

SBVC College Council Minutes December 16, 2009

Deb Daniels, SBVC President, Co-Chair John Stankas, Academic Senate President, Co-Chair A Robert Alexander A Damon Bell Marco Cota Jay Danley Jim Hansen Rick Hrdlicka Courtney Hunter Celia Huston A	John Napolitano A Barbara Nichols Kay Ragan Zelma Russ Troy Sheffield James Smith Baron Bruce (guest)
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TOPIC	DISCUSSION and ACTION
Approval of October 28, 2009 Minutes	The minutes were approved.

Budget – Deb Daniels/Bruce Baron	Bruce discussed and answered questions regarding his draft handout of the SBCCD Status of Budget and Savings Plans for the 2009-2010 fiscal year. (attached)
Educational Master Plan – Troy Sheffield	Troy handed out and discussed the schedule for the In-service Day activities to be held January 8, 2010. (attached)
Committee List – Deb Daniels	Deb handed out and discussed the committee structure draft. She asked the group to review the draft and send any corrections/typos to Stacy Garcia via email. (attached)

Bruce

San Bernardino Community College District
Status of Budget and Savings Plans 2009-2010
12/9/2009

DRAFT

	2009-2010 Budget Challenge	2009-2010 Savings Plan	2009-2010 One Time From Reserve
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BUDGET CHALLENGES 2009-2010

Revenue vs. Expenditure shortfall	(\$1,491,472)		
Commitment to cover costs of KVCR salaries and benefits.	(\$1,714,813)		
Transfer of Self-Insurance Fund premiums	(\$550,000)		
Projected categorical backfill from GF			(\$800,000)
Provide full funding for SERP			(\$2,100,000)
Fund former Chancellor annuity obligation			(\$200,000)
Projected mid-year budget reduction	(\$1,000,000)		
TOTAL	(\$4,756,285)		(\$3,100,000)

} Recommend come from Reserve

SAVINGS PLANS

Salary and Benefit Savings

Abolished positions	\$625,000
Hiring freeze on vacant positions	\$775,000
Elimination first summer session at SBVC	\$264,000
Elimination first summer session at CHC	\$189,000
Benefit savings on abolished and freeze positions	\$330,000
Sub-Total Salary and Benefit Savings	\$2,183,000

Non-Salary Savings (15% reductions)

SBVC 15% reduction in non-salary accounts	\$608,080
CHC 15% reduction in non-salary accounts	\$250,845
District Office 15% reduction in non-salary accounts *	\$760,000
KVCR 15% reduction in District contribution from general fund	\$255,000
Sub-Total Non-Salary Savings (15% reductions)	\$1,873,925

Non-Salary Savings (Other)

Move capital equipment to capital outlay fund	\$700,000
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Total Savings

\$4,756,925

Use of "Reserve" funds

\$3,100,000

Budget Problem vs. Saving Commitment

\$640

\$0

* District Office includes Chancellor, Vice Chancellors, Human Resources, Budget, Payroll, Purchasing, Contracts, Accounts Payable, Student Accounting, District Facilities Management, DETS, Police, PDC, and District costs for insurance premiums, legal, audits, and other costs.

LOGISTICS

Handouts

1. Each division will have a sign

- a. Near that sign will be all the one-page summaries of that division
- b. Discussion
 - a. How does the information on demographics, data, job trends, technology and basic skills impact divisions or departments?
 - b. What or how can the key findings from the one-page summaries impact planning (long or short range) with regard to student learning?
 - c. Where are the gaps in planning that need to be addressed in order to improve student learning?

2. Rainbow groups (will be directed to area of discussion)

- a. Share key findings in each of the areas (Student Services, Administrative Services, and Instruction (specific divisions or departments) and how this impacts (a) planning and (b) student learning.
- b. What gaps need to be considered to improve student learning?

Role of the Facilitator

1. Ensure that a recorder has been selected (who will write ideas on flip chart paper) (May not have enough holders, but will have paper).
2. Ensure that a reporter delivers the sheet(s) of information to Campus Center and affixes to windows. Reporters may self-select who will report first.
3. Use your facilitation skills to generate discussions and keep people on track. Include a "parking lot" for discussion that may need to occur outside this activity.

Audio-Visual

1. Desired set up:
 - a. Three screens
 - b. Podium in the middle with microphones

Set up of event

1. Working with Cheryl Benner on tables (Dena) and signs (Dena)
2. Assigning other rooms for break out discussions (Troy)
3. Working desk (manned by Dena and Girija)
4. Refreshments (inside cafeteria area on a long table to make more room)

2008

REVISED SCHEDULE FOR JANUARY 8, 2010 PLANNING ACTIVITY

8:00-8:30	Light Refreshments	Campus Center
8:30-8:45	Welcome, Purpose, Morning Activity	Deb, Troy, Courtney
8:45-9:15	Review data, demographics, jobs Outlook	James, Barbara
9:15-9:30	OTHER PLANS-Basic Skills Technology	Jennifer, Rick
9:30-9:40	BREAK	
9:40-10:30	Divisions, one-page summaries	Facilitators
10:30-10:50	Division Reports	Reporters
10:50-11:00	Facilities & Construction	Jim Hansen
11:00-11:40	Rainbow Groups	Facilitators
11:45-12:00	Rainbow Reports	Reporters

FACILITATORS

College Council	Educational Master Plan Committee
Deb Daniels John Stanskas Damon Bell Marco Cota Jay Danley Jim Hansen Rick Hrdlicka Courtney Hunter Celia Huston John Napolitano Barbara Nichols Zelma Russ Troy Sheffield James Smith	Ailsa Aguilar-Kitibuhr Susan Bangasser Diane Dusick Dena Peters Kay Weiss *If you are on both committees you should see your name with College Council.

