

**SBVC COLLEGE COUNCIL**  
**May 11, 2016 MINUTES**  
**PRESIDENT'S CONFERENCE ROOM, ADSS-207**  
**TIME: 1:00 PM – 3:00 PM**

**A= Absent**

Gloria Fisher, SBVC President  
Jeremiah Gilbert, Academic Senate President, Co-Chair  
Dave Bastedo - **A**  
Aaron Beavor - **A**  
Lorrie Burnham  
Marco Cota  
Paula Ferri-Milligan - **A**  
Rania Hamdy  
Leticia Hector  
Rick Hrdlicka  
Diane Hunter -**A**  
Celia Huston

Henry Hua, Acting VPI for Haragewen  
Kinde  
Ricky Shabazz  
James Smith  
Scott Stark - **A**  
Linda Subero - **A**  
Kay Weiss  
(18 members)

**Guest(s):** Elaine Akers, Susan Bangasser, Raymond Carlos, Sandy Kate, Albert Maniaol, Sheri Lillard, and Sheryl Sterry.

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**CALL TO ORDER:**

1:10 p.m. President Fisher, called the meeting to order.

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**APPROVAL OF THE April 27, 2016 MINUTES**

President Fisher entertained a **motion to approve** the APRIL 27, 2016 minutes. Rick Hrdlicka moved, Lorrie Burnham second. No discussion and the group voted as follows:

**AYES:** Fisher, Gilbert, Burnham, Hrdlicka, Huston, Hua, Shabazz, Smith, and Weiss.

**NOES:** None

**ABSTENTIONS:** Cota

**ABSENT:** Bastedo, Beavor, Ferri-Milligan, Hamdy, Hector, Hunter, Stark, and Subero.

**Motion Carried**

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**PROGRAM REVIEW RANKING – S. STARK**

In Scott Stark's absence, Gloria Fisher provided the prepared listing of the Program Review Rankings.

*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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## UPCOMING/FILLING POSITIONS – G. FISHER

President Fisher entertained a **motion to approve** the Out of Class Memo for Kay Dee Yarbrough’s position in the Vice President’s office – a temporary adjustment (7/1/16 through 10/1/16) from Secretary II to Administrative Assistant I, Rick Hrdlicka moved, Marco Cota second. The adjustment is **temporary** – temporary assignments cannot extend past six months. Funded by Instruction Office general funds. Discussion as follows:

Henry Hua indicated that the recent hiring of a temporary Project Assistant was unsuccessful in completing the project due to the unexpected resignation of the employee. Henry stressed that the project needs to be completed as soon as possible.

A brief history was provided; two Administrative Assistant I positions resided in the Instruction Office. One position was put on hold (the employee moved to the Foundation Office) and the remaining position was also put on hold to allow for the reclassification of the remaining employee to assume Curriculum including all the administrative tasks of both Administrative Assistant I positions – the position created for that role was Administrative Curriculum Coordinator. Dr. Kinde also requested a Secretary I position – this position was filled, then reclassified to Secretary II to include curriculum, due to the departure of the Administrative Curriculum Coordinator. At that time, the Administrative Assistant I position, previously placed on hold, was revived with the return of the employee from the Foundation Office and the Administrative Curriculum Coordinator position was placed on hold.

No further discussion and the group voted as follows:

**AYES:** Fisher, Gilbert, Burnham, Cota, Hrdlicka, Huston, Hua, Shabazz, Smith, and Weiss.

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** Bastedo, Beavor, Ferri-Milligan, Hamdy, Hector, Hunter, Stark, and Subero.

**Motion Carried**

President Fisher entertained a **motion to approve** the replacement of a Nursing Faculty position due to a faculty resignation. Kay Weiss moved, Henry Hua second. Funded by Nursing general funds.

No discussion and the group voted as follows:

**AYES:** Fisher, Gilbert, Burnham, Cota, Hamdy, Hrdlicka, Huston, Hua, Shabazz, Smith, and Weiss.

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** Bastedo, Beavor, Ferri-Milligan, Hector, Hunter, Stark, and Subero.

**Motion Carried**

President Fisher entertained a **motion to approve** the Student Services Technician II (FKCE) position. Kay Weiss moved, Henry Hua second. Funded by Foster Kinship Care Education and Student Equity Funds.

No discussion and the group voted as follows:

**AYES:** Fisher, Gilbert, Burnham, Cota, Hamdy, Hrdlicka, Huston, Hua, Shabazz, Smith, and Weiss.

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** Bastedo, Beavor, Ferri-Milligan, Hector, Hunter, Stark, and Subero.

