

## SBVC College Council MINUTES January 22, 2014

Gloria Fisher, SBVC Interim President, Chair Algie Au, Acting Academic Senate President, Co-Chair Brandon Brown <b>A</b> Marco Cota Colleen Gamboa <b>A</b> Rania Hamdy Leticia Hector Rick Hrdlicka	Celia Huston Haragewen Kinde Sheri Lillard Ricky Shabazz James Smith Scott Stark Cassandra Thomas
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TOPIC	DISCUSSION and ACTION
Approval of December 11, 2013 minutes	Rick motioned to approve the minutes with amendments to <i>College Hour</i> times and days and the Campus Technology move, Casey second, all were in favor and the minutes were approved.
Request for CTA Representation on College Council – G. Fisher	<p>Dr. Fisher expressed a concern brought up to her with regard to the <i>Communication Flow Chart</i> and the capacity at which CTA receives information from College Council. Discussion and clarification among the group ensued regarding legal obligations for other representative groups such as CSEA, representation of CTA, faculty representation on this council and how the increase in faculty representation would unbalance the council, and committee appointments.</p> <p>As of now CSEA has the legal right to appoint staff to collegial consultation committees, and faculty is appointed through Academic Senate. Discussion of CSEA and CTA representation reporting directly to the college president vs. this council ensued. Dr. Fisher will continue a conversation with the individual who mentioned concern for clarification of expectations and further consideration.</p>
Organizational Handbook – G. Fisher	Dr. Fisher requested the group review with their constituencies and send edits of the Organizational Handbook to Stacy Garcia as soon as possible so that the document may be finalized and moved forward.
Request for funding form – G. Fisher	<p>The group reviewed and discussed the request for funding application form as discussed during the last College Council meeting (attached) one-time funding for emerging urgent needs.</p> <p>Dr. Fisher requested a motion to approve the application process and form (attached). Rick motioned, James second, all were in favor and the motion carried.</p>

<p>Campus Wide Distribution of Funds – S. Stark</p>	<p>Scott shared the recommendation of the budget committee to allocate no more than \$250,000.00 of the fund balance funds to meet some of the campus/departmental needs.</p> <p>In collaboration with Celia Huston a <i>SBVC One-time Special Allocation</i> model (approved model attached) was devised to ensure that all departments have fair and equal share of the funds. Each department outlined in the document has the opportunity to request no more than a \$2,000 base + \$500 for each 50 FTES increment with a \$6,000 cap to fulfill some of department/program needs. The department will fill out the budget allocation form and submit the form to College Council. Upon approval, funds will be transferred to the appropriate accounts. The allocations will be made available upon board approval at the February Board meeting. PO's must be placed by the purchasing cut-off date in April.</p> <p>Dr. Fisher requested a motion to approve 220-250K funds to be distributed campus wide as outlined in the <i>Special Allocation</i> one-time model (attached) and application process. Celia motioned, Scott second, all were in favor and the motion carried.</p> <p>After a discussion among the group regarding the application process and necessary edits to the application form (attached) and allocation model. Dr. Fisher requested a motion to approve the application process and allocation model with necessary amendments. Scott motioned, Raina second, all were in favor and the motion carried.</p>
<p>AP2225 – S. Stark</p> <ul style="list-style-type: none"> <li>• Budget Committee membership</li> </ul>	<p>Scott informed the group that Academic Senate made a recommendation to increase the faculty membership on the budget committee from 2 to 5 members. Scott recommended equal representation of all constituent groups on the committee, not necessarily limiting the committee to an 8 person committee. After a brief discussion among the group, consensus was that Algje would discuss the rational for the increase of faculty representation on the committee with Jeremiah and bring back to this group for further discussion at the next meeting.</p>
<p>Strategic Planning – J. Smith</p>	<p>James presented, reviewed and discussed the content of the <i>Strategic Planning Update January 2014</i> brochure with the group. The brochure highlights the integration of measurable objectives, planning, objectives/goal, and initiatives and how they relate to the accreditation standards and flow down to campus level plans.</p> <p>James will have a final draft for distribution to the campus at the next meeting.</p>
<p>Campus Sustainability Committee – S. Stark</p>	<p>Tabled.</p>