ORIGINAL	REVISED
<p><u>COLLEGE COUNCIL</u> Charge The College Council has three primary functions: planning, issue management, and communication.</p> <p>The college <u>planning</u> function uses as its foundation the District’s Educational Master Plan, thereby developing the college’s Educational Strategic Plan, a document which includes the Program Review prioritization, Technology Plan, Five Year Construction & Facilities Plan, Enrollment Management Plan, and Professional Development Plan.</p> <p>The <u>issue management</u> function takes place as new campus issues are presented to the College Council and referred to the appropriate college committee for review and consideration.</p> <p>The communication function is served by the College Council as the central communication venue for college governance issues, in that all constituent groups are represented, report on their activities, and each representative is responsible for disseminating information to their appointing body.</p> <p>Membership Membership is comprised of the President, of the Vice Presidents of Administrative Services, Instruction, and Student Services, the President of the Academic Senate, the Classified Union President, or designee (who also represents the Classified Senate), the President of the Associated Students or designee, the Dean of Research, Planning, & Development Research, Planning, & Development, the Matriculation Officer, the Enrollment Management Officer, and the chairs of the following committees: Accreditation, Budget, Curriculum, Facilities and Safety, Professional Development, Program Review, Staff & Student Diversity, and Technology. The President serves as chair of the College Council unless otherwise agreed upon, at which point a faculty member and a manager will serve as co-chairs.</p> <p>COLLEGE COUNCIL STANDING COMMITTEES The Standing Committees of College Council are appointed annually and have representatives from each of the constituent groups: faculty, staff, students, and managers. Each committee will be co-chaired by one non-</p>	<p><u>COLLEGE COUNCIL</u> Charge The College Council has three primary functions: planning, issue management, and communication.</p> <p>The college <u>planning</u> function includes the District’s Educational Master Plan, thereby developing the college’s Educational Strategic Plan, a document which includes the Program Review prioritization, Technology Plan, Five Year Construction & Facilities Plan, Enrollment Management Plan, and Professional Development Plan. College Council reviews each of the plans.</p> <p>The <u>issue management</u> function takes place as new campus issues are presented to the College Council and referred to the appropriate college committee for review and consideration.</p> <p>The <u>communication</u> function is served by the College Council as the central communication venue for college governance issues, in that all constituent groups are represented, report on their activities, and each representative is responsible for disseminating information to their appointing body.</p> <p>Membership Membership is comprised of the President, College Vice Presidents, the President of Academic Senate, the Classified Senate President, the President of the Associated Students or designee, the Dean of Research, Planning and Development, and the chairs of the following committees: Enrollment Management & Student Equity, Accreditation, Budget, Curriculum, Facilities and Safety, Matriculation, Professional Development, Program Review, and Technology. The President serves as chair of the College Council unless otherwise agreed upon, at which point a faculty member and a manager will serve as co-chairs.</p> <p>COLLEGE COUNCIL STANDING COMMITTEES The Standing Committees of College Council are appointed annually and have representatives from each of the constituent groups: faculty, staff, students, and managers. Each committee will be co-chaired by one non-</p>

<p>manager (faculty or staff) and one manager (whose assists with clerical support, copying, and dissemination of materials as needed). It is intended that the College Council consist of broad representation from management, faculty, classified staff, and students. Should representation not occur in any of these groups, the President will confer with the appropriate representative / President / designee to determine the best alternative to secure appropriate representation and participation from the absent group.</p> <p>Meetings: Unless otherwise noted, Standing Committees do not meet during summer.</p> <p><u>ACCREDITATION STEERING COMMITTEE</u></p> <p>Charge The Accreditation Steering Committee prepares the self-study, prepares for the site visit, follows up on implementation of accreditation recommendations, performs assessments as needed, and prepares any follow-up reports or documentation.</p> <p>Membership Membership is comprised of the Dean of Research, Planning, & Development, eight faculty, four administrators, four classified staff, two students, the faculty union president or designee, and the classified union president or designee.</p> <p><u>BUDGET COMMITTEE</u></p> <p>Charge The Budget Committee reports to the Vice President of Administrative Services and serves in an advisory capacity to the President regarding all aspects of the college's budget. The charge of the budget committee is to articulate and clarify the budget process for the campus community taking into account the campus planning process, interpret and distribute budget-related information, develop annual assumptions that apply to the development of the budget, develop strategies for reviewing and funding</p>	<p>manager (faculty or staff) and one manager (that assists with clerical support, copying, and dissemination of materials as needed).</p> <p>It is intended that the College Council standing committees consist of broad representation from management, faculty, classified staff, and students. Should representation not occur in any of these groups, the President will confer with the appropriate representative/President/designee to determine the best alternative to secure appropriate representation and participation from the absent group.</p> <p>Meeting: Unless otherwise noted, Standing Committees do not meet during summer.</p> <p>COLLEGIAL CONSULTATION COMMITTEES:</p> <p><u>ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE</u></p> <p>Charge The Committee prepares the self-study, prepares for the site visit, follows up on implementation of accreditation recommendations, performs assessments as needed, and prepares any follow-up reports or documentation. The committee monitors the development and assessment process for student learning outcomes in courses, programs, and general education requirements. The committee will generate and regularly review guidelines and best practices for all aspects of the student learning process.</p> <p>Membership Membership is comprised of the Accreditation Liaison Officer, at least one faculty member from each division, and other interested faculty, administrators, staff and students.</p> <p><u>BUDGET COMMITTEE</u></p> <p>Charge The charge of the budget committee is to articulate and clarify the budget process for the campus community taking into account the campus planning process, interpret and distribute budget-related information, develop annual assumptions that apply to the development of the budget, develop strategies for reviewing and funding plans, create processes and make recommendations for the distribution of unspent funds, identify budgeting issues that need to be resolved, and periodically review the status of the institution's budgets. The</p>
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plans, create processes and make recommendations for the distribution of unspent funds, identify budgeting issues that need to be resolved, and periodically review the status of the institution's budgets.

