College Council Minutes

1:00 PM – 2:30 PM | B-100 | October 14, 2026

All meetings are recorded for minute purposes only.

Voting Members: 14

Tatiana Vasquez [ ]
Academic Senate
Amy Avelar [A]
Academic Senate
Debbie Orozco [ ]
Academic Senate
Kevin Moreno [ ]
Classified Senate
Cynthia Bernal [ ]
Classified Senate
Amber Martin [ ]
Classified Senate
Ernest Guillen [ ]
CSEA
Denise Knight [ ]
CTA
Lorrie Burnham [ ]
Instructional Manager
Rosario Esparza [A]
Student Services Manager
Erik Morden [ ]
Administrative Services Manager
Uvaldo (Aldo) Sifuentes [ ]
Presidential Manager
Jolene Ruiz [A]
ASG
Jasmine Campos [ ]
ASG

Alternates: 6

Jessy Lemieux [ ]
Academic Senate
Nathan Yearyean [A]
Classified Senate
Aida Gil [ ]
CSEA
(Vacant) [ ]
CTA
Korey Lawson [ ]
Manager
Adrian Iglesias [ ]
ASG

Please note that alternates only vote when serving in place of a voting member who may be absent. Please refer to the College Council Charge & Membership for further details.

1. Call to Order 1:04pm

A. Approval of Agenda

- The meeting was called to order at 1:04 p.m.
- The agenda was approved without objection.

B. Approval of Minutes – September 23, 2026

- Aldo Sifuentes announced the introduction of new tabletop microphones; Dr. Contreras indicated additional units would be purchased
- Members were provided with time to review the September 23, 2026, minutes.
    - **U. Sifuentes moved to approve September 23, 2026, minutes; E. Guillen seconded. The motion carried**.

2. Reports

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

- Dr. Contreras thanked U. Sifuentes and the technology team for implementing the new microphone system in B-100 and noted that additional units will be purchased. He also thanked E. Morden for providing refreshments and welcomed a student senator attending the meeting.
- Dr. Contreras addressed recent immigration enforcement activity affecting California community colleges and reaffirmed SBVC's commitment to supporting undocumented students. He thanked Ed Gomez for bringing these concerns to Cabinet and acknowledged Y. Gutierrez-Sandoval and E. Guillen for their leadership of the undocumented student workgroup, which was scheduled to meet later that afternoon to review campus needs and available resources.
- He highlighted the college's ongoing efforts to support undocumented students, including partnerships with TODEC, resources through the Dreamers Resource Center, informational forums with District Police, campus signage identifying private spaces, and the SALA website. Council members were encouraged

Non-Voting Members: 10

Gilbert J, Contreras, Ph.D. [ ]
President
Keith Bacon [ ]
Vice President of Administrative Services
Leticia Hector [ ]
Vice President of Instruction
Yvonne Gutierrez-Sandoval [ ]
Vice President of Student Services
Jesse Neimeyer-Romero, Ed.D. [ ]
Executive Assistant to the President
Michael Layne [ ]
Executive Director of Foundation
Tammy Mathis [ ]
Director of Grants
Pavel Bratulin [ ]
Director of Strategic Comm. & Marketing
Blake Bonnet [ ]
SBCCD Chief of Police
Noel Arciero [A]
Admin. Assistant II, Office of the President

Upcoming 2026-2027 Meeting Dates

October 28, 2026
November 4, 2026
November 18, 2026
December 9, 2026
2 Hour Meeting
February 10, 2027
February 24, 2027
March 10, 2027
March 24, 2027
April 14, 2027
April 28, 2027
2 Hour Meeting

Important Dates for Next Meeting

October 16, 2026
Agenda Items Due by 1:00 PM
October 22, 2026
Documents Due by 1:00 PM
October 23, 2026
Agenda Posted by 1:00 PM

to share available resources with their constituent groups and continue supporting the college's undocumented community.

