



Accreditation First Draft Forum

Standard III

3/6/14

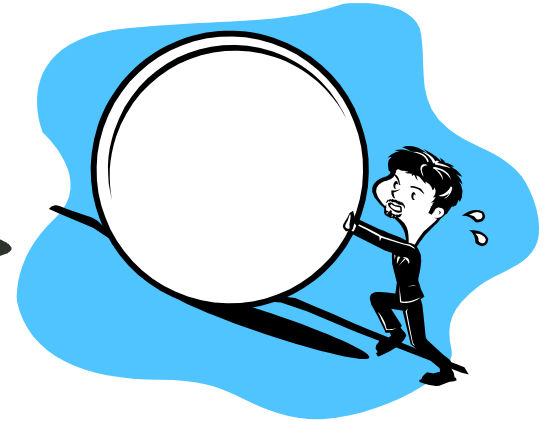


First Draft Forums

- Presentation of Findings & Evidence
 - How SBVC meets the Standard



Standard III: A Work in Progress



Standard IIIA

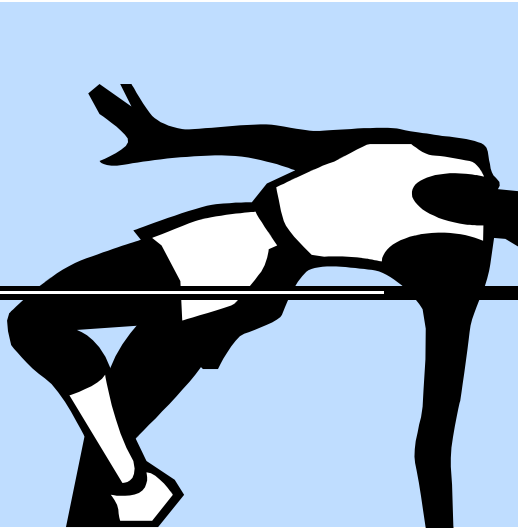
Staff, Faculty & Managers
working on Standard III.A