Membership

Membership is comprised of the Vice Presidents of Administrative Services, Instruction, and Student Services, the Dean of Research, Planning, & Development, the chair of the and Program Review Committee, the Dean of Occupational Education (VATEA) the chair of the Senate Financial Policy Committee, 1 faculty member from each instructional and student service division, the ASB Treasurer, and two classified staff.

CURRICULUM COMMITTEE

Charge

The Curriculum Committee is authorized by the Academic Senate to make recommendations to the Board of Trustees about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, assessment of curriculum as needed, and approval of prerequisites and co-requisites. .

Membership

Membership is comprised of the Vice President of Instruction (or the Vice President's designee) and the Dean of Occupational Education, a Curriculum Chair appointed by the Academic Senate, the Articulation Officer, the Matriculation Coordinator, at least two faculty members from each division, two students, and three classified staff: the Instructional User Liaison, the Curriculum Secretary, and the Catalog Data Specialist.

ENROLLMENT MANAGEMENT COMMITTEE

Charge

The Enrollment Management Committee services in an advisory capacity to the President regarding enrollment planning. The Committee is responsible for reviewing internal and external trend data (assessment) as it applies to enrollment planning, researching and reviewing successful models of recruitment and retention programs, projecting enrollment growth / decline, projecting academic and student support service needs based on enrollment trends, making recommendations regarding recruitment and retention strategies, for producing an annual Enrollment Management Plan, inclusive of these components. Sub-committees may be formed as needed.

Committee conducts the needs assessment for Program Review and reports its findings and prioritization to College Council.

Membership

Membership is comprised of the college Vice Presidents, the chairs of the Program Review Committee, the administrative liaison of the Perkins Grant, equal representations from instructional, student and the administrative services area and two students.
(Will add faculty into membership once fate of committee is determined)

CURRICULUM COMMITTEE

Charge

The Curriculum Committee is authorized by the Academic Senate to make recommendations about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, assessment of curriculum as needed, and approval of prerequisites and co-requisites.

Membership

Membership is comprised of the Vice President of Instruction (or designee) and one other manager, a Curriculum Chair or Co-Chairs appointed by the Academic Senate, the Articulation Officer, at least one faculty members from each division, two students, and an Instruction Office staff member appointed by the Vice President of Instruction to serve as a resource to the committee.

ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE

Charge

The Enrollment Management and Student Equity Committee serves in an advisory capacity to the President regarding enrollment planning. The Committee is responsible for reviewing internal and external assessment trend data as it applies to enrollment planning, researching and reviewing successful models of recruitment and retention programs, projecting enrollment growth/decline, projecting academic and student support service needs based on enrollment trends. The committee makes recommendations regarding recruitment and retention strategies, in the annual updating of the Enrollment Management Plan. The committee reviews and regularly updates the Student Equity Plan. Both plans are forwarded to College Council.

Membership

Membership is comprised of the Vice President of Student Services, the Vice President of Instruction, the Dean of Student Development, Dean of Student Support, Director of Admissions & Records, Director of Financial Aid; Learning Resource Center faculty member, Matriculation coordinator, Public Relations Director, Director of Institutional Research, two instructional deans appointed by the VP Instruction, three classified appointed by CSEA, four faculty appointed by Academic Senate, at least two student service faculty, a representative from Professional Development, two student representatives, and any other interested parties.

FACILITIES & SAFETY COMMITTEE

Charge

The Facilities & Safety Committee serves as an advisory committee for all aspects of the college's business services and operations including, but not limited to, safety training, facilities assessments, the appearance of the campus, prevention of campus crises, emergency preparedness, and campus safety, particularly regarding hazardous materials. Reviews and submits the Facilities & Capital Outlay Plan. Subcommittees reporting to this committee are the Emergency Preparedness Committee and the Hazardous Materials Committee.

Membership

Membership is comprised of the Vice President of Administrative Services, the Director of Maintenance and Operations, the College Police Supervisor, Dean of Student Support, DSPS Coordinator, a representative from Professional Development, two students, eight faculty, and two classified staff.

SPACE UTILIZATION SUB-COMMITTEE

Charge

The Space Utilization Sub-Committee, under the direction of the Facilities and Safety Committee, reports to the Vice President of Administrative Services. The purpose of the Space Utilization Sub-Committee is: to evaluate proposals that cross department or division boundaries regarding the conversion, reconfiguration, or reassignment of existing campus facilities (classrooms, offices, storage spaces, etc.) to make efficient use of space and resources; to assign space within new campus facilities for programs that were not yet identified when the new buildings were designed; and to address temporary and emerging space needs associated with campus construction. [NOTE: During major construction projects where moves and adjustments

Membership

Membership is comprised of the Vice President of Instruction and Student Services, two Deans from Student Services, two Deans from Instruction, Directors of Financial Aid, Directors of Marketing and Institutional Research, Matriculation Coordinator, and other interested faculty, administrators, staff and students.

