

## SBVC College Council MINUTES March 12, 2014

Gloria Fisher, SBVC Interim President, Chair  
 Algie Au, Acting Academic Senate President, Co-Chair  
 Brandon Brown **A**  
 Marco Cota  
 Colleen Gamboa **A**  
 Rania Hamdy  
 Leticia Hector  
 Rick Hrdlicka

Celia Huston  
 Haragewen Kinde **A**  
 Sheri Lillard  
 Ricky Shabazz  
 James Smith  
 Scott Stark  
 Cassandra Thomas

Guests: Judy Jorgenson, Carol Wells, and Eddie Sanker

TOPIC	DISCUSSION and ACTION
<p>Approval of February 12, 2014 minutes</p>	<p>Rick motioned to approve the minutes James second, and the group voted as follows:</p> <p>AYES: Fisher, Au, Cota, Hamdy, Hector, Hrdlicka, Huston, Lillard, Shabazz, Smith, Stark, Thomas</p> <p>NOES: None</p> <p>ABSENT: Brown, Gamboa, Kinde</p> <p>ABSTENTIONS: None</p>
<p>Urgent Emerging Funding need request:</p> <ul style="list-style-type: none"> <li>• Lobby Redesign for Nursing Area – C. Wells</li> <li>• Fencing/cameras AT – E. Sanker</li> <li>• Community Survey – J. Smith</li> <li>• Grant Development &amp; Management – K. Rowley</li> <li>• Professional Development – R. Hamdy</li> </ul>	<p><u>Lobby redesign for nursing area</u></p> <p>Ms. Wells and two designing students presented a proposal to redesign the clerical and lobby area of the nursing department. She requested funds not to exceed \$20,000.00. The redesign included locked access and privacy glass which prevented access to the clerical area and a hallway which leads to instructors offices. Discussion ensued with regard to the concern of students not having accessibility to instructors, installation of panic buttons, unlocked doors, and reported incidences.</p> <p>Dr. Fisher requested a vote to approve the redesign of the clerical and lobby area of the nursing department as proposed by Carol Wells. The group voted unanimously to deny the request as proposed with a recommendation to resubmit with a design that includes panic buttons, doors that lock, protection and safety of student records/material to the clerical area, and access to instructors for students. The group voted as follows:</p> <p>AYES: None</p> <p>NOES: Fisher, Au, Cota, Hamdy, Hector, Hrdlicka, Huston, Lillard, Shabazz, Smith, Stark, Thomas</p> <p>ABSENT: Brown, Gamboa, Kinde</p> <p>ABSTENTIONS: None</p>

Fencing/Cameras, Applied Technology

Mr. Sanker presented security and safety concerns within the Applied Technology area. He proposed funding of \$50,000 – \$100,000 for additional surveillance cameras and sensors in the Tech and transportation areas, fence upgrade to close the passage way and install awning outside the welding area (boneyard), see attached proposal. He also addressed the need of a crane to move large heavy pieces of metal from trucks to the boneyard where they can be cut down (not outlined in the proposal). He addressed question from the group with regard to location of current cameras. Scott informed Eddie and the group that the construction concerns outlined in the proposal is included in the Bond project and in the middle of bidding, which is in the process to take place. The crane and cameras are not included in the Bond plans.

After a lengthy discussion, the group recommended that the proposal be resubmitted separately for each item so that one-time costs, on-going costs and needs are clearly identified. Dr. Fisher recommended the proposals come back to this group ASAP as the urgency for safety issues need to be addressed. The group consented to table the proposal.

Community Survey

James presented briefly on the proposal for funds to contract a consulting firm to assist with community surveys and increase local business and community awareness and student worker. He requested the funding of \$4,000.00 to fund the survey project.

Dr. Fisher requested a vote to approve the proposal as presented by James Smith. The group voted as follows:

AYES: Fisher, Au, Cota, Hamdy, Hector, Hrdlicka, Huston, Lillard, Shabazz, Smith, Stark, Thomas

NOES: None

ABSENT: Brown, Gamboa, Kinde

ABSTENTIONS: None

Grant Development & Management

Kathleen presented a request to subsidize the funds to pay the salary for the current professional expert grant writer through June 30, 2014, she requested \$16,500. The funds identified to pay the grant writer through the end of the fiscal year were swept into the fund balance of this fiscal year due to a technicality at the district level because funds were not determined and spent in time for the grant to cover the expense.

Dr. Fisher requested a vote to approve the proposal and presented by Kathleen Rowley. The group voted as follows:

AYES: Fisher, Au, Cota, Hamdy, Hector, Hrdlicka, Huston, Lillard, Shabazz, Smith, Stark, Thomas

NOES: None

ABSENT: Brown, Gamboa, Kinde

ABSTENTIONS: None

Professional Development

Rania presented a proposal to fund \$2,500.00 to allow for professional development funding for the remainder of the fiscal year.

Dr. Fisher requested a vote to approve the proposal as presented by Rania Hamdy. The group voted as follows:

AYES: Fisher, Au, Cota, Hamdy, Hector, Hrdlicka, Huston, Lillard, Shabazz, Smith, Stark, Thomas

NOES: None

ABSENT: Brown, Gamboa, Kinde

ABSTENTIONS: None

AP/BP 2225

- Budget Committee Memberships – S. Stark
- Program Review – S. Lillard

Budget Committee Membership

The Academic Senate approved the membership three faculties to Budget Committee membership. The total membership of the committee remains at eight total (attached).

Dr. Fisher requested a vote to approve the Budget Committee charge and membership as outlined by Scott Stark and approved by Academic Senate. The group voted as follows:

AYES: Fisher, Au, Cota, Hamdy, Hector, Hrdlicka, Huston, Lillard, Shabazz, Smith, Stark, Thomas

NOES: None

ABSENT: Brown, Gamboa, Kinde

ABSTENTIONS: None

The membership will be forwarded to District Assembly for approval at its next meeting

Program Review

In the process of updating the Program Review charge and membership, the fact that the committee is conducted by the authorization of the SBVC Academic Senate was omitted. The change has been made and approved by Academic Senate (attached) and brought forward to this group for a vote to approve the change.

Dr. Fisher requested a vote to approve the Program Review Committee charge and membership as presented. The group voted as follows:

AYES: Fisher, Au, Cota, Hamdy, Hector, Hrdlicka, Huston, Lillard, Shabazz, Smith, Stark, Thomas

NOES: None

ABSENT: Brown, Gamboa, Kinde

ABSTENTIONS: None

The membership will be forwarded to District Assembly with the whole packet of changes when complete.

Master Calendar – G. Fisher

Dr. Fisher informed the group that the Chancellor has requested that all events be posted to the Master Calendar. She requested that the shared governance meetings be posted to the Master Calendar as well.

<p>Free Speech Area – G. Fisher</p>	<p>Dr. Fisher discussed with the group the need to identify a couple of free speech areas on campus. She requested the group think about areas on campus that would be good locations to designate as free speech areas.</p> <p>Discussion among the groups ensued with regards to requirements of locations and board policy that references free speech areas. Consensus among the group was to charge the Facilities and Safety committee to address and bring to this group for vote when spaces are identified.</p>
<p>Institution Set Standards – C. Huston</p>	<p>Celia reviewed the Institution-Set Standards model with the group (attached). She informed the group that Academic Senate voted to approve the Standard Deviation Model with 7 years data to determine Institution Set-Standards. She requested a motion to approve the 7year model.</p> <p>Dr. Fisher requested a vote to approve Institution-Set Standards 7 year model as presented. The group voted as follows:</p> <p>AYES: Fisher, Au, Cota, Hamdy, Hector, Hrdlicka, Huston, Lillard, Shabazz, Smith, Stark, Thomas</p> <p>NOES: None</p> <p>ABSENT: Brown, Gamboa, Kinde</p> <p>ABSTENTIONS: None</p> <p>This model will be presented with Accreditation to the Board of Trustees during April 24<sup>th</sup> Study Session.</p>

<p>Organizational Handbook</p> <ul style="list-style-type: none"> <li>• Renaming – A. Au</li> <li>• Review of 1<sup>st</sup> Draft/Ad Hoc – G. Fisher</li> </ul>	<p>Algie proposed changing the name of the Organization Handbook to the Governance Handbook. This is preferred language by ACCJC. She also suggested including in the section where collegial groups identify memberships and charge, adding a section which identifies the <i>integration with campus</i> and <i>evaluation, communication and dialogue</i> to the structure (as Celia has done with Accreditation and SLO's).</p> <p>Algie entertained a motion to re-name the handbook to the <i>Governance Handbook</i>. Celia second the motion and the group voted as follows:</p> <p>AYES: Fisher, Au, Cota, Hamdy, Hector, Hrdlicka, Huston, Lillard, Shabazz, Smith, Stark, Thomas</p> <p>NOES: None</p> <p>ABSENT: Brown, Gamboa, Kinde</p> <p>ABSTENTIONS: None</p> <p>Algie entertained a motion to add sections to the collegial consultation groups: <i>Integration with Campus</i> and <i>Evaluation, Communication and Dialogue</i> to the structure. James second the motion and the group voted as follows:</p> <p>AYES: Fisher, Au, Cota, Hamdy, Hector, Hrdlicka, Huston, Lillard, Shabazz, Smith, Stark, Thomas</p> <p>NOES: None</p> <p>ABSENT: Brown, Gamboa, Kinde</p> <p>ABSTENTIONS: None</p> <p>Dr. Fisher request everyone update their sections and send edits to Stacy.</p>
<p>Department Ownership of Computer Labs – R. Hrdlicka</p>	<p>Tabled</p>
<p>Student Equity Plan – J. Smith</p>	<p>James informed the group that he would not have a draft equity plan ready before August. James committed to giving an update to Academic Senate before they leave for summer break. The deadline for the plan to be completed is October. 15, 2014.</p>
<p>Strategic Planning – J. Smith</p>	<p>The Strategic Plan is being edited now by Dr. Ferri-Milligan. James may have a draft for review at the next meeting.</p>

<p>Veteran's Resource Center – R. Shabazz</p>	<p>Ricky informed the group that the Veterans Center will be moved under the charge of Admissions and Records. A specialist position will be developed for the Veterans Center. This will allow for clear reporting lines for the Veterans Center.</p> <p>Dr. Fisher motioned to approve the move of charge as described by Ricky Shabazz. Algie request an amendment the motion to include a statement that any faculty will be deferred to the Counseling Department. Rick second the motion and the group voted as follows:</p> <p>AYES: Fisher, Au, Cota, Hamdy, Hector, Hrdlicka, Huston, Lillard, Shabazz, Smith, Stark, Thomas</p> <p>NOES: None</p> <p>ABSENT: Brown, Gamboa, Kinde</p> <p>ABSTENTIONS: None</p>
<p>Committee Reports</p>	
<p><b>OTHER:</b></p>	
<p>Addition of meetings to complete business</p>	<p>Discussion to change the current meeting schedule from one meeting monthly to a bi-monthly schedule ensued. Consensus among the group was that additional meeting are necessary to complete work.</p> <p>Algie Motioned changing the meeting schedule to meet every second and fourth Wednesday of the month. Rick second the motion, and the group voted as follows:</p> <p>AYES: Fisher, Au, Cota, Hamdy, Hector, Hrdlicka, Huston, Lillard, Shabazz, Smith, Stark, Thomas</p> <p>NOES: None</p> <p>ABSENT: Brown, Gamboa, Kinde</p> <p>ABSTENTIONS: None</p>
<p>Hiring vacant full-time positions</p>	<p>Ricky informed the group that an interim Articulation Officer will start beginning July 1, 2014 until the position is filled.</p> <p>Dr. Fisher informed the group that the president's cabinet met and prioritized positions (from 1-10) which need to be filled and that list will be forwarded to the district.</p>



## **BUDGET COMMITTEE**

### **Charge**

The Budget Committee serves in an advisory capacity to College Council in all aspects of budget development and management to protect the financial well-being of the college and to operate successfully within our budget. The Budget Committee makes data-driven recommendations that align resource allocations with resource planning, utilizing the college mission, institutional planning documents, and program review recommendations.

The Budget Committee serves in all three areas of the College Council's primary functions including Planning, Issue Management, and Communication. Specifically, the Budget Committee develops annual budget assumptions, recommends reserve and contingency funds, identifies discretionary monies, and reviews and develops strategies for funding campus priorities. The Budget Committee reviews and makes recommendations for resolution of emerging budget issues and creates processes for better budget development and management. Throughout the year, the Budget Committee articulates and clarifies the budget development and management process for the campus community, including training, promoting budget awareness, and maintaining the transparency of budget decisions.

### **Membership**

The Budget Committee membership totals eight, including the Vice President of Administrative Services (Chair) representing management, and seven appointed members representing Management (1) Faculty (3), Classified Staff(2), and Associated Student Government(1). One non-management member will be elected co-chair annually.



## INSTITUTION-SET STANDARDS

Institution Set-Standards are now required by the U.S. Department of Education. A “standard” is the level of performance set by the institution to meet educational quality and institutional effectiveness expectations. This number may differ from a performance improvement “goal” which an institution may aspire to meet. The standard is the ‘floor’, what SBVC will not fall below. Falling below the institution-set standard would trigger a serious reaction on the part of the college.

ACCJC Annual Report: Student Achievement Data questions 14 – 17 on Student Achievement Data from the Deadline 3/17/14

### Best Practices for Data

- Stick to traditional data collection & evaluation methods
- Course Completion expressed as a percent
- Degree, Certificate & Transfer expressed as number

### ACCEPTED MODELS FOR INSTITUTION SET STANDARDS

- AVERAGE MODEL: Institution-Set Standard set by averaging 5 years of data
- STANDARD DEVIATION MODEL: Data over the last 5 years and Institution-Set Standard is identified as the percent that was one standard deviation below the mean
- LOWEST YEAR MODEL: Institution-Set Standard set using the lowest data figure over a 5 year period

### Dialogue on Institution Set-Standards

- ALO, Accreditation Co-Chair, Academic Senate President and Dr. James Smith worked closely together on integrating Institution Set-Standards into the Strategic Plan and other campus documents.
- 2/13 Presentations to College Council & Academic Senate
- 10/13 First look at setting standards in Academic Senate (quorum not met)
- 3/14 Academic Senate motioned to approved a Standard Deviation Model with 7 Years data to determine Institution Set-Standards

Institution Set-Standard is one standard deviation below the mean over a 7 year period.

ACCJC Question	SBVC Student Achievement Data	06/07	07/08	08/09	09/10	10/11	11/12	12/13	MEAN	Intuition Set-Standard Using Standard Deviation Model
14 a	Couse Completion	60.0	60.6	61.7	63.0	63.8	67.7	70.0	89.36	<b>60.1</b>
15 a	Combined Awards	1083	1035	1128	1136	964	1072	1225	1528.6	<b>1009</b>
15 b	Degree	693	648	707	678	598	728	816	973.6	<b>627</b>
15 c	Certificate	390	387	421	458	366	344	409	555	<b>361</b>
17 a	Transfer	224	252	242	244	232	215	258	333.4	<b>223</b>



REQUEST FOR ONE-TIME URGENT EMERGING NEEDS

FUNDING APPLICATION

Name: Kathleen Rowley Phone: x1648

Dept. /Div.: Grant Development and Management Position: Director

Total funds requested: \$16,500 Date requested to receive funds: April 1, 2014

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):

Strategic Goal:

2.15 Increase the number of grant opportunities to support of student success.

These funds are necessary to pay the salary of the grant writer through the end of the fiscal year. The department expected to receive these funds as part of the indirect costs allocation that accompanies most grants. This did not happen because of an administration mix-up. The grant's office is currently working on a number of grants that require the support of the grant writer as a professional expert and the funds are not there to pay her.

Has this item been submitted through the Needs Assessment process for Program Review?  No

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

This request was not included in program review because the office was expecting the funds as part of the indirect cost money that should have accompanied the grants the school was awarded.



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

\$16,500 for the salary of a professional expert to continue work as a grant writer.

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

Applicant's Signature: Kathleen Rowley Date: 3/6/14

Division Dean/Supervisor Approval: [Signature] Date: 3/6/14

Appropriate Vice President's Approval: [Signature] Date: 3-7-14

**College Council use only:** Recommendation

Date received: \_\_\_\_\_ Date of Committee Action: \_\_\_\_\_  
 Approve     Deny    Amount \$ \_\_\_\_\_

Comments:

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



REQUEST FOR ONE-TIME URGENT EMERGING NEEDS

FUNDING APPLICATION

Name: February 28, 2014 Phone: x8600

Dept. /Div.: Research, Planning & Effectiveness Position: Dean

Total funds requested: \$4000 Date requested to receive funds: April 1, 2014

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):

Strategic Planning Goals:

3.5 Expand and enhance local business and community awareness of the campus

3.6 Conduct community surveys to measure awareness of campus and programs.

This information is also called for by the Enrollment Management Plan and Student Equity Plan.

