



College Council Minutes

1:00 PM – 3:15 PM | ADSS/207 | December 10, 2025

Voting Members: 14

Keynasia Buffong []
 Tatiana Vasquez []
Bethany Tasaka [A]
 Danielle Graham []
 Alternate for B. Tasaka
 John Feist []
 Aida Gil []
 Maritza Portillo []
 Ernest Guillen []
 Jeffrey Demsky []
 Lorrie Burnham []
 Rosario Esparza []
 Erik Morden []
 Uvaldo (Aldo) Sifuentes []
 Alaysha Nash []
 Matthew Martinez []

Voting Alternates: 6

Danielle Graham []

Upcoming Meeting Dates

2025–2026 Academic Year

February 11, 2026
 February 25, 2026
 March 11, 2026
 March 25, 2026
 April 15, 2026
 April 29, 2026
 (2 Hour Meeting)

Non – Voting Members: 11

Gilbert J. Contreras, Ph.D. []
 Andrea Hecht []
 Gabriel Martinez Lazaro []
 Keith Bacon []
 Leticia Hector []
 Yvonne Gutierrez-Sandoval []
 Michael Layne []
 Pavel Bratulin []
 Blake Bonnet []
 Noel Arciero []

Jesse Neimeyer-Romero, Ed.D. []

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

3. Action Items

- E. Updated College Council Composition & Charge (Related to Alternates) – Dr. Contreras
- F. Reimagining SBVC Organizational Chart (Second Read) – Dr. Contreras
- G. RSI Implementation Plan – S. Lillard
- H. Accessibility Plan – S. Lillard
- I. Participatory Governance Task Force recommendations – T. Vasquez / G. Martinez Lazaro

4. Information Items

- J. SBVC Mural Project – Dr. Contreras
- K. Office Relocation: College Communications Marketing, and Public Affairs to the ADSS 201 – Dr. Contreras
- L. 2025-2028 Student Equity Plan – C. Rodriguez
- M. Policies and Procedures Advisory Committee Update – Y. Gutierrez-Sandoval
- N. Multicultural Center – Contract with Consultant inspire School Services- Dr. Contreras
- O. College Council Member Updates / Other Announcements

5. Adjournment

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 a correction to Item 4K: the location should be ADSS 201, not ADSS 103.
- He also clarified that Item 3H (Accessibility Plan) is not an action item, but an informational announcement.
 - ***With these clarifications, and no objections, the agenda was approved.***

B. Approval of Minutes

- Members were given time to review the minutes.
 - ***With no edits or objections, the minutes were approved as presented.***

2. Reports

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

- Dr. Contreras welcomed members to the final meeting of the semester, highlighting a strong and energetic fall marked by campus pride, student engagement, and major accomplishments.
- He announced SBVC's official designation as a Black-Serving Institution (BSI) and thanked the BSI Task Force for their dedicated work in achieving this milestone.
- He introduced Dr. Kennon Mitchell of Inspire School Services, who will support the development and institutionalization of Multicultural Center programming and equity initiatives.
- He concluded with a Valley Up video recap celebrating SBVC's centennial events, student successes, and the college's continued momentum entering its next century.

D. Academic Senate Report – A. Hecht

- A. Hecht shared highlights from the COLEGAS Conference, expressing appreciation for SBVC's support and noting the personal and professional value of representing an HSI.
- She announced Brandi Major as the new IDEA Faculty Lead for Spring 2026–Spring 2027.
- She congratulated Tatiana Vasquez, who will become Academic Senate President after commencement, noting her extensive 16 years of service and leadership roles.
- She acknowledged the work of faculty and classified professionals, noting SBVC's enrollment of over 15,000 students and the continued commitment to equity, curriculum, and student support.

3. Action Items

E. Updated College Council Composition & Charge (Related to Alternates) – Dr. Contreras

- Dr. Contreras introduced the revised College Council Charge & Composition document, noting that the alternates section was updated based on recommendations presented at the previous meeting. Members were given time to review the proposed edits.
- Key revisions included:
 - Updating the title to "Charge" and adding the approval date.
 - Revising language to reflect that recommendations may originate from any governance group, not only College Council.
 - Added specific alternate assignments (one per constituency group) and incorporated the two paragraphs outlining expectations for alternate participation.
 - Adding J. Neimeyer-Romero and N. Arciero as resource members.
 - Updating all references from "overview" to "charge."
 - Adding implementation language: "Effective immediately upon approval."
- Discussion Points
 - Clarified that alternate notifications should be submitted to the Office of the President prior to the meeting to avoid barriers.
 - Discussed improving public access to agendas by posting them online in addition to the physical posting.
 - Agreed that online posting is best practice and should be added to the charge for transparency and accessibility.
 - ***Motion to add language requiring that the College Council agenda be posted on the website in addition to being posted publicly outside the meeting location by T. Vasquez seconded by E. Guillen Approved unanimously.***
 - ***Motion to approve the revised College Council Charge & Composition, including the new alternates structure and online posting requirement by E. Guillen seconded by T. Vasquez Approved unanimously.***
- The revised document took effect immediately, and D. Graham was recognized as the official alternate voting member for B. Tasaka (Academic Senate) for the remainder of the meeting.

