

SBVC College Council Minutes

Date: February 12, 2025

Location: Presidents Conference Room, ADSS 207

Time: 1: 00 pm - 2: 30 pm

Gilbert Contreras, SBVC President, Chair, Ernest Guillen, CSEA President, Andrea Hecht, Academic Senate President, Co-Chair, John Feist, Classified Senate President, Dyami Ruiz-Martinez ASG President, Thomas Berry, Jeffery Demsky, CTA President, Uvaldo (Aldo) Sifuentes-, Leticia Hector, Marco Cota, Keith Bacon, Rania Hamdy, -Danielle Graham, Bethany Tasaka, Yvonne Gutierrez, Celia Huston, Joanna Oxendine, Anthony Castro

(16) Members

Guest:

Minutes by: Noel Arciero

TOPIC	DISCUSSION and ACTION
Call to Order: 1. Approval of Agenda	<ul style="list-style-type: none">• Dr. Contreras began the meeting at 1:04 p.m.
Approval of Minutes: 2. January 22, 2025	<ul style="list-style-type: none">• Dr. Contreras called for approval of the minutes from January 22, 2025.• The minutes were approved.
President Report: 3. Welcome 4. Academic Seante Report – A. Hecht (Information)	<ul style="list-style-type: none">• Dr. Contreras welcomed everyone to the College Council. He gave a brief update on Campus topics like exciting news on the planetarium has reopening and improvements to the observatory are planned. Informed on 12 new positions approved by Chancellor's Cabinet. Recruitment list growing. He also announced the hiring of a new football coach, with strong local recruitment. Social media buzzed with nearly 40,000 hits on Twitter for the new coach. He informed the committee that new signage in the village, including a tribute to Black History Month, will be displayed in the coming weeks.• Hecht briefly reported that the South Regional Curriculum Event will be hosted at San Bernardino Valley College on April 28th; RSVPs are required. The Grad Check Fest was a success with over 300 students

5. Diversity Branding (Action)

served. Event organized by Jamie Sellier and counseling. Consideration was given to covering regalia costs for graduates, and further information will be provided later.

- Dr. Contreras discussed Diversity Branding. The goal is to increase visible markers of cultural significance and diversity branding across the campus, as outlined in the equity plan. Ideas on showcasing employees who are also students, mural/art projects representing various cultural groups, and potential for permanent and temporary installations.
- Dr. Contreras suggested that this topic be routed to the Arts, Lectures, and Diversity Committee, as well as the affinity groups, to produce recommendations.
- The group discussed and agreed that the ALD Committee will coordinate input from the affinity groups.
- The College will Provide the ALD Committee with a map that provides potential locations for short-term and long-term options.
- This led to a discussion to incorporate the signage for student services, military presence, and promotion of various programs
- A motion was made to approve Arts, Lectures, and Diversity Committee to work on a calendar, map, and recommendations for murals and monuments. The timeline is set with recommendations to return to College Council April 23rd.
- Motion passed unanimously.

6. HSI Task Force Membership (Information & Action)

- Dr. Contreras discussed the finalizing the HSI Task Force membership using the participatory governance structure. Proposed membership includes:
 - Management Chair (1)
 - Faculty Chair (1)
 - 3 representatives from Classified
 - 3 representatives from Faculty

	<ul style="list-style-type: none"> ○ 3 representatives from Management ○ 1 Student representative ● There were discussions about ensuring the task force is comprehensive, including people who are familiar with CSEA and union perspectives, and those with expertise in the Hispanic-Serving Institution (HSI) scholarship. ● A motion to approve the proposed membership and work closely with faculty leadership. Deliverables are expected by April 23. ● Motion passed unanimously.
<p>Vice President's Reports:</p> <p>7. SALA & Support Undocumented Student Workgroup, Financial Aid Disbursement – Y. Gutierrez (Information)</p>	<ul style="list-style-type: none"> ● Y. Gutierrez reported significant progress on the SALA website, which is organized by affinity groups for easier navigation. It includes immigration-related resources for undocumented students, such as a rotating carousel of urgent updates. ● The website is a result of team collaboration, including Bethany Tasaka, Ernie Guillen, Andrea Hecht, and Marco Cota. It also features a President's message and resources from third-party legal experts. Video content will be added soon for students. ● ICE protocol cards from the district will be printed as posters and shared across campus, alongside a mass email to the community. Immigration resources will also be available on the website. Safe space identification and signage are being finalized. ● The budget process is underway, with reviews of past expenditures guiding future decisions. Staff training will be provided as necessary. ● Action Moving Forward: <ul style="list-style-type: none"> ○ Continue refining the SALA website and resources for undocumented and at-risk students. ○ Distribute ICE protocol posters and send a mass email to the community. ○ Finalize safe space identification and signage.