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Editing: Kathleen Rowley

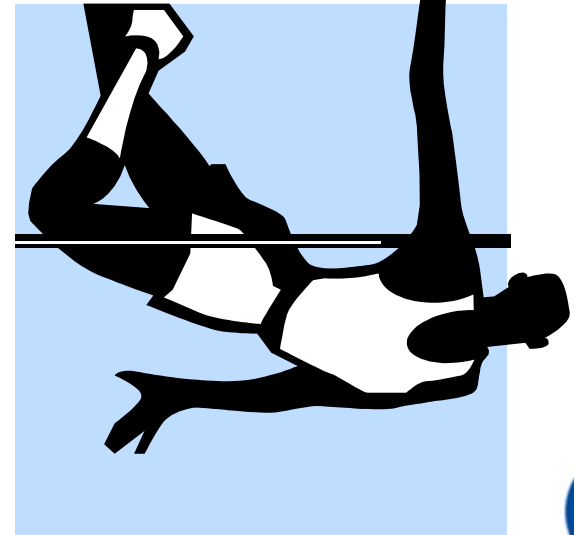


HUMAN RESOURCES

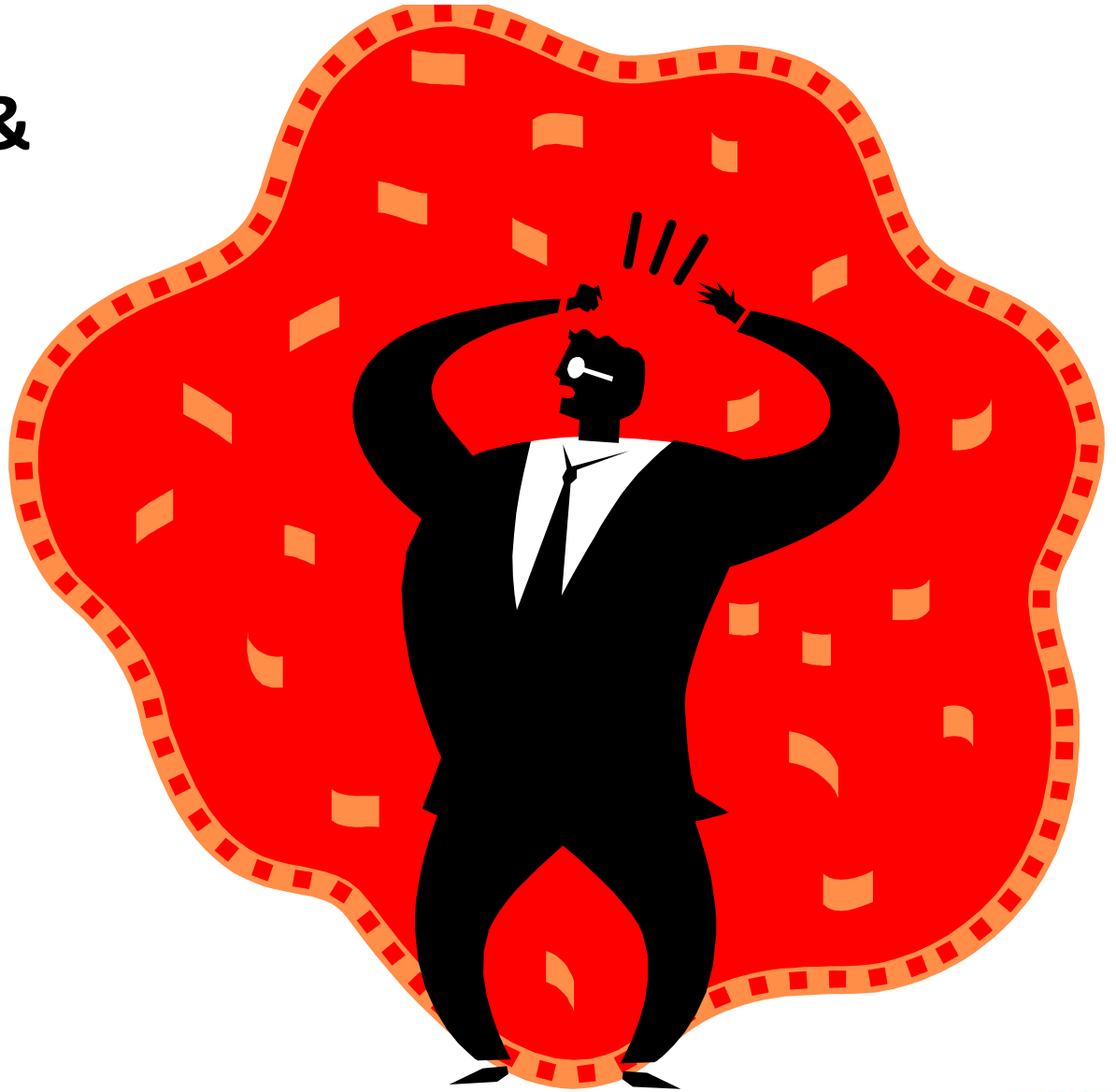


High Expectations
Perfection
Fast

High Turnover
Inconsistencies
Slow



- **Evaluation of Administrators & Managers**
- **Disproportional Reduction of Staff, Faculty & Managers**
- **Spring 2013 Terminations**
- **Fair Hiring Practices**





No HR Handbook
Past Practice vs. Administrative Procedure
Board Policy vs. Administrative Procedure
Out of the loop and out of date

