College Council Minutes

1:00 PM - 2:30 PM | ADSS/207 | March 25, 2026

Voting Members: 14
Keynasia Buffong [T]
Tatiana Vasquez [ ]
Bethany Tasaka [A]
John Feist [A]
Aida Gil [ ]
Maritza Portillo [ ]
Ernest Guillen [ ]
Jeffrey Demsky [ ]
Lorrie Burnham [ ]
Rosario Esparza [ ]
Erik Morden [ ]
Uvaldo (Aldo) Sifuentes [A]
Alaysha Nash [A]
Matthew Martinez [A]

Voting Alternates: 6
Danielle Graham [T]
Kevin Moreno [ ]
Mary Valdemar [A]
Denise Knight [A]

Upcoming Meeting Dates
2025–2026 Academic Year
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

3. Action Items

No Items

4. Information Items

E. Accreditation Update – L. Hector

F. Inspire Schools Update (Via Zoom–2:00 p.m.) – K. Mitchell

G. Participatory Governance Handbook Review – T. Vasquez

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

I. Reimagining SBVC Organizational or Reorganization Update – Dr. Contreras

J. College Council Members Updates / Other Announcements

5. Adjournment

Non – Voting Members: 11
Gilbert J, Contreras, Ph.D. [ ]
Andrea Hecht [ ]
Gabriel Martinez Lazaro [ ]
Keith Bacon [ ]
Leticia Hector [ ]
Yvonne Gutierrez-Sandoval [A]
Michael Layne [ ]
Pavel Bratulin [ ]
Blake Bonnet [ ]
Noel Arciero [ ]
Jesse Neimeyer-Romero, Ed.D. [ ]

Upcoming Meeting
Date & Deadlines
April 15, 2026
(Meeting Date)
April 10, 2026
(Agenda Posted by 1PM)
April 9, 2026
(Documents Due by 1PM)
April 3, 2026
(Agenda Items due by 1PM)

1. Call to Order

A. Approval of Agenda

- Dr. Contreras called the meeting to order at 1:06 p.m. A request was made to remove Item H (Enterprise Resource Planning Update – Y. Gutierrez-Sandoval) as Vice President Gutierrez-Sandoval was attending the statewide CSSO Conference.
    - **A motion was made by E. Guillen and seconded by T. Vasquez to approve the agenda with the modification. The motion carried without objection. The agenda was approved as amended.**

B. Approval of Minutes

- Members were provided with time to review the minutes. A correction was noted on page six under the Accreditation Update section to clarify that two open forums were held.
    - **A motion was made by T. Vasquez and seconded by E. Guillen to approve the minutes as amended. The motion carried without objection. The minutes were approved as amended.**

2. Reports

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

- Dr. Contreras highlighted Centennial Week activities, including the campus Ability Con down earthquake fault line, the College's official 100th birthday celebration and human one hundred photo, and final preparations for the Centennial Gala.
- The Centennial Gala has sold out and is projected to generate close to one million dollars in gross revenue. Appreciation was extended to the Foundation team for their efforts.
- Members participated in a College Council social media recording recognizing the College's 100th anniversary.

D. Academic Senate Report – A. Hecht

- The Participatory Governance Handbook will undergo its final read in Academic Senate, with a first read scheduled for April 1.
- The Educational Policies and Procedures Subcommittee continues to ensure alignment with 10+1 responsibilities under AP policies.
- Three faculty lead positions (Distance Education, Curriculum, and Faculty Learning & Innovation) will be posted.
- Curriculum Committee is developing templates for Work Experience courses.

- The Program Review Committee continues its work reviewing programs through the ASPIRE process and ranking submissions related to supplies, equipment, budget requests, and staffing needs.
- Academic Senate & Faculty are engaged in accreditation-related work, including RSI documentation and outcomes reporting improvements.
- The Academic Senate approved a revised AI Task Force structure. A faculty survey has been released to assess perspectives on artificial intelligence. Additional surveys for managers and students are anticipated.
- Representatives attended the ASCCC conference and will report back on relevant resolutions, including AI-related items, at a future meeting.

3. Action Items

- There were no Action Items.

4. Information Items

E. Accreditation Update – L. Hector

- L. Hector provided an update on accreditation and the Institutional Self-Evaluation Report (ISER). The draft remains available for campus review, and feedback may be submitted through March 31 via the online form. Members were encouraged to share the QR code and link broadly within their areas.
- Ongoing work continues related to Regular and Substantive Interaction (RSI) in online courses and outcomes assessment.
- Division-level working sessions are being scheduled in April/May, led by the faculty Distance Education lead, to provide hands-on guidance and clarification regarding RSI requirements.
- J. Demsky asked for clarification was provided that RSI compliance requires meeting a minimum number of defined engagement standards.
- L. Hector clarified that a checklist will be provided to assist faculty in assessing alignment.
- Discussion occurred regarding institutional responsibility for compliance. Members acknowledged that RSI is an institutional accreditation requirement requiring shared accountability between faculty and management.
- Members affirmed a collective commitment to maintaining instructional quality and ensuring compliance with accreditation standards.

