SBVC COLLEGE COUNCIL
APRIL 13, 2016 MINUTES
ART 144
TIME: 1:00 PM – 3:00 PM

A= Absent

Gloria Fisher, SBVC President
Jeremiah Gilbert, Academic Senate President, Co-Chair **-A**
Dave Bastedo **- A**
Aaron Beavor **- A**
Lorrie Burnham
Marco Cota
Paula Ferri-Milligan
Rania Hamdy
Leticia Hector
Rick Hrdlicka
Diane Hunter
Celia Huston

Haragewen Kinde
Sarah Miller **- A**
Ricky Shabazz
James Smith
Scott Stark
Linda Subero **- A**
Kay Weiss
(19 members)

Guest(s): Paul Bratulin, Susan Bangasser, Robert Jenkins, Sandy Kate, Brett Leavitt, Albert Maniaol, John Stanskas, and Sheryl Sterry

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CALL TO ORDER:

1:02 President Fisher, called the meeting to order.

APPROVAL OF THE March 23, 2016, MINUTES

President Fisher entertained a **motion to approve the MARCH 23, 2016 minutes**. Rick moved, Scott second. No further discussion and the group voted as follows:

AYES: Fisher, Ferri-Milligan, Hrdlicka, Hunter, Huston, Shabazz, Smith, Stark, and Weiss.
NOES: None
ABSTENTIONS: Kinde
ABSENT: Gilbert, Bastedo, Beavor, Burnham, Cota, Hamdy, Hector, Miller, and Subero.
Motion Carried

UPCOMING/FILLING POSITIONS – G. FISHER

No Report

President Fisher gave the group notice that there will be more than a few positions on the agenda for the next College Council meeting. Those position memorandums will come to you as an attachment and will be posted on the website for you to download them and read the memorandums that will be prepared by the various Managers. The VP's will be presenting the positions for consideration.

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.

ACCREDITATION AND STUDENT LEARNING OUTCOMES – C. HUSTON

Celia stated that the ACCJC visit is tomorrow. They are prepping any updates for them. They have updated the PLO status today so they can give them the most accurate account. We have the 100% ongoing assessment through the SLO cloud, and 88% of our courses have conducted a three year evaluation. Ten of the remaining courses are so new that they are not usually evaluated yet. A lot of our AST degrees came in the last three years and they are not required to evaluate until it has been a program for three years. There are four programs that have never evaluated in any way whatsoever, and four other programs who have evaluated through other processes on campus, such as this year's Program Review. This year's Program Review puts a lot of focus on PLO assessment and evaluating the PLO data (It includes the analysis of data desegregated by note of delivery; those noted for participating in that process.). Then, at Academic Senate, Dean's Cabinet and the ASL Committee are beginning conversations about aligning program evaluation processes with Program Review. It could be that Program Review will be taking over at least the Program portion of evaluations because we are looking at duplication of effort, when you are doing a three year evaluation of their program. Then the next year, or the year after that, they are doing a thorough evaluation of their Program Review because Program Review is on a four year cycle. So, they are beginning talks about that as well.

Haragewen shared with the group that she sent out an email to campus with the ACCJC Visiting Team agenda for tomorrow. The ACCJC Team has advised us who they wish to meet with tomorrow. The email invites have gone out to advise who will be meeting with the ACCJC Visiting Team. Otherwise, the facilities are set up, and everything we needed is set to go for their visit. If anyone has any questions regarding the ACCJC Team visit, they can contact her.

EDUCATIONAL MASTER PLAN – J. SMITH

No Report.

STRATEGIC PLANNING– J. SMITH

No Report.

Program Review – P. Ferri-Milligan

Paula advised the group that they are in the midst of efficacy because of the evaluations, and another two weeks to work on those, and then we will be done with the efficacy portion.

COMMITTEE REPORTS:

Technology Committee – R. Hrdlicka

Rick advised the group that he has a purchase requisition in place to redo all the technology in the Campus Center. We will be installing six 80 inch TV's, sound system, and wireless microphones. So, that when we

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have these last minute events, we can get everything up and running without having to ship a whole bunch of equipment over there to set up every time. It will all be up and running by July 1st, 2016.

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FACILITIES MASTER PLAN WORKSHOP: 1. SPACE UTILIZATION STUDY FINDINGS 2. EXPLORING FACILITIES OPPORTUNITIES AND OPTIONS PART 1

HMC provided a PowerPoint presentation on Space Utilization Study Findings and Exploring Facilities Opportunities and Options Part 1.   They provided the group with a handout which included "Explore Options 04>Needs + Challenges From Program Interviews>Needs + Challenges EMP Linkages (Strategic Initiative 1-Access; Strategic Initiative 2-Student Success; Strategic Initiative 3-Communication, Culture, & Climate; Strategic Initiative 4-Leadership & Professional Development; Strategic Initiative 5-Effective Evaluation & Accountability; and Strategic Initiative 6-Facilities)> Needs + Challenges EMP Linkages 2016 EMP Directions>Needs & Challenges EMP Linkages Questions >Needs + Challenges 2016 FMP Objectives. Within the presentation, they showed diagrams as the campus is today, buildings going away, and available space based on statistics for new buildings, and parking lot(s), now and possible in the future. The group provided feedback as plans were suggested. The group suggested Plan 2 option for the CTE building. Future planning needs to include buildings that went away, that some of the members felt were community service based, and also CTE based and Instructional based, as part of a long range plan. We are leaving space and thinking about those types of facilities such as the group discussed: swimming pool, tennis courts, and Performing Arts Center. There are opportunities to be able to add them in the future based on space available. They will compile a list of strategies and share that with President Fisher and Scott. They advised the group they had a "Homework" question list that they are requesting all members answer and return. The group asked that the Space Utilization Study and the PowerPoint presentation presented today be sent to the College Council members. Scott advised the group that he would email both out to the members. Also, HMC will provide Scott with the "Homework" question list to send out to all members. The members are to email their answers directly to Sheryl Sterry at HMC by next Wednesday.

The next steps are that we will be having a Campus Forum for students, faculty, and staff next Tuesday, April 19th in LA-100 from 12PM to 1PM to go over the Space Utilization Study findings and what they presented today to the group to obtain a broader input. They asked the group to attend and encourage others to attend too. They will be coming back to the next College Council meeting on 4-27th with Part II which will have a lot more detailed project recommendation for the Master Plan (project descriptions, outdoor spaces, concepts tossed out at this meeting), in which at that meeting they want to take the group's input.

Scott advised the group at the next meeting that HMC will have only about one hour time slot, due to the number of business issues to take care of during the meeting.

The group suggested scheduling an additional special meeting for College Council to allow more time and focus on this plan. Scott will check and advise the group at the next meeting if a special meeting is possible.

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OTHER:

Promotional T-shirts

Ricky advised the group that the President provided some resources for us to purchase approximately 1000 T-shirts that will have the 90th Anniversary Logo on the front, and it will have the College Logo with "Register

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Now" on the back. The T-shirts will be here sometime next week. We will work with the Managers and the Deans to distribute them. There will be enough T-shirts for every employee to receive a T-shirt. He happens to be having a "Student Services All Staff Meeting" this Friday and he made arrangements with the vendor to give them 100 T-shirts, since it will be easier to get those out since everyone will be together in his meeting. The rest of the T-shirts will be coming Wednesday, or Thursday, of the next week because the week after is when we start registering for summer classes. It is an attempt to show some school spirit and give folks a token. The majority of the T-shirts that are left over will be given away to students as well, after the distribution of T-shirts to all employees, hoping that they will wear them.

President Fisher added that we have a group of students we identify as "Student Ambassadors", so we are certain they will receive T-shirts. Part of this campaign is to, hopefully, promote an interest in the students that are here now to continue to take courses this summer. That is something that we see as a gap that we do not talk enough about, registration or enrollment for summer classes. Get them while they are here and, if we are all going around in our blue T-shirts (which Dr. Shabazz will explain that in greater detail in a written communication that will go out to describe the day specifically and timing), then that will promote summer courses. For that entire week we would like to see people wearing their T-shirts and then go from there.

Integrated Calendar

James mentioned to the group that the management committee, which Ricky contributed to, implemented a calendar that integrates the Outreach, Marketing, and Counseling all into a set of monthly activities. It is a great contribution.

President Fisher stated that it has been shared with Paul Bratulin, Director of Marketing & PR. Our goal will be that everyone will know what the schedule is and that we can get that information out ahead of what is happening.

Clutter

President Fisher had one last point to make about emails and "clutter". Rick has sent out some emails with instruction on how to turn "clutter" off. She has been hearing from Paul and also Rania who is also caught up in this "clutter" and maybe some others. If a person's email that comes to you is deleted unread several times, then the system recognizes that it is "clutter". So, if Paul or Rania send out an email that you most likely will want to read, you will never receive it unless you go to "clutter". So, there is a way to turn it off in which Rick has sent out emails several times with instructions on how to do such.

Rick advised the group that there is no way for the District to go in and turn "Clutter" off.

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Meeting adjourned at 3:05 p.m.

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Next College Council Meeting: April 27, 2016
Academic Year 15-16 (bi-monthly, 2nd & 4th Wednesdays from 1-3:00 PM)
05-11-16/~~05-25-16~~

DKG

04 > NEEDS + CHALLENGES
EMP LINKAGES

HOMEWORK QUESTIONS:

DUE BY WEDNESDAY, APRIL 20TH – EMAIL TO SHERYL.STERRY@HMCARCHITECTS.COM

What are the facilities planning implications for:

➤ Restructuring adult and non-credit education?

➤ Offering more basic skills and ESL instruction?

➤ Offering career pathways to address industry needs and to prepare students to earn livable wages?

• **Short-term direction: Programs to be housed in the first phase of the new T Building? In the second phase?**

➤ Building an instructional and performance facility for dance and theatre arts?

➤ Building aquatic and/or tennis facilities for kinesiology instruction?

➤ How would you name the new Technical Ed complex? The Liberal Arts Building replacement?

➤ Which facilities are your highest priorities? Which do you consider lower priorities?
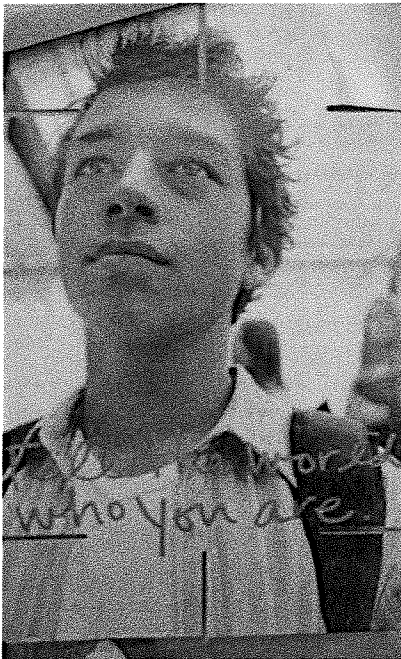
San Bernardino
Valley College   ALMA   HMCArchitects

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James E. Smith, Dean
Research, Planning & Institutional Effectiveness
San Bernardino Valley College
701 S. Mt Vernon Avenue
San Bernardino, CA 92410
(909) 384-8600

MEMORANDUM

TO: Dr. Gloria M. Fisher, President

FROM: Dr. James E. Smith, Dean, Research, Planning & Institutional Effectiveness

Date: April 20, 2016

Re: Replacement of Director of Grant Development and Management

This is to request to hire a permanent Director of Grant Development and Management in order to replace Dr. Kathleen Rowley whose contract will end on June 30, 2016.

Over the last ten years, grants have funded a number of innovative activities on our campus and contributed to increases in student success.

This position requires a number of specialized social and technical skills. These include the ability to:
- Communicate in a clear and professional manner
- Research and identify grant funding opportunities that are compatible with the goals and priorities of the campus;
- Organize regular meetings with campus and community partners to assess needs and priorities;
- Maintain communication systems to disseminate information about grant opportunities;
- Collaborate with faculty and staff to provide technical assistance in the planning, writing, and program design to campus members interested in pursuing approved grant opportunities;
- Write major grant applications and proposals;
- Develop, manage, and oversee grant budgets on behalf of the college;
- Anticipate and resolve difficult and sensitive conflicts and complaints related to grant management.

Summary:
In order to continue our pursuit of innovation and excellence in the areas of student achievement and service delivery, our campus needs active and effective grants development and management. In my opinion, this needs to remain at the campus level rather than being subsumed as another district function.

This position continues to be funded in the 2016-2017 developmental budget of the Division of Research, Planning, and Institutional Effectiveness. It will not require new funding

Thank you for your consideration.

JS/dp

San Bernardino Valley College

MEMORANDUM

TO: College Council

FROM: Scott Stark, Vice President, Administrative Services

CC: Dr. Gloria Fisher, President

Date: April 19, 2016

Re: Request to fill a vacancy – Custodian Position C123418

I am requesting approval to fill a custodial vacancy created by a termination approved by the board of trustees at the regular scheduled meeting on April 14, 2016.

The position must be filled as soon as possible to insure continued maintenance of a clean and safe campus.

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San Bernardino Valley College

MEMORANDUM

TO: College Council

FROM: Scott Stark, Vice President, Administrative Services

CC: Dr. Gloria Fisher, President

Date: April 19, 2016

Re: Request to fill a vacancy – Custodian Position C123404

I am requesting approval to fill a custodial vacancy created by the placement of an employee on the 39 month rehire list, approved by the board of trustees at the regular scheduled meeting on April 14, 2016.

The position must be filled as soon as possible to insure continued maintenance of a clean and safe campus.

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San Bernardino
Valley College

MEMORANDUM

TO: College Council

FROM: Scott Stark, Vice President, Administrative Services

CC: Dr. Gloria Fisher, President

Date: April 19, 2016

Re: Request to Hire a Custodial Growth Position

I am requesting approval to hire a new custodian to clean and care for the additional gymnasium area being constructed and scheduled to open for the fall semester 2016.

The new gymnasium is 116,284 square feet, 47,000 square feet larger than the existing gym facility; a 41% increase in floor space. The increase is primarily in offices, team rooms, concessions, training rooms, restrooms, and classrooms; the kind of space that is cleaned daily.

The salary and benefits of a new custodian are approximately $60,000, and are tentatively included in the developmental budget.

A custodial growth position is ranked #1 priority on the current program review needs list.

Not hiring the additional custodian will result in reduced custodial service campus-wide.

San Bernardino
Valley College

MEMORANDUM

TO: College Council

FROM: Scott Stark, Vice President, Administrative Services

CC: Dr. Gloria Fisher, President

Date: April 19, 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. Craig Ferguson, a Technology Support Specialist II, has submitted his resignation letter and will be retiring on June 30, 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.

While this request is to fill an anticipated vacancy, it should be noted that a growth position for an additional Technology Support System Specialist is a # 2 priority on the current program review ranking.

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San Bernardino
Valley College

Susan Bangasser, Ph.D.
Dean, Science Division
San Bernardino Valley College
701 S. Mt Vernon Avenue
San Bernardino, CA 92410
(909) 384-8650

MEMORANDUM

TO: Dr. Gloria Fisher, President

FROM: Susan Bangasser, Ph.D., Dean Science Division

Cc: Dr. Haragewen Kinde, Vice President of Instruction

Date: April 13, 2016

Re: Administrative Secretary, replacement, Health Science Office, Science Division

Since the current Administrative Secretary for Health Sciences in the Science Division, Nicole Williams, is transferring to the President's office on May 10, I am asking for a replacement. The position already has a budget. This secretary provides support and assistance to the Associate Dean and Nursing Director, Carol Wells, and the Science Division Dean, Susan Bangasser, and the faculty in nursing, psychiatric technician program and the pharmacy technician program. This position interacts with the public, organizes and schedules information sessions, assists with the budget and places purchase requisitions. Additionally this secretary works closely with the Associate Dean of Nursing to prepare the semester schedules and monitor faculty load and contracts. This is especially tedious in Nursing and Psych Tech, since classes are shared by full time and adjunct faculty, with many adjunct working at the clinical sites. Also, the nursing schedule for each semester is actually two eight week sessions so contracts and load are more complicated.

The Administrative Secretary works with management and the faculty to plan and organize each semester several ceremonies, such as Striping and Pinning Ceremonies, and several events, such as the New Student Tea and student activities. She assists the Associate Dean of Nursing and Faculty Chair of Psychiatric Technician Program with accreditation documents and contracts with clinical sites.

The Administrative Secretary position is critical to the operation of these extensively regulated programs.

(Job Description is attached.)

ADMINISTRATIVE SECRETARY

*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 direction, performs the full range of administrative, secretarial, and clerical duties of a complex nature in support of assigned program area in a large administrative, academic affairs, or student affairs department; provides support and assistance to assigned administrator, faculty, and staff; serves as a liaison between the department administrator and faculty, the general public, students, staff, and other campus and community officials; and plans, coordinates, and implements on-going operations and activities of the assigned office.

