



Office of the President
San Bernardino Valley College
701 South Mount Vernon Avenue
San Bernardino, CA 92410

MEMORANDUM

To: Gilbert J. Contreras, Ph.D., President, College Council Chair

From: Jesse Neimeyer-Romero, Ed.D., Executive Assistant to the President

Cc: Noel Arciero, Administrative Assistant II, Office of the President
Tatiana Vasquez, President, Academic Senate

Date: September 23, 2026

Re: SBVC College Council Charge & Membership,
Additional Recommended Revisions

Background

- San Bernardino Valley College maintains a standing College Council which is governed by the processes and procedures outlined in the Brown Act.¹ This was reaffirmed by the College Council through the discussion and approval of alternates being identified for service on the College Council and revisions made to the Charge and Membership in 2025-2026.²
- During review of the College Council Charge & Membership in late August 2026, there were a variety of issues identified with the language of the document.
- A memorandum was prepared that outlined recommended revisions to the SBVC College Council Charge & Membership and addressed the language issues in addition to other issues that were identified. That memorandum was submitted, reviewed, and discussed by the College Council on September 9, 2026. The Council moved to bring the recommendations back to the September 23, 2026 meeting for further review and after further discussion.³

Purpose

- This memorandum builds on the earlier memorandum. Additions or revisions to those previous recommendations are outlined here.

¹ As per the SBVC President's Executive Assistant's investigation into the question of the SBVC College Council as a Brown Act body, summarized in the September 18, 2025 Memorandum.

² College Council Minutes, February 11, 2026.

³ College Council Minutes (draft), September 9, 2026.

Defining College Council

September 9, 2026 Revision	Recommended Revision/Addition
College Council (the 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 (the 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.
The College Council shall conduct its meetings and carry out its responsibilities in accordance with the Ralph M. Brown Act (California Government Code § 54950 et seq.), applicable District policies & administrative procedures, and other applicable laws & regulations. Nothing in this Charge shall be construed to limit or supersede any requirement of the Brown Act or other applicable law.	The College Council shall conduct its meetings and carry out its responsibilities in accordance with the Ralph M. Brown Act (California Government Code § 54950 et seq.), applicable SBCCD Board policies & administrative procedures, and other applicable laws & regulations. Nothing in this Charge shall be construed to limit or supersede any requirement of the Brown Act or other applicable law.
Rationale	
Recommended addition/revision:	
- “SBCCD Board” <i>Defines the district that the College Council is operating in.</i>	

September 9, 2026 Revision	Recommended Revisions/Additions
Recommendations may start in the Council, one its committees, or in one of the constituent groups and route to the Council for consideration. If a recommendation is approved, the Council moves the recommendation to the College President. The President accepts or rejects recommendations and informs the Council of the decision with a rationale.	Recommendations may start in the Council, one its committees, or in one of the constituent groups and route to the Council for consideration after consulting with their respective constituencies . If a recommendation is approved, the Council moves the recommendation to the College President. The President accepts, modifies, or declines recommendations and informs the Council of the decision with a rationale.
Rationale	
Recommended additions/revisions:	
- “after consulting with their respective constituencies” <i>This codifies the expectations of the voting members of the College Council.</i> - “modifies, or declines” <i>This fully encapsulates the prerogatives & responsibilities of the College President.</i>	

Defining Membership of the College Council

September 9, 2026 Display/Description Revision

Voting Members & Alternate Members			
Constituency Groups		Voting Members	Alternate Members
Faculty			
<i>Appointed by Academic Senate</i>		3	1
<i>Appointed by SBCCD Teachers Association CTA/NEA</i>		1	1
Classified Professionals			
<i>Appointed by Classified Senate</i>		3	1
<i>Appointed by California School Employees Association, Chapter 291</i>		1	1
Students			
<i>Appointed by Associated Student Government</i>		2	1
Management			
<i>Appointed by the VP of Instruction</i>		1	1 appointed by the College President
<i>Appointed by the VP of Student Services</i>		1	
<i>Appointed by the VP of Administrative Services</i>		1	
<i>Appointed by the College President</i>		1	
Total Voting Members		14	
Total Alternate Members		6	
Total Faculty		4	
Total Classified Professionals		4	
Total Students		2	
Total Managers		4	

Recommended Revisions

Voting Members & Alternate Members			
Constituency Groups		Voting Members	Alternate Members
Faculty			
<i>Appointed by Academic Senate</i>		3	1
<i>Appointed by SBCCD Teachers Association CTA/NEA</i>		1	1
Classified Professionals			
<i>Appointed by Classified Senate</i>		3	1
<i>Appointed by California School Employees Association, Chapter 291</i>		1	1
Students			
<i>Appointed by Associated Student Government</i>		2	1
Management			
<i>Appointed by the College President, in consultation with the VP of Instruction</i>		1	1 appointed by the College President
<i>Appointed by the College President, in consultation with the VP of Student Services</i>		1	
<i>Appointed by the College President, in consultation with the VP of Administrative Services</i>		1	
<i>Appointed by the College President</i>		1	
Total Voting Members		14	
Total Alternate Members		6	
Total Faculty		4	
Total Classified Professionals		4	
Total Students		2	
Total Managers		4	

