
Marcus Mc Inerney  
Diana Rodriguez  
Susan Ryckevic  
James Smith  
Amber Snow  
Cassandra Thomas  
Mary Valdemar  
Kathy Wilson  
Keith Wurtz  
Wei Zhou  

Angel Rodriguez  
Denise Allen  
Angie Ryckevic