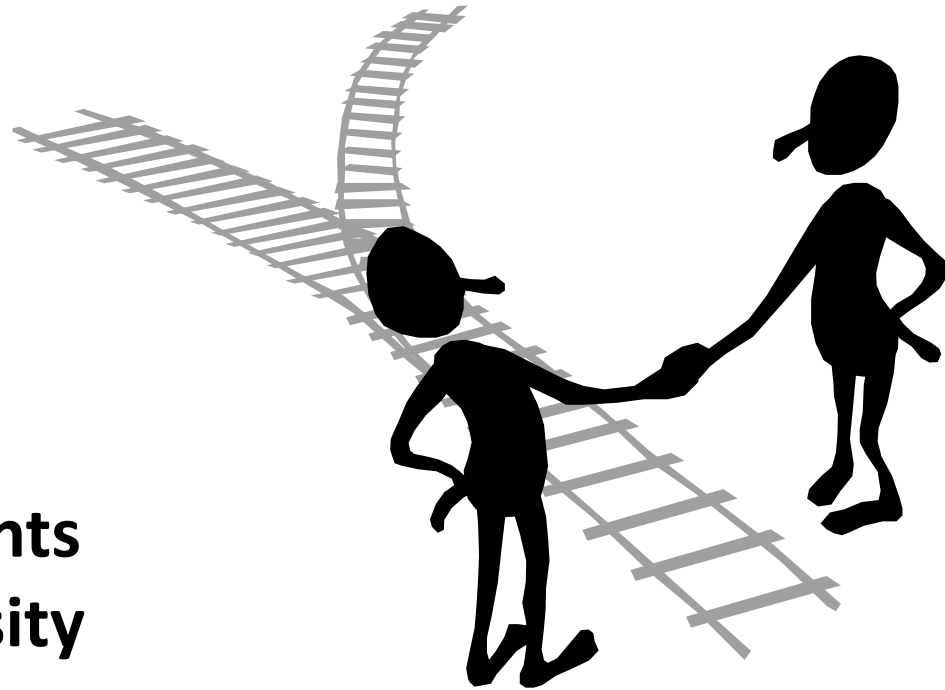


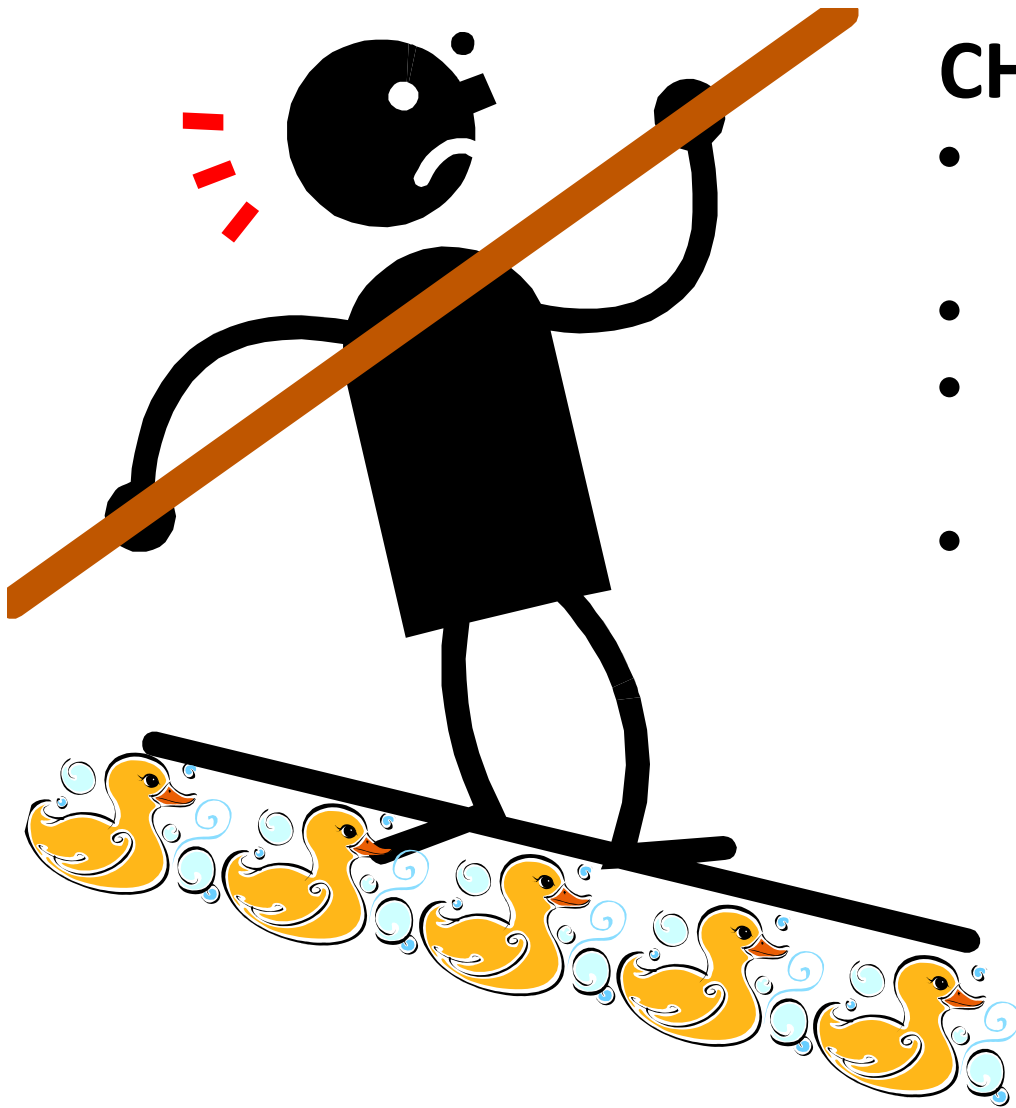


Conflicting Information



- **Quality of Staff and Faculty**
- **Professional Development**
- **Needs Assessment**
- **MOU for SLOs**
- **Ethics Statements**
- **Equity & Diversity**





