

## SBVC College Council MINUTES

**Date: February 25, 2015**

**Location: President's Conference Room, ADSS-207**

**Time: 1:00 PM – 3:00 PM**

Gloria Fisher, SBVC President, Chair  
Algie Au representative for Jeremiah Gilbert, Academic Senate  
President, Co-Chair  
Dave Bastedo  
Marco Cota - **A**  
Gray Eation  
Rania Hamdy  
Leticia Hector  
Rick Hrdlicka  
Diane Hunter

Celia Huston  
Haragewen Kinde  
Sheri Lillard - **A**  
Gabriel Jaramillo, Representative for Thomas Robles  
Ricky Shabazz- **A**  
James Smith  
Scott Stark  
Cassandra Thomas  
**Guest(s):**  
Gloriann Chavez  
Eddie Sanker  
Tarif Halabi  
Linda Subero

TOPIC	DISCUSSION and ACTION
Call to Order:	<p>Dr. Fisher called the meeting to order. We have some old business to take care of. I hope you had an opportunity to review the minutes. The committee stated they had not received the minutes and approval was tabled until the March 4, 2015 meeting.</p> <p>Dr. Fisher recognized Algie Au as the representative for Jeremiah Gilbert, Academic Senate President. At times we will have a representative for someone who needs to be absent. But we also have someone who has been replaced, Gabriel Jaramillo for Thomas Robles, who cannot attend on a regular ongoing basis, I think we should just list the replacement's name. Both Algie and Gabriel are voting members today.</p>
Approval of the December 10, 2014 amended minutes	Tabled
Approval of the January 14, 2015 minutes	Tabled
Approval of the January 28, 2015 minutes	Tabled
Approval of the February 11, 2015 minutes	Tabled

Guest Speaker: Discuss Welding back lab – Eddie Sanker

Dr. Fisher welcomed Eddie Sanker from Welding and Tarif Halabi from Electronics.

Eddie would like to have a policy in place that department chairs are required to sign off on all equipment purchased in their areas. I have a fume extractor that I believe to be the best. The best product is actually the lowest priced product in this case and I believe if someone in the department had been consulted, this would not have happened.

Scott stated the user group currently signs off and that includes, the dean, department chair, and faculty. The equipment used for this specification actually came from the Dean in welding. At the meeting where the decision was made, the minutes show this item was approved and came from welding and technology. The user group inputs on products way in advance. If the product fits and doesn't cost any more, we can get this item.

Eddie said when they were approached about their lab and asked if there was anything they wanted done, he and Achala actually designed the lab but in rough draft form. It was never meant to be taken as final.

James stated the input from the department chair is already included and maybe that's not the part that needs to be changed but the final recommendations need to be separated.

Eddie thought there would be a period where it would be discussed and users could make changes.

Scott said this is done before the bid in the design process so it has to happen early on. It can be difficult to make changes later on and an active user group is good.

Dr. Fisher said we can shore up what we do on campus to make certain our voices are heard. Eddie-we don't really need a policy because the mechanism is already in place. We need to ensure we are following our own process which is the total inclusion of the voices of the user group, but understanding that it's going to come as a recommendation even though they may say certain products are the best. The District has an approved vendor list and if they are not on the approved list that's not one we can select.

<p>Continued - Guest Speaker: Discuss Welding back lab – Eddie Sanker</p>	<p>Dr. Fisher wants this group to be more proactive and charged Scott to work with the District and report at the next meeting regarding what is the process, in writing and when is the last time the user group can make changes without significantly impacting. I will take it to Chancellor's Cabinet to begin the conversation there and I assure you I will find full support for what I bring forward because Crafton Hills College is going through some major building so they will have an interest in this conversation as well. She thanked Eddie for coming and for his extremely valuable comments.</p>
<p>Ad hoc Committee Update - Membership Inclusion of BFSAA and LFSAA - Algie Au, Representative for Jeremiah Gilbert</p>	<p>Algie referred to the handout distributed and stated the committee was charged to work on a process for those committee applicants and the process as spelled out on the application. I am excluding who is applying since this process must include everybody. They have bylaws already, they have a charge to what they do, they have some regularly recorded meetings and regular meetings they hold. That is one big requirement. Next is how big is the committee going to be? I think that twelve was mentioned as a good number. The president of the committee will come to the College Council meetings. Then you will have some kind of liaison. These are the basic requirements for those who would apply. For the process, they would have to contact this group, be added to the agenda and this group would have to make the official representation. This group has to decide whether they meet all the requirements. It's the applicant's responsibility to fulfill the requirements. This particular group will then be enrolled for one year. If, in the year, this group decides after observing the new participants, and they can sustain the number of members, they can become voting members. This gives you a period to observe the new participants and if they don't participate, they can be removed.</p> <p>Rania thought the advisory role was crucial. We didn't want someone to be voted in on College Council and just not show up at meetings. We wanted them to observe what College Council does and decide if it's beneficial to the club or organization. Is this something I need to be part of for a year and then report back? Once they have that advisory period then we can certainly vote after the year.</p> <p>Diane observed that every single student club meets this criteria. Was that discussed?</p> <p>Algie said if they are interested and they conform.</p>

Continued - Ad hoc Committee Update - Membership Inclusion of BFSAA and LFSAA - Algie Au, Representative for Jeremiah Gilbert

Diane –I wonder if this was discussed. Would this include CHC as well as part of the District?

James said it was discussed and will also go to District Assembly and be discussed there.

Dr. Fisher stated I think it is internal on this campus and I'm not sure this needs to go to District Assembly. I would shy away from going to District Assembly with this and I don't think that was the intent. I want to re-emphasize the point Algie made about this not being about the individual organizations that came forward. The purpose of the Ad hoc committee was to consider anyone, any group or organization who might want to come in. I think it's worth a few minutes of conversation about clubs. This is a balanced committee and if it were to become unbalanced with student representation it would defeat the ability of this committee to make decisions. It's not a student committee. We have student representation. Students are welcome to attend. You are a member of ASG, Linda, and also a member of the Black Student Union. We have to be mindful of the purpose, mission and charge of College Council.

