



College Council Minutes

1:00 PM - 2:30 PM | ADSS/207 | October 29, 2025

Voting Members: 14

Keynasia Buffong [A]

Tatiana Vasquez []

Bethany Tasaka []

John Feist []

Aida Gil []

Maritza Portillo []

Ernest Guillen []

Jeffrey Demsky []

Lorrie Burnham []

Rosario Esparza []

Erik Morden []

Uvaldo (Aldo) Sifuentes []

Alaysha Nash []

Matthew Martinez [A]

Non – Voting Members:

Gilbert J. Contreras, Ph.D. []

Andrea Hecht []

Gabriel Martinez Lazaro []

Keith Bacon []

Leticia Hector []

Yvonne Gutierrez-Sandoval []

Michael Layne []

Pavel Bratulin [A]

Blake Bonnet []

Director of Technology Services []

1. Call to Order

A. Approval of Agenda

B. Approval of Minutes

2. Co – Chair Reports

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

D. Academic Senate Report – A. Hecht

3. Action Items

E. Program Review Committee Charge and Purpose – B. Tasaka

F. Veterans Resource Center Proposal, via Zoom at 1:30 p.m. - J. Alvarez

G. Valley Up! Initiative, 2025-30 Overview Update-

Y. Gutierrez-Sandoval / G. Martinez Lazaro

4. Information Items

H. Accessibility of the New Plan -

Overview of Accessibility in Distance Education – S. Lillard

I. AP 5055 Enrollment Priorities Revision -Y. Gutierrez-Sandoval

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

K. College Council Member Updates/ Announcements

5. Adjournment

Upcoming Meeting Dates –

2025–2026 Academic Year

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

- The meeting was called to order by Dr. Contreras at 1:03 p.m.
- Dr. Contreras noted that two teammates would join via Zoom from Washington, D.C. at 1:30 p.m. and would be accommodated in the agenda when time allowed.
 - **With no objections, the agenda was approved as presented.**

B. Approval of Minutes

- Dr. Contreras called for review and approval of the October 15, 2025, College Council minutes.
- A. Hecht requested a correction on Page 3, Section D, third bullet, to replace "PFAC" with "PPAC (Policies and Procedures Advisory Committee)."
 - **With noted edits, the minutes were approved unanimously.**

2. Co – Chair Reports

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

- Dr. Contreras welcomed everyone to College Council and thanked members for their continued leadership and collaboration during a busy fall semester. He highlighted several recent campus events:
 - President's Circle Luncheon hosted by the SBVC Foundation last Friday, featuring local elected officials, K–12 partners, and higher education representatives. The event was described as inspiring and a strong show of community support.
 - Barrio Fiesta celebrated Filipino American History Month and the API community with family participation and cultural performances.
- He also provided updates on the college reorganization process, noting that feedback from QR codes, town halls, and viewing galleries will be shared on the website soon. The Cabinet continues to review all input as part of shaping SBVC for the next 100 years.
- Dr. Contreras thanked the HSI Task Force for its ongoing work, clarifying that the group's goal is to recommend strategies—not to develop full implementation plans.

D. Academic Senate Report – A. Hecht

- A. Hecht reported meeting with Program Review Chairs D. Graham, and B. Tasaka and Distance Education Chair S. Lillard to discuss implementing Regular and Substantive Interaction (RSI) as a meaningful framework to enhance instruction rather than a compliance checklist.

- Key points included integrating RSI into professional development and updating the Faculty Handbook to reflect best practices.
- It was noted that the CTA Negotiations Team is finalizing applications for Fall 2026 high-intensity labs, which will be reviewed by a four-member faculty committee.
- She encouraged committees seeking Academic Senate first or second reads to provide timelines and membership lists in advance, as the Senate agenda is full through the end of 2025, with the next available date in February 2026.
- Lastly, she invited everyone to attend Día de los Muertos celebrations on campus.

3. Action Items

E. Program Review Committee Charge and Purpose – B. Tasaka

- B. Tasaka presented proposed revisions to the Program Review Committee’s charge and purpose document.
 - The original 2014 language was outdated and reflected a punitive approach.
 - The updated version emphasizes self-evaluation, continuous improvement, and support for all campus programs.
 - The revisions were approved by the Program Review Committee and Academic Senate and brought to College Council for final approval.
- Discussion Highlights:
 - Questions were raised regarding whether the committee should remain under Academic Senate, given its evaluation of service areas.
 - T. Vasquez and Dr. Contreras acknowledged ongoing structural discussions within the Participatory Governance Task Force regarding future alignment with new Resource Allocation and Institutional Effectiveness committees.
 - Members agreed that the updated language reflects current practice and promotes campus-wide improvement.
 - **Motion to approve the revised charge and purpose by E. Guillen seconded by T. Vasquez. Approved unanimously.**