Committee Reports	Discussion and Clarification for the review of the prioritization list ensued. Dr. Fisher requested we add to the agenda for the next meeting. Shari will send out the Program Review prioritization list to the campus.
<b>OTHER:</b>	

## SBVC ONE-TIME SPECIAL ALLOCATION

**Instructional Departments: Base allocation of \$2,000 for all departments. \$500 increase in 50 FTES increments from 50 up to 399 FTES. Departments 400 FTES or great are capped at \$6,000. To access the allocation department must fill out the brief Budget Allocation Request form and submit the form to College Council. Upon approval funds will be transferred to the appropriate account.**

Department	FTES	Allocation	Department	FTES	Allocation
Inspection Technology	13	\$ 2,000.00	Welding	129.7	\$ 3,000.00
Academic Advancement	15.3	\$ 2,000.00	Philosophy/Religion	130.4	\$ 3,000.00
Corrections	23	\$ 2,000.00	Political Science	165	\$ 3,500.00
Geology/Oceanography/Env Sci	25.1	\$ 2,000.00	Economics	170	\$ 3,500.00
Library Technology	28	\$ 2,000.00	Music	179.9	\$ 3,500.00
Real Estate	28.4	\$ 2,000.00	Sociology/Anthropology	191	\$ 3,500.00
Computer Science	31.5	\$ 2,000.00	Human Services/SAP	192.7	\$ 3,500.00
Pharmacy	38.4	\$ 2,000.00	Nursing	209.2	\$ 4,000.00
Machinist Technology	40	\$ 2,000.00	Automotive	213.2	\$ 4,000.00
Refrigeration	44.8	\$ 2,000.00	Reading	226.8	\$ 4,000.00
Diesel	46	\$ 2,000.00	Computer Information Technology	235.8	\$ 4,000.00
RTVF	52	\$ 2,500.00	Psychology	260.5	\$ 4,500.00
Theater Arts/Dance	56.7	\$ 3,000.00	Modern Languages	270.9	\$ 4,500.00
Architecture	73.4	\$ 2,500.00	Child Development/Education	281.5	\$ 4,500.00
Culinary Arts/Food& Nutrition	76.7	\$ 2,500.00	Communication Studies	315.4	\$ 5,000.00
Water Supply Tech	84.5	\$ 2,500.00	Criminal Justice*	318	\$ 5,000.00
Aeronautics	87.9	\$ 2,500.00	Art	329.7	\$ 5,000.00
Electricity/Electronics	92.2	\$ 2,500.00	Chemistry	348.9	\$ 5,000.00
Psych. Tech	93.2	\$ 2,500.00	History*	349	\$5,000.00
Administration of Justice*	117	\$ 3,000.00	Biology	561.8	\$ 6,000.00
Physics/Astronomy	117.1	\$ 3,000.00	Physical Education & Health*	592	\$ 6,000.00
Accounting	119.7	\$ 3,000.00	English/ESL	904.6	\$ 6,000.00
Business Administration	119.8	\$ 3,000.00	Math	1201	\$ 6,000.00
Geography/GIS	126.8	\$ 3,000.00			<b>\$ 159,500.00</b>

*Instructions Departments are defined as Department who have submitted or will submit an independent Program Efficacy document based on the Program Review 4-Year Program Efficacy Rotation*

*(As approved by the Program Review Committee 9/6/13, College Council 9/11/13 & Academic Senate 9/18/13)*

*FTES taken from EMP One-Page Data (2012 Update)*

*\* FTES data from another source*

## SBVC ONE-TIME SPECIAL ALLOCATION

**Non-instructional departments and offices and instructional division offices receive an allocation of \$2000.00. To access the allocation department should fill out the brief Budget Allocation Request form and submit the form to College Council. Upon approval funds will be transferred to the appropriate account.**

<b>Student and Administrative Services</b>	
Admin Services (CBO, Mail, Switch)	\$ 2,000.00
Admissions	\$ 2,000.00
Athletics	\$ 2,000.00
Bookstore	\$ 2,000.00
CalWorks	\$ 2,000.00
Campus Technology Services	\$ 2,000.00
Child Development Center	\$ 2,000.00
Custodial	\$ 2,000.00
DSPS	\$ 2,000.00
EOPS	\$ 2,000.00
Financial Aid	\$ 2,000.00
Food Services	\$ 2,000.00
General Counseling	\$ 2,000.00
Grants	\$ 2,000.00
Grounds	\$ 2,000.00
Library	\$ 2,000.00
Maintenance	\$ 2,000.00
Marketing	\$ 2,000.00
Matriculation	\$ 2,000.00
Outreach	\$ 2,000.00
Professional Development	\$ 2,000.00
Research and Planning	\$ 2,000.00
STAR	\$ 2,000.00
Student Health	\$ 2,000.00
Student Life	\$ 2,000.00
Student Success/Tutoring/STEM	\$ 2,000.00
Work Experience	\$ 2,000.00
<b>TOTAL</b>	<b>\$ 54,000.00</b>