CHALLENGE

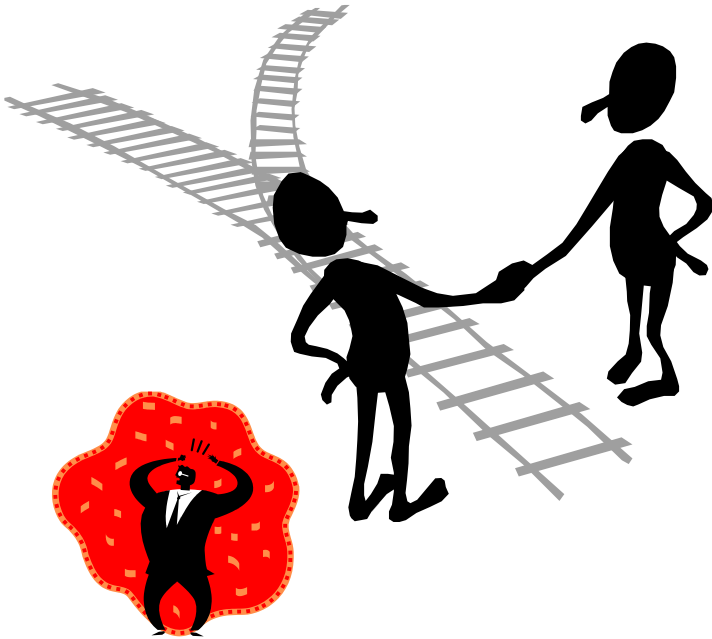
- Give voice to frustrations without hostility
- Balanced Presentation
- Remember a single incident is not a trend
- Provide Evidence





III.A.1: Quality of programs and services by employing qualified personnel

III.A.1.a: Qualifications & Hiring Processes



- High Quality Employees
- Administrative Procedure and Negotiated Contracts for Faculty
- AP 7230 Hiring Policy for Classified Staff approved
- Issues regarding Voluntary Transfer and Closed Promotion of Classified Staff satisfactory addressed by MOU
- [Diversity Training/Screening Committees](#)
- Administrator & Manager Hiring
 - Positions not vetted through Program Review



III.A.1.b.: Evaluation Processes



- Solid faculty and classified processes
- Evaluation of faculty & classified a wee bit out of cycle
- Managers/Administrators
 - Big time (51%) out of cycle in 2010
 - 4 past due this fiscal year
 - Interim Evaluations
 - No process for outside hires of classified/faculty appointments
 - Managers in interim positions not evaluated
 - AP 7250 in College Council Now
 - AP 7250 conflicts with BP 3310
 - Non-renewal of manager contracts without cause