F. Reimagining SBVC Organizational Chart (Second Read) – Dr. Contreras

- Dr. Contreras presented the second read of the Reimagined Organizational Chart, concluding a semester-long process that included town halls, division meetings, QR

code feedback, Academic Senate review, and more than 30 revisions made for the November 12 draft.

- Implementation Timeline: Spring 2026 will begin HR and job description review, program realignment, budgeting, and Chart of Accounts adjustments; full evaluation will occur in 2026–27; the target implementation date is July 1, 2026.
- He noted only minor updates since November 12 and confirmed no new changes. Discussion around the Library reflected the same issues raised over the past three months, including leadership classification, the reallocation of the Library Director position to Director of Distance Education, and the priority of Library faculty to have a dean with library credentials. Administration reiterated that the transition from Dean to Associate Dean will not impact salary, as Associate Dean is an existing job classification within SBCCD. The division will be monitored and assessed again in 2026–27.
- Council members also raised concerns about uneven administrative assistant staffing across divisions and limitations on support for large categorical budgets. Administration agreed these issues require a comprehensive spring review aligned with the district's CSEA reclassification study and broader examination of support structures across high-impact areas.
- After clarifying that approval would simply allow the reorganization to move forward to Cabinet for implementation planning.
 - ***Motion: To approve the Reimagined Organizational Chart as presented. Made by: L. Burnham. Seconded by: A. Gil. Motion passed with nine (9) in favor, five (5) opposed, and no abstentions.***
 - ***Motion: Following approval, to reevaluate the Division of Instructional Support Services—including structure, staffing, weighting, and compliance—during the 2026–27 academic year, incorporating the feedback and concerns raised during this meeting, and establishing a College Council Task Force to conduct the evaluation and report back on findings. Made by: J. Feist. Seconded by: K. Buffong. Motion approved.***

G. RSI Implementation Plan – S. Lillard

- S. Lillard presented the Regular and Substantive Interaction (RSI) implementation plan, noting that RSI was identified by the ACCJC liaison as requiring a faculty-driven approach with clear resources and actionable steps.
- She reported that the plan and timeline were reviewed by the Accreditation Committee and Academic Senate and brought forward to College Council for support. Development occurred primarily during Fall 2025, with minor timeline adjustments due to scope.

- Key actions include approval of a revised Distance Education (DE) addendum emphasizing RSI and accessibility, implemented through an emergency process and effective for curriculum reviews beginning January 2026.
- S. Lillard outlined the RSI Essentials Program launching Spring 2026, which includes a self-reflection tool, an RSI best practices guide, and a DE Level II training with a mentoring component.
- DE Committee members will mentor faculty throughout the Spring 2026 semester, supporting up to 30 fully online courses, using the ReadyGo platform to provide feedback directly within Canvas. Training on the software will occur in January 2026.
- The program will continue into Fall 2026, with an estimated 40–60 courses completing training prior to ACCJC's random course selection process. The plan is designed to provide flexible levels of faculty support.
 - ***Motion to support the RSI implementation plan as presented by T. Vasquez. Seconded by: L. Burnham. Approved unanimously.***

H. Accessibility Plan – S. Lillard

- S. Lillard provided an informational update on the new accessibility law effective April 24, 2026, noting that implementation efforts are underway across the campus and district.
- She clarified that all Canvas content must meet accessibility standards and shared that a two-hour, in-person workshop will be held during Convocation, with additional faculty support planned.
- College Council members acknowledged the mandatory, institution-wide nature of the accessibility requirements and expressed appreciation for the work being led in this area
- No action taken on this topic, it is just an informational item.

I. Participatory Governance Task Force recommendations – T. Vasquez / G. Martinez Lazaro

- T. Vasquez presented a recap of the Participatory Governance Task Force recommendations previously shared with College Council, noting that the task force recommends the establishment of five committees, including one existing committee.
- The proposed committees include Planning and Resource Allocation; Institutional Effectiveness; Educational Policies and Procedures; Accreditation; and Facilities, Safety, and Technology.
- She noted that, following endorsement of the recommendations, implementation will occur through a multi-phase process requiring College Council and college leadership to develop committee charters, membership structures, compensation, and operational guidelines to ensure equitable representation and alignment with institutional priorities.

She shared that additional implementation discussions will occur, including the development of a governance handbook. The handbook will address topics such as committee operations and guidance for alternate members and is anticipated to be brought forward for College Council input in March, with adoption targeted by the end of the spring semester.

