



OCT 04 2016

Office of the Vice President of Student Services

MEMORANDUM

Student Services Mission: To provide a system of support services that enhances student success and achievement of educational goals.

TO: College Council
DATE: August 31, 2016
FROM: Ricky Shabazz, Ed.D., Vice President of Student Services
SUBJ: Student Services Positions

This memo outlines the request to use Student Success and Support Program Categorical Funding and/or Student Equity Categorical Funding to hire key positions in student services to support the college's mission and the college's Student Equity and Student Success Plans. The college's combined budget for SSSP (\$3.4 million) and SEP (\$1.3 million) is approximately 5 million dollars. Both of these categorical budgets call for increased student success by delivering key services such as counseling, advising and support for at-risk students. These positions will support increasing success amongst veterans, males, foster youth, welfare to work students (CalWORKs), parents, and second year students. We are requesting the support of the SSSP committee and the EM/SEP committee to move forward with the positions below to fully implement the college's plans to increase success amongst disproportionately impacted students on campus. These funds cannot be used to hire instructional faculty.

I am requesting replacement positions due for the following:

1. Guardian Scholars/Dreamers/FYE Counselor (SSSP Funds) Carolyn Lindsey
Replacement/Retirement
2. Secretary II (FKCE/YESS/Guardian Scholars) staff working out of class as Student Services Technician II
 - o FKCE/YESS/Guardian Scholars requires a Secretary II to provide administrative support duties while the current Secretary II is working out of class.

I am requesting the following new positions:

Ricky Shabazz, Ed.D., Vice President of Student Services
701 South Mt. Vernon Avenue, San Bernardino, CA 92410
Ph: (909) 384-4473 Fax: (909) 889-7821

3. Dean of Student Equity
 - Oversee the college's student equity initiatives. These duties have fallen on the single dean in student services and the director of FYE, which has had a negative effect on Valley Bound and FYE. See attachments for more details about the need for a second dean in student services.
4. Administrative Secretary for the Dean of Student Equity
 - We currently have one secretary who reports to the dean of matriculation who has seen her workload increase significantly due to the volume of paperwork connected to the \$5-million-dollar allocation of SSSP and SEP.
5. VRC Counselor (SSSP Funds) Currently Adjunct
 - There are currently 300 Veteran students who access the VRC with only one adjunct counselor. There is a need for a full time counselor for the success of veterans on campus.
6. SSSP Coordinator (2nd Year Experience Males, VRC – SSSP Funds)
 - Coordinates the implementation of SB1456 and Student Success Services and Programs on and off campus; assist students in determining program eligibility; analyze student data and certify eligibility for program participation as required; and maintains a current knowledge of a variety of complex regulations, requirements and policies related to assigned specialty area.
7. Student Services Tech II (FKCE/Guardian Scholars, YESS, SSSP, SEP)
 - FKCE/Guardian Scholars/YESS/SSSP/SEP programs assist with the training of foster youth and foster parents. We are currently paying a professional expert and this proposal intends to use those funds to hire a fulltime classified staff member to perform those duties that have been completed by the professional expert.
8. Huddle Coordinator (SSSP Fund/General Fund)
 - During the Spring 2016 Academic Senate and College Council approved the opening of the Huddle which is an athletic advising and tutoring for our student athletes. This position proposes to turn a counselor position into a coordinator to oversee the advising services in the Huddle.
9. Secretary II, the Huddle (SSSP Fund)
 - Secretary II is required for the Huddle to provide administrative support duties.
10. Secretary II, EOPS/CARE (replaces a tech, uses funds from resignation)
 - A Secretary II is required for the EOPS/CARE program to provide administrative support duties.
11. Sr. Programmer (SSSP/SEP – EPI Project)
 - Under the counseling department, the Sr. Programmer will assist the college in fully implementing the state Educational Planning Initiatives. This includes the programming for common assessment, educational planning, degree audit and the other programming functions connected to fully implement the Student Success Act of 2012. The number of programmers at the district cannot keep pace with the number of projects connected to the student success or the EPI.
12. 2 General Counselor positions (SSSP)
 - Additional counselors are required to support the students at San Bernardino Valley College.
13. Reclassify a Clerical Assistant II to a Secretary II in the Counseling Department
 - Due to the increase of faculty, a higher level of support staff is required to support the Counseling department.

Ricky Shabazz, Ed.D., Vice President of Student Services
 701 South Mt. Vernon Avenue, San Bernardino, CA 92410
 Ph: (909) 384-4473 Fax: (909) 889-7821

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Student Services Hiring 2016/17

Recommendations for Hiring

High Priority, General Fund Positions:

Replacements/Retirements	New
	<ul style="list-style-type: none"> Huddle Coordinator (SSSP/General Fund) Faculty Middle College Coordinator (SSSP/General Fund/MC Faculty)

High Priority, Soft Funds Positions:

Replacements/Retirements	New
<ul style="list-style-type: none"> Guardian Scholars/Dreamers/FYE Counselor (SSSP) Carolyn Lindsey Replacement- Faculty Secretary I (FKCE/YESS/Guardian Scholars) 	<ul style="list-style-type: none"> Dean of Student Equity Administrative Secretary- Student Equity (2) General Counselors (SSSP) Faculty (non-tenured) Reclass a Clerk II to Secretary II (SSSP) VRC Counselor (SSSP)- Faculty SSSP Coordinator (2nd Year Exp., The Huddle Males, VRC-SSSP) Middle College Coordinator (SSSP/General Fund/MC) Faculty Student Services Tech II (FKCE/Guardian Scholars, YESS, SSSP, SEP) Huddle Coordinator (SSSP/General Fund)- Faculty (Same position as above) Secretary II the Huddle (SSSP) Secretary II for EOPS/CARE (replaces a tech) Sr. Programmer (SSSP/SEP-EPI Project)

OCT 05 2016

Student Services

CURRENT:

Vice President of Student Services – Administrative Assistant I; DSP&S: EOPS/CARE; Library & Learning Support Services; Student Health Services; Student Life/Associated Student Government; Dean of Counseling and Matriculation; and Foster and Kinship Care Education Program.

Dean of Counseling and Matriculation – Administrative Secretary; Admissions & Records; Articulation; Matriculation/Assessment; CalWORKs and Workforce Development; Financial Aid; First Year Experience; Valley Bound Commitment; STAR Program/TRIO; Transfer Center; Puente; Tumaini; Veteran's Resource Center; and Outreach & Recruitment.

PAST:

Vice President of Student Services - Administrative Assistant I; Student Life; Foster/Kinship Care Program/Foster Youth/ILP; Veteran's Resource Center; Middle College High School; Police Academies; Dean of Counseling and Matriculation; Dean of Library and Learning Support Services and Associate Dean of Enrollment Management.

Dean of Counseling and Matriculation – Administrative Secretary; Counseling; Matriculation/Assessment; STAR Program/TRIO; Transfer & Career Services; Puente; Tumaini; and Occupational Advancement Department/CalWORKs/Workability III/EDD/WIA/Job Corps.

Dean of Library and Learning Support Services – Administrative Secretary; Library; Student Health Services; DSP&S; EOPS/CARE; and Valley Bound Commitment.