Rick stated it says charge. We talk about these charges and that comes down from College Council. Would we then have to approve the charge of the group that wants to join?

Dr. Fisher said yes, we would. Each committee that's listed we would have approved their charge.

Algie questioned are we talking about committees or about organizations/associations that could be clubs?

James clarified we are talking about organizations/associations.

Diane was wondering if somebody uses the established process and a new member applies, is that going to change our AP? Whatever we end up doing when it is finalized, we need to clarify where the existing committee is.

Algie asked if you would like to add something along the line of processes, maybe under 4 after the review. You have a year of them being in an advisory role and after that one year, you would want to review their charge and see if it fits By adding that language would that clarify?

Continued - Ad hoc Committee Update - Membership Inclusion of BFSAA and LFSAA - Algie Au, Representative for Jeremiah Gilbert

Dr. Fisher stated the way this is presented with organizations or associations and we went down the slippery slope with clubs, it could be interpreted we do not want student representation.

Rania clarified we were not thinking student clubs but employee associations and organizations only.

Linda, chair of ICC, stated they already have clubs and organizations. What I got is the staff members that have clubs and organizations are the ones here. I know this is not pertaining to the students. Students would overwhelm here and would defeat the purpose of our own clubs on campus.

James said together with employee clubs and organizations, we can also scratch District organizations and it will read for campus employee and faculty associations to specify it is for staff and faculty.

Algie will make that note for Jeremiah.

Rania said they were thinking if an organization is willing to go through all of this, when they come and do the initial presentation and if they fit the requirements of College Council, the planning, communication and management portion integrated into their presentation, they are willing to present all of the minutes, charge, bylaws and be in the advisory role for a year, do they really want to be on College Council? We will move forward in that process and then see how it goes and re-evaluate in a year.

Celia was thinking we could suddenly find we have a lot of organizations and associations on campus, and I was looking to see if there is something an organization had to do legally to become an association but there are apparently incorporated and unincorporated and it's not like they have to have any particular standing to be an association. I was trying to find out how we could define association.

Algie stated there are fee charging associations and there also those who do not charge a fee unless you become a member. I can add that in if this body wants. The most important part is they meet the requirements of the College Council and its functions and list those three functions.

Gray offered clarification about CSEA and Classified Senate. We have a duties delineation that defines our roles on the campus. Classified Senate is our collegial consultation to allow classified members to participate. CSEA's role is collective bargaining.

<p>Continued - Ad hoc Committee Update - Membership Inclusion of BFSAA and LFSAA - Algie Au, Representative for Jeremiah Gilbert</p>	<p>Dr. Fisher stated there is a similar line between CTA and Academic Senate.</p> <p>Algie asked if you want to add a process or not add a process?</p> <p>James agreed with Leticia on making sure the charge is in line with the goals of our committee early on. It can happen when an elected official of the organization makes a presentation to College Council and state how they see their organization advancing the goals of College Council.</p> <p>Leticia stated as part of the requirements we need to clearly indicate they need to convince us they fall within the three goals and there is still a voting process where we then decide after the presentation if they meet our goals and are deserving of one year advisory.</p> <p>Rick said requirements to be considered could be added.</p> <p>Dr. Fisher thanked Algie for her presentation. It will go back to the Ad hoc committee, come back to us and then we can consider the entire document which includes further recommendation.</p> <p>James mentioned there are a couple of things we did not talk about here. Because communication is one of the primary elements we recommend the communication director, the person who is marketing/public relations also be included on the committee. That was unanimously accepted. I had another one which is grants as it is so connected to planning maybe we should include grants.</p> <p>Dr. Fisher asked him to add this to the committee for discussion and bring back for consideration all together.</p>
<p>AP 2510 Collegial Consultation – Dr. Gloria Fisher</p>	<p>Dr. Fisher stated for whatever reason, when the AP 2510 document went forward, the change from Palm to Managers Meeting did not make its way to the printed copy so it was sent back. It will be going back again as an informational item with the correction.</p>

<p>Upcoming/Filling Vacant Positions: – Dr. Gloria Fisher</p> <ul style="list-style-type: none"> <li>➤ VPI Office: – Dr. Haragewen Kinde <ul style="list-style-type: none"> <li>- Administrative Assistance I - Instruction Office</li> <li>- Secretary I to Secretary II</li> <li>- One Year Temporary fulltime faculty- Div. Grant</li> <li>- Replacement Faculty for Accounting and Business Administration departments</li> </ul> </li> <li>➤ VPSS Office: – Marco Cota representative for Dr. Ricky Shabazz</li> </ul> <p><b>General Fund</b></p> <p><u>Replacements/retirements</u></p> <ul style="list-style-type: none"> <li>- Articulation Counselor (in process)</li> <li>- Director of Student Life</li> <li>- Library Technical Support Assistant II (retirement)</li> <li>- Secretary II (Financial Aid)</li> <li>- Financial Aid Specialist II</li> </ul> <p><u>New</u></p> <ul style="list-style-type: none"> <li>- Financial Aid Coordinator</li> <li>- Library Media Clerk</li> </ul>	<p>Haragewen stated the Instruction Office has a vacancy, the Administrative Curriculum Coordinator, and as a result, we are reorganizing our office. The plan is to put that Administrative Assistant Curriculum Coordinator position on hold and reorganize it with an Administrative Assistant and a Secretary II. That way the work load and efficiency of the office will be better.</p> <p>Rick questioned Haragewen about putting one position on hold and creating two?</p> <p>Haragewen said it would be a wash cost wise and the Secretary I would become a Secretary II.</p> <p>Haragewen discussed the one year full time temporary faculty position. We are partnering with the EDTC who received a grant. It is called the Trade Adjustment Assurance Community College and Career Training so Valley College has received some funds in the area of curriculum development and working with the employers and industries in the area to upgrade our curriculum and write new. It's in the area of welding and machine technology. The Department's recommendation was to have one person so there will be continuity in the program. It is not a permanent position and this is just one year for the curriculum piece.</p> <p>Dr. Fisher clarified this position is funded from the grant and not from general funds. This person would not move into a tenure track displacing the possibility of the new process. We are waiting to receive a recommendation from the Academic Senate on what the process will be for hiring permanent faculty. This is something we can decide in one year where we are. We can look at all the totality of the circumstances for all the positions, including this one. We need to follow our own process in terms of hiring.</p> <p>Haragewen clarified it will be a one year full time temporary faculty member. The load will be teaching but also creating curriculum. She also said from the curriculum they are trying to create there will be a person who will address both areas. The courses in machine technology need updating so this is where the focus is going to be.</p> <p>Haragewen discussed retirements and where they stand. There are two vacancies in the Business Administration department, one in Real Estate and one in Accounting in Business Administration, so this department is down to one full time faculty member in each area and filled with part time. We want to combine those positions and have one instructor who can do both.</p>
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Continued - Upcoming/Filling Vacant Positions: – Dr. Gloria Fisher