The Administrative Secretary is the advanced journey-level classification in the secretarial series. Incumbents perform the full range of administrative support and complex secretarial and clerical duties independently for a large/complex administrative, academic affairs, or student affairs program area. Incumbents at this level typically receive instruction or assistance only as new or unusual situations arise, and must be fully aware of the operating procedures and policies of the work unit. The Administrative Secretary classification typically reports to and is the primary position supporting an administrator at the level of Dean or higher or provides advanced journey-level secretarial support to executive or management staff.

REPRESENTATIVE DUTIES
The following duties are typical for this classification.

1. Participates in the administration of the office to which assigned; assists assigned administrator in meeting reporting requirements, functional responsibilities, and research objectives; provides responsible and complex secretarial and administrative support and confidential assistance, relieving the administrator of a wide variety of clerical, technical, and administrative detail; assists in organizing functions and activities promoted by the District, College, or program area; serves as a liaison between the administrator and staff, the general public, and other District personnel.

2. Plans and organizes administrative office support functions; coordinates, oversees, and evaluates the flow of office work and assures that work is performed in a timely and accurate manner; reviews, updates, and informs the supervisor and others of essential timelines; discusses and reviews calendar of events on a regular basis with assigned administrator to assure timely coordination of office activities and status of assigned projects; develops schedules related to department activities and services.

3. Utilizes electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinates and arranges meetings; coordinates activities with other divisions and departments; makes travel arrangements for department staff; processes conference reimbursement and other requests.

4. Participates in the orientation and training of new classified and academic employees when assigned; assigns, schedules, trains, and provides work direction to lower-level office staff and student workers as assigned; prioritizes work assignments; reviews and validates completed work for accuracy; determines the necessity for and assigns substitute classified and/or academic personnel as needed.

5. Collects, researches, compiles, analyzes, verifies, summarizes, records, and evaluates information; prepares and distributes narrative, statistical, and financial data, recommendations, and alternatives as

requested; completes reports; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.

6. Coordinates and oversees specialized functions or projects independently as assigned including special event planning and implementation; assures that work is performed in a timely and accurate manner; uses independent judgment to develop and provide recommendations, suggestions, or information as appropriate.

7. Answers telephones and responds to questions and requests for information from administrative, management, academic, and/or classified staff, students, and the general public; communicates information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.

8. Serves as liaison between assigned administrator and the College President, Vice Presidents, administrative staff, academic and classified staff, students, representatives of community agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District, College, Department, or program area policies and procedures, or referring callers to the administrator or others as necessary.

9. Assures that Board agenda items and supporting documents are developed, prepared, and forwarded within District timelines and legal requirements and guidelines; assures the administrator receives timely notification of Board requests for information or action; assures that the Board receives information and notification of action taken as requested.

10. Assists supervisor in the preparation and administration of program budget(s); assists in preparing cost estimates for budget recommendations; assists in submitting justifications for budget items; allocates funds to proper budget codes; monitors and tracks expenditures in a timely manner; provides regular budget reports to administrator for control of expenditures; assists in resolving budget issues and problems; interacts with others regarding deposits; processes budget/expense transfers; recommends budget revisions.

11. Recommends expenditures for office equipment, materials, and supplies and assures their timely ordering, receipt, and storage; assures proper functioning of office equipment; posts, monitors, and tracks invoices and other expenditures.

12. Provides staff support to standing and ad hoc committees and other groups as assigned; attends meetings and takes notes or records proceedings; prepares and distributes agendas, background materials, and minutes as appropriate.

13. Composes correspondence independently; prepares preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature, including faculty, students, and staff grievances and complaints, for administrator's approval.

14. Formats, types, proofreads, duplicates, and distributes correspondence, notices, lists, forms, memoranda, and other materials according to established procedures, policies, and standards;

15. Processes information related to hiring/payroll processes for assigned area; completes forms, monitors signature process, and tracks approvals for hiring personnel; prepares payroll forms for assigned staff and student assistants within established timelines.

16. Establishes and maintains a variety of complex, interrelated filing systems including confidential files; establishes and maintains files for information, records, and reports including those related to budget and cost records; maintains manuals and updated resource materials.

17. Receives mail and identifies and refers matters to the administrator in order of priority.

18. Utilizes various computer applications and software packages; enters, updates, corrects, and extracts information; maintains and generates reports from a database or network system.

19. Interacts with District administrators, divisions, departments, faculty, staff, and students in all matters related to the area of assignment; interprets and applies policies and procedures and processes sensitive complaints and requests for information.

20. As assigned, proofs, edits, and assists the administrator in the preparation and development of class schedules, class locations, and work assignments as assigned for publication; provides assistance in the processes for development of new course/curriculum and/or program offerings and assists in keeping current programs up-to-date; assists in processes and procedures to facilitate the submission of grades and attendance records in accordance with guidelines and time schedules to meet established deadlines; assists in processes related to student evaluations, peer evaluations, and classroom visitations for faculty.

21. 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:
Operational characteristics, services, and activities of the functions, programs, and operations of the assigned department.
Work organization and office management principles and practices.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.
Processes, procedures, and practices of budget preparation and administration.
Principles, practices, and procedures of business letter writing.
Principles and procedures used in complex, inter-related record keeping.
Principles and practices used to establish and maintain files and information retrieval systems.
Principles, practices, and procedures of complex fiscal, statistical, and administrative research and report preparation.
Statistical procedures and mathematical concepts.
Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.
Interpersonal skills using tact, patience, and courtesy.
Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.
English usage, grammar, spelling, punctuation, and vocabulary.
Oral and written communication skills.
District organization, operations, policies, and objectives.

Ability to:
Understand the organization and operation of the assigned division and department as necessary to assume assigned responsibilities.
Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Perform responsible and difficult administrative and secretarial duties involving the use of independent judgment and personal initiative.

Oversee and participate in the management of the administrative functions and operations of the assigned office.

Establish, review, and revise office work priorities.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Use sound judgment in recognizing scope of authority.

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.

Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.

Research, compile, analyze, and interpret diverse data.

Prepare a variety of clear and concise administrative and financial reports.

Independently compose and prepare correspondence and memoranda.

Maintain complex and varied files and records.

Implement and maintain filing systems.

Select, train, evaluate and provide work direction to student workers.

Plan, organize, coordinate, prioritize, perform, and delegate work.

Train, lead, and provide work direction and guidance to Division staff.

Make simple arithmetic calculations.

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

Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.

Participate in the preparation and administration of assigned budgets.

Use correct English usage, grammar, spelling, punctuation, and vocabulary.

Plan and organize work to meet schedules and changing deadlines.

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

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

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work independently and effectively in the absence of supervision.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

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

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

An Associate's degree or the equivalent in a related field including specialized training in business, secretarial science, office automation, or a related field.

Experience:

Four years of increasingly responsible secretarial experience involving a high level of public contact, use of computer and office applications, and providing secretarial support to management staff, preferably in an administrative office in an educational environment. At least two years of experience at a level comparable to a Secretary II with San Bernardino Community College District.

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 with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

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.

Board Approved:
Johnson & Associates Revised: January 2007

San Bernardino
Valley College

MEMORANDUM

TO: Dr. Gloria Fisher, President

FROM: Susan Bangasser, Ph.D., Dean Science Division

Cc: Dr. Haragewen Kinde, Vice President of Instruction

Date: April 13, 2016

Re: Secretary II replacement, Health Science Office

Since Mary Avila Gutierrez is retiring from the Sec II position in Health Sciences, as of June 30, 2016, I am requesting we replace this position.

She provides secretarial support for the health science programs (Nursing, Psychiatric Technician and Pharmacy Technician.) She provides administrative and secretarial support for faculty and the Associate Dean of Nursing. The primary responsibilities of this position is to provide assistance to students regarding application processes for the nursing and psychiatric technician program, to monitor the students clinical regulatory requirements such as CPR, student liability insurance, licenses and Immunizations. Additionally this position guides students in the application process as well as insuring applications have all the required documentation before acceptance. This position is essential to meet the clinical agency requirements, such as the organization of student paperwork, credentials and records for student participation in the clinical setting.

She prepares and sends letters to students informing them of their acceptance status and of their entrance test dates.

This position is critical to the function of the nursing and psychiatric technician program since both programs have application processes each semester. There is already a budget for this position.

(The job description for the Secretary II position is attached.)

SECRETARY I
SECRETARY II

*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, performs a variety of general administrative, clerical, and difficult and complex secretarial duties in support of assigned program area; provides support and assistance to administrative, academic, and classified staff; serves as a liaison between the assigned area and assigned supervisor and other staff, the general public, students, and other campus and community officials; and provides a wide variety of reference and resource information related to assigned function or program area.

The Secretary series is distinguished from the Office Assistant series by the direct secretarial support it provides to a program area including providing general administrative and secretarial support to professional or management staff. It is further distinguished from the Administrative Secretary classification in that the Administrative Secretary class is responsible for providing support to senior management staff with responsibility for a large/complex administrative, academic affairs, or student affairs program area. The Administrative Secretary classification typically reports to and is the primary position supporting a Dean level administrator or provides advanced journey-level secretarial support to executive or management staff.

DISTINGUISHING CHARACTERISTICS

Secretary I - This is the first level in the secretarial series and is responsible for performing the more routine and less complex secretarial and general administrative assignments while learning District policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Secretary II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions and is at the discretion of higher level supervisory or management staff.

Secretary II - This is the journey level classification in the secretarial series. Employees within this class are distinguished from the Secretary I by the performance of the full range of general administrative and complex secretarial duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and are generally filled by advancement from the "I" level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES
The following duties are typical for this classification.

1. Performs secretarial and administrative support duties for assigned supervisor and program area; relieves assigned supervisor and other staff of a variety of clerical, technical, and administrative details.

2. Performs administrative support duties to assist the supervisor in meeting reporting requirements, functional responsibilities, and research objectives; coordinates the office work of the supervisor and/or program area; develops schedules related to office/department activities and services; reviews, updates, and informs assigned supervisor and others of essential timelines; coordinates the flow of activities through the office in relation to priorities and schedules; assures the timely completion of work in accordance with established policies, procedures, and standards.

3. Utilizes electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinates and arranges meetings; coordinates activities with other divisions and departments.

4. Facilitates communications between assigned supervisor, other administrators, students, academic and classified staff, other offices, educational institutions, public agencies, and the general public; interacts and relays information, questions, and decisions regarding supervisor's area of assignment; prepares preliminary responses to correspondence for assigned supervisor's approval.

5. Provides staff support to standing and ad hoc committees and other groups as assigned; attends meetings and take notes or records proceedings; prepares and distributes agendas, background materials, and minutes as appropriate.

6. Performs a variety of clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; receives and processes invoices; maintains a variety of accounting records, logs, and files; compiles information and data for statistical and financial reports; checks and tabulates data.

7. Assists supervisor in budget administration; tracks budget activity and resolves budget issues and problems; posts, monitors, and tracks invoices and other expenditures; processes budget/expense transfers; prepares purchase requisitions.

8. Participates in payroll processing functions for assigned area including to prepare payroll forms and maintain records for timesheets and various authorizations.

9. Orders office supplies and materials as directed; assures their timely receipt and storage; assures proper functioning of office equipment.

10. Answers telephones and responds to routine questions and requests for information from administrative, management, academic, and/or classified staff and the general public; communicates information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.

11. Trains and provides work direction to assigned student workers, clerical assistants, and other staff as assigned.

12. Establishes and maintains complex, interrelated filing systems including confidential files; collects, compiles, and records narrative, statistical, and financial data and other information; researches and verifies information as requested.

13. Types, formats, proofreads, duplicates, and distributes a wide variety of correspondence, reports, notices, schedules, lists, forms, and other materials according to established procedures, policies, and standards; types from rough draft, verbal instructions, or transcribing machine recordings; composes correspondence related to area of assignment.

14. Prepares Board agenda items and supporting documents as necessary; assures assigned supervisor receives timely notification of Board requests for information or action; assures that the Board receives information and notification of action taken as requested.

15. Receives mail and identifies and refers matters to the supervisor in order of priority.

16. Utilizes various computer applications and software packages; enters, updates, corrects, and extracts information; maintains and generates reports from a database or network system.

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:
Operational characteristics, services, and activities of the functions, programs, and operations of the assigned office.

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

Principles, practices, and procedures of business letter writing.

Principles, practices, and procedures of fiscal, statistical, and administrative record keeping.

Principles and practices used to establish and maintain files and information retrieval systems.

Basic research methods and techniques.

Basic mathematical concepts.

Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.

Interpersonal skills using tact, patience, and courtesy.

Work organization and basic office management principles and practices.

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

Oral and written communication skills

Ability to:
Learn and understand the organization and operation of the assigned office and/or department as necessary to assume assigned responsibilities.

Learn, understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Perform a range of administrative, secretarial, and clerical duties involving the use of independent judgment and personal initiative.

Research, compile, analyze, and interpret data.

Independently compose and prepare routine correspondence and memoranda.

Prepare a variety of clear and concise administrative and financial records.

Compile information and write reports, business correspondence, and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary.

Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.

Use sound judgment in recognizing scope of authority.

Exercise good judgment and discretion in analyzing and resolving confidential, difficult, and sensitive situations.

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

Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.

Implement and maintain filing systems.

Train and provide work direction to others.

Establish, review, and revise office work priorities.

Plan and organize work to meet schedules and changing deadlines.

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

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

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work effectively with minimal supervision.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

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

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Secretary I

Education/Training:
Equivalent to the completion of the twelfth grade supplemented by specialized training in secretarial science, office automation, or a related field.

Experience:
Two years of increasingly responsible clerical experience preferably including experience providing secretarial support to a program area and/or management staff.

Secretary II

Education/Training:
Equivalent to the completion of the twelfth grade supplemented by specialized training in secretarial science, office automation, or a related field.

Experience:
Two years of responsible secretarial experience involving a high level of public contact, use of computer and office applications, and providing secretarial support to a program area and/or management staff comparable to a Secretary I with the San Bernardino Community College District.

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 with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

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.

Board Approved:
Johnson & Associates Revised: January 2007

San Bernardino
Valley College

Henry Hua
Dean of Mathematics, Business,
and Computer Technology
San Bernardino Valley College
701 S. Mt Vernon Avenue
San Bernardino, CA 92410
(909) 384-8909

MEMORANDUM

TO: Dr. Haragewen Kinde, Vice President of Instruction

FROM: Henry Hua, Dean of Mathematics, Business, and Computer Technology

Cc: Dr. Gloria Fisher, President

Date: April 19, 2016

Re: Replacement of Computer Information Technology Faculty – Mona Jackson

Mona Jackson has submitted her notice to retire, effective July 1, 2016, to the Human Resources Department. Her resignation has gone to the April meeting of the SBCCD Board of Trustees. The Mathematics, Business, and Computer Technology Division is requesting that the hiring process begin as soon as possible to replace Ms. Jackson so that a new full-time faculty can begin in Fall 2016.

The program meets the approved flow chart as described below:
- The Computer Information Technology Department has received a continuance from the Program Review Committee – YES
- The program offers an AA degree in CIT: Management Information Systems and CIT: Office Technology. The CIT department has had regularly scheduled meetings with 4-year universities and local public universities for transfer in Computer Information Technology. Most recently, in partnership CSUSB, SBVC is the first and only campus to have a transfer matrix that will align with CSUSB's new Bachelor of Science in Information Systems and Technology.
- Based on FTEF from the FY 14-15, the absence of Mona Jackson will result in 75% of faculty teaching load in the Department to be taught by adjunct faculty. – YES

The Computer Information Technology (CIT) meets the needs of students and industry partners. The courses offered in CIT are applicable in numerous programs from Business, Culinary Arts and a variety of CTE programs as well as transfer degree attainment. Students at San Bernardino Valley College require Full Time faculty in CIT that are well versed in computer technology standards and office automation.

Thank you for the time and consideration of the recommendation to rehire Full Time Faculty in Computer Information Technology.

Flowchart for replacing a faculty member who resigned or retired within the past 2 years (to be reviewed in 2 years)

```
┌─────────────────────┐        NO      ┌─────────────────────┐
│   Program Review    │ ◄──────────►   │  Improve Program    │
│    Evaluation:      │                │     (illegible)     │
│    Continuance?     │                └─────────────────────┘
└─────────────────────┘
          │ YES
          ▼
┌─────────────────────┐        NO      ┌─────────────────────┐
│ Discipline or Core  │ ──────────►    │  CTE: Market data   │
│ Counseling services │                │ analysis shows      │
│ and other pertinent │                │ continuing or       │
│ student support     │                │ increased need for  │
│ required for        │                │ program?            │
│ transfer or AA/AS   │                └─────────────────────┘
│ degree?             │      YES ◄──────────┘        │ NO
└─────────────────────┘                              ▼
          │ YES                         ┌─────────────────────┐
          ▼                             │  Program Review      │
┌─────────────────────┐                 │  (Needs Assessment)  │
│ Special regulatory  │                 │     (illegible)      │
│    mandates?        │                 └─────────────────────┘
└─────────────────────┘
     │ YES        └────────────► NO ─────┐
     ▼                                   ▼
┌─────────────────────┐       ┌─────────────────────┐
│     (illegible)     │       │ Not replacing the   │
│                     │       │ faculty results in  │
└─────────────────────┘       │ remaining full time │
                              │ faculty teaching    │
                              │ ≤50% of total       │
                              │ faculty load in the │
              YES ◄───────────│ discipline.         │
              ▼               └─────────────────────┘
┌─────────────────────┐                  │ NO
│     (illegible)     │                  ▼
│                     │       ┌─────────────────────┐
└─────────────────────┘       │  Program Review     │
                              │  (Needs Assessment) │
                              │     (illegible)     │
                              └─────────────────────┘
```

DRAFT – 4/1/2015

San Bernardino
Valley College

Wallace D. Johnson, Ed.D.
Social Science, Human Development
& Physical Education Division
San Bernardino Valley College
701 S. Mt. Vernon Avenue
San Bernardino, CA 92410
wjohnson@sbccd.cc.ca.us
Office phone: (909) 384-8502

MEMORANDUM

To: Dr. Haragewen Kinde, Vice President of Instruction

From: Dr. Wallace Johnson, Dean, Social Sciences, Human Development & Physical Education

Cc: Dr. Gloria Fisher, President

Date: March 31, 2016

Re: Replacement of Economics Faculty- Professor Walt Chatfield

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This request is to hire a full-time contract faculty member to replace Dr. Walt Chatfield (Department of Economics) who will retire at the end of the Spring 2016 semester.