FACILITIES & SAFETY COMMITTEE

Charge

The Facilities & Safety Committee serves as an advisory committee for aspects of the college's services and operations including, facilities assessments, the appearance of the campus, emergency preparedness, and campus safety training. Reviews and submits the Facilities & Capital Outlay Plan to College Council. Subcommittees reporting to this committee are the Emergency Preparedness Committee and the Hazardous Materials Committee.

Membership

Membership is comprised of the Vice President of Administrative Services, Director of Maintenance and Operations, District Police Supervisor, Dean of Student Development, DSPS Coordinator, two students and other interested administrators, faculty, staff, and students.

(Need to re-evaluate after the District makes a recommendation about this committee)

SPACE UTILIZATION SUB-COMMITTEE DELETED

are being made as part of the construction process, the Space Utilization process for reviewing needs will be temporarily suspended as they apply to construction issues.]

Membership

Membership is the President, all Vice Presidents, Director of Maintenance & Operations, four classroom faculty, one non-instructional faculty, three classified (one each from student services, administrative services and instruction) and one student.

MATRICULATION COMMITTEE

Charge

The Matriculation Committee is authorized by the Academic Senate to develop the college Matriculation Plan, propose the budget for categorical matriculation funds, advice on policies, procedures, and implementation of matriculation components: admission, orientation, assessment, counseling, prerequisites, follow-up, training, and research.

Membership

Membership is the Vice President of Student Services, the Director of Admissions & Records and Records, the Matriculation Coordinator, Dean of Student Support, Dean of Student Development, Institutional Researcher, a representative from Professional Development, Dept. Chairs from English, Reading, and Math, two students, and any interested faculty members.

PROGRAM REVIEW COMMITTEE (modified 1-25-2006)

Charge

The Institutional Program Review Committee is authorized by the Academic Senate to develop and monitor the college Program Review process, receive unit plans, utilize assessments as needed to evaluate programs, recommend program status to the college president, identify the need for faculty and instructional equipment, and interface with other college committees to ensure institutional priorities are met.

The purpose of Program Review is to:

- Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals
- Aid in short-range planning and decision-making
- Improve performance, services, and programs
- Contribute to long-range planning
- Contribute information and recommendations to other college processes, as appropriate
- Serve as the campus' conduit for decision-making by forwarding information to appropriate committees

Membership

Membership is comprised of the Vice Presidents of Instruction, Students, and

MATRICULATION COMMITTEE

Charge

The Matriculation Committee is authorized by the Academic Senate. The committee annually reviews and updates the college Matriculation Plan, propose the budget for categorical matriculation funds, provides advice on policies, procedures, and implementation of matriculation components: admission, orientation, assessment, counseling, prerequisites, follow-up, training, and research.

Membership

Membership is comprised of the Vice President of Student Services, Associate Dean of Admissions & Records, the Matriculation Coordinator, Dean of Counseling and Matriculation, Institutional Researcher or designee, one representative from English, Reading, and Math and other interested administrators, faculty, staff and students.

INSTRUCTIONAL SERVICES PROGRAM EFFICACY COMMITTEE

Charge

The Instructional Services Program Efficacy Committee is responsible for reviewing Program Review documents and formulating recommendations regarding instructional programs. This committee also prioritizes faculty positions received from instructional divisions. All recommendations are forwarded to College Council for review.

Membership

VPI, one faculty from each division, two classified staff, three deans, and two students.

ADMINISTRATIVE SERVICES PROGRAM EFFICACY COMMITTEE

The Administrative Services Program Efficacy Committee is responsible for reviewing Program Efficacy documents and formulating recommendations regarding all Administrative Services departments. This Committee also prioritizes classified positions in Administrative Services departments. All recommendations are forwarded to College Council for review.

Administrative Services, the Dean of Research, Planning, & Development, two faculty representatives from each division, three members of the classified staff, two additional managers, and two students.

PROFESSIONAL DEVELOPMENT COMMITTEE

Charge

The Professional Development Committee serves as an advisory committee for all aspects of the college professional development program, and as a resource for training needs across campus. The committee prepares and implements the state required 3 year Human Resources Development Plan, and re-visits it annually to assure that campus goals and objectives are being met. The committee allocates staff development funds based on criteria in the plan. Additionally, the committee is responsible for planning, programming and communication as regards the campus wide professional development program. The faculty members of the committee serve as the campus sabbatical leave committee, making recommendations to the college president. The faculty members also serve as the campus flex committee.

Membership

Membership is comprised of the Dean of Research, Planning and Development, the Professional Development Coordinator, an Instructional Dean, a representative of the technology committee, at least one additional manager, at least three classified employees, and other interested members of the management, faculty, and classified staff.

RESEARCH COMMITTEE

Charge

The Research Committee supports the accreditation, assessment, and planning processes of the institution. The committee prioritizes and filters requests for research consistent with campus goals, establishes a research/data collection calendar, and publishes and disseminates an annual report of research and data information. In addition, the committee assists in the development of a research agenda and advises on the prioritization of research tasks.

Membership

Membership is comprised of the Institutional Researcher, all vice presidents,

Membership

VPAS, four managers, four classified staff, and two students.