Associate Dean of Enrollment Management – Admissions & Records; Financial Aid; and Outreach & Recruitment.

PROPOSED:

Vice President of Student Services – Administrative Assistant I; Dean of Counseling and Matriculation; and Dean of Student Equity.

Dean of Counseling and Matriculation – Administrative Secretary; Counseling; Admissions & Records; Veteran's Resource Center, Articulation; Matriculation/Assessment; Middle College Programs; CalWORKs and Workforce Development; Financial Aid; Transfer Center; Puente; Tumaini; Welcome Center; and SDEV.

Dean of Student Equity – Administrative Secretary; DSP&S; First Year Experience; Outreach and Recruitment; EOPS/CARE; Student Life; STAR, Student Discipline; Student Health Services; Foster Youth Programs; Title IX; and Valley Bound.

OCT 05 2016

DEAN OF STUDENT EQUITY
(Categorically Funded-Contingent upon Funding)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under general supervision of the Vice President of Student Services, the Dean of Student Equity performs a variety of administrative duties to advance the college's student equity goals of ensuring equitable educational opportunities for all students, regardless of race, gender, age, disability, or economic circumstances. The dean develops and coordinates student equity and success initiatives related to the academic, student support, and social needs of students from culturally and socially diverse backgrounds. Areas of responsibility include, but are not limited to, student support services, categorical programs, EOPS/CARE, Disabled Student Services (DSPS), Student Life, Student Discipline, Behavioral Intervention Team, First Year Experience programs, Outreach, Student Health Services, Foster Youth programs, Title IX, and STAR. Other duties as assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification

1. Responsible for the overall leadership, development, implementation, budgeting, supervision, and evaluation of the college's Student Equity Plans and assigned programs.
2. Serves as the liaison between instructional and student services administrators and faculty regarding the submission of the college's Student Equity Plan and related reports.
3. Coordinates with research to conduct student needs assessments, assesses for disproportionate impact using the California Community Colleges Chancellors Office guidelines, and develop a schedule and process for evaluating progress in implementing Student Equity goals and activities.
4. Facilitate the assessment of evidence-based best practices in remediation.
5. Prepares and administers the college's annual and long-range student equity plans and associated student equity reports in conjunction with District planning and budget development processes; monitor plans and timelines to accomplish student equity goals and objectives.
6. Provides leadership to student equity planning, evaluation and reporting efforts with other student equity-related categorical programs including but not limited to: Basic Skills, DSPS, EOPS/CARE, Foster Youth, STAR, and Veterans.
7. Provides leadership in the planning and implement new student equity programs to enhance student enrollment, success and achievement such as, but not limited to: first year experience, concurrent enrollment, summer bridge/immersion program(s), student mentoring opportunities, and other assigned programs.
8. Collaborates with the Dean of Counseling and Matriculation to ensure district placement tests and policies do not create adverse impact and more accurately predict student success and identify student remedial needs.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Dean of Student Equity (*Continued*)

9. Collaborates with the Dean of Counseling and Matriculation with the development, implementation and integration of the college's Student Success Plan, Student Equity Plans and Basic Skills Plans.
10. Collaborates with the Dean of Counseling and Matriculation with program development for follow-up to targeted "At Risk" students, i.e., no identified career goals, students in basic skills, Probation I, II and re-admitted.
11. Assists with Title IX investigations and compliance with state and federal Title IX mandates.
12. Provide leadership and coordinate the college's behavioral intervention team.
13. Serve as the college's disciplinary office to oversee student discipline cases.
14. Serves on college wide committees such as but not limited to: Co-Chairs the college's Behavioral Intervention Team; Co-Chairs the college's Enrollment Management and Student Equity Committee; Co-Chairs the college's Arts, Lecture and Diversity Committee, sits on the SSSP and Basic Skills Committees. Serves on other committees as assigned.
15. Participate in District and/or community meetings and activities to promote student equity and developmental education/basic skills goals.
16. Supervises and evaluates assigned managers, faculty and staff.
17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

SB 1456, SSSP and SEP

policies and procedures.

State and federal student financial aid processes and procedures including federal and state laws and regulations, including Title 5 and applicable sections of the California Education Code.

Procedures for processing computer applications in financial aid.

Human relations skills, methods, and techniques to conduct interviews, convey technical information, resolve conflicts, and facilitate problem resolution.

Student support services and special services for students.

District organization, operations, policies and objectives.

Mathematical principles and practices.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and procedures of record keeping and filing.

Principles of business letter writing and basic report preparation.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

Assess student needs and interests and develop viable plans and alternatives.

Interview students to determine program eligibility and obtain relevant data.

Plan, develop and conduct information workshops.

Interpret state and federal guidelines pertaining to financial aid programs.

Determine eligibility of students for financial assistance through analysis and interpretation of data

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Dean of Student Equity (*Continued*)

and guidelines.

Work with people who have economic, cultural or language barriers.

Properly handle difficult, sensitive, and confidential situations and materials.

Plan, organize and prioritize work in order to meet schedules and timelines.

Maintain current, accurate and confidential records and files including financial records.

Independently prepare reports, correspondence and memoranda.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technology and learn functionality of new equipment and systems.

Type or enter data at a speed necessary for successful job performance.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Train and provide work direction to others.

Analyze situations accurately and adopt an effective course of action.

Work confidentially with discretion.

Work independently with little direction.

Establish and maintain effective working relationships with those contacted in the course of work.

Work varied schedules, to include nights and weekends.

Education and Experience Guidelines:

Education/Training:

A Master's degree in Educational Administration, Social Sciences, Human Services or a related field from an accredited college or university or a related field.

Required Experience:

Three years of increasingly responsible experience as an administrator in student services.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

