

**SBVC COLLEGE COUNCIL  
APRIL 24, 2019 MINUTES  
PRESIDENT’S CONFERENCE ROOM, ADSS 207  
TIME: 1:30–3:00 PM**

**Members:**

Diana Rodriguez, SBVC President, Chair  
Celia Huston, Academic Senate President, Co-Chair  
Jamie Herrera, CTA President Designee **A**  
Rocio Delgado, CSEA Designee **A**  
Adrian Rios, ASG President **A**  
Judy Rodriguez, Classified Senate President **A**  
Dave Bastedo **A**  
Stephanie Briggs  
Mary Copeland  
Marco Cota **A**  
Paula Ferri-Milligan  
Rania Hamdy

Rick Hrdlicka  
Dina Humble  
Riase Jakpor **A**  
Wallace Johnson  
James Smith  
Scott Stark  
Scott Thayer  
Cassandra Thomas **A**

**A= Absent**

**Guest(s):** Ernest Guillen

**Minutes:** Dena Peters

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**CALL TO ORDER:**

1:39 p.m. Diana Rodriguez called the meeting to order.

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**APPROVAL OF MINUTES**

- February 27, 2019
- April 10, 2019

The committee reviewed the minutes; there was a correction to the Apr. 10 minutes. **Scott Stark motioned** to approve the minutes of Feb. 27 and Apr. 10 with correction; **Celia Huston 2<sup>nd</sup> the motion.**

**AYES:** 12

**NOES:** 0

**ABSENTIONS:** 0

**ABSENT:** 8

*Our Mission: San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve quality of life in the Inland Empire and beyond.*

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## **PRESIDENT'S REPORT**

AB19 financial aid policy program. In order to be a part we have to participate in the federal loan program; this is not something we want to do. AB2 is also tied to federal financial aid funding and will have a heavy impact on the students. We are petitioning the state for additional funds so we can have a robust literacy program for our students and request ongoing funding. This is a district request which includes CHC.

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## **VICE PRESIDENT'S REPORT– S. STARK; D. HUMBLE; S. THAYER**

### **ADMINISTRATIVE SERVICES:**

Scott Stark said we are in the budget adjustment phase, things being reset, new salary schedules in the works to be considered and we will need to make adjustments.

### **INSTRUCTION:**

Dina Humble said we are coming to a close for the semester and preparing for the summer and priority registration. Working on the logistics, salary schedules for the summer session. Announcement for the May 10<sup>th</sup> event, hoping everyone has RSVPd. Value everyone's input as we look at how we contribute to servicing students and student success. Discussion ensued on the details for the May 10<sup>th</sup> event, suggested more people would attend if they knew more about events, as well as scheduling additional events amidst the yearly activities going on at the end of the year, e.g., finals, graduation, etc.

### **STUDENT SERVICES:**

Scott Thayer said there is ongoing conversation, and not a one-time effort, the summer/fall registrations occurring at the same time, we had some glitches but have resolved, students are able to register as scheduled. If there is anything different, please let me know. We have the new English sequences. Discussion ensued on things that have come up. Scott to follow-up. Starting next year have mentioned before new student equity achievement education program (SEAP) program; next year student equity and basic skills will be coming together as one program, 78222, this is a new legislation--we will have more discussion as well. Working through final version of equity plan, and it will make the rounds for review.

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## UPCOMING POSITIONS/FILLING POSITIONS

Diana said we have been talking about HR on how to streamline the process. Hearing from different hiring managers how long it takes for the process. When asking HR about the reasons, one reason is the difficulty forming committees and not hearing back in a timely response to set dates and/or challenges of applicants replying back on their availability. There is a tight window that doesn't fit everyone's schedules. Everyone here represents the individual groups, if you could go back and discuss how they can be free and available to serve on committees; if schedule is too tight, maybe someone can take their place on the search committee member. Know there are issues on HR as well, we want to do our part.

Diana asked if there were any positions anyone wish to talk about right now—question on the secretary replacement going in president's office—Diana replied the office has done a district-wide search and had two individuals expressing an interest.

Diana asked if there were any concerns about HR to take back? Discussion ensued on who makes inquiries, the manager or HR; paperwork getting lost; HR to look at past practices/history on how this done; and, how to ensure all employees are included in recruitment email notices. Diana asked for specific recommendations for HR: Include an "urgent" in email subject line, employees taking ownership on information notices, hiring manager can filter information to their division area. HR already does this for faculty and classified staff, further discussion ensued . . . adjunct faculty do not receive these notices, as well as some classified staff who don't have email access.