- VPI Office: – Dr. Haragewen Kinde
  - Administrative Assistance I - Instruction Office
  - Secretary I to Secretary II
  - One Year Temporary fulltime faculty- Div. Grant
  - Replacement Faculty for Accounting and Business Administration departments
- VPSS Office: – Marco Cota representative for Dr. Ricky Shabazz

**General Fund**

Replacements/retirements

- Articulation Counselor (in process)
- Director of Student Life
- Library Technical Support Assistant II (retirement)
- Secretary II (Financial Aid)
- Financial Aid Specialist II

New

- Financial Aid Coordinator
- Library Media Clerk

Rick has a concern in filling the Business Administration position when it was a movement from management into this position.

Haragewen stated there was a faculty member who retired before this retirement so we filled it.

Cassandra has a pharmacy tech program that really could use a full time person and if that program doesn't get what it needs it will die.

Algie stated it might be beneficial for this position to be sustained for a little while since Senate is considering a process at this time.

Dr. Fisher made it very clear we are operating under a hiring freeze. That means just because a vacancy occurs we do not automatically fill that position with a replacement. It goes through the process we shaped out of desperation before since we had to do something. We are not there yet as we are waiting on Academic Senate. The process is being developed. We will bring it to this body for a recommendation to accept, reject or modify what is coming forward from Senate and then we will have something to move forward. If we don't make a decision about a policy or a practice, a procedure so everyone knows what we're doing we will be in the same place we were last time and you know how well that worked. It was awkward but there is a much better way to go there with clarity.

Dr. Fisher continued, as far as the secretary, I would like us to take a vote on that. It's not a position we have a choice. We must have an Administrative Assistant in the Office of Instruction.

Dr. Fisher entertained a motion to approve the hiring of an Administrative Assistant, placing the Administrative Curriculum Coordinator on hold and moving the Secretary I position to an upgrade to Secretary II and these are both in the Office of Instruction.

Rick moved, Cassandra second, discussion. No further discussion and the group voted as follows:

AYES: Fisher, Au, Bastedo, Eation, Hamdy, Hector, Hrdlicka, Hunter, Huston, Kinde, Jaramillo, Smith, Stark, Thomas

NOES: None

ABSTENTIONS: None

ABSENT: Cota, Lillard, Shabazz

Motion carried



Continued - Upcoming/Filling Vacant Positions: – Dr. Gloria Fisher

- VPI Office: – Dr. Haragewen Kinde
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- Library Media Clerk

Dr. Fisher entertained a motion to approve the hiring of a one year temporary full time contract faculty member under a grant to teach and write curriculum.

Rania moved, David second

No further discussion and the group voted as follows:

AYES: Fisher, Bastedo, Eaton, Hamdy, Hector, Hrdlicka, Huston, Jaramillo, Kinde, Smith, Stark, Thomas

NOES: Au, Hunter

ABSTENTIONS: None

ABSENT: Cota, Lillard, Shabazz

Motion carried

Dr. Fisher asked if we need to vote on replacement of faculty in the Accounting and Business Administration department? I would suggest not but if you want to vote I will ask for a motion.

Diane moved we wait for the Senate process to come forward ,Rania second, discussion.

Linda stated she is in Business Administration I have to wait for someone to get into the accounting class so we don't have the faculty in accounting. I have to take whatever is open and right now I am taking an online class in accounting and it's very hard not to be in the classroom to do accounting. I am struggling as a student and have to take what's available and no hands on. For us as students, we need someone in accounting.

Dr. Fisher thanked her for her comments. We will take this into consideration seriously and look at where are the greatest needs.

Dr. Fisher went back to the motion Waiting for the Academic Senate process and use that to evaluate positions.

AYES: Fisher, Au, Bastedo, Eaton, Hamdy, Hector, Hrdlicka, Hunter, Huston, Jaramillo, Smith, Stark, Thomas

NOES: None

ABSTENTIONS: 1- Kinde

ABSENT: Cota, Lillard, Shabazz

Motion carried

Dr. Fisher explained Ricky is at a conference and intended for Marco Cota to speak to the SS positions. I believe Ricky is the best person to give the explanation on what it is he is desiring to do. One position, the Articulation Counselor is in process and we are filling this position. I am not going to address the positions and will let him do that when he returns.

Continued - Upcoming/Filling Vacant Positions: – Dr. Gloria Fisher

- VPI Office: – Dr. Haragewen Kinde
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Upcoming/Filling Vacant Positions: – Dr. Gloria Fisher

- VPSS Office Continued – Dr. Ricky Shabazz

**Categorical Funds Positions**

Replacements/Retirements

- EOPS Counselor
- LD Specialist

New

- EOPS Counselor
- (3) SSSP Coordinator (SSSP Funding)
- Matriculation Coordinator (SSSP Funding)

2 Counselors (SSSP Funding)

Celia said she can speak to the Library Technical Support Assistant II and explained there is a retirement in the Library. It is an important position to replace as it is the only position and includes cataloging and organizing books and textbooks to be available for the students to check out.