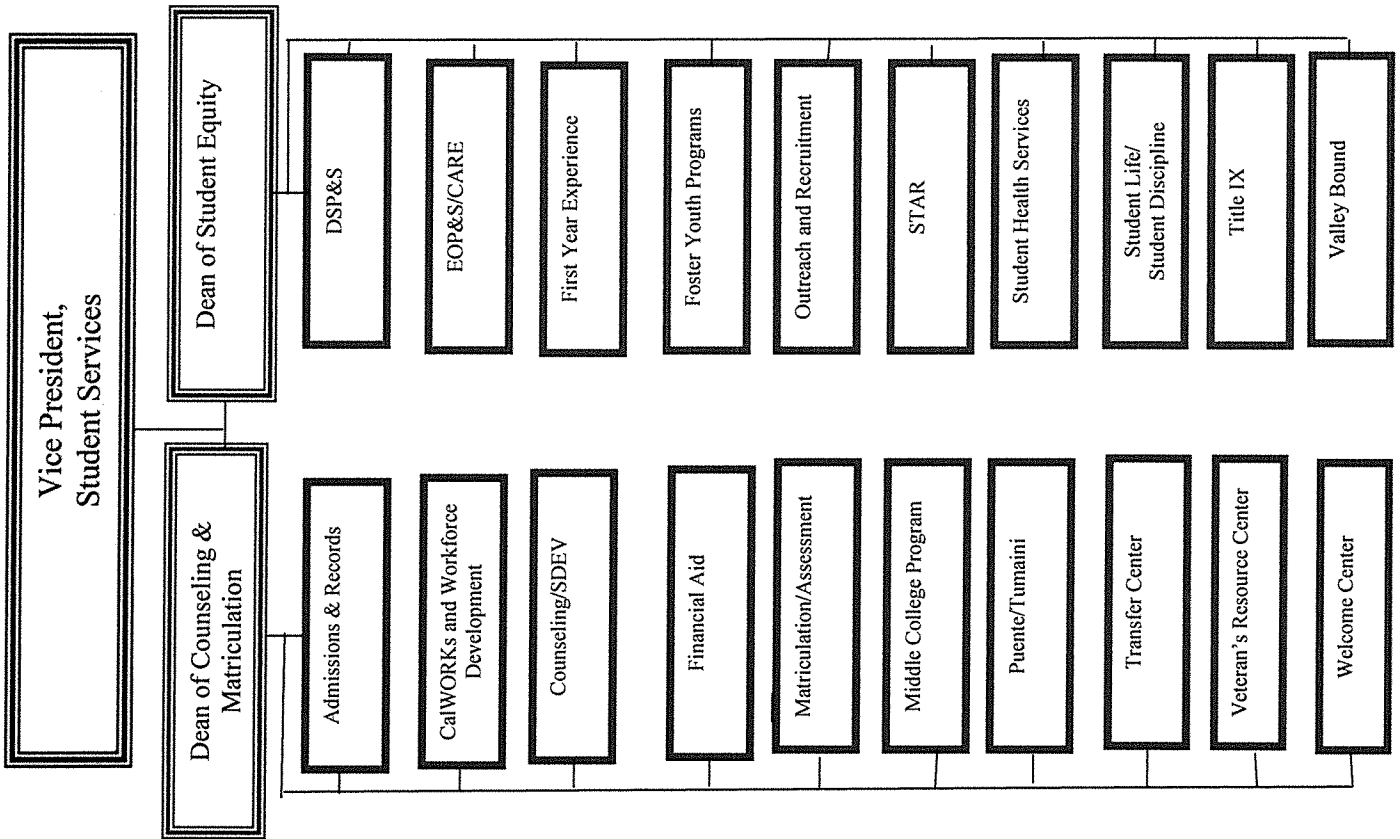
Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Student Services



San Bernardino Valley College
Office of the President
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OCT 05 2016

2014-15 SSP SE SSSP

<u>Name of College</u>	<u>SS Deans</u>	<u>IO Deans</u>	<u>Titles of SS Deans</u>	<u>Enrollment</u>	<u>Allocation</u>	<u>Allocation</u>
Antelope Valley College	3	5	Dean, Counseling & Matriculation	18,856	\$1,835,099.00	\$4,005,579.00
Barstow College	1	2	Dean, Enrollment Services	3,426	\$383,006.00	\$662,202.00
Cerro Coso College	0	0	Associate Dean, Students & Athletics	6,745	N/A	N/A
Chaffey College	2	9	No level of Deans	25,945	\$1,848,676.00	\$4,241,545.00
College of the Desert	2	4	Dean, Discipline & Enrollment Management	14,063	\$1,163,149.00	\$1,445,919.00
Copper Mountain College	2	1	Dean, Counseling & Matriculation	2,516	\$258,622.00	\$470,035.00
Crafton Hills College	2	3	Dean, Student Success and Student Learning	21,283	\$620,640.00	\$1,577,147.00
Mt. San Jacinto College	2	6	Associate Dean, Student Success and Equity	5,554	\$1,610,914.00	\$2,618,231.00
Palo Verde College	0	0	Associate Dean, Student Success and Financial Aid	26,612	\$250,000.00	\$677,843.00
Riverside City College*	2	7	Dean, Student Services & Student Development	13,042	\$3,608,172.00	\$1,683,939.00
Norco College*	4	4	Dean, Student Services Counseling & Matriculation	12,839	\$3,608,172.00	\$1,687,117.00
Moreno Valley College*	2	4	Dean, Student Services	17,044	\$1,346,524.00	\$3,437,194.00
San Bernardino Valley College	1	5	Assistant Dean, CalWORKS and Special Funded Programs	16,061	\$1,458,474.00	\$2,252,154.00
Victor Valley College	2	5	Dean, Student Services Counseling			
			Dean, Counseling & Matriculation			
			Dean, Student Services			
			Associate Dean of Student Equity and Success			

* Combined RCCD Student Equity allocation is split between three colleges.

San Bernardino Valley College
Office of the President
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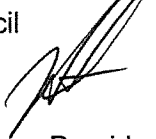
OCT 04 2016



San Bernardino
Valley College

Rick Hrdlicka
Director, CTS
San Bernardino Valley College
701 S. Mt Vernon Avenue
San Bernardino, CA 92410
(909) 384-8656

MEMORANDUM

TO: College Council
FROM: Rick Hrdlicka 
CC: Diana Rodriguez, President
Scott Stark, VP Admin Services
DATE: 10/5/2016
RE: Request to fill a vacancy-Technology Support Specialist II

I am requesting approval to fill a vacancy in the Campus Technology Services Department.

Anselmo Escobedo, a Technology Support Specialist II, has submitted his resignation letter and will be retiring on November 3, 2016.

This position is responsible for the operation, support, and maintenance of the campus network, including both hardware and software systems for instructional and administrative purposes.

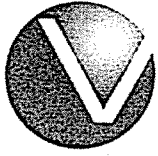
Filling the position as soon as possible is necessary for continued operation of the network with minimal disruption of service.

Campus Technology Services was ranked "Continuation" during the 2015-2016 Program Review.



COPY

TDP
8/30/16



San Bernardino
Valley College

Albert R. Maniaol
Dean, Applied Technology, Transportation
and Culinary Arts Division
San Bernardino Valley College
701 S. Mt Vernon Avenue
San Bernardino, CA 92410
(909) 384-8904

MEMORANDUM

To: Henry Hua, Interim Vice-President of Instruction
From: Albert Maniaol, Dean, Applied Technology, Transportation & Culinary Arts Division
Cc: Diana Rodriguez, President
Date: August 26, 2016
Re: Request to Approve Changing Part-Time Student Services Technician II Position to Full-Time and Pay Difference in Salary and Benefits

The part-time Student Services Technician II position currently being held by Norma Alejandra Campos, is funded through the annual Perkins/CTE Transitions Grant. The primary function of the position is to promote the CTE programs to the high schools, ROP's and the community and to develop articulation agreements as well as dual enrollment for their students. One of the functions is also to provide faculty and student support in order for them to be successful in their programs.

The hiring of our Division's Secretary II position has been put "on-hold" for quite some time. We hold several classes, beginning at 8 a.m. to 10 p.m., Mondays through Friday and on Saturdays as well. An Administrative Secretary alone cannot support all the needs of the Division operations to provide services and support to our faculty, staff and students and at the same times assist me in the completion of all required reports and paperwork.

