1. **CALL TO ORDER**  
D. Allen called the meeting to order at 3:03pm.

2. **CHANCELLOR’S REPORT**  
No report.

3. **APPROVAL OF MINUTES**  
J. Torres moved approval of the November 6, 2018 minutes. K. Wurtz seconded the motion. Unanimous approval.

4. **OLD BUSINESS**  
A. **APPROVAL OF NON-ACADEMIC & PROFESSIONAL APs and BPs FOR 2ND READING**  
   i. BP & AP 3590  Energy Conservation  
   ii. BP & AP 6330  Purchasing  
   iii. AP 7126  Applicant Background Investigations and Reference Checks  
      (HR to complete)  
   iv. BP & AP 7130  Compensation  
      Strike Reference second paragraph, last sentence “Managers and Confidential Employees shall refer to their handbooks for information to their group”.  
   v. AP 7145  Personnel Files  
      (HR to complete)  
   vi. BP & AP 7150  Evaluation  
      Hold until February 2019. K. Hannon will confer with CSEA and Academic Senate to edit.  
   vii. BP & AP 7160  Professional Development  
   viii. BP & AP 7385  Salary Deductions  

B. **ACADEMIC & PROFESSIONAL APs and BPs SUBMITTED FOR INFORMATION**  
   i. BP & AP 4100  Graduation Requirements for Degrees and Certificates  
   ii. BP & AP 4226  Multiple & Overlapping Enrollment  
   iii. BP & AP 4232  Pass/No Pass  
      J. Torres moved approval of BP/APs listed in 4.B. K. Wurtz seconded the motion. Unanimous approval.

C. **CHAPTER 2 APs and BPs SUBMITTED FOR INFORMATION**  
   i. None

D. **PULLED FROM PREVIOUS MEETING FOR SEPARATE ACTION/HOLD**  
   i. CCLC Legal Updates #33 - not ready for December DA. Updates to follow as consent at January 2019 DA meeting.  
   ii. BP & AP 7250 Educational Administrators  
      (HR to complete)  
      11/6/18: Stephanie moved approval to hold the AP and bring back next month. TL seconded the motion. Opposed: Cassandra Thomas, Mark McConnell, Denise Allen. All others in attendance agreed. Discussion: Item 7.B on page 30 – we should keep red text and strike the green text until DA is able to review the handbook. Faculty work - Where did the language come from? Further research on the history of changes is needed. CTA contract is not up for negotiation and DA should not be involved in contract negotiations.
iii. BP & AP 7260  Classified Supervisors and Managers *(HR to complete)*
   11/6/18: Red text to stay until the handbook is reviewed by DA.

iv. BP & AP 7250 Educational Administrators *(HR to complete)*
   11/6/18: Hold until other individual APs are approved and will be referenced in this AP.
   Section 4.D hold until February.

E. DISTRICT ASSEMBLY SURVEY REVIEW & ACTION
   Discussion: J. Gilbert reported the results of the survey.
   K. Wurtz moved to have the DA Executive Committee review the results and provide recommendations to the DA membership for consideration with focus on BPs and Aps initially to streamline the process. J. Torres seconded motion. Unanimous approval.

ITEMS PULLED FOR SEPARATE ACTION
BP & AP 7130 Compensation
J. Torres moved approval to strike “Reference” second paragraph, last sentence “Managers and Confidential Employees shall refer to their handbooks for information to their group”.
K. Wurtz seconded the motion. Unanimous approval.

BP & AP 7150 Evaluations
Hold until February 2019. K. Hannon will confer with CSEA and Academic Senate to edit.