Dr. Fisher said this is one of those positions like the Office of Instruction support staff but unlike any of the other positions. The recommendation from Academic Senate is regarding faculty positions and not classified. In College Council we went through our own process of prioritizing classified positions through looking at Program Review list and where these vacancies were created and what would be the greatest need.

Dr. Fisher asked for a motion to fill the position of Library Technical Support Assistant II. No further discussion.

Rick moved, Rania second.

AYES: Fisher, Au, Bastedo, Eaton, Hamdy, Hector, Hrdlicka, Hunter, Huston, Kinde, Jaramillo, Smith, Stark, Thomas

NOES: None

ABSTENTIONS: None

ABSENT: Cota, Lillard, Shabazz

Motion carried

Dr. Fisher stated she will leave the rest of the positions for Ricky to discuss.

Rania asked if we should wait on Financial Aid and some of these other positions until Ricky returns as they are just as important or should we vote so they can move forward.

Dr. Fisher asked if they wanted to go ahead but there was some confusion as to what the need is. The Financial Aid Coordinator would be an upgrade for one Specialist II position to a Financial Aid Coordinator and there will be three, possibly four coordinators, with each having a different responsibility. At the District level it is a generic job description.

Algie said there seem to be more questions than answers at this point.

Dr. Fisher stated it would be better to wait for Ricky to explain what the positions are and he can address the categorical positions and explain what those positions are. I think we need to wait.

<p>Bookstore Recovery Plan Presentation – Gloriann Chavez and Scott Stark</p>	<p>Scott referred to the Power Point presentation which is basically a spreadsheet introducing numbers. The Plan involves these points: increasing our sales, reducing the cost of goods sold, increase profits, personnel plan with a little bit of reorganization and a new point of sale system. The estimates are conservative. We are projected to grow 2% from the state and we scaled that back to 1%.</p> <p>Gloriann reported they sell most of the goods out of the store. Their largest competitor is online book sales. We need to concentrate on where else we can generate sales. 45% of our sales come from categorical funding and after a low, we are now seeing a 30% increase.</p>
<p>Continued - Bookstore Recovery Plan Presentation – Gloriann Chavez and Scott Stark</p>	<p>Gloriann went on to say they have a rental program but it's very laborious and with our new system, 80% could be rentals. Deficit projected this year is \$48,000 so it is turning around. We are looking at a reduction in freight costs for spring semester. We are losing money with inventory on hand and returns are a loss. We want to look at discounts to increase profits. We are looking at eliminating the 5% discount on textbooks as of July 1. Snacks are the second largest category of sales so we are looking at expanding that area. We worked with ASG this past semester on textbook rentals and also a snack gift card for students who are in need. We lost a full time person in the Bookstore who will not be replaced. We lost a full time person at CHC but they are looking at combining the Cafeteria and Bookstore Manager into one.</p> <p>Scott mentioned the key is increasing our sales, our profits, reducing the cost of the sales and maintaining with our existing staff, then next year is the first year we would see a profit. We have been working off past profits.</p> <p>Linda questioned the book loan program and said there are some books the students were not allowed to rent.</p> <p>Gloriann clarified some books are not available for rent but with the new system, more books will be available.</p> <p>Dr. Fisher thanked Gloriann and Scott and said we are just about out of time and we need to move on.</p>
<p>Accreditation and Student Learning Outcomes – Celia Huston</p>	<p>Tabled for March 11, 2015 Meeting</p>
<p>Campus Climate Survey – J. Smith</p>	<p>Tabled for March 11, 2015 Meeting</p>

Needs Request/Funding Cycle – S. Lillard	Tabled for March 11, 2015 Meeting
Program Review – S. Lillard	Tabled for March 11, 2015 Meeting
Strategic Planning – J. Smith	James briefly discussed the alignment page of our goals and objectives with those of the District and the Board Initiatives and Imperatives to see how they align. Please review the handout so we can discuss it at the next meeting.
Committee Reports (start at 2:30 p.m.):	
<b>OTHER:</b>	
Adjournment:	Dr. Fisher adjourned the meeting.
Next College Council Meeting: March 11, 2015	

## College Council Meeting - February 25, 2015

Dr. Gloria Fisher



Algie Au



Dave Bastedo



Marco Cota

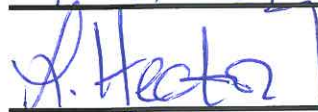
Gray Eaton



Rania Hamdy



Leticia Hector



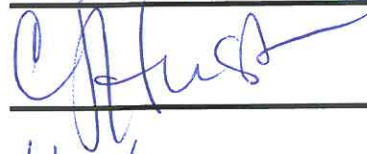
Rick Hrdlicka



Diane Hunter



Celia Huston



Haragewen Kinde



Sheri Lillard

Gabriel Jaramillo



Ricky Shabazz

James Smith



Scott Stark



Cassandra Thomas



TARIF HALABI



## College Council Meeting - February 25, 2015

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*Linda Subero ASa*

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# San Bernardino Valley College

## College Council Ad Hoc Committee Meeting Notes

The Ad Hoc committee charged to develop a process to determine new membership to College Council met on Tuesday, February 10, 2015. All members were present: Jeremiah Gilbert (Academic Senate President); Rania Hamdy (Professional Development Coordinator); James Smith (Dean of Research, Planning and Institutional Effectiveness); and Cassandra Thomas (Classified Senate President). The findings of this meeting are as follows:

The requirements for new membership for a campus or district organization/association seeking representation on College Council:

- Must represent an organization or association (with bylaws, charge, minutes, regular meetings)
- Minimum membership of at least 12
- President or consistent designee shall attend College Council meetings
- Community liaison component (desired but not required)

The process for new membership for campus or district organizations/associations:

1. Contact College Council to express interest and be added to an agenda
2. An elected official of the organization makes a presentation to College Council
3. Required documents are submitted as outlined above (bylaws, etc.)
4. Appointed to an advisory role for a year. Upon review, could become a voting member (if member has been active and is seeking a voting membership).