Rationale

Recommended revisions:

- “Appointed by the College President, in consultation with the VP of Instruction”
- “Appointed by the College President, in consultation with the VP of Student Services”
- “Appointed by the College President, in consultation with the VP of Administrative Services”

This codifies the prerogative of the College President & accurately reflects current practice.

Defining Others Included in the College Council

September 9, 2026 Revision

Resource Participants of the College Council

Resource Participants are those who provide expertise, information, or institutional perspective to the College Council based on their respective areas of responsibility, knowledge, or professional expertise. Resource Participants generally include members of the President's Executive Team and other individuals whose roles or responsibilities are relevant to matters considered by the Council.

Resource Participants do not constitute voting members of the Council and do not vote on matters before the Council. Their role is to advise, provide information, answer questions, and contribute to discussions within their respective areas of expertise or responsibility.

The President may invite additional Resource Participants to attend and participate in College Council meetings.

Participation as a Resource Participant does not, by itself, confer membership of the College Council or voting rights.

Below are those positions that shall generally serve as Resource Participants and their roles:

Revised chart included in draft Charge & Membership.

Recommended Addition

Resource Participants of the College Council

Resource Participants are those who provide expertise, information, or institutional perspective to the College Council based on their respective areas of responsibility, knowledge, or professional expertise. Resource Participants generally include members of the President's Executive Team and other individuals whose roles or responsibilities are relevant to matters considered by the Council.

Resource Participants do not constitute voting members of the Council and do not vote on matters before the Council. Their role is to advise, provide information, answer questions, and contribute to discussions within their respective areas of expertise or responsibility.

The President may invite additional Resource Participants to attend and participate in College Council meetings.

Participation as a Resource Participant does not, by itself, confer membership of the College Council or voting rights.

Resource Participants may be appointed as voting members in accordance with the rules set forth by the constituency groups represented on the Council and count toward the number of voting & alternate members.

Below are those positions that shall generally serve as Resource Participants and their roles:

Revised chart included in draft Charge & Membership.

Rationale

Recommended addition:

- **"Resource Participants may be appointed as voting members in accordance with the rules set forth by the constituency groups represented on the Council and count toward the number of voting & alternate members."**

This codifies the ability of Resource Participants to be appointed as voting members.

Future Revisions of the College Council Charge & Membership

September 9, 2026 Revision	Recommended Revision
This charge & membership shall be reviewed periodically to ensure both support the Council's purpose, responsibilities, and the College's organizational & governance structure. The dates of the College Council's approval and subsequent revisions shall be listed at the beginning of this document. Reviews shall be conducted as appropriate. Any proposed revisions to the College Council's Charge & Membership shall be considered and approved through the applicable governance process and in accordance with applicable laws, policies, and procedures.	This charge & membership shall be reviewed periodically to ensure both support the Council's purpose, responsibilities, and the College's organizational & governance structure. The dates of the College Council's approval and subsequent revisions shall be listed at the end of this document. Reviews shall be conducted as appropriate. Any proposed revisions to the College Council's Charge & Membership shall be considered and approved through the applicable governance process and in accordance with applicable laws, policies, and procedures.
Rationale	
Recommended revision: - "end" <i>This revises where revisions will be noted in the document.</i>	