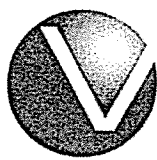
The CTE Transitions Grant funding is able to support the conversion of the part-time (19-hour per week) Student Services Technician II position to possibly full-time (40-hours per week) up to \$30,000 maximum each year. This is an allowable grant expenditure under its work plan to have a coordinator to assist in the grant implementation. Having a full-time Student Services Technician II position will provide the additional support and services our Division desperately needs to serve our faculty, staff and students.

In this connection, I would like to request College Council to please consider approving the conversion of the part-time Student Services Technician II position to full-time and allocate General Fund budget to pay for the difference in salary and benefits over \$30,000, beginning September 12, 2016. The projected annual salary for the Student Services Technician II full-time position is \$43,428., (salary and benefits included).

Thank you for your consideration.

70 VP
8/30/16

COPY



San Bernardino
Valley College

Albert R. Maniaol
Dean, Applied Technology, Transportation
and Culinary Arts Division
San Bernardino Valley College
701 S. Mt Vernon Avenue
San Bernardino, CA 92410
(909) 384-8904

MEMORANDUM

To: Henry Hua, Interim Vice-President of Instruction
From: Albert Maniaol, Dean, Applied Technology, Transportation & Culinary Arts Division
Cc: Diana Rodriguez, President
Date: August 26, 2016
Re: Request to Continue Funding for the Part-Time
Tool Room Specialist Position

The part-time Tool Room Specialist position currently held by Dianna Regina Hopper is funded through the HSI STEM PASS GO Grant. This grant is expiring on September 30, 2016, however, the funding for said position ended was informed that the grant may not be able to support said position after May 31, 2016. Because of this, it is tremendously affecting our Tool Room staffing coverage which is limiting us in providing adequate and efficient services to our faculty and students during their laboratory sessions.

Our Tool Room is equipped with over a million different types of tools, machineries and equipment used by our faculty and students in the laboratories. All CTE programs offered in our Division utilize the assistance and support of our Tool Room staff, from checking out and in of the tools and/or equipment to providing basic troubleshooting and repairs. Our Tool Room is staffed from 7 a.m. to 10 p.m., Mondays-Fridays, and from 8 a.m. to 12 p.m. on Saturdays.

We currently have one full-time Tool Room Supervisor, one full-time Tool Room Specialist and now one part-time (19-hours per week) Tool Room Specialist. With these personnel, we are having difficulty in providing the basic staffing coverage in the Tool Room to provide the necessary support and services our faculty and students expect from our Division especially in the evenings and on Saturdays. The part-time Tool Room Specialist position that was eliminated is needed to provide the services and support for our faculty and students during their laboratory sessions.

I would like to request College Council to please consider sustaining the affected position through the allocation of General Fund budget beginning September 12, 2016. The projected annual salary for the part-time Tool Room Specialist position is \$17,215.92.

Thank you for your consideration.

Enrollment Management – Marketing Timeline

APRIL

Activity	Lead person	Timeline	Status
Secure the following list: * New Spring/ Summer/fall students, non- continuing students * Students who were enrolled in Spring. Students who applied but did not register for summer/fall List should include phone numbers, addresses and emails addresses.	April Dale-Carter	1 st week	
Electronic marquee to promote Summer & Fall semester courses	Paul Bratulin	1 st week of April through 2 nd week of September	
City Street Banners. Contact locations and update banners for placement in May to promote Summer and Fall registration	Paul Bratulin	1 st week of April through May	
Design and update campus banners and posters for Summer and Fall Registration	Paul Bratulin	1 st week of April	
Purchase ads space in 4 year colleges newspapers to advertise for summer	Paul Bratulin	1-4 week of April	
Update postcards for students who applied but never registered and high school students	Paul Bratulin	1-4 week in April	
Bus Billboards	Paul Bratulin	Ongoing	

New Student Welcome Day – San Bernardino Valley College	Johnny Conley	First Senior Day & NSWDC Committee meeting April 1 st 9-11 a.m.	
Visits to Alternative High Schools	Clyde/Johnny/Marco	1 st week – 4 th week	
Contact outreach locations to secure approval for Student Outreach Teams to promote Fall semester	Clyde/Johnny/Marco	1 st week – 4 th week	
Increase counseling hours during Peak Registration	Marco Cota	1 st week – 4 th week	
Assure that all Student Services employees are providing accurate information to potential and current students. Coordinate office hours during peak registration period.	Marco/Dr. Shabazz	1 st week – 4 th week	
Electronic recruitment via Facebook and Emails to students who applied but did not register	Paul/Chris/Joseph	1 st week – 4 th week	
High School Counselor Conference	Marco Cota	April 29, 2016	
Senior Day	Johnny Conley	April 22, 2016	
Mail summer enrollment postcards	Paul Bratulin	3 rd /4 th week	
Enrollment Management Committee Meeting	Dr. Shabazz	2 nd week	
Promote Fall courses in spring Sessions	Instruction	2 nd week – 3 rd week of April	
Faculty promotion of Fall courses in their classes (Memo to instructors from VP Kinde)	Instruction	4 th week- 3 rd week of April	

Press Release for Summer and Fall 2016 Peak Registration.	Paul	4 th week	
Enrollment Management Committee Meeting	Ricky	4 th week	
Continue Media Advertisement Fall semester	Paul	Ongoing	

MAY

Activity	Lead person	Timeline	Status
Electronic marquee to promote Summer & Fall semester courses	Paul Bratulin	Ongoing	
City Street Banners. Contact locations and update banners for placement in May to promote Summer and Fall registration	Paul Bratulin	Banners up by 2 nd week in May	
Place campus banners and posters for Summer and Fall Registration	Paul Bratulin	1 st week of May	
New Student Orientations	TBD	1 st week – 2 nd week of May	
Continue Media advertising for Fall semester	Paul Bratulin	1 st week – 4 th week	
Electronic recruitment project-Send emails to prospective students via A/R data, Twitter and Facebook.	Paul Bratulin	1 st week – 4 th week	
Visit Local School Districts to schedule presentations during the Districts Counselor Trainings.	Clyde/Marco/Johnny	1 st week – 4 th week	

Enrollment Management Committee Meeting	Dr. Shabazz	2 nd and 4 th week	
New Student Welcome Day – San Bernardino Valley College	Johnny Conley	NSWD Committee meeting May 20 th 9-11 a.m.	
Student Outreach Teams, Graduates and Alumni at recruitment locations in and around the community	Clyde/Marco/Johnny	Begin 1 st –4 th week	
Fall Registration posters and marketing on campus for currently enrolled students to register for fall. Register NOW! Campaign.	Paul	Begin 1st –4th week	
Mail post cards to students who applied but never registered and high school students	Paul	2-4 week	
Email to currently enrolled students encouraging them to register for Summer and Fall	Paul	Ongoing	
Update banners on college website to promote Summer and Fall Registration. Add banners for Tumaini, NSWD, FYE, Puente, Open classes, See a Counselor	Paul	2 nd week	