Based upon the *Flowchart for replacing a faculty member who has resigned or retired in within the past two years,"* (attached) the Department of Economics *meets* the following criteria for a full-time replacement for a faculty member who has resigned:

- The Department of Economics has received a *continuance* from the Program Review Committee (Fall 2013) **(YES).**

- The program offers an AA degree in Economics. The faculty meet regularly to recruit students for the major and to facilitate transfer to four-year institutions of higher education. **(YES)**

- Based on cost projection data from Fall 2015, the absence of Dr. Chatfield will result in **56 %** of faculty teaching load in the Department of Economics being taught by adjunct faculty. **(YES)**

The Department of Economics provides an important part of the core general education curriculum at San Bernardino Valley College (SBVC) and filling the vacancy left by the retirement of our esteemed colleague Dr. Chatfield will ensure the continued viability of the Department.

Many students taking courses in the Department of Economics are students in highly enrolled programs like Business Administration which further emphasizes the need for a strong Economics program at SBVC. Economics is a rigorous field of study and students in courses like Introduction to Macroeconomics, Principles of Microeconomics, and Business and Economics Statistics need the mentorship and contact with a full-time member of the faculty that they may not get from an adjunct

1

professor who is not required to maintain office hours. Finally, it should be noted that students who are successful in the study of economics have a panoply of career options open for them in both the private and public sectors.

For reasons of expediency, the full-time contract faculty in the Division of Social Sciences, Human Development and Physical Education and I request the hiring process for this position begin as soon as possible so that the successful candidate for the vacancy can begin teaching at SBVC in the Fall of 2016.

Thank you for your time and consideration of this request.

Wallace D. Johnson, Ed.D.
Dean, Social Sciences, Human Development and Physical Education

Flowchart for replacing a faculty member who resigned or retired within the past 2 years (to be reviewed in 2 years)

```
┌─────────────────────┐                               ┌─────────────────────────┐
│   Program Review    │ ◄──────── NO ──────────►      │    Improve Program      │
│   Evaluation:       │                               └─────────────────────────┘
│   Continuance?      │
└─────────────────────┘
          │ YES
          ▼
┌─────────────────────────┐                           ┌─────────────────────────┐
│ Discipline or Core      │ ──────── NO ──────────►    │ CTE:  Market data       │
│ Counseling services     │                           │ analysis shows          │
│ and other pertinent     │                           │ continuing or increased │
│ student support         │                           │ need for program?       │
│ required for transfer   │                           └─────────────────────────┘
│ or AA/AS degree?        │                                     │ NO
└─────────────────────────┘                                     ▼
          │ YES      ◄──────── YES ──────────────────  ┌─────────────────────────┐
          ▼                                            │    Program Review       │
┌─────────────────────────┐                           │   (Needs Assessment)    │
│ Special regulatory      │                           └─────────────────────────┘
│ mandates?               │
└─────────────────────────┘
          │ YES          ──────── NO ──────────►       ┌─────────────────────────┐
          ▼                                            │ Not replacing the       │
┌─────────────────────────┐                           │ faculty results in      │
│      Hire Faculty       │                           │ remaining full time     │
└─────────────────────────┘                           │ faculty teaching ≤50%   │
                                                       │ of total faculty load   │
          ◄──────── YES ────────────────────────      │ in the discipline.      │
          ▼                                            └─────────────────────────┘
┌─────────────────────────┐                                     │ NO
│      Hire Faculty       │                                     ▼
└─────────────────────────┘                           ┌─────────────────────────┐
                                                       │    Program Review       │
                                                       │   (Needs Assessment)    │
                                                       └─────────────────────────┘
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DRAFT – 4/1/2015

San Bernardino Valley College

Memo

To: Dr. Haraqewen Kinde, Vice President, Instruction

From: Dr. Kay Weiss, Dean, Arts and Humanities

Date: 4/11/2016

Re: Replacement of English Faculty (Retirement of Dr. Sharon Chapman)

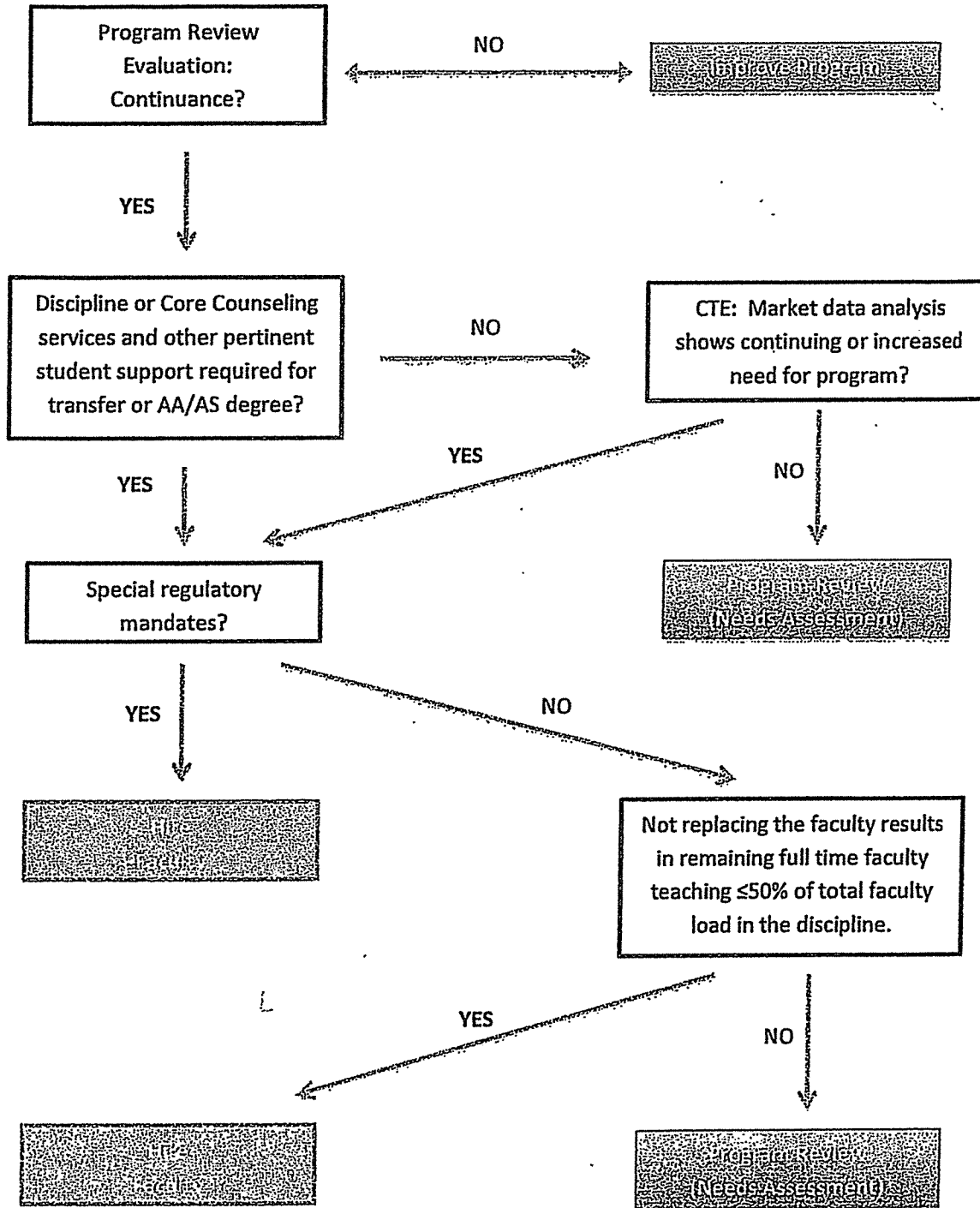Professor Chapman has submitted her notice to retire, effective July 1, 2016, to the Human Resources Department. Her resignation will go to the April meeting of the SBCCD Board of Trustees. The Arts and Humanities Division is requesting that the hiring process begin as soon as possible to replace Dr. Chapman so that a new full-time faculty can begin in Fall, 2016.

The program meets the approved flowchart as described, below:

- The English Department last participated in Program Efficacy in Spring, 2013 and received Continuation as its ranking. It is next scheduled for efficacy review in Spring, 2017.

- The English Department has an approved and fully implemented AA-T degree. Additionally, English is required of all students for any AA or AS degree.

- English composition classes are limited, by contract, to 25 student caps. This requires greater numbers of faculty to meet student demand for classes.

- Current year data (SU15, FA15 and SP16) from EIS shows a faculty load of 76.17 (divided by 2 = 38.09 per semester. Currently, there are 16 full-time faculty. If this position is not replaced, 39% of sections will be taught by full-time faculty, as part of their contract load. (Even if the position is replaced, only 42% of sections will be covered as part of full-time faculty load.) Additionally, one of the full-time faculty is assigned exclusively to ESL, leaving 15 (current) or 14(following retirement) to teach the composition and literature classes required of our students seeking degrees and certificates.

1

Flowchart for replacing a faculty member who resigned or retired within the past 2 years (to be reviewed in 2 years)