- **Motion to endorse the Participatory Governance Task Force recommendations and continue moving forward with implementation by T. Vasquez. Seconded by E. Morden Approved unanimously.**

4. Information Items

J. SBVC Mural Project – Dr. Contreras

- Dr. Contreras provided information regarding discussions with the Garcia Center for the Arts to collaborate on a campus mural project. The Garcia Center has identified local San Bernardino artists, including SBVC alumni, as potential contributors.
- The proposed artists will be routed through the Arts Lecture and Diversity Committee for review and guidance. A potential wall location has been identified on campus, with the goal of installing the first mural by Commencement, if feasible, or by the end of the calendar year.
- Council members recalled prior discussions emphasizing community involvement in mural creation. It was confirmed that faculty, students, and community participation will be encouraged as part of the process.
- It was noted that this project is not intended to be limited to one mural. Additional locations may be explored, including areas near the library, and potential collaboration with the Cheech Marin Center for Chicano Art & Culture was referenced.
- The mural initiative was highlighted as supporting the college's sense of belonging, Facilities Master Plan, Equity Plan, and Valley Up! initiative.

K. Office Relocation: College Communications Marketing, and Public Affairs to the ADSS 201 – Dr. Contreras

- An update was provided on the planned relocation of Strategic Communications and Marketing to the space formerly occupied by the STAR Center (AD/201). The move will consolidate members of the President's team closer to the administration area, improving coordination and communication.
- A timeline for the relocation will be developed in collaboration with VP Bacon and S. Zazueta, with the move anticipated during the Spring term.

L. 2025-2028 Student Equity Plan – C. Rodriguez

- C. Rodriguez provided an update on the completed and implemented 2025–2028 Student Equity Plan, noting that the Student Success Advisory Committee meets regularly to review plan components and that the plan will be posted through Institutional Research and on a dedicated Student Equity website to ensure transparency. The plan addresses five equity metrics: enrollment; successful enrollment; completion of Math and English; term-to-term persistence; Vision Goal completion; and transfer to a four-year institution.
- She reported that equity gaps have been closed in two metrics, with targeted strategies underway for the remaining areas. Upcoming student presentations and focus groups will be conducted in Spring in collaboration with Math, English, and Institutional Research to gather student feedback on barriers and experiences.
- She emphasized that the Student Equity Plan is a living, institution-wide document that will continue to be shared with College Council and divisions. Council members expressed appreciation for the work and noted alignment with the Valley Up! initiative, and gratitude was extended to Paul Bratulin and his team for developing the plan's cover design and supporting materials.

M. Policies and Procedures Advisory Committee Update – Y. Gutierrez-Sandoval

- VP Gutierrez-Sandoval provided an update on her appointment to the PPAC, noting efforts to improve clarity, consistency, and documentation in the policy development process, with a focus on aligning policy reads, feedback cycles, and Chancellor's Office regulatory updates to strengthen campus-wide communication and understanding.

N. Multicultural Center – Contract with Consultant inspire School Services- Dr. Contreras

- Dr. Contreras provided an update on efforts to institutionalize cultural programming through the development of a Multicultural Center, noting the strong foundation created by campus affinity groups. He shared that Dr. Kennon Mitchell has been engaged as a consultant to support planning related to staffing, programming, and structure, while emphasizing the importance of both shared and identity-specific cultural spaces. It was also announced that the college has been officially designated a Black-Serving Institution.

O. College Council Member Updates / Other Announcements

- VP Bacon provided a Budget Development Update shared that the 2026–27 budget development calendar will be presented to the Board for approval. Budget planning will begin following the Governor's January budget proposal, with an emphasis on increased communication and input across divisions.
- VP Hector provided an update on accreditation preparations, noting the college is approximately one year from report submission, with leads identified for all four standards and data requests forthcoming.
- Y. Gutierrez-Sandoval updated on the new "ICE on Campus" button has been added to the Safe SBCCD app, providing guidance and protocols. Council members were encouraged to share this resource broadly.
- G. Martinez Lazaro shared an update on Enrollment data noting Spring 2026 registrations are up approximately 11% year-over-year, with appreciation expressed to Student Services staff for outreach and priority registration efforts.
- M. Layne shared an update on fundraising efforts, highlighting the President's Holiday Gathering, increased employee giving, upcoming scholarship awards, and strong Centennial Gala sponsorships.
- D. Graham shared an invitation to an upcoming student research symposium featuring student work on transfer services and mental health.
- E. Guillen provided procedural reminders on AWS/RWS renewal requirements and shared updates on recent reclassifications and position changes.
- A. Gil provided an update on Classified Senate progress on constitution and bylaws development and strengthened collaboration with CSEA.
- M. Portillo provided an update from the Student Life/Basic Needs Center, noting that services and referrals will remain available during the academic break, with an increase in referrals observed during the extended winter break.
- Dr. Contreras expressed appreciation to Noel Arciero and Jesse Neimeyer-Romero for their continued support. He shared that Associated Students are actively revising their constitution and bylaws, aligning with similar efforts underway in the Classified Senate, with Faculty Senate also planning related work. These updates were noted as important steps as the college continues to refine governance structures.
- Closing remarks included appreciation for the work accomplished during the Fall semester and well wishes for the holiday break, with anticipation of continued work in the Spring term.

5. Adjournment – Meeting Adjourned 3:15 pm.