- Dr. Contreras announced a community coloring contest for second-grade students in the Rialto, Colton, and San Bernardino school districts. One winner from each district will receive a $500 College Saver account, with an overall winner receiving $1,000. Winning classrooms will also receive a visit from Blue and a pizza party. A special celebration for Blue's birthday is scheduled for November 19.
- He provided information regarding the November 7 football game, which will recognize Pacific Islander Heritage and include a cheer competition involving local school districts. Each participating district will have an opportunity to receive a $1,000 award based on fan attendance. Dr. Contreras emphasized the importance of these activities in strengthening partnerships with local K-12 schools and surrounding communities.
- Dr. Contreras recognized employees who participated in the SBCCD Olympics and congratulated the college's kickball team on its success. He thanked participants for representing SBVC and encouraged continued participation in the October 23 Olympics events hosted at the college.
- Dr. Contreras highlighted the upcoming Magical Music of Motown event, noting that a portion of the proceeds will support food insecurity initiatives, including the College food bank. Tickets were distributed to Associated Students, Academic Senate, and Classified Senate, and the President's Office purchased additional tickets to encourage participation.
- Dr. Contreras reminded Council members that Measure Y would appear on the November ballot. Informational materials were included in the meeting packet to raise awareness.
- Y. Gutierrez-Sandoval provided additional information regarding the November 7 event, which will include the football game, cheer competition, Foundation activities, and vendors. A. Gil and C. Arevalo from Marketing will coordinate event logistics and develop a comprehensive project management sheet. Council members and campus representatives were asked to forward any relevant information to Marketing to ensure coordination and communication across departments.

D. Academic Senate Report – T. Vasquez

- T. Vasquez reported that Academic Senate reaffirmed its Executive Committee through a resolution and approved the formation, charges, and responsibilities of three task forces: Constitution and Bylaws, Honors, and Dual Enrollment. Membership is being finalized, with ratification anticipated at the next Academic Senate meeting.
- She shared that Program Review chairs have attended two Academic Senate meetings seeking guidance on the six-year ASPIRE process, which is entering its fourth year. Additional discussions are needed regarding the review process, documentation submission timelines, and alignment with the Planning and Resource Allocation Committee.
- T. Vasquez also announced plans to convene committee chairs and faculty leads to improving coordination and discussing responsibilities related to Academic Senate's 10+1 areas.

3. Action Items – No Action Items to report

4. Information Items

E. Senate AI Task Force Recommendations (Spring 2026) – T. Vasquez

- T. Vasquez presented the Senate AI Task Force recommendations developed during Spring 2026 and approved by Academic Senate. She acknowledged the task force members for their voluntary participation and highlighted the governance process through which the recommendations were developed, reviewed, and shared with college leadership.
- She reviewed the memorandum distributed to administration, which included recommended syllabus language and best practices for incorporating artificial intelligence (AI) into instruction. The recommendations provide faculty with guidance on communicating appropriate AI use to students while maintaining academic freedom and academic integrity.
- J. Lemieux provided additional background on the task force's work, noting that recommendations were developed through faculty surveys, research, review of statewide guidance, and collaboration among representatives from all instructional divisions. He emphasized the importance of developing consistent guidance while recognizing the different needs of academic discipline.
- J. Lemieux shared that the task force will continue its work during the academic year, focusing on faculty training, gathering student

feedback, and further developing AI syllabus language and best practices. Collaboration with Academic Senate and student representatives will help ensure student perspectives are incorporated into future recommendations.

- Dr. Contreras thanked Academic Senate and the AI Task Force for their leadership and emphasized the importance of sharing information regarding AI practices and policies. He noted that AI has implications beyond instruction, including student support, college operations, accreditation, and potential institutional partnerships.