```
┌─────────────────────┐      NO      ┌─────────────────────┐
│  Program Review     │ ◄──────────► │  Improve Program    │
│  Evaluation:        │              │                     │
│  Continuance?       │              └─────────────────────┘
└─────────────────────┘
         │ YES
         ▼
┌─────────────────────────┐   NO    ┌──────────────────────────┐
│ Discipline or Core      │ ──────► │ CTE: Market data analysis│
│ Counseling services and │         │ shows continuing or      │
│ other pertinent student │ ◄─────  │ increased need for       │
│ support required for    │  YES    │ program?                 │
│ transfer or AA/AS       │         └──────────────────────────┘
│ degree?                 │                   │ NO
└─────────────────────────┘                   ▼
         │ YES                        ┌──────────────────────┐
         ▼                            │ Program Review       │
┌─────────────────────┐              │ (Needs Assessment)   │
│ Special regulatory  │              └──────────────────────┘
│ mandates?           │
└─────────────────────┘
   │ YES        │ NO
   ▼            └──────────────────┐
┌───────────┐                      ▼
│  Hire     │           ┌──────────────────────────┐
│           │           │ Not replacing the faculty│
└───────────┘           │ results in remaining full│
                        │ time faculty teaching    │
                        │ ≤50% of total faculty    │
                        │ load in the discipline.  │
                        └──────────────────────────┘
            YES ◄──────────┘            │ NO
             ▼                          ▼
   ┌──────────────┐           ┌──────────────────────┐
   │  Hire CTE    │           │ Program Review       │
   │              │           │ (Needs Assessment)   │
   └──────────────┘           └──────────────────────┘
```
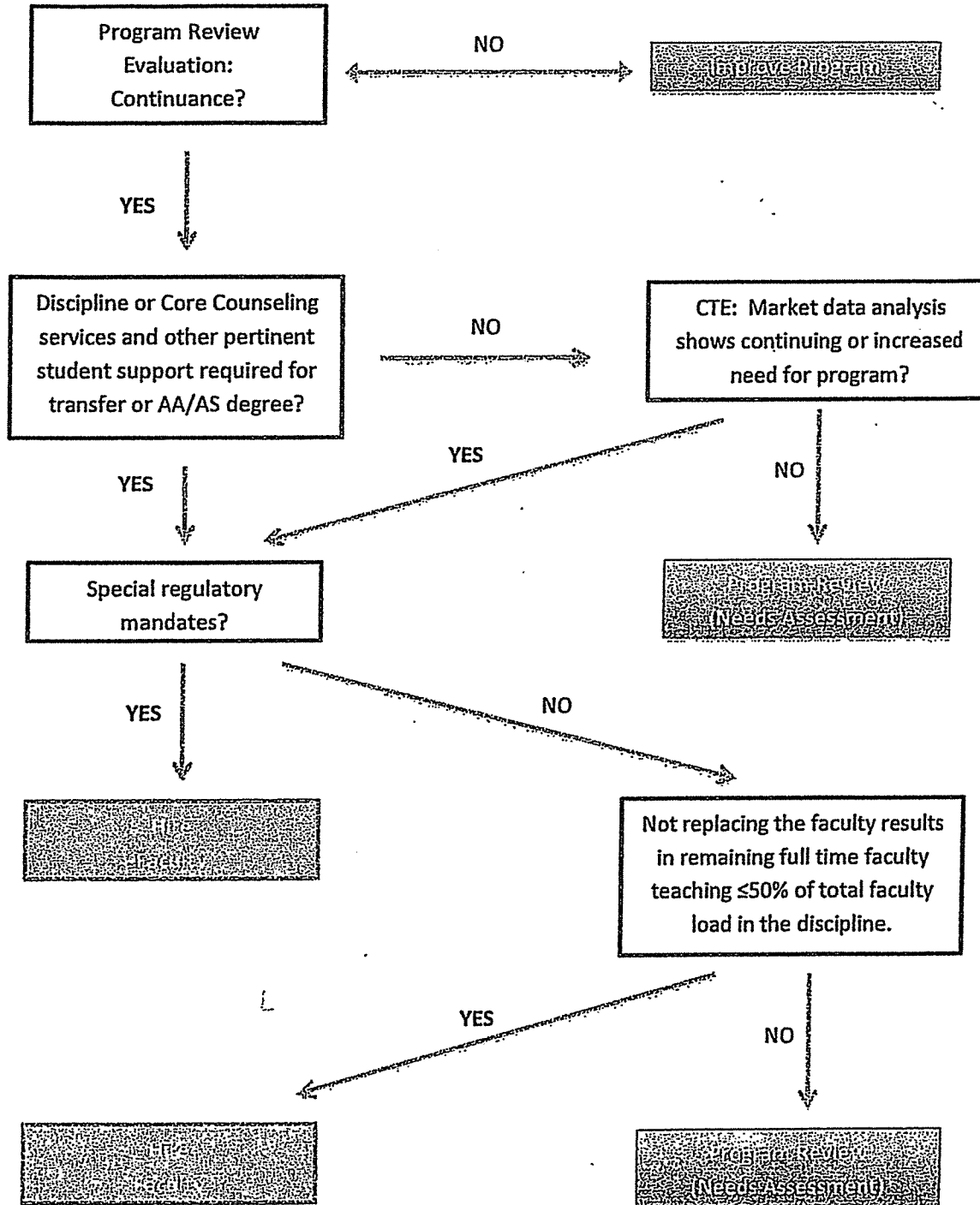
Memo

To: Dr. Haraqewen Kinde, Vice President, Instruction

From: Dr. Kay Weiss, Dean, Arts and Humanities

Date: 4/11/2016

Re: Replacement of Modern Languages Faculty (Retirement of Lydia Barajas-Zapata)

Professor Zapata has submitted her notice to retire, effective July 1, 2016, to the Human Resources Department. Her resignation will go to the April meeting of the SBCCD Board of Trustees. The Arts and Humanities Division is requesting that the hiring process begin as soon as possible to replace Ms. Zapata so that a new full-time faculty can begin in Fall, 2016.

The program meets the approved flowchart as described, below:

- The Modern Languages Department last participated in Program Efficacy in Spring, 2012 and received Continuation as its ranking. It is next scheduled for efficacy review in Spring, 2016. The Program Review Committee is currently in process of reviewing SP 16 documents.

- The Modern Languages Department has no degrees or certificates, however, UC requires a language other than English for transfer, and CSU requires either Literature or a language other than English for transfer.. Additionally, a language, other than English satisfies the Humanities requirement for an SBVC Associate's Degree.

- Current year data (SU15, FA15 and SP16) from EIS shows a faculty load of 22.06 (divided by 2 = 11.03 per semester. Currently, there are 5 full-time faculty (4 in Spanish and 1 ASL). If this position is not replaced, 36% of sections will be taught by full-time faculty, as part of their contract load. The Modern Languages Department offers courses in ASL, Arabic, French and Spanish. Faculty may teach only the language in which they hold appropriate minimum qualifications. Current year data indicates load in Spanish (per semester) of 7.5. If the position is not replaced, 40% of sections in Spanish will be taught by full-time faculty as part of their load.

04-12-16 A08:08 IN

Flowchart for replacing a faculty member who resigned or retired within the past 2 years (to be reviewed in 2 years)

Program Review Evaluation: Continuance?

— NO → **Improve Program**

YES ↓

Discipline or Core Counseling services and other pertinent student support required for transfer or AA/AS degree?

— NO → **CTE: Market data analysis shows continuing or increased need for program?**

CTE — NO → **Program Review (Needs Assessment)**

CTE — YES →

YES ↓

Special regulatory mandates?

— NO →

YES ↓ (shaded box, illegible)

Not replacing the faculty results in remaining full time faculty teaching ≤50% of total faculty load in the discipline.

— YES → (shaded box, illegible)
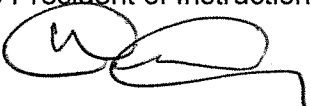
— NO → **Program Review (Needs Assessment)**

DRAFT – 4/1/2015

Susan Bangasser, Ph.D.
Dean, Science Division
San Bernardino Valley College
701 S. Mt Vernon Avenue
San Bernardino, CA 92410
(909) 384-8650

San Bernardino
Valley College

MEMORANDUM

TO: Dr. Gloria Fisher, President

FROM: Susan Bangasser, Ph.D., Dean Science Division

Cc: Dr. Haragewen Kinde, Vice President of Instruction

Date: April 13, 2016

Re: Nursing replacement faculty request

I am requesting approval for a replacement faculty for the Nursing Department. Using the rubric for replacement faculty, here is my analysis.

1. Gail Mack, a nursing faculty member, is retiring the end of spring semester, 2016, and the Board has approved her retirement.

2. **Program Review**: Program Review Efficacy Report, the two-year CTE update, was submitted in spring 2014 and granted continuation. The Program Review Committee has given the program the highest level, "continuation."

3. **Discipline is CTE and provides an AS degree**: The four semester program accepts around 40 students each fall and spring semester, in addition 6-10 LVN to RN transition students are accepted into the transition program every semester. The Nursing Program is accredited by the California Board of Registered Nursing and the Accreditation Commission for Education in Nursing (ACEN), the accrediting body for the National League of Nursing. To enter the program, students must complete specific prerequisites, such as anatomy, physiology, microbiology MATH 095, PSYCH 100, COMMST 100, SOC 100, plus all the GE courses for an Associate's degree. So students in the nursing classes have taken courses in most disciplines across the campus.

4. **Special regulatory mandates:** State Regulations mandate a 10-1 ratio of students to faculty at a clinical facility. Clinical facilities limit the students to 8 -1 ratio of students to faculty per their ability to accommodate patient care units. Students have around 15 clinical hours a week, at clinical sites contracted with the district. Full time nursing faculty not only teach the theory portion, but teach the clinical portion of the course. It is imperative SBVC have a full time faculty member at each clinical site to maintain a

San Bernardino Valley College 701 South Mount Vernon Avenue San Bernardino, California 92410 (909) 384-4400
www.valleycollege.edu

04-15-16 P03:54 IN

relationship with the site and to update the program on special trainings or needs required by the site.

Although labs have a limit of 10 per faculty, the theory classes (lectures) are stacked so all students in the particular course are in class together. The accrediting agencies require that a program have sufficient staff. The recommendations made to the program by the Board of Registered Nursing, following a site visit in April, 2014, include recommendation #3.

3. *CCR SECTION 1424(h) Faculty- The faculty shall be adequate in type and number to develop and implement the program approved by the board, and shall include at least one qualified instructor in each of the areas of nursing required by section 1426 (d) who will be the content expert in that area. Nursing faculty members whose teaching responsibilities include subject matter directly related to the practice of nursing shall be clinically competent in the areas to which they are assigned.*

   Recommendation: Consider hiring faculty as allocated in the budget to ensure that there are adequate full- lime faculty to meet the program's objectives. (See attached documentation)

5. **The load for full time faculty:**
   The Nursing Program has a Director, Carol Wells, who is an Associate Dean. However, the accreditation agencies require an Assistant Director, Tamara Maurizi, a faculty member. She is also the Faculty Chair. The accrediting agencies also require the Assistant Director to have reassign time. So Dr. Maurizi has a 40% reassigned load. There are currently 10 instructional full time faculty, or 9.6 including the reassigned time for the Assistant Director. With the retirement of Gail Mack, this leaves 9 full time faculty. There is also one non-instructional faculty who coordinates the skills and simulation labs. The faculty load for fall, 2015 was 16.8, for spring, 2016 was 18.12.

   EIS also shows that the program generated 110FTES in fall 2015 and 105.27 FTES in spring 2016.

   (Copies of EIS data are attached)

Thank you for your consideration.

Susan Bangasser, Ph.D.
Dean, Science Division
San Bernardino Valley College
701 S. Mt Vernon Avenue
San Bernardino, CA 92410
(909) 384-8650

MEMORANDUM

TO: Dr. Gloria Fisher, President

FROM: Susan Bangasser, Ph.D., Dean Science Division

Cc: Dr. Haragewen Kinde, Vice President of Instruction

Date: April 13, 2016

Re: Nursing replacement faculty request #2

I am requesting approval for a replacement faculty for the Nursing Department. Using the rubric for replacement faculty, here is my analysis.

1. Michele Spahn, a non-instructional nursing faculty member, is retiring the end of spring semester, 2016, and the Board has approved her retirement.

2. **Program Review:** Program Review Efficacy Report, the two-year CTE update, was submitted in spring 2014 and granted continuation. The Program Review Committee has given the program the highest level, "continuation."

3. **Discipline is CTE and provides an AS degree:** The four semester program accepts around 40 students each fall and spring semester, in addition 6-10 LVN to RN transition students are accepted into the transition program every semester. The Nursing Program is accredited by the California Board of Registered Nursing and the Accreditation Commission for Education in Nursing (ACEN), the accrediting body for the National League of Nursing. To enter the program, students must complete specific prerequisites, such as anatomy, physiology, microbiology MATH 095, PSYCH 100, COMMST 100, SOC 100, plus all the GE courses for an Associate's degree. So students in the nursing classes have taken courses in most disciplines across the campus.

4. **Special regulatory mandates:**
   The non-instructional faculty in the nursing program has served as the Skills Lab Coordinator and helps with patient simulation experiences. This position touches and supports each student in all four semesters of the nursing program. Regulations with the Board of Registered Nursing (BRN) allow up to 25% of experiential learning to take place in the skills labs and simulation labs. Our nursing students learn clinical skills the first two-five weeks of the 9-week session (students take two nine week sessions a semester)

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before they go to the hospitals to work with actual patients. In addition, patient simulators are playing an increased role in nursing student learning outside of the clinical agency. Hospitals frequently have unannounced visits from their regulatory agencies, and our students then report to the campus instead of the clinical site for their experiential learning. Simulators and skills labs are then used to provide this learning experience. The skills lab coordinator works with each faculty, helps the faculty teach skills to the class, participates in skills check-offs, works with students individually for remediation, supervises the computer and media center, and orders all supplies for the skills lab. This role is essential for a functioning nursing program. Additionally, the Skills Lab Coordinator supports the Psychiatric Technician program, and the Pharmacy Technician program by ordering supplies, managing equipment and preparing supplies for course instructors.

The recommendations made to the program by the Board of Registered Nursing, following a site visit in April, 2014, include recommendation #3.

3. CCR SECTION 1424(h) Faculty- The faculty shall be adequate in type and number to develop and implement the program approved by the board, and shall include at least one qualified instructor in each of the areas of nursing required by section 1426 (d) who will be the content expert in that area. Nursing faculty members whose teaching responsibilities include subject matter directly related to the practice of nursing shall be clinically competent in the areas to which they are assigned.

Recommendation: Consider hiring faculty as allocated in the budget to ensure that there are adequate full- lime faculty to meet the program's objectives. (See attached documentation)
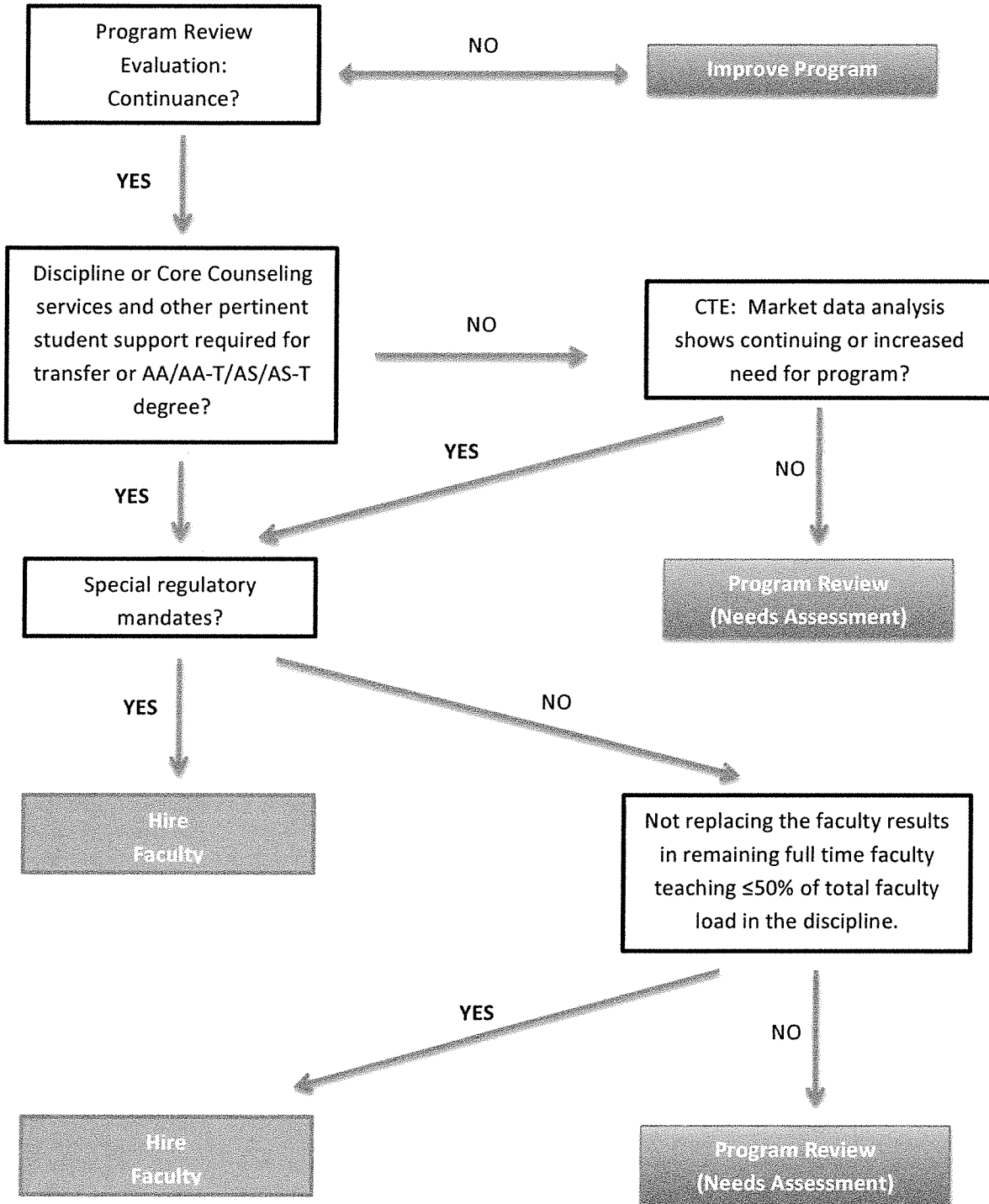
5. **The load for full time faculty**:
   The Nursing Program has a Director, Carol Wells, who is an Associate Dean. However, the accreditation agencies require an Assistant Director, Tamara Maurizi, a faculty member. She is also the Faculty Chair. There is one non-instructional faculty who coordinates the skills and simulation labs and she is retiring. If we do not replace this position we will have no one to fulfill these much needed duties.

   The faculty load for fall, 2015 was 16.8, for spring, 2016 was 18.12. EIS also shows that the program generated 110FTES in fall 2015 and 105.27 FTES in spring 2016. The skills/simulation coordinator plays a vital role in the instruction of each student.

   (Copies of EIS data are attached)

Thank you for your consideration.

Flowchart for replacing a faculty member who resigned or retired within the past 2 years (to be reviewed in 2 years)

Program Review Evaluation: Continuance?

—— NO ——

Improve Program

YES ↓

Discipline or Core Counseling services and other pertinent student support required for transfer or AA/AA-T/AS/AS-T degree?

—— NO ——→

CTE: Market data analysis shows continuing or increased need for program?

YES

NO ↓

Program Review (Needs Assessment)

YES ↓

Special regulatory mandates?

YES ↓

Hire Faculty

—— NO ——→

Not replacing the faculty results in remaining full time faculty teaching ≤50% of total faculty load in the discipline.

YES

NO ↓

Hire Faculty

Program Review (Needs Assessment)

Effective April 2015

San Bernardino
Valley College

Dr. Wallace Johnson, Dean
Social Science, Human Development
& Physical Education Division
San Bernardino Valley College
701 S. Mt. Vernon Avenue
San Bernardino, CA 92410

wjohnson@sbccd.cc.ca.us
Office: (909) 384-8502

MEMORANDUM

To: Dr. Haragewen Kinde, Vice President of Instruction

From: Dr. Wallace Johnson, Dean, Social Sciences, Human Development & Physical Education

Cc: Dr. Gloria Fisher, President

Date: March 31, 2016

Re: Replacement of Political Science Faculty- Associate Professor Ed Millican

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This request is to hire a full-time contract faculty member to replace Dr. Ed Millican (Department of Political Science) who will retire at the end of the Spring 2016 semester.

Based upon the *Flowchart for replacing a faculty member who has resigned or retired in within the past two years,"* (attached) the Department of Political Science *meets* the following criteria for a full-time replacement for a faculty member who has resigned:

- The Department of Political Science received a *continuance* from the Program Review Committee (Spring 2012) **(YES).** *

  *The Department of Political Science is under program review on the College's four-year cycle during the Spring 2016 semester.

- The Department of Political Science offers an AA-T degree and the faculty are highly involved in facilitating the transfer of students to four-year institutions of higher education **(YES).**

- Based on Fall 2015 cost projection data, not replacing Dr. Millican will result in **79 percent** of faculty load in the Department of Political Science being taught by adjunct faculty **(YES).**

The Department of Political Science provides an important part of the core general education curriculum at San Bernardino Valley College (SBVC) and filling the vacancy left by the retirement of our esteemed colleague Dr. Millican will ensure the continued viability of the Department. The Department of Political Science also plays a role in student leadership development, service learning, and community engagement through the POLIT 138-139 series which is specifically designed for student leaders at SBVC.
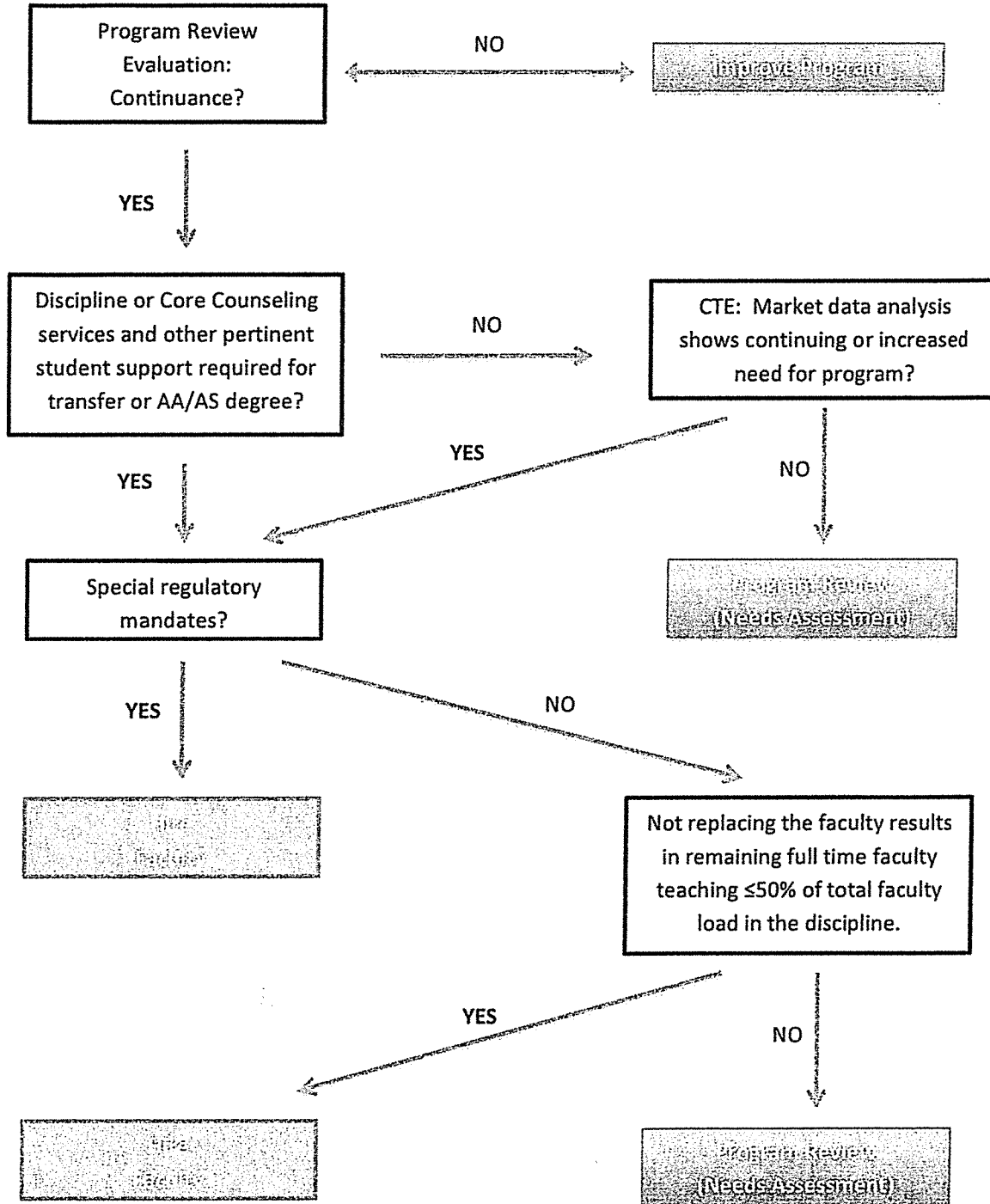
1

For reasons of expediency, the contract faculty in the Division of Social Sciences, Human Development and Physical Education and I request the hiring process for this position begin as soon as possible so that the successful candidate for the vacancy can begin teaching at SBVC in the Fall of 2016.

Thank you for your time and consideration of this request.

Wallace D. Johnson, Ed.D.
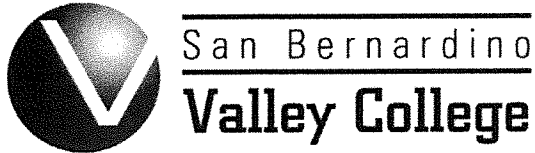Dean, Social Sciences, Human Development and Physical Education

Flowchart for replacing a faculty member who resigned or retired within the past 2 years (to be reviewed in 2 years)