The SBVC Strategic Plan and the accreditation self-study call for a community survey to assess awareness of the campus/programs. In order to achieve the goals above, SBVC needs to conduct two sets of surveys: (1) telephone survey of community residents, (2) paper and pencil surveys of residents and businesses.

Has this item been submitted through the Needs Assessment process for Program Review?  No

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

This represents a need that only occurs every few years. Last time it was done by a consulting firm (Golden and Golden). Since then, we have not done it because of last of staff and/or prohibitive consulting fees.

The need for this survey became apparent as we reached the final stages of the strategic plan and accreditation self-study. To be of most value, it should be completed before end of summer in order to be useful before the accreditation visit.

Requests for more permanent staffing was submitted to Program Review, but not for this specific project.



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

\$2,800 for student workers (at least one bilingual in Spanish), \$1200 for a GIS specialist to develop samples, input data, analyze spatial data, and produce maps and table for a final report.

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

Applicant's Signature: James E. Smith Date: 3-4-14

Division Dean/Supervisor Approval: James E. Smith Date: 3-6-14

Appropriate Vice President's Approval: Ann Fisher Date: 3-6-14

**College Council use only: Recommendation**

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

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

Comments:

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



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**REQUEST FOR ONE-TIME URGENT EMERGING NEEDS**

**FUNDING APPLICATION**

Name: Susan Bangasser Phone: 8650

Dept. /Div.: Nursing/Science Position: Dean

Total funds requested: not to exceed \$20,000 Date requested to receive funds: March, 2014

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):

The Admissions Clerk for the Nursing and Psychiatric Technology programs has a desk in the lobby that is open to any person entering the lobby. Since students may be irate regarding entrance into either program or dismissal from the program, the clerk is vulnerable to student anger. Applicants' files are in cabinets behind the desk or are on the desk while the clerk is working on them. However, FORM WON'T FILL BEYOND THIS POINT SO SEE ATTACHED.

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

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

[Empty box for explanation]



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

Architect planning, Construction hours, and materials

Accounts: TBD by administrative services

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

Applicant's Signature: Paul Wells Date: 2/18/14

Division Dean/Supervisor Approval: Susan Bergasser Date: 2/18/14

Appropriate Vice President's Approval: Hurricane Koch Date: 2/24/14

Signature is to make request forwarded to college council.  
This form needs to be adjusted to reflect VP approval.

**College Council use only:** Recommendation

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

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

Comments:

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



**Facilities - 2012  
NEEDS ASSESSMENT APPLICATION**

Facilities: Programs should list no more than three facility or renovation items. Identify the area in need of physical renovation, maintenance and/or repair. Requests for additional space should also be listed here. *Requests listed in this category will be forwarded to the Facilities Committee to evaluate through their own processes.* Provide a thorough rationale to help the Facilities Committee evaluate your request. List the approximate cost of your request.

Name of Person Submitting Request:	<b>Priscilla Taylor Tamara Maurizi</b>
Program or Service Area:	<b>Nursing Offices HLS 100</b>
Division:	<b>Science</b>
When was the last Program Efficacy document completed?	<b>Spring 2008</b>
What rating was given?	<b>continuation</b>

**1. Renovation Request**

Plexi glass to surround front secretary desk. Raise desk area so that students can not read applications that are being processed by the secretary. Electronic gates to separate HLS 100 lobby and faculty offices. This is a high traffic area since all the students in the four semesters of the nursing program, in the three semesters of the Psychiatric Technician Program, and all prospective students make repeated visits to the office. The plexi glass and raised desk area will provide safety for the secretary and security for the personal documents.

Approximate Cost:

**2. Renovation Request**

Approximate Cost:

**3. Renovation Request**

Approximate Cost:

**One Time Emergency Request (this would not fit onto the form) HLS Lobby**

The Admissions Clerk for the Nursing and Psychiatric Technology programs has a desk in the lobby that is open to any person entering the lobby. Since students may be irate regarding entrance into either program or dismissal from the program, the clerk is vulnerable to student anger. Applicants' files are in cabinets behind the desk or are on the desk while the clerk is working on them. However, students and others walk past the acceptable entrance area and walk into what should be secured space. If the clerk is not at her desk, student information is in jeopardy.

Redesigning the lobby has been submitted through Needs Assessment in the past (see attached) but was never considered. This is a safety issue for the clerk and a security issue for student information.

Students from the Environmental Design class have proposed a solution to Scott Stark and the office staff in HLS 101 which is economical and solves the problems. Mr. Stark estimates 10,000-\$15,000 to implement the design.



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**REQUEST FOR ONE-TIME URGENT EMERGING NEEDS**

**FUNDING APPLICATION**

Name: Albert Maniaol Phone: 909-384-8904

Dept. /Div.: Applied Technology Division Position: Interim Dean

Total funds requested: \$50,000-100,000. Date requested to receive funds: TBD

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):

6.1; 6.2

Additional surveillance cameras and sensors in the Tech Bldg, & in the Transportation (diesel) area; Safety/liability issues for requesting fence upgrade, closing of the passage way and awning installed in the outside welding area (bone yard);

The fencing on the south of the bldg., (facing the baseball field) should extend passed the first portables in the back of the Tech Bldg. for security/safety purposes.

Has this item been submitted through the Needs Assessment process for Program Review?  No

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

Recently identified as part of the safety issues of the Tech Building.



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

See attached

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

Applicant's Signature: *[Signature]* Date: 3-6-2014

Division Dean/Supervisor Approval: *[Signature]* Date: 3-6-2014

Appropriate Vice President's Approval: *[Signature]* Date: 3/7/14

**College Council use only:** Recommendation

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

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

Comments:

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

**Maniaol, Albert R.**

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**From:** Maniaol, Albert R.  
**Sent:** Wednesday, February 12, 2014 12:22 PM  
**To:** Stark, Scott R  
**Cc:** Kinde, Haragewen A.; Chavira, Sharen S  
**Subject:** Welding Area "Emergency/Safety" Concerns

Hi Mr. Stark,

I just want to bring to your office's attention once again the grave safety concerns and serious fire hazards that have been identified with regards to the outside welding area (referred to as the bone yard) used in our welding program. The following lists those concerns and we would like to appeal to you if you could please allocate some "emergency funds" from the "fallout" money to resolve these concerns as soon as feasible::

**Location: On the left side at the very back end of the Tech building (Bone Yard)**

- There are two dumpsters in the welding caged-in area (bone yard) east of the building on the left of the portables that have never been emptied. (***Fire hazard. Note: A work order will be created for this.***)
- There should be a covering for the welding cage, an awning like covering going from the front of the fence to about 100 feet back. (***Prevents pine tree leaves from accumulating in the welding area and interfering with student's welding activities – safety and fire hazard***)
- The fencing that faces Esperanza street has layers and layers of trash in between the fences that poses as a huge ***fire hazard*** (sparks, etc..) when the classes are working in that fenced area.
- The actual fence itself has old wooden slats, some broken some falling apart, they need to be replaced with zinc siding so as not to catch sparks when the welding classes are working (***fire hazard***)
- There is a sidewalk that acts as a thoroughfare where students walk behind the Tech building to other classes, that area needs to be **fenced-off** just like the other welding gated areas. This area being open for public traffic poses a serious safety issue when the welding classes are in session in the caged area, sparks etc...the fork lift that brings the welding material to the "bone yard" has to cross that sidewalk to get to the yard, should a student be using the sidewalk at the time could be a serious hazard. (***#1 Priority due to extreme Safety/Liability Issues***)
- The fencing on the south of the building (facing the baseball field) should extend past the 1<sup>st</sup> portable for safety/security purposes. (***Safety/Liability Issues***)

I did a walk-thru of the location this morning and although I am not a safety expert on this, I could attest to the severity of the above-mentioned concerns. Unfortunately, the "bone yard" location is not included in the planned renovation project of the Welding building scheduled sometime this Fall 2014. I appeal to you to please consider funding these requests without any further delays. We will be glad to show you the area and explain to you the urgency of our requests whenever you are available. Thank you and we look forward to your immediate response regarding this matter.

Sincerely,



# Customized Solution Proposal

Prepared For

Prepared By



San Bernardino  
Valley College

Tech Bldg  
Oil Storage Bay Camera Add

Danny Loggins  
Security Consultant

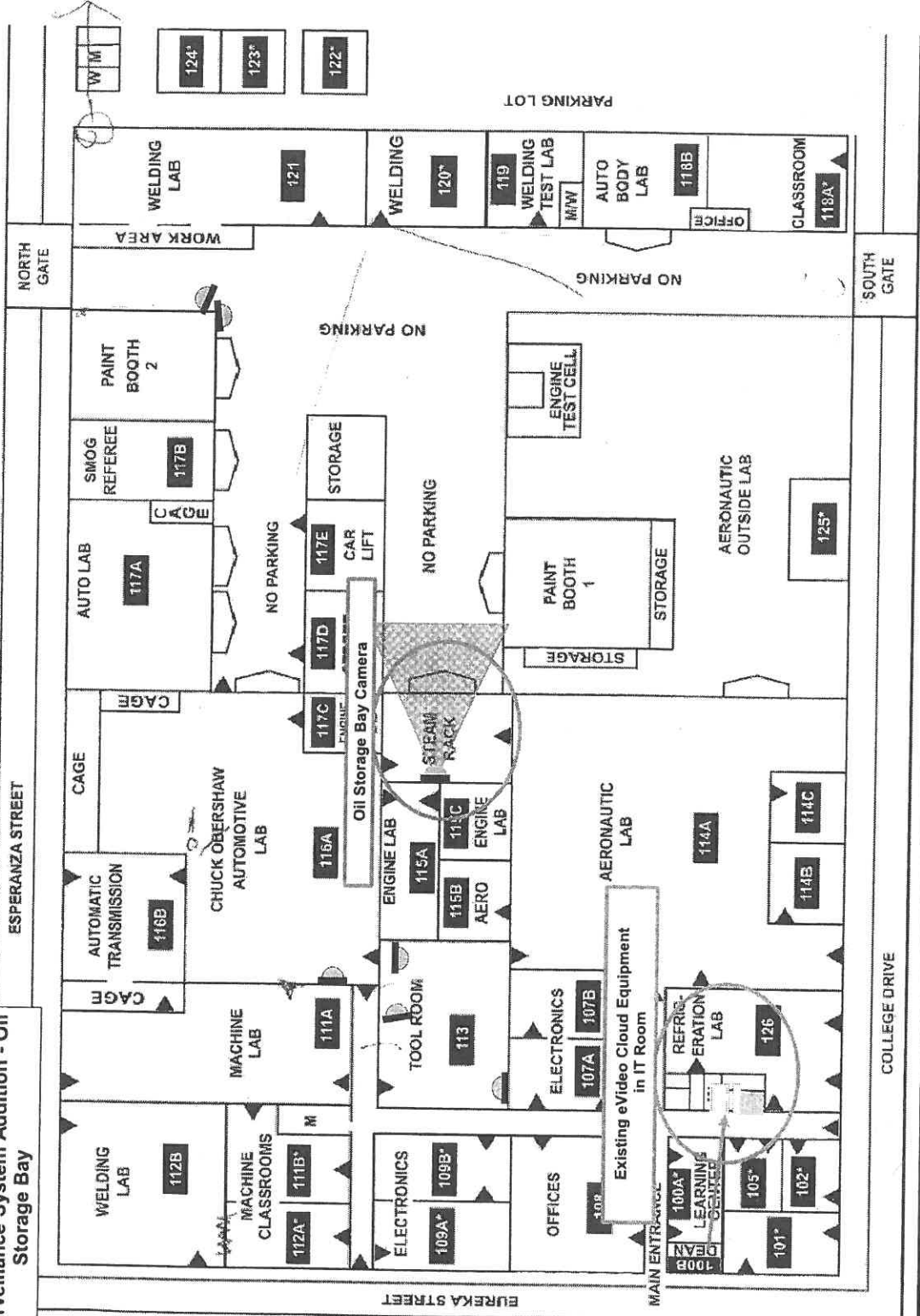


**Security Solutions**  
 783 Palmyra Ave. Suite E  
 Riverside, CA 92507  
 951-274-4300

- Control Panel
- Keypad
- Cell Backup
- Door Contact
- PIR Sensor
- Exp Module
- Access Reader
- Access Module
- Relay Module
- Release Button
- Audible
- Keypad Reader
- Fixed Outdoor
- PTZ Camera
- DVR
- Fixed Indoor
- Fixed Dome
- Power Supply

**SBVC Tech Building**  
 701 S. Mt. Vernon Ave. San Bernardino, CA 92401

**Video Surveillance System Addition - Oil Storage Bay**





**Equipment Schedule of Protection**

After conducting our business risk assessment, we have developed a solution with your specific business in mind. We never take a one-size-fits-all approach to addressing our customer's business requirements. Our approach is to find the "Best Fit" for that is unique as your business and addresses your specific business concerns.

After reviewing your requirements, Stanley proposes to furnish and install the following equipment:

**Tech Bldg Oil Storage Bay Camera Add**

Equipment		
Quantity	Part Number	Description
1	0512-001	P3384-VE 9MM NETWORK CAMERA AXIS COMMUNICATIONS INC
1		Cable/Wire CAT5E Cable

Existing Equipment	
Quantity	Description
1	8-Port PoE Ethernet Switch
1	Cloud Edition Network Attached Storage Unit w/2TB HD

**Scope of Work**

Install a New Camera in the Tech Bldg Oil Storage Bay to View Activity Around the Oil Collection Tank & Adjacent Area

Provide & Install a New Dome Camera (per proposal diagram)

Tie-in to the Existing Ethernet Switch for Power, Connection to the Existing Network Attached Storage (NAS) Unit, & Connection to the Internet for eCloud Storage & Viewing Access

Provide Complete Cabling, Setup & Programming, View Adjustment, & Necessary Training





**Services Schedule of Protection**

After reviewing your requirements, Stanley proposes to furnish the following services:

Services		
Selected or Quantity	Service Name	Service Description
1	eVideo Cloud Storage - Advanced	(Local & Remote Storage of Customer Video Using Axis Equipment – 180 days) Stanley CSS' eVideo Cloud Advanced Storage Plan provides customers with the option to continuously record video on local NAS devices and/or in the EMC cloud for up to 180 days. See Attachment 18 for resolution and frames per second details for this package.
X	Standard Service Plan	(Monday – Friday, 8am – 4pm) Stanley Standard Service Plan covers labor and equipment costs during normal business hours. The service plan can cover all types of protection systems including intrusion alarms, fire alarms, camera systems and access control systems. This plan covers normal "wear and tear", repair or replacement. Repair or replacement of equipment damaged by the customer, acts of God or vandalism is not covered. Service labor rates for after hours work are not included and are based on current Stanley service labor rate schedule. Includes access to the Stanley TAC (24x7).



**Stanley Convergent Security Solutions, Inc.**

**Summary - Investment Information**

**Stanley SecurityDirect**

One-Time Installation Investment  
 eCloud Video Storage  
 Monthly Extended Service Plan  
 Total Monthly

**Tech Bldg Oil Storage Bay Camera Add**

**\$2,280**  
 \$13  
 \$18  
**\$31**

**Customer to Provide:**

120 vac Power Outlets	All Patching & Painting	Lighting Conditions for CCTV
Static IP address for equipment	Network Connectivity	Access to Device Locations
Secured storage of on-site equipment	PC Client(s) hardware	UPS

**Delays in Installation**

Abnormal idle time that is incurred by Stanley's employees due to escorts, clearances, inability to enter workspace, and other factors beyond our control, will be invoiced at our current labor rates. All work will be scheduled for normal working hours, Monday through Friday.

**Price Protection:**

All prices quoted are valid for ninety (90) days from the date of this proposal.

All products and services provided by SCSS are subject to SCSS's standard terms and conditions which can be found at <http://www.stanleycss.com/web-tac.html>. Any additional or different terms set forth by Customer, whether in Customer's purchase order or another communication, are expressly objected to and will not be binding on SCSS unless agreed to in writing by an authorized representative of SCSS.

**Maniaol, Albert R.**

---

**From:** Tamayo, Chris J  
**Sent:** Thursday, February 20, 2014 11:26 PM  
**To:** Maniaol, Albert R.  
**Subject:** FW: Project Updates

See yours in red.....