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## ACCREDITATION AND STUDENT LEARNING OUTCOMES – C. HUSTON

Celia did a quick review of institution set standards (ISS) via presentation. She explained where we are going with ISS, planning recommendations for changing the standards, and why change we're changing them. In Spring 2018, and per ACCJC Recommendation 1, in order to improve institutional effectiveness, the college should establish institution-set standards that provide more challenging benchmarks in pursuit of continuous improvement. From the ISER, institution-set standards, the college has established ISS for various measures for assessing student success. These standards represent the floor for their respective data elements. A six-year average is analyzed and the set standard is established through a collaborative process through the college's participatory governance structure. She reviewed the proposed institution-set standards which is based on three levels, Floor, Goal, and Stretch Goal, with each having a definition and action. Celia presenting to the college council and asking for a motion to accept the new ISS which will go into effect next year. **Rick Hrdlicka motioned** to approve to

accept the new ISS to take effect next year; **Scott Thayer 2<sup>nd</sup> the motion.** All in attendance in favor of the motion.

Accreditation interviews took place last week, which were interesting with different people. We did not get a big attendance, but received good information, and have lots of notes. Upcoming ACCJC partnership conference next week with several campus representatives attending. A training session with ACCJC is scheduled for 5/9/19, from 9-11 a.m. The vice-president from ACCJC will be here to give a presentation and a Q&A, a more informal process. College Council members are invited to attend. A lot of information from committee members and interviews will be setting up one-on-ones to gather more information. Think we should have enough evidence by end of the semester to put a rough draft in the summer; committee will meet in August, first draft next semester; second draft in winter; final draft sent to board for approval.

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## **STRATEGIC PLANNING & EDUCATIONAL MASTER PLAN – J. SMITH**

James said both strategic planning and the educational master plan (EMP) go in cycles, and we are going into an active cycle. We have lots of things to do—one cycle is reviewing the mission statement which is the basis for both the EMP and the strategic plan at the next meeting. Everyone will get a copy of the mission statement for a quick review, there are no mandatory revisions, but need to review the mission statement on a regular basis. Also, the EMP data sheet is for the different programs and works with program review. We will see how things worked this year and if we need to make any changes. In terms of the fundamental, bigger things, we have an EMP on a five-year cycle, 2016-2021, which has mission and goals and objectives. Those objectives and goals come from the strategic plan which will sunset this year 2019.

The EMP has the goals and activities. He brought copies of a handout on strategic directions + goals, and pointed out that the EMP does not have targets in measurable outcomes for the objectives, which is necessary for some of the documents that we need to submit. James provided some background—we had a retreat at CalPoly-Pomona where we looked at strategic goals and objectives—it was suggested that we reduce the number of objectives. The problem is we went to the extreme in the current measurable activities. We have documents and credits where we need to talk about measurable objectives linked to goals. We have to come back to the EMP.

Scott Thayer, Celia Huston and I worked on creating a set of goals and objectives linked with highlights for accomplishments together with committee responsibilities. Accreditation standards and initiatives affected by the activity, and we need to be able to measure them. How far we are willing to accept low performance and stretch goals when we are doing well. We are getting into a very active planning period; to make new objectives linked to the goals,

with measurable outcomes on activities, and necessitate a new plan. The College Council side of institutional planning--we are all representatives of the campus community.

Paula Ferri-Milligan mentioned the three different documents that do not work together, are not linked and measureable, and hopes to have a replacement plan for 2020 with clear measurable goals and timelines.

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#### **PROGRAM REVIEW – P. FERRI-MILLIGAN; W. JOHNSON**

Paula said program review is finishing up, by next college council will have an end-of-year report, looking at issues moving forward for next year. The strategic plan is a concern, needs to be measureable.

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#### **COMMITTEE REPORTS:**

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#### **OTHER:**

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The meeting adjourned early at 2:30 p.m.

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#### **Next College Council Meeting: Wednesday, February 13, 2019**

#### **Academic Year 18-19: Bi-Monthly, 2<sup>nd</sup> & 4<sup>th</sup> Wednesday, 1:30-3:00pm, AD/SS 207**

Remaining Academic Year 18-19 Meetings:

~~Wednesday, February 27, 2019~~

~~Wednesday, March 13, 2019~~

~~Wednesday, March 27, 2019~~

~~Wednesday, April 10, 2019~~

~~Wednesday, April 24, 2019~~

~~Wednesday, May 8, 2019~~

Wednesday, May 22, 2019