AP 2175" Once per
years for the first
years

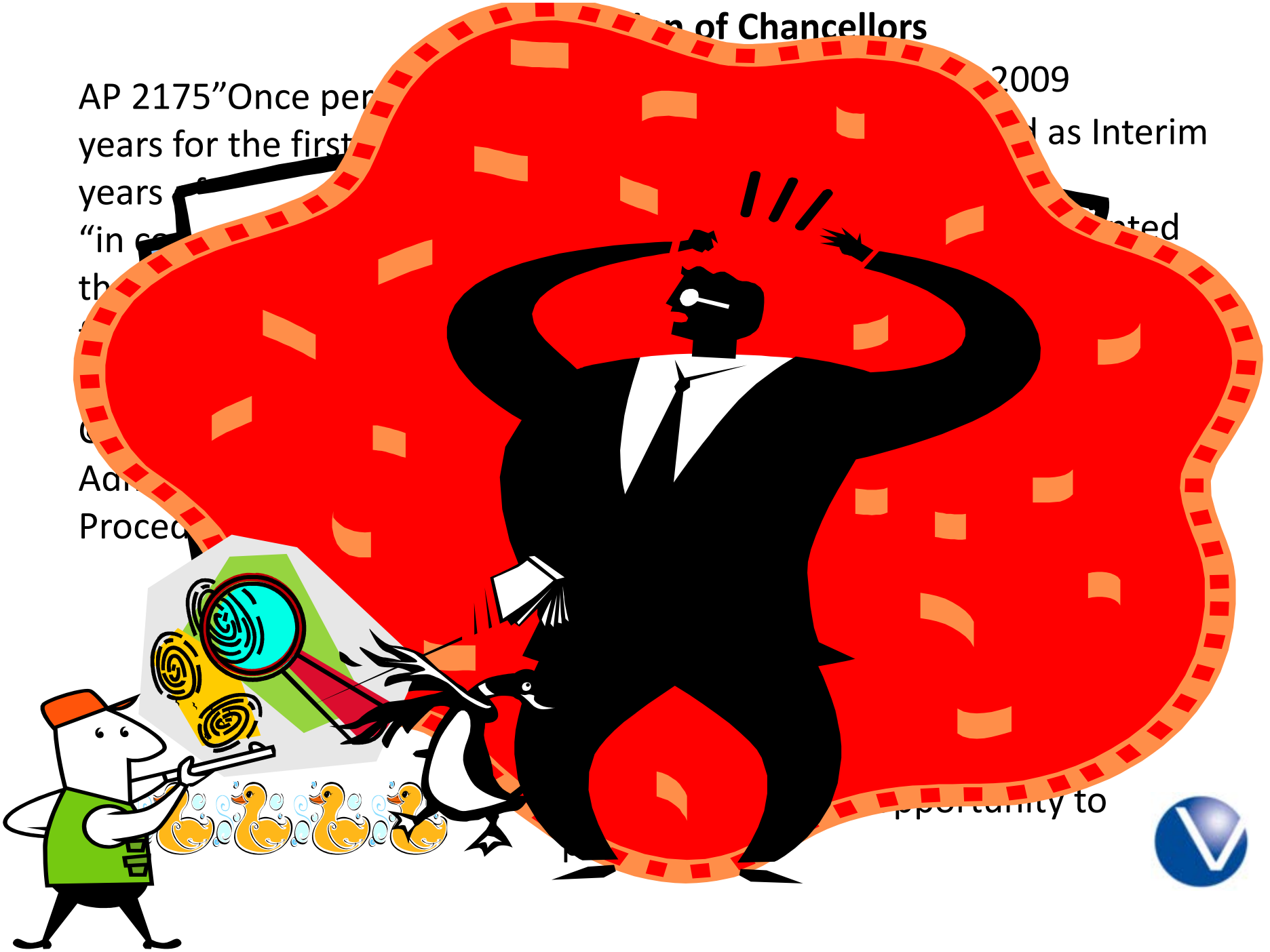
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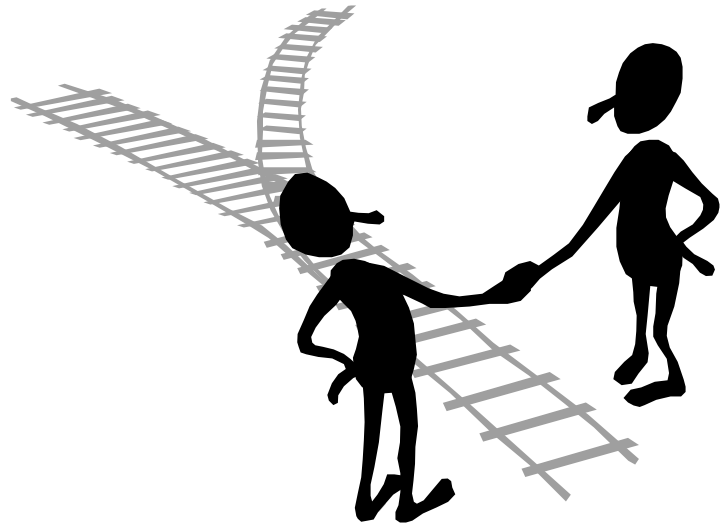
...portunity to



III.A.1.c. SLOs

II.A.1.d Ethics

- SLO Process in place through SP 2015
- Core Competencies Evaluation
- MOU with District regarding compensation and faculty evaluations
- Ethics Statements exist



**III.A.2: Sufficient
faculty, staff &
administrators**

Economic Crisis



III.A.3.a. Adherence to written policies ensuring fairness in employment practices

Survey Says

	2010	2013
Classified	71%	56%
Faculty	67%	54%
Managers	n/a	63%



Human Resources Standard Operation Procedures Manual – 2011

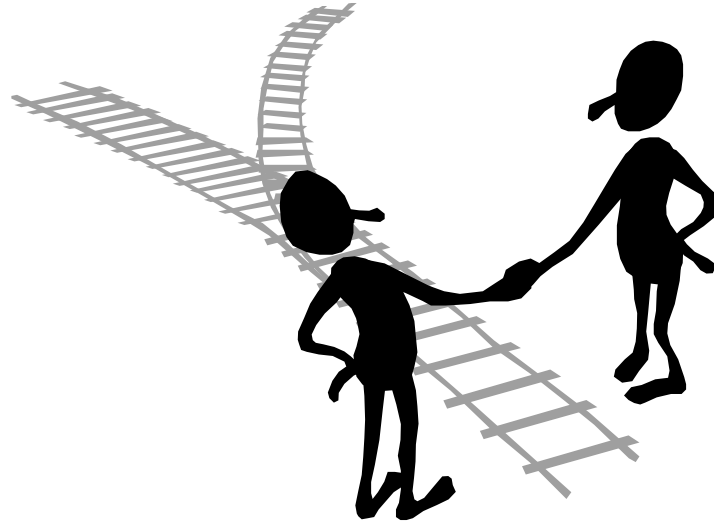
- Not Complete
- Completed in Draft form since 2010
- Not approved, but used by HR