Chris Tamayo  
Sergeant | San Bernardino Community College District Police Department  
Office 909.384.4491 | Web [www.sbccd.org/police](http://www.sbccd.org/police)

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---

**From:** Loggins, Daniel [<mailto:Daniel.Loggins@sbdinc.com>]  
**Sent:** Thursday, February 06, 2014 2:07 PM  
**To:** Stark, Scott R  
**Cc:** Tamayo, Chris J  
**Subject:** RE: Project Updates

Good Afternoon Scott,

Just checking in again regarding updates on the projects outlined below. I need about 20 minutes of your time to review them. Are you available Monday early afternoon or Tuesday next week (2/10pm or 2/11)?

Thanks & Best Regards,

**Danny Loggins**  
Commercial Security Consultant  
21803 Cactus Ave., Ste. A  
Riverside, CA 92518  
O: 951-274-4340 C: 951-218-6425 F: 888-298-6067  
[Daniel.Loggins@sbdinc.com](mailto:Daniel.Loggins@sbdinc.com) | [www.stanleysecurity.com](http://www.stanleysecurity.com)

**STANLEY.**  
Security

---

**From:** Loggins, Daniel  
**Sent:** Thursday, January 30, 2014 1:40 PM  
**To:** 'sstark@sbccd.cc.ca.us'  
**Cc:** 'Tamayo, Chris J'  
**Subject:** Project Updates

Good Afternoon Scott,

I hope all is well with you. I need to get some updates from you regarding several outstanding proposals & get an understanding of where things are with the different projects. I have listed the projects below for your convenience:

- Transportation Center Yard - New Videofied System
- Bookstore - New Video Surveillance System
- President's Office - Partition Separation on the Sonitrol IDS System
- Associated Student Government Office - New Video Surveillance Camera(s)
- Library Café Remodel - Sonitrol IDS System Adds
- Library Café Remodel - New Video Surveillance System
- Library Café Remodel - New Advertising Monitors
- Physical Sciences Bldg - 1<sup>st</sup> Floor Cameras Add
- Tech Bldg - Oil Storage Bay eCloud Video Camera Add
- Tech Bldg - Yard Photo Electric Beam Alarm Verification by Video Integration/Add
- Tech Bldg - Welding Storage & Spray Booth Access Sonitrol IDS Detection Adds

If you need updated information for any of these, please let me know & I will get it to you.

Would you have about 20 minutes to meet on Monday afternoon or Tuesday next week (2/3 or 2/4)?

I look forward to seeing you.

Thanks & Best Regards,

**Danny Loggins**

Commercial Security Consultant

21803 Cactus Ave., Ste. A

Riverside, CA 92518

O: 951-274-4340 C: 951-218-6425 F: 888-298-6067

[Daniel.Loggins@sbdinc.com](mailto:Daniel.Loggins@sbdinc.com) | [www.stanleysecurity.com](http://www.stanleysecurity.com)

**STANLEY**  
Security



Stanley Convergent Security Solutions, Inc.

*Publish Date*  
January 29, 2014



# Customized Solution Proposal

Prepared For



San Bernardino  
**Valley College**

**Tech Bldg**

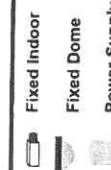
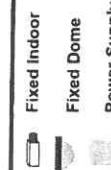
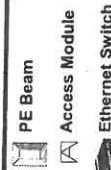
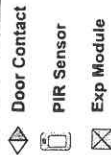
Yard Beam Alarm Verification by Video

Prepared By

Danny Loggins  
Security Consultant



**Security Solutions**  
 783 Palmyra Ave. Suite E  
 Riverside, CA 92507  
 951-274-4300



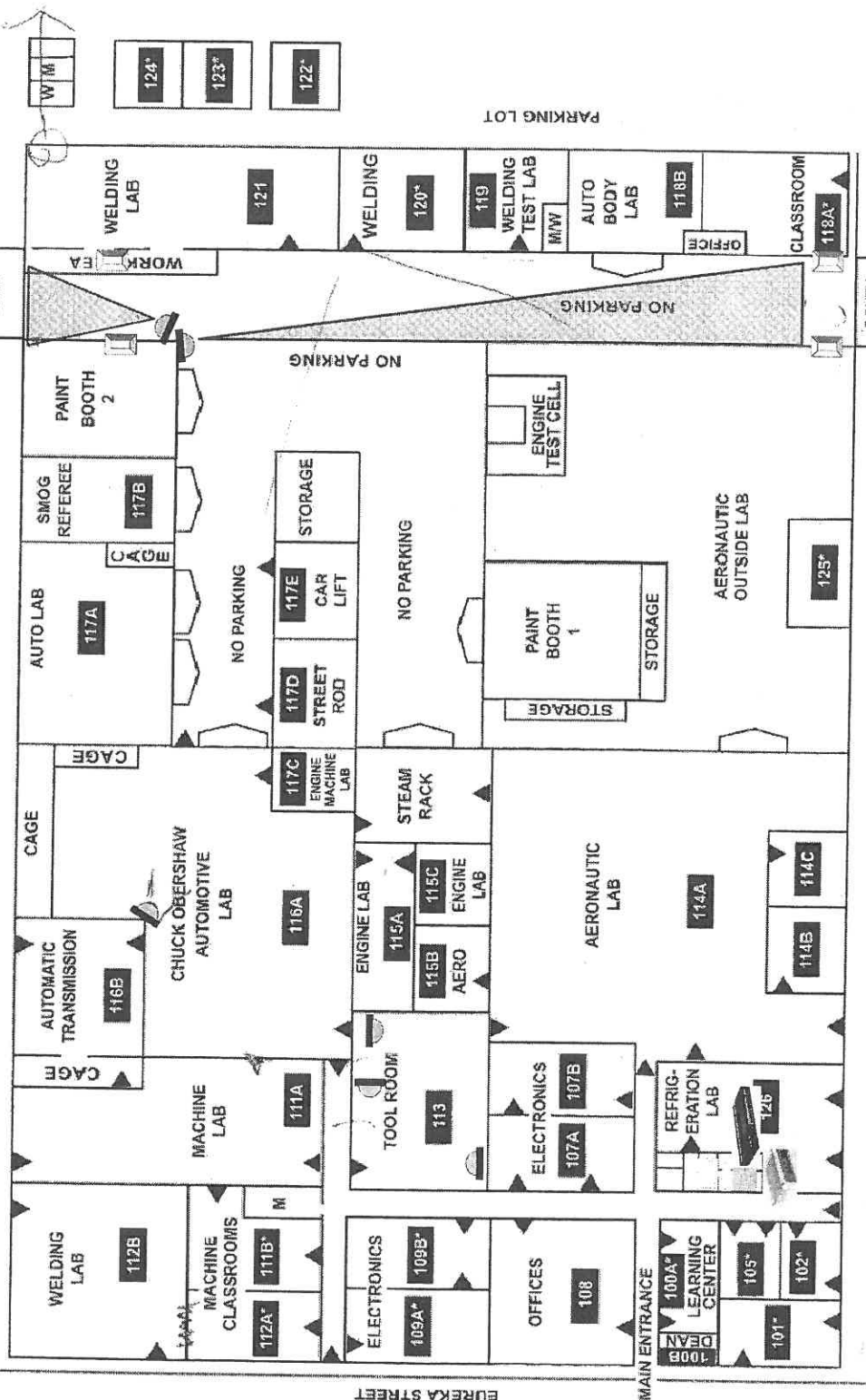
**SBVC Tech Building**  
 701 S. Mt Vernon Ave. San Bernardino, CA 92401

**Yard Beam Alarm Verification by Video**

ESPERANZA STREET

NORTH GATE

SOUTH GATE



EUREKA STREET

COLLEGE DRIVE



**Equipment Schedule of Protection**

After conducting our business risk assessment, we have developed a solution with your specific business in mind. We never take a one-size-fits-all approach to addressing our customer's business requirements. Our approach is to find the "Best Fit" for that is unique as your business and addresses your specific business concerns.

After reviewing your requirements, Stanley proposes to furnish and install the following equipment:

**Tech Bldg eVideo Alarm Verification by Video - Yard Cams & Beams**

Equipment	
Quantity	Description
1	P8221 Input/Output Module
1	8 Port POE Switch
1	Wire - 18/2 Cable
Lot	Wire - CAT5E Cable

Existing Equipment	
Quantity	Description
1	StorCenter ix2-200 2TB Network Storage, Cloud Edition
1	8 Port POE Switch
2	Axis M7001 Video Encoder
1	Sonitrol Advantage Plus IDS Controller
2	Photo Electric Beam Set (Yard Entrance)
2	Honeywell HD4IRS Outdoor Dome Cameras w/IR Illuminators

**Scope of Work**

- Integrate the Tech Building Video Surveillance System & Sonitrol IDS System (N & S Gate PE Beams) for Verification by Video of Gate PE Beam Alarm Events
- Provide & Install a New IP Input/Output Module & Tie-in to the Existing Sonitrol Controller Auxillary Outputs - 1 for the North Beam Set & 1 for the South Beam Set
- Wire & Program for the Sonitrol Panel to Send an Alarm Event Signal (from either gate PE Beam) to the Input on the I/O Module to Trigger the Respective eCloud Video Camera (Currently Viewing the Gates) to send a 10 Second Video Clip of the Activity Generating the Alarm Event to the ProtectionNet/Sonitrol Monitoring Center for Verification
- Provide & Install a New Network Switch for Connecting the I/O Module to the Existing Video System Sub-Network
- Coordinate with District IT for Static IP Address & Necessary Port Networking for Proper Operation
- Provide Necessary Cabling, Setup & Programming, Testing, & Training



**Services Schedule of Protection**

After reviewing your requirements, Stanley proposes to furnish the following services:

Services		
Selected or Quantity	Service Name	Service Description
X	Standard Service Plan	(Monday – Friday, 8am – 4pm) Stanley Standard Service Plan covers labor and equipment costs during normal business hours. The service plan can cover all types of protection systems including intrusion alarms, fire alarms, camera systems and access control systems. This plan covers normal “wear and tear”, repair or replacement. Repair or replacement of equipment damaged by the customer, acts of God or vandalism is not covered. Service labor rates for after hours work are not included and are based on current Stanley service labor rate schedule. Includes access to the Stanley TAC (24x7).
2	eVideo Alarm Verification – Using DVR + Intrusion Control Panel	(View Clip & Record, View Live As Needed) Utilizing a customer’s intrusion alarm and video system, PNC automatically receives an alarm signal with a 60 second video clip whenever an alarm occurs. Upon review of the video clip, PNC follows the customer’s response plan. Video recordings are stored at PNC for a minimum of three months. Includes online reports to view and share recorded clips with associated event information. The service fee is per camera being transmitted for eVideo Alarm Verification. 5 alarms per month per system limit, additional fees may be charged for excessive signal activity. Field of view is limited to the video system’s capability and positioning. Includes eSubscribe – Report Subscriptions On Demand. Note - Monitoring Services are required and priced separately (see page 5-7). An intrusion system, intrusion alarm monitoring and IP video connectivity required; cellular plan not applicable.





**Summary - Investment Information**

**Tech Bldg Yard Beam Video Verification**

One-Time Installation Investment	<b>\$1,052</b>
Alarm Verification by Video (2 cameras)	\$20
Monthly Extended Service Plan	\$9
<b>Total Monthly</b>	<b>\$29</b>

**Customer to Provide:**

120 vac Power Outlets	All Patching & Painting	Lighting Conditions for CCTV
Static IP address for equipment	Network Connectivity	Access to Device Locations
Secured storage of on-site equipment		

**Delays in Installation**

Abnormal idle time that is incurred by Stanley's employees due to escorts, clearances, inability to enter workspace, and other factors beyond our control, will be invoiced at our current labor rates. All work will be scheduled for normal working hours, Monday through Friday.

**Price Protection:**

All prices quoted are valid for ninety (90) days from the date of this proposal.

All products and services provided by SCSS are subject to SCSS's standard terms and conditions which can be found at <http://www.stanleycss.com/web-tac.html>. Any additional or different terms set forth by Customer, whether in Customer's purchase order or another communication, are expressly objected to and will not be binding on SCSS unless agreed to in writing by an authorized representative of SCSS.



# Customized Solution Proposal

Prepared For



San Bernardino  
**Valley College**

**Tech Bldg Sonitrol System**  
Welding Storage &  
Spray Booth Access Detection

Prepared By

Danny Loggins  
Security Consultant

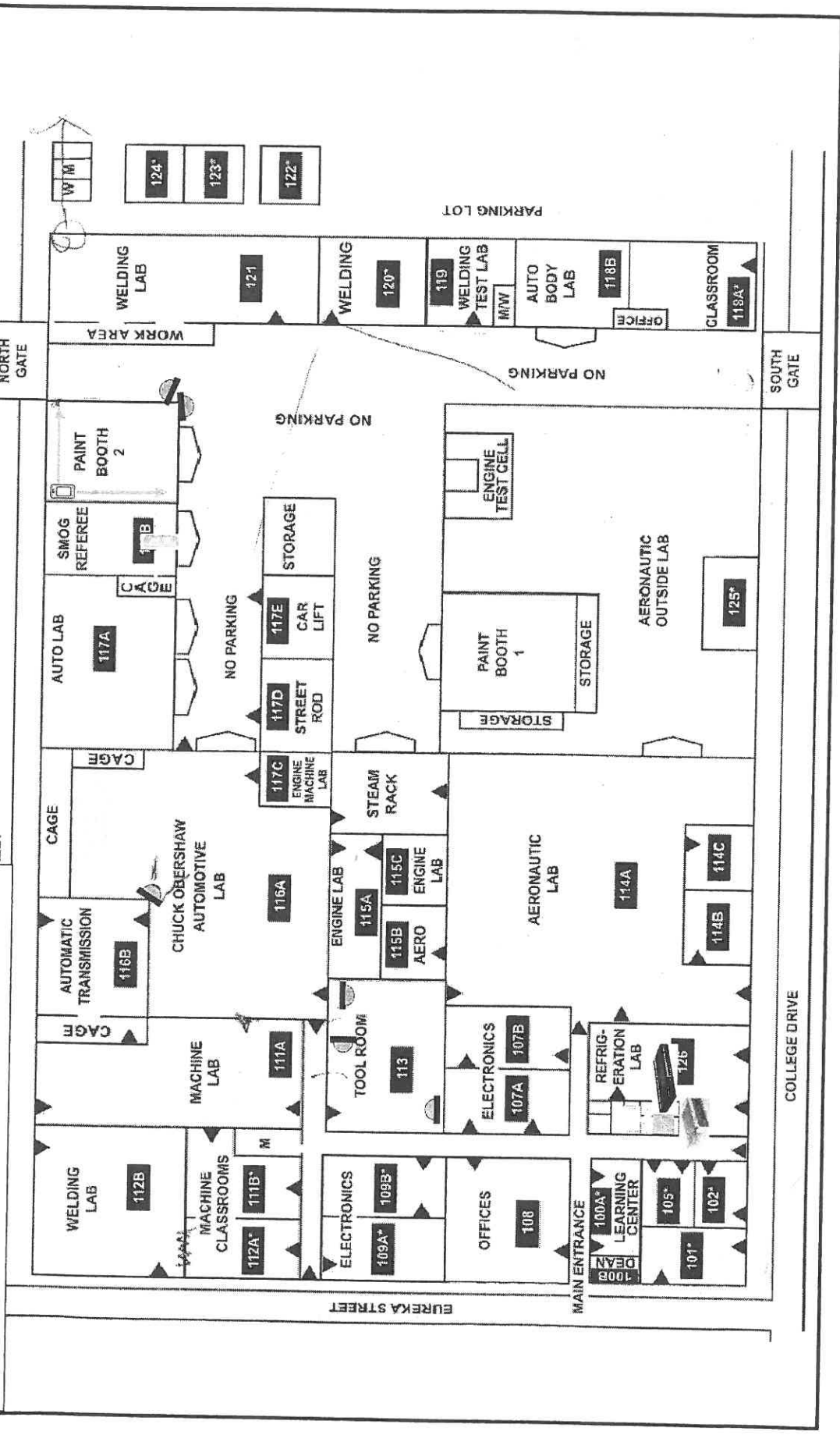


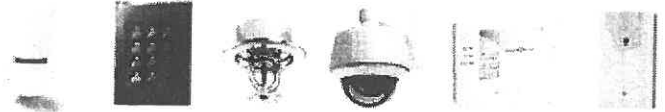
**Security Solutions**  
 783 Palmyrka Ave. Suite E  
 Riverside, CA 92507  
 951-274-4300

- Control Panel
- Keypad
- Cell Backup
- Door Contact
- PIR Sensor
- Exp Module
- Boundary Guard PIR
- Audible
- I/O Module
- PE Beam
- Access Module
- Ethernet Switch
- Fixed Outdoor
- PTZ Camera
- DVR
- Fixed Indoor
- Fixed Dome
- Power Supply

SBVC Tech Building  
 701 S. Mt Vernon Ave. San Bernardino, CA 92401

**Welding Storage & Spray Booth Access Detection**





**Equipment Schedule of Protection**

After conducting our business risk assessment, we have developed a solution with your specific business in mind. We never take a one-size-fits-all approach to addressing our customer's business requirements. Our approach is to find the "Best Fit" for that is unique to your business and addresses your specific business concerns.