<p>8. Budget Update/Budget Development – (Information) K. Bacon</p> <p>9. Enrollment Update & Tenure Review Committee (Information)</p> <p>10. Fraudulent Students (Information) – Y. Gutierrez & L. Hector</p>	<ul style="list-style-type: none"> ○ Complete budget reviews and provide staff training as needed. • K. Bacon shared that during budget season, they will be collaborating with VPI and VPSS, managers, and staff to review past expenditures and plan for future budgets. Training will be provided for anyone who needs it, with Karol and Karol leading the efforts, as she is well-versed in the process. • C. Huston reported on enrollment numbers are on track, still slightly ahead of expectations, and adjustments are being made using the new funding formula. The team is working with Joanna to refine these projections. • The Tenure Review Committee (TRC) has met and is preparing recommendations for faculty moving from first to second year, second to fourth year, and those receiving tenure. The list is expected to be finalized by tomorrow, with a celebration planned for April. • The VPs informed the committee of fraudulent student concerns, A growing issue involving fraudulent students and BOTS has been affecting the CCC Apply application process across California community colleges. Faculty have been informed of this concern via email, which included guidelines on identifying potential fraudulent students and the steps to report suspicious activity. Jason Brady is the point of contact for such reports. Collaboration between Admissions & Records (A&R), Financial Aid, and other departments is ongoing to identify and remove these fraudulent students, but despite this, enrollment remains steady. • Addressing the fraud detection methods, to combat fraudulent activity, faculty are advised to check for signs like abnormal discussion post patterns or sudden spikes in class enrollments within a short period. Low-stakes assignments before census can help identify disengaged or suspicious students. Faculty should also pay
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	<p>attention to online class engagement, as AI and BOTS can mimic student activity. Reports of suspicious behavior should be sent to Jason Brady for further review.</p>
<p>Accreditation and Student Learning Outcomes – C. Huston/ L. Hector/J. Oxendine</p>	<ul style="list-style-type: none"> • L. Hector informed the accreditation committee that they met for the second time this semester and sent out the first newsletter as an update. They plan to send out newsletters regularly, aiming for one each month. While the accreditation visit isn't until 2027, they're starting the preparation process now to ensure the college is more than ready when the time comes. • The committee is reviewing its charge and membership, solidifying the timeline for the upcoming visit. • J. Oxendine discussed how the college has been calculating institutional set standards using a three-year average and applying standard deviation across various categories. However, there have been challenges with adjusting these targets every year, so the committee is researching the best practices from other colleges to set consistent, reliable standards. This includes comparing Valley College's performance against nearby institutions in areas like completion and transfer rates, aiming to maintain competitiveness. • D. Contreras inquired about finalizing the timeline for these efforts. The committee plans to present this timeline to the council so that everyone is clear on the key milestones leading to the accreditation visit. • T. Berry shared that there's a reminder for faculty to ensure that they are using the most current SLOs in their courses, with a link provided in the newsletter for easy access. The committee is also working on the processes surrounding SAOs (Service Area Outcomes) and continues to address and refine these. • The committee is working to finalize the timeline for accreditation and bring it back to the council. This will likely be presented by April 9.

Education Master Plan/Strategic Planning – J. Oxendine

- J. Oxendine updated the committee that the DSO has provided guidance regarding timelines for campuses and EBCT (Education-Based Career Training) in relation to their strategic plans. The DSO will review key results for each of the supporting actions associated with the strategic directions, and there's more flexibility now compared to previous years. In the past, supporting actions and strategic directions went to the board for approval, but now, there's room for adjustments as some plans no longer align with the current reality. The goal is to make changes as needed to keep the plan living and responsive to evolving circumstances.
- The college is no longer tracking the EMP progress on a month-by-month basis (as done previously with Cascade), and instead, a shift has been made to report on all progress across the goals, regardless of which one it is tied to for the month. The Chancellor has requested that reports include everything that has occurred over the past month, not limited to specific goals.
- The timeline for these changes and updates is tight, with reports due tomorrow, and an email reminder will be sent out to managers to reflect these shifts in reporting.
- The Strategic Plan is at the DSO level, and colleges no longer create their own strategic plans.
 - Educational Master Plan (EMP) is the college-level plan and must align with the Strategic Enrollment Management Plan (SEMP) and the DSO's strategic plan. The EMP guides the educational direction and is separate from the DSO's overarching plan.
- This led to a discussion on Participatory Governance Task Force (PGTF) Update. The PGTF is working on defining key terms like "committee," "workgroup," and "task force" to avoid confusion, especially since many groups on campus are labeled as committees but aren't necessarily functioning as such. Clarifying these terms will help determine which groups are part of

