



# College Council Minutes

1:00 PM - 2:30 PM | ADSS/207 | October 15, 2025

## Voting Members: 14

Keynasia Buffong [ ]

Tatiana Vasquez [ ]

Bethany Tasaka [ ]

John Feist [A]

Aida Gil [ ]

Maritza Portillo [A]

Ernest Guillen [ ]

Jeffrey Demsky [ ]

Lorrie Burnham [ ]

Rosario Espanza [A]

Erik Morden [ ]

Uvaldo (Aldo) Sifuentes [ ]

Alaysha Nash [A]

Matthew Martinez [A]

## Non – Voting Members:

Gilbert J. Contreras, Ph.D. [ ]

Andrea Hecht [ ]

Gabriel Martinez Lazaro [ ]

Keith Bacon [A]

Leticia Hector [ ]

Yvonne Gutierrez-Sandoval [A]

Michael Layne [ ]

Pavel Bratulin [ ]

Blake Bonnet [A]

Director of Technology Services [ ]

## Upcoming Meeting Dates –

### 2025–2026 Academic Year

October 29, 2025

November 12, 2025

December 10, 2025

(2 Hour Meeting)

February 11, 2026

February 25, 2026

March 11, 2026

March 25, 2026

April 15, 2026

April 29, 2026

(2 Hour Meeting)

## 1. Call to Order

- A. Approval of Agenda
- B. Approval of Minutes

## 2. Reports

- C. President's Report – Welcome - Dr. Contreras
- D. Academic Senate Report – A. Hecht
- E. ASG Report - A. Nash / M. Martinez

## 3. Action Items

- F. College Council Proxies and Voting Privileges – Dr. Contreras

## 4. Information Items

- G. Reorganization Update – Dr. Contreras
- H. Accreditation Draft timeline Update – L. Hector
- I. Regular and Substantive Interaction – S. Lillard
- J. Centennial 100 Years Update - Celebrating 100 Years – B. Bray
- K. SBVC Committee Structure – G. Martinez Lazaro / T. Vasquez
- L. College Council Member Updates
- M. Other Announcements

## 5. Adjournment

## 1. Call to Order

### A. Approval of Agenda

- The meeting was called to order by Dr. Contreras at 1:02 p.m.
- Dr. Contreras requested a revision to move Item I – Regular and Substantive Interaction (RSI) before Item G – Reorganization Update to accommodate the guest presenter.
  - **With no objections, the agenda was approved as amended.**

### B. Approval of Minutes

- Dr. Contreras called for review and approval of September 24, 2025, minutes.
- B. Tasaka requested an edit on Page 3, fourth bullet, second sub-bullet to clarify that “some Academic Senates” permit limited proxy voting.
  - **With no further edits or objections, the minutes were approved as amended.**

## 2. Reports

### C. President's Report – Welcome - Dr. Contreras

- Dr. Contreras welcomed members and noted the vibrancy of campus life amid ongoing Centennial celebrations. He thanked B. Bray for her work coordinating over 100 Centennial events, first envisioned by B. Tasaka during the prior year's Council meeting. He shared updates from the State of the City event, where SBVC was recognized for its impact and new Applied Technology Building, highlighting the College's role as an “anchor institution” within San Bernardino.
- Dr. Contreras also reflected on recent Centennial events—including the Poncho Sánchez concert, which drew over 600 community members—and praised the sense of community it fostered.
- He concluded by encouraging participation in the Town Hall series, noting the strong engagement from departments and the opportunity to shape the College's ongoing reorganization through open dialogue.

#### D. Academic Senate Report – A. Hecht

- A. Hecht commended leadership for incorporating faculty feedback in the reorganization proposal, noting the prompt inclusion of requested rationale and revised pages.
- She emphasized a positive cultural shift toward shared governance and collaboration, stating that “we are being heard and our input is reflected in real time.”
- Hecht also announced that PPAC (Policies and Procedures Advisory Committee) would meet Thursday at the District, with Academic Senate working to align participation among faculty, classified, and student representatives.

