

## SBVC College Council Minutes

**Date: March 10, 2021**

**Location: President's Conference Room, ADSS 207**

**Time: 1:30 p.m. – 3:00 p.m.**

Diana Rodriguez, SBVC President, Chair	Rick Hrdlicka	A=Absent
Davena Burns-Peters, Academic Senate President, Co-Chair	Dina Humble	Members (19)
Jamie Herrera, SBVC CTA Vice President, CTA President Designee	Celia Huston	
Rocio Delgado, CSEA 2 <sup>nd</sup> Vice President, CSEA Designee	Joanna Oxendine	
Taylor DeBenedictis, ASG President	Uvaldo (Aldo) Sifuentes	
John Feist, Classified Senate President	James Smith	
Anthony Castro	Scott Stark	
Mary Copeland	Scott Thayer	
Marco Cota	Tatiana Vasquez	
Rania Hamdy		

**Guest(s):**  
**Minutes:**

TOPIC	DISCUSSION and ACTION
Call to Order:	<ul style="list-style-type: none"> <li>D. Rodriguez at 1:32pm</li> </ul>
Approval of Minutes <ul style="list-style-type: none"> <li>February 10, 2021</li> </ul>	<ul style="list-style-type: none"> <li>D. Rodriguez entertained motion to approve February 10, 2021 minutes. J. Feist moved. J. Oxendine second. No discussion. The group voted as Follows:                Yes: D. Rodriguez D. Humble, S. Stark, R. Hrdlicka, C. Thomas J. Oxendine, J. Smith, J. Feist J. Herrera, M. Cota, R. Hamdy, U. Sifuentes, C. Huston, S. Thayer R. Delgado, D. Burns-Peters, M. Copeland, T. Vasquez                Oppose: None                Abstention: None                Absent: A. Castro, T. DeBenedictis                Motion Carried.</li> </ul>

## President's Report

- D. Rodriguez mentioned R. Hamdy and J. Smith are collaborating with Dr. Christopher Crew from the District. Dr. C. Crew will be providing an update in College Council about the Environmental Scan process and combining the Educational Master Plan into one document.
- J. Smith mentioned that the Environmental Scan looks at the gaps in the employment rates and the number of people graduating and being trained.
- Dr. C. Crew said the Environmental Scan is in the final stages. The idea is to get feedback from Crafton, San Bernardino Valley College, and the Institutional Practice Committee. Once the feedback from all three locations are completed, the data will be compiled into comments and suggestions and sent to the consultants to make any updates.
- The Environmental Scan includes information of all the programs that are currently offered and the program gap analysis. It looks at the graduates that each program has at San Bernardino Valley College and compares it against the job market data to see what the job trends are.
- The internal part of the scan is how many people are graduating and the external part of the scan is what is available in the job market.
- The region was expanded from San Bernardino County, Riverside County, San Diego County, Orange County and Los Angeles County, to make sure the region was broad enough to capture the students that are working remotely and living in a different region.
- A Housing Market Analysis was done for information about housing the outlook for long-term recruiting of faculty and staff.

	<ul style="list-style-type: none"> <li>• A dashboard is also being built so everyone will be able to login and have access to the data and various programs from the scan.</li> <li>• D. Rodriguez said J. Smith and R. Hamdy will be emailing a homework assignment to the committee members to look over different sections assigned to them from the Environmental Scan and email any questions they might have to Dr. C. Crew before our next meeting for discussion.</li> <li>• D. Rodriguez emphasized for everyone to have their questions in on time.</li> </ul>
	<ul style="list-style-type: none"> <li>• R. Hamdy mentioned that the Environmental Scan will also show what jobs are growing and decreasing, and jobs that the college may not be offering in certificates or degrees and where the growth is.</li> </ul>

Emergency funds to purchase forklift for CTE Program-  
Dean Vanessa Thomas (5 Minute Presentation)

- V. Thomas spoke about a need for emergency funds to purchase a forklift for the Applied Tech Division. They are currently using Maintenance & Operations forklift, which is creating a productivity problem for them because it is used daily. The different programs that would utilize the forklift are: Automotive, Auto-Collision, Heavy and Medium Duty Trucks, Welding, Machine Shop, Aeronautics, and the Tool Room. This will enable each program to transport their heavy items from the warehouse.
- D. Humble motioned to approve the emergency funds for the forklift. C. Thomas moved. J. Herrera second. S. Stark said he would be able to cover the difference in the budget equipment replacement general fund.
- R. Hamdy suggested that maybe the CTE Program could be put on an equipment rotation, every 5-7 years, like the Computer Technology Program to expedite the need in the future for equipment, instead of going through Program Review. The group voted as follows:  
Yes: D. Rodriguez, S. Stark, D. Humble, J. Smith, S. Thayer, R. Hrdlicka, J. Oxendine, J. Feist, J. Herrera, M. Cota, R. Hamdy, U. Sifuentes, C. Huston, R. Delgado, D. Burns-Peters, and T. Vasquez  
C. Thomas  
Oppose: None  
Abstentions: None  
Absent: T. DeBenedictis, A. Castro,  
Motioned Carried.