F. Inspire Schools Update (Via Zoom–2:00 p.m.) – K. Mitchell

- Dr. K. Mitchell, Inspire School Services, provided an update on progress related to envisioning the Multicultural Center. Over the past six weeks, he has engaged with affinity group leaders, HSI and BSI task forces, executive teams, and general sessions to gather input regarding the purpose, structure, and support systems for the Multicultural Center.

- Key themes from stakeholder engagement included:
    - The need for a centralized structure to coordinate and communicate affinity group programming
    - Creation of a cultural home that fosters belonging and identity affirmation
    - Dedicated staffing to support logistics, programming, and sustained coordination
    - Greater transparency and equity in resource allocation
    - Ongoing inclusive engagement with students and campus stakeholders
- The proposed conceptual framework for the Multicultural Center includes:
    - Central Coordination Hub – Shared calendar and structured planning support
    - Cultural Home Space – Identity-affirming environment for programming and gatherings
    - Student Success Center – Counseling, mentoring, coaching, academic navigation, and potential mental health support
    - Leadership Development Space – Opportunities for student voice and leadership growth
- Structural recommendations include:
    - Dedicated space for each affinity group
    - Shared convening space and study/lounge areas
    - Programming and event space
    - Staffing recommendations emphasize the potential use of student workers representing individual affinity groups to ensure broad representation and shared ownership.
- Next steps include:
    - Engagement with Associated Student Government and broader student input
    - Development of staff and student surveys
    - Drafting a public-facing summary document for review
    - Site visits to peer institutions (Crafton Hills College, CSU San Bernardino, and UC Riverside) to review best practices
- Dr. Mitchell confirmed receipt of the Multicultural Center space diagram and will provide recommendations after further review.

G. Participatory Governance Handbook Review – T. Vasquez

- Dr. Contreras opened the item by commending the Participatory Governance Task Force for its extensive work on the draft handbook. He noted that the document has evolved from a structural framework into an accessible educational tool that clarifies how decisions move from idea to implementation. He emphasized the importance of broad campus engagement to refine and finalize the document.
- T. Vasquez shared that the intent of the handbook is to create clear pathways for participation, reduce ambiguity, and eliminate inequities that can occur when governance processes rely primarily on informal relationships. The document outlines institutional principles, committee roles, reporting structures, and decision-making processes.
- It was emphasized that this is Version 1.0 and intended to be a living document. The Task Force will conclude its work at the end of the semester, and responsibility for ongoing updates will transition to Institutional Effectiveness to ensure sustainability.
- The handbook includes:
    - Foundations for participatory governance
    - Roles and purviews of constituencies
    - Committee structure and reporting pathways
    - Standardized agenda templates and recommendation forms
    - Clarification of 10+1 responsibilities
    - Decision flow charts illustrating governance pathways
- Members discussed the importance of common governance language and training to support consistency across committees. Plans were shared to develop onboarding tools and a Participatory Governance Academy to educate new and current employees on governance processes.
- Suggestions were made to:
    - Develop simplified visual guides or segmented review sections to make the document more digestible
    - Create additional charts outlining common "on-ramps" (e.g., budget questions, student concerns, policy proposals) to clarify where ideas should enter the governance process
    - Ensure management purview sections are clearly identified for review
- The draft was released March 2, and feedback is requested by April 29 for final consideration. Minor revisions are anticipated; substantive feedback will inform future updates.

- Members were encouraged to review sections relevant to their roles and provide written feedback to support refinement prior to final adoption.

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

Item H was removed from the agenda at the start of the meeting

I. I. Reimagining SBVC Organizational or Reorganization Update – Dr. Contreras

- Dr. Contreras provided an update on the Student Services Building and related organizational transitions.
- An open forum will be held on Friday for future occupants of the Student Services Building to review updated space allocations and provide clarification on recent adjustments.
- Several changes to the building plan reflect:
  - Full implementation of Counseling as a unified discipline reporting to the Dean of Counseling
  - Veterans Resource Center remaining in its current location
  - Discontinuation of the STAR Program
  - Transition planning for programs currently housed in the Village
- Updates to space allocation include:
  - Consolidation of Counseling on the second floor of the new Student Services Building
  - Relocation of Transfer & Career Center and Honors to the former STAR space in new Student Services Building
  - EOPS and CalWORKs realigned to unify management and services
  - Creation of a student-centered "Blues Break Room" to provide Student spaces such as a lounge and engagement space
  - Designation of space for Noncredit and Adult Education
  - Multicultural Center located on the third floor
- It was noted that some areas were not fully incorporated into earlier planning drafts and are now being addressed through ongoing review.
- Dr. Contreras acknowledged that changes in space assignments can generate uncertainty and emphasized the importance of transparency and continued communication.
- Potential impacts related to the Early Retirement Incentive (SERP) were also noted, as staffing changes may require adjustments to program delivery and space design. Further updates will be provided as Human Resources confirms details.

