

TO: San Bernardino Valley College
FROM: Gilbert J. Contreras, President
RE: SBVC Organizational Updates
DATE: August 29, 2025



Dear San Bernardino Valley College,

I send this memorandum to share details about organizational updates.

After a close review of the budget, we have identified \$375,000 in one-time carryover funds to advance the college priorities based on what we developed together at the *Valley Up The Mountain Leadership Summit*.

An important theme defined the day—the College requested action following the day of campus engagement. The items below are concrete action steps that will advance the **Valley Up! Initiative, 2025-30**. These steps are a starting point as we work collectively during the Fall 2025 semester to finalize the Valley Up document through participatory governance.

SBVC will implement the following:

1. VPSS Yvonne Gutierrez-Sandoval will lead the Valley Up Initiative

As a member of the Executive Team, VPSS Gutierrez Sandoval will ensure the planning, implementation, deliverables, and evaluation of the 5-year plan. She will provide regular updates at College Council this year.

2. The Office of Research, Planning, and Institutional Effectiveness will report to the Vice President of Student Services

To ensure alignment with existing planning documents, accreditation standards, and all major institutional plans, the VPSS will need the support of the research office. Effective September 1, 2025, Dr. Joanna Oxendine and the Office of Research, Planning, and Institutional Effectiveness will report to the Vice President of Student Services.

The Research Office will analyze the information from the *Valley Up The Mountain Leadership Summit*. We will ensure that the Valley Up webpage is accessible to the College community.

<https://www.valleycollege.edu/VALLEYUP/>

3. SBVC will prioritize staffing and resources to advance the guiding principle of “advancing community” and the four (4) college priorities:

- Career & Transfer
- Health & Safety
- Boldy Student-Centered
- Opportunities for all

a) **SBVC will prioritize the recruitment of a Job Developer in the Transfer Center.** This position is a current classified vacancy. This position aligns with College Priority #1 Career & Transfer.

b) **SBVC will develop a job description of Director, Student Health Services.** Previously, in the April 30, 2025 memo, I shared that SBVC will recruit an Associate Dean of Student Health & Wellness, however we have changed direction and we will no longer pursue the Associate Dean position.

After the Director of Student Health Services position is board approved, we will fast track this recruitment. During the Spring 2025 semester, we heard advocacy from student health and this action demonstrates that we are listening. This position aligns with College Priority #2 Health & Safety.

c) **SBVC will allocate \$50,000 for training and professional development for police officers.** The funds will come from 2024-25 carryover funds (one-time allocation). The training will focus on cultural intelligence, community-oriented policing, and crime prevention through environmental design. This action aligns with College Priority #2 Health & Safety.

d) **SBVC will support an additional position of police officer.** This position will come from the existing vacancy list. This position aligns with College Priority #2 Health & Safety.

- e) To advance College Priority #3, Boldy Student-Centered, **SBVC will allocate funds for employee training.** The College will allocate carryover funds (one-time allocation) to the following areas to support training of employees:

a. VPAS Office	\$25,000
b. VPI Office	\$50,000
c. VPSS Office	\$50,000

The amounts differ given the diversity of training needs. Each Vice President will provide additional information about how these training funds will be implemented.

- f) **SBVC will prioritize the recruitment of a Counselor assigned to Dual Enrollment.** This position will come from a current vacancy that was previously a full-time temporary counselor position. This action aligns with College Priority #1 Career & Transfer and College Priority #4 Opportunities for all. Dual Enrollment is an equity initiative.
- g) Utilizing carryover funds (one-time allocation), SBVC will allocate funds to support student engagement and student jobs on campus. The funds for ASG are intended for student-led Valley Up initiatives. Here are the one-time allocations:

Academic support (math)	\$25,000
ASG	\$25,000
Career & Transfer Center	\$25,000
Embedded Tutoring (english)	\$25,000
Outreach & In-reach	\$10,000
Puente	\$10,000
Student mental health support	\$25,000
Supplemental Instruction	\$25,000
Taytayan	\$10,000
Umoja	\$10,000
VPSS for LGBTQ+ initiative	\$10,000

This item will be placed on the College Council agenda in September and we welcome any additional suggestions or comments.