```
┌─────────────────────┐        NO        ┌─────────────────────┐
│  Program Review     │ ←──────────────→ │  Improve Program    │
│  Evaluation:        │                  │                     │
│  Continuance?       │                  └─────────────────────┘
└─────────────────────┘
         │ YES
         ▼
┌─────────────────────┐        NO        ┌─────────────────────┐
│ Discipline or Core  │ ───────────────→ │ CTE: Market data    │
│ Counseling services │                  │ analysis shows      │
│ and other pertinent │                  │ continuing or       │
│ student support     │    YES           │ increased need for  │
│ required for        │ ←──────          │ program?            │
│ transfer or AA/AS   │                  └─────────────────────┘
│ degree?             │                        │ NO
└─────────────────────┘                        ▼
         │ YES                          ┌─────────────────────┐
         ▼                              │  Program Review     │
┌─────────────────────┐                 │  (Needs Assessment) │
│ Special regulatory  │                 └─────────────────────┘
│ mandates?           │
└─────────────────────┘         NO
         │ YES        ─────────────────→ ┌─────────────────────┐
         ▼                               │ Not replacing the   │
┌─────────────────────┐                  │ faculty results in  │
│  Hire               │                  │ remaining full time │
│  Faculty            │                  │ faculty teaching    │
└─────────────────────┘                  │ ≤50% of total       │
                                         │ faculty load in the │
                                         │ discipline.         │
                    YES                  └─────────────────────┘
    ←─────────────────────                      │ NO
┌─────────────────────┐                         ▼
│  Hire               │                  ┌─────────────────────┐
│  Faculty            │                  │  Program Review     │
└─────────────────────┘                  │  (Needs Assessment) │
                                         └─────────────────────┘
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DRAFT – 4/1/2015

Ricky Shabazz, Ed.D.
Vice President of Student Services
San Bernardino Valley College
701 S. Mt Vernon Avenue
San Bernardino, CA 92410
(909) 384-4473

San Bernardino
Valley College

MEMORANDUM

TO: College Council

FROM: Ricky Shabazz, Vice President of Student Services

Cc: Dr. Gloria M. Fisher, President

Date: April 20, 2016

Re: Open Positions in Student Services

We are respectfully requesting College Council's approval to fill the following open positions in Student Services:

1. Counselor–SSSP Categorically funded. Replacement for Carolyn Lindsey's retirement
   a. This counselor assists with educational planning and advising for FKCE, foster youth and first year experience.

2. Outreach Coordinator-General Funds. Replacement for Clyde Williams' retirement
   a. The Outreach Coordinator position is essential to building and maintaining relationships with our community and feeder high schools. This position plays an important role in our FTES and yield activities.

3. Student Services Technician I-General Funds. Replacement for Carol Brown's retirement
   a. This position is located in the Assessment Center and plays a key role in assessing prospective students on campus and at feeder high schools.

4. Admissions & Records Technician – General Funds. Replacement for Sylvia Romo due to her internal promotion to Admissions and Records Specialist.
   a. The position is located in Admissions and Records and plays a key role in the Admissions and Records processes for graduates, continuing, new, and prospective students.

Thank you.

Resolution SP16.02 Funding Supplemental Instruction for Student Success
SBVC Academic Senate Executive Committee

Whereas, Student success has always been an important facet of SBVC's mission and is now growing in importance at the state level, with the state chancellor's Student Success Task Force leading to the present Student Success Initiative;

Whereas, Students working with supplemental Instruction (SI) leaders provided through the HSI STEM PASS GO project have shown improved retention and success rates among all ethnicities, with STEM field graduation rates among Hispanic students nearly doubling since 2010-2011;

Whereas, Pre-assessment workshops offered through the HSI STEM PASS GO project have seen the number of students typically assessing into arithmetic decrease by half and the number of students assessing into intermediate algebra nearly double, where research shows that they are far more likely to succeed;

Whereas, Present General Funding levels only cover 4 to 6 tutors and the Tutorial Coordinator for the campus depending on scheduling for the academic year, while current funding for tutors and SIs, including the HSI STEM PASS GO grant, support:

- 46 tutors and 52 SI leaders across 22 academic disciplines;
- 8 adjunct faculty within the Student Success Center to allow coverage during peak times which will be necessary for future FTES apportionment collection;
- 3 professional expert support staff including a grant assistant focused on SI, as well as a grant assistant focused on increasing Armed Service Veterans who are entering into STEM education; and

Whereas, The 2015-2016 Program Review Needs Assessment for Budget places the Student Success Center first, calling for $405,780 to fund 30 tutors and 30 SIs, given that the HSI STEM PASS GO grant expires in September;

Resolved, The SBVC Academic Senate supports the efforts that have been made through the HSI STEM PASS GO project and request that the administration find a permanent way to fund the work that is being done through this vital and important project.

Resolution SP16.03 Support for a Coordinator of Distance Education
SBVC Academic Senate Executive Committee

Whereas, over 20% of FTES generated at the college over the last 18 months have been generated through courses designated as "Distance Education" courses; and Distance Education courses are offered in 35 departments across every division of the college; and over 90 faculty members teach Distance Education courses each semester;

Whereas, two Substantive Change reports were filed with the Accrediting Commission for Community and Junior Colleges (ACCJC) documenting 19 certificates and 40 degrees that can be completed by taking 50% or more of the units through Distance Education courses; and all four General Education pathways can be completed by taking 100% of the units through Distance Education courses;

Whereas, the scrutiny of Distance Education courses by the ACCJC and the federal Department of Education (DOE) is increasing, as demonstrated by the 2016 ACCJC standards and documentation; and increasing scrutiny regarding quality of online courses specifically regarding ADA compliance (as exemplified by the recent lawsuit against Miami of Ohio) necessitates strong, targeted Faculty Development and continual monitoring of DE courses;

Whereas, the Online Education Initiative (OEI) at the state Community College Chancellor's Office is growing rapidly offering the college opportunities to use state resources to improve Distance Education; and these resources can be targeted to improve access to educational opportunities and to help meet SBVC's institutional set standards for student retention and student success; and

Whereas, the SBVC Program Review Committee prioritized this position during the Fall 2015 needs assessment process; and the Online Program Committee has recommended a draft job description for a Coordinator of Distance Education; and Crafton Hill's College, which has a DE program approximately 1/3 the size of SBVC, has created a position of Coordinator of Distance Education and filled that position with a faculty member with 50% reassigned time;

Resolved, the SBVC Academic Senate supports the creation of the position of Coordinator of Distance Education for the college; and

Resolved, the SBVC Academic Senate supports the filling of the position of Coordinator of Distance Education with a faculty member receiving 100% reassigned time.

SBVC Textbook Affordability Plan

Campus Name: San Bernardino Valley College

Headcount of Students Enrolled: 12,000

Headcount of Faculty Teaching: <mark>Need Information</mark>

Campus Strategic Priority That Aligns With AB 798: Access, Student Success, Leadership & Professional Development

San Bernardino Valley College (SBVC) is part of the San Bernardino Community College District (SBCCD) and the college serves the Inland Empire region of Southern California. The college is a designated Hispanic Serving Institution and the campus has an ethnically diverse student body. SBVC enrolls approximately 2,200 freshman students each year and has a large number of returning students. The average age of the student body is 28 years old. The campus is challenged with serving an area that includes some of the lowest achieving K-12 institutions in the state (San Bernardino Valley College Strategic Plan, 2014-2019, http://www.valleycollege.edu/about-sbvc/offices/office-research-planning/).

The SBVC Academic Senate supports efforts taken by the state legislature including SB 1052 (Steinberg, 2012), SB 1053 (Steinberg, 2013), and AB 798 (Bonilla, 2015) regarding the adoption and use of open educational resources (OER) in higher learning. The use of OER by students will contribute to student access and success since many SBVC students face financial difficulties associated with course completion, especially when it comes to purchasing the required instructional materials.

During the spring 2016 semester, the SBVC Academic Senate passed SP16.01 Textbook Affordability and Open Education Resources Resolution, developed and approved the responsibilities of the Textbook Affordability Campus Coordinator, appointed a Textbook Affordability Campus Coordinator to serve a four year term, and approved this SBVC Textbook Affordability Plan per the stipulations of AB 798 (Bonilla, 2015). The SBVC Academic Senate worked collegially with major college stakeholders of this plan, including faculty, administrators, and representatives of the student body in developing the SBVC Textbook Affordability Plan. This included faculty adopters of OER, instructional deans, college and district administrators, non-instructional faculty, and support staff representing the campus library, bookstore, student life, and professional development. Institutional support for this plan was solicited from the SBVC President's College Council whose members represent major areas of the campus. The SBVC Academic Senate President informed and forwarded this plan to the SBCCD Chancellor and SBCCD Board of Trustees. **<mark>(Some of this has already occurred, some of this still needs to occur).</mark>**

The following are the goals of the SBVC Textbook Affordability Plan:

- To create an **institutional and collegial climate** which supports ongoing and sustainable efforts for the adoption and use of free and open educational resources.
- To develop **institutional processes** which enable **student access** to free and open educational resources through campus student support services.
- To support and encourage faculty to **adopt and use** free and open educational resources for their courses through faculty support services and professional development opportunities.

Project Objectives

- Faculty will **adopt and use** free and open educational resources in at least 15 or more sections by spring 2017 and this section count will increase by at least 20% every academic year for the next four years in order to increase accessibility to low cost instructional materials for students which contributes to student access and success. **(Update section count).**
- Students will have **access** to low cost and free hard copies of open educational resources through the campus bookstore, and library reserve desk.
- The Textbook Affordability Campus Coordinator will provide leadership and facilitate activities to support the implementation of services and professional development activities related to the promotion, adoption, and use, of free and open educational resources.
- The SBVC Academic Senate will encourage and foster an **institutional and collegial climate** that supports sustainable and **ongoing institutional efforts and processes** for the adoption of free and open educational resources.

Measures of Success: **(Top metrics you will track to compare with your objectives)**

- The Textbook Affordability Campus Coordinator will track the number of course-section adoptions, and financial savings per student and per course section.
- The Office of Research, Planning and Institutional Effectiveness will provide success and retention data analysis for sections which have adopted open educational resources.
- Campus bookstore will track student purchases of hard copies of open educational resources.
- Campus library will track student check-out of hard copies of open educational resources.
- Webpage data analytics will be used to track page views and visitors to the SBVC Textbook Affordability webpage.
- Professional Development Coordinator will track number of professional development activities, and the number of attendees at each event.
- Professional Development Coordinator will provide feedback surveys to attendees and participants of OER related activities.
- The SBVC Faculty Handbook will include information regarding adoption and use of free and open educational resources for faculty.
- SBVC Academic Senate, SBVC College Council, and SBCCD Board of Trustees will support efforts and activities encouraging institutional support for the adoption and use of open educational resources.
- Faculty and student surveys will provide data on OER readiness, adoption and usage.

Campus Readiness: **(List the existing aspects of your campus culture, organization, resources, and support services that will help support faculty adoption of low/no cost materials on your campus.)**

- **SBVC Academic Senate** has a strong campus presence and supports academic matters related to the institutional strategic initiates including student access and success. SBVC Academic Senate will support and assist in campus efforts to implement both support services and adoption efforts of OER, and facilitate communication and dialogue between constituency groups. The SBVC Senate will receive regular and on-going updates for at least the next four years about the implementation and adoption of OER from the Textbook Affordability Coordinator and/or other constituency groups.

- **SBVC Associated Student Government (ASG)** operates a student lounge with access to computers and the internet. The ASG will assist students who lack access to online OER instructional materials by providing them access to the internet and computers in the student lounge.

- **Professional Development Coordinator** and the **Professional Development Committee** will organize OER professional development activities and provide access to OER resources, information, and training.

- **Office of Instruction** will provide OER outreach to faculty department chairs through faculty chair meetings and include OER information in the Faculty Handbook.

- **SBVC Library** maintains a reserve desk which allows students to check out textbooks for short durations. The SBVC Library will provide access to hard copies of faculty adopted OER materials.

- **SBVC Librarians** will assist in the curation of OER materials for inclusion on the SBVC Textbook Affordability webpage including tutorials, marketing and outreach resources, research data and literature regarding the use of OER, processes, access to the *California Open Online Library for Education* and free and low cost OER materials.

- **SBVC Computer Labs, SBVC Library** have student accessible computer labs where students have access to the internet and printers, allowing them to print hard copies of OER instructional materials. ==Computer Labs on campus accessible to students where students can print (?)==

- **SBVC Bookstore** will sell low cost hard copies of OER adopted by faculty and other OER materials.

- **SBVC Bookstore** maintains website where students can access information about required instructional materials for each class section.

- **SBCCD District Copy Center** provides print copies of OER to faculty who have adopted OER and request printed hard copies of OER materials for use as desk copies and/or to forward originals to library and bookstore.

- **SBCCD District Technology and Educational Support Services** under the leadership of the **SBCCD Associate Vice Chancellor** will assist in the creation of a SBVC Textbook Affordability webpage and provide data analytics to identify trends in its usage. Faculty, students, and staff will be able to contact the 24/7 Help Desk for technological support in the use and adoption of OER.

- **SBCCD District Technology and Educational Support Services** maintains a **Blackboard** shell for all campus class sections. Faculty who have adopted OER materials can provide links to .pdf documents and OER weblinks to allow students to access OER and print hard copies.

- **SBVC Online Committee** serves as a conduit of information among faculty, administration, and students by providing a technological vision for issues related to online learning. SBVC Online Committee will assist in the dissemination of online preparation and literacy resources that allow students to assess their online skills and assist in the use of OER adopted by faculty. The SBVC Online Committee will assist faculty with accessibility concerns and issues, online copyright information, and information regarding any Distance Education curriculum modification requirements.

- **Office of Student Services** oversees various programs that contribute to student success including the management of the Student Success Initiative. **Textbook Affordability Campus Coordinator** will work with the **Vice President of Student Services** to identify programs such as Puente, Tumaini, Valley Bound Commitment, STAR/Trio, EOPS, etc. with the intent to utilize existing resources to provide outreach and assistance to students in their use of OER materials, including the dissemination of free OER hard copies adopted by faculty, access to computers and the internet, or the use of existing student services funds to print OER student success brochures. OER outreach and assistance will contribute to student success among underprivileged students who are often at risk for dropping classes, academic probation, and dropping out of college partially due to not having the financial resources to purchase instructional materials or access to affordable textbooks.

- **SBVC Disabled Student Programs and Services** will work with faculty who need accessibility assistance regarding their adoption of OER and they will provide accessibility support to registered DSPS students who are enrolled in classes in which OER has been adopted by faculty.