Note: Should this process be adopted, College Council's sign-in sheet should be revised to clearly indicate voting and advisory members.

### *Further Recommendation:*

Upon review of the charge of College Council, specifically the area of "communication," the committee recommends that the Director of Marketing & Public Relations be added to the membership of College Council.

# SBVC BOOKSTORE RECOVERY PLAN

College Council  
February 25, 2015



# Plan Outline

- ▣ Conservative Calculations
  - ▣ Increase Sales
  - ▣ Reduce Cost of Goods Sold
  - ▣ Increase Profit
  - ▣ Personnel/Reorganize
  - ▣ New Point of Sale System
- 
- ▣ Intangible Benefits to SBVC Owned Bookstore

# Conservative Estimates

- ▣ FTES Growth 1% annually
- ▣ Centralization of CHC Bookstore
- ▣ Point of Sale System = greater productivity

# Increase Sales

- ▣ Increase Attributable to FTES Growth
- ▣ Increase in Categorical Fund
- ▣ POS
  - Increase On-Line Sales/Rentals/Efficiency
- ▣ Sales other than books

# Reduce Cost of Goods Sold

- ▣ Reduction in Freight Costs
- ▣ Reduction in Inventory Losses
- ▣ Maintain 73% Maximum COGS to Net Sales

# Increase Profits

- ▣ Reduction in Discounts
- ▣ Increase Profits on non-book items

# Personnel

- ▣ Continue Admin Hold current vacancy at SBVC bookstore
- ▣ CHC reorganization

# New Point of Sale System

- ▣ Increase on-line sales
- ▣ Increase Rentals
- ▣ Increase Productivity



		Bookstores 3 Year Sales Projection			
Description		LY 2013/2014	Plan 2014/2015	Plan 2015/2016	Plan 2016/2017
REVENUES:					
Net Sales		3,844,510.00	4,100,000.00	4,636,000.00	4,774,000.00
Increase over Prior Year			6.6%	13.1%	3.0%
Discounts		206,100.00	210,000.00	120,536.00	124,124.00
Total Income		3,638,410.00	3,888,000.00	4,515,464.00	4,649,876.00
Cost of Sales		2,904,355.00	3,000,000.00	3,384,280.00	3,485,020.00
% of COGS/Net Sales		75.5%	73.2%	73.0%	73.0%
Gross Profit or Loss		734,055.00	888,000.00	1,131,184.00	1,164,856.00
Expenditure					
Classified Salaries		549,675.00	584,000.00	622,000.00	630,000.00
Employee Benefits		222,285.00	237,500.00	283,000.00	308,470.00
Supplies and Materials		21,900.00	25,000.00	28,000.00	31,000.00
Other Operating Expenses and Services		168,075.00	167,000.00	180,000.00	185,000.00
Less Other Expenses					
Total Expenditure		961,935.00	1,013,500.00	1,113,000.00	1,154,470.00
Other Income		72,305.00	77,000.00	95,000.00	117,500.00
Net Profit or Loss		(155,575.00)	(48,500.00)	113,184.00	127,886.00
Other Outgo					
Net Increase/(Decrease)in Fund Balance		(155,575.00)	(48,500.00)	113,184.00	127,886.00
Beginning Fund Balance		324,190.00	168,615.00	120,115.00	233,299.00
Net Beginning Balance, July 1					
Ending Unassigned Fund Balance, June 30		168,615.00	120,115.00	233,299.00	361,185.00



San Bernardino Valley College

# Associated Student Government



**Application process will be open  
January 6, 2015 and will close  
on January 23, 2015.**

*Applications can be picked up  
at the ASG office (CC215) and  
the Office of Student Life (CC128).*

## Associated Student Government Text Book Rental Program

To qualify for a Book Rental for free, please submit your application to the ASG office located at Campus Center 215. All Applications are subject to verification. Please attach a copy of your Registration Statement to the application before turning them in.

### Tier system is used for priority status.

1. Receiving No Assistance
2. The Student Is Receiving Financial Aid
3. The Student is Receiving EOP&S, Care, STAR, Calworks, Valley Bound or DSP&S

*If you would like additional information, please feel  
free to call your ASG representative at (909) 387-1611.*

**SBVC Bookstore**  
[www.sbvcbokstore.com](http://www.sbvcbokstore.com)



**San Bernardino  
Valley College**



**San Bernardino Valley College Strategic Goals and Objectives**  
**Aligned with District Strategic Goals**

District Strategic Directions	District Strategic Goals	Aligned Strategic Directions
1. Institutional Effectiveness (Board Imperative I)	1. Student Success: Provide the programs and services necessary to enable all students to achieve their educational and career goals.	<p><b>Goal 2. Promote Student Success:</b> SBVC will increase course success, program success, access to employment, and transfer rates by enhancing student learning.</p> <ul style="list-style-type: none"> <li>Objective 2.1 Increase the percentage of students who succeed in basic skills courses</li> <li>Objective 2.2 Promote and expand learning communities</li> <li>Objective 2.5 Improve performance on all Student Success Scorecard measures (completions, persistence, math, English, etc.)</li> <li>Objective 2.8.6 Increase partnerships with businesses</li> <li>Objective 2.8.10 Maintain up to date curriculum</li> <li>Objective 2.9.1 Maintain a curriculum that is relevant to community needs</li> <li>Objective 2.9.3 Educate the whole person (academic, social, ethical)</li> <li>Objective 2.10 Encourage greater full-time enrollment</li> <li>Objective 2.13 Empower students</li> <li>Objective 1.17 Increase student engagement</li> </ul> <p><b>Goal 3: Communication, Culture, and Climate; SBVC will promote a collegial campus culture with open lines of communication between all stakeholder groups on and off campus.</b></p> <ul style="list-style-type: none"> <li>Objective 3.1 Promote a sense of community and solidarity within the campus (students, staff, faculty)</li> <li>Objective 3.12 Improve campus morale</li> </ul>
2. Learning-Centered Institution for Student Access, Retention and Success (Board Imperative II)	2. Enrollment and Access: Increase access to higher education for growing populations in our region.	<p><b>Goal 1. Expand Access: SBVC will continuously improve the application, registration, and enrollment procedures for all students.</b></p> <ul style="list-style-type: none"> <li>Objective 1.1 Match the number of basic skills courses to the student demand for courses</li> <li>Objective 1.5.1 Improve access to counselors</li> <li>Objective 1.6 Establish and maintain partnerships with community organizations, K-12 systems, and adult schools</li> <li>Objective 1.6.3 Increase the percentage of high school graduates who enroll immediately after graduation from high school</li> <li>Objective 1.8 Increase access to transfer courses</li> <li>Objective 1.9 Increase access to CTE courses</li> <li>Objective 1.1.1 Promote lifelong learning</li> </ul>