After reviewing your requirements, Stanley proposes to furnish and install the following equipment:

**Tech Bldg Sonitrol System Add - Welding Dept Storage & Spray Booth Protection**

Equipment	
Quantity	Description
1	Boundary Guard Perimeter Outdoor Motion Sensor
1	Tri-Tech Motion Sensor
Lot	Wire - 22/6 Stranded Shielded Cable

Existing Equipment	
Quantity	Description
1	Sonitrol Advantage Plus Controller
3	LCD Keypad
1	Loop Expander Module (LEM)

**Scope of Work**

- Provide & Install Detection Devices to Protect the Welding Storage Shed & the Spray Booth Area
- Provide & Install a New Motion Detector in the Welding Storage Shed (per proposal diagram)
- Provide & Install a New Boundary Guard Motion Sensor Across the Spray Booth to Detect Intrusion From the North End of the Spray Booth (per proposal diagram)
- Tie-in to the Existing Loop Expansion Module (LEM) in the Automotive Repair Bay
- Provide Necessary Cabling, Setup & Programming, Testing, & Necessary Training



**Security Solutions**

Stanley Convergent Security Solutions, Inc.

**Services Schedule of Protection**

After reviewing your requirements, Stanley proposes to furnish the following services:

Services		
Selected or Quantity	Service Name	Service Description
X	Standard Service Plan	(Monday – Friday, 8am – 4pm) Stanley Standard Service Plan covers labor and equipment costs during normal business hours. The service plan can cover all types of protection systems including intrusion alarms, fire alarms, camera systems and access control systems. This plan covers normal “wear and tear”, repair or replacement. Repair or replacement of equipment damaged by the customer, acts of God or vandalism is not covered. Service labor rates for after hours work are not included and are based on current Stanley service labor rate schedule. Includes access to the Stanley TAC (24x7).



# Stanley Convergent Security Solutions, Inc.

## Summary - Investment Information

## Welding Dept Storage & Spray Booth Protection

One-Time Installation Investment  
Monthly Extended Service Plan

\$1,127  
\$9

### Customer to Provide:

120 vac Power Outlets	All Patching & Painting	Access to Device Locations
RJ31x Phone Jacks or dedicated lines	Secured storage of on-site equipment	

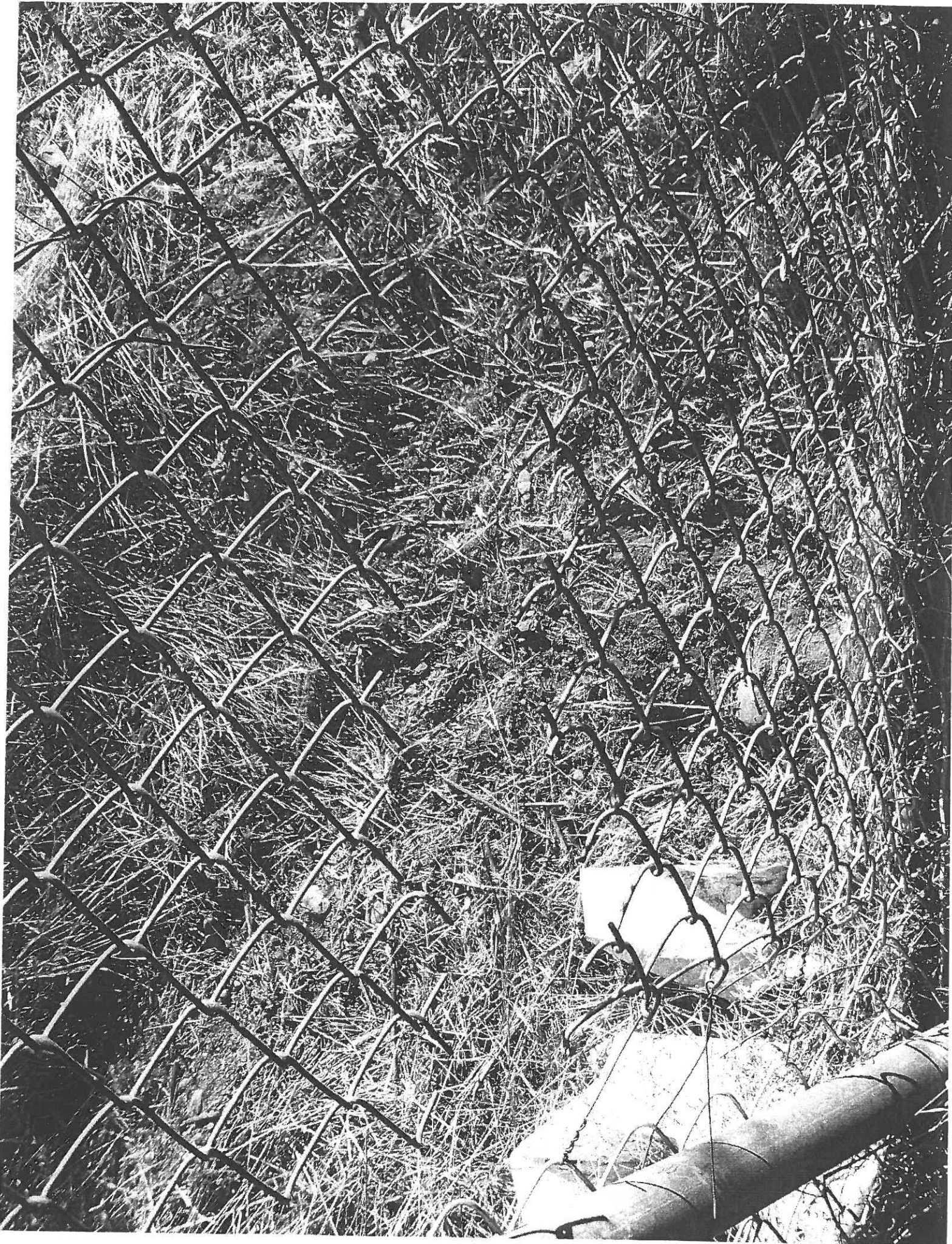
### Delays in Installation

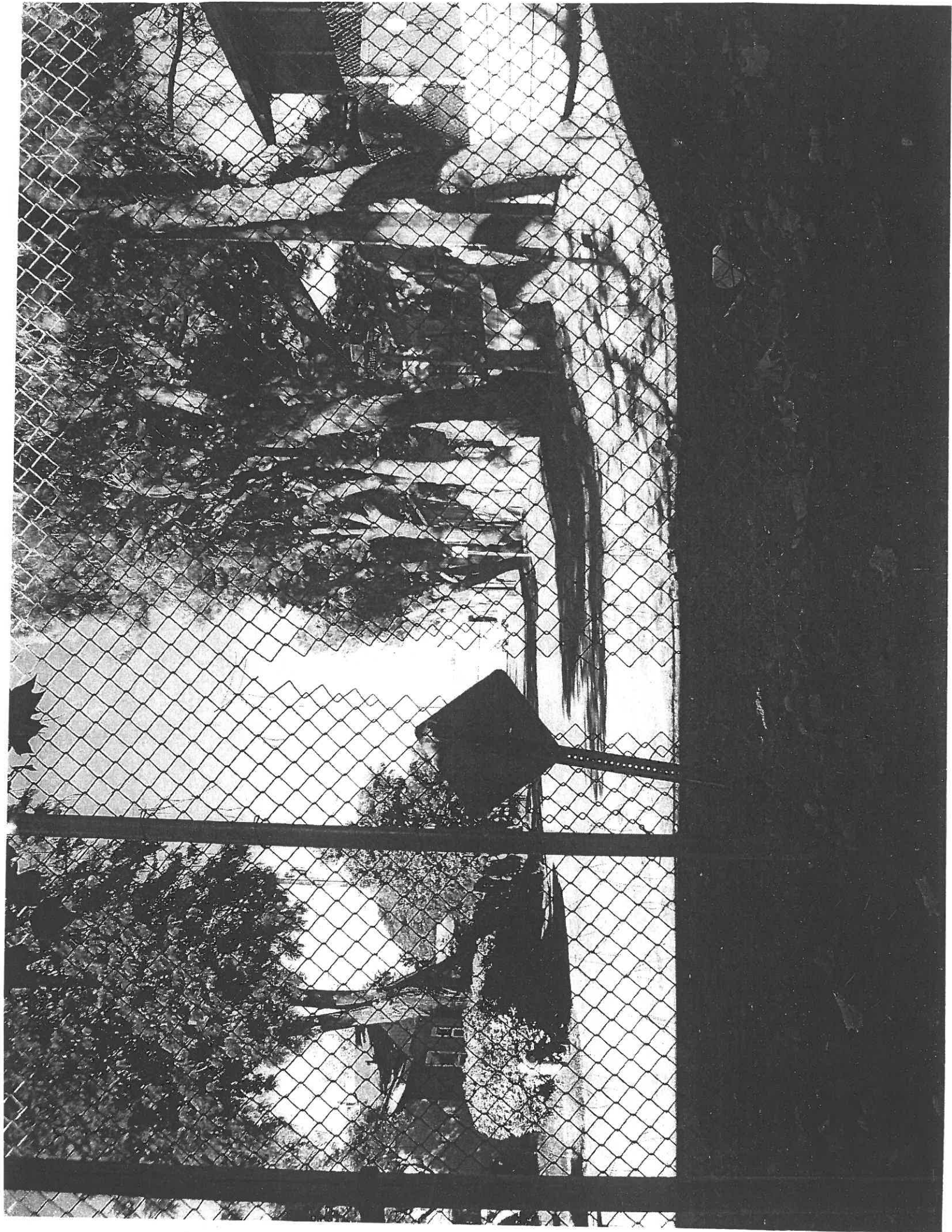
Abnormal idle time that is incurred by Stanley's employees due to escorts, clearances, inability to enter workspace, and other factors beyond our control, will be invoiced at our current labor rates. All work will be scheduled for normal working hours, Monday through Friday.

### Price Protection:

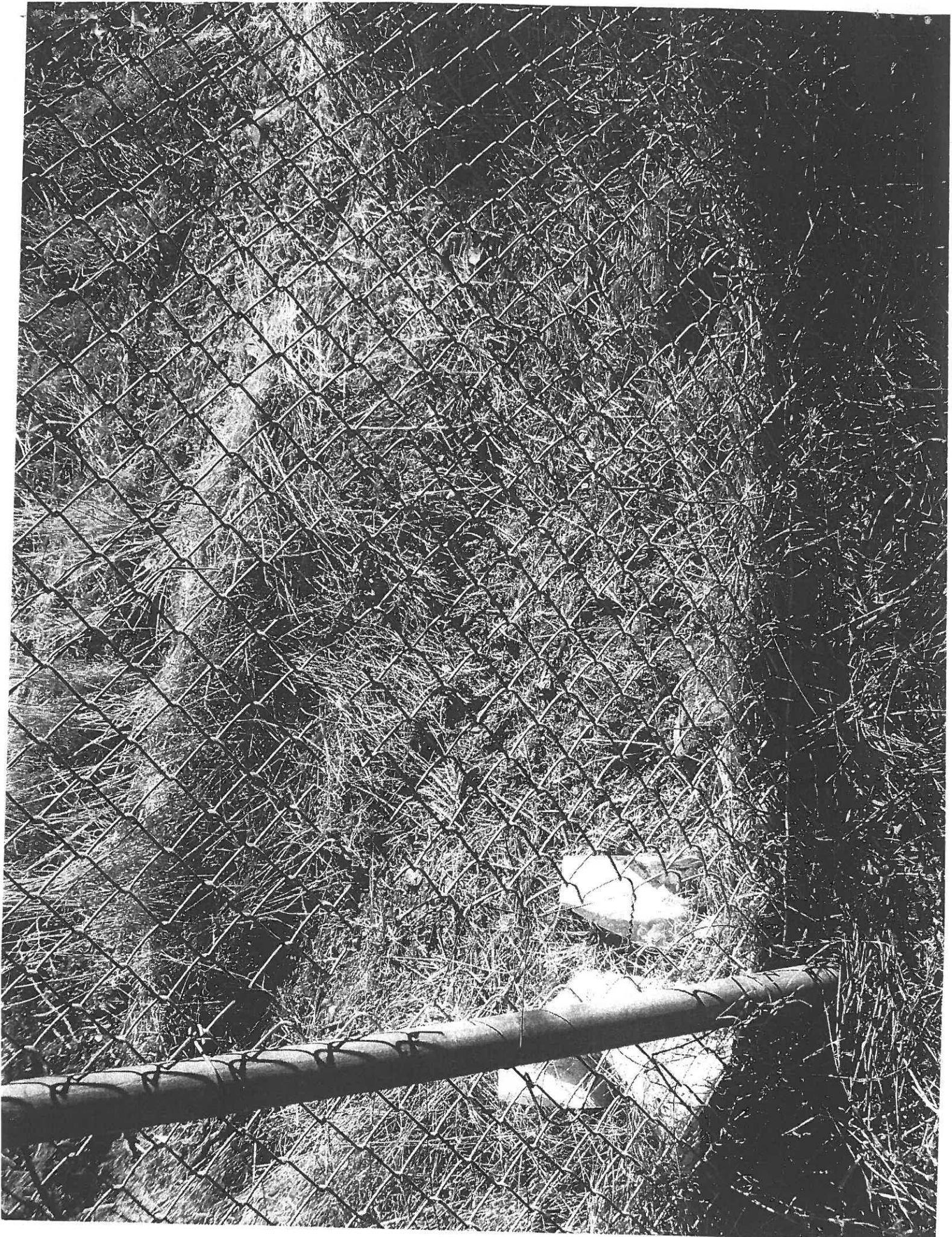
All prices quoted are valid for ninety (90) days from the date of this proposal.

All products and services provided by SCSS are subject to SCSS's standard terms and conditions which can be found at <http://www.stanleycss.com/web-tac.html>. Any additional or different terms set forth by Customer, whether in Customer's purchase order or another communication, are expressly objected to and will not be binding on SCSS unless agreed to in writing by an authorized representative of SCSS.









## Program Review Description/Charge For Academic Senate Approval

### **Proposed change to Academic Senate committee structure document:**

For regular programmatic assessment on campus, the Program Review Committee examines and evaluates the resource needs and effectiveness of all instructional and service areas. These review processes occur on one-, two-, and four-year cycles as determined by the District, College, and other regulatory agencies. Program review is conducted by authorization of the SBVC Academic Senate.

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The purpose of Program Review is to:

- Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals
- Aid in short-range planning and decision-making
- Improve performance, services, and programs
- Contribute to long-range planning
- Contribute information and recommendations to other college processes, as appropriate
- Serve as the campus' conduit for decision-making by forwarding information to appropriate committees

\*\*\*at least 10% faculty representation per division required\*\*\* (*Fridays, 9:00 – 11:00*)

### **The proposed language for Program Review in the accreditation document:**

For regular programmatic assessment on campus, the Program Review Committee examines and evaluates the resource needs and effectiveness of all instructional and service areas. These review processes occur on one-, two-, and four-year cycles as determined by the District, College, and other regulatory agencies. ~~Program review is conducted by authorization of the SBVC Academic Senate, and according to the guidelines contained in the SBCCD Administrative Procedures (AP 2225).~~ Membership is comprised of at least 3 Vice Presidents, or their designees, as appointed by the President, 10% faculty representation by Division, at least 3 classified staff members as appointed by Classified Senate/CSEA, and one student.

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### **Proposed change to AP 2225:**

For regular programmatic assessment on campus, the Program Review Committee examines and evaluates the resource needs and effectiveness of all instructional and service areas. These review processes occur on one-, two-, and four-year cycles as determined by the District, College, and other regulatory agencies. Program review is conducted by authorization of the SBVC Academic Senate.

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The purpose of Program Review is to:

- Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals
- Aid in short-range planning and decision-making
- Improve performance, services, and programs
- Contribute to long-range planning
- Contribute information and recommendations to other college processes, as appropriate
- Serve as the campus' conduit for decision-making by forwarding information to appropriate committees

### **Membership**

Membership is comprised of at least 3 Vice Presidents, or their designees, as appointed by the President, 10% faculty representation by Division, at least 3 classified staff members as appointed by Classified Senate/CSEA, and one student.