JUNE

Activity	Lead person	Timeline	Status
Meetings w/ High School Principals	Marco Cota	1st week – 4 th week	
Enrollment Management Committee Meeting	Dr. Shabazz	2 nd and 4 th week	
Send emails to San Bernardino Valley College students encouraging them to visit a counselor to complete or update their educational plans	Marco Cota	3 rd week	
New Student Welcome Day – San Bernardino Valley College	Johnny Conley	NSWD Committee meeting June 8 th 9-11 a.m.	
Electronic marquee to promote Fall registration	Paul Bratulin	June – 3 rd week	
Add website banner for open summer sections	Paul	Begin 1st –4th week	
Email to students registered in spring but not registered in summer and/or fall	Paul and April	Begin 1st –4th week	
Develop marketing materials for mall outreach location	Paul and Johnny	Begin 1st –4th week	
Promotion of Register Now Campaign for July. Paul to develop a calendar of events. Promote wear your Tshirt Day, weekend door-to-door, mall outreach, etc.	Paul, Johnny, Henry, Marco, and Ricky, (outreach Person)	Ongoing	

SBVC COLLEGE COUNCIL
August 24, 2016 MINUTES
PRESIDENT'S CONFERENCE ROOM, ADSS-207
TIME: 1:00 PM – 3:00 PM

A= Absent

Diana Rodriguez, SBVC President, Chair
Celia Huston, Academic Senate President, Co-Chair
Rocio Aguayo
Dave Bastedo
Aaron Beavor
Stephanie Briggs
Lorrie Burnham
Yancie Carter **A**
Mary Copeland
Marco Cota **A**
Paula Ferri-Milligan
Rania Hamdy
Rick Hrdlicka
Henry Hua, Interim VPI **A**
Diane Hunter
Celia Huston

Ricky Shabazz
James Smith
Scott Stark
Cassandra Thomas
Kay Weiss
Nicole Williams (MINUTES)

Guest(s): Marty Milligan

CALL TO ORDER:

1:05 p.m. President Rodriguez called the meeting to order.

APPROVAL OF THE May 11, 2016 MINUTES

President Rodriguez entertained a **motion to approve** the May 11, 2016 minutes. Rick Hrdlicka moved, Lorrie Burnham second. No discussion and the group voted as follows:

AYES: Huston, Aguayo, Bastedo, Briggs, Burnham, Copeland, Ferri-Milligan, Hamdy, Hrdlicka, Hunter, Shabazz, Smith, Stark, Thomas, and Weiss.

NOES: None

ABSTENTIONS: None

ABSENT: Carter, Cota, and Hua.

Motion Carried

Our Mission: San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve quality of life in the Inland Empire and beyond.

UPCOMING/FILLING POSITIONS – D. RODRIGUEZ

President Rodriguez entertained a **motion to approve** the new position of Technology Support Specialist I (\$60,750), Administrative Services for the Campus Technology Services Department. A brief discussion transpired with regard to college growth creating a need for additional CTS support. James Smith moved, Ricky Shabazz second.

No further discussion and the group voted as follows:

AYES: Huston, Aguayo, Briggs, Burnham, Copeland, Ferri-Milligan, Hamdy, Hrdlicka, Shabazz, Smith, Stark, and Weiss.

NOES: None

ABSTENTIONS: Bastedo, Hunter, Thomas

ABSENT: Carter, Cota, and Hua.

Motion Carried

President Rodriguez entertained a **motion to approve** the Funding Application for Student Services, Disabled Students Program & Services Department in the amount of \$70,000 to partially fund the cost of ASL interpreters. A brief discussion transpired with regard to Scott Stark modifying to \$50,000 for the balance of the year, and then an ongoing \$70,000 will be in place thereafter – Scott clarified that this is a growth position with a budget impact he will move forward with. Rick Hrdlicka moved, Scott Stark second.

No further discussion and the group voted as follows:

AYES: Huston, Aguayo, Bastedo, Briggs, Burnham, Copeland, Ferri-Milligan, Hamdy, Hrdlicka, Hunter, Shabazz, Smith, Stark, Thomas, and Weiss.

NOES: None

ABSTENTIONS: None

ABSENT: Carter, Cota, and Hua.

Motion Carried

President Rodriguez entertained a **motion to approve** the Funding Application for Student Services, Disabled Students Program & Services Department in the amount of \$1848 to fund digital archiving software, software maintenance & support, and Live Caption. Marty Milligan modified the amount to \$1812. A brief discussion transpired with regard to the Program Review and Needs Assessment process. Marty Milligan indicated that there is a need that cannot wait for review and assessment due to the backlog of files in boxes and the lack of security for those hard-copy, confidential documents. Rick Hrdlicka moved, Aaron Beavor second.

No further discussion and the group voted as follows:

AYES: Aguayo, Bastedo, Briggs, Burnham, Copeland, Ferri-Milligan, Hamdy, Hrdlicka, Hunter, Shabazz, Smith, Stark, Thomas, and Weiss.

NOES: None

ABSTENTIONS: Huston

ABSENT: Carter, Cota, and Hua.

Motion Carried

EMP & FMP DOCUMENT REVIEW SCHEDULE – S. STARK

Scott Stark provided the timeline as follows:

- September 2, 2016
 - Kick off – review process and additional input required
 - September 23, 2016
 - Open Forums – obtain input from community, faculty, staff and students
 - September 30, 2016
 - Deep discussion – share additional input from campus community and settle final EMP direction and FMP implications
 - November 4, 2016
 - Work session to review edits from previous meeting
-

ACCREDITATION AND STUDENT LEARNING OUTCOMES – C. HUSTON

Celia Huston indicated that the last-read of the MID-TERM REPORT will be August 2017 and then submitted to the Board by October 2017.

EDUCATIONAL MASTER PLAN – J. SMITH

No Report

STRATEGIC PLANNING– J. SMITH

No Report

Program Review – P. Ferri-Milligan

Paula Ferri-Milligan provided the following status update: on September 1 the Program Review documents will be submitted to the departments (workshops will be conducted); the deadline is

October 28. Paula also indicated that the Program Efficacy reports are due back to her on October 1, in addition there is an October 1 deadline for the Curriculum Committee.

COMMITTEE REPORTS:

No Reports

OTHER:

Kay Weiss – Canvas will replace Blackboard.

Rick Hrdlicka – Currently working on the WI-FI update.

Ricky Shabazz – Enrollment Management Committee needs faculty support. The committee meets on the 2nd and 4th Tuesday of the month from 1-2:30pm in ADSS 207.

Meeting adjourned at 2:15 p.m.