- **Basic Skills Committee** oversees the implementation of the campus Basic Skills Plan. The Basic Skills Committee regularly awards mini-grants to faculty geared toward student success and access in developmental classes. The Textbook Affordability Campus Coordinator will work with the Basic Skills Committee to identify resources to provide outreach and assistance to faculty who adopt and use OER instructional materials in developmental courses and to assist students enrolled in developmental courses in their usage of OER. The use of OER by faculty and students will enhance student learning in developmental classes because it will simultaneously facilitate and teach technology related skills which students need as they transition to GE and transfer level courses.

- **SBVC Honors Program** maintains a webpage and Blackboard shell which is used to disseminate information to students about the honors program. Honors Program Coordinator can assist in the dissemination of OER information to both faculty teaching honors classes and students enrolled in honors classes.

- Existing **SBVC faculty** who have extensive experience teaching online classes and have either developed or curated OER. Some of these faculty members can and already do serve as OER ambassadors.

- **SBVC Faculty Handbook** has a syllabus template which encourages faculty to provide textbook information including cost on class syllabi. Faculty can modify syllabi to include .pdf and/or online links to OER materials allowing students to access electronically or to print hard copies.

- **SBVC Flex, and Adjunct Orientation** Days regularly include speakers, workshops, and professional development activities. Various constituency groups such as the Professional Development Committee, Student Support and Instruction, and the Academic Senate among others are consulted regarding agendas and activities.

- **Fall and Spring In-Service Days** include a campus faculty meeting timeslot that will support the dissemination of OER information and outreach efforts to full time faculty.

- **SBVC Marketing Office** has established communication channels with SBVC students via college website, and SBVC social media and allows for the dissemination of OER information to SBVC students.

Campus Challenges: <mark>(Describe some of the existing challenges to faculty adoption of low/no cost course materials on your campus that your proposed textbook affordability program will address.)</mark>

Generally, faculty lack information regarding the definition, access to resources, accessibility issues, and copyright protections associated with OER adoption and use. Converting from existing traditional instructional materials to OER is time consuming. Faculty may have identified OER materials for use but these resources do not include faculty supplemental materials such as assessments and lectures, and study materials for students. Some OER are only web based and include multimedia resources which cannot be converted to .pdf files for availability as hard copies for students. Faculty may be reluctant to use OER materials that did not undergo rigorous peer review processes. Some faculty desire or are currently developing their own materials. Faculty may have developed strong relationships with traditional textbook publishers and rely on their extensive collection of instructional materials including online learning management systems or the flexibility to modify textbooks. Additionally various marketing efforts and tactics by traditional publisher corporations may counter OER outreach efforts. The proliferation of online websites which sell and rent used textbooks may provide similar cost savings to students as OER materials and also allow faculty to maintain relationships with traditional publishers. Some faculty and students may not feel comfortable using online textbooks and may find them inappropriate in the classroom or as a viable study tool.

Challenges regarding the use of student accessibility also exist. SBVC serves a high percentage of traditionally underprivileged students who often lack access to the appropriate technology. Even though student support services exist on campus, the majority of SBVC students are classified as part time and do not often have the availability to utilize campus resources due to time constraints. SBVC also has both a high number of CTE programs and students seeking these certificates and degrees. Most OER resources are geared to transferable general education rather than vocational courses.

Regardless of these challenges, the SBVC Academic Senate has identified solid support among faculty and administrators for the implementation of a Textbook Affordability Plan and there is agreement that the goals, objectives, and activities identified in the plan are sustainable. The SBVC Textbook Affordability Plan includes activities related to professional development, and the leveraging of existing campus support services, committees, and leadership constituencies. Professional development activities will focus on addressing faculty concerns, and provide information and resources, including having faculty who already use OER materials engage with faculty regarding how they overcame some of these challenges. The Textbook Affordability Coordinator will coordinate the development of a campus Textbook Affordability webpage and its content will include assistance regarding these faculty challenges including information curated from the California Open Online Library for Education (cool4ed.org), Ca-OER Council, and Merlot.org.

The plan also includes activities which involve partnering with existing student support services through the Vice President of Student Services, Online, and Basic Skills committees, SBVC Associated Student Government, campus Bookstore, Library, Instruction Office, and district Technology and Education Services. As each of these vital areas of the campus take small but significant steps to incorporate within their own areas the dissemination and accessibility to OER materials, the result of these activities will be the gradual resolution of OER identified challenges and the institutionalization and sustainability of OER per AB 798 (Bonilla, 2015).

The plan also requires on-going reporting to the SBVC Academic Senate regarding the progress of the SBVC Textbook Affordability Plan. The SBVC Academic Senate is the conduit for the development, implementation, and sustainability of the goals of the Textbook Affordability program. This means that identified and unforeseen OER challenges will be presented and discussed in senate meetings. SBVC Academic Senate processes involve the creation of an ad-hoc committee or the assignment of tasks to existing Academic Senate committees if the body determines that further action is necessary.

Project Team

Coordinator Name and Contact Information

Working Group Team Members Names and Contact Information

Ginny Evans-Perry, Library

Ron Hastings, Library and Learning Support Services

Gloriann Chavez, Bookstore

Dolores Lopez, Bookstore

Ray Carlos, Student Life

Kay Weiss, Instruction Dean and Online Committee

Sandra Moore, Instruction

Romana Pires, Instruction, Academic Senate

Rania Hamdy, Professional Development

Jeremiah Gilbert, Academic Senate President Spring 2016

Celia Huston, Academic Senate President 2016-2018

Other

Project Partners

TBA

Project Governance Structure and what major decisions from these sponsors are needed for your project?

Academic Senate

College Council

Associated Student Government

Board of Trustees/Chancellor

District Assembly

<mark>**Distribution and Dissemination of Grant Funds**</mark>

50% Professional Development, Outreach, and Networking Activities

30% Textbook Affordability Campus Coordinator Stipend

15% Curation Activities and Development of Textbook Affordability Webpage, Costs and Stipend

5% Recognition Activities and Certificates

<mark>**Total Funding Request: To be added**</mark>

<mark>**Need a Funding Narrative: Link to Activities Below – to be added. – Budget is reasonable and justification is provided for each item – to be added.**</mark>

"Per AB 798 (Bonilla, 2015) funds from the Campus Open Educational Resources Adoption incentive Program can NOT be used to support the following activities:
- Direct compensation for faculty members who adopt open educational resources, except as provided compensate for professional development.
- The development of MOOC's or online courses that include non-matriculated students.
- The creation of new OER materials.
- The purchase of new equipment.
- Past curricular conversions to OER materials" (Request for Proposals, California Open Online Library for Education).

<mark>**Scope of Impact on Cost Savings, course sections, number of faculty, students, or staff – description and impact is well supported and have a significant impact. – to be added.**</mark>

Communication and Outreach Plan <mark>(will help you determine how you will leverage a variety of activities to increase low/no cost course awareness, knowledge, and interest across different stakeholder groups at your institution.)</mark>

Stakeholders	Key Value Proposition	Desired Outcome	Activity to be Executed	Timing	Responsible Party	Measure of Success
Instructional Faculty	Adoption and Use	Faculty Adoption of OER	Regular and on-going campus emails to faculty regarding OER activities and efforts	On-Going	TACC	Increased faculty adoption of OER

SBVC Campus	Institutionalization of Processes	Centralized Location for OER	OER Webpage Updates	2016-2017	Librarian	Increased webpage views and visitors
SBVC Students	Institutional Climate	Student knowledge of OER support services	OER Announcements via College Social Media Channels, and Website	Fall 2016 On-Going, every semester	Marketing Office	Student "Likes" and "Re-Tweets"/posts by students
SBVC Campus	Institutional Climate	Information to Students, and Staff	College Website OER Email Announcement	Spring 2017 On-Going,	Marketing Office, TACC	Number of favorable responses, inquiries.
SBVC Students	Access, Institutional Climate	OER Information to Students	Student Emails Regarding OER Student Services Resources	2016-2017, On-Going Every Semester	Marketing Office	Number of favorable responses, inquiries
SBVC Faculty Chairs	Adoption and Use Institutionalization of Processes, and Institutional Climate	OER Information to Faculty	Faculty Chair Meeting OER Presentation	Spring 2017	TACC	Increased faculty adoption of OER
SBVC Academic Senators	Adoption and Use Institutionalization of Processes, and Institutional Climate	OER Information to Faculty	Academic Senate OER Presentation	Fall 2016 and on-going	TACC	Increased faculty adoption of OER, faculty inquiries. Motion or resolution to support on-going OER efforts
SBVC ASG	Access, Institutional Climate	OER Information to Students	Associated Student Government OER Presentation	Fall 2016	TACC	Motion or resolution to support on-going OER efforts
SBVC Students	Access, Institutional Climate	OER Information to Students	Associated Student Government OER Flier Distribution During Welcome Week	Spring 2017, Fall 2018, On-Going	Associated Student Government	Increased use of OER campus resources by students
SBVC President's Cabinet	Adoption and Use Institutionalization of Processes, and	OER Information to College Representatives	College Council Meeting Information	Fall 2016	TACC	Increased faculty adoption of OER, increase in possible funding sources for

						OER activities and student access
SBVC Instruction Deans	Adoption and Use, Institutional Climate	OER Information to Instructional Division Deans	Instructional Division Meeting Information	Fall 2016	TACC	Increased faculty adoption of OER, division deans share information with division faculty
SBVC Student Services Faculty and Managers	Access, Institutional Climate	OER Information to Student Services Faculty and Managers	Student Services Division Meeting Information	Fall 2016	TACC	Increased access to hard copies and online OER materials for students
SBVC Full Time Faculty	Adoption and Use	OER Information to Campus Full Time Faculty	Announcement During In-Service Faculty Meeting	Spring 2017	TACC	Increased full time faculty adoption
SBVC Part Time Faculty	Adoption and Use	OER Information to Campus Part Time Faculty	Announcement During Adjunct Orientation	Spring 2017	TACC	Increased part time faculty adoption
SBVC Students	Access, Institutional Climate	OER Information to Students	OER Flier Distribution to Students Through Student Success Offices Regarding Student Support OER Resources	Spring 2017 and on-going	TACC & Managers/ Coordinator (s)	Increased use of on-campus resources among students who lack access
SBVC Honors Faculty and Students	Adoption and Use	OER Information to Honors Faculty and Students	OER Message and Links to the OER Webpage at Honors Webpage or Blackboard Shell	Spring 2017 and on-going	TACC an Honors Program Coordinator	Adoption and use among honors faculty
SBVC Students	Access, Institutional Climate	OER Instructional Materials Information	Flier Distribution to Students Through Bookstore	Spring 2017 and On-Going	TACC and Bookstore Staff	Increased use of on-campus resources among students who lack access
SBVC Students	Access, Institutional Climate	OER Instructional Materials Information	Flier Distribution to Students Through Campus Library	Spring 2017 and On-Going	TACC and Library Staff	Increased use of on-campus resources among students who lack access
SBVC Faculty	Adoption and Use, Institutionalization of Processes,	OER Faculty Information and Processes	Faculty Handbook	Fall 2017 and On-Going	TACC, Academic Senate, VPI	Increased Adoption and Use

	Institutional Climate					
SBVC Faculty	Adoption and Use, Institutionalization of Processes, Institutional Climate	OER Faculty Information, Access to Resources for Faculty	WebAdvisor Faculty Link to Cool4ed.org and OER Campus Webpage	Fall 2017, Spring 2018	TACC and District Technology	Increase adoption and use, Increased use of OER website
SBVC Faculty	Adoption and Use, Institutional Climate	OER Faculty Information, Access to Resources for Faculty	Place fliers in faculty mailboxes on OER information	Spring 2017, Spring 2018	TACC	Increase adoption and use, number of inquiries

Training and Professional Development Plan <mark>(will help you support your faculty understanding the value of adopting free and open educational resources and the impact it can have on student success.)</mark>

Stakeholders	Topic for Training	Types of Training	# of people invited	Schedule	Trainers	Measures of Success
SBVC Campus	What is OER?	OER Website Curated Materials	Campus Wide	Spring 2017 and On-Going	Library	Webpage data analytics increase in traffic, number of inquiries
SBVC Faculty	How Does OER Contribute to Student Success and Access	Faculty Professional Development Workshop	SBVC Faculty, (20-30 spots)	Spring 2017 Flex Day	Professional Development	Number of attendees, feedback survey
SBVC Faculty	How do I Find OER?	OER Website Curated Materials,	Campus Wide	Fall 2016, and On-Going	Library	Number of inquiries
SBVC Students	OER Basics for Students	Student Workshop	Campus Wide (20-30 spots)	Spring 2017, Fall 2017	Library	Number of attendees, feedback survey
SBVC OER Cohort	Implementing OER and Measuring Student Success	Professional Development Activity	5-10 OER Cohort Faculty	Spring 2017	Professional Development	Feedback survey
SBVC Faculty	Understanding Copyright Laws	OER Website Curated Materials	SBVC Faculty	Fall 2016, On-Going	Professional Development	Number of inquiries, webpage data analytics

SBVC Students	OER in Developmental Classes	Student Workshop	Campus Wide (20-30 spots)	Fall 2017	Library	Number of attendees, feedback survey
SBVC Faculty	Faculty Mentoring and Collaboration	Professional Development Activity	OER Cohort Faculty	Fall 2017	Professional Development	Feedback survey
SBVC Faculty	Embedding OER into Blackboard	Faculty Workshop	Campus Wide (20-30 spots)	Fall 2016	Professional Development	Number of attendees, feedback survey
SBVC Students	OER and Accessibility	Workshop	DSPS Students	Fall 2017	DSPS Center	Number of attendees
SBVC Faculty and Support Staff	Regional Collaboration	Conference	20-30	Fall 2017	Professional Development	Number of attendees, feedback survey
SBVC Faculty and Staff	OER Conference Attendance	Virtual or local OER conferences	Depending on cost	Fall 2016, On-Going	Professional Development	Feedback reporting by conference attendees

Help and Support Services Plan <mark>**(will help your campus answer questions, help access to the free and open educational resources, help resolve issues, and provide other help and support during the implementation of your textbook affordability program.)**</mark>

Stakeholders	Type of Help and Support Services	#of people available to deliver help	Schedule	Help and Support Service Providers	Measure of Success
SBCCD District Education and Technology	OER Webpage Creation and Data Analytics	One	Fall 2016, On-Going	District Web Developer	TACC and Curation Librarian Receive Regular Data Analytics
SBVC Faculty and Students	OER Webpage Curation	One	Fall 2016, Spring 2017	Librarians	Survey Feedback from faculty, data analytics
SBVC Faculty and Students	24/7 Help Desk to assist faculty and students with	SBCCD District Technology Team	Fall 2016, On-Going	Help Desk Contractor	Number of Help Desk Tickets Related to OER Support

	technological, online support				
SBVC Students	Library Reserve Desk to Provide Students with Hard Copies of OER for check-out	SBVC Librarians 2-4	Fall 2016, On-Going	SBVC Librarians	Number of students using service for OER
SBVC Students and Faculty	Campus Bookstore to Answer Questions Regarding Availability of OER hard and digital materials	Textbook Buyer and Support Staff	Fall 2016 and On-Going	Bookstore	Number of faculty and student inquiries
SBVC Students	Fielding student inquiries and access to OER	Associated Student Government and Student Life Office	Fall 2016 and On-Going	Student Life Director, Associated Student President	Number of student inquiries
SBVC Faculty Adopting OER	Printing hard copies of OER materials for faculty, library use	SBCCD Copy Center	Fall 2016 and On-Going	Copy Center Support Staff	Number of faculty requesting OER copies
SBVC Faculty	Implementing OER in Class Room	Team	Fall 2016, On-Going	TACC, Professional Development Coordinator, Instructional Deans	Number of inquiries to adopt and use OER by faculty
SBVC Faculty and Students	Assisting students with disabilities access OER materials	DSPS Center	Fall 2016, On-Going	DSPS Director and Support Staff	Number of students using DSPS Center for assistance with OER materials

Discovery, Curation, and Distribution of Digital and Print Course Materials Plan <mark>(will enable faculty and students to find, organize, and acquire the digital and print versions of the course materials plan will be essential for the successful implementation of your textbook affordability program.)</mark>

Stakeholders	Strategies for Finding OER	Strategies for Curating OER	Strategies of Distributing OER	Getting Print Copies	Measure of Success
SBVC Students	OER Campus Webpage	Library Faculty	Bookstore, Faculty, Library, Blackboard	Bookstore, Computer Labs, Library	Increase in student success rates in sections using OER
SBVC Faculty	Professional Development, OER Campus Webpage	Library Faculty, TACC Coordinator	TACC, Bookstore, Print Shop, Blackboard	Bookstore, SBCCD Print Shop	Continued use of OER among faculty adopters
	Faculty Collaboration Meetings	Cool4ed.org			

Technologies, Facilities, Policies, and Resources

Technology Requirements: (<mark>List any technology requirements that will be necessary to successfully execute your plan.</mark>)

1. Webpage Development
2. Web Advisor
3. Train Help Desk
4. Researcher Office for Data and Analysis

Facility Requirements: (<mark>List any facility requirements that will be necessary to successfully execute your plan.</mark>)

1. Bookstore
2. Library
3. ASG
4. Workshop Space
5. TACC Coordinator Work Space
6. DSPS
7. Professional Development space

Policy Requirements: List any policy requirements that will be necessary to successfully execute your plan.