STUDENT SERVICES PROGRAM EFFICACY COMMITTEE

The Student Services Program Efficacy Committee is responsible for reviewing program review documents and formulating recommendations regarding all departments in Student Services. This Committee also prioritizes classified and faculty positions. All recommendations are forwarded to College Council.

Membership

VPSS, three deans, three faculty, three classified staff, and two students.

PROFESSIONAL DEVELOPEMENT COMMITTEE

Charge

The Professional Development Committee serves as an advisory committee for all aspects of the college professional development program, and as a resource for training needs across campus. The committee prepares and implements the state required three-year Human Resources Development Plan, and re-visits it annually to assure that campus goals and objectives are being met. The committee allocates staff development funds based on criteria in the plan. Additionally, the committee is responsible for planning, programming and communication as regards the campus wide professional development program. The faculty members of the committee serve as the campus sabbatical leave committee, making recommendations to the college president. The faculty members also serve as the campus flex committee.

Membership

Membership is comprised of the Dean of Research, Planning, and Development, Professional Development Coordinator, a representative of the technology committee, and interested faculty, administrators, and staff.

RESEARCH AND PLANNING COMMITTEE DELETED

Dean of Research, Planning, & Development, representatives from Curriculum, Matriculation, Program Review, and Basic Skills; at least four faculty, and any interested administrators, faculty, staff, or students. The Institutional Researcher and a faculty member will serve as co-chairs.

STAFF & STUDENT DIVERSITY COMMITTEE

Charge

The Staff & Student Diversity Committee is responsible for assessing and promoting an understanding of diversity (gender, race, ethnicity, age, disability) among faculty, staff, students, managers, and the community. The committee supports the inclusion of a diversity element in curriculum and program development and oversees the implementation of programs including but not limited to educational, cultural, recreational, and social events and activities.

Membership

Membership is comprised of three Vice Presidents, the Dean of Student Support Services, the Dean of Learning Resources, three faculty, staff, and students each from instruction, student services, and administrative services. The Student Equity Committee serves as a subcommittee of the Staff & Student Diversity Committee.

STUDENT EQUITY SUB-COMMITTEE

Charge

The Student Equity Sub-Committee is responsible for the development and monitoring of the College Student Equity Plan.

Membership

Membership of the Student Equity Committee is comprised of the Vice President of Student Services, Dean of Student Support, Instructional Dean, Director of CalWORKs, Director of Admissions & Records and Records, Director of DSP&S, Matriculation Coordinator, Coordinator of the Transfer Center, a faculty member from each instructional division and counseling department, two classified staff members, the AS President and two additional students.

TECHNOLOGY COMMITTEE

Charge

The Technology Committee writes the Technology Plan for the College, to be submitted to College Council. The plan includes:

1. methods to assess, explore and encourage innovative uses of technology both in administrative and academic computing,
2. goals for training faculty, staff, and administrators in the use of technology

STAFF & STUDENT DIVERSITY MOVED TO OFFICE OF THE PRESIDENT

STUDENT EQUITY SUB-COMMITTEE COMBINED WITH ENROLLMENT MANAGEMENT

TECHNOLOGY COMMITTEE

Charge

The Technology Committee develops the Technology Plan for the College, to be submitted to College Council. The committee reviews technology needs forwarded from the budget committee. The committee recommends training requirements to Professional Development; provides information on the status of computer rotation for faculty and staff; participate in grant request for

3. guidelines for the dissemination of funds for hardware and software,
 4. guidelines for the dissemination of recycled computers and other hardware,
 5. recommendations for the minimum specifications for the purchase of technology
 6. standards for technology infrastructure
 7. standards for technology related building construction
 8. guidelines for purchase and installation of technology in new construction
 9. guidelines to maximize the effective use of District network resources for the SBVC Campus Community
 10. accessibility to technology will be considered when developing goals, methods, recommendations, guidelines and standards
- The Technology Committee members serve on one of two subcommittees: Academic and Administrative Technology.

Membership

Membership is comprised of the Vice President of Instruction, Administrative Services, and Student Services, or their designees, an Instructional Dean with an interest in technology, a representative from District Computing Services, a member of the Distributed Education staff, at least one representative from the college Network Specialists, at least two faculty teaching online courses, at least two faculty utilizing instructional technology in the classroom environment, and any interested students.

OPERATIONAL / FUNCTIONAL COMMITTEE LIST

A number of committees exist that have a specific purpose or function, but are not part of the formal collegial consultation process within College Council. These include:

OFFICE OF THE PRESIDENT

updates to technology; provides the campus with guidelines for the purchase and installation of technology in new and old buildings; and keeps the campus informed of new and/or innovative advances in the uses of technology.

Membership

Membership is comprised of the College Vice Presidents or their designees, College Director of Technology, at least one representative from the college Network Specialists, and interested administrators, faculty, classified staff and students.

OPERATIONAL/FUNCTIONAL COMMITTEE LIST DELETED

ADDITIONAL COMMITTEES:

A number of committees exist that have a specific purpose or function, but are not part of the formal collegial consultation process within College Council. These include:

OFFICE OF THE PRESIDENT

SCHOLARSHIPS

Charge

This committee reviews applications for scholarships and makes awards according to guidelines.

Membership

Membership is comprised of the Foundation Director, and interested administrators, faculty, and classified staff.