Long Range Staffing Plan Update

- Not Complete
- College Brain Trust



III.A.3.b. Security of Personnel Records



III.A.4

III.A.4.a, b, c

Equity and Diversity

SURVEYS SAYS

Equity & Diversity

Faculty	2011	2013
Instructors at SBVC foster an environment where diversity is valued.	76% (53) agree	90% (36) agree
SBVC supports an environment that fosters intellectual ethical, and personal development for all students.	69% (48) agree	80% (32) agree
I have sufficient opportunities to attend diversity activities and events.	60% (42) agree	75% (30) agree
SBVC attempts to ensure diversity on hiring committees.	68% (25) Agree	

Classified

• Campus Mission 2011

• DSP&S, EOP&S, STAR, Puente, Tumaini

• Student Equity Plan

College Brain Trust

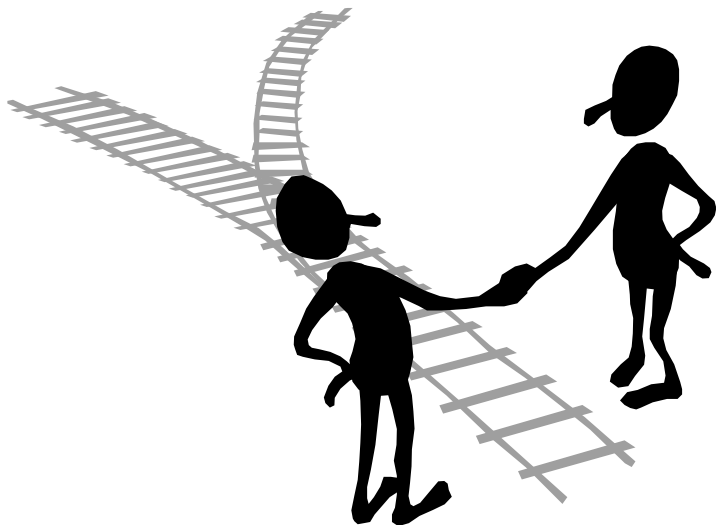
• % of Hispanic Employees



III.A.5. a & b.

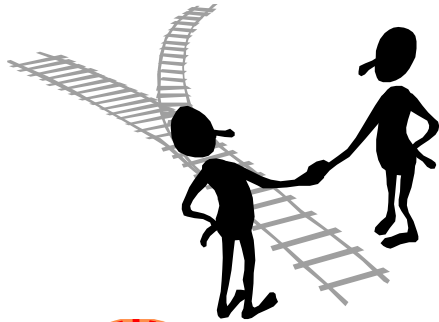
Professional Development

- Professional Development Committee
- Professional and Organizational Development Survey
- Flex Days/In Services Days
- Classified Week
- Great Teacher's Seminar
- Conference Funding and Approval
- Sabbaticals
- Workshops and instruction in a variety of formats



III.A.6

HR Integrated with Institutional Planning



- Program Review Needs Assessment for Faculty & Classified Staff
- New manager positions not vetted through Needs Assessment
 - Recently there has been consultation with Faculty & Classified Senates
- Last review of manager job duties in 07/08
- Released without cause or consultation
- Long Rang Staffing Plan

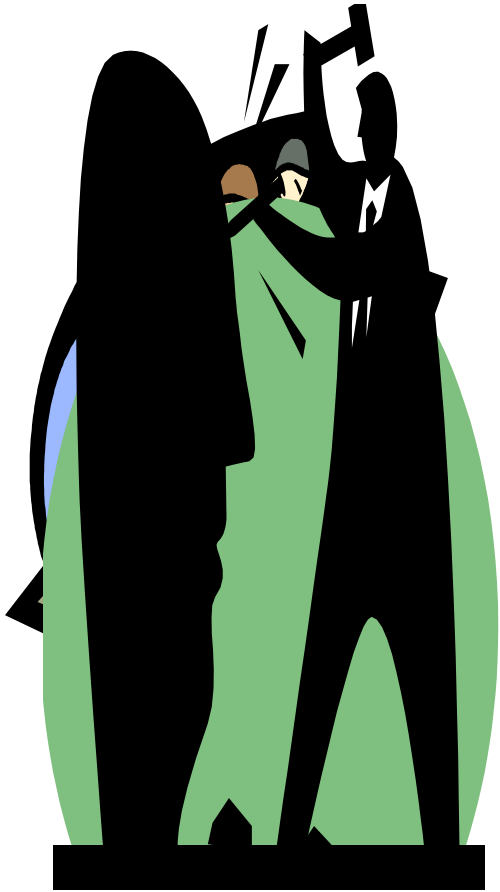


Standard IIIB: Facilities

Staff, Faculty & Managers
working on Standard III.B

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III.B.1

Safety of Facilities

- California Building Code
- Illness and Injury Prevention Program
- Asbestos Operations Program
- Hazardous Waste Management Program
- Emergency Preparedness plan
- Keenan Annual Safety Inspection
- OSHA
- Visual Inspections
- New construction approved by State Architect & CCCCCO
- Facilities & Safety Committee
- ADA Study and Deficiency Report