#### E. ASG Report - A. Nash / M. Martinez

- No report

### 3. Action Items

#### F. College Council Proxies and Voting Privileges – Dr. Contreras

- Council revisited the topic from prior meetings. Members reviewed new memoranda prepared by J. Neimeyer-Romero outlining Brown Act guidance on alternates and proxies.
- Discussion Summary:
- Members said that materials were distributed too close to the meeting, making constituency feedback difficult.
- Alternates vs. Proxies:
  - Consensus formed that *alternates* provide accountability and continuity without violating Brown Act provisions.
  - *Proxies*, by contrast, could dilute responsibility since substitutes may not be fully informed.
- J. Neimeyer-Romero clarified that alternates must be permitted within the governing body’s bylaws or official charge/membership document.
  - **Motion by B. Tasaka moved to form a subcommittee to update the College Council Charge and Membership to include alternates for each representative group (faculty, classified, managers, students). Seconded by Lorrie Burnham. Motion carried unanimously.**
- Subcommittee Membership will consist of Faculty B. Tasaka, Classified A. Gil, Management E. Morden, Students to be determined. The subcommittee will return with

draft revisions by November 12, 2025, meeting for first reading and anticipated approval before end of term.

### I. Regular and Substantive Interaction – S. Lillard

- Dr. Lillard presented the College's new RSI Policy, defining standards for *regular, instructor-initiated academic engagement* in online courses.
- Key Points included:
  - RSI is an accreditation requirement of ACCJC, ensuring meaningful instructor–student interaction.
  - Minimum interaction requirements, Full-term courses (12+ weeks): at least one instructor-initiated contact per week & Short-term courses (<12 weeks): more than once per week.
  - Qualifying RSI activities: academic announcements, personalized feedback, proactive outreach, synchronous office hours, and instructor-facilitated discussions.
  - Non-RSI activities: logistical notices, automated grading, or by-appointment office hours.
  - College aims for 85% compliance by Fall 2026.
  - Implementation support will include workshops, audits using Ready GO software, and one-on-one training.
- ***Motion by K. Buffong, seconded by B. Tasaka to support the RSI Policy as presented. Motion carried unanimously.***
- Policy will advance to President's Executive Cabinet for formal adoption and implementation planning.

## 4. Information Items

### G. Reorganization Update – Dr. Contreras

- Dr. Contreras gave an overview of the SBVC Reorganization Proposal, highlighting strong engagement and thoughtful input from campus town halls, QR submissions, and departmental feedback. He noted that revisions are expected to be part of the collaborative process and reaffirmed the College's goal to create its best organizational model through transparency and inclusivity.
- Dr. Contreras highlighted that the Reimagine SBVC webpage now includes several new resources for the campus community:
  - An updated timeline with current town-hall locations and presentation dates.

- Revised organizational charts showing current and proposed structures with rationale.
- A summary of 96 proposed action items and supporting notes.
- An overview of the Valley Up Initiative outlining guiding principles and strategic.
- Dr. Contreras thanked Leticia Hector and Jesse Neimeyer-Romero for co-facilitating the town halls and acknowledged Yvonne Gutierrez-Sandoval and Keith Bacon for their support while attending external training. He discussed the upcoming Gallery Display, featuring large-format charts of the current and proposed organizational structures with QR codes for feedback. The display will serve as a passive opportunity for participants to review and provide input.
- Members suggested offering virtual or livestream options for broader accessibility. Dr. Contreras agreed to explore online engagement in future sessions. He closed by expressing appreciation for the campus community's collaboration, describing the process as "a positive reflection of shared governance in action."

#### H. Accreditation Draft timeline Update – L. Hector

- VPI Hector presented the draft accreditation timeline, noting it remains under review pending confirmation of Board of Trustees dates. The early draft was shared for feedback from classified, faculty, and student representatives to ensure alignment with meeting schedules. She credited Professor Jeremiah Gilbert, Faculty Lead for Accreditation, for coordinating with governance groups and encouraged members to share any date concerns before final approval.
- Members appreciated the advance notice, noting that early timelines help with planning and compliance. Discussion included improving feedback collection and clarifying constituent roles in the process.
- Dr. Contreras added that work on the next Educational Master Plan will begin in the Spring.

#### I. Regular and Substantive Interaction – S. Lillard

- Reported before G.

#### J. Centennial 100 Years Update - Celebrating 100 Years – B. Bray

- B. Bray shared updates on ongoing Centennial celebrations, noting the strong community turnout and enthusiasm at recent events including the Student Services

Groundbreaking and the Poncho Sánchez concert, both of which drew diverse audiences and positive feedback.