## Vice Presidents' Report

- S. Stark mentioned maintenance and operations and grounds are doing a great job keeping the campus clean and fixing the roofing leaks and drainage problems.
- This year budget is on track. Next year state budget revenue is looking hopeful.
- S. Thayer said on February 22<sup>nd</sup>, Student Services had a phone banking campaign with a list of about 4,000 students that had registered in the Fall, and not in the Spring. The team reached out the students to see why they chose not to come back in the Spring and share some of the short-term courses that were offered for the Spring.
- Student Services has been working with a vendor called Full Measure. It is texting service that messages students through texting. A quick survey was sent out, and within 24 hours over 600 students had responded via text.
- Student Services is also Working with The Foundation to help develop a form for students who needed emergency aid could submit a form to the foundation. The foundation receives funding through a statewide grant called The Finish Line Grants. Emails and text messages were sent out to the students, and within 24 hours over 1,000 students responded to the request for emergency aid. A lot of positive feedback from students about the college reaching out to them.
- The food pantry is still open on Tuesdays, and Wednesdays for students who need food. A limited amount of food cards are available. The food pantry is located the backside of the library across the Business Building.

	<ul style="list-style-type: none"> <li>• Student Services is working with the culinary and cafeteria to offer hot meals for the students.</li> <li>• The Behavior Intervention/Care Team (BIT) is available as a resource to all the campus for the students. The form can be submitted on the Valley College website.</li> <li>• The Faculty Resource Guide is being updated and coming soon.</li> <li>• D. Humble wanted to thank the faculty, and faculty chairs for the great work they are doing on the needs assessments and scheduling deadlines for Summer and Fall.</li> <li>• March 29th is the goal to have summer and fall schedules online.</li> <li>• Priority registration starts April 12<sup>th</sup>.</li> <li>• The draft catalog for 21-22 has been sent out for review.</li> <li>• On March 29<sup>th</sup> welding students will be working on campus completing their lab hours.</li> </ul>
<p>Accreditation and Student Learning Outcomes-C, Huston</p>	<ul style="list-style-type: none"> <li>• C. Huston mentioned the Accreditation Committee has been focusing on getting prepared for the next accreditation cycle thru Spring 2028. The cycle will define what the roles of the different committee members and faculty lead and ALO's.</li> <li>• The accreditation newsletter will be coming out before the end of the semester.</li> <li>• The committee reviewed the Accreditation Faculty Lead position for accreditation and approved the job description with a recommendation for variable reassigned time of 60% every day and 100% of the time at peak time. The budget will need to be evaluated during peak time if changes need to be made.</li> </ul>

Educational Master Plan/Strategic Planning- J. Smith	<ul style="list-style-type: none"> <li>• J. Smith said they are developing dashboards to supplement the Educational Master Plan sheets.</li> <li>• The campus climate survey will be coming out soon. A link will be provided for the survey. Please send your feedback to Dena Peters.</li> <li>• The student and faculty surveys will be distributed at the end of this semester and the classified staff and managers surveys comes out this summer.</li> </ul>
Program Review – C. Huston/J. Oxendine	<ul style="list-style-type: none"> <li>• C Huston said needs assessment are due on March 13th.</li> <li>• J. Oxendine said the program review committee are reviewing how to address the feedback from the Efficacy Report.</li> </ul>
District and Campus Committee Updates:	<ul style="list-style-type: none"> <li>• J. Herrera mentioned that the CTA podcast will be posted this week on the CTA website for mental health, and mental health resources for faculty on campus.</li> </ul>
<b>OTHER:</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Adjournment:	<ul style="list-style-type: none"> <li>• D. Rodriguez at 3:05pm</li> </ul>

<p><b>Next College Council Meeting:</b> ➤ Wednesday, March 24, 2021 (Non-Meeting) <b>Remaining Academic Year 20-21 Meetings:</b> <b>Bi-Monthly, 1:30pm-3:00pm, 2<sup>nd</sup> &amp; 4<sup>th</sup> Wednesday of the month/Note: Non- Meetings on the 4<sup>th</sup> Wednesday unless otherwise advised. At this time, zoom meetings during Fall 2020/ Spring 2021.</b> Wednesday April 14, 2021 Wednesday April 28, 2021 Wednesday May 12, 2021 <del>Wednesday May 26, 2021</del> Non-Meeting</p>	
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