III.B.1.a
Planning and
utilization of facilities

III.B.1.b.
access, safety,
security, healthy
learning and working
environment

- User groups for planning of new or renovated facilities
- Needs Assessment process for equipment and facilities
- Facilities Needs Funding Process
- Visual Inspection
- Facilities & Safety Committee
- ADA Specifications
- ADA Deficiency Report

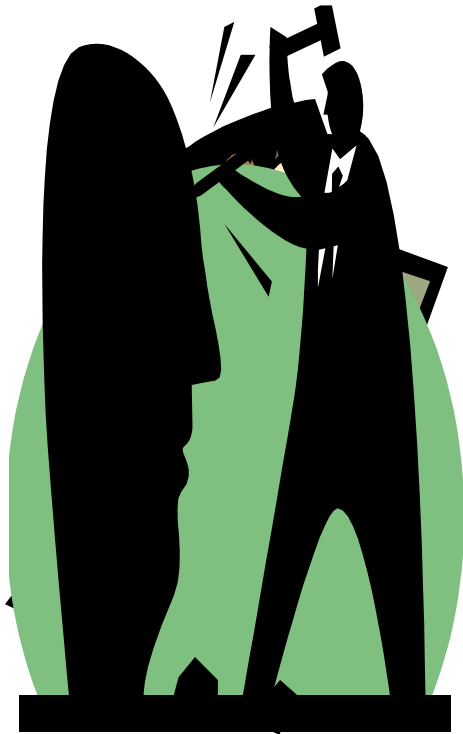


III.B.2.a & b
Facilities utilization,
long range planning
and support

- Resource 25 for facilities scheduling
- Educational Facilities Master Plan
- Strategic Plan
- Long Range Master Plan
- Integrated Planning
- Equipment Replacement Plan



Standard IIC: Technology Resources

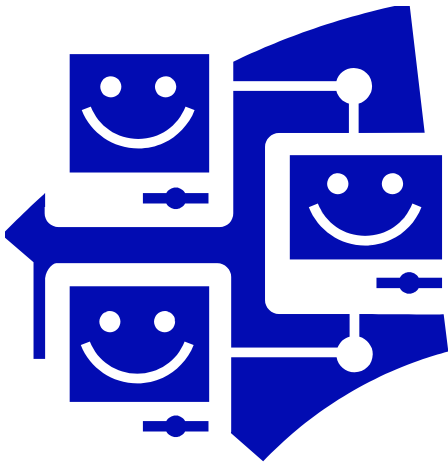


Staff, Faculty & Managers
working on Standard III.C

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- Glen Kuck
- Jack Jackson
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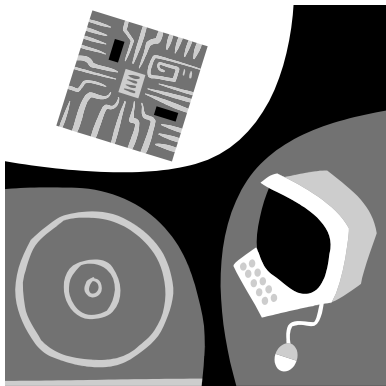
III.C. Technology Support & Integrated Planning



- Campus Technology Services
- Technology Committee
- Shared Governance
- [Technology Master Plan\(s\)](#)
 - Integrated with Strategic Plan
- Program Review and Needs Assessment
- 24/7 Help Desk
- Online Learning Committee
- District Distributed Education Coordinating Council
- TESS: Technology and Educational Support Services
- Professional Development
- District Training



III.C Technology: Hardware



- Campus on a Five Year Replacement rotation (funded).
- New Buildings have integrated technology
- Grant Funded Technology
- General Computer Labs
- Special Computer Labs
- Upgraded Network Infrastructure
- Wireless Internet
- Centralized Copying
- Audio Visual Services



III.C.

Applications

- Online Application ,
Registration and
Financial Aid
 - Web Advisor, CCC Apply
- Student e-mail moved
to g-mail
- Blackboard
- SARS TRAK
- DSP&S
- Facebook & Twitter
- eLumen
- Nvivo
- SNAP
- Sitecore
- Datatel
- Financial 2000
- Education Information
Systems
- Office 365 coming soon
- Software Discounts!