- She previewed upcoming events:
  - SBVC Olympics (Oct. 17): Lunch, games, and team competitions with Crafton Hills and District participation.
  - Pasefika Football Game (Oct. 18): Community event with bands, cheer teams, and player recognitions.
  - Valley Nights Homecoming (Nov. 8): Student-centered event with high school scholarship challenge and homecoming royalty.
  - Additional Events: Ongoing team barbecues, Winter Fest "Valley Expressway" in December (family + student focus), and the President's Holiday Gathering.
- She also shared efforts to capture SBVC's centennial year through video, documenting campus life, events, and instructional moments for future archives. The team aims to record 100 instructional moments highlighting faculty, classified professionals, and students in action.
- B. Bray concluded by expressing appreciation for the campus community's creativity and collaboration, stating that the Centennial has "brought out the very best of SBVC."
- Dr. Contreras noted plans to enhance the State of the College event in April, modeling it after the successful State of the City to highlight SBVC's achievements and community impact. He also emphasized ongoing efforts to document the centennial year through short videos capturing campus life and "100 instructional moments" featuring faculty, staff, and students.

## K. SBVC Committee Structure – G. Martinez Lazaro / T. Vasquez

- T. Vasquez provided an update on the Governance Committee Structure Task Force, noting that draft recommendations for a new participatory governance model have been shared with the Student Senate, Academic Senate, and Classified Senate for feedback. The proposal focuses on creating a more collaborative, transparent, and effective governance structure that reduces silos, strengthens communication, and establishes consistent processes for planning and self-evaluation across the college.
- The task force anticipates returning to College Council on November 12 for discussion, with final approval targeted for December 10. T. Vasquez also shared plans to launch a Participatory Governance Academy to train campus members on shared governance principles and clarify representative roles and responsibilities.

- Dr. Contreras and others thanked the team for completing the work on schedule, offering continued support should additional time or resources be needed to finalize the structure.
- Council members commended the task force's inclusive approach. Several expressed appreciations for the strong leadership and professionalism demonstrated by T. Vasquez, particularly in cultivating a culture of collaboration and valuing the classified voice. Members noted a positive shift toward inclusivity, recognizing that the task force is not only creating space for diverse perspectives but actively incorporating them into the new model.

## L. College Council Member Updates

- Other updates included:
  - Dr. Contreras informed Council that Veterans Services submitted a proposal requesting them to remain in their current location instead of moving to the new Student Services Building. Discussion pending review by Cabinet.
  - M. Layne shared the Foundation hosting a Governor and Prospective Donors Event & Engagement such as supporting the Homecoming Game on November 8 and planning for the Centennial Gala on March 27, 2026.
  - U. Sifuentes gave an update HSI Taskforce framework with Gina Garcia, and upcoming Hispanic Heritage Month.
  - J. Demsky the Union hosting a Happy Hour in Redlands,
  - K. Buffong Transfer & Admissions: Cal State San Bernardino hosted an Instant Admission Day, admitting over 60 students. Fee waivers and food were sponsored by the Foundation and Food Equity program.
  - B. Tasaka shared that API Association next meeting scheduled for Monday at 2 p.m. on Zoom, encouraging faculty and student participation. The upcoming Pasefika Football Game will celebrate culture, community, and student identity through performance and recognition activities, aligning with SBVC's centennial and equity initiatives.
  - E. Guillen shared Classified updates on phase one of job description revisions completed; informational session to follow. Leadership changes announced Ernie Guillen now serving as Acting Chief Job Steward.
  - K. Moreno reported strong progress on HSI initiatives and a successful Cash for College event serving over 70 families with financial aid and grant assistance.

The Classified Senate is finalizing updates to its Constitution and Bylaws, with a draft to be presented at the next meeting.

- A. Gil shared Latino Faculty Association: Hosting Día de Los Muertos community event on October 30 (5–8 p.m.) in partnership with KVCR.
- J. Neimeyer-Romero shared President's Holiday Gathering: Scheduled for Friday, December 5; details on baskets and agenda forthcoming.
- L. Hector addressed the Reorganization & Town Halls has had a strong turnout and engagement reported. Leadership reiterated openness to all feedback and encouraged continued participation.
- M. Layne informed the committee that Scholarship Review Committee, is returning to an all-volunteer model; kickoff meeting scheduled for next Thursday at 8 a.m. in the President's Conference Room.
- Closing Remarks: Dr. Contreras highlighted the growth of SBVC's football program, now with over 130 student-athletes and a 4–2 record—crediting collaborative campus efforts to strengthen athletics and student success.

#### M. Other Announcements

### **5. Adjournment - Meeting adjourned 2:40 pm.**