ANNUAL AWARDS COMMITTEE

Charge

The committee plans and implements the Annual "Spotlighting Our Success" awards celebration. Duties includes budget development, fund-raising, accounting, choosing a facility, preparation of the nomination pamphlets and coordinating the campus voting process for the five college awards, purchasing the trophies, coordinating with the prior Classified Employees of the Year and coordinating with the Outstanding Professor nominees with the San Bernardino Area Chamber of Commerce. Also, printing of the Certificate of Nomination forms, menu selection, design of the invitations and RSVPs, promoting the event and writing the scripts for the event and all the scripts for each award presenter. Coordinates and interacts with the SBVC Student Government representatives for Students' Choice Awards.

Membership

Membership is comprised of at least one member (faculty, classified, or manager) from each division and District employees co-located on the SBVC campus (KVCR, Printing & Graphics, District Computing Center) plus representation of the SBVC Academic Senate.

PUBLIC INFORMATION COMMITTEE

Charge

This committee serves as an advisory committee to the Public Information Officer and the President for all aspects of the college's marketing efforts, including assessment of marketing effectiveness, newspaper advertisements, brochures, flyers, etc.

Membership

Membership is the Director of Public Information, the Vice President of Instruction, the Vice President of Student Services, and interested faculty and classified staff.

OFFICE OF ADMINISTRATIVE SERVICES

ENVIRONMENTAL / RECYCLING COMMITTEE

Reporting to the Vice President of Administrative Services, this committee will oversee the mandatory Integrated Waste Management plan and compliance issues.

OFFICE OF INSTRUCTION

ARTS AND LECTURES COMMITTEE

Charge

The Arts and Lectures Committee plans and promotes a series of lectures and

AWARDS ADVISORY COMMITTEE

Charge

This committee serves as an advisory committee to the Director of Marketing and the President relative to the college's marketing efforts, including assessment of marketing effectiveness, newspaper advertisements, brochures, flyers, etc. The committee also plans and implements the Annual "Spotlighting Our Success" awards celebration.

Membership

Membership is comprised of the Director of Marketing, interested administrators, faculty, classified staff and students.

PUBLIC INFORMATION COMMITTEE DELETED

OFFICE OF ADMINISTRATIVE SERVICES DELETED

INSTRUCTIONAL SERVICES

ARTS , LECTURES, and DIVERSITY COMMITTEE

Charge

The Arts, Lectures, and Diversity Committee plans and promotes a series of

cultural events designed to enrich the instructional environment of the college.

Membership

Membership is the Dean of Learning Resources, and interested faculty, classified staff and students.

HONORS

Charge

The committee serves as an advisory committee for all aspects of the college's Honors Program including the admission of students into the program, assessment of program effectiveness, the schedule rotation of Honors courses, proposals for new Honors courses, and the evaluation of existing Honors courses.

Membership

Membership includes the Vice President of Instruction, the Honors Coordinator, the counselor assigned to Honors, all faculty who teach Honors classes, and two students enrolled in the Honors program.

VOCATIONAL PROGRAM ADVISORY COMMITTEES

Charge

These committees serve as advisory committees to each of the college's vocational degree and certificate programs.

Membership

Membership is the Department Head, all full-time and part-time faculty in the vocational area, representative students in the program, as well as professionals from the industry.

lectures and cultural events designed to celebrate our diversity and enrich the instructional environment of the college.

Membership

Membership includes the Vice Presidents of Instruction and Student Services, Dean of Humanities, and interested faculty, classified staff and students.

SLO's COMBINED WITH ACCREDITATION

ONLINE DEGREE PROGRAMS

The OnLine Degree Programs Committee advises the Vice President of Instruction regarding all issues related to online learning at the College. In addition, this committee assists the disciplines in the preparation of distance education requests to the Curriculum Committee. The committee serves as a conduit of information between faculty, administration, and students by providing technological vision for issues related to on-line learning.

Membership

Interested faculty, administrators, staff, and students.

HONORS

Charge

The committee serves as an advisory committee to the Vice President of Instruction for all aspects of the college's Honors Program including the admission of students into the program, assessment of program effectiveness, the schedule rotation of Honors courses, proposals for new Honors courses, and the evaluation of existing Honors courses.

Membership

Membership includes the Vice President of Instruction or designee, the Honors Coordinator, Honors Counselor, and interested administrators, faculty, classified staff and students.

VOCATIONAL PROGRAM ADVISORY COMMITTEE DELETED

WORKFORCE DEVELOPEMNT COMMITTEE

Charge

This committee reviews recommendations from various workforce advisory committees in the college's vocational degree and certificate programs. The committee participates in the Perkins Grant allocation process and forwards information to the Budget Committee.

OFFICE OF STUDENT SERVICES

ALCOHOL & DRUG ABUSE

Charge

This committee serves as an advisory committee for all aspects of the college's alcohol and drug abuse prevention program.

Membership

Membership is Dean of Student Support, the Department Head of Human Services, Director of Health Services, and interested faculty and classified staff.

COMMENCEMENT

Charge

This committee plans and implements all graduation activities.

Membership

Membership is comprised of the Vice President of Student Services, Dean of Student Development, the Director of Student Life, and interested faculty and classified staff.

DISABLED SERVICES

Charge

This committee serves as an advisory committee for all aspects of the college's Disabled Services Program.

Membership

Membership is comprised of Perkins Grant Administrator and includes representation from vocational certificate and degree areas as well as other interested administrators, faculty, classified staff and students.