III.C

Evaluation of Technology Services



- Program Efficacy
- Technology Master Plan: Goals
- Help Desk Feedback
- Campus Climate Survey
- SAOs



Standard IID: Budget

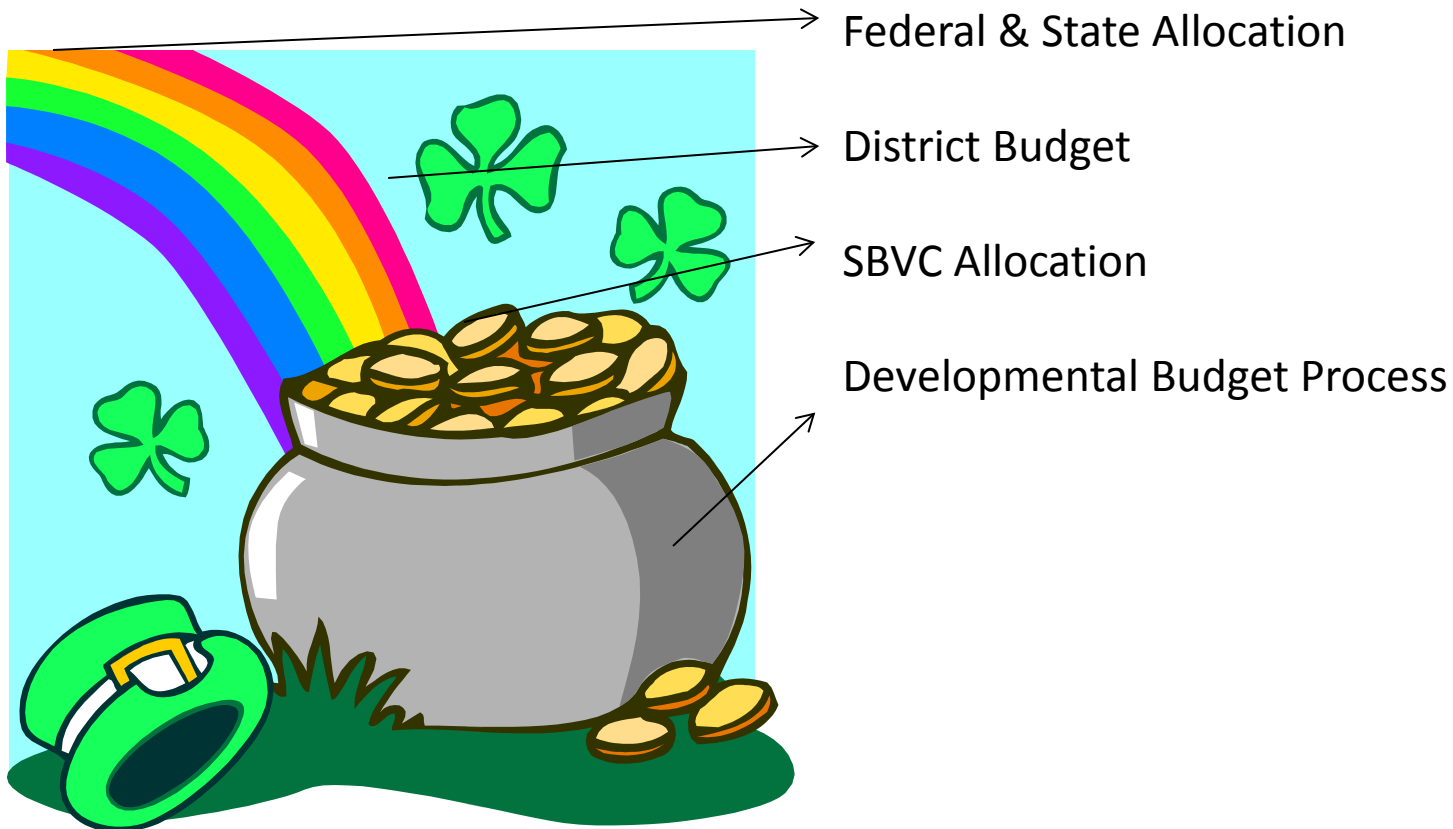
Staff, Faculty & Managers
working on Standard III.D

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- Girija Raghavan
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III.D. Structure

- Campus Budget Committee reestablished as a shared governance committee
- District Budget Committee



Budget Issues



Financial Crisis

- No layoffs or furloughs
- Reserves



Budget Allocation Model

Proposed Changes 2012/2013

- Collegial Consultation Required



College Brain Trust Report

- Recommendations for District, CHC & SBVC
- District Budget Committee



Needs Assessment & Urgent/Emerging Needs

Integrated Planning

- Needs Assessment tied to Mission, Strategic Plan & Program Efficacy
- Prioritized Needs for Faculty, Staff, Equipment, Budget, Facilities & Technology
- Advisory to the President & College Council
- Budget Flow Chart
- Urgent/Emerging Needs integrated with Strategic Plan



One Time Special Allotment