**Motion Carried**

President Fisher entertained a **motion to approve** the Clerical Assistant I position in Health Services from 10-months to 11-months (19 hours per week). Henry moved, Rick second. Funded by Student Health Services.

No discussion and the group voted as follows:

**AYES:** Fisher, Gilbert, Burnham, Cota, Hamdy, Hrdlicka, Huston, Hua, Shabazz, Smith, and Weiss.

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** Bastedo, Beavor, Ferri-Milligan, Hector, Hunter, Stark, and Subero.

**Motion Carried**

President Fisher entertained a **motion to approve** three growth positions dependent upon the finalized budget funds from the State. Rick Hrdlicka moved, James second. Discussion as follows:

Scott Stark previously indicated there is a short-fall in funds. Due to this, President Fisher suggests waiting for the budget numbers coming in May.

The one-sheet aeronautics narrative did not agree with the data that is presented – due to this information, the Program Review Committee ranked as number 2 in priority - the narrative was then revised to provide an accurate narrative of the program. Based on the corrected information, Aeronautics was placed as conditional by the Program Review Committee. Another CTE program Diesel, shows much higher performance data than Aeronautics.

Based on the off-the-charts success of the Mathematics and Chemistry programs, they do indeed need additional faculty as soon as possible.

The target for full-time position hires is FALL. If not met, a one-semester contract would be put in place with the intention of full-time in SPRING.

A brief discussion transpired with regard to the need for a Distance Education Coordinator and a D.S.P.S. Counselor. Dr. Fisher agreed with the needs but indicated that research of where the funds could come from needs to transpire – student success funds, etc.

No further discussion and the group voted as follows:

**AYES:** Fisher, Gilbert, Burnham, Cota, Hamdy, Hrdlicka, Hector, Huston, Hua, Shabazz, Smith, and Weiss.

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** Bastedo, Beavor, Ferri-Milligan, Hunter, Stark, and Subero.

**Motion Carried**

Position: Aeronautics (currently on CONDITIONAL status)

**Motion to disapprove**, Rick Hrdlicka moved, James second. Discussion as follows:

The committee's recommendation for conditional status was based on the full efficacy document, submitted by the department, which included an updated EMP.

No further discussion and the group voted as follows:

**AYES:** Fisher, Gilbert, Burnham, Cota, Hamdy, Hrdlicka, Hector, Huston, Hua, Shabazz, Smith, and Weiss.

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** Bastedo, Beavor, Ferri-Milligan, Hunter, Stark, and Subero.

**Motion Carried**

Position: Chemistry

**Motion to Approve**, Jerimiah Gilbert moved, Lorrie Burnham second.

No discussion and the group voted as follows:

**AYES:** Fisher, Gilbert, Burnham, Cota, Hamdy, Hrdlicka, Hector, Huston, Hua, Shabazz, Smith, and Weiss.

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** Bastedo, Beavor, Ferri-Milligan, Hunter, Stark, and Subero.

**Motion Carried**

Position: Mathematics

**Motion to Approve**, Lorrie Burnham moved, James Smith second.

No discussion and the group voted as follows:

**AYES:** Fisher, Gilbert, Burnham, Cota, Hamdy, Hrdlicka, Hector, Huston, Hua, Shabazz, Smith, and Weiss.

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** Bastedo, Beavor, Ferri-Milligan, Hunter, Stark, and Subero.

**Motion Carried**

Position: Automotive/Diesel

**Motion to Hold** pending CTE Strong Workforce Program funding anticipated from the State of California, Rania Hamdy moved, Lorrie Burnham second.

No discussion and the group voted as follows:

**AYES:** Fisher, Burnham, Hamdy, Hua, and Weiss.

**NOES:** Cota, Hrdlicka, Shabazz, and Smith

**ABSTENTIONS:** Gilbert, Hector, and Huston

**ABSENT:** Bastedo, Beavor, Ferri-Milligan, Hunter, Stark, and Subero.

**Motion Failed**

Position: Automotive/Diesel

**Motion to Approve** (*amended from previous HOLD*) due to the disapproval to move forward with the D.S.P.S. Counselor listed at #7 in the Program Review rankings. Rick Hrdlicka moved, Ricky Shabazz second.