Approved by Program Review Committee: 11/8/2013; Approved by Academic Senate 11/20/2013.

New edits approved by Academic Senate 2/20/2014.



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San Bernardino  
**Valley College**

***San Bernardino Valley College  
Governance Handbook***

***2013-2014***

***Decision-Making and Participatory Governance***

Published Spring, 2014

# BACKGROUND & OVERVIEW

## Overview

The *San Bernardino Valley College Governance Handbook* provides a formal resource to faculty, staff, students, and managers on all matters related to governance processes of the College. This document will provide information about how decisions are made –i.e., the many structures and paths available to impact decision-making, with the intent of equipping each member of the campus community with the knowledge needed to participate in the myriad of opportunities available.

## Terminology and Legal Authority

As a California community college, San Bernardino Valley College (SBVC) is mandated to operate under the principle of participatory governance. Education Code 70902(b) mandates that the Board of Governors adopt regulations that “...ensure faculty, staff, and students... the right to participate effectively in district and college governance.” Title 5 regulations implementing this mandate (section 53200 et seq., 51023.5, and 51023.7 require that the governing board “consult collegially” with the Academic Senate on academic and professional matters, and that staff and students have the opportunity to “participate effectively” in the development of procedures and recommendations that have significant effect on them (see the Local Practice section below).

The term “shared governance” does not itself appear in law or regulation. Rather, it is used in connection with those college processes involving faculty, staff, and students in decision-making. The term “governance” also refers to the role of a community college’s board of trustees. Board-adopted policies that protect the right of faculty, staff, and students to “participate effectively” in decision-making by making recommendations to the board do not replace the board’s governance role. Neither do these policies abrogate the College President’s responsibility for making decisions, given that s/he is solely accountable to the Board of Trustees for the outcomes of all decisions made.

In addition, the College President is responsible for establishing timelines and institutional priorities, developing structures and processes, providing information, and ensuring that certain policies are in place and that procedures are followed. District executives and the College President are the critical links between constituencies and the Board of Trustees, and usually serve as the designees of the board in governance matters and shared governance committees are advisory to the College President.

While the term “shared governance” is commonly used, the San Bernardino Community College District more often uses the term “collegial consultation” in policies and procedures. The Community College League of California (CCLC) and the State Academic and Classified Senates encourage use of the more precise term, “participatory governance.” For more information visit the CCLC website at <http://www.ccleague.org/i4a/pages/index.cfm?pageid=1> or read the position paper representing the view of the California Community Colleges Classified Senate (4CS) available at [http://www.cccs.org/documents/positionpapers/shared\\_govn.pdf](http://www.cccs.org/documents/positionpapers/shared_govn.pdf) . A copy of the text of the applicable Education Code and Title 5 sections can be accessed from the websites of the State of California’s Office of Administrative Law located at <http://www.oal.ca.gov>.

## Local Practice

The San Bernardino Community College District’s Board of Trustees had adopted a policy for collegial consultation (BP 2225) in which it embraces the concept, and requires the establishment of procedures “... to ensure faculty, management, classified staff, and students The right to participate effectively in collegial consultation in particular areas where they have their responsibility and expertise as specified in Title 5 regulations....”

## Faculty

In shared governance at SBVC, the Academic Senate represents faculty members. With respect to Academic and professional matters, the Board has adopted a standard in which it will rely primarily upon the Academic Senate’s recommendations. According to Title 5, section 53200, these academic and professional matters are as follows:

- Curriculum, including establishing prerequisites and placing courses within disciplines
- Degree and certificates requirements
- Grading policies
- Educational program development
- Standards or policies regarding student preparation and success
- District and college governance structures, as related to faculty roles
- Faculty roles and involvement in accreditation processes, including self-study and annual reports Policies for faculty professional development activities
- Processes for program review
- Processes for institutional planning and budget development
- Other academic and professional matters as are mutually agreed upon between the Governing Board and the Academic Senate

When Academic Senate recommendations in these academic and professional matters are not followed by the Board of Trustees, the Chancellor must formally provide the reasons in writing to the Academic Senate President upon request.

The College President will normally accept the recommendation of the Academic Senate regarding academic and professional matters. Only in exceptional circumstances or for compelling reasons will the recommendations not be accepted. In such instances, the College President will deliver the rationale for his or her decision in writing to the President of the Academic Senate.

## **Classified Staff and Managers**

Representatives of classified staff and managers (the two groups included under the term “staff” in Title 5 section 51023.5(a)(1)) are appointed to serve on all shared-governance committees at SBVC. The regulations require that both groups:

- ...be provided with opportunities to participate in the formulation and development of district and college policies and procedures, and in those processes for jointly developing recommendations for action by the governing board, that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff. (Title 5 section 51023.5(a) (4))

In such matters, the Board will not take action until staff has had the opportunity to participate, except in “unforeseeable, emergency situations.” Moreover, the “recommendations and opinions of staff are [to be] given every reasonable consideration” by the Board, the President, and the shared-governance committees on which their representatives serve.

Through their knowledge of student needs, and position in operational, instructional, and technical areas, classified staff members serve on committees, councils and task forces as stakeholders. Representing their constituents’ perspective, classified staff members provide a unique insight to help guide the decisions made in the governance process.

Managers serve on committees, councils and task forces as initiators, facilitators, and resource persons as well as representatives of their constituency groups. At times their role is also to provide staff support. Manager members are also responsible to implement and enforce the policies and procedures approved through shared governance processes.

## Students

Students representatives also are appointed to serve on all shared-governance committees at SBVC, which adheres to the Title 5 requirement that:

- ✚ Students shall be provided an opportunity to participate in formulation and development of district and college policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the governing board regarding such policies and procedures. (Title 5 section 51023.7(a) (1))

In such matters, as with staff, the Board will not take action until students have had the opportunity to participate, except in “unforeseeable, emergency situations.” Moreover, the “recommendations and positions developed by students are [to be] given every reasonable consideration” by the Board, the President, and the shared-governance committees on which their representatives serve. Finally, in addition to providing the college with valuable student input on a broad range of institutional functions, student participation in governance provides SBVC students an important opportunity to become more engaged in the campus community, to learn about civic responsibility, and to understand how complex institutions function.

## ***PARTICIPANTS IN SHARED GOVERNANCE***

Participatory governance is characterized by inclusiveness, rigorous dialogue, and shared decision making involving all constituents. Recognized San Bernardino Valley College constituents include faculty, staff, students, and management.

### Faculty

All faculty appointments to college governance bodies are made by the Academic Senate. The Board or its designees will consult collegially with the Academic Senate with respect to academic and professional matters as defined by law. Faculty appointments to standing committees and councils are for two-year terms of service unless otherwise noted in the committee/council charge and membership; additional terms are subject to Senate approval. Whenever possible, the Senate will alternate new appointments to ensure continuity on committees and councils.

## Classified Staff

Each shared-governance committee with classified staff representation must have an appointee from both CSEA and the Classified Senate, though sometimes the two constituencies agree to appoint a single staff member. As described in the *Delineation of Rules and Responsibility Statement* (see Appendix A).

## Students

Student members are appointed by the SBVC Associated Student Government (ASG) to serve on shared district and campus committees, task forces, and advisory bodies. The SBVC Associated Student Government appoints members at the beginning of each academic year, though due to attrition or the lack of student volunteers, vacancies may occur. Student appointments are for one year.

## Management

While Title 5 includes managers in staff, it also requires that they be categorized separately from non-management staff for the purpose of participation in governance. Administrators may either be appointed to committees by the President or serve *ex officio*. Depending on the manager's committee load, a designee may be assigned. If this is the case, it is important that the committee members are informed that the designee is serving in lieu of the manager named in the membership list.

# *INCLUSIVENESS IN EFFECTIVE GOVERNANCE*

## Introduction

Participatory governance can occur effectively only if there is shared responsibility by all the constituencies that are impacted by the decision made. To develop a campus climate that encourages and supports participation in governance, certain facilitative steps must be taken. These steps may be specific to each of the constituencies, or they may apply to the college community in general.



## Facilitating Effective Faculty Participation

The full participation of faculty is critical to shared governance and is mandated by faculty contract. The Academic Senate determines the process used for faculty selection of committees and the number of faculty from each Division that should serve on select collegial consultation committees. The Academic Senate can facilitate participation by closely communicating with faculty to determine their strengths, interest, preferences, and the amount of time they have available for committee participation. For certain committees, the Senate may wish to identify replacement members before the end of an incumbent's term to facilitate shadowing and mentoring before full participation is expected ([What is our AS process?-H. Kinde](#)). Faculty in particular disciplines or divisions may wish to discuss their strategic representation on particular committees, sharing the workload so that no one person is overburdened. In addition, managers must ensure that faculty members have the flexibility to engage in their vitally important role in shared governance.

Faculty vacancies on committees should be reported to the Academic Senate at the earliest opportunity to ensure a timely replacement.

## Facilitating Effective Classified Staff Participation

Classified staff members provide the logistical and technical help that is so crucial to facilitating both student success and smooth college operations. They often hold jobs that leave them little flexibility in their schedule. For this reason, manager support for their participation in governance is vital. Allowing staff members the time for committee service and preparation away from the workstations, desk, or duties facilitates their participation in governance, and helps committees by ensuring their access to the valuable experience and fresh perspective that classified employees bring. Some other steps managers might wish to consider include the following:

- Talk with staff members about their interests, and make suggestions for committee memberships
- Ask staff representatives to report committee activities at division or department meeting agendas. ([These recommendations may or may not facilitate participation and may have ramification if published and not followed.-H. Kinde](#))
- Encourage staff to read, review, and respond to drafts of important college-wide documents, such as the Educational Master Plan.

It is important to note that the President has conveyed in a written directive to all managers his/her expectations that they facilitate participation in college governance activities by classified staff members under their supervision, to the extent feasible.” (make some of this happen.-C. Thomas)

Classified staff vacancies on committees should be reported to the Classified Senate or CSEA as applicable at the earliest opportunity to ensure a timely replacement.

## Facilitating Effective Management Participation

Managers often serve on multiple committees, since they are operationally responsible for carrying out many of the tasks recommended by committees (we need to revive the Management Association that can help for this purpose. –H. Kinde). In addition, many committees list managers as *ex officio* members (to the best of my knowledge, we have no managers officially listed as *ex officio*. – H. Kinde). If a scheduling conflict arises for a given meeting, a management representative may send a designee, but must make it clear to the committee chair that s/he is doing so. However, if an appointed manager has to send a designee on more than an occasional basis, it may be appropriate to ask the President to designate another appointee.

Management vacancies on committees should be reported to the President at the earliest opportunity to ensure a timely replacement.

## Facilitating Effective Student Participation

Student involvement in participatory governance is vital, but it is sometimes difficult to accomplish. Students have class and work schedules to accommodate, limited knowledge of governance and their role, and may lack confidence. A student representative may stop attending committee meetings because of other demands, leaving the students without representative voice. For these reasons it is important that the committee chair either acts as or appoints a student mentor. (The responsibilities of the student mentor are listed in a section below.) (SBVC does not do this but should. – C. Thomas) Chairs can also facilitate students’ participation by asking directly for their input, providing reinforcement for their contributions, and ensuring that communication with committee members occurs in a student-friendly way. For instance, students may not have access to Outlook, so it is important that alternate methods are also used for meeting announcements and other communication. A guide sheet to help chairs facilitate student participation is provided in Appendix A of this handbook. (Student Life should edit this section.-H. Kinde)

Student vacancies on committees should be reported to the Director of Student Life at the earliest opportunity to ensure a timely replacement. (check that this is true.-C. Thomas)

## Facilitating Effective Participation by ALL Areas of the College

It is important for employees in all areas of the college—Instruction, Student Services, Administrative Services, and the President’s Area – to have adequate opportunities to participate in governance activities. Moreover, all other things being equal, each Area’s committee participation ought to be roughly at parity with the number of college employees in that area, although on some committees it makes sense for an area to have a disproportionate number of representatives (e.g., Instructional representatives on the Curriculum Committee). Assigning each new member a mentor will promote the effectiveness of the committee and support the effectiveness and retention of new members. (SBVC does not have a mentor program but should look into it.-C. Thomas)

## Monitoring Participation and Evaluating Effectiveness

An annual census of committee participation by constituency and area is conducted by the President’s Office. In addition, a committee self-evaluation instrument is completed annually by each major committee, and the results are compiled in a report by the Office of Institutional Effectiveness, Research, and Planning (OIERP) (Check for correct name. C. Thomas). Finally, questions related to governance are included in the annual climate survey, and the results are analyzed and broadly shared by the OIERP. The SBVC Council monitors participation and effectiveness of committees, and uses data to improve the governance processes and structure as needed. (Does the Office of Institutional Effectiveness, Research, and Planning (OIERP) follow this process?-H. Kinde)

# COMMITTEE RESPONSIBILITIES

## Members

1. Attendance and active engagement: Attend and participate actively in all meetings if it is at all possible. If a member must miss a meeting, he or she should let the convener know ahead of time and must ask another member to share his or her meeting notes and materials. (something like this should probably come from Academic Senate.)
2. Sharing: Share notes and materials with other members who request them.

3. Representation: Members should consider themselves fully empowered to act on behalf of their constituents; only rarely should they have to check with their constituents before acting, and then only if they feel inadequately informed regarding their constituents' interests related to the issue at hand.
4. Communication: Communicate frequently with constituents and colleagues, informing them of progress and soliciting their input at every stage, and then express their issues and concerns in meeting deliberations. This two-way continuing communication is crucial to the success of the work and of the implementation process that will follow. Nothing in the final product should surprise anyone who has taken the trouble to listen to committee members.
5. Institutional perspective: In deliberations, consider not just what would be good for a particular constituent group or office or set of associates, but what would be good for the institution and its students as a whole.
6. Subcommittees
  - a. Each member of a subcommittee should attend and participate fully in its meetings.
  - b. Each subcommittee should designate one member as convener/reporter, who schedules the meetings, keeps records of deliberations and actions, and reports back in writing to each committee meeting on subcommittee progress.
  - c. Each subcommittee should meet regularly and productively until its task is completed.
  - d. Each subcommittee should feel free to call on other resource people as needed.

## Convener/Chair

Typically, management co-chairs are appointed by the college President or responsible Vice President. Other co-chairs are elected by the Academic Senate or committee. The convener or chair is responsible for convening the initial meeting and for the following: (Should this section go in the back under a heading called "Guide to Effective Meetings." These are good practices not something that defines our committee structure. –H. Kinde)

1. Convene and chair meetings and keep members informed of the schedule.
2. With input from all committee members, decide on the committee's ground rules, e.g. what constitutes quorum, meeting times, conduct, attendance, absence notification protocol, etc., and ensure that these ground rules are adhered to in subsequent meetings.

3. If Brown Act rules apply, ensure that they are followed. (As of publication of this handbook, the only groups at SBVC that are required to abide by the Brown Act are the Academic Senate and Student Senate. In general, the Brown Act applies only to committees formed by action of the Board of Trustees.) (This needs to be checked for accuracy.-C. Thomas)
4. Review the charge, operational rules, processes and procedures, and logistics of the committee to ensure shared understanding.
5. Maintain a written record of the results of each committee meeting and make it available to all members, other planning committee conveners, the President, and the campus community.
6. Develop information and materials and distribute them to members as needed.
7. Facilitate progress by keeping the committee on task, and ensuring that everyone gets the chance to be heard.
8. Provide clerical and logistical support, including duplicating, mail, etc.
9. Present reports on committee progress to interested groups as appropriate.
10. Assign a faculty, staff, or management member to mentor any student member(s). (Probably a good idea. I don't believe we do this well.-H. Kinde) (If SBVC chooses to do this. C. Thomas)
11. Notify the appropriate constituency group when a vacancy occurs.

## Student Mentor

The Student Mentor is the committee chair or a member who is designated to work closely with each student member to ensure that s/he has the opportunity to learn about shared governance. Responsibilities of the mentor include the following: (SBVC doesn't do this, but should seriously consider doing to ensure full participation from students. -C. Thomas)

1. Explain the expectations of Committee membership.
2. Explain the committee's "charge" and role in decision-making.
3. Explain the committee structure.
4. Share mentor contact information and preferred method of communication.
5. Invite the student to subcommittee meetings (if applicable and feasible).
6. Review and discuss the committee's actions after each meeting.
7. Give the student responsibilities (e.g., to lead a breakout group, or to act as scribe in a discussion).
8. Model positive communication and social skills.
9. Check in with the student regularly, encouraging questions.
10. Establish goals for the student's participation.