F. Veterans Resource Center Proposal, via Zoom at 1:30 p.m. – J. Alvarez

- Dr. Contreras introduced J. Alvarez, Veterans Coordinator & N. Chavez, Administrative Clerk (via Zoom from Washington, D.C.), noting that the proposal originated from Dean C. Rodriguez and was reviewed by Cabinet prior to being presented to College Council. The proposal requests that the Veterans Resource Center (VRC) remain in its current location—Campus Center, Room 133—once the new Student Services Building is completed. J. Alvarez Presentation a PDF highlighting the VRC Proposal:

- The VRC serves 668 self-identified veterans and active military students, of whom 389 utilize VA education benefits and 279 are uncertified but still rely on the center's resources.
- Established in 2012 through student advocacy and rededicated in 2015, the VRC has become a vital resource hub and safe space for veterans and their dependents.
- Accessibility and safety were emphasized as primary justifications for remaining on the first floor, citing that approximately one in three veteran students have a disability—many non-visible (e.g., PTSD, traumatic brain injury, mobility or sensory impairments).
- The first-floor location and attached patio serve as both a therapeutic and functional space, providing outdoor access for peer support, de-escalation, and emergency evacuation routes, features that would not be available in the new Student Services 2nd floor building.
- The VRC's visibility and proximity to high-traffic student areas encourage engagement and foster a welcoming environment for veterans and their families.
- The long-term goal is to build on the current momentum and develop the VRC into a national model program, with expanded mental health and peer support services.
- Discussion:
 - M. Portillo commended the VRC for its service and visibility on campus and inquired about space needs and the potential for expansion. J. Alvarez said that such an idea would be ideal but noted that a broader discussion regarding college space and planning would need to occur later.
 - T. Vasquez sought clarification on whether the request pertained to the organizational structure or the physical location, J. Alvarez confirmed the request was for maintaining the physical space.
 - J. Alvarez explained that during the Student Services Building design phase (conducted during the pandemic), the VRC was assigned to move to the second floor without direct consultation. J. Alvarez stated that relocating would reduce accessibility and impact on key program functions.
 - **Motion by E. Guillen to support the Veterans Resource Center's request to remain in its current location (Campus Center, Room 133). Second by A. Nash. Motion carried unanimously.**
- R. Esparza inquired whether offices had the opportunity to provide input on their assigned spaces within the new Student Services Building, particularly regarding future

growth, staffing, and alignment with the Valley Up Initiative's goals for institutional expansion.

- Dr. Contreras noted that the building design is already state-approved and under construction, leaving limited opportunity for modification; however, the VRC's request to remain in place frees up space within the new building. He emphasized that future planning discussions will address program growth and spatial needs, ensuring alignment with the college's reorganization efforts.
- Other members discussed prior levels of user involvement in building design, acknowledging mixed experiences depending on departments and timeframes.
- Dr. Contreras concluded by highlighting that leadership will continue evaluating long-term space planning for faculty and student services, ensuring alignment with institutional priorities.

G. Valley Up! Initiative, 2025-30 Overview Update- Y. Gutierrez-Sandoval / G. Martinez Lazaro

- VPSS Y. Gutierrez-Sandoval presented the Valley Up Initiative document, designed to align college-wide plans and goals under shared guiding principles: Career and Transfer, Health and Safety, and Boldly Student-Centered.
- She emphasized the importance of data-driven planning and alignment across all institutional plans to focus efforts and resources.
- A. Nash asked if the college targets apply to programs like Architecture, noting delays for students due to limited course offerings.
- L. Burnham added that program adjustments have been made to support timely graduation and urged students to contact their department chair or dean if issues persist.
- T. Vasquez recommended adding a cover page noting authorship, revision dates, and a record of future edits for accountability and transparency.

- **Motion to distribute the Valley Up document to constituent groups for feedback by T. Vasquez, seconded by L. Burnham. Approved unanimously.**

4. Information Items

H. Accessibility of the New Plan -

Overview of Accessibility in Distance Education – S. Lillard

- S. Lillard presented a PDF overview of the new ADA Title II accessibility rule finalized in April 2024. The law requires all digital content at public institutions to meet Web Content Accessibility Guidelines 2.1, Level AA by April 24, 2026.