- Faculty currently housed in the Village:
  - English ⇒ ⇒ HLS (Currently Nursing)
  - Social Sciences & Communications Studies ⇒ ⇒ LCC (Currently CalWORKs & Foundation)
  - Culinary Faculty ⇒ ⇒LCC (Currently CalWORKs & Foundation)
- Members offered suggestions regarding:
  - Flexible, student-centered furniture
  - Writable wall surfaces
  - Accessibility considerations in common areas
  - Collaborative workspace design
- K. Bacon indicated that furniture and interior design details remain under development and mockups are being explored.
- A question was raised regarding the future location of the Psychiatric Technology program. Clarification is needed to confirm whether the program will transition to the new building or remain in its current space.
- The matter will be confirmed and brought back to a future meeting.

J. College Council Members Updates / Other Announcements

- M. Layne updated that the Centennial Gala is officially sold out, with projected gross revenue between $500,000 and $1 million. Scholarship fundraising is on track to reach approximately $800,000 this year, with continued growth anticipated next year. He acknowledged the strong collaboration between the Foundation and Financial Aid teams and expressed appreciation for campus-wide employees giving efforts that contributed to this success.
- P. Bratulin announced the launch of SBVC's first bachelor's degree in water resources this fall. The program positions SBVC as a statewide leader in water education, and a marketing campaign is underway to support enrollment growth.
- R. Esparza provided an update on federal student loan changes, noting that pandemic-era repayment flexibilities will end July 1, and collections on defaulted loans will resume. The Financial Aid Office has hired a third-party servicer to support default prevention and is increasing outreach and student loan education to help students navigate repayment options. She also shared that California Dream Act applications are significantly down statewide. Emergency grant funding is being distributed to eligible students, and targeted outreach efforts are underway to encourage application completion and enrollment.
- K. Buffong highlighted the Transfer trades and Taco event, happening next week.

- E. Guillen reported that CSEA recently conducted candidate interviews for the San Bernardino School Board and voted to endorse selected candidates. Delegates were also elected to attend the annual conference in Las Vegas at the end of July, with notifications to impacted managers forthcoming. Additionally, an extension of Gabriel Martinez Lazaro MOU was ratified, allowing him to continue in his role. He also raised concerns regarding the financial hardship experienced by classified professionals due to rising gas prices. She expressed interest in initiating collaborative discussions with management and Human Resources to explore alternative or remote work options where feasible, while recognizing managerial discretion. The intent is to begin thoughtful dialogue around potential accommodation and support measures for employees facing economic challenges.
- A. Gil reported increased engagement and attendance at Classified Senate meetings, noting growing interest among classified professionals in campus changes and governance processes. She shared appreciation for Laurie Sullivan leadership in coordinating professional development communications, including weekly updates highlighting opportunities for involvement. encouraged continued administrative support for these efforts to sustain momentum and ensure classified professionals feel informed and included. She also acknowledged strong participation in recent Classified Connections events and emphasized that, alongside structural changes such as reorganization and new facilities, an important cultural shift is occurring. She noted that fostering engagement, recognizing additional responsibilities, and valuing employee contributions will be essential to supporting long-term institutional growth and shared governance participation.
- M. Portillo raised concerns regarding the current Basic needs space, noting that the existing location does not provide adequate privacy for confidential student conversations or application assistance. She shared that the limited space has required interim solutions to address sound and confidentiality concerns.
- Dr. Contreras acknowledged that Cabinet is aware of the issue and is actively exploring options for a more prominent, welcoming, and dignified location that better supports student needs. Expanded accessibility, including additional opening days and hours, is also being considered. No final decision has been made at this time, but the matter remains under review.

- J. Neimeyer-Romero shared that the Office of the President is coordinating with Marketing and Administrative Services to host this year's Spotlighting Awards event on Friday, April 17. He also provided an update on the newly reformatted award selection process. Rather than conducting campus-wide voting, this year's awards will be reviewed by a blind committee. Committee members are evaluating nomination statements, achievements, and supporting materials without knowing the identity of the nominees. The revised process is intended to strengthen objectivity and ensure award selections are based on merit rather than popularity.
- L. Hector announced a Save the Date for April 17 from 4:00–5:00 p.m. for the 10-Year Faculty Reception honoring 12 faculty members. The reception will be held in the Art Gallery, with the intent of transitioning attendees to the Spotlighting Awards at 5:30 p.m. in the Applied Technology Building.
- K. Bacon Members were also invited to attend the upcoming groundbreaking ceremony for the Sciences and Aeronautics Building Phase II, located on Eureka near the former Temple site.
- G. Martinez Lazaro shared that the Institutional Research team will be expanding with the addition of two new team members who bring strong professional backgrounds. The team anticipates an active and productive summer supporting institutional priorities.
- Dr. Contreras noted that two College Council meetings remain for the academic year and encourage continued engagement as several major initiatives are still in progress.

5. Adjournment