11. Listen carefully, noticing the student's comfort level with participation.
12. Contact the student who stops attending. In the event that a student misses a meeting or scheduled appointment, the mentor should try sending them a quick "I'm concerned about you" email and copying the Director of Student Life.

A complete list of mentoring tips is provided in Appendix B of this handbook.

## ***OPERATIONAL RULES***

### **Quorum**

The term "quorum" refers to the minimum percentage or number of members of a committee who must be present before the members can conduct valid business. While a quorum for legislative bodies is a majority of the members, for voluntary associations it can be less than a majority. Many committees set quorum as those present, to ensure that the work of the committee proceeds regardless of how many show up. Committees should decide what their quorum will be at the first meeting of the academic year, and should revisit the ground rule annually.

### **Open vs. Closed Meetings**

Any individual may attend and fully participate in meetings designated as open. The vast majority of committee meetings at SBVC are open. However, some committees review and discuss confidential information as part of their charge, and meetings of these groups may be designated as closed. An example is the Tenure Review Committee. Nonmembers of such a committee may not attend unless the committee invites them.

### **Committee Decision Models**

Committees may choose to use one of the common decision models described below. There are advantages and disadvantages to each model. Consensus is the preferred model at SBVC (*Need to look at SBVC. Most committees served on here have had a majority vote preference. H. Kinde*) for shared-governance committees, because it tends to produce results with the widest buy-in across constituency groups, but developing consensus often takes considerable time. Majority vote yields a clear-cut decision relatively quickly, but may obscure the opinions and viewpoints of dissenting members. A mixed model allows committees to adopt majority rule for some decisions and consensus for others, but the situations to which each model applies must be carefully defined and the rules must be applied consistently. Committees should choose which decision model they will use at the beginning of the year and should discuss it annually.

Committees may find it helpful to adopt ground rules that expedite dialogue, regardless of the model chosen. Examples of some typical ground rules are listed below:

- ✚ The group has a shared and mutually agreed-upon charge, mission, or purpose.
- ✚ The group values civil, respectful, and honest communication.
- ✚ Opinions are backed up whenever feasible by high-quality information and relevant evidence.
- ✚ Creativity is encouraged.
- ✚ Opposing viewpoints are equally valuable. Disagreements are framed as expressions of different perspectives or positions that must be considered.
- ✚ All viewpoints are carefully examined.
- ✚

**Majority Vote:** Majority vote is a decision rule that selects an alternative that has the support of a majority, that is, more than half the votes. If there are more than two choices on which to vote, a committee can elect instead to use plurality, a decision rule that selects the option with the most votes.

**Consensus:** Consensus is a way to use discourse to arrive at a shared understanding and a mutually agreeable path of action for the greater good. A formal process of achieving consensus ideally requires serious treatment of the considered opinions of all members. Attention should be given to dissenting opinions, so that issues can be fully examined. Consensus does not mean unanimity, however: Dissent on minor points, or even mild dissent on a major point, is to be expected. As long as all representatives have had a chance to speak their minds, a few dissenting opinions should not keep the group from finding a solution acceptable enough to all for the committee to move forward. (*Roberts Rules of Order?—C. Thomas*)

#### **Example of One Method for Generating Consensus**

1. Clarify the problem or question being addressed.
2. Determine the essential criteria for a good solution (e.g., organization, cost, scale, scope, and acceptance). Ensure that all members understand and buy into the essential criteria.
3. Brainstorm a range of alternative solutions.
  - a. Do not evaluate the alternatives during brainstorming.
  - b. Record all alternatives in a comprehensive list that can be seen by everyone.
4. Take a straw poll to check for the possibility of early agreement. If there is only a little disagreement, determine and if possible resolve the reasons for the disagreement.
5. Evaluate alternatives according to the essential criteria.

- a. If any alternatives require further research, carry out that research.
  - b. Rule out any alternatives that fail to meet the criteria or are rejected by the committee after reflection.
6. Make a decision, which might involve combining or modifying the remaining alternatives to elicit the support of as many committee members as possible.

**Mixed Model:** Committees may find that a mixed model for decision-making, in which consensus applies in certain prescribed situations and majority rule applies in others, works best for them. It is important that committees make a careful, proactive decision on which decision model is to be used for which situations, that those situations are mutually exclusive, and that the rule is thereafter applied consistently. For instance, the Scholastic Standards Committee (**Do we have this committee? C. Thomas**) may agree to consensus for most committee decisions, but majority vote for readmissions.

Note that using majority vote as a failsafe method to resolve a lack of consensus is not an appropriate application of the mixed model. Most of the time, such an approach merely serves to undermine members' confidence in the collaborative decision-making process.

## Meeting Notifications

Agendas for all meetings must be available to all members no later than the day prior to the meeting (unless the Brown Act, which requires earlier posting, applies to the committee) (**most of our committees distribute agendas at the meeting, this will require buy in if we modify. H. Kinde**). Meeting announcements can be posted on the committee website, and committee members may be notified via email, Outlook announcement, or other mutually agreed-upon method.

## Minutes or Summaries

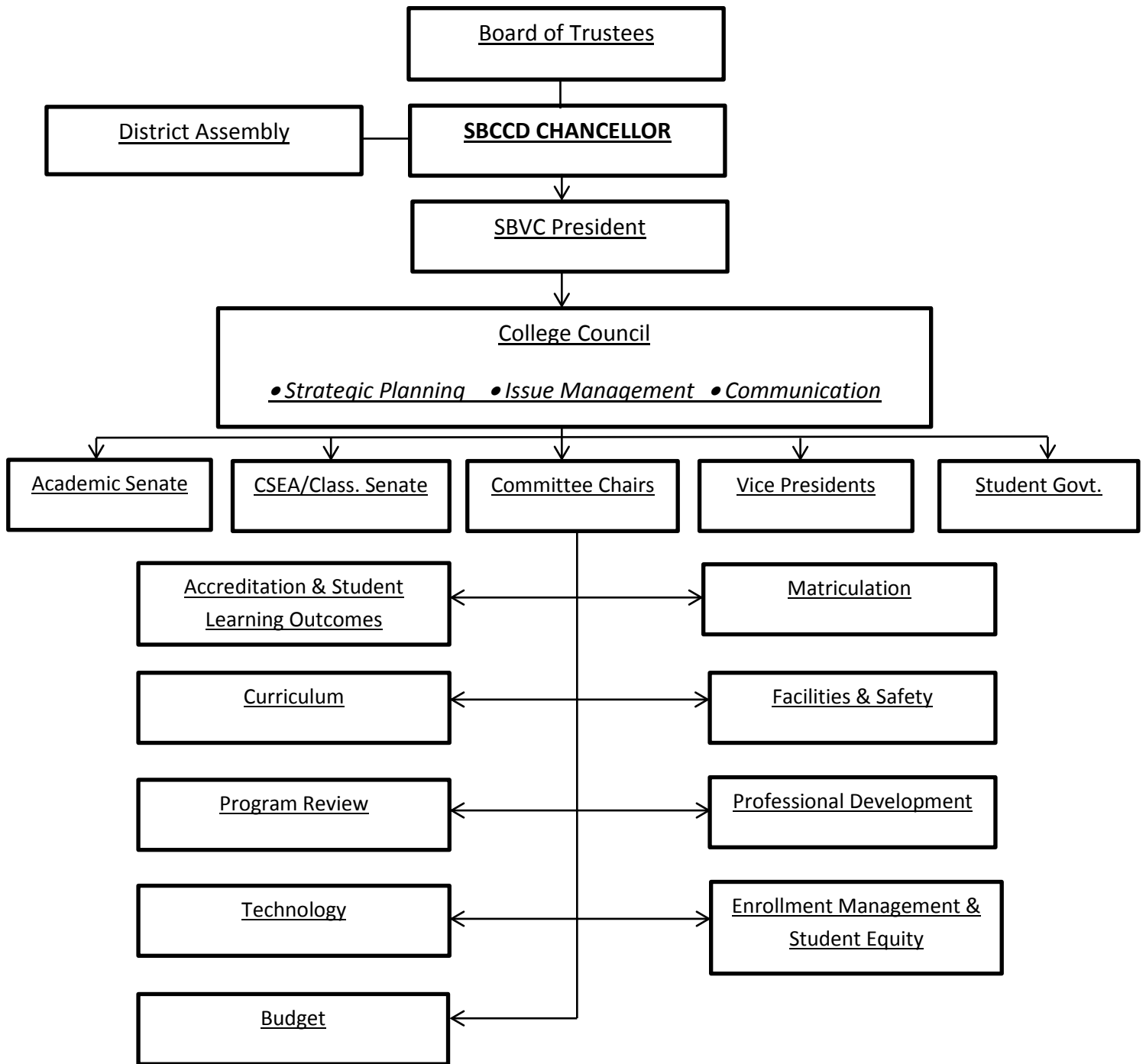
Whether or not a specific group is governed by the Brown Act, college governance committee deliberations, votes, and decisions, as well as the method used to arrive at them, should be public. In the interests of transparency and shared understanding, all college governance councils and committees will record and post written committee minutes. Committees may post minutes on the "Committees" webpage of the college website under the appropriate committee name.



## ***GOVERNANCE STRUCTURE***

The charts on the follow pages describe the reporting structures for all committees and departments in the college. Constituency groups represented on the college’s various committees and councils provide input through clearly defined channels. As a result of broadly shared input, the implementation of our decisions is more effective, and the campus community develops a shared sense of mission and purpose. It is important to note that individuals and groups who are not committee members may also be heard in any committee by requesting permission to speak, thus broadening the opportunities for dialogue across the campus governance structure.

DRAFT



(Collegial Consultation Flow Chart revised 9/9/13)

# San Bernardino Valley College Collegial Governance

## MISSION STATEMENT

San Bernardino Valley College provides quality education and services that support a diverse community of learners.

## EDUCATIONAL PHILOSOPHY

We believe:

- ✚ That a well-educated populace is essential to the general welfare of the community.
- ✚ That quality education empowers the student to think critically, to communicate clearly, and to grow personally and professionally.
- ✚ That an enriched learning environment promotes creativity, self-expression, and the development of critical thinking skills.
- ✚ That our strength as an institution is enhanced by the cultural of our student population and staff.
- ✚ That we must provide students with access to the resources, services, and technological tools that will enable them to achieve their educational goals.
- ✚ That we can measure our success by the degree to which our students become self-sufficient learners and contributing members of society.
- ✚ That plans and decisions must be data driven, and based on an informed consideration of what will best serve students and the community.
- ✚ That we must model our commitment to lifelong learning by maintaining currency in our professions and subject disciplines.
- ✚ That as part of the collegial consultation process, all levels of the college organization must openly engage in sharing ideas and suggestions to develop innovative ways to improve our programs and services.
- ✚ That interaction between all members of the college community must be marked by professionalism, intellectual openness, and mutual respect.
- ✚ That we must hold ourselves and our students to the highest ethical and intellectual standards.
- ✚ That we must maintain a current, meaningful and challenging curriculum.
- ✚ That students succeed best when following an educational plan and when enrolled in classes that meet their interest and goals, and match their level of academic preparedness.

- ✚ That all members of our campus community are entitled to learn and work in an environment that is free from physical, verbal, sexual, and/or emotional threat or harassment.
- ✚ That students learn best on a campus that is student-centered and aesthetically pleasing.
- ✚ That we must be responsible stewards of campus resources.

## **VISION STATEMENT**

San Bernardino Valley College will become the college of choice for students in the Inland Empire and will be regarded as the “alma mater” of successful, lifelong learners. We will build our reputation on the quality of our programs and services and on the safety, comfort, and beauty of our campus. We will hold both our students and ourselves to high standards of achievement and will expect all members of the college community to function as informed, responsible, and active members of society. (Revised 1-25-06)

## **GOVERNANCE PHILOSOPHY**

San Bernardino Valley College is committed to the idea of Collegial Consultation as assured in AB1725. We acknowledge the rights and responsibilities accorded to all parties within the District to participate effectively in District consultation and support the establishment of procedures whereby faculty, staff, and students are ensured of appropriate consultation on matters affecting them.

We believe that groups of individuals working together to pool their knowledge, experience, and perspectives are an integral part of the decision making process at Valley College, and that the development of policies and procedures for college governance benefits greatly by involving those with appropriate expertise and those who will be most affected by those policies and procedures.

## COUNCIL MEMBERSHIP AND CHARGE

### COLLEGE COUNCIL

#### *Charge*

The College Council has three primary functions: planning, issue management, and communication.

The college planning function includes the college Educational Master Plan (EMP), thereby developing the college's Education Strategic Plan, the EMP includes the Program Review annual needs prioritization, Technology Plan, Five Year Construction & Facilities Plan, Enrollment Management Plan, Basic Skills Plan, and Professional Development Plan. College Council reviews each of the plans and analyzes each for budget impact and provides recommendations to the President.

The issue management function takes place as campus issues are presented to the College Council and referred to the appropriate committee for review, consideration, and recommendation to the President.

The communication function is served by the College Council as the central communication venue for college governance issues including budget, in that all constituent groups are represented and are responsible for reporting and disseminating of information to their appointing body.

#### *Membership*

Membership is comprised of the President, College Vice Presidents, the President of the Academic Senate, the Classified Senate President, the President of the Associated Students or designee, the CSEA President of CSEA or designee, the Director of Research, and the chairs of the following committees: Enrollment Management & Student Equity, Accreditation, Curriculum, Facilities and Safety, Matriculation, Professional Development, Program Review, and Technology. The President serves as chair of the College Council unless otherwise agreed upon, at which point a faculty member and a manager will serve as co-chairs.

#### **College Council Standing Committees**

The standing committees of College Council are appointed annually and have representatives from each of the constituent groups: faculty, staff, students, and managers. Each committee will be co-chaired by one non-manager (faculty or staff) and one manager (that assists with clerical support, copying, and dissemination of materials as needed).

Should representation not occur in any group, the President will confer with the appropriate representative/President/designee to determine the best alternative to secure appropriate representation and participation from the absent group.

*Meetings: Unless otherwise noted, standing committees are not held during the summer.*

## COLLEGIAL CONSULTATION COMMITTEES

### ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE

#### *Description*

The Accreditation and Student Learning Outcomes Committee serves two functions on campus; overseeing the research and creation of the accreditation self-study, develop, implement, and monitor learning outcomes processes.

The Accreditation Self-Study is a collegial process. Traditionally, a team comprised of staff, faculty, administrators and students (as available) is assigned to each substandard. The teams research appropriate information about the sub-standard and compose a draft. A single writer or, a team of writers, finalize and edit the self-study final draft. The campus at large is given many opportunities to participate in the self-study process including, but not limited to, presentations at committee meetings, study sessions, open forums, and all campus activities such as flex day and opening day. The first and second drafts are emailed to the entire campus for feedback. The final draft is also emailed to the campus.

Outcomes Processes overseen by the committee include Student Learning Outcome and Program Learning Outcomes for instructional programs, Student Area Outcomes for Student Services and Administrative Services, and Institutional Core Competencies. All courses are mapped to the Core Competencies, and courses are mapped to Program Learning Outcomes as appropriate. At this time (Spring 2014) assessment data for SLOs are gathered for every course, every section, every semester. SLOs, SAOs and PLOs are evaluated a minimum of once every three years. A Core Competency evaluation was conducted in Fall 2015. Further information about outcomes processes can be located at the Vice President of Instruction or the Accreditation and SLO Committee's websites.

### *Charge*

The Accreditation and Student Learning Outcomes Committee prepares the self-study, prepares for the accreditation team site visit, follows up on implementation of accreditation recommendations, performs assessments as needed, and prepares any follow-up reports or documentation. The committee monitors the development and assessment process for student learning outcomes in courses, programs, and general education requirements. The committee generates and regularly reviews guidelines and best practices for all aspects of the student learning process.

### *Membership*

Membership is comprised of the Accreditation Liaison Officer, at least one faculty member from each division and other interested faculty, administrators, staff and students.

### *Integration with Campus*

The faculty co-chair participates in shared governance as a member of College Council. Additionally the faculty co-chair is a member of the Academic Senate Executive Committee and has a standing report to the Academic Senate. The co-chair works closely with the Office of Research, Planning, and Instructional Effectiveness, Program Review, Curriculum, and Budget Committees to ensure that SLO process are integrated with other campus processes.

### *Evaluation, Communication and Dialogue*

The Accreditation and Student Learning Outcomes Committee communicates with the campus and facilitates dialogue in a wide variety of ways including reports to the Academic Senate and College Council, e-mail, study groups, forums, campus presentations, professional development workshops, and newsletters.