Next College Council Meeting: FRIDAY, September 2, 2016 – SPECIAL MEETING EMP/FMP

Academic Year 16-17: Bi-Monthly, 2nd & 4th Wednesday, 1-3pm, AD/SS 207

August 24, 2016 ✓

Friday, September 2, 2016 *SPECIAL EMP/FMP 1-3pm*

September 14, 2016

September 28, 2016

Friday, September 30, 2016 *SPECIAL EMP/FMP 11am-5pm*

October 12, 2016

October 26, 2016

Friday, November 4, 2016 *SPECIAL EMP/FMP 8:30am-10:30am*

November 9, 2016

November 23, 2016

December 14, 2016

January 25, 2017

February 8, 2017

February 22, 2017

March 8, 2017

March 22, 2017

April 12, 2017

April 26, 2017

May 10, 2017

SBVC COLLEGE COUNCIL
September 2, 2016 MINUTES
PRESIDENT'S CONFERENCE ROOM, ADSS-207
TIME: 1:00 PM – 3:00 PM

A= Absent

Diana Rodriguez, SBVC President, Chair
Celia Huston, Academic Senate President, Co-Chair
Rocio Aguayo
Dave Bastedo **A**
Aaron Beavor **A**
Stephanie Briggs
Lorrie Burnham
Yancie Carter **A**
Mary Copeland **A**
Marco Cota **A**
Paula Ferri-Milligan
Rania Hamdy
Rick Hrdlicka
Henry Hua, Interim VPI
Diane Hunter **A**
Celia Huston

Ricky Shabazz **A**
James Smith **A**
Scott Stark
Cassandra Thomas **A**
Kay Weiss
Nicole Williams (MINUTES)

Guest(s):

Shaun Blaylock (ALMA)
Bobby Khushal (ALMA)
Ken Salyer (HMC)
Sandy Kate (HMC)
Emilie Waugh (HMC)

CALL TO ORDER:

1:15 p.m. President Rodriguez called the meeting to order.

The focus of today's meeting is a PowerPoint presentation by HMC Architects which included a timeline for submission to board, Campus & Community Meeting Input, Goals for Today's Meeting, etc. (SEE ATTACHED presentation) and College Council discussions.

Architects request that input (questions, concerns, comments, prioritization of projects and linkages between the EMP to the FMP) be submitted to Scott Stark, who will then consolidate and submit to the Architects in a Word document by Friday, September 9. Noting that the dates have been pushed up, the College Council members request more time. College Council determines they will have this information processed at the next meeting on the September 14, and Diana Rodriguez indicates that the Architects will receive the information by end-of-day Monday, September 19. The Architects will fold the information received into the DRAFT, send

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to printer by September 23 and present to the Board of Trustees at an EMP&FMP Workshop the Board of Trustees requested on September 30.

The input gathered at the community, faculty, staff and student forums on September 21 are then taken into consideration by the College Council during the all-day work session scheduled for September 30 at SBVC. ALL input will then be combined by the Architects for the College Council members to receive another DRAFT for review by October 21.

Rana Hamby requested an abstract or Executive Summary to be provided by the Architects so she can then take that to her committee. All College Council members indicated that abstract and/or summary would be helpful in reviewing with their committees as well.

Architect Bobby indicated that the Chapter Future Opportunities and Considerations need further vetting with regard to community outreach, to include linkages from the EMP to the FMP. Mark-up based on the following strategic directions:

- One stop
- Outreach
- Opportunities for k-12 exposure – aquatics, summer camps, Science camps, etc.
- Facilities use – increase access, easier to enroll, promote student success, collaboration space & pathways, tutoring (dispersed or centralized), etc.

Architect Bobby requests that Henry Hua provide growth projections based on programs not linear – previously linear but changed to program growth. Bobby indicated to use change projections – distributed evenly across programs. Currently needs to lab space is based on straight line projections lab rate to lecture (i.e. 40/60% usage in the HLS building is Science Division usage verses 10% Arts & Humanities Division.) Make adjustments now so we can move forward with FMP. Bobby will send Henry an excel file to utilize to vet out those ratios. Bobby needs to receive from Henry by September 27th.

EMP & FMP DOCUMENT REVIEW SCHEDULE – S. STARK

Scott Stark provided the timeline as follows:

- September 2, 2016
 - Kick off – review process and additional input required
 - September 21, 2016
 - Open Forums – obtain input from community, faculty, staff and students
 - September 30, 2016
 - Deep discussion – share additional input from campus community and settle final EMP direction and FMP implications
 - November 4, 2016
 - Work session to review edits from previous meeting
-

ACCREDITATION AND STUDENT LEARNING OUTCOMES – C. HUSTON

No Report

EDUCATIONAL MASTER PLAN – J. SMITH

No Report

STRATEGIC PLANNING– J. SMITH

No Report

Program Review – P. Ferri-Milligan

No Report

COMMITTEE REPORTS:

No Reports

OTHER:

None

Meeting adjourned at 3:00 p.m.

Next College Council Meeting: FRIDAY, September 14, 2016 – SPECIAL MEETING EMP/FMP

Academic Year 16-17: Bi-Monthly, 2nd & 4th Wednesday, 1-3pm, AD/SS 207

August 24, 2016 ✓

Friday, September 2, 2016 *SPECIAL EMP/FMP 1-3pm* ✓

September 14, 2016

September 21, 2016 *SPECIAL EMP/FMP FORUM 1-3pm and 5-7pm in Library Viewing Room*

September 28, 2016

Friday, September 30, 2016 *SPECIAL EMP/FMP 11am-5pm*

October 12, 2016

October 26, 2016

Friday, November 4, 2016 *SPECIAL EMP/FMP 8:30am-10:30am*

November 9, 2016

November 23, 2016

December 14, 2016

January 25, 2017

February 8, 2017

February 22, 2017

March 8, 2017

March 22, 2017

April 12, 2017

April 26, 2017

May 10, 2017

SBVC COLLEGE COUNCIL
September 14, 2016 MINUTES
PRESIDENT'S CONFERENCE ROOM, ADSS-207
TIME: 1:00 PM – 3:00 PM

A= Absent

Diana Rodriguez, SBVC President, Chair
Celia Huston, Academic Senate President, Co-Chair
Rocio Aguayo
Dave Bastedo
Aaron Beavor
Stephanie Briggs
Lorrie Burnham
Yancie Carter
Mary Copeland
Marco Cota
Paula Ferri-Milligan
Rania Hamdy
Rick Hrdlicka
Henry Hua, Interim VPI
Diane Hunter
Celia Huston

Ricky Shabazz A
James Smith
Scott Stark
Cassandra Thomas A
Kay Weiss
Nicole Williams (MINUTES)

Guest(s):
Susan Bangasser

CALL TO ORDER:

1:15 p.m. President Rodriguez called the meeting to order.

The focus of today's meeting is follow up to requests from HMC Architects at the September 2 College Council Meeting.

Chapter VI: Considerations/Opportunities for the Future is distributed (SEE ATTACHED)

This chapter needs to be further vetted to include an emphasis on transfer (see attached). Based on the timeframe for submittal (end-of-day, Monday, September 19) Scott requests that College Council members volunteer to work on an introduction to include emphasis on how basic skills courses, certificate & degree programs, and transfer merge into SBVC's EMP & FMP mission. Celia Huston and Diana Rodriguez will complete the Introduction, and Rania Hamdy working with other selected members, will work on a section to be incorporated into Chapter VI.

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Opportunities Relating to Strategic Directions 01-06 is distributed (SEE ATTACHED).

James Smith provided the document for review of matching goals to activities. Members made various requests to change language (i.e. changing “supporting district” to “district supporting colleges” and changing “create” to “providing”) and requested to include an emphasis on transfer.

Facilities Projects that Need Further Discussion is distributed (SEE ATTACHED).