F. Enterprise Resource Planning (ERP) – Y. Gutierrez-Sandoval

- Y. Gutierrez-Sandoval presented the updated ERP implementation timeline received from the district, which was included in the meeting packet. The timeline outlines the implementation of various modules, including Fiscal, Student Services, Human Resources, and testing and reporting. The anticipated go-live date remains January 1, 2028.
- Members asked for clarification regarding Enterprise Service Management (ESM) and whether the new ERP system would allow for fully electronic timesheets and work reports rather than PDF-based forms. ESM was identified as a system for managing service requests, approvals, workflows, and administrative operations. Additional clarification regarding timesheet functionality is needed.
- Dr. Contreras emphasized the importance of involving campus constituencies and end users throughout the ERP implementation process. He noted that certain software and services used at SBVC may differ from those at Crafton Hills College and encouraged members to communicate with their constituent groups to ensure campus needs are considered early in the planning process.
- T. Vasquez asked whether the upcoming Academic Senate presentation by Andrew Chang regarding Campus Central was connected to ERP implementation. L. Hector clarified that Campus Central is a separate initiative related to student waitlists, with implementation anticipated in the spring.

G. Overview Planning and Resource Allocation Committee – E. Guillen

- E. Guillen provided an update on the newly established Planning and Resource Allocation Committee (PRAC), noting that members have been reviewing the committee's charge and discussing its

responsibilities, particularly whether the committee serves as a recommending or approving body.

- E. Guillen outlined the proposed resource allocation timeline. Beginning in October, department statistical data cards will be distributed for review and alignment with institutional priorities. Department plans will be submitted to area deans in November, with requests progressing through the administrative review process and anticipated to reach the President's Executive Cabinet in February.
- D. Fozouni faculty tri-chair acknowledged the committee's commitment to developing an effective and transparent resource allocation process. He identified several areas requiring clarification, including submission deadlines, how recommendations from other committees will be reviewed and ranked, and expectations for the committee's deliverables. Committee members are also reviewing District budgets to better understand funding sources and allocations.
- T. Vasquez acknowledged the challenges associated with transitioning to the new governance structure and emphasized the importance of transparency and accountability in the recommendation process. She expressed the need for committees and constituency groups to receive formal responses explaining how recommendations are considered and the rationale behind final decisions.
- Dr. Contreras provided background on the restructuring of the resource allocation process, explaining that Program Review will focus primarily on evaluating academic programs, while PRAC will provide a college-wide process for reviewing and prioritizing resource requests. He emphasized that the committee will serve in a recommended capacity, with funding decisions made through the appropriate administrative process.
- Dr. Contreras clarified that the 2026–2027 academic year will serve as a transition or "hold harmless" year. Previously funded programs, activities, and events will generally continue while the college develops its new resource allocation process, although funding levels may differ from the previous year, especially since the college provided additional funds for centennial activities. The committee was encouraged to review other institutional models, with the goal

of establishing a process for implementation during the following academic year.

- Members discussed the importance of distinguishing between various funding sources, including Associated Student Government (ASG) funds, categorical funding, grants, and the college's general fund. Dr. Contreras clarified that ASG maintains authority over its own funds and that those resources would not fall under the college's general resource allocation process.
- Y. Gutierrez-Sandoval provided additional clarification regarding cultural programming and affinity group events. She reported that discussions are underway with Dr. Keenan Mitchell to distinguish student activities, cultural events, professional development, and student conferences. The goal is to establish clearer funding responsibilities and provide institutional support for college-sponsored programming.
- Members raised questions regarding the process for submitting new event proposals, staffing requests, equipment purchases, and other funding needs. Dr. Contreras explained that new requests should be included in departmental plans, aligned with Valley Up Initiative priorities, and routed through the appropriate dean and vice president for review before being forwarded to PRAC for recommendations. Until the new process is established, new event requests should be routed through supervisors and the management structure to Cabinet.
- Dr. Contreras recommended that the PRAC tri-chairs meet jointly with the President's Executive Cabinet and Academic Senate Executive Committee to clarify the committee's charge, expectations, responsibilities, and deliverables. J. Neimeyer-Romero was asked to assist with coordinating the meeting.
- E. Guillen also shared that the PRAC tri-chairs are interested in meeting with tri-chairs from other College Council committees to improve coordination and alignment of their work.
- T. Vasquez clarified that program discontinuance is governed by a separate Academic Senate process and should not be considered a direct responsibility of Program Review. She emphasized the importance of distinguishing academic program evaluation from resource requests and noted faculty concerns regarding how funding limitations may affect program effectiveness.