<b>Administrative Offices</b>	
President's Office	\$ 2,000.00
VPAS Office	\$ 2,000.00
VPI Office	\$ 2,000.00
VPSS Office	\$ 2,000.00
Applied Technology, Transportation & Culinary Arts	\$ 2,000.00
Arts and Humanities	\$ 2,000.00
Mathematics, Business & Computer Technology	\$ 2,000.00
Science	\$ 2,000.00
Social Sciences, Human Development and Physical Education	\$ 2,000.00
<b>TOTAL</b>	<b>\$ 18,000.00</b>

Instructional Department	\$ 159,500.00
Administrative Offices	\$ 18,000.00
Administrative and Student Services	\$ 54,000.00
<b>GRAND TOTAL</b>	<b>\$ 231,500.00</b>

*Student Services and Administrative Services Departments are defined as Department who have submitted or will submit an independent Program Efficacy document based on the Program Review 4-Year Program Efficacy Rotation (As approved by the Program Review Committee 9/6/13, College Council 9/11/13 & Academic Senate 9/18/13)*

## Campus-Wide Allocation for funding priorities

### Key Points

- Reason/Background for allocation
- Fund Balance available for funding priority needs
- Subject to approval by College council
- Allocation will be made available after board approval February 6
- Approximately \$220,000
- Criteria for Allocation
  - Instructional Programs: \$2000 base +\$500 for each 50 FTES increment - \$6,000 cap
  - Non-Instructional Programs and Departments: \$2,000 allocation.
- Requirements
  - One time expenditures only
  - PO's must be placed by purchasing cut-off date in April-TBD
  - Program must submit request (specific form) indicating what will be purchased, the approximate cost, and how the procurement will support the program and college mission.
- Determine funding from restricted lottery money \$90,000



## STEPS FOR REQUESTING AND SUBMITTING YOUR ONE-TIME FUNDING APPLICATION

- STEP 1-APPLICATION:** Fill out the application completely and submit through the appropriate approval path for signatures (it is not necessary to obtain the president's approval before submission; her signature will be obtained upon the recommendation of College Council).
- STEP 2-SUBMISSION:** Submit the completed application with appropriate approval signatures to Stacy Garcia, located in ADSS 208 (Ext. 8573). Stacy will add your application to the following College Council agenda. Should you wish to make a **five minute** presentation to College Council at the meeting to which your application will be reviewed and voted on, you may arrange to do so during this time with Stacy Garcia.
- STEP 3-NOTIFICATION:** Once College Council makes its recommendation it will be forwarded to the college president for a final decision. The final decision will be emailed to you by Scott Stark, who will take the necessary action (i.e. budgetary needs) based on final decision.



**REQUEST FOR ONE-TIME FUNDING APPLICATION – (RESERVE FUNDS)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dept. /Div.: \_\_\_\_\_ Position: \_\_\_\_\_

Total funds requested: \_\_\_\_\_ Date requested to receive funds: \_\_\_\_\_

Please provide a brief proposal of your request for funds and tell us how this request ties into the Strategic Planning goals (list the Strategic Planning goal number from the Strategic Planning document):

Character limit?

Has this item been submitted through the Needs Assessment process for Program Review? \_\_\_\_\_

If **not**, please provide a brief explanation:

Character limit?

Please provide an itemized budget and indicate funding accounts for which funds should be routed:

Character limit?