STUDENT SERVICES

CAMPUS LIFE AND COMMENCEMENT

Charge

The committee monitors and serves as the primary clearing house for student activities on the campus, including Commencement. The committee develops a campus wide master calendar in coordination with the Director of Marketing.

Membership

Membership is comprised of the Vice President of Student Services, Director of Student Life, Student Activities Coordinator, ASG President, Dean of Student Development, Director of Marketing, and interested administrators, faculty, classified staff and students.

ALCOHOL & DRUG ABUSE DELETED

COMMENCEMENT COMBINED WITH CAMPUS LIFE

DISABLED SERVICES DELETED

Membership

Membership is the Dean of Student Support, the Coordinator of Disabled Student Services, the Director of Health Services, eight faculty, one classified, no less than one student and one community representative.

SCHOLARSHIPS

Charge

This committee reviews applications for scholarships and makes awards according to guidelines.

Membership

Membership is the Foundation Director, one dean, twelve faculty and five classified staff.

STUDENT POLICIES & SCHOLASTIC STANDARDS

Charge

The Student Policies Committee serves as an advisory committee for the development and implementation of all policies related to students. The Disciplinary Hearing Committee (which conducts formal hearings on student suspension or expulsion) and the Scholastic Standards Committee (which reviews and recommends petitions related to probation, entrance, disqualification, and graduation requirements) serve as sub-committees to the Student Policies Committee.

Membership

The Scholastic Standard Sub-committee membership is the Dean of Student Development, Director of Admissions & Records & Records, one faculty member from the Counseling, Math, English, Biology and Nursing departments, and a classified staff member from the Records Office.

TRANSFER CENTER COMMITTEE

Charge

The Transfer Committee is responsible for the development and monitoring of the Transfer Center plan for the College. The committee further supports transfer functions through active involvement in attendance at events and advertising of transfer opportunities.

Membership

Membership of the Transfer Committee is comprised of the Dean of Student Support, Transfer Center Coordinator, five faculty representing different instructional divisions, one classified staff member, and two students.

DISABLED STUDENT PROGRAMS AND SERVICES (DSPS) ADVISORY COMMITTEE

Charge

This committee serves as an advisory committee to the Director for all aspects of the college's DSPS Department,

Membership

Membership is comprised of Dean of Student Development, Director of Disabled Student Services, Director of Health Services, and interested faculty, classified staff, students and community members.

STUDENT POLICIES & SCHOLASTIC STANDARDS

Charge

The Student Policies and Scholastic Standards Committee serves as an advisory committee for the development and implementation of all academic policies such as but not limited to petitions related to admissions, probation, disqualification, and graduation requirements.

Membership

The membership is comprised of the Vice President of Student Services or designee, Dean of Student Development, Associate Dean of Admissions & Records, interested faculty members, a classified staff member from the Admissions and Records Office, and one student.

TRANSFER CENTER COMMITTEE DELETED

ACADEMIC SENATE

(Other committees than those included in College Council that report to the Academic Senate)

1. ADVANCEMENT IN RANK

Charge

The Advancement in Rank Committee meets every spring to evaluate nominations for advancement in rank by faculty, according to Board Policy 3080.

Membership

Membership includes the Academic Senate President or designee and six faculty members who have achieved the rank of full professor.

2. LIBRARY/LEARNING RESOURCES

Charge

This committee serves as an advisory committee for all aspects of the college's learning resources program, including the Library, the Learning Center, Tutoring, and Audiovisual services.

Membership

Membership is the Dean of Learning Resources, Transfer Center Coordinator, one faculty member from each instructional division, and one or more classified staff members.

3. OCCUPATIONAL EDUCATION

Charge

The Occupational Education Committee assists in the preparation of the VTEA plan and budget and works with the Dean of Occupational Education to advance the plans for occupational programs as identified in program review and other college planning efforts.

Membership

Membership is all Instructional Deans, all department heads of an occupational program, and one classified staff member.

ACADEMIC SENATE

ADVANCEMENT IN RANK COMMITTEE DELETED

LIBRARY/LEARNING RESOURCES DELETED

OCCUPATIONAL EDUCATION DELETED

4. TENURE REVIEW COMMITTEE

Charge

The Tenure Review Committee meets in January to review the four evaluations of each faculty member being considered for tenure. If all four evaluations of a faculty member are fully satisfactory, the Tenure Review Committee shall recommend that individual to the President for tenure. If the Tenure Review Committee has any doubts about a faculty member’s overall performance, the Committee shall, in consultation with the faculty member’s supervisor, set up a new evaluation of him/her, to be conducted according to the evaluation procedure already in place in the District. If the Committee wants to use tenure procedures or materials as part of this evaluation, it can do so only with the consent of the affected faculty member. The two faculty members on the Tenure Review Committee who were appointed by the Senate and the bargaining unit shall serve as the peer evaluators for this evaluation. At the conclusion of this evaluation, the Tenure Review Committee shall meet and decide on a recommendation to the President of tenure or dismissal for the faculty member in question. All recommendations regarding fourth-year faculty members shall be submitted to the President by February 15. If the President disagrees with the recommendation of the Tenure Review Committee, the President and the Committee shall meet with the District Chancellor to present their differing points of view. The Chancellor shall have final authority to make a recommendation to the Board of Trustees. This charge and membership quoted directly from the 2001-2004 AGREEMENT between the SBCCD and the SBCCD Chapter CTA/NEA.