Procedural Notes for the College Council

September 9, 2026 Revision	Recommended Revisions/Additions
<u>Agendas</u> College Council agendas shall 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 & online on the Council's webpage. Changes cannot be made to the agenda once posted but changes may be made once the Council is in session when the agenda is moved to be approved and discussed, in accordance with the Brown Act. <u>Supporting Documents</u> Supporting documents should be submitted 96 hours in advance of the Council meeting and made available online on the Council's webpage. <u>Minutes</u> Council minutes will be added to the Council's webpage after review by the Council's co-chairs and approved by the College Council at the following meeting.	<u>Agendas</u> The Office of the President shall establish procedures for compiling agenda items for the College Council. College Council agendas shall 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 & online on the Council's webpage. Changes cannot be made to the agenda once posted but changes may be made once the Council is in session when the agenda is moved to be approved and discussed, in accordance with the Brown Act. <u>Supporting Documents</u> Supporting documents should be submitted 96 hours in advance of the Council meeting and made available online on the Council's webpage. The Office of the President shall establish procedures for collecting supporting documents. <u>Minutes</u> Council minutes will be added to the Council's webpage after review by the Council's co-chairs and approved by the College Council at the following meeting. The Office of the President shall establish procedures for posting College Council minutes.
<u>Alternate Members Attendance</u> If a voting member will be absent, they shall notify the appropriate alternate member to attend and vote in the College Council meeting in their place. They should also communicate with the Office of the President prior to the College Council meeting. At the Council meeting, the alternate member will identify themselves as an alternate member and name the voting member for whom they are serving as an alternate.	<u>Alternate Members Attendance</u> As a best practice, if a voting member will be absent for a Council meeting, they should notify the appropriate alternate member to attend and vote in the College Council meeting in their place as soon as possible. If more than one voting member of a constituency group is absent for a particular Council meeting, it shall be decided amongst the voting members of that constituency group which voting member will be represented by the alternate member. The voting member who will be absent should inform the Office of the President prior to the College Council meeting that the voting member will be absent and indicate who will serve as their alternate, if known at that time. At the Council meeting, the alternate member will identify themselves as an alternate member and name the voting member for whom they are serving as an alternate. The Office of the President shall establish procedures for reporting expected absences.

Rationale

Recommended revisions/additions:

- **“The Office of the President shall establish procedures for compiling agenda items for the College Council.”**

This defines what entity has responsibility for this task.

- **“The Office of the President shall establish procedures for collecting supporting documents.”**

This defines what entity has responsibility for this task.

- **“The Office of the President shall establish procedures for posting College Council minutes.”**

This defines what entity has responsibility for this task.

- **“As a best practice, if a voting member will be absent for a Council meeting, they should notify the appropriate alternate member to attend and vote in the College Council meeting in their place as soon as possible.**

If more than one voting member of a constituency group is absent for a particular Council meeting, it shall be decided amongst the voting members of that constituency group which voting member will be represented by the alternate member.

The voting member who will be absent should inform the Office of the President prior to the College Council meeting that the voting member will be absent and indicate who will serve as their alternate, if known at that time. At the Council meeting, the alternate member will identify themselves as an alternate member and name the voting member for whom they are serving as an alternate.”

Added/edited language clarifies that the procedure is a best practice and provides clearer direction regarding alternates.

- **“The Office of the President shall establish procedures for reporting expected absences.”**

This defines what entity has responsibility for this task.

Summary

This memorandum recommended additional changes and revisions following those already presented to the College Council and discussed on September 9, 2026.

These additions and revisions include those associated with:

- Defining College Council and the roles of its members
- Clearly identifying who appoints management members of the College Council
- Providing provision for the appointment of Resource Participants as voting members of the College Council
- Identifying where revisions of the Charge & Membership are noted
- Defining what entity has responsibility for establishing procedural tasks
- Providing guidance for the use of alternate members in cases of multiple voting members being absent

No revisions or additions were identified for Council Quorum or the College Council Chair in this memorandum.

As with the recommendations presented at the September 9, 2026 College Council meeting, these build on the work that was accomplished last year and enshrine principles of good governance into the Council’s governing document.



College Council Charge & Membership

College Council (the 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.

The College Council shall conduct its meetings and carry out its responsibilities in accordance with the Ralph M. Brown Act (California Government Code § 54950 et seq.)¹, applicable SBCCD Board policies & administrative procedures, and other applicable laws & regulations. Nothing in this Charge shall be construed to limit or supersede any requirement of the Brown Act or other applicable law.

Charge of the College Council

The Council shall:

- I. Serve as the final recommending body to the College President.
- II. Review and make recommendations on college-wide policies, procedures, and initiatives that affect the College as a whole.
- III. Ensure that the principles of participatory governance are upheld, facilitating equitable and collegial participation in decision-making processes.
- IV. 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.
- V. Review, update, and approve the SBVC Participatory Governance Handbook every three (3) years in alignment with cycles of accreditation, program review, and related College planning.

Recommendations may start in the Council, one its committees, or in one of the constituent groups and route to the Council for consideration after consulting with their respective constituencies. If a recommendation is approved, the Council moves the recommendation to the College President. The President accepts, modifies, or declines recommendations and informs the Council of the decision with a rationale.

Implementation, timeline, and routing of approved recommendations will be determined by the College President.

¹ The San Bernardino Valley College Council was determined to be a local governing body subject to the Brown Act in Fall 2025. Please refer to the September 24, 2025 College Council minutes and documents meeting for additional information.