The Committee is evaluated by the committee member survey, campus climate survey, and feedback. The Committee plans to devote Spring 2015 to campus-wide conversations on Outcomes Processes in order to evaluate and rewrite Core Competencies, and to create a sustainable SLO process that benefits student learning.

## CURRICULUM COMMITTEE

### *Charge*

Under AB1725 the Academic Senate has the responsibility to make recommendations with respect to academic and professional matters. Curriculum is an academic matter and, therefore, the Curriculum Committee is authorized by the Academic Senate to make recommendations about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, approval of prerequisites and co-requisites, and assessment of curriculum as needed.

### *Membership*

Membership is comprised of the Vice President of Instruction (or designee) and one other manager, a Curriculum Chair or Co-Chairs appointed by the Academic Senate, the Articulation Officer, faculty members from each division as recommended by the Academic Senate, two students, and two Instruction Office staff members (Administrative Curriculum Coordinator and Schedule/Catalog Data Specialist) appointed by the Vice President of Instruction (in collaboration with CSEA) to serve as a resource to the committee.

## ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE

### *Charge*

The Enrollment Management and Student Equity Committee serves in an advisory capacity to the President's Cabinet regarding enrollment. The committee is responsible for reviewing internal and external assessment trend data as it applies to enrollment planning, researching and reviewing successful models of recruitment and retention programs, projecting enrollment growth/decline, projecting academic and student support service needs based on enrollment trends. The committee makes recommendations regarding recruitment and retention strategies, in the annual updating of the Enrollment Management Plan. The committee reviews and regularly updates the Student Equity Plan. Both plans are forwarded to College Council for review.



### *Membership*

Membership is comprised of the Vice Presidents of Instruction and Student Services or their designees, two Deans from Student Services, two Deans from Instruction, Director of Financial Aid, Directors of Marketing and Institutional Research, Matriculation Coordinator, and other interested faculty, administrators, staff and students.

## FACILITIES & SAFETY COMMITTEE

### *Charge*

The Facilities & Safety Committee serves as an advisory committee to college services and operations including: facilities, campus appearance, emergency preparedness, sustainability practices, and campus safety training. Additionally, the committee reviews and submits the Facilities & Capital Outlay Plan to College Council.

### *Membership*

Membership is comprised of the Vice President of Administrative Services, Director of Maintenance and Operations, District Police Supervisor, Dean of Student Development, DSPS Coordinator, two students and other interested administrators, faculty, staff, and students.

## STUDENT SUCCESS COMMITTEE (website needs to updated)

### *Charge*

The Matriculation Committee is authorized by the Academic Senate to annually review and update the College Matriculation Plan, propose the budget for categorical matriculation funds, provide advice on policies, procedures, and implementation of matriculation components including admission, orientation assessment, counseling, prerequisites, follow-up, training, and research.

### *Membership*

Membership is comprised of the Vice President of Student Services, Associate Dean of Admissions & Records, Matriculation Coordinator, Dean of Counseling and Matriculation, Institutional Research, one representative from English, Reading, and Math, and other interested administrators, faculty, staff and students.

## PROGRAM REVIEW COMMITTEE

### *Description*

The Program Review Committee operates under the authority of and reports to the Academic Senate in accordance with Academic Senate By-laws (333) and District Administrative Procedure 2225.

### *Charge*

For regular programmatic assessment on campus, the Program Review Committee examines and evaluates the resource needs and effectiveness of all instructional and service areas. These review processes occur on one-, two-, and four- year cycles as determined by the District, College, and other regulatory agencies. The purpose of Program Review is to:

- ✚ Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals
- ✚ Aid in short-range planning and decision-making
- ✚ Improve performance, services, and programs
- ✚ Contribute to long-range planning
- ✚ Contribute information and recommendations to other college processes, as appropriate
- ✚ Serve as the campus' conduit for decision-making by forwarding information to appropriate committees

### *Membership*

Membership is comprised of at least 3 Vice Presidents or their designees, as appointed by the President, 10% faculty representation by Division, at least 3 classified staff members as appointed by Classified Senate/CSEA, and one student.

### *Integration with Campus*

The faculty co-chair of Program Review is a voting member of College Council and a member of the executive committee of the Academic Senate.

Program Review integrates many campus planning documents and essential campus processes by including self-evaluation of how program meet the campus mission, strategic initiatives, curriculum and SLO processes into the program efficacy and needs assessment processes.

Program review enhances student learning by ensuring that resource requests are aligned with program quality.

### *Evaluation, Communication and Dialogue*

Program Review assigns committee members to work directly with programs under going program efficacy and conducts workshops for program efficacy and needs assessment. Once efficacy and needs assessment documents are submitted the committee engages in evaluative dialogue based on the reports submitted and the rubrics created by the committee. The committee provides a written response to all program efficacy documents.

Program Review forms and rubrics are distributed via e-mail and announced in College Council and Academic Senate. Needs Assessment results and Program Efficacy documents are available on the Program Review committee website. Committee members are expected to report committee activity to their constituent groups.

At the end of the academic year the committee evaluates itself by surveying all programs who participated in the efficacy process. The committee will use the results of the committee member survey to further evaluate committee processes.

### PROFESSIONAL DEVELOPMENT COMMITTEE

#### *Charge*

The Professional Development Committee serves as an advisory committee for the college professional development programs, and as a resource for training needs across campus. The committee prepares and implements the state required three-year Professional Development Plan, and reviews it annually to assure that campus goals and objectives are being met. The committee allocates staff development funds based on criteria in the plan. Additionally the committee is responsible for planning, programming and communication of campus professional development programs. The faculty member on the committee serve as the campus sabbatical leave committee and make recommendations to the college president for proposed leave recipients. The faculty members also serve as the campus flex committee.

#### *Membership*

Membership is comprised of one manager (designated by the President), Professional Development Coordinator, a representative of the technology committee, and interested faculty, administrators, and staff.

## TECHNOLOGY COMMITTEE

### *Charge*

The Technology Committee develops the Technology Plan for SBVC and submits it to the SBVC College Council. The Plan recommends methods to assess, purchase, install, and encourage use of new technology; technology funding priorities; and strategies for redistributing current resources. It sets standards and guidelines for the minimum specifications for new technology, for maintaining the current technology in new construction, and to maximize use of District network resources and instructional learning resources. Accessibility to technology will be considered when developing goals, methods, recommendations, guidelines, and standards. In addition, members serve as campus representatives on District Technology Committees.

### *Membership*

Membership is comprised of the Vice Presidents of Instruction, Administrative Services, and Student Services or their designees; a representative from the Audio Department; a representative from District Computing Services, representative(s) from the college Network Specialist and all other interested faculty and staff in the campus community.

## BUDGET COMMITTEE (Need to add webpage to website)

### *Charge*

The Budget Committee serves in an advisory capacity to College Council in all aspects of budget development and management to protect the financial wellbeing of the college and to operate successfully within our budget. The Budget Committee makes data-driven recommendations that align resource allocations with resource planning, utilizing the college mission, institutional planning documents, and program review recommendations.

The Budget Committee serves in all three areas of the College Council's primary functions including: planning, issue management, and communication. Specifically, the Budget Committee develops annual budget assumptions, recommends reserve and contingency funds, identifies discretionary monies, and reviews and develops strategies for funding campus priorities. The Budget Committee reviews and makes recommendations for resolution of emerging budget issues and creates processes for better budget development and management. Throughout the year, the Budget Committee articulates and clarifies the budget development and management process for the campus community, including training, promoting budget awareness, and maintaining the transparency of budget decisions.

### *Membership*

The Budget Committee membership totals eight, including the Vice President of Administrative Services (chair) representing management, and seven appointed members representing faculty, classified staff, Associated Student Government, and four members outside of College Council as appointed by and representing each of the constituencies

### **ADDITIONAL COMMITTEES**

A number of committees exist that have a specific purpose or function, but are not part of the formal collegial consultation process within College Council. These include:

#### **OFFICE OF THE PRESIDENT**

##### PROGRAM FOR THE ADVANCEMENT OF LEADERSHIP OF MANAGERS (PALM)

Reporting to the President, Valley College managers (directors, deans, vice presidents) meet as needed with the President to review and discuss items as submitted to the College Council and to study leadership theory and practices.

##### PRESIDENT'S CABINET

The President meets weekly in a staff meeting with the Vice Presidents to discuss operations and logistics.

##### SCHOLARSHIPS

#### *Charge*

The Scholarships Committee reviews applications for scholarships and makes awards according to guidelines.

#### *Membership*

Membership is comprised of the Foundation Director, and interested administrators, faculty, and classified staff.

##### ANNUAL AWARDS COMMITTEE

#### *Charge*

The Annual Awards Committee plans and implements the Annual Spotlighting Our Success Faculty & Staff Awards Celebration event each spring. This event recognizes outstanding

employees and retirees from all areas of the campus. The committee organizes a campus-wide nomination and voting process that leads to organizing and coordinating all logistics related to the awards ceremony event. The committee chair is the Director of Marketing & Public Relations with guidance from the Office of the President.

#### *Membership*

Membership is comprised of at least one member from classified, faculty, management, Faculty Association and other interested individuals.

### ARTS, LECTURES, AND DIVERSITY

#### *Charge*

The Arts, Lectures, and Diversity Committee plans and promotes a series of lectures and cultural events designed to celebrate our diversity and enrich the instructional environment of the college.

#### *Membership*

Membership includes the Vice Presidents of Instruction and Student Services or designees, Dean of Humanities, and interested administrators, faculty, classified staff and students.

## INSTRUCTIONAL SERVICES

### INSTRUCTIONAL CABINET

#### *Charge*

The Instructional Cabinet reviews instructional related issues and concerns and advises the Vice President of Instruction.

#### *Membership*

Membership is comprised of the Vice President of Instruction and the deans reporting to the Vice President of Instruction.

### TENURE REVIEW COMMITTEE

#### *Charge*

The Tenure Review Committee meets in January to review the four evaluations of each faculty member being considered for tenure. If all four evaluations of a faculty member are fully

satisfactory, the Tenure Review Committee shall recommend that individual to the President for tenure. If the Tenure Review Committee has any doubts about a faculty member's overall performance, the committee shall, in consultation with the faculty member's supervisor, set up a new evaluation of him/her, to be conducted according to the evaluation procedure already in place in the District.

If the committee wants to use tenure procedures or materials as part of this evaluation, it can do so only with the consent of the affected faculty member. The two faculty members on the Tenure Review Committee who were appointed by the Senate and the bargaining unit shall serve as the peer evaluators for this evaluation. At the conclusion of this evaluation, the Tenure Review Committee shall meet and decide on a recommendation to the President of tenure or dismissal for the faculty member in question. All recommendations regarding fourth-year faculty members shall be submitted to the President by February 15. If the President and the committee disagree, they shall meet with the District Chancellor to present their differing points of view. The Chancellor shall have final authority to make a recommendation to the Board of Trustees (this charge and membership quoted directly from the current AGREEMENT between the SBCCD and the SBCCD Chapter CTA/NEA).

Per the provisions of the CTA contract, the Tenure Review committee is also involved in providing remediation assistance to those faculty whose evaluations are less than satisfactory.

#### *Membership*

The College President appoints a tenured faculty member as the Tenure Review Coordinator who chairs the committee and the appropriate Vice Presidents or designees. The President of the Academic Senate and the college representative of the collective bargaining unit each appoint one tenured faculty member to serve on the Tenure Review Committee.

#### ONLINE COMMITTEE

#### *Charge*

The Online Committee advises the Vice President of Instruction regarding issues related to online learning at the college. In addition, the committee assists discipline faculty in the preparation of distance education requests to the Curriculum Committee. The committee serves as a conduit of Information among faculty, administration, and students by providing technological vision for issues related to online learning.

### *Memberships*

Membership is comprised of interested faculty, administrators, staff, and students.

### HONORS

#### *Charge*

The Honors Committee serves as an advisory committee to the Vice President of Instruction relative to the college's Honors Program including the admission of students into the program, assessment of program effectiveness, the schedule rotation of honors courses, proposals for new honors courses , and the evaluation of existing honors courses.

#### *Membership*

Membership is comprised of the Vice President of Instruction or designee, the Honors Coordinator, Honors Counselor, and interested administrators and faculty.

### WORKFORCE DEVELOPMENT COMMITTEE

#### *Charge*

This Workforce Development Committee reviews recommendations from the Career and Technical Education (CTE) advisory committees. The committee participates in the Perkins Grant allocation process and makes recommendations to the Perkins Grant administrator.

#### *Membership*

Membership is comprised of the Perkins Grant Administrator and includes representation from vocational certificates and degree areas as well as other interested administrators, faculty, classified staff, and students.

### BASIC SKILLS COMMITTEE

#### *Charge*

The Basic Skills Committee creates the planning documents, oversees the implementation of the campus basic skills plan, and prepares the college's basic skills report.



### *Membership*

Membership is comprised of the Vice President of Instruction, at least one faculty member from counseling, english, mathematics, and reading, and other interested faculty, administrators, staff, and students.

## STUDENT SERVICES

### CAMPUS LIFE AND COMMENCEMENT

#### *Charge*

This Campus Life and Commencement Committee monitors and serves as the primary clearing house for student activities on the campus, including commencement. The committee develops a campus-wide master calendar in coordination with the Director of Marketing.

#### *Membership*

Membership is comprised of the Vice President of Student Services, Director of Student Life, Student Activities Coordinator, ASG President, Student Services Dean, Director of Marketing, and interested administrators, faculty, classified staff, and students.

### DISABLED STUDENT PROGRAMS AND SERVICES (DSPS) ADVISORY COMMITTEE

#### *Charge*

This Disabled Student Programs and Services (DSPS) Advisory Committee serves as an advisory committee to the Director of DSPS relative to the needs of students with disabilities.

#### *Membership*

Membership is comprised of the Dean of Student Services, Director of Disabled Student Services, Director of Health Services, and interested faculty, staff, and students.

### STUDENT POLICIES & SCHOLASTIC STANDARDS

#### *Charge*

The Student Policies and Scholastic Standards Committee serves as an advisory committee for the development and implementation of academic policies such as but not limited to petitions related to admissions, probation, disqualification, and graduation requirements.

### ***Membership***

The membership is comprised of the Vice President of Student Services or designee, Associate Dean of Admissions & Records, interested faculty, a classified staff member from the Admissions and Records office, and one student.

### **STUDENT SERVICES CABINET**

### ***Charge***

The Student Services Cabinet reviews Student Service related issues and concerns in an advisory capacity to the Vice President of Student Services.

### ***Membership***

Membership is comprised of the Vice President of Student Services and all Deans reporting to the Vice President of Student Services.

### **STUDENT SERVICES COUNCIL**

### ***Charge***

The Student Services Council meets on a periodic basis to discuss and review campus issues particularly applicable to student success.

### ***Membership***

Membership is comprised of the Vice President of Student Services and the Student Services leadership team.

