



College Council Minutes

1:00 PM - 2:30 PM | ADSS/207 | September 24, 2025

Voting Members: 14

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

Non – Voting Members:

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

Upcoming Meeting Dates –

2025–2026 Academic Year

October 15, 2025
 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
- G. SBVC Staffing Update 9-24-2025 – Dr. Contreras

4. Information Items

- H. Reorganization Proposal Draft – Dr. Contreras
- I. Renaming the Fault line Walkway – Y. Gutierrez-Sandoval
- J. Accreditation Update – L. Hector
- K. Valley Up! Initiative, 2025-30. – Y. Gutierrez-Sandoval
- L. Centennial 100 Years Update - Celebrating 100 Years – B. Bray
- M. SBVC Committee Structure – G. Martinez Lazaro / T. Vasquez
- N. College Council Member Updates
- O. Other Announcements

5. Adjournment

1. Call to Order

A. Approval of Agenda

- The meeting was called to order by Dr. Contreras at 1:05 p.m.
 - With no objections, the agenda was approved as submitted.

B. Approval of Minutes

- Dr. Contreras called for review and approval of September 10, 2025, minutes.
- With four abstentions noted: T. Vasquez, J. Feist, B. Tasaka, and U. Sifuentes.
 - With no objections or edits - minutes approved without objection.

2. Reports

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

- Dr. Contreras shared highlights of the fall semester, noting strong participation in Centennial events and expressing appreciation to Event Coordinator B. Bray, as well as to the faculty and staff. The College remains on track to exceed the goal of 100 Centennial events, with notable engagement from Athletics and other departments. He emphasized the need for renewed campus spirit and encouraged members to continue sharing information through the *Wolverine Weekly*, Board of Trustees reports, and SBVC Foundation updates.

D. Academic Senate Report – A. Hecht

- A. Hecht reported that she appointed K. Buffong (Career and Transfer) as the new Senate voting member and will serve as non-voting co-chair. She highlighted the upcoming reorganization plan, encouraged feedback from all constituencies, and recognized general counseling for meeting with over 1,300 students in the first two weeks. She also suggested adding murals across campus to reflect student culture.

E. Report - A. Nash / M. Martinez

- M. Martinez reported two student-led initiatives:
 - Installation of Narcan kits across campus, including classrooms, to enhance safety.
 - Creation of a student-led task force to address homelessness and food insecurity.

3. Action Items

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

- Council reviewed the topic of proxy use and voting privileges from the previous meeting.
- A memorandum prepared by the President's Office was distributed, outlining that the Brown Act does not explicitly address proxy voting, but a series of legal opinions and statewide practices indicate proxy voting should not be permitted. The Chancellor's Office was also consulted and advised on further directions from legal counsel if necessary.
- Dr. Contreras shared that proxy voting could undermine accountability, as members are elected/appointed to represent their constituencies directly. If a member cannot attend, it is their responsibility to report back to their group, rather than delegating their vote to someone unfamiliar with Council history and nuance.
- Council Members discussed various perspectives on the use of proxies, noting both potential benefits and concerns:
 - Members agreed that proxies could serve responsibly when expectations are clearly defined, such as in cases of illness or emergency, but should not be used to cover chronic absences. Designating proxies in advance could help maintain continuity.
 - It was stated that some Academic Senates permit limited proxy voting under strict conditions (e.g., no more than two uses per term or pre-approved proxy lists). However, concerns were raised that frequent use could weaken the Council's representative structure across faculty, classified, management, and student groups.
 - Members emphasized that Council members function as trustees rather than delegates, entrusted with independent judgment and accountability. They opposed proxy voting for decision-making, though they were open to considering proxies for quorum purposes only, without voting rights.
 - A suggestion was made for each constituency group to identify one informed and approved proxy authorized to vote, when necessary, while acknowledging that this may conflict with the principle of trustee-based accountability.
 - Members also acknowledged that district-level responsibilities sometimes cause unavoidable scheduling conflicts and proposed that

vice presidents or other elected officers could serve as suitable proxies in such cases.