I understand that this request is for one-time funding only.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Dean/Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Appropriate Vice President's Approval: \_\_\_\_\_ Date: \_\_\_\_\_





***College Council use only: Recommendation***

Date received: \_\_\_\_\_

Date of Committee Action: \_\_\_\_\_

Approve     Deny    Amount \$ \_\_\_\_\_

Comments:

President's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT



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San Bernardino

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**Valley College**

Strategic Planning Update  
January 2014

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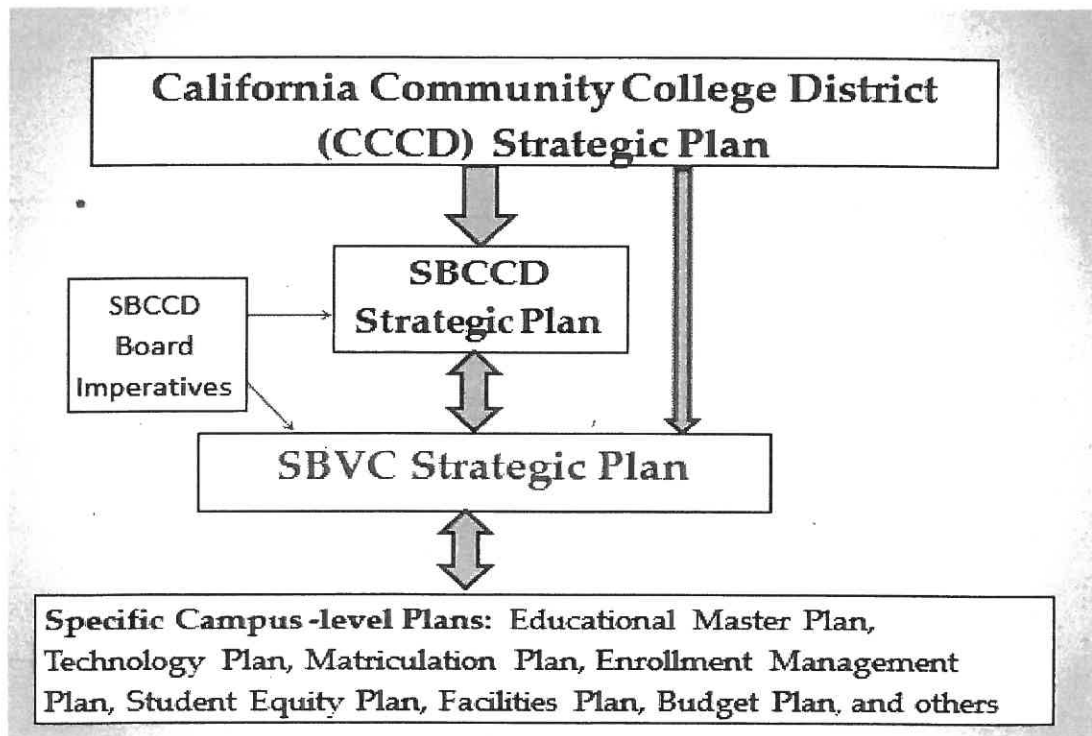
Office of Research, Planning, and  
Institutional Effectiveness

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We owe a debt of gratitude to College Council members, to all those who contributed to SWOT surveys and focus groups, and to all those who participated in the development of the 2013-2018 campus strategic plan. It has truly been a community effort requiring input from the entire campus community. Without their input, this document could not exist.

The SBVC planning document sets strategic goals for the campus over the next five years. It is totally integrated with all other system and campus planning. Our campus (SBVC) planning cycle coincides with the strategic plan for the San Bernardino Community College District (SBCCD). Over the past year, our campus and our district have worked to revise their respective strategic plans. The diagram in Figure 1 shows how our campus and district planning model strives to integrate at every level.

Figure 1: SBVC planning that emphasizes integration.



The larger plans include the California Community College Plan and the San Bernardino Community College District Plan. The SBVC Strategic Plan is positioned between larger plans and smaller, more specific, campus-level plans.

### **Examples of Integrated Planning**

The goals defined in the SBVC Strategic Plan are aligned with the state and the district. SBVC planning goals are also aligned with specific campus plans like the technology plan and the enrollment management plan. When progress is achieved for goals in the smaller plans the progress is also acknowledged in the SBVC strategic plan. For example, the technology plan has a goal of increasing access to technology and training staff to make the best use of it. This goal appears in the Professional Development plan as well as the Strategic Plan. The Enrollment management plan has an objective to expand student access to learning communities. This objective appears in the matriculation plan as well as the Strategic Plan. In this respect, all campus planning is integrated.