	<p>participatory governance and which are more operational.</p> <ul style="list-style-type: none"> • They're also reviewing survey data and researching other campuses' models for recommendations. • PGTF recommends improving the committee's website management, ensuring chairs have editing permissions and receive training for updates. • The motion that was made was to support the Participatory Governance Task Force's recommendation to create a process with Marketing, Creative Services, and Public Affairs to ensure that committee chairs are provided with the appropriate editing permissions for their respective committee websites. Additionally, training would be scheduled and provided to the committee chairs (and/or their assistants) to ensure they are able to manage the websites effectively, including applying the best practices for design and keeping the content up to date. • The motion was made and seconded, it was approved. • There was also a brief mention of SharePoint being internal and not public. As the committee moves forward, it will need to consider which information is part of participatory governance and should be publicly available, versus internal content that is operational. • The Next Steps are the marketing team will conduct an audit to assess the current state of committee websites. This will help guide the process of getting websites updated and in compliance with best practices for transparency and accreditation.
<p>Program Review – J. Oxendine/D. Graham/B. Tasaka</p> <p>11. Program Review Timeline– (Information/Action)</p>	<ul style="list-style-type: none"> • J. Oxendine informed the committee most program review requests have been received and sent back to divisions for rankings. The final deadline for submissions is February 18th. A review of the Academic and Student Service programs list is ongoing to ensure accuracy, identify any missing programs, and determine if any groups should be removed or reassigned. The next

	<p>meeting will be on Friday, February 21st, focusing on compiling division rankings and preparing to present them to the cabinet. The ranking process has shifted divisions now rank their own requests, and the Program Review Committee will no longer assign a score. Instead, requests will be grouped by rank, showing the number ones for each division, followed by number twos, etc. This change aims to ensure fairness and equity, honoring the expertise of division-level decision-making.</p>
<p>District and Campus Committee Updates:</p>	<ul style="list-style-type: none"> • Board of Governors Announcement meet on January 14, the Board of Governors for the California Community Colleges voted to make regulatory changes to CORE, including updates on DIA. We're awaiting guidelines from the Chancellor's Office. • Evaluations are approaching again. Assignments will be sent out soon, and we're working on better aligning evaluators with the appropriate expertise, particularly in smaller departments where mismatched evaluations may occur.
<p>Other:</p>	<ul style="list-style-type: none"> • Discussions are ongoing about faculty prioritization, particularly in areas with limited full-time staff. A meeting will be scheduled to further address this issue. • A. Sifuentes informed the council that the Tech department is continuing its efforts to enroll adjunct faculty in Multi-Factor Authentication (MFA). They are now working directly with adjunct faculty members to facilitate their enrollment. To ensure full participation, guidance is needed to establish a final enrollment deadline. Additionally, communication efforts should be coordinated through deans and division meetings to maximize outreach and compliance. • The API Association and Learning Community are preparing for the National Conference. A student panel has been accepted, and 12 students will attend, supported by faculty members. Photos will be taken to share the experience.

	<ul style="list-style-type: none"> • The college has been selected for the Triple C LGBTQ Virtual Summit on April 15-16. More information will be shared as it becomes available. • Thanks to Keith and Sergio the campus grounds and facilities are looking unified and updated. Thanks to Aldo for the new marquee on Mt Vernon. Regular maintenance updates will continue.
Adjournment:	<ul style="list-style-type: none"> • The meeting adjourned at 2:30 p.m.
<p>Next College Council Meeting Remaining Academic Year 24-25 Meetings-Bi-Monthly, 2nd & 4th Wednesday.</p>	<p>-Wednesday, February 26, 2025 -Wednesday, March 12, 2025 -Wednesday, March 26, 2025 -Wednesday, April 9, 2025 -Wednesday, April 23, 2025 -Wednesday, May 14, 2025 -Wednesday, May 28, 2025 (Non-Meeting)</p>