Discussion:
- Evaluation committee size
- Contradictive language

5. NEW BUSINESS
A. NON-ACADEMIC & PROFESSIONAL APs and BPs SUBMITTED FOR 1ST READING
   i. BP 3600  Auxiliary Organizations
   ii. BP & AP 3920  Electronic Mail – *Edit first sentence from electing to electronic.*
   iii. AP 7211 (no BP)  Faculty Service Areas, Minimum Qualifications, and Equivalencies *(NEW REQUIRED)*
   iv. AP 7212 (no BP)  Temporary Faculty *(NEW ADVISED)*
   v. AP 7215 (no BP)  Academic Employees: Probationary Contract Faculty *(NEW ADVISED)* *(HR to complete)*
   vi. AP 7216 (no BP)  Academic Employees: Grievance Procedure for Contract Decisions *(NEW REQUIRED)*
   vii. AP 7232 (no BP)  Classification Review *(NEW ADVISED)* *(HR to complete)*
   viii. AP 7233 (no BP)  Claims for Out of Class *(NEW ADVISED)*

B. ACADEMIC & PROFESSIONAL APs and BPs TO SENATES
   i. BP & AP 4250  Probation, Dismissal, and Readmission
   ii. AP 5045 (no BP)  Student Records - Challenging Content & Access Log
   iii. BP & AP 5055  Enrollment Priorities

C. CHAPTER 2 APs and BPs (excluding 2410 and 2510) for review and feedback prior to placing on Board agenda
   i. None

6. UPDATES
A. Measure CC Bond Update
   J. Torres reported the success of Measure CC in the November election. A. Levy asked J. Torres to provide a summary sheet of the historical processes of a bond and current processes that need to be abided by. J. Torres stated both colleges can change the
priority and potential of a project with the vetting of the bond counsel and board approval. J. Torres to send the DA the bond resolution.

B. Promise Update
J. Torres reported the Promise update. There was much discussion, confusion and concern. M. McConnell questioned as to why it is proposed to provide Chrome Books when statistical data shows student preference is iPhone. M. McConnell commented the conversation has not included campus input. D. Allen commented that the Promise is not meeting the basic needs of the students first.

7. REPORTS
A. Academic Senates
   None
B. Classified Senates
   None
C. Student Senates
   None

8. PUBLIC COMMENTS
Any member of the public who wishes to address the Committee on any matter is limited to five minutes. The total time for members of the public to speak on the same or a similar issue shall be limited to 20 minutes. 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.

None

9. FUTURE TOPICS
A. TESS Written Report (November 2018)
B. Human Resources Written Report (November 2018)
C. Strong Workforce CHC & SBVC Update (November 2018)
D. District Support Services Update (December 2018)
E. Budget Update (December 2018/February 2019)
F. Progress on accomplishments, opportunities and challenges in working towards the EMPs, DSSSP, and Accreditation (February 2019)
G. Membership Election (February 2019)
H. AB 104: Adult Education Block Grant Update (February 2019)
I. Webadvisor Update (February 2019)
J. Draft Staffing Plan (March 2019)
K. Emergency Management Committee (March 2019)
L. Committee Evaluation (April 2019)
M. Election of President & VP (April 2019)
N. Preliminary BP & AP Review Schedule (April 2019)
O. Calendar Committee Update (April 2019)
P. Annual approval of 6-year AP/BP review schedule (September 2019)
Q. Brand Identity Update (January 2019)
R. District Program Review & District Strategic Plan Update (October 2019)
S. Police Department Written Report (October 2019)

10. ADJOURN
Next meeting: February 5, 2019
Adjourned at 4:33 p.m.
District Assembly Sign-In Sheet

Date: 12/4/18

President: Denise Allen
Vice President: Mark McConnell
Recorder: Stacey Nikac

Amy Avelar (2019)
Bruce Baron (ex officio)
Stephanie Lewis-Briggs (2020)
T.L. Brink (2020)
Keynasia Buffong (vested)
Laurie Green (2019)
Celia Huston (ex officio)
Valerie Johnson (2020)
Rhiannon Lares (2020)
Audre Levy (ex officio)
Meridyth McLaren (vested)
Brandi Mello (ex officio)
Gabby Padilla (vested)
Kevin Palkki (vested)
Ginny Evans-Perry (2020)
Adrian Rios (2020)
Diana Rodriguez (ex officio)
Judy Rodriguez (ex officio)
Bethany Tasaka (2020)
Cassandra Thomas (2019)
Jose Torres (2020)
Keith Wurtz (2019)
Ruby Zuniga (2020)

Guests:
JEREMIAH GIBBET
James Smith