Membership Composition of the College Council

Voting Members & Alternate Members			
Constituency Groups		Voting Members	Alternate Members
Faculty			
<i>Appointed by Academic Senate</i>		3	1
<i>Appointed by SBCCD Teachers Association CTA/NEA</i>		1	1
Classified Professionals			
<i>Appointed by Classified Senate</i>		3	1
<i>Appointed by California School Employees Association, Chapter 291</i>		1	1
Students			
<i>Appointed by Associated Student Government</i>		2	1
Management			
<i>Appointed by the College President, in consultation with the VP of Instruction</i>		1	1 appointed by the College President
<i>Appointed by the College President, in consultation with the VP of Student Services</i>		1	
<i>Appointed by the College President, in consultation with the VP of Administrative Services</i>		1	
<i>Appointed by the College President</i>		1	
Total Voting Members		14	
Total Alternate Members		6	
Total Faculty		4	
Total Classified Professionals		4	
Total Students		2	
Total Managers		4	

Quorum of the College Council

The minimum number of voting members present to constitute quorum will be three (3) faculty, three (3) classified professionals, and two (2) managers.

Chair of the College Council

The College President shall serve as Chair of the College Council.

Resource Participants of the College Council

Resource Participants are those who provide expertise, information, or institutional perspective to the College Council based on their respective areas of responsibility, knowledge, or professional expertise. Resource Participants generally include members of the President's Executive Team and other individuals whose roles or responsibilities are relevant to matters considered by the Council.

Resource Participants do not constitute voting members of the Council and do not vote on matters before the Council. Their role is to advise, provide information, answer questions, and contribute to discussions within their respective areas of expertise or responsibility.

The President may invite additional Resource Participants to attend & participate in College Council meetings. Participation as a Resource Participant does not, by itself, confer membership of the College Council or voting rights.

Resource Participants may be appointed as voting members in accordance with the rules set forth by the constituency groups represented on the Council and count toward the number of voting & alternate members.

Below are those positions that shall generally serve as Resource Participants and their roles:

Position	Role
Vice President of Instruction	Advise & inform the Council on matters related to academics, instructional faculty, programming, etc.
Vice President of Student Services	Advise & inform the Council on matters related to student services departments, programming, etc.
Vice President of Administrative Services	Advise & inform the Council on matters related to facilities, budget, campus building projects, etc.
Executive Assistant to the President	Advise & inform the Council on procedural & functional matters in support of the Council.
Executive Director of Foundation	Advise & inform the Council on matters related to the college Foundation, scholarship development, etc.
Director of Strategic Communications & Marketing	Advise & inform the Council on matters related to communications, marketing, programming, etc.
Director of Grants	Advise & inform the Council on matters related to grants and external financial support for the college.
Director of Technology Services	Advise & inform the Council on matters related to technology and technology support for the college.
SBCCD Chief of Police	Advise & inform College Council on matters related to college and campus safety.
Administrative Assistant II, Office of the President	Provide administrative support for the Council and ensure that Council procedures are adhered to.

Review & Revisions of the College Council

This charge & membership shall be reviewed periodically to ensure both support the Council's purpose, responsibilities, and the College's organizational & governance structure. The dates of the College Council's approval and subsequent revisions shall be listed at the end of this document. Reviews shall be conducted as appropriate.

Any proposed revisions to the College Council's Charge & Membership shall be considered and approved through the applicable governance process and in accordance with applicable laws, policies, and procedures.

Procedural Notes for the College Council

Agendas

The Office of the President shall establish procedures for compiling agenda items for the College Council.

College Council agendas shall 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 & online on the Council's webpage.

Changes cannot be made to the agenda once posted but changes may be made once the Council is in session when the agenda is moved to be approved and discussed, in accordance with the Brown Act.

Supporting Documents

Supporting documents should be submitted 96 hours in advance of the Council meeting and made available online on the Council's webpage.

The Office of the President shall establish procedures for collecting supporting documents.

Minutes

Council minutes will be added to the Council's webpage after review by the Council's co-chairs and approved by the College Council at the following meeting.

The Office of the President shall establish procedures for posting College Council minutes.

Alternate Members

Each constituency group represented on the Council may appoint one (1) alternate member to serve in place of its voting members when necessary. Alternate members are expected to attend all meetings and serve as the formal substitute for absent voting members. They represent their constituency group rather than any individual voting member. Alternate members 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. Alternate members do not count toward quorum.

Alternate Members Attendance

As a best practice, if a voting member will be absent for a Council meeting, they should notify the appropriate alternate member to attend and vote in the College Council meeting in their place as soon as possible.

If more than one voting member of a constituency group is absent for a particular Council meeting, it shall be decided amongst the voting members of that constituency group which voting member will be represented by the alternate member.

The voting member who will be absent should inform the Office of the President that the voting member will be absent and indicate who will serve as their alternate, if known at that time. At the Council meeting, the alternate member will identify themselves as an alternate member and name the voting member for whom they are serving as an alternate.

The Office of the President shall establish procedures for reporting expected absences.

Approved 12.10.2025
Revised 02.11.2026
Revised TBD