

SBVC College Council Minutes Date:

October 23, 2024

Location: Presidents Conference Room, ADSS 207

Time: 1: 00 pm - 2: 30 pm

Gilbert Contreras, SBVC President, Chair
Andrea Hecht, Academic Senate President, Co-Chair
Dyami Ruiz-Martinez ASG President-A
Jeffery Demsky, CTA President
Dina Humble-A
Keith Bacon
Davena Burns-Peters
Celia Huston

Ernest Guillen, CSEA President
John Feist, Classified Senate President
Thomas Berry
Uvaldo (Aldo) Sifuentes
Marco Cota
Rania Hamdy
Olivia Rosas-A
Joanna Oxendine

Guest: P. Bratulin, J. Hinojosa, & A. Dale
(16) Members
Minutes by: Noel Arciero

TOPIC

DISCUSSION and ACTION

Call to Order:

1. Approval of Agenda

- Dr. Contreras–Began the meeting at 1:05 pm.
- The agenda was approved without changes.

Approval of Minutes:

2. [October 9, 2024](#)

- Dr. Contreras called to approve the minutes from October 9, 2024.
- Minutes were approved.

President Report:

3. Welcome

- Dr. Contreras welcomed the College Council and expressed his appreciation of the College’s improvements.
- Dr. Contreras shared his recent visit to Loma Linda University with SBVC Students in the Pharmacy Tech Program.
- A. Hecht shared ways to recognize Faculty one way by filling out the form on the Academic Senate website. She mentioned faculty recognition is shared with the Board of Trustees.

4. LA Building Farewell Concept (Bratulin)

- Dr. Contreras informed the Council of LA Building Farewell as a heartfelt goodbye to honor the 55-year-old building’s significance.
- The event may include music from the era, culturally relevant traditions, refreshments,

5. Foundation President's Luncheon

6. Using Data to Address Student Success, Equity Gaps, and Sense of Belonging

and memories shared by those who worked or studied there.

- Dr. Contreras discussed suggestions for salvaging memorable items from the building.
- Dr. Contreras also mentioned that the Ribbon-Cutting for the New Applied Technology Building was originally planned as a smaller event, it has now expanded into a large community gathering, possibly over several days in late February or early spring. One goal is to avoid disrupting services and instruction while celebrating this major milestone for the College.
- Both events are to celebrate the College's history and future, creating a meaningful transition for campus facilities and honoring the memories associated with each building.
- Dr. Contreras shared Foundation President's Luncheon will include an overview of the college's progress this fall semester, like the presentation to the Board of Governors (Hosted at SBVC).
 - Donation announcement, the college will receive a \$10,000 donation, from Joe Baca.
 - Dr. Contreras challenged the management team to reach 100% participation for SBVC Scholarships.
- Dr. Contreras discussed using data to drive initiatives to evaluate how different college functions support student success, address equity gaps, and foster a sense of belonging. He informed the Council that the President's executive cabinet will prioritize a "data dive" for the remainder of the fall term.
- He emphasized the priority to ensure that college actions align with core values.

7. Memorandum of Understanding with Growing Inland Achievement

- The Committee discussed key points such as.
 - Online instruction & strategic scheduling.
 - A needed sense of belonging for students but also employees.
 - Resource allocation for equity goals.
 - Documentation on these discussions.

- The Committee plans going forward are:
 - Research and Planning on compiling key questions to guide data
 - A possible inclusion of employee healthy mind survey and its cost.
 - A continued refining of course scheduling for improved predictability and alignment with equity initiatives
 - Gather additional campus-wide input on data-driven measures and equity goals.
 - Review the goals in cascade as part of the Educational Plan.

- Dr. Contreras discussed the MOU with Growing Inland Achievement.
- Dr. Oxendine provided the Council historical context and important details.
- GIA aims to enhance education and workforce development by fostering campus-wide involvement in examining educational and operational processes. The process includes conducting a campus-wide survey, data analysis, and sense-making to identify areas for improvement and align resources and efforts across departments.
- The College initially participated in this process in 2019–2020, conducting surveys with various campus groups (administration, faculty, staff, and students) to gauge awareness and understanding of campus

resources, processes, and equity. The pandemic interrupted the final stages leaving those final steps unfinished.

- Signing of the MOU is planned for completion by November, with initial steps focused on convening campus stakeholders to reaffirm goals and commitments.
- Key deliverables include:
 - Data collection through updated surveys
 - A four-month follow-up to assess commitment to deliverables
 - A six-month milestone for hosting a sense-making meeting
- The process emphasizes student involvement alongside faculty and staff input to reflect a comprehensive campus perspective.
- GIA offers grant funding, allowing the college to bring in a Gates-approved consultant for targeted improvements based on survey findings.
- These resources support implementing actionable change aligned with strategic campus goals.
- The Council provided support for SBVC to sign the MOU.