This year's strategic planning document will include five parts: (1) historical and demographic context; (2) methodology used to get stakeholder input; (3) list of goals and objectives; (4) list of benchmarks and targets; (5) evaluation. It presents a perception of what SBVC, as an institution is and aspires to be, given the core values we embrace in our mission statement.

Nearly every campus plan includes the goal of expanding strategic partnerships. As the plans achieve this goal individually they contribute to the overall strategic planning goal of increasing the number of strategic partnerships at the campus and district level. (see Figure 3)

We, as a community of stakeholders, defined six goals that will best lead us to achieve the SBVC mission. These six goals will guide us over the next five years. Each goal is linked to a set of objectives and strategies. We hope to achieve the six goals by implementing the strategies. We will use the targets linked to each objective and evaluate them to measure our progress. Most objectives are measured quantitatively. Every effort was made to assign a comprehensive set of measurable objectives to every goal. A small number of strategic objectives are more theoretical and linked to qualitative measures. All goals speak to our strong commitment to high academic standards and desire to support a diverse community of learners.

Figure 3. . Goal Alignment between CCCD, SBCCD, and SBVC planning goals (system-level integration).

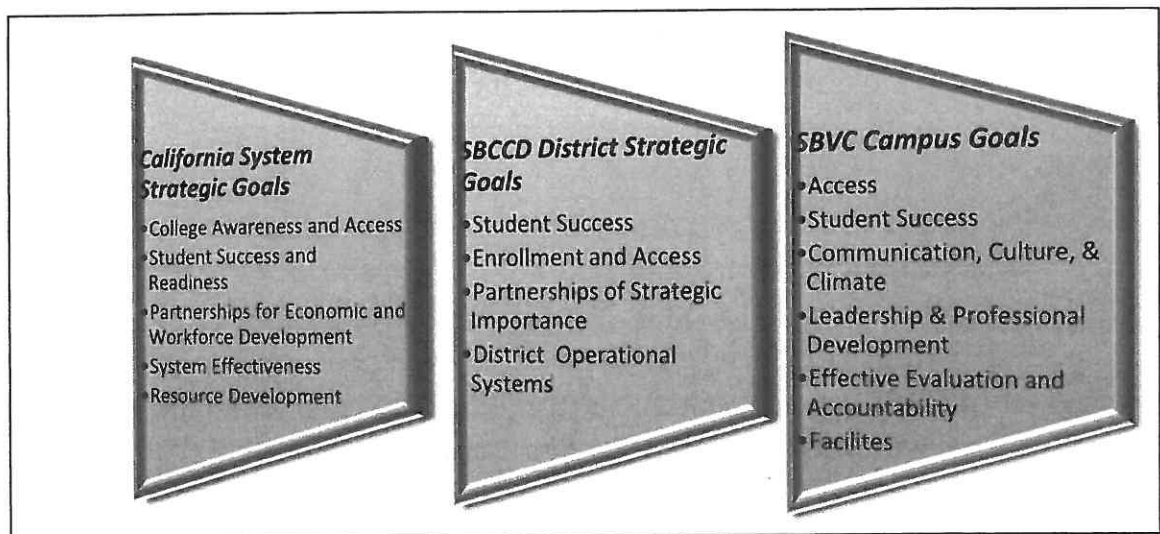


Figure 4. Integrated Planning at the Campus Level

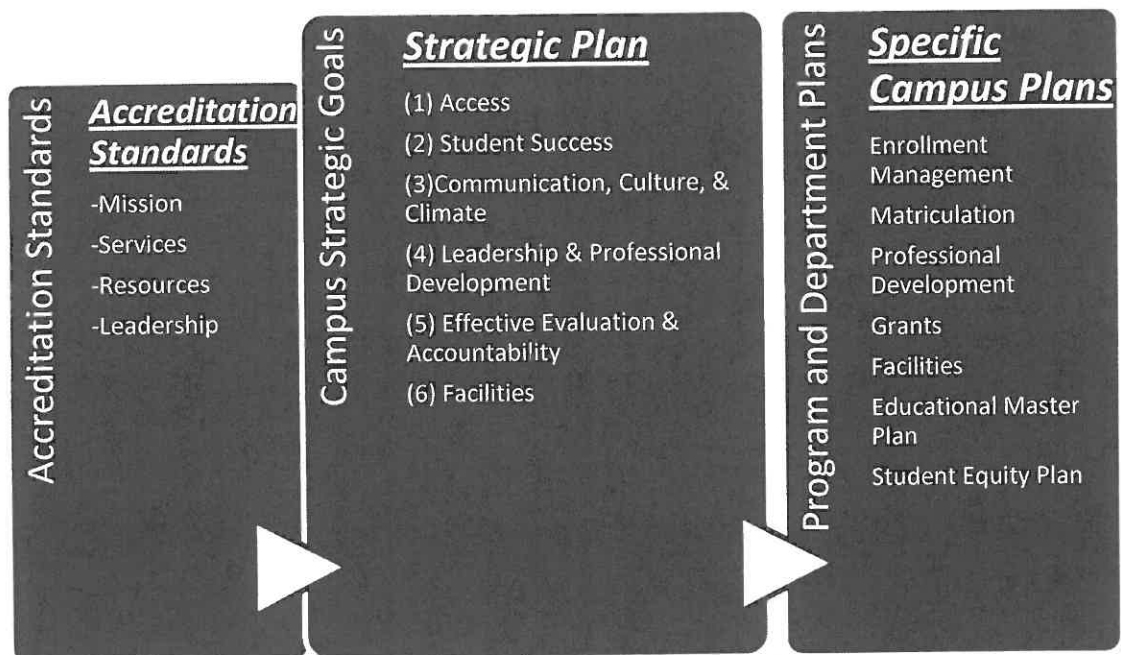


Campus level integrated planning, as illustrated in Figure 4, simplifies the measurement process. When a single objective appears in several plans, progress can be measured one time for all plans simultaneously. When the data shows insufficient progress, the responsibility centers can promptly be called to action. This strategic plan is meant to be an action plan to the extent that the campus will identify and participate in activities that help achieve the school mission. Each campus plan has mechanisms to call attention to successes and challenges. Challenges are the responsibility of those identified as committee responsibility centers.