## San Bernardino Valley College Strategic Goals and Objectives

### Aligned with District Strategic Goals

<p>3. Resource Management for Efficiency, Effectiveness and Excellence (Board Imperative III)</p>	<p>3. Partnerships of Strategic Importance: Invest in strategic relationships and collaborate with partners in higher education, P-12 education, business and workforce development, government, and other community organizations.</p>	<p><b>Goal 1: Expand Access</b></p> <ul style="list-style-type: none"> <li>1.6 Establish and maintain partnerships with community organizations, K-12 systems, and adult schools</li> </ul> <p><b>Goal 6: Facilities</b></p> <ul style="list-style-type: none"> <li>6.1 Conserve resources</li> <li>6.2 Maintain a safe and secure environment</li> <li>6.3 Improve campus signage</li> <li>6.5 Provide exemplary technology and support while maintaining fiscal and environmental responsibilities</li> </ul>
<p>4. Enhanced and Informed Governance, and Leadership (Board Imperative IV)</p>	<p>4. District Operational Systems: Improve the District systems to increase administrative and operational efficiency and effectiveness.</p>	<p><b>Goal 3: Communication, Culture, and Climate; SBVC will promote a collegial campus culture with open lines of communication between all stakeholder groups on and off campus.</b></p> <ul style="list-style-type: none"> <li>Objective 3.1.6 Provide a user-friendly website</li> <li>Objective 3.2 Promote budgetary transparency</li> <li>Objective 3.9 Ensure good customer service in all campus offices</li> <li>Objective 3.11 Work with District to streamline and expedite campus hiring practices</li> </ul> <p><b>Goal 4-Leadership and Professional Development: SBVC will maintain capable leadership and provide professional development to a staff that will need skills to function effectively in an evolving educational environment.</b></p> <ul style="list-style-type: none"> <li>Objective 4.1.5 Reduce the manager turnover</li> <li>Objective 4.1.4 Provide career ladder information</li> <li>Objective 4.2 Improve access to a wide variety of professional development activities that keep pace with a changing educational and technology environment</li> </ul> <p><b>Goal 5: Effective Evaluation &amp; Accountability SBVC will improve institutional effectiveness through a process of evaluation and continuous improvement.</b></p> <ul style="list-style-type: none"> <li>Objective 5.4 Evaluate all campus plans regularly</li> <li>Objective 5.4.4 Evaluate the validity of strategic objectives annually</li> </ul>

Note: The SBVC College Council and Academic Senate approved the San Bernardino Valley College Strategic Plan during Fall 2014. This document, aligning specific goals and objectives to District's goals, will be reviewed and discussed during Spring 2015.

## Appendix A

### Strategic Goals, Objectives, and Strategies with Institution-set-Standards

The table below is presented in the form of a logic model and presents the goals and objectives for each initiative. Under each goal is a list of measurable objectives along with (1) benchmarks, (2) targets, (3) institution-set standards (ISS), (4) activities, and (5) responsibility centers.

Strategic Initiative 1: SBVC will improve the application, registration, and enrollment procedures for all students.					
Goal 1: Access	Benchmark 13-14 year	ISS	Annual Target	5-year-Goal	Campus Plans and Responsibility Center
1.1 Match the number of basic skills courses to student demand for courses	Wait list count		Establish systematic methods of determining demand: (1) wait lists, (2) educational plans, (3) assessment data	Meet established need	(EP, EMP, MP, SEP)
1.2 Increase the number of accelerated basic skills courses	Current count is 8 sections	X	Add two sections a year	16 sections	VP Instruction
1.3 Increase the number of students in learning communities	# of students: 230 {(VB, STAR (200), Puente (31), Tumalini (20), EOP&S (594), CARE (60); FYE (70)}		Increase the number of students in learning communities by 10% a year	50% increase	(EP, EMP, MP, SEP)
1.3.1 Increase access to linked-courses	Course count: 16 (2012FA=10, 2013SP = 6) Enrollment count: 446 (2012FA = 306; 2013SP = 140)		New	new	(EP,
1.4 Provide more pre-assessment workshops	Current count=8		Increase by 2 per year	Double the currently scheduled offerings	(SEP, MP, EP)
	Publicize and promote pre-assessment workshops.		(1) include information about pre-assessment workshops on brochures and websites (2) counselors will recommend pre-assessment workshops to all students	25% will report attending either 1) Accuplacer sessions (2) SBVC developed sessions	(M&PR, MP, EP)
(1) Access (objectives)					