Vice Presidents Reports:

8. [BookSaver](#) (J. Hinojosa, A. Dale)

9. Common Course Numbering (CCN)
(K. Bacon, D. Humble)

- A. Dale & J. Hinojosa provided an update on the Booksaver Book Rental Program.
- When students register the default setting is opt-in.
- There is an opt-out option for students during the registration process.
 - The task force is planning a collaboration with Marketing and the Bookstore to create training videos and clear FAQs for students and faculty, to be ready by registration on Nov. 4.
 - Students can test cost savings with an online calculator.
 - View Booksaver guide document at: <https://www.valleycollege.edu/about-sbvc/campus-committees/college-council/documents/2024/sbvc-booksaver-flyer-1.pdf>
- An update was provided on Common Course Numbering informing the Council that the state is mandating a common course numbering system to ensure consistency and transferability across community colleges.
- Funding & Allocation:
 - SBVC received \$913,043 in total for implementing this system.
 - \$400,000 is allocated to the District Office for technology, coding, and infrastructure needs.
 - \$543,000 remains for SBVC to manage on-campus implementation, directed by the Vice President of Instruction. Spending will adhere to strict state requirements.
- VP Humble will provide the College Council with an update at a future College Council

	<p>meeting about the how the \$543,000 will be allocated.</p> <ul style="list-style-type: none"> • Transparency in Allocation Process: <ul style="list-style-type: none"> ○ Faculty and staff expressed appreciation for the transparency understanding of state fund about the CCN allocations amount. • Next Steps: <ul style="list-style-type: none"> ○ The Vice President of Instruction and faculty leaders will work closely to optimize the remaining funds, ensuring they are used effectively for the Common Course Numbering initiative. Faculty and staff were encouraged to reach out with any questions about this initiative.
<p>Accreditation and Student Learning Outcomes – C. Huston/ D. Humble/J. Oxendine</p>	<ul style="list-style-type: none"> • Accreditation update on Midterm Report Status. The midterm accreditation report was successfully completed, approved, and submitted on time. <ul style="list-style-type: none"> ○ Upcoming ISER Submission. The Institutional Self-Evaluation Report (ISER) is due December 2026. ○ A campus visit from the accrediting body is scheduled for October 2027. • Advanced planning, clear communication of the process, and contingency time are essential to ensure a smooth and on-time submission.
<p>Educational Master Plan/Strategic Planning – J. Oxendine</p>	
<p>Program Review – J. Oxendine/ D. Burns-Peters/ K. Bacon</p>	<ul style="list-style-type: none"> • A brief update that the program review committee has established a timeline for Year Two, expected to be shared by the end of this week.

	<ul style="list-style-type: none"> ○ Official questions for Year Two have been adopted. While these questions are being integrated into Meta and which programs should participate in program review. ○ <i>Student-facing support programs</i> will participate in the full program review process. Certain programs that do not align with traditional program review criteria will need an alternate review method. ● Next steps: <ul style="list-style-type: none"> ○ Develop a structured review process for programs not fitting the standard review criteria. ○ Codify budget processes related to program review for consistency and transparency.
District and Campus Committee Updates:	
Other:	<ul style="list-style-type: none"> ● Several attendees expressed concern with recent incidents of hate speech, directed at a member of the LGBTQ+ community ● Emphasized that such behavior is in direct opposition to the values the institution promotes. ● Discussion of the impact of anonymous emails expressing hate, which create an unsafe environment for both staff and students. ● Action Items: <ul style="list-style-type: none"> ○ Proposed is a request to add a formal agenda item titled "Sense of Belonging" for future meetings. ○ Development of an action plan to

	<p>communicate the administration’s stance against hate speech and reinforce a zero-tolerance policy.</p> <ul style="list-style-type: none"> ○ Mandatory Training on Anti-Hate Crimes: ○ Introduce mandatory training for staff and faculty focused on recognizing and addressing hate crimes and biases. ○ Ensure that all personnel are educated about the implications of hate speech and how to respond appropriately. ○ Engage with HR and district leadership to discuss how to handle reported incidents effectively. <ul style="list-style-type: none"> ● Dr. Contreras emphasized the importance of being proactive rather than reactive in addressing hate speech and ensuring a supportive environment for everyone.
Adjournment:	<ul style="list-style-type: none"> ● Meeting adjourned at 2:40.
Next College Council Meeting Remaining Academic Year 24-25 Meetings-Bi-Monthly, 2nd & 4th Wednesday	<ul style="list-style-type: none"> - Wednesday, November 27, 2024 - Wednesday, December 11, 2024 - Wednesday, December 25, 2024 (Non-Meeting) - Wednesday, January 8, 2025 (Non-Meeting) - Wednesday, January 22, 2025 - Wednesday, February 12, 2025 - Wednesday, February 26, 2025 - Wednesday, March 12, 2025 - Wednesday, March 26, 2025 - Wednesday, April 9, 2025 - Wednesday, April 23, 2025 - Wednesday, May 14, 2025 - Wednesday, May 28, 2025 (Non-Meeting)