1. Academic Senate TACC Coordinator Position
2.

~~Resource Requirements: List any resources requirements and projected costs that will be necessary to successfully execute your plan.~~

See page 6: **Distribution and Dissemination of Grant Funds**

~~Staff Time Person #1~~		~~Hours Per Month~~		~~Estimated Cost~~	
~~Professional Development Workshops~~		~~# of Stipends~~		~~Estimated Cost~~	
~~Other Expenses~~					
~~Total Grant Funds Requested~~					

SBVC Textbook Affordability Campus Coordinator Responsibilities – Fall 2016-Spring 2020

The SBVC Textbook Affordability Coordinator (TACC) is appointed by the SBVC Academic Senate and is responsible for the implementation of the SBVC Textbook Affordability Plan per the stipulations of the California College Textbook Affordability Act (AB 798) and under the purview of the SBVC Academic Senate.

The SBVC Textbook Affordability Campus Coordinator is the direct contact and representative for the SBVC Textbook Affordability Program. The SBVC Textbook Affordability Campus Coordinator (TACC) provides leadership and facilitates activities related to the adoption and use of free and open educational resources (OER).

Responsibilities of the SBVC Textbook Affordability Coordinator (TACC) include:

1. Submit the Textbook Affordability Proposal by June 30, 2016 to CA-OER Council/ California Open Online Library for Education
2. Participate in related open education resource activities outside the campus (e.g. webinars, conference calls with CA-OER Council, outreach with other CCC and CSU campuses)
3. Respond to inquiries concerning the SBVC Textbook Affordability Program
4. Responsible for the receipt and allocation of funding to campus budgets in accordance with the award campus policies
5. Provide annual reports to the California Open Online Library for Education beginning June 30, 2017 to June 30, 2020 per the requirements provided by COOL4Ed.
6. Coordinate and/or assist in the facilitation of Open Education Resource (OER) activities and outreach for faculty, staff, and students
7. Establish partnerships with campus, district, and regional constituencies including the Professional Development Coordinator and Committee, Associated Student Government, Student Services and Instruction offices, District Education Services, campus Library, and Bookstore among others to implement the SBVC Textbook Affordability Plan
8. Provide regular and on-going reports to the SBVC Academic Senate regarding the implementation of the SBVC Textbook Affordability Program starting in 2016-2017 until 2019-2020
9. Work with the SBVC Academic Senate to create if needed an ad-hoc committee to complete and further the goals of the SBVC Textbook Affordability Program.

The Textbook Affordability Coordinator (TACC) will commence activities related to the SBVC Textbook Affordability Program during fall 2016 semester or following the award of grant funding from the Campus Open Educational Resources Adoption Incentive Program. TACC will be compensated with a stipend of 30% of the grant award per the stipulations of AB 798 and in accordance with SBCCD district policies regarding stipends awards.

In the event that bonus funding for AB 798 is available for 2017-2018, the SBVC Academic Senate in consultation with the Textbook Affordability Coordinator will determine if it will pursue additional funding based on the AB 798 conditions and the overall success of the SBVC Textbook Affordability Program.

In the event that the SBVC Textbook Affordability Plan is not provided funding from the Campus Open Educational Resources Adoption Incentive Program, the SBVC Academic Senate will determine if it is feasible to move forward with this position in terms of requesting either institutional stipend funding or reassignment time.

Adopted 5/4/16

San Bernardino Valley College
Committee Self-Evaluation Survey 2015-16

Please assist us in our effort to improve committee effectiveness by providing your input on this survey. Consider the internal processes, external interactions, and work products as you respond to the questions. Thank you for your participation.

Select the name of this specific committee from the list below. Your responses on the survey should apply only to the committee you identify. (Complete a separate survey for each committee you served on this year.)

- ○ Matriculation/Student Success
- ○ Enrollment Management & Student Equity
- ○ Academic Senate
- ○ Classified Senate
- ○ Accredittion & SLO
- ○ Facilities & Safety
- ○ Online Programs

- ○ Arts, Lectures & Diversity
- ○ Program Review
- ○ Curriculum
- ○ Basic Skills
- ○ College Council
- ○ Professional Development
- ○ Technology

What is your primary function at SBVC?

- ○ FT Faculty
- ○ PT Faculty

- ○ Classified
- ○ Confidential

- ○ Manager
- ○ Student

On how many other committees did you serve this year?

- ○ 0
- ○ 1

- ○ 2
- ○ 3

- ○ 4
- ○ 5 or More

How long have you served continuously on this committee?

- ○ 1 Year
- ○ 2 Years

- ○ 3 Years
- ○ 4 or More Years

Did you serve as chair or co-chair of this committee this year?

- ○ Yes
- ○ No

Do you expect to serve on this committee again next year?

- ○ Yes
- ○ No
- ○ Unknown

Please indicate how often the committee's processes, interactions, and outcomes during the year reflected each of the following characteristics:

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Valuable contributions to processes and effectiveness.	○	○	○	○	○
Sharing, inclusiveness, openness to input, and respect for diverse opinions.	○	○	○	○	○
Effective and meaningful communication with the District community.	○	○	○	○	○
Meaningful dialogue.	○	○	○	○	○
Working properly and productively toward its intended results.	○	○	○	○	○
Efficient use of time.	○	○	○	○	○
Reliance on accurate information rather than speculation and anecdote.	○	○	○	○	○
Straight foward and easy to understand content.	○	○	○	○	○
Clearly defined problems.	○	○	○	○	○

Please indicate the extent to which you agree/disagree with the following statements about your service on this committee overall this year.

	Strongly agree	Agree	Disagree	Strongly Disagree
I feel comfortable contributing ideas.	○	○	○	○
My ideas are treated with respect, whether or not others agree with them.	○	○	○	○
I have had sufficient opportunity to provide input into committee recommendations.	○	○	○	○

Please provide an overall rating for the year on the following aspects of the committee's work:

	Very Good	Good	Fair	Poor	Very Poor	No Opinion
Clarity of the committee's charge.	○	○	○	○	○	○
Quality of communication within the committee.	○	○	○	○	○	○
Quality of information flow from the committee to the constituency groups.	○	○	○	○	○	○
Quality of communication by the committee with the District community as a whole.	○	○	○	○	○	○
Access to data needed for deliberations.	○	○	○	○	○	○
Access to meeting space.	○	○	○	○	○	○
Access to other resources needed for the committee to work effectively.	○	○	○	○	○	○
Training or mentoring for you as a committee member.	○	○	○	○	○	○
Establishment of expectations or norms for committee members and chair(s).	○	○	○	○	○	○
Adherence to expectations or norms for committee members and chair(s).	○	○	○	○	○	○

Please enter this committee's most significant accomplishment(s) this year: (500 character max.)

Please enter the improvement most needed by this committee in its processes, interactions, outcomes, or other aspect of its work: (500 character max.)

Please include any additional comments below: (500 character max.)

Thank you very much for participating in this important effort to improve committee processes at SBVC.

COLLEGE COUNCIL MEMBERS	MOTION Approval of 4/13/16 Minutes	MOTION Approval of Replacement Director, Grant Development & Management Position	MOTION Approval of Custodian (vacancy created by the termination of an employee) Position	MOTION Approval of Custodian (vacancy created by the placement of an employee on the 39 month rehire list)	MOTION Approval of Custodian (New Growth custodial for gymnasium area) Position	MOTION Approval of Technology Support Specialist II Position	MOTION Approval of Administrative Secretary – Health Science Position
	Motion Carried	**Motion Carried**	**Motion Carried**	**Motion Carried**	**Motion Carried**	**Motion Carried**	**Motion Carried**
Gloria Fisher	Aye	Aye	Aye	Aye	Aye	Aye	Aye
Jeremiah Gilbert	Abstention	Aye	Aye	Aye	Aye	Aye	Aye
Dave Bastedo	Absent	Absent	Absent	Absent	Absent	Absent	Absent
Aaron Beavor	Abstention	Aye	Aye	Aye	Aye	Aye	Aye
Lorrie Burnham	Aye	Aye	Aye	Aye	Aye	Aye	Aye
Marco Cota	Absent	Absent	Absent	Absent	Absent	Absent	Absent
Paula Ferri-Mulligan	Aye	Aye	Aye	Aye	Aye	Aye	Aye
Rania Hamdy	Aye	Aye	Aye	Aye	Aye	Aye	Aye
Leticia Hector	Absent	Aye	Aye	Aye	Aye	Aye	Aye
Rick Hrdlicka	Aye	Aye	Aye	Aye	Aye	Abstention	Aye
Henry Hua	Absent	Absent	Absent	Absent	Absent	Absent	Absent
Diane Hunter	Aye	Aye	Aye	Aye	Abstention	Aye	Aye
Celia Huston	Aye	Aye	Aye	Aye	Abstention	Aye	Aye
Ricky Shabazz	Absent	Aye	Aye	Aye	Aye	Aye	Aye
James Smith	Aye	Aye	Aye	Aye	Aye	Aye	Aye
Scott Stark	Aye	Aye	Aye	Aye	Aye	Aye	Aye
Linda Subero	Absent	Absent	Absent	Absent	Absent	Absent	Absent
Kay Weiss	Aye	Aye	Aye	Aye	Aye	Aye	Aye

(18 members)

030316 President's Office DKG

COLLEGE COUNCIL MEMBERS	MOTION Approval of Secretary II-Health Science Position	MOTION Approval of Computer Information Technology Faculty (retirement of Mona Jackson)	MOTION Approval of Economics Faculty (retirement of Dr. Walter Chatfield) Position	MOTION Approval of English Faculty (retirement of Sharon Chapman) Position	MOTION Approval of Modern Languages Faculty (retirement of Lydia Barajas-Zapata) Position	MOTION Approval of Nursing Faculty (retirement of Gal Mack) Position	MOTION Approval of Nursing Non-Instructional Faculty (retirement of Michael Spahn)
	Motion Carried	**Motion Carried**	**Motion Carried**	**Motion Carried**	**Motion Carried**	**Motion Carried**	**Motion Carried**
Gloria Fisher	Aye	Aye	Aye	Aye	Aye	Aye	Aye
Jeremiah Gilbert	Aye	Aye	Aye	Aye	Aye	Aye	Aye
Dave Bastedo	Absent	Absent	Absent	Absent	Absent	Absent	Absent
Aaron Beavor	Aye	Aye	Aye	Aye	Aye	Aye	Aye
Lorrie Burnham	Aye	Aye	Aye	Aye	Aye	Aye	Aye
Marco Cota	Absent	Absent	Absent	Absent	Absent	Absent	Absent
Paula Ferri-Mulligan	Aye	Aye	Aye	Aye	Aye	Aye	Aye
Rania Hamdy	Aye	Aye	Aye	Aye	Aye	Aye	Aye
Leticia Hector	Aye	Aye	Aye	Aye	Aye	Aye	Aye
Rick Hrdlicka	Aye	Aye	Aye	Aye	Aye	Aye	Aye
Henry Hua	Absent	Absent	Absent	Absent	Absent	Absent	Absent
Diane Hunter	Aye	Aye	Aye	Aye	Aye	Aye	Aye
Celia Huston	Aye	Aye	Aye	Aye	Aye	Aye	Aye
Ricky Shabazz	Aye	Aye	Aye	Aye	Aye	Aye	Aye
James Smith	Aye	Aye	Aye	Aye	Aye	Aye	Aye
Scott Stark	Aye	Aye	Aye	Aye	Aye	Aye	Aye
Linda Subero	Absent	Absent	Absent	Absent	Absent	Absent	Absent
Kay Weiss	Aye	Aye	Aye	Aye	Aye	Aye	Aye

(18 members)

COLLEGE COUNCIL MEMBERS	MOTION Approval of Political Science Faculty (retirement of Dr. Ed. Millican) Position **Motion Carried**	MOTION Approval of Admissions & Records Technician (replacement) Position **Motion Carried**	MOTION Approval of Counselor (retirement of Carolyn Lindsey) Position **Motion Carried**	MOTION Approval of Outreach Coordinator (retirement of Clyde Williams) Position **Motion Carried**	MOTION Approval of Student Services Technician I(replacement) Position **Motion Carried**	MOTION	MOTION
Gloria Fisher	Aye	Aye	Aye	Aye	Aye		
Jeremiah Gilbert	Aye	Aye	Aye	Aye	Aye		
Dave Bastedo	Absent	Absent	Absent	Absent	Absent		
Aaron Beavor	Aye	Aye	Aye	Aye	Aye		
Lorrie Burnham	Aye	Aye	Aye	Aye	Aye		
Marco Cota	Absent	Absent	Absent	Absent	Absent		
Paula Ferri-Mulligan	Aye	Aye	Aye	Aye	Aye		
Rania Hamdy	Aye	Aye	Aye	Aye	Aye		
Leticia Hector	Aye	Aye	Aye	Aye	Aye		
Rick Hrdlicka	Aye	Aye	Aye	Aye	Aye		
Henry Hua	Absent	Absent	Absent	Absent	Absent		
Diane Hunter	Aye	Aye	Aye	Aye	Aye		
Celia Huston	Aye	Aye	Aye	Aye	Aye		
Ricky Shabazz	Aye	Aye	Aye	Aye	Aye		
James Smith	Aye	Aye	Aye	Aye	Aye		
Scott Stark	Aye	Aye	Aye	Aye	Aye		
Linda Subero	Absent	Absent	Absent	Absent	Absent		
Kay Weiss	Aye	Aye	Aye	Aye	Aye		

(18 members)

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE ___4-27-16___

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Minutes 4-13-16	MOTION: Dir. Govt Res rng	MOTION: Custodian (term)	MOTION: Custodian (Street)	MOTION: Custodian (Growth)
Gloria Stern					
First					
Second					
AYES	/	/	/	/	/
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Tech Support Spearstra II	MOTION: Antu Secretary (HS)	MOTION: Secretary II (HS)	MOTION: CIT (Fac)	MOTION: Economics (Fac)
First					
Second					
AYES	/	/	/	/	/
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: English (Bre)	MOTION: Motion Language (Bre)	MOTION: Nursing (Bre)	MOTION: Nursing (Non Instructional)	MOTION: Registrar Scheere (Bre)
First					
Second					
AYES	/	/	/	/	/
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 4-27-16

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: ARR Tech	MOTION: Cusine lsh	MOTION: Outreach ew.	MOTION: 1st Hensire Pee I	MOTION:
First					
Second					
AYES	✓	✓	✓	✓	
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 4/27/16

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: MINUTES	MOTION: FLINT GRANTS POS.	MOTION: CUSTODIAN I	MOTION: CUSTODIAN II	MOTION: CUSTODIAN III
J. GILBERT					
First		RICK	AARON	RICK	JAMES
Second		RANIA	LORELE	AARON	AARON
AYES		✓	✓	✓	✓
NOES					
Abstentions	✓				
Absent					
Motion Carried or Failed	✓	✓	✓	✓	✓

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Tech Support Spec. II	MOTION: Admin. Sec., Health Sci.	MOTION: Sec. II Health Sci.	MOTION: CIT Faculty	MOTION: EW, Faculty
First	Rania	Celia	Lorrie	Lorrie	Lorrie
Second	Lorrie	Lorrie	Rick	Rania	Rick
AYES	✓	✓	✓	✓	✓
NOES					
Abstentions					
Absent					
Motion Carried or Failed	C	C	C	C	C

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: ENG. FACULTY	MOTION: MOD. LANG. FACULTY	MOTION: NURSING FAC.	MOTION: NURSING (NON-INSF.) FAC.	MOTION: POLI. SCI. FAC.
First	LORRIE	LORRIE	LORRIE	LORRIE	RICK
Second	PAULA	PAULA	SCOTT	RICK	LORRIE
AYES	✓	✓	✓	✓	✓
NOES					
Abstentions					
Absent					
Motion Carried or Failed	C	C	C	C	C

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: A & C TECH.	MOTION: COUNSELOR SSSP	MOTION: OUTREACH COORD.	MOTION: SS TECH I	MOTION:
First	LORRIE	RICK	SCOTT	RICK	
Second	PAMLA	LORRIE	JAMES	JEREMIAH	
AYES	✓	✓	✓	✓	
NOES					
Abstentions					
Absent					
Motion Carried or Failed	C	C	C	C	

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE ___4-27-16___

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Replacement of Grant Management	MOTION: Custodial #1 Position	MOTION: #2 Cust Position	MOTION: #3 Cust New Position
Aaron B. Minet.				
First		✓		
Second	✓		✓	✓
AYES	✓	✓	✓	✓
NOES				
Abstentions				
Absent	✓			
Motion Carried or Failed				

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 4-27-16

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Tech Spec. Position	MOTION: admin Sec Nursing	MOTION: admin Sec II Nursing	MOTION: CIT Position	MOTION: Economic Faculty
Aaron B					
First	✓	✓			
Second			✓	✓	✓
AYES					
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 4-27-16