Per the provisions of the CTA Contract, the Tenure Review Committee is also involved in providing remediation assistance to those faculty whose evaluation is less than satisfactory.

Membership

The President of the College appoints a tenured faculty member as the Tenure Review Coordinator to chair the committee and one administrator. The President of the Academic Senate and the college representative of the collective bargaining unit each appoint one tenured faculty member to serve on the Tenure Review Committee.

MANAGEMENT STAFF

ADMINISTRATIVE SERVICES SUPERVISORS

Reporting to the Vice President of Administrative Services, the Administrative Services Supervisors meet on a periodic basis to discuss and

TENURE REVIEW COMMITTEE

Charge

The Tenure Review Committee meets in January to review the four evaluations of each faculty member being considered for tenure. If all four evaluations of a faculty member are fully satisfactory, the Tenure Review Committee shall recommend that individual to the President for tenure. If the Tenure Review Committee has any doubts about a faculty member’s overall performance, the Committee shall, in consultation with faculty member’s supervisor, set up a new evaluation of him/her, to be conducted according to the evaluation procedure already in place in the District. If the Committee wants to use tenure procedures or materials as part of this evaluation, it can do so only with the consent of the affected faculty member. The two faculty members on the Tenure Review Committee who were appointed by the Senate and the bargaining unit shall serve as the peer evaluators for this evaluation. At the conclusion of this evaluation, the Tenure Review Committee shall meet and decide on a recommendation to the President of tenure or dismissal for the faculty member in question. All recommendations regarding fourth-year faculty members shall be submitted to the President by February 15. If the President and the Committee shall meet with the District Chancellor to present their differing points of view. The Chancellor shall have final authority to make a recommendation to the Board of Trustees. This charge and membership quoted directly from the current AGREEMENT between the SBCCD and the SBCCD Chapter CTA/NEA.

Per the provisions of the CTA Contract, the Tenure Review Committee is also involved in providing remediation assistance to those faculty whose evaluation is less than satisfactory.

Membership

The College President appoints a tenured faculty member as the Tenure Review Coordinator who chairs the committee and the appropriate Vice Presidents or designees. The President of the Academic Senate and the college representative of the collective bargaining unit each appoint one tenured faculty member to serve on the Tenure Review Committee.

MANAGEMENT STAFF (SEE MANAGEMENT ROUNDTABLE)

ADMINISTRATIVE SERVICES CABINET

Charge

Reporting to the Vice President of Administrative Services, the

review campus issues with the Vice President, Administrative Services.

INSTRUCTIONAL CABINET

Charge

The Instructional Cabinet meets on a weekly basis to discuss and review campus issues with the Vice President, Instruction.

Membership

Membership is comprised of the Deans who report to the Vice President, Instruction plus the Academic Senate President, and the Director of Distributive Education.

MANAGEMENT ROUNDTABLE

Reporting to the President, Valley College managers (supervisors, directors, deans, vice presidents) meet as needed with the President to review and discuss items as submitted to the College Council, and to deal with specific management issues.

PRESIDENT'S EXECUTIVE STAFF

The President meets weekly in a staff meeting with the Vice Presidents to discuss operations and logistics.

STUDENT ACTIVITIES ADVISORY COMMITTEE

Charge

The student activities advisory committee will monitor and serve as the primary clearinghouse for all student activities on the campus. The committee will approve a semester by semester activities calendar.

Membership

Administrative Services Cabinet meet on a periodic basis to discuss and review campus related issues and advise the Vice President of Administrative Services.

Membership

Membership is comprised of Vice President of Administrative Services and the Administrative Services Supervisors.

INSTRUCTIONAL SERVICES CABINET

Charge

The Instructional Cabinet reviews instruction related issues and concerns and advises the Vice President of Instruction.

Membership

Membership is comprised of Vice President of Instruction and the deans reporting to the VPI.

STUDENT SERVICES CABINET

Charge

The Student Services Cabinet reviews Student Services related issues and concerns in an advisory capacity to the VPSS.

Membership

Membership is comprised of Vice President of Student Services and all deans reporting to the VPSS.

MANAGEMENT ROUNDTABLE

The Management Roundtable meets as needed.

Membership

Membership is comprised of the College President, Vice Presidents, Deans, and Directors.

PRESIDENT'S CABINET

The President meets weekly in a staff meeting with the Vice Presidents to discuss operations and logistics.

STUDENT ACTIVITIES ADVISORY COMMITTEE DELETED

Membership shall include but not be limited to, VPSS, VPI or designee, VPA or designee, Director of Student Life, AS president, AS vice president, 4 students appointed by the AS president, ICC commissioner, all club faculty advisors, 1 CSEA member who works in maintenance or facilities.

**STUDENT SUPPORT SERVICES MANAGERS, COORDINATORS,
NON-INSTRUCTIONAL FACULTY & SUPPORT STAFF (College
Council Member)**

Reporting to the Vice President of Student Services, the Student Support Services Managers, Coordinators, Non-instructional faculty, and support staff meet on a periodic basis to discuss and review campus issues particularly applicable to student success.

**STUDENT SUPPORT SERVICES MANAGERS, COORDINATORS,
NON-INSTRUCTIONAL FACULTY & SUPPORT STAFF DELETED**

STUDENT SERVICES COUNCIL

Charge

The Student Services Council meets on a periodic basis to discuss and review campus issues particularly applicable to student success.

Membership

Membership is comprised of the Vice President of Student Services and all Student Services deans, directors, and coordinators.