## How is accreditation linked to strategic planning?

Although the strategic plan is not written to respond to accreditation standards, goal-setting and analysis are critical components of both. The strategic plan shows how programs and resource allocation are based on the mission and vision of the campus and the systematic measurement of our progress toward achieving those goals. The strategic plan is how we define goals for ourselves and lay the groundwork for a more effective future. Our ability to maintain consistent evaluation and assessment of our progress toward goals provides the accrediting team reliable proof of our desire for continuous improvement. Figure 5 shows the theoretical linkage between accreditation standards and campus planning goals and where specific campus plans fit.

Figure 5. Link between accreditation standards and campus level planning



### **Diversity and Equity at SBVC**

SBVC considers sensitivity to diversity as fundamental to its mission. Rather than having diversity and equity as separate and distinct goals, we decided to have them as overarching goals for the entire plan. Every goal and all aspects of the plan will serve the vision and mission: "providing education and services to support a diverse population of learners". The statement below is meant to indicate a commitment to diversity and equity at every level for all of the diverse members of the SBVC campus community and the local community we serve.

### **Diversity Statement**

San Bernardino Valley Community College recognizes the inherent dignity of all individuals. We believe that students and staff are enriched by interaction with others whose backgrounds and perspectives are different from their own. We will continue to celebrate diversity and foster an environment of mutual respect, appreciation, and tolerance for differing values, beliefs, and backgrounds. We encourage the application of ethical practices and policies. We are committed to welcoming and extending the privileges of academic life to all. We value the cultural and intellectual diversity of the populations we serve because it enriches our lives and the community as a whole, promoting access, equity, and excellence. (Adapted from the statements of TTU and UCR).



College Council Committee Members

Dr. Gloria Fisher

Dr. Algie Au

Joe Cabrales

Marco Cota

Colleen Gamboa

Dr. Jeremiah Gilbert

Rania Hamdy

Dr. Leticia Hector

Rick Hrdlicka

Dr. Celia Huston

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Casey Thomas

Dr. Diane Dusick

Dr. Melinda Moneymaker

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Sergio Mendoza

Dr. James E. Smith

The final draft of the SBVC Strategic Plan will be available for your review at the end of the month. We welcome your input before the final document is published. You will have one month to respond with your recommendations. This strategic plan is also an action plan that outlines specific objectives, activities, and responsibility centers.