- She emphasized that compliance applies to everyone who creates or shares digital materials—faculty, staff, and departments—across Canvas, websites, emails, PDFs, PowerPoints, and flyers. Accessibility ensures equal access without requiring users to request accommodation.
- Key Points:
 - Archive Exception - Allowed only if content was created before the deadline, used for reference, clearly labeled “archived,” and not modified afterward.
 - E-Books & OER - Publishers must provide an Accessibility Conformance Report (ACR), OpenStax already comply, while others need verification.
 - Tools & Training - The DE Committee is exploring improved accessibility tools for better PDF checkers. Free self-paced accessibility training is available through the Chancellor’s Office.
- Members discussed topics
 - SAS will continue managing specialized accommodation (e.g., Braille, interpreters), while general accessibility must be built into all materials.
 - Members discussed color contrast standards, avoiding color as the only way to convey meaning, and ensuring accessibility in marketing, websites, and social media posts.
 - Responsibility for updating and archiving documents will likely be shared between faculty co-chairs and classified support.
 - J. Demsky and Dr. Contreras noted that accessibility should enhance—not dictate—how instruction or materials are designed.
- S. Lillard and U. Sifuentes will meet with the President’s Team on Tuesday at 9:30 a.m. to begin developing a campus-wide accessibility action plan and timeline.
- Cabinet will review training, tools, and campus readiness to ensure full compliance by 2026.
- Dr. Contreras reiterated that accessibility is both a legal requirement and an equity priority for SBVC.

I. AP 5055 Enrollment Priorities Revision -Y. Gutierrez-Sandoval

- Y. Gutierrez provided a document overview of the updates to Administrative Procedure (AP) on enrollment priorities.
- Y. Gutierrez noted the AP was revised to include all student groups listed in Education Code and will move through participatory governance for review.

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

- B. Bray shared that recent Centennial events have been very successful, highlighting the Pasefka football game, which brought strong community participation, student

- performances, and cultural presentations. The event featured dancers, drummers, cheerleaders, and the college's first band performance.
- Upcoming events include Midnight Madness (basketball season kickoff), Blue's Birthday Pep Rally on November 19, and Valley Nights Homecoming featuring scholarships for high school students, food trucks, resource tables, and the new Homecoming Court.
 - As of October 31, the college had completed 55 events and scheduled 197 total. The goal remains to feature 100 official Centennial Events for publication, representing the "100 Years, 100 Moments" campaign. Departments have until mid-November to confirm spring submissions for inclusion in the printed and digital Centennial program.
 - Dr. Contreras thanked B. Bray for her leadership and creativity in building school spirit and community engagement throughout the Centennial celebration. He also confirmed that the full list of 197 events will be distributed campuswide for review and finalization before winter break.

K. College Council Member Updates/ Announcements

- A. Nash reported that all student clubs have been funded, and ASG attended both the CCCSAA Student Leadership Conference and the California Community Colleges Association of Occupational Education Conference, where SBVC students served on a panel.
- ASG is revising its Constitution and launched a pilot food voucher program to address student concerns about limited hot food options.
- The group hosted its first student recovery meeting and will hold weekly tenant rights workshops in partnership with the California Attorney General's Office.
- ASG introduced a SAS Proxy Program for students with disabilities, appointed its first Athletic Senator, and continues to expand representation across campus divisions.
- Additional highlights included Breast Cancer Awareness Week, the upcoming hybrid ASG leadership course (launching Spring 2026), and the revival of the Alpha Gamma Sigma Honor Society, now recruiting members.
- B. Tasaka announced the next ASPIRE Workshop on Friday, November 7 (9:30–10:30 a.m. via Zoom), focusing on data dashboards, SWOT analysis, and program demand.
- She also shared that she will co-present at the ACCC Plenary with A. Blacksher on Rest and Preventing Burnout, and with B. Orozco and the Dreamers Resource Center on Supporting Undocumented Students.
- U. Sifuentes reported that the Tech Team launched a new in-person support station in the library to assist students with technology needs such as installing Microsoft Office, troubleshooting devices, and navigating campus tech resources. The service is currently

- offered Tuesdays and Thursdays, 9 a.m.–12 p.m., with plans to expand as additional student workers are trained.
- VPI L. Hector noted that the Regular and Substantive Interaction (RSI) policy, introduced by S. Lillard at the previous meeting, has now been approved. She commended S. Lillard for her strong leadership as DE Chair and for ensuring compliance with accreditation standards.
 - M. Portillo announced the Trick-or-Treat Wellness Spectacular taking place October 31, 10 a.m.–3 p.m. (with lunch served from 11 a.m.–2 p.m.), featuring campus departments, resource booths, and a student wellness fair.
 - E. Guillen reported that Phase I of the CSEA Classification and Compensation Study has been completed. Updates to classified job descriptions (Administrative, Clerical, and Instructional Support) will be presented to the Board of Trustees in November. Managers and employees will receive finalized descriptions following board approval.
 - Dr. Contreras shared that feedback from the Reimagining SBVC viewing gallery, QR code submissions, and departmental discussions will be posted on the Reimagining SBVC website later this week, Reimagining document was shared with Council.
 - He thanked the library team and other departments for their detailed and thoughtful feedback, noting that the collaborative discussions represent SBVC at its best—transparent, inclusive, and focused on continuous improvement.
 - E. Guillen expressed appreciation to leadership for taking time to meet with the library department, acknowledging the team’s transparency and responsiveness during reorganization discussions.

5. Adjournment – Meeting Adjourned 2:31 pm.