Scott Stark requests that all Council Members rank the items listed in order of preferred priority. Members provided their rankings on individual sheets. Scott will review, tally and provide to the Architects.

Scott requests that as many College Council members as possible attend the FORUMS scheduled for Wednesday, September 21, 1-3pm and 5-7pm in the Library Viewing Room.

TIMELINE SUMMARY FROM SEPTEMBER 2, 2016 COLLEGE COUNCIL MEETING

The Architects will fold the information received **by end-of-day September 19** into the DRAFT, send to printer by **September 23** and present to the Board of Trustees at an EMP&FMP Workshop the Board of Trustees requested on **September 30**.

The input gathered at the community, faculty, staff and student forums on **September 21** are then taken into consideration by the College Council during the all-day work session scheduled for **September 30** at SBVC. Architect Bobby indicated that the Chapter Future Opportunities and Considerations need further vetting with regard to community outreach, to include linkages from the EMP to the FMP. Mark-up based on the following strategic directions:

- One stop
- Outreach
- Opportunities for k-12 exposure – aquatics, summer camps, Science camps, etc.
- Facilities use – increase access, easier to enroll, promote student success, collaboration space & pathways, tutoring (dispersed or centralized), etc.

Architect Bobby requests that Henry Hua provide growth projections based on programs not linear – previously linear but changed to program growth. Bobby indicated to use change projections – distributed evenly across programs. Currently needs to lab space is based on straight line projections lab rate to lecture (i.e. 40/60% usage in the HLS building is Science Division usage verses 10% Arts & Humanities Division.) Make adjustments now so we can move

forward with FMP. Bobby will send Henry an excel file to utilize to vet out those ratios. Bobby needs to receive from Henry **by September 27th**.

ALL input will then be combined by the Architects for the College Council members to receive another DRAFT for review **by October 21**.

EMP & FMP DOCUMENT REVIEW SCHEDULE – S. STARK

Scott Stark provided the timeline as follows:

- September 2, 2016 ✓
 - Kick off – review process and additional input required
 - September 14, 2016 ✓
 - Compile additional needs of Architects (due September 19), determine further needs, and review schedule
 - September 21, 2016
 - Open Forums – obtain input from community, faculty, staff and students
 - September 30, 2016
 - Deep discussion – share additional input from campus community and settle final EMP direction and FMP implications
 - November 4, 2016
 - Work session to review edits from previous meeting
-

ACCREDITATION AND STUDENT LEARNING OUTCOMES – C. HUSTON

Mid-Term due October 2017.

EDUCATIONAL MASTER PLAN – J. SMITH

No Report

STRATEGIC PLANNING– J. SMITH

See attached document “Opportunities Relating to Strategic Directions 01-06”

Program Review – P. Ferri-Milligan

Needs Assessment is due October 28, 2016.

COMMITTEE REPORTS:

No Reports

OTHER:

None

Meeting adjourned at 2:50 p.m.

Next College Council Meeting: FRIDAY, September 28, 2016

Academic Year 16-17: Bi-Monthly, 2nd & 4th Wednesday, 1-3pm, AD/SS 207

August 24, 2016 ✓

Friday, September 2, 2016 *SPECIAL EMP/FMP 1-3pm* ✓

September 14, 2016 ✓

September 21, 2016 *SPECIAL EMP/FMP FORUMS 1-3pm and 5-7pm in Library Viewing Room*

September 28, 2016

Friday, September 30, 2016 *SPECIAL EMP/FMP 11am-5pm*

October 12, 2016

October 26, 2016

Friday, November 4, 2016 *SPECIAL EMP/FMP 8:30am-10:30am*

November 9, 2016

November 23, 2016

December 14, 2016

January 25, 2017

February 8, 2017

February 22, 2017

March 8, 2017

March 22, 2017

April 12, 2017

April 26, 2017

May 10, 2017

SBVC COLLEGE COUNCIL
September 28, 2016 MINUTES
PRESIDENT’S CONFERENCE ROOM, ADSS-207
TIME: 1:00 PM – 3:00 PM

A= Absent

Diana Rodriguez, SBVC President, Chair
Celia Huston, Academic Senate President, Co-Chair
Rocio Aguayo
Dave Bastedo
Aaron Beavor
Stephanie Briggs
Lorrie Burnham
Yancie Carter **A**
Mary Copeland
Marco Cota **A**
Paula Ferri-Milligan
Rania Hamdy
Rick Hrdlicka
Henry Hua, Interim VPI **A**
Diane Hunter
Celia Huston

Ricky Shabazz **A**
James Smith
Scott Stark
Cassandra Thomas
Kay Weiss
(21 members)
Nicole Williams (MINUTES)

Guest(s): Susan Bangasser

CALL TO ORDER:

1:05 p.m. President Rodriguez called the meeting to order.

APPROVAL of the August 24 2016, September 2 2016 and September 14 2016 MINUTES

President Rodriguez requested a postponement of the approval --- the minutes are under review.

UPCOMING/FILLING POSITIONS – D. RODRIGUEZ

No Requests Submitted

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ENROLLMENT MANAGEMENT MARKETING TIMELINE – R. SHABAZZ

The attached timeline was provided by Ricky Shabazz. Council Members noted that the timeline needs to be updated to remove previous employees and add new employees. Rania Hamdy requested that the timeline be placed on the next College Council Agenda in order for Ricky Shabazz to answer some questions she has – Diana Rodriguez requested she provide those questions to Ricky prior to the meeting.

EMP & FMP DOCUMENT REVIEW UPDATE – S. STARK

Scott Stark informed the council that the turnout for the open forums on September 23 went well, with a larger crowd attending in the afternoon – including a Board of Trustees member and students. Scott received forum notes from HMP Architects today – he will bring those notes to the meeting scheduled for Friday, September 30.

Scott requested that any errors seen within the document be provided to him via email so that he can then on-forward to the architects. Paula Ferri-Milligan informed Scott that Tutoring is noted within the document under Student Services Report; however, Tutoring is also provided through Academic Support.

Scott Stark reminded the College Council members of the meeting on Friday, September 30, 2016 in ADSS 207 from 11:00am – 5:00pm.

- September 2, 2016 ✓
 - Kick off – review process and additional input required
 - September 23, 2016 ✓
 - Open Forums – obtain input from community, faculty, staff and students
 - September 30, 2016
 - Deep discussion – share additional input from campus community and settle final EMP direction and FMP implications
 - November 4, 2016
 - Work session to review edits from previous meeting
-

ACCREDITATION AND STUDENT LEARNING OUTCOMES – C. HUSTON

Celia Huston indicated that the committee met Thursday, September 22, to review the Mid-Term Report timeline. The report is due to ACCJC in October 2017. Celia brought the following items

to the attention of the College Council as council members will need to prepare response for the Mid-Term Report:

- FALL 2017 Committee Self-Evaluations
 - Re-review of Flow Chart
 - Campus Climate Survey Trends
-

EDUCATIONAL MASTER PLAN – J. SMITH

No Report

STRATEGIC PLANNING– J. SMITH

James Smith indicated that the six (6) goals of the Strategic Plan have been folded into the current EM/FMP. In a future College Council meeting, James would like the College Council to begin discussions to determine if the Strategic Plan should continue in tandem with the EMP/FMP or rather than duplicate efforts, will the EMP/FMP replace the Strategic Plan. James indicated that further discussion does need to transpire with regard to goal outcomes, whether we continue with the Strategic Plan or not.