- Dr. Contreras acknowledged ongoing challenges related to staffing shortages and resource prioritization. He emphasized the importance of developing a transparent and equitable process that aligns resource allocation decisions with institutional goals, enrollment growth, and student needs.

H. Program Review – Resource Allocation from Spring 2026 - K. Bacon

- K. Bacon reported that following the close of the 2025–2026 fiscal year, approximately $304,000 is available for resource allocation. The President's Executive Cabinet will review the resource request rankings previously approved by College Council on April 29, 2026, to determine funding allocations.
- Dr. Contreras noted that $36,000 has been set aside as contingency funding to address new requests that may arise during the academic year. He emphasized the importance of maintaining previously funded activities while transitioning to the new resource allocation process.
- K. Bacon indicated that Cabinet would review the allocations at its upcoming meeting, after which the funding information will be shared with the college. Additional financial details, including allocation tables and charts, will be provided at a future College Council meeting.
- T. Vasquez requested that future discussions distinguish resource allocation from Program Review to reinforce the separation between academic program evaluation and funding requests. Members discussed using the term "resource requests" to encompass staffing, equipment, and one-time budget needs.

I. Great California Shakeout – B. Bonnet

- Chief B. Bonnet provided an update on the Great California ShakeOut scheduled for October 15, 2026, at 10:15 a.m. He explained that emergency notifications would be sent beginning at 10:10 a.m. through the District's RAVE notification system, including email, text messages, and campus telephones, to avoid potential system congestion.
- Chief Bonnet reviewed the evacuation procedures, which include one minute of "Drop, Cover, and Hold On," followed by evacuation to designated assembly areas. Employees were encouraged to review the campus evacuation map and identify the appropriate

evacuation location for their building. The exercise was expected to conclude by approximately 10:30 a.m.

- Chief Bonnet encouraged employees to download the Safe SBCCD app, which provides access to campus maps, evacuation locations, and emergency preparedness resources. He noted that the drill will also test the District's emergency communication systems, including RAVE notifications, campus telephones, and staff radio communications. Employees who experience issues receiving notifications were asked to report them to District Police.
- Chief Bonnet thanked K. Bacon, K. Lawson, and their teams for assisting with evacuation site coordination and communication testing. District Police will also deploy its mobile command post near the Administration Building flagpoles to demonstrate emergency response equipment and procedures.
- Members asked about the use of emergency supply boxes and the identification of building captains. Chief Bonnet explained that the District is reviewing its emergency preparedness procedures, including plans to maintain emergency supply bags within buildings. He clarified that managers are currently expected to assist as building captains while the District works to formalize assignments, provide additional training, and identify backup personnel.
- Chief Bonnet also highlighted a new section of the Safe SBCCD app providing guidance on what to do if immigration enforcement or other federal agencies are present on campus. He discussed California Senate Bill 54 and emphasized that District Police do not participate in immigration enforcement activities. He encouraged campus members to contact District Police whenever assistance is needed.
- K. Bacon reminded members that campus evacuation maps and Great ShakeOut information had been distributed through Marketing. He noted that evacuation locations will continue to be evaluated to ensure they appropriately serve nearby buildings.

J. Measure Y – Dr. Contreras

- Dr. Contreras provided an informational update regarding Measure Y, a proposed $898 million District bond measure approved by the Board of Trustees for placement on November 3, 2026, ballot. He noted the proposed rate of $25 per $100,000 and referenced the informational brochure included in the meeting packet.

- Dr. Contreras explained that the college will revisit and update its Facilities Master Plan to reflect current institutional priorities while maintaining the established planning and prioritization process. He highlighted the measure's intended focus on maintaining affordable education, supporting educational programs and student services, and addressing aging District infrastructure.
- Dr. Contreras emphasized that the presentation was intended to provide information and raise awareness regarding Measure Y rather than advocate for the ballot measure. No additional questions or comments were raised.