No discussion and the group voted as follows:

**AYES:** Fisher, Gilbert, Cota, Hrdlicka, Huston, Shabazz, and Smith.

**NOES:** Burnham and Weiss

**ABSTENTIONS:** Hamdy, Hector, and Hua.

**ABSENT:** Bastedo, Beavor, Ferri-Milligan, Hunter, Stark, and Subero.

**Motion Carried**

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**Resolution SP16.04 Need for Campus Behavioral Intervention Tam (BIT) and Designation as a Standing Committee – E. Akers and R. Carlos**

Elaine Akers and Raymond Carlos presented information on Resolution SP16.04.

President Fisher entertained a **motion to approve** Resolution SP16.04 Need for Campus Behavioral Intervention Tam (BIT) and Designation as a Standing Committee, Rick Hrdlicka moved, Jeremiah Gilbert second. No further discussion and the group voted as follows:

**AYES:** Gilbert, Burnham, Cota, Hector, Hrdlicka, Hua, Huston, Shabazz, Smith, and Weiss.

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** Bastedo, Beavor, Ferri-Milligan, Fisher, Hamdy, Hunter, Stark, and Subero.

**Motion Carried**

**Resolution SP16.01 Textbook Affordability and Open Education Resources – J. Gilbert**  
**Resolution SP16.02-Funding supplemental instruction for student success and Resolution SP16.03 – Support for a Coordinator of Distance Education – J. Gilbert**

Jeremiah Gilbert provided an update that SP16.01 and SP16.02 will be reviewed for approval at the May 18, 2016 Academic Senate Meeting.

The Council entertained a **Motion to Support** the OER Plan, Kay Weiss moved, Rick Hrdlicka second. No further discussion and the group voted as follows:

**AYES:** Gilbert, Burnham, Cota, Hector, Hrdlicka, Hua, Huston, Shabazz, Smith, and Weiss

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** Bastedo, Beavor, Ferri-Milligan, Fisher, Hamdy, Hunter, Stark, and Subero.

**Motion Carried**

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**ACCREDITATION AND STUDENT LEARNING OUTCOMES – C. Huston**

Celia Huston provided an update as follows: The Academic Senate motioned to continue the data collection every semester. They will spend the Fall semester looking to realign the SLO assessment process to a four-year process so, at the very least, the SLO assessment process coincides with Program Efficacy – exploring with the Accreditation and Program Review Committees. I, Celia, have been trying to reconcile all of the paper documents with online documents – found 21 courses that managed to only be assessed over the last 2½ years, many of them Summer courses. It has not been a practice to assess summer courses - whether to also assess the Summer courses will be explored during Fall as well.

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**EDUCATIONAL MASTER PLAN – J. SMITH**

No Report

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**STRATEGIC PLANNING– J. SMITH**

No Report

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**Program Review – P. Ferri-Milligan**

Kay Weiss provided an update in Paula's absence as follows: The Program Review Committee has completed the Program Efficacy rankings – distribution of the report has been conducted to the divisions involved, with a copy provided to the Academic Senate.

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**COMMITTEE REPORTS:**

No Reports

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**HMC FACILITIES MASTER PLAN WORKSHOP**

A District discussion has been conducted that will be going back to this process in the Fall, both looking at the Educational Master Plan and then, based on that discussion, we will be discussing the Facilities Master Plan. The goal is to get a very rough draft of the EMP next week to review during the Summer, with a continued discussion of the process with the College Council transpiring in Fall.

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**OTHER:**

None.

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Meeting adjourned at 3:01 p.m.

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**Next College Council Meeting:** 05-25-16 Meeting Cancelled due to Commencement  
Academic Year 15-16 (bi-monthly, 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays from 1-3:00 PM)

NBW



San Bernardino  
Valley College

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

Name:  Rick Hrdlicka  Phone:  x8656

Dept. /Div.:  Campus Technology Services  Position:  Director

Total funds requested:  60,750  Date requested to receive funds:  10/1/2016

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):

We are requesting that the College Council fills the Technology Support Specialist I position that is at the top of the Program Review Classified employee list.

We continue to grow in the number of computers and technology we support but not the staff to support it. We have increased the number of computer from 1500 to over 2600 computer in the last 6 years.

Campus Technology Services serves the technology needs of the campus community. We have been struggling with keeping up with the needs of the campus.

Technology on our campus ties to:

Access: Providing access to resources

Student Success: Learning technology to succeed in school and in the workplace

Facilities: Technology is more like a utility now than it has ever been. It prevalent in every part of our campus community.

