San Bernardino Valley College

COLLEGE COUNCIL CHARGE
APPROVED: DECEMBER 10, 2025
REVISED: FEBRUARY 11, 2026

College Council at San Bernardino Valley College (SBVC) serves as the primary recommending body and central participatory governance council representing all constituencies for inclusive decision-making.

College Council shall:

1. Serve as the final recommending body to the College President.

2. Review and make recommendations on college-wide policies, procedures, and initiatives that affect the College as a whole.
3. Ensure that the principles of participatory governance are upheld, facilitating equitable and collegial participation in decision-making processes.

4. Receive and review recommendations from any constituent group, such as a campus committee. Provide the College President with opinions by voting on recommendations to ensure alignment with the College mission, vision, and strategic goals.

5. Review, update, and approve the SBVC Participatory Governance Handbook every 3 years in alignment with cycles of accreditation, program review, and related College planning.

Recommendations may start in College Council or in one of the participatory governance groups and route to College Council for a vote. If approved, College Council moves the recommendation to the College President. The President accepts or rejects recommendations and informs College Council of the decision. Implementation, timeline, and routing of approved recommendations will be determined by the College President.

Posting of Agendas, Supporting Documents, and Minutes
Agendas will be posted 72 hours in advance in two locations: the bulletin board case on the second floor of the Administration & Student Services Building adjacent to the Office of the President and online on the College Council webpage.

Supporting documents are recommended to be submitted 96 hours in advance of the College Council meeting and made available online on the College Council webpage.

Changes cannot be made to the agenda once posted but changes may be made once College Council is in session and when the agenda is formally approved.

College Council Minutes will be added to the College Council webpage after review by the co-chairs.

College Council Membership:

Voting Members (14) & Alternates (<mark>6</mark>)

Academic Senate	3	1 alternate	Appointed by Senate
Classified Senate	3	1 alternate	Appointed by Classified Senate
CSEA	1	1 alternate	Appointed by CSEA
CTA	1	1 alternate	Appointed by CTA
Manager (Instruction)	1	1 alternate, appointed by the President	Appointed by the VPI
Manager (Student Services)	1		Appointed by the VPSS
Manager (Admin Services)	1		Appointed by the VPAS
Manager	1		Appointed by the President
Student	2	1 alternate	Appointed by Associated Students

College Council voting membership includes 14 members:
    4 classified professionals
    4 faculty members
    4 managers
    2 students

College Council voting membership includes six (<mark>6</mark>) alternates:
    Each constituency group represented on College Council may appoint one (1) alternate to serve in place of its voting members when necessary. Alternates are expected to attend all meetings and serve as the formal substitute for absent voting members. They represent their constituency group as a whole rather than any individual member. Alternates may participate fully in discussion but are non-voting unless they are officially filling in for an absent voting member. Alternates are appointed by the constituency group they represent, and each constituency group may develop its own appointment process and determine its own term lengths.

<mark>Alternate Attendance Procedure:</mark>
    <mark>The voting member who will be designating an alternate to attend a College Council meeting in their place shall communicate the designation to the President's Office before a College Council meeting. At the College Council meeting, the alternate will identify themselves as an alternate and name the voting member for whom they are serving as an alternate.</mark>

Resource Members (Non-Voting)
    Dean, Research, Planning, & Institutional Effectiveness with Grants Oversight
    Vice President, Administrative Services
    Vice President, Instruction
    Vice President, Student Services
    Executive Development Director (Foundation)
    Campus Director of Marketing, Creative Services & Public Affairs Chief of Police
    Director of Technology Services
    Executive Assistant to the President
    Administrative Assistant II, Office of the President

College Council recommends that the College Council Charge be implemented immediately upon approval. In addition, College Council will review the charge and composition after the College committee structure is finalized.