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: English Faulty	MOTION: Faulty mad Laag-	MOTION: Nursing Faulty	MOTION: Nursing Non Faulty	MOTION: Politial Sci. Faulty
Aaron B					
First					
Second					
AYES	✓	✓	✓	✓	✓
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 4-27-16

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: #4 Tech. Admin. Records	MOTION: #1 Counselor SSSP	MOTION: #2 OutReach Coordinator	MOTION: #3 Student Services Tech 1	MOTION:
Aaron B					
First					
Second					
AYES	✓	✓	✓	✓	
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _4/27/16_

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT Lorne Burnham	MOTION: Minutes 4/13	MOTION: pproal of Policy RRusing of gound div	MOTION: Hire Custodian Replacement	MOTION: Hire custodian Replacement	MOTION: Custodial Growth Position
First					
Second		Ranya	✓	Rick	
AYES	X	X	✓	✓	✓
NOES					
Abstentions					
Absent					
Motion Carried or Failed	Carried	Carried	Carried	Carried	Carried

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

<u>PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE</u> "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE ____4/27/16____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: fill technical support service	MOTION: Replacement of transferred HS Admin Sec	MOTION: Replacement Sec 2 retire	MOTION: CIT retiree Replacement	MOTION: Economics Retiree Replacement
Lorie Burham					
First	✓		✓		✓
Second		✓		✓	
AYES	✓	✓	✓	✓	✓
NOES					
Abstentions					
Absent					
Motion Carried or Failed	Carried	carried	carried	Carried	Carried

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE ___4/27/16___

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: English Retiree Replacement	MOTION: Modern language Retiree Replacent	MOTION:- Nursing fac ins Replacenat	MOTION: Nursing Replacent nonistructure	MOTION: Pol. Sci Replacement
Loui Burnham					
First	✓	✓	✓	✓	
Second	✓	✓	✓	✓	
AYES	✓	✓	✓	✓	✓
NOES					
Abstentions					
Absent					
Motion Carried or Failed	Carried	Carried	Carried	Carried	Carried

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _11/27/16_

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: AR Technician Replacement	MOTION: Couselor 565.9	MOTION: Outreach Coordinator Retirement Replacement	MOTION: Retirement Replacement Assessment	MOTION:
Lovie Buchan **First**	✓	✓			
Second		✓			
AYES	✓	✓	✓	✓	
NOES					
Abstentions					
Absent					
Motion Carried or Failed	Carried	Carried	Carried	Carried	

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 4-26-16

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Min – 4-13-16 Grant	MOTION: Custodial ~~Decatur~~ I	MOTION: Custodial II	MOTION: Custod. III
Pauler				
First				
Second				
AYES	✓	✓	✓	✓
NOES				
Abstentions				
Absent				
Motion Carried or Failed				

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Tech. Spt. Spec.	MOTION: Ad. Soc., Health Sci.	MOTION: Soc II.	MOTION: CIT	MOTION: Econ.
First					
Second					
AYES	✓	✓	✓	✓	✓
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT		MOTION: Englee	MOTION: Mod Lars	MOTION: Nurs.	MOTION: Nurs.-Non	MOTION: Bl. Sci
	First					
	Second		✓			
	AYES	✓		✓	✓	✓
	NOES					
	Abstentions					
	Absent					
	Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: A + R	MOTION: Comm.	MOTION: Out. Rep	MOTION: SST	MOTION:
First					
Second			⌐	⌐	
AYES	✓	✓		✓	
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _April 27._

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT Rania	MOTION: Min	MOTION: grants Jr.	MOTION: Cust. #1	MOTION: Cust #2	MOTION: Cust #3
First					
Second		Rania			
AYES	✓	✓	✓	✓	✓
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION:	MOTION:	MOTION:	MOTION:	MOTION:
	Peer Spec. Rania	Adm Sec	Sec II	Comp Inter Rania	Econ
First					
Second					
AYES	✓	✓	✓	✓	✓
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: English	MOTION: mal. Lang.	MOTION: Nursg	MOTION: Nursg H2	MOTION: Pol. Sci
First					
Second					
AYES	✓	✓	✓	✓	✓
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Admin & Records Adm	MOTION: Counselor	MOTION: Enforcen Cord.	MOTION: Student Services	MOTION:
First					
Second					
AYES	✓	✓	✓	✓	
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 4-27-16

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Replace Director of Grant Dev. + Management	MOTION: Custodian Position	MOTION: Custodian position growth	MOTION: Technology Support Specialist II
Leticia Hector				
First				
Second				
AYES	X	X	✓	X
NOES				
Abstentions				
Absent				
Motion Carried or Failed	Carried	Carried	Carried	Carried

LATE ARRIVAL TIME: 1:10

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

<u>PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING</u>

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 4-27-16

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT		MOTION: Admin Sec. Health Science Off.	MOTION: Health Sci. Sec. II	MOTION: B.S. Replacement	MOTION: Economic Rep.	MOTION: Ener. Rep.
(signature)	First					
	Second					
	AYES	X	X	X	X	X
	NOES					
	Abstentions					
	Absent					
	Motion Carried or Failed	Carried	Carried	Carried	Carried	Carried

LATE, ARRIVAL TIME: MD

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 4-27-16

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Rep. Modern Lang.	MOTION: Nursing Rep. Instructional	MOTION: Nursing Rep. Non instructional	MOTION: Pol. Science Replacement	MOTION: A+R
Leslie Heard					
First					
Second					
AYES	X	X	X	X	X
NOES					
Abstentions					
Absent					
Motion Carried or Failed	carried	carried	carried	carried	carried

LATE ARRIVAL TIME: 1:10

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE ___4-26-16___

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Counselor	MOTION: Outreach Coordinator	MOTION: Stud. Service Tech. I	MOTION:	MOTION:
First					
Second					
AYES	A	A	A		
NOES					
Abstentions					
Absent					
Motion Carried or Failed	Carried	Carried	carried		

LATE ARRIVAL TIME: __1:10__

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 4/27/16

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: April 13 Minutes	MOTION: Director Grant	MOTION: Custodial #1	MOTION: Custodial #2	MOTION: Custodial #3
Rick Hodlicka					
First	✓	✓	Aaron	✓	James
Second		Ronio	Lorrie	Aaron	Aaron
AYES	✓	✓	✓	✓	✓
NOES					
Abstentions					
Absent					
Motion Carried or Failed	✓	✓	✓	✓	✓

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 4/27/16

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Tech Support Spclst II	MOTION: Admin Sec Health Science	MOTION: Sec II Health Science	MOTION: CIT Faculty	MOTION: Economics Faculty
Rick Abdellatie					
First	Ramin	Celia	Lorrie	Lorrie	Lopez
Second	Lorrie	Lorrie	✓	Irene	✓
AYES	✓	✓	✓	✓	✓
NOES					
Abstentions	✓				
Absent		✓	✓	✓	
Motion Carried or Failed	✓	✓	✓	✓	✓

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 4/4/16

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: *Lydia*	MOTION: *Gen'd Nursing #1 Faculty*	MOTION: *M Nursing #2*	MOTION: *Political Scie*
Rick Holloh	*Shane-Shanghai*			
First	*Lauria*	*Laurie*	*Lauren*	*Rick*
Second	*Paul*	*Scott*	*Kir*	✓
AYES	✓	✓	✓	✓
NOES				
Abstentions				
Absent				
Motion Carried or Failed	✓	✓	✓	✓

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 4/21/16

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: AofR Tech	MOTION: Counselor	MOTION: Outreach Coordinator	MOTION: Student Services Tech	MOTION:
First	Lorie	~~(signature)~~	Scott Jones	Rick Jeremiah	
Second	Paula	Lorrie	✓	✓	
AYES	✓	✓	✓	✓	
NOES					
Abstentions					
Absent	✓				
Motion Carried or Failed	✓	✓	✓	✓	

Rick Halliburton

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE D. Hunter 4/28/16

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Minutes	MOTION: grant inter-position	MOTION: custodian	MOTION: custodian	MOTION: Custodian Growth
Diane Hunter					
First					
Second					
AYES	✓	✓	✓	✓	
NOES					
Abstentions					✓
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Tech. Sen. support : Retirement	MOTION: Hea Hh Sci. Secretary transfer	MOTION: Hea Hh Sci. Sect replacement	MOTION: CIT Position Replacement	MOTION: ECON. Position Replacement
First					
Second					
AYES	✓	✓	✓	✓	✓
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: English Replacement	MOTION: modern language Replacement	MOTION: Nursing Replacement care Inst.	MOTION: Nursing Replacement 2 Non-inst.	MOTION: Pol. Sci Replacement
First					
Second					
AYES	✓	✓	✓	✓	✓
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) **PLEASE PRINT**	MOTION: Counselor SSSP Replacement	MOTION: Outreach Coordinator Replacement	MOTION: Stud Serv-Tech	MOTION: A+R Tech transfer/promo.	MOTION:
First					
Second					
AYES	✓	✓	✓	✓	
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 4/27/16

Leon Fuston

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Minutes	MOTION: Grants	MOTION: Quest 1	MOTION: Quest 2	MOTION: Quest 3
First	Rich		Anno Lori		
Second	James				
AYES	9	9	9	9	
NOES					
Abstentions					1
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Tech Support II	MOTION: Admin Sec Health	MOTION: Secretario II Health	MOTION: CIT	MOTION: Economics
First	Ronnie	Ellis	Lorrie	Lorrie	
Second	Lorrie	Lorrie	Patrick	Rana	
AYES	(5)	(5)	(11)	(11)	(11)
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: English	MOTION: Modern Language	MOTION: Nursing	MOTION: Nursing Non-instructional	MOTION: Political Sci
First					
Second					
AYES	13	11	13	13	13
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Admin + Records Tech	MOTION: Counselor	MOTION: Outreach Coordinator	MOTION: Student Services Tech I	MOTION:
First					
Second					
AYES	(1)	(1)	(1)	(1)	
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE ___4/27/16___

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Grants Director	MOTION: Regp Custodians	MOTION: Custodians	MOTION: New Custodian growth	MOTION: Tech Specialist
Dicky Shabazz					
First					
Second					
AYES	X	X	X	X	X
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: ___1:10___

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Admit Sec	MOTION: Sec D	MOTION: Econ fac	MOTION: English Fac	MOTION: Mod. Lang faculty
Ricky Shabazz					
First					
Second					
AYES	X	X	X	X	X
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS–COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Nursing	MOTION: Nursing non-Inst.	MOTION: Poli Sci	MOTION: A/E	MOTION: Counselor
Ricky					
First					
Second					
AYES	X	X	X	X	X
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Outreach	MOTION: Student Services Tech	MOTION: CIT faculty	MOTION:	MOTION:
First					
Second					
AYES	X	X	X		
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 4-27-16

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Minutes	MOTION: Grants Manager	MOTION: Custodian 1st	MOTION: Custodian 2	MOTION: Custodian 3
James Smith					
First	X				
Second	✓	X			
AYES			✓	✓	✓
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

16.78
8.

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Tech Health Admin	MOTION: Health Secretary	MOTION: CIT monta Jackson	MOTION: Econ chatfield
First				
Second				
AYES	✓	✓	✓	✓
NOES				
Abstentions				
Absent				
Motion Carried or Failed				

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: English	MOTION: Mod Lang	MOTION: Nursing Faculty Mack Instruction	MOTION: Nursing NDR Instruction	MOTION: Poli sci Faculty
First					
Second					
AYES	✓	✓	✓	✓	✓
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: A + R #2 #4	MOTION: Counseler #.SSSP	MOTION: Out reach coordinater	MOTION: Assess me Goral	MOTION:
First					
Second					
AYES	✓	✓	✓	✓	
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 4·27·16

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Minutes	MOTION: HIRE Dir. Grant/Dev & Mgmt	MOTION: C ust #1	MOTION: C ust #2	MOTION: C ust #3 Tech support Fix
S. Stabl					
First					
Second					
AYES	Y	X	X	Y	H Y
NOES					
Abstentions					
Absent					
Motion Carried or Failed	C	C	C	C	C C

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _4.27.16_

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: tech support II	MOTION: admin sec Health Science	MOTION: SCCII Health Sci	MOTION: Faculty CIT	MOTION: Faculty ECON
S. STARK					
First					
Second					
AYES	X	X	X	X	X
NOES					
Abstentions					
Absent					
Motion Carried or Failed	✓	✓	✓	✓	✓

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE ___ 4/27/16

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT S S Clark	MOTION: Faculty ENGLISH	MOTION: Fac Modern Language	MOTION: Fac NURSE 1	MOTION: Fac NURSE 2 Non-Instr.	MOTION: Fac POLI-SCI
First					
Second					
AYES	X	X	X	X	X
NOES					
Abstentions					
Absent					
Motion Carried or Failed	✓	✓	✓	✓	✓

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

Revised 030316 PRESIDENT'S OFFICE/DKG

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 4.27.16

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: A/R-Tech	MOTION: Counselor	MOTION: OUTREACH COORD.	MOTION: STUDENT SERVICES TECH I	MOTION:
S. Stark					
First					
Second					
AYES	X	X	X	X	
NOES					
Abstentions					
Absent					
Motion Carried or Failed	✓	✓	✓	✓	

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _4-27_

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: minutes	MOTION: grant decision	MOTION: Custodian 1	MOTION: Custodian z	MOTION: custodian 3 new position
Kev Klein					
First					
Second					
AYES	✓	✓	✓	✓	✓
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: CTS replacement	MOTION: Admin Sec. Health Science	MOTION: Sec 2 Health Science	MOTION: Fac. CIT	MOTION: Faculty Economics
First					
Second					
AYES	✓	✓	✓	✓	✓
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Fac. English	MOTION: Fac. Modern Languages	MOTION: Fac. Nursing (1)	MOTION: Fac. Nursing (2) Non-Instructional	MOTION: Fac. Political Science
First					
Second					
AYES	✓	✓	✓	✓	✓
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

MEMBERS NAME (FIRST NAME/LAST NAME) PLEASE PRINT	MOTION: Counselor	MOTION: District Coordinator	MOTION: Student Services technician	MOTION: Admin & Records Technician	MOTION:
First					
Second					
AYES	✓	✓	✓	✓	
NOES					
Abstentions					
Absent					
Motion Carried or Failed					

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND PLACE IN FOLDER ON FRONT TABLE "VOTING RECORDS-COMPLETED" AT END OF MEETING

COLLEGE COUNCIL MEETING – SIGN IN

DATE: April 27, 2016
TIME: 1:00 PM – 3:00 PM
LOCATION: President's Conference Room ADSS-207

NAME	DEPARTMENT	SIGNATURE
Gloria Fisher	President (Chair)	present
Jeremiah Gilbert	Academic Senate President (Co-Chair & Academic Senate)	
Dave Bastedo	Faculty, Science (Technology)	
Aaron Beavor	Classified Senate President (Classified Senate)	
Lorrie Burnham	Faculty, Biology (Co-Chair Facilities & Safety)	
Marco Cota	Dean, Counseling (Matriculation) (Enrollment Management & Student Equity)	
Paula Ferri-Milligan	Faculty, Reading (Program Review)	
Rania Hamdy	Professional Development Coordinator (Professional Development)	
Leticia Hector	Faculty, Speech (Curriculum)	
Rick Hrdlicka	Campus Technology (Technology)	
Henry Hua	Acting, VP, Instruction (Instruction/Accreditation/Curriculum)	present (Arrived at 2:45pm)
Diane Hunter	CTA Representation (CTA)	Diane Hunter
Celia Huston	Non-instructional Faculty, Library (Accreditation/SLO's)	
Rick Shabazz	VP Student Services (Student Services)	present
James Smith	Dean, Research, Planning & IE (Research & Planning)	
Scott Stark	VP Admin. Services (Administrative Services)	
Linda Subero	ASG President (Associated Student Government)	
Kay Weiss	Dean, Arts & Humanities (Program Review)	
Vacant	Designee for CSEA President (CSEA)	

(18 members)

REVISED 042016 Pres. Office/dkg

MEETING GUEST(S) – SIGN IN (Below)

NAME	DEPARTMENT	SIGNATURE
Susan Bangasser	Science Division	SB
Bruce Baron	Chancellor, SBCCD	present
Paul Bratulin	Marketing & PR	
Albert Maniaol	Applied Technology, Trans., Culinary Arts	Maniaol
Robert Jenkins	M&O	
⋆ Romana Pires	Sociology	present
John Stanskas	Chemistry	JS
Carol Wells	NURSing	C W
CONSULTATION COMMITTEE		
Shawn Blaylock	ALMA Strategies	
Ann Evans	ALMA Strategies	
Kevin Fok	ALMA Strategies	
Allene Timar	ALMA Strategies	
Sandy Kate	HMC	
Brett Leavitt	HMC	
Ken Salyer	HMC	
Sheryl Sterry	HMC	
Guest	Political Science	Brian Jalipa
Guests Wallace Johnson	SSHOPE	Wallace
⋆ R. Pires	SOC / Guest	