<b>1.5 Provide effective assessment for accurate placement</b>	Current percentage of students and faculty who indicate proper placement on the Placement and Prerequisite survey.		Increases = 5% for Students 10% for faculty	MP
1.5.1 Improve access to counselors	Counselor visit count: Benchmark year 2013-2014	Increase the percentage of students who see a counselor at least once a semester.		
	SBVC=602:1 Statewide average=719:1 Source(Chancellor's scorecard)	(1) Increase the ratio of counselors to students; (2) increase the number of sections of student development courses.	remain above state average for counselor/ student ratio	(EP, EMP, MP, SEP) Dean of Counseling
	Campus Climate - Benchmark year 2013-2014	Increase the percentage of students who indicate satisfaction with access to counselors on campus surveys.		
	Currently 48% of SBVC students complete their FASFA before the March 2 <sup>nd</sup> deadline. Currently F/A counseling rate	Increase by 2% the number of students who have their FASFA completed by the March 2 <sup>nd</sup> deadline. Offer more FA workshops to continuing students	10% increase over the benchmark year.	
1.5.2 Improve access to Financial Aid				
<b>1.6 Establish and maintain partnerships with community organizations, K-12 systems, and adult schools</b>				
1.6.1 Increase educational partnerships with transfer destinations (four-year colleges and universities)	Current count = 812 (check numbers with C. G-M.)		2% increase	Transfer center coordinator
1.6.2 Maintain effective partnerships with all feeder high schools	Current count/see list	(1) Add one additional HS per year; (2) Visit at least twice a semester for top 10.	twice a semester with top 15 feeder high schools	Dean of Counseling
1.6.3 Increase the percentage of high school graduates who enroll at SBVC immediately after graduation from high school—among	30% attend college after high school 18% attend SBVC after	Maintain a level above the current five year average		

the SBVC feeder high schools.	high school				
	2013-2014 Benchmark year		Maintain current counselor presence at feeder high schools		
<b>1.7 Explore and expand on-line advising opportunities.</b>	14				
1.7.1 Implement and expand on-line scheduling of all counseling appointments	Current count		Increase count by 2%	10% increase	
1.7.2 Expand the use of online academic advising for Education Plans			Increase by 10% a year		
1.8 Improve access to courses that students need for transfer	(check numbers with C. G-M.)		Reduce waiting list count by 3% a year for high demand courses	15% decrease	(EP, EMP)

1.8.1 Conduct study to examine course scheduling and sequencing—implement recommendations	Spring & Summer 2015 Indicators		Identify appropriate indicators and conduct a pilot study during Spring 2015	Submit recommendations for future section cuts that minimize the impact on students—include them in Enrollment Management plan	MP, EP
<b>1.9 Increase access to courses required for CTE certificates</b>					(EP, EMP, MP, SEP)
1.9.1 Match the number of Career Technical Education (CTE) sections to demand for courses	Spring 2015 Waiting list count for high demand courses Spring 2014 Waiting list count for high demand CTE courses		Reduce waiting list count by 10% a year for high demand courses Reduce waiting list count by 10% a year for high demand courses		reduce waiting list by %%
1.9.2 Increase access to Perkin's funds <sup>1</sup>	Current Perkin's count=579		Increase the number of Perkin's surveys by 5% a year	Increase the number of Perkin's surveys by 20% a year	RP,
<b>1.10 Improve access to courses that students need for graduation</b>					(EP, EMP, MP, SEP)
1.10.1 Improve access to classes for students who need a flexible schedule	88.1% agree or strongly agree (2014—Campus Climate Survey)	X	70% will indicate that scheduling met their needs *Increase the number of online courses	80% will indicate that scheduling met their needs	(EP, EMP, MP, SEP)

<sup>1</sup>Perkins funding refers to the program initiated by Carl Perkins to assist needy students and finance the cost of postsecondary education for students pursuing vocational-technical goals.



**Strategic Initiative 2: SBVC will Increase course success, program success, access to employment, and transfer rates by enhancing student learning.**

<b>(Goal 2) Student Success</b>		<b>Benchmark 12-13 year</b>	<b>ISS</b>	<b>Annual Target</b>	<b>5-year-Goal</b>	<b>Campus Plans and Responsibility Center</b>
<b>2.1 Increase the percentage of students who succeed in basic skills courses</b>		2013-2014 Benchmark year		Increase access to tutoring (see 2.1.1 & 2.1.2)		
		Pass Rate = 61.4% Make use of early alert (2.4.2)		1% per year	5%	(SEP, MP, EP)
				Improve partnerships with high schools to improve course alignment student preparation.	Alignment plans for English and Math	
	2.1.1 Provide more tutoring opportunities	1032 hrs. of tutoring		Increase by 2% per year	10% increase	(SEP, MP, EP)
	2.1.2 Increase the number of students receiving tutoring (SARS sign-in count)	4,420		Establish benchmarks using sign- ins from SARS database	Increase 10%	
<b>2.2 Promote learning communities</b>		2012-13 count (see 1.3)		Increase the number of students participating in learning communities 5% per year	25% increase	(SEP, MP, EP)
<b>2.3 Produce and present annual reports that assess student success (see Initiative 5.7)</b>		Scorecard and EMP Presentations		Office of Research and Planning (ORP) will make annual reports to Academic Senate.	(ORP) will make annual reports to Academic Senate and campus forums	
<b>2.4 Expand the use of the early alert systems</b>						(SEP, MP, EP)
2.4.1 Fully implement SARS early alert system		Purchased the software (Spring 2014)	X	Faculty and staff will complete software training	Completely implement for use in all courses	(MP)
2.4.2 Increase the number of faculty who submit early alert reports		Count: 2010-11=27 2012-13=2 2013-14=0		10% a year		