K. Multicultural Center – Dr. Contreras / Y. Gutierrez-Sandoval

- Y. Gutierrez-Sandoval provided an update on planning for the Multicultural Center, noting ongoing collaboration with consultant Dr. Keenan Mitchell to develop the center's structure and programming.
- She reported that current efforts include establishing a diversity calendar and working with affinity groups to identify, prioritize, and coordinate cultural programming. The goal is to incorporate these activities into college-sponsored events with appropriate institutional support and funding.
- In response to Dr. Contreras's question regarding the Student Services Building timeline, K. Bacon indicated that construction is anticipated to be completed during Spring/Summer 2027, with the building expected to open for Fall 2027.
- Dr. Contreras emphasized the need to begin developing staffing and funding plans for the Multicultural Center to ensure the facility is prepared to operate when the new Student Services Building opens.

L. Standards for College Events – Dr. Contreras

- Dr. Contreras reported that the President's Executive Cabinet has been discussing the need to establish criteria and standards for identifying college-sponsored events. He explained that these standards would help determine which events require broader institutional support, staffing, resources, and coordination.
- He emphasized the importance of ensuring that college-wide events receive appropriate assistance from departments such as Marketing, Facilities, Technology, and Campus Safety rather than relying on a small number of employees or volunteers to coordinate activities.

- Dr. Contreras referenced recent cultural and campus events as examples of the need for stronger communication and collaboration across departments. He noted that events involving community participation, public officials, or media coverage should receive appropriate planning and institutional support.
- Members asked where departments should begin when planning events or requesting promotional materials and logistical assistance. Dr. Contreras recommended contacting Marketing as an initial point of contact, noting that A. Gil's position was moved to Marketing to assist with event coordination and development of a campus-wide master calendar.
- Dr. Contreras indicated that proposed criteria and standards for college events will be developed and brought forward for further discussion.

M. College Council Members Updates / Other Announcements

- K. Moreno provided updates on Classified Senate membership, communications, committee procedures, and campus initiatives.
- C. Bernal reported on professional development opportunities and efforts to increase member participation.
- A. Martin reported on AB 148, a two-year pilot program providing approximately $73,000 for classified employee food security services. Planning and employee outreach are underway.
- Dr. Contreras requested that plans for the AB 148 funding be routed through the President's Executive Cabinet for review and approval before implementation, including consideration of any collective bargaining implications and how to maximize employee access to the services.
- In response to a question regarding the Institutional Self-Evaluation Report (ISER), Classified Senate representatives clarified that the second read had been completed and the document had been distributed to classified professionals for an approval vote.
- M. Layne reminded members that the scholarship application period is open through January and encouraged employees to inform students about available scholarships and Financial Aid workshops. He reported that student interest is approximately five times higher than typically observed at this point in the application period.
- Y. Gutierrez-Sandoval announced that Christy's Donuts has introduced a Valley Up-themed donut. Marketing is developing

promotional signage to recognize the partnership, and members were encouraged to support the local business.

- T. Mathis encouraged campus employees seeking grant opportunities or assistance with grant development to contact her office for support.
- D. Orozco reminded members of the October graduation application deadline and asked about recently added late-start courses.
- L. Hector explained that a limited number of additional sections were opened in response to significant student waitlists, with instructional divisions contacting affected students regarding the new opportunities.
- E. Morden announced that the Valley Grill is recognizing Filipino American History Month by offering traditional Filipino dishes developed in collaboration with campus employees. He encouraged other groups to collaborate with the cafeteria on future cultural and heritage month menus.
- U. Sifuentes provided an update on the Facilities, Safety and Technology (FST) Committee, reporting that members reviewed and supported moving forward with a draft committee request form. The form will be shared with the appropriate Facilities, Safety, and Technology managers for review and feedback before further development.
- K. Lawson reported that construction of the Arrowhead Credit Union location in the Campus Center began October 1, with tentative completion anticipated in December. He also shared that Maintenance and Operations is working with Marketing to update its departmental webpage, improve access to contact information, and strengthen communication with the campus community.

5. Adjournment at 2:30