- The discussion also addressed teleconferencing requirements under the Brown Act, noting that remote participants would need to publicly disclose their meeting location if participating virtually.
 - **Motion by B. Tasaka, amended the motion by T. Vasquez, seconded by E. Guillen, to table the item in order to gather additional feedback from constituencies and explore the possibility of restricted/approved proxies.**

G. SBVC Staffing Update 9-24-2025 – Dr. Contreras

- Dr. Contreras presented the SBVC Staffing Update, which included an updated attachment summarizing positions filled since July 1, 2024, along with those currently in recruitment. He commended the Executive Team, Cabinet members, and colleagues in Fiscal Services and Human Resources for their collaboration in improving position control, hiring coordination, and process alignment across departments.
- He informed the Council that eighty-three positions had been filled, representing considerable progress in reducing vacancies and advancing the College's staffing goals. An additional forty-three recruits remained active, reflecting the institution's ongoing commitment to strengthening its workforce.
- A. Hecht highlighted a major advancement for Counseling Services—the conversion of ten full-time counseling faculty positions into tenure-track roles beginning next year. This transition will enhance continuity of services and expand long-term student support. She also noted that several faculty vacancies remain under review, with ongoing collaboration between Academic Senate and the Program Review Committee to strategically prioritize future hiring.
- J. Feist inquired whether the forty-three recruitment positions were already funded. Dr. Contreras confirmed that they were fully funded and emphasized that any additional personnel requests should continue to follow the Program Review process.
 - **Motion by T. Vasquez, seconded by J. Feist, to accept the document for constituency distribution. Motion carried unanimously.**
- Dr. Contreras expressed appreciation to faculty leadership for helping enhance transparency within the report and thanked the Executive Cabinet for their ongoing commitment to achieving full staffing by 2026.

- A. Hecht thanked Dr. Contreras and the Cabinet for addressing long-standing vacancies.
- J. Demsky highlighted Jamie Salyer for her leadership in developing a counselor interview readiness program with CTA, supporting professional development for current temporary full-time counselors.
- Additional clarification confirmed that categorically funded positions retain their funding sources but will be structured for improved job security.
- Yvonne also noted that added administrative assistant positions have strengthened growing programs.
- E. Guillen concluded by reaffirming SBVC's financial stability and active recruitment efforts, highlighting that the College continues to expand hiring while neighboring districts face reductions and furloughs.

4. Information Items

H. Reorganization Proposal Draft – Dr. Contreras

- Dr. Contreras presented the San Bernardino Valley College Reorganization Proposal Draft, described as a first look at conceptual changes to the college's organizational structure. He emphasized that this proposal marks the beginning of a campuswide dialogue to reimagine how SBVC's divisions, departments, and programs are organized to best support student success, equity, and institutional effectiveness.
- The proposed structure shifts from an individual position-based chart to an area-based framework, aligning academic and operational functions under common goals the rationale behind it:
 - Several college areas have expanded or evolved without representation on the current org chart.
 - The reorganization aims to better align related programs, address workload balance, and create opportunities for growth and efficiency.
 - All proposed changes maintain that employees remain whole, with no loss of pay or status.
 - The intent is to redefine programs and functions, not merely move them between divisions.
- Council members raised questions and suggestions:
 - Transparency and timing: Several requested that draft and working copies of the proposal (with watermark and change notations) be shared before town halls.

- Communication: Members stressed the need to distribute a clear rationale for each proposed move to help constituents understand the intent.
 - Evaluation: The Council discussed the importance of establishing a post-implementation evaluation process to assess effectiveness and adjust as needed.
- Dr. Contreras informed the committee that the timeline for the reorganization proposal was approved by the College Council during the Spring 2025 term. Revised draft charts and accompanying rationale sheets will be shared with the campus community. Town halls and viewing sessions will serve as key opportunities for broad campus feedback and engagement.
- In preparation for these activities, the President's Office will develop two versions of the reorganization chart—labeled "Proposal" and "Draft" with appropriate watermarks—before the October town halls. The Cabinet will provide a written rationale for each relocation and title change to support transparency and understanding. The President's Office will also distribute the "first look" presentation slides to the College Council for immediate reference.

I. Renaming the Fault Line Walkway – Y. Gutierrez-Sandoval

- Yvonne reported on ongoing discussions regarding the renaming of "The Fault Line" area on campus. She noted that she has been working closely with Dean R. Carlos and M. Luminarias to coordinate with the Associated Student Government (ASG) to ensure that students lead the renaming process and provide meaningful input. Additional updates will follow as the proposal develops.
- Dr. Contreras added that in Spring 2025, Instructor Robles submitted a proposal suggesting the use of the Fault Line area as an instructional space, including the installation of seismic measurement tools and educational signage. As part of the Centennial celebrations, a historic-style marker will also be installed to identify the geological fault line, similar to interpretive signs seen in parks or historic sites.

J. Accreditation Update – L. Hector

- VPI Hector provided a brief update on accreditation activities. She announced that Professor Jeremiah Gilbert has been selected as the Faculty Lead for Accreditation, bringing valuable experience to the process.
- The immediate priority is to develop a comprehensive accreditation timeline this semester. Efforts are currently focused on data gathering and outlining the timeline alignment with the meeting schedules of the Academic Senate,

Classified Senate, Student Senate, and College Council. A draft timeline will be shared at the next Council meeting to ensure full constituency review in Spring 2026.