## (2) Student Success (objectives)



<b>2.5 Improve performance on all—Student Success Scorecard measures<sup>4</sup> (See 2.5.1 to 2.5.5<sup>5</sup>)</b>				Regularly inform faculty about the scheduling and importance	Email notices twice a semester	
2.5.1 Completions	35.6%	X		Remain one standard deviation above the five year average	2.5 %	(SEP, MP, EP)
2.5.1.1 Degrees (calculated separately)				Remain one standard deviation above the five year average		(SEP, MP, EP)
2.5.1.2 Transfer (calculated separately)				Remain one standard deviation above the five year average		(SEP, MP, EP)
2.5.2 Persistence	55.5%	X		Remain one standard deviation above the five year average	2.5 %	(SEP, MP, EP)
2.5.3 30 units	58.5%	X		Remain one standard deviation above the five year average	2.5 %	(SEP, MP, EP)
2.5.4 Remedial Math	28.8%	X		Remain one standard deviation above the five year average	2.5 %	(SEP, MP, EP)
2.5.5 Remedial English	25.2%	X		Remain one standard deviation above the five year average	2.5 %	(SEP, MP, EP)
2.5.6 Remedial ESL		X		Remain one standard deviation above the five year average		(SEP, MP, EP)
<b>2.6 Increase individual student course-success measures</b>	69.13%			Remain one standard deviation above the five year average	2.5%	(SEP, MP, EP)
2.6.1 Increase online success rates compared to traditional course format		X		Maintain a success rate higher than the state average in online		
*2.6.2 Increase the graduation rate (degrees and certificates)	1,225 Degrees & Certificates			Remain one standard deviation above the five year average		(SEP, MP, EP)
*2.6.3 Increase the transfer rate				Remain one standard deviation above the five year average	2.5 % increase, relative to the cohort	(SEP, MP, EP)
*2.6.3.1 Increase rate to CSU	202			Remain one standard deviation above the five year average		
*2.6.3.2 Increase rate to UC	27			Remain one standard deviation above the five year average		
*2.6.3.3 Increase rate to private and out-of-state schools	364			Remain one standard deviation above the five year average		
2.6.4 Increase success rate of online courses compared to state average	Fall 2012 SBVC = 61.41% State = 60.71%	X		Maintain a higher success rate than the state.	Maintain a higher success rate than the state.	(SEP, MP, EP)
2.6.5 Increase success rate of transfer level		X				(SEP, MP, EP)

<sup>4</sup>The Student Success Scorecard is an annual report provided by the California State Chancellor's Office that tracks the progress of first-time students in cohorts over six (6) years on seven (7) measures including persistence, completion of 30 units, remedial math, English, and ESL success, CTE success, and over all completion (SPAR).

<sup>5</sup>The Student Success Scorecard is an annual report provided by the California State Chancellor's office that tracks the progress of first-time students in cohorts over six (6) years on seven (7) measures including persistence, completion of 30 units, remedial math, English, and ESL success, CTE success, and over all completion (SPAR).

courses						
2.6.6 Increase the percentage of students who succeed in CTE courses and programs	52%	X	Scorecard			(SEP, MP, EP)
<b>2.7 Increase the use of low-cost and free online resources</b>			Conduct focus group w/t faculty and students to identify opportunities			(TP)
<b>2.8 Expand the number of partnerships</b>						
2.8.1 Explore and implement programs that recruit, tutor, and mentor HS and MS students						
2.8.2 Build and maintain partnerships with Adult Schools			Pursue AB86 opportunities Pursue Ramp-up grant opportunities	Establish and maintain programs		
2.8.3 Initiate an Adopt-a-School program for local schools						(MP, EP M&PR, SEP, RP)
2.8.4 Increase partnerships with local K-12 systems to increase college readiness among feeder high schools			Pursue ASSETS Program			(EP, SEP)
2.8.5 Increase partnerships with four-year colleges	Current count					(MP, EP, EMP)
2.8.6 Increase partnerships with businesses	count					(EMP)
2.8.7 Increase the number of student interns placed in local businesses and government offices	2012-13 count					
2.8.8 Increase participation on CTE advisory groups	2012-13 count					
2.8.9 Increase partnerships with community organizations	2012-13 count					
2.8.10 Maintain an up-to-date curriculum		X				
2.9.1 Maintain a curriculum that is relevant to community needs		X				
2.9.2 Make better use of web content for online and traditional courses		X				(SEP, MP, EP, RP, TP)
2.9.3 Educate the whole person—as measured by the core competencies (academic, social, ethical)	Campus climate survey		SLO measures for core competencies			(EMP, PR, MP)
<b>2.10 Encourage greater full-time enrollment</b>	Current count					(SSI, MP, EP)
<b>2.11 Use SLOs/SAOs in an ongoing, systematic cycle of continuous quality improvement</b>						(EMP, PR, MP, SLO)
2.11.1 Reach and maintain 100% assessment in active courses in the college catalog, offered on the schedule in some rotation.	2012-2013 Count	90%				
2.11.2 Reach and maintain 100% assessment of SLO's and evaluation as per the Student Learning Outcomes Plan (course and program)					100%	(EMP, PR, MP)
<b>2.12 Increase the number of students with</b>	Current count				100%	(EMP, PR, MP)

	<b>terminal education plans—reach and maintain 100%</b>					
	<b>2.13 Empower students</b>			Improve Parking		(MP, SEP, GP)
				Assist with transportation		
				Increase access to childcare		
	2.13.1 Increase the number of students who participate in campus clubs and organizations	28% (CC Survey)	-10%	+3	+15	
	2.13.2 Increase the number of students who participate in learning committees	2012-2013 count	-5%			
	2.13.3 Increase the number of personal growth workshops	2012-2013 count				
	<b>2.14 Maintain and establish the appropriate ratio of full-time to part-time faculty</b>	2012FA: (148/484)=31% FT 2013FA: (146/490)=(30%) FT		Maintain state average – (16,953/56,899 )=2013FA = 30% FT <a href="http://datamart.cccco.edu/Faculty-Staff/Staff_Demo.aspx">http://datamart.cccco.edu/Faculty-Staff/Staff_Demo.aspx</a>		
	<b>2.15 Increase the number of grant opportunities to support student success</b>	Current proposal count				
	<b>2.16 Improve student tracking (Initiative 5)</b>	Current data tracking procedures		Offer more training in Datatel and Informer	90% accuracy for students while they are on our campus, 80% for transfers, 60% to employment	
	<b>2.17 Increase student engagement</b>	2014-15 CESE benchmark				