Program Review – P. Ferri-Milligan

Faculty is currently working on Needs Assessment.

COMMITTEE REPORTS:

- Rocio Aguayo (ASG) – Currently conducting Register-To-Vote Campaigns, Proposition Forums and Voting Workshops. The ASG is also formulating Resolutions for student needs.
- Aaron Beavor (Classified Senate) – The Classified Senate is operating a snack bar at the SBVC Football home-games. All proceeds are direct to students through scholarships.
- Lorrie Burnham (Facilities & Safety) – The first meeting is scheduled for this Monday, October 3.
- Mary Copeland (Curriculum) – The October 1 curriculum deadline is fast approaching. Currently the committee is in discussion with regard to adjusting the deadline to better align with articulation deadlines. There is also discussion with regard to moving forward with the 2012 CurricUnet META update or not.

- Rania Hamdy (Professional Development) – The committee is working on processing conference requests.
- Rick Hrdlicka & David Bastedo (Technology) – The committee is currently working on their Strategic Plan with the goal to finalize by December 2016.
- Diane Hunter (CTA) – CTS is currently working on OPEN items of negotiation.
- Cassandra Thomas (CSEA) – Cassandra is familiarizing herself with her role of interim President.

OTHER:

Rania Hamdy encouraged College Council members to participate in the Cultural Competency Retreats – invitations are forthcoming.

Meeting adjourned at 2:05 p.m.

Next College Council Meeting: Friday, September 30, 2016 SPECIAL EMP/FMP 11am-5pm

Academic Year 16-17: Bi-Monthly, 2nd & 4th Wednesday, 1-3pm, AD/SS 207

August 24, 2016 ✓

Friday, September 2, 2016 *SPECIAL EMP/FMP 1-3pm* ✓

September 14, 2016 ✓

September 28, 2016 ✓

Friday, September 30, 2016 *SPECIAL EMP/FMP 11am-5pm*

October 12, 2016

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Friday, November 4, 2016 *SPECIAL EMP/FMP 8:30am-10:30am*

November 9, 2016

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December 14, 2016

January 25, 2017

February 8, 2017

February 22, 2017

March 8, 2017

March 22, 2017

April 12, 2017

April 26, 2017

May 10, 2017

SBVC COLLEGE COUNCIL
Special Meeting – EMP & FMP
September 30, 2016 MINUTES
PRESIDENT’S CONFERENCE ROOM, ADSS-207
TIME: 11:00 AM – 5:00 PM

A= Absent

Diana Rodriguez, SBVC President, Chair
Celia Huston, Academic Senate President, Co-Chair
Rocio Aguayo
Dave Bastedo
Aaron Beavor
Stephanie Briggs **A**
Lorrie Burnham
Yancie Carter **A**
Mary Copeland **A**
Marco Cota **A**
Paula Ferri-Milligan
Rania Hamdy
Rick Hrdlicka
Henry Hua, Interim VPI
Diane Hunter **A**

Ricky Shabazz **A**
James Smith
Scott Stark
Cassandra Thomas **A**
Kay Weiss
Nicole Williams (MINUTES)

Guest(s):

Susan Bangasser
Hussain Agah
Robert Jenkins
Mary Valdemar
Bobby Khushal (ALMA Strategies)
Sandy Kate (HMC Architects)
Sheryl Sterry (HMC Architects)
Emilie Waught (HMC Architects)

CALL TO ORDER:

11:15 a.m. President Rodriguez called the meeting to order.

EMP & FMP – ALMA STRATEGIES & HMC ARCHITECTS

Sandy Kate reviewed the schedule for today. Bobby Khushal presented items of discussion on the overhead projector.

College Council members and guests broke out into working teams to review, discuss and make suggestions. The teams then came together to review their respective findings, discussions and suggestions.

Bobby and the teams reviewed various line items on the overhead, and decisions were made based on team findings.

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A boxed lunch from Food Services was provided by Diana Rodriguez.

The documents listed below were provided by ALMA Strategies and HMC Architects (see attached).

- SBVC COMPREHENSIVE MASTER PLAN WORK SESSION
 - EMAIL 9.28.16 SHERYL STERRY FORUM NOTES
 - OPPORTUNITIES RELATING TO STRATEGIC DIRECTIONS
 - STRATEGIC DIRECTIONS & GOALS
 - PROGRAM OF INSTRUCTION + SPACE NEEDS
 - CONSIDERATIONS/OPPORTUNITIES FOR THE FUTURE
 - LABOR MARKET INFORMATION
-
- SBVC FACILITIES TOPICS FOR DISCUSSION
 - DRAFT SAN BERNARDINO VALLEY COLLEGE FMP PROJECT LIST
 - PLANNING OBJECTIVES
 - EDUCATIONAL PLAN LINKAGES
-
- MAP - EXISTING CAMPUS PLAN
 - MAP - 2016 LONG-RANGE CAMPUS MASTER PLAN

MASTER PLAN PRESENTATION (EMP & FMP)

Sandy Kate requested that as many Council Members as possible attend the Board of Trustees Study Session to assist in the presentation as well to answer and respond to comments from the Board members.

Nicole will place this topic on the October 12 College Council Agenda.

Board of Trustees STUDY SESSION @ District Board Room, Thursday, October 13, 2016 at 8:00AM

MASTER PLAN PRESENTATION

- SBVC Comprehensive Master Plan, September 30, 2016 Draft
- CHC Comprehensive Master Plan, September 30, 2016 Draft
- SBCCD District Alignment Plan, September 30, 2016 Draft

EMP & FMP DOCUMENT REVIEW UPDATE – S. STARK

A reminder to the College Council members of the meeting on Friday, November 4, 2016 in ADSS 207 from 8:30am – 10:30am.

- September 2, 2016 ✓
 - Kick off – review process and additional input required
- September 23, 2016 ✓
 - Open Forums – obtain input from community, faculty, staff and students
- September 30, 2016 ✓
 - Deep discussion – share additional input from campus community and settle final EMP direction and FMP implications
- November 4, 2016
 - Work session to review edits from previous meeting

Meeting adjourned at 5:00 p.m.

Next College Council Meeting: October 12, 2016 from 1:00pm-3pm, AD/SS 207

Academic Year 16-17: Bi-Monthly, 2nd & 4th Wednesday, 1-3pm, AD/SS 207

August 24, 2016 ✓
Friday, September 2, 2016 *SPECIAL EMP/FMP 1-3pm* ✓
September 14, 2016 ✓
September 28, 2016 ✓
Friday, September 30, 2016 *SPECIAL EMP/FMP 11am-5pm* ✓
October 12, 2016
October 26, 2016
Friday, November 4, 2016 *SPECIAL EMP/FMP 8:30am-10:30am*
November 9, 2016
November 23, 2016
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