K. Valley Up! Initiative, 2025-30. – Y. Gutierrez-Sandoval

- VPSS Gutierrez-Sandoval shared updates on the Valley Up Initiative, noting that the Research area has now transitioned under Student Services within her portfolio. Work is underway to align Valley Up targets and priorities with the college's upcoming reorganization efforts. She also referenced VPAS Bacon's budget allocation memo, which was distributed campuswide the previous day. The memo detailed how positions and funding allocations are aligned with the President's budget priorities. VPSS Gutierrez-Sandoval thanked the team for emphasizing transparency in funding sources and processes.
- Dr. Contreras added that while some budget transfers are pending due to district fiscal system timelines, the goal is to process them as soon as the system allows.

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

- B. Bray provided a detailed update on Centennial and Fall events:
 - SBVC vs. Crafton Olympics: Scheduled for Friday, with 16 SBVC athletes participating. RSVPs include lunch and T-shirt pickup at Crafton.
 - SBVC Centennial Olympics (October 17): Hosted at SBVC with lunch service and three events, Dodgeball, Relay race (Balance & Strengths), and Tug a War. "Valley Up" Centennial shirts will be distributed at the event.
 - Student Services Groundbreaking (October 3): RSVP link sent; lunch burritos will be provided.
 - Poncho Sánchez Concert (October 12): Will feature food trucks, picnic seating, and performances by SBVC music students. Food proceeds will benefit the Student Pantry.
 - October Heritage & Awareness Events: Multiple celebrations, including Filipino American Heritage Month, Undocumented Student Week, Hispanic Heritage Month, National Labor Education Week, and Motown Musical Performances.
 - Winter Fest ("Valley Expressway"): Planned Polar Express-themed event combining several winter activities and departmental collaborations.
- B. Bray thanked departments for contributing event ideas and confirmed continued coordination with Student Life and the Foundation.

- A. Hecht asked whether Student Services offices would be permitted to close or rotate coverage during the groundbreaking event so staff could attend.
- VPSS Gutierrez-Sandoval noted she will work with administrators on a rotation plan to ensure student support remains uninterrupted.
- Dr. Contreras asked members whether they wished to extend the discussion or table the remaining items.
 - **A Motion to extend the meeting by 10 minutes was made. The motion passed unanimously (no opposition or abstentions).**

M. SBVC Committee Structure – G. Martinez Lazaro / T. Vasquez

- T. Vasquez shared progress from the Governance Task Force working to refine the College's committee structure, targeting implementation in Fall 2026.
- Proposal to establish two new committees:
 - Institutional Effectiveness Committee – to evaluate how well the College functions relative to strategic plans (EMP, FMP, etc.) and ensure data-driven evaluation of institutional performance.
 - Resource Allocation and Planning Committee – to connect fiscal planning with institutional priorities and ensure alignment between budgets and college goals.
- Each proposed committee structure will be vetted through College Council, Academic Senate, Classified Senate, and Student Senate for feedback and final approval.

N. College Council Member Updates

- Dr. Contreras recognized T. Vasquez and the task force for their collaborative approach and recognized the Council's ongoing engagement in shaping an inclusive governance model. He also expressed appreciation to N. Arciero and J. Neimeyer-Romero for improving the clarity and professionalism of the Council's agendas and minutes, noting the progress in strengthening transparency and collaboration across the college.
- B. Tasaka requested that when Council is asked to take action on agenda items—such as the recent Brown Act discussion—supporting documents be provided earlier to allow time for constituency feedback.
- Dr. Contreras agreed and advised that when time does not allow for prior review, members may appropriately move to table an item or bring it back for further discussion at a later meeting.
- ASG representative M. Martinez reported exploring ways to consolidate campus resource communications, noting that students receive multiple emails from

various departments. The goal is to streamline outreach and make information easier to access.

- Dr. Contreras recommended adding this topic to the Cabinet agenda for review of current communication tools.

O. Other Announcements

- VPSS Gutierrez-Sandoval shared appreciation for the collaborative and transparent nature of the reorganization and governance discussions, likening the ongoing process to the evolution of the Centennial logo, refined through collective input.
- Additional Announcements:
 - A. Hecht announced Keenan Giles was introduced as the new Faculty Professional Development Lead.
 - E. Guillen shared that the LGBTQ+ Drag Show originally scheduled for October 8 has been rescheduled to October 21.
 - VPSS Gutierrez-Sandoval noted positive feedback on the Centennial logo, recognizing the shared effort that shaped its final design.
- Dr. Contreras thanked members for their participation and feedback, confirming that updated materials—including revisions and the additional sheet requested by J. Feist—will be distributed following the meeting.

5. Adjournment - Meeting adjourned 2:40 pm.