## **ADMINISTRATIVE SERVICES**

### **ADMINISTRATIVE SERVICES CABINET**

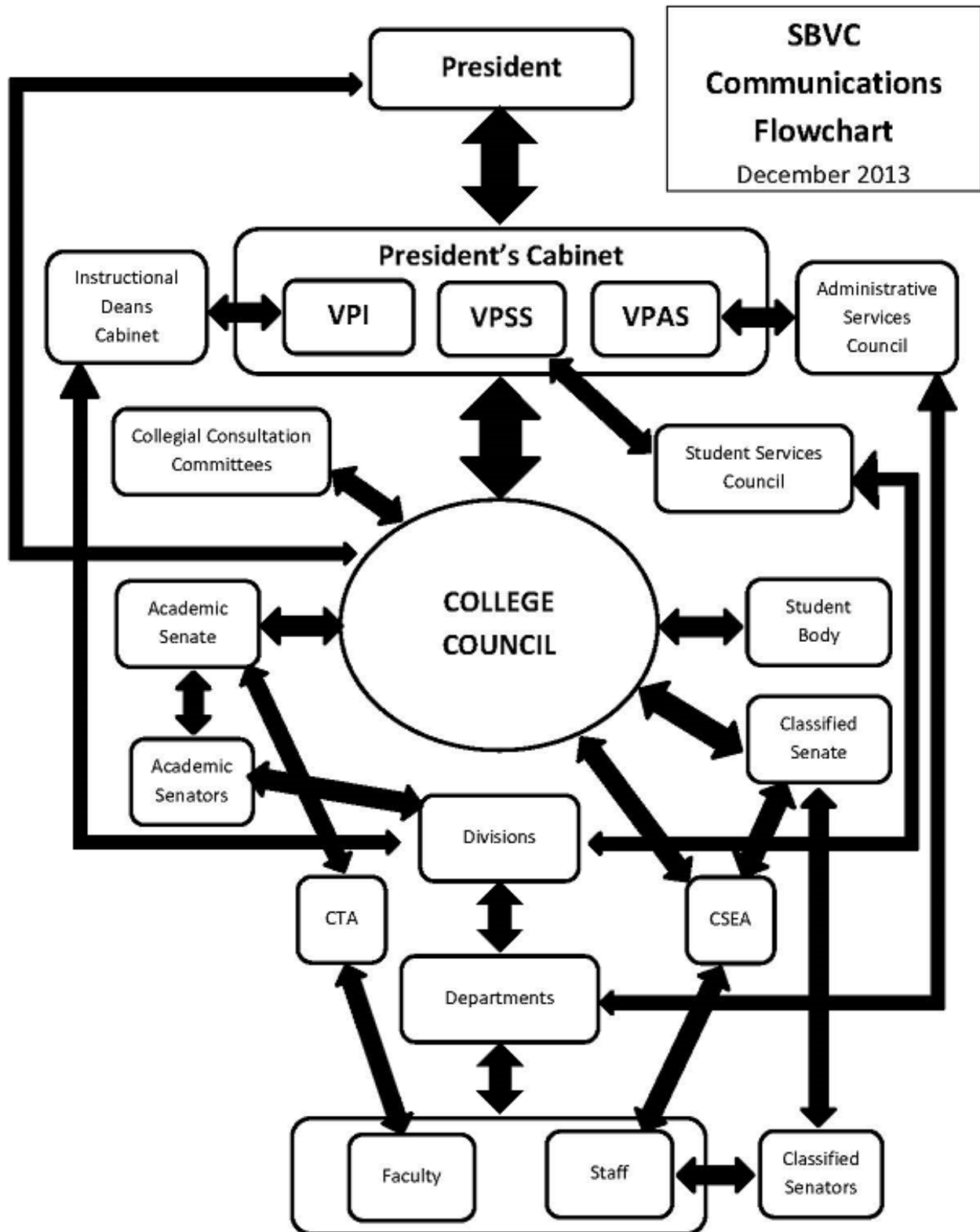
### ***Charge***

Reporting to the Vice President of Administrative Services, the Administrative Services Cabinet meets on a periodic basis to discuss and review campus related issues and advise the Vice President of Administrative Services.

### ***Membership***

Membership is comprised of the Vice President of Administrative Services and the Administrative Services Supervisors.

# Governance Communication



## AD HOC Committees/Task Forces

An ad hoc committee or task force is a temporary group representative of all campus constituencies. Ad hoc committees or task forces are created for a one-time purpose (e.g., to correct an issue of non-compliance with regulation, as in the General Education Task Force established in 2003) or to focus on specific subject or emerging trend impacting community colleges. These groups are created with a deadline by which they must complete their work, after which they dissolve. Ad hoc committees or task forces are charged at the discretion of the College President. Recommendations to establish an ad hoc committee or task force can be made to the College President by any shared governance structure or concerned member of the SBVC community. According to board policy, “ad hoc committees will be used rarely and only for specific tasks of short duration which do not overlap with other committees.” For a list of current ad hoc committee or task forces, [please contact the President’s Office](#).

## *Bargaining Units*

### SAN BERNARDINO COMMUNITY COLLEGE TEACHERS ASSOCIATION (SBCCTA)

#### *Charge*

The San Bernardino Community College District Teachers Association (SBCCTA) is the exclusive bargaining unit for full and part-time faculty employees at the San Bernardino Community College District. SBCCTA represents members of the District faculty in their relations with their employer, and is the exclusive representative of the faculty in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment.

#### *Membership*

All faculty are eligible for membership in SBCCTA. Members who pay association dues are active members eligible to vote in all elections, hold elective office or appoint positions, receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association. Non-members are assessed an agency fee and are not entitled to active member benefits.

CALIFORNIA STATE EMPLOYEES ASSOCIATION (CSEA)

*Charge*

The California State Employees Association (CSEA), local 291 is the exclusive bargaining unit for classified staff employed at the San Bernardino Community College District. CSEA represents members of the District classified staff in their relations with their employer, and is the exclusive representative of the classified staff in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment. In accordance with California Education Code, Section 70901.2, CSEA has the right to appoint classified staff to any college or district task force, committee, or other governance groups.

*Membership*

All classified staff members are members of CSEA.

# Appendices

## Appendix A:

### Delineation of Roles and Responsibility Statement

**San Bernardino Community College District**

**California School Employees Association Chapter #291**

**and**

**San Bernardino Community College District**

**Classified Senates**

#### **Statement of Purpose**

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*The purpose of this document is to clarify the different roles that CSEA, Chapter #291 and the San Bernardino Community College District Classified Senates fulfill in representing all San Bernardino Community College District classified employees, each has a distinct purpose with differing objectives. Pursuing the objectives of one organization within the framework of the other can be redundant or even counterproductive, diluting the overall effectiveness of the organization in serving classified employee interests. By clearly understanding each organization's purpose, we ensure that classified employees have opportunities for input into the collegial consultation process while at the same time are assured that classified bargaining rights are protected.*

*This document is an agreement between the San Bernardino Community College District Classified Senates and CSEA, Chapter #291 of the roles and responsibilities herein.*

#### **Statement of Purpose**

##### **San Bernardino Community College District Classified Senates**

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*The San Bernardino Community College District Classified Senates promote the interests of all district-wide classified employees in accordance with AB 1725 mandates.*

*The purpose of this organization is to provide a vehicle by which the classified employee is able to fully participate in the process of achieving the goals and mission of the colleges and promoting a successful learning environment for students. It shall be the function of the Classified Senates to participate in the governance of San Bernardino Community College District on a consultative level: to actively collect, evaluate and disseminate information for the classified employee; and to represent those interests in non-bargaining unit (CSEA) issues on any collegial consultation committee. The classified senate shall also promote professional and personal development for all classified employees through Professional Development workshops and activities, webinars and conferences.*

## Statement of Purpose

### Exclusive Bargaining Representative – San Bernardino Community College CSEA Chapter #291

The California School Employees Association, San Bernardino Community College Chapter #291, hereafter referred to as “The Association”, shall be recognized as the “exclusive” representative for the classified employees within its bargaining unit. The Association expresses the viewpoint of the classified bargaining unit to the college administration and Governing Board in matters regarding Collective Bargaining.

The rights and responsibilities of the Association derive from the Public Employees Relations Act (SB 160, Rodda), and the interpretations of this Act by the Public Employees Relations Board, by the collective Bargaining Agreement, Past Practice, and other applicable laws. The association’s scope of representation shall include all matters dealing with the collective bargaining process, wages, hours of employment, workload, terms and conditions of employment, classified service on all hiring committees and all areas covered in San Bernardino Community College Chapter #291 Collective Bargaining Agreement for Classified Employees.

### Delineation of Roles and Responsibilities

	<b>Classified Senate</b>	<b>CSEA Chapter #291</b>
<b>Membership</b>	Automatic for all permanent classified and confidential employees– Title V/AB1725	Bargaining unit members only. This is all regular classified employee unit members whether full or part-time employees.
<b>Dues</b>	None.	Mandatory monthly dues.
<b>Participation</b>	Voluntary. Open to ALL permanent classified and confidential employees.	Open to bargaining unit classified members only.
<b>Voting</b>	All permanent classified and confidential employees.	Chapter dues paying members only.
<b>Role</b>	The Classified Senate is a professional organization promoting the interests of all categories of classified employees. The Senate supports, facilitates implementation and promotes awareness of the collegial consultation process.	CSEA Chapter#291 is the exclusive bargaining representative for the San Bernardino Community College District’s classified employees.
<b>Purpose</b>	To focus on issues related to the Collegial Consultation process and to ensure representation on Collegial Consultation committees, projects and issues.	To focus on collective bargaining issues such as wages, benefits, hours of employment, workload, terms and conditions of employment.
<b>Examples of Items to Fall Under Each Organization</b> (not all responsibilities are listed)	<ul style="list-style-type: none"> <li>• Participation in the collegial consultation process on campus and the district.</li> <li>• Providing a body representing the needs, concerns, and viewpoints of all the classified employees on issues <u>other</u></li> </ul>	<ul style="list-style-type: none"> <li>• Wages, including salary schedule and placement, promotions, seniority, layoff and reemployment rights, initial classification and reclassification.</li> <li>• Hours of employment.</li> <li>• Health and welfare benefits, including</li> </ul>

	<p><i>than working conditions.</i></p> <ul style="list-style-type: none"> <li>• Providing a centralized means of communication between ALL classified employees and the rest of the college community.</li> <li>• Appointment of classified employees to college and district collegial consultation committees.</li> <li>• Providing an opportunity for classified employees to enhance the democratic process of collegial consultation.</li> <li>• Promoting the interests of the classified employees in the development and formulation of policy and practice related but not limited to the following: <ul style="list-style-type: none"> <li>- Providing personal and professional development opportunities</li> <li>- Developing leadership within the classified community</li> <li>- Preserving and advancing intercollegiate relationships and involvement, creating a sense of unity</li> <li>- Providing a professional classified presence and visibility on campus and in the district.</li> <li>- Advocating the value and contributions Classified Employees provide to student success and learning</li> <li>- Providing recommendations and views on matters affecting classified employees and the conduct, welfare, and growth of the college.</li> </ul> </li> </ul>	<p><i>holidays and vacations.</i></p> <ul style="list-style-type: none"> <li>• Leaves, transfers, and reassignment policies.</li> <li>• Safety conditions of employment, including district-initiated disability leaves.</li> <li>• Procedures to be used for the evaluation of classified employees.</li> <li>• Procedures for processing grievances and disciplinary actions.</li> <li>• Promotes the well-being and rights of member classified employees by: <ul style="list-style-type: none"> <li>- Participating on collective bargaining related standing committees</li> <li>- Represents classified employee unit members on all working conditions</li> <li>- Serving as a communication link within its membership and to the district on bargaining issues</li> <li>- Selecting representatives from its membership to serve on collegial consultation and district committees as appropriate.</li> <li>- Communicating union rights and responsibilities with its members.</li> </ul> </li> </ul>
<p><b>Joint Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Each collegial consultation committee with classified employee representation must have an appointee from both CSEA and the Classified Senate, though sometimes the two constituencies agree to appoint a single classified member.</li> <li>• The presidents of each organization will meet regularly to discuss issues and maintain a relationship in order to best serve the classified employees.</li> </ul>	

*This document is for informational purposes and is intended to clarify the roles and responsibilities of the Classified Senates and CSEA within the San Bernardino Community College District.*



**San Bernardino Valley College  
Classified Senate**

**CSEA, CHAPTER #291**

\_\_\_\_\_  
**Cassandra Thomas, President**

\_\_\_\_\_  
**Colleen Gamboa, President**

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_

**Crafton Hills College  
Classified Senate**

\_\_\_\_\_  
**Michelle Tinoco, President**

**Date** \_\_\_\_\_

**DRAFT**

## Appendix B: Mentoring Guidelines for Maintaining Student Leader Participation on College Committees

### 1. Assign a Faculty/Staff/Administrator to mentor the student.

Being the only student on a committee full of faculty, classified staff and/or college administrators can be pretty intimidating. By assigning mentors to all students for their committee experience, you'll not only provide a trusted guide for them to go to throughout their time on the committee and increase their chances of building positive relationships with the group, you'll also ensure that the students will have a clear understanding of the decisions in which they are participating.

### 2. Explain expectations of Committee membership.

Student schedules can be very busy, so if there's a way for them to know what's expected of them as committee members ahead of time, they are more likely to make realistic assessments about whether or not they can meet those expectations. Things like dates, times, locations, duration of the commitment (i.e. one semester, one year, etc.), and group norms are all key items students will take into consideration before deciding to make a long-term time commitment.

### 3. Explain the committee's "charge" and role in decision-making.

There's nothing worse than sitting in a meeting without knowing what its purpose is and how what is being discussed impacts "the bigger picture." Make sure that the mentor tells the student the committee's reason for existence and how the group's input will be used.

### 4. Explain committee structure.

- a. Who is the Committee Chair? Who is the Vice Chair? What do they do on campus? Explaining who the committee members are and why their opinions are important to the issue at hand will help the student make the transition from "student" to "group member" much faster and easier.
- b. Explain and discuss agenda items, and typical topics the committee considers, and share a brief history of the committee, if it is available, and the committee's importance in the governance structure.

**5. Share your contact information and preferred method of communication.**

If you are the assigned mentor, make it a point to share your email address, phone number, and/or any other information the student might need to reach you in case he or she has questions. Also, tell the student the best times to contact you and which times to avoid. Ask the student or his or her Advisor for the Advisor's contact information and preferred method of communication as well.

**6. Invite them to subcommittee meetings (if possible).**

Student committee members will be more effective and provide better input if they are given the opportunity to explore all facets of the committee on which they are serving. If time and resources permit, asking a student to sit in on at least one subcommittee meeting will help her or him gain a broader perspective on the issue at hand

**7. Explain your actions after each meeting.**

If you are the mentor, talk to the student about why you did particular things, the options you weighed, and the items you had to consider before taking action.

**8. Give them responsibilities.**

Students are more likely to feel vested in the committee process if they are able to contribute to and share in the workload. If you are the mentor, assign them a variety of tasks, including some that you know they can handle and some that might challenge them. Walk them through the assignments, help them figure out their approach, and talk about the results after the tasks are completed.

**9. Model positive communication and social skills.**

Even though they may not act like it, students ARE watching our every move. They are observing what mentors say and do to create their own ideas of what professional behavior is and should be. If you are the mentor, do your best to speak and act in ways that will make you appear intelligent, agreeable, and sane.

**10. Ask questions and check in regularly.**

Some students may be too shy to speak up in the midst of a committee discussion. In the event that you as a mentor hear a term, acronym, or phrase with which the students may not be familiar, don't be afraid to lean over and ask them if they understood the item or write them a quick note to see if they have any questions on what they just heard. Additionally, make it a point to check in with them regularly after the meetings to make sure they don't have any questions or concerns.

### **11. Establish goals for the student's participation.**

How much do the students know about the subject in question at the start of their committee involvement? How much would they like to learn about it? When or how often should you monitor their progress to meet those goals? How can you as a mentor help them get there? Ask students to create benchmarks of understanding in a formalized structure that they can also use in other areas of their lives to assess their personal development.

### **12. Listen.**

Students may have ideas or concerns from their perspective that committee members may not have considered. Additionally, the student's involvement on the committee may spark an interest in the subject matter that a mentor may be able to help develop.

## **Dealing with Disappearing Student**

To help maintain student accountability, please copy the Director of Student Life (insert director email) on as much written communication as possible. In the event that a student misses a meeting or scheduled appointment, try sending him or her quick "I'm concerned about you" email and copying the Director. The Director will follow up with the student and try to resolve any issues. If the student cannot meet the commitment, the Director and Student Senate President will assign another student to replace the one in question.

## **Technology Committee's Position on Installing More Computer Labs**

After prioritizing the list of the current Program Review needs requests for technology, the Technology Committee had a long discussion about the numerous requests to add more labs and computers to the campus inventory. The Technology Committee believes that the SBVC Campus could do a better job of using our current technology resources instead of continually adding to them. There are at least 56 physical and mobile computer labs on campus. These labs contain over 1150 computers. Yet departments continue to request more computer labs and computers to stock them with. It was not that long ago that a few departments on campus had their own computer technicians and we had to step away from that model so that everyone could be supported equally. It is time to take the next step. The ownership of computer lab facilities should move from the individual department and/or divisions and become available as a campus resource that can be scheduled and used by all departments and divisions.

We are not saying that we want to make it a free for all. But we do want to make it possible for others to use these resources to educate our students. We could have computer labs scheduled in the same way that we schedule lecture rooms. Certain departments have first priority to schedule those rooms and then open times can be utilized by other departments. Computer labs could be scheduled the same. Give departments that have lots of computer lab based courses first priority. Then allow other departments to schedule into the available time slots. Give Priority to the continual use classes but don't fill all the labs at the detriment of those that need to use facilities on an occasional basis. Ongoing monies have not been identified to support new facilities. Finally, Campus Technology Services is struggling to keep up with the current demand for support requests. With this in mind we do not support adding additional computer labs or computers to the current system. Many computer labs are idle a good part of any week, if we had a scheduling process that would allow others to utilize the space, we wouldn't need to purchase or support new resources. We would have more dollars to improve and support what we have.