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

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



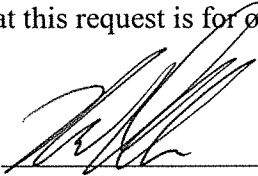


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Please provide an itemized budget and indicate funding accounts for which funds should be routed:

\$60,750 to 01-00-01-8119-2181.00-0000-6150 and Benefits

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

Applicant's Signature: 

Date: 8/17/16

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

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

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

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

**College Council use only: Recommendation**

Date received: _____	Date of Committee Action: _____
<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
Amount \$ _____	

Comments:



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

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**INTEROFFICE MEMORANDUM**

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**TO:** COLLEGE COUNCIL  
**FROM:** RICK HRDLICKA, DIRECTOR TECHNOLOGY SERVICES  
**CC:** DIANA Z. RODRIGUEZ, PRESIDENT  
SCOTT STARK, VICE PRESIDENT, ADMINISTRATIVE SERVICES  
**SUBJECT:** REQUEST TO HIRE TECHNOLOGY SUPPORT SPECIALIST I GROWTH  
POSITION  
**DATE:** 8/17/2016



Office of the President

AUG 17 RECD

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I am requesting to hire a new Technology Support Specialist I to help cover the exponential growth in technology our campus is experiencing.

The salary and benefits of this new position will be \$81,000.

This position is currently ranked number 1` from last year's Program Review Needs Assessment for classified staff.

The number of computers and digital devices on our campus continues to grow exponentially. Just this month we added a new computer lab to our campus. Last year close to 600 new computers were purchased. Half of those computers were purchased by categorical programs or program review requests. The number of computers on campus has grown from 1500 computers 6 years ago to over 2600 computers.

CTS needs additional staff to keep up with this exponential growth. Currently the wait times for new replacement computers can be up to 6 weeks.



San Bernardino  
Valley College

Office of the Vice President

JUL 07 2016

Student Services

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

**FUNDING APPLICATION**

Name: Marty Milligan Phone: ext. 8949  
 Dept. /Div.: Student Services Position: Director DSPS  
 Total funds requested: \$70,000 Date requested to receive funds: ASAP

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 ADA mandates that deaf students have full access to & equal participation in all educational opportunities (1). For these students, access/participation is facilitated by ASL interpreters who are also essential to student success (2). Over the past few semesters, the cost of ASL interpreters has been offset through salary savings & intra-district transfer of funds. These funding sources will not be available during 2016-17. Funding is needed in order to comply with federal mandates.

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

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



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Valley College

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

\$70,000- To help pay for the cost of American Sign Language interpreters.

Funds should be routed to the following account: 01-50-01-8204-0202-2381.00-6420

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

Applicant's Signature: M. Kelly

Date: 7/07/16

Division Dean/Supervisor Approval: [Signature]

Date: 7/14/16

Appropriate Vice President's Approval: [Signature]

Date: 7/17/16

**College Council use only: Recommendation**

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

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

Comments:

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



San Bernardino  
Valley College

Office of the Vice President

JUL 07 2016

Student Services

REQUEST FOR ONE-TIME URGENT EMERGING NEEDS  
FUNDING APPLICATION

Name: Marty Milligan Phone: ext. 8949  
 Dept. /Div.: Student Services Position: Director DSPS  
 Total funds requested: \$1,848.00 Date requested to receive funds: ASAP

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):

DSPS receives a large volume of paper documentation verifying students' disabling conditions. By law, this documentation must remain on file. Retaining and storing hard copies is ineffective due to both limited space and the need to maintain confidentiality. DSPS is seeking funding for a means to securely store documentation in an electronic format. This request is tied to strategic goal 6 which encourages the use of digital archiving.

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

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

It was initially believed that purchasing this item was an allowable DSPS expense. Therefore, it was not included in the Needs Assessment process. However, it was later determined through consultation with the state chancellor's office that DSPS funds could not be used for this purchase.



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

\$1504.00 - Software Cost  
\$ 308.00 - Software Maintenance and Support Cost  
\$1848.00 - Total Cost

Funds should be routed to the following account: 01-50-01-8204-0202-2381.00-6420

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

Applicant's Signature: M Kelly Date: 7/07/16  
 Division Dean/Supervisor Approval: [Signature] Date: 7/7/16  
 Appropriate Vice President's Approval: [Signature] Date: 7/7/16

**College Council use only: Recommendation**

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

Comments:

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