

SBVC College Council MINUTES**Date: October 14, 2015****Location: President's Conference Room, ADSS-207****Time: 1:00 PM – 3:00 PM**

Gloria Fisher, SBVC President, Chair
 Jeremiah Gilbert, Academic Senate President, Co-Chair
 Dave Bastedo
 Aaron Beavor – **A**
 Lorrie Burnham
 Marco Cota - **A**
 Rania Hamdy
 Leticia Hector - **A**
 Rick Hrdlicka
 Diane Hunter
 Celia Huston

Haragewen Kinde
 Sarah Miller
 Paula Ferri-Milligan
 Ricky Shabazz - **A**
 James Smith
 Scott Stark
 Linda Subero
 Kay Weiss - **A**
 (19 members)

A=Absent**Guest(s):**

| TOPIC | DISCUSSION and ACTION |
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| Call to Order: | President Fisher called the meeting to order at 1:08 p.m. President Fisher stated that going forward, documents/handouts will be uploaded onto the website instead of emailing everyone each time they are available. Copies of documents/handouts will no longer be provided at each meeting except for a couple of copies. An email will go out notifying members when documents/handouts have been posted on the website. |
| Approval of the May 13, 2015 Minutes | Pending. |
| Approval of the August 26, 2015 Minutes | Pending. |
| Approval of the September 9, 2015 Minutes | President Fisher entertained a motion to approve the September 9, 2015 minutes. Scott moved, Rick second. No discussion and the group voted as follows: AYES: Fisher, Gilbert, Bastedo, Ferri-Mulligan, Hrdlicka, Hunter, Huston, Smith, Stark, Weiss. NOES: None ABSTENTIONS: Tatiana Vasquez (for Burnham), Miller, Jaramillo. ABSENT: Beavor, Cota, Hector, Kinde, Shabazz, Weiss. Motion carried. |
| Approval of the September 23, 2015 Minutes | President Fisher entertained a motion to approve the September 23, 2015 minutes. Scott moved, Jeremiah second. Sarah asked to change the word important to importance on page 5 and the group voted as follows: |

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| | <p>AYES: Fisher, Gilbert, Bastedo, Ferri-Mulligan, Hrdlicka, Huston, Smith, Stark, Weiss.</p> <p>NOES: None</p> <p>ABSTENTIONS: Tatiana Vasquez (for Burnham), Hunter, Miller, Jaramillo.</p> <p>ABSENT: Beavor, Cota, Hector, Kinde, Shabazz, Weiss.</p> <p>Motion carried.</p> |
| Presentation: | |
| Upcoming/Filling Positions – G. Fisher | <p>President Fisher mentioned that two of the Vice Presidents are not in attendance, Dr. Kinde (will arrive later) and Dr. Shabazz is at a conference. Neither have presented any positions that they wish to present to Council. President Fisher asked Scott if he had any positions and he replied no positions from Administrative Services.</p> |
| Special Funding – E. Sanker (1 st) Special Funding – E. Sanker (2 nd) | <p>President Fisher stated that Eddie Sanker had requested that two special funding emerging needs be heard. Mr. Sanker did not submit the required documents (these documents are available from the President’s Office). So the matter will be tabled until Mr. Sanker has an opportunity to either submit his documents or withdraw his request to have the items heard at College Council.</p> |
| Spring 2016 Faculty Hires – G. Fisher | <p>President Fisher stated that on September 30, Chancellor Baron appeared before Academic Senate, and said that they would hire eight full time faculty to begin Spring semester. He said we would use the current college process for hiring. Initially, our plan was based on hiring 5 full time faculty to begin the recruitment during spring and hire for fall 2016. But with the statements of Mr. Baron we are moving forward as expeditiously as possible. In order to hire as many of the faculty of the eight as possible for spring, we must begin tomorrow. I have an open forum tomorrow where I will outline the entire hiring process and the stated approximate time line. There is a very small portion of the responsibility that rests with the campus, but it’s mostly rests with HR. I hope you have a copy of the program review list which Senate President Jeremiah Gilbert emailed me following the Chancellor’s comments that had been completed for 14-15 and that you agree that this is the list that we should be working from. The process is that program review prioritizes each of the categories: faculty, classified, budget augmentation, equipment, technology and facilities. So the positions will not change. None of the prioritization that is done by program review</p> |

Spring 2016 Faculty Hires – G. Fisher (Continued)

is modified. We don't make changes at this level to the order but to avoid confusion I'm going to revisit what we did last year to make sure that everyone understands that it had nothing to do with the faculty list. It had to do with budget, facilities, technology where we were talking about money and we had a specific amount of money, \$1M, that we were going to disperse to various departments that had gone through the program review process and their needs were prioritized. There were by far more needs than money. College Council undertook the time consuming process of determining how far down each list we could go with the money we had. When you come back to the College Council meeting we'll be walking you through this process this year with the current list we have on file. We had monies that were separate from the general fund. The monies that we were using were from our fund balance, unrestricted and we had monies that were restricted, for example, Fund 41, monies that can only be spent for certain things. So, Scott Stark went through and identified those items on the program review list that could be funded by some restricted monies. So we moved those out of the list and moved the next item up in place. So, for example, No. 3 on the list was a treadmill.

Scott continues and said we could fund that treadmill for the new gymnasium out of the bond project and then move down to the next item on the list.

President Fisher goes on to say as far as faculty positions were concerned, those were not considered because we had no money for new faculty positions. When we did fund a new faculty position, it was psychology. That was the number one position on the then existing program review list that was selected for funding. We had funding for eight positions, and it was College Council that made the determination of which eight positions we would fill. Now, we're not dealing with the situation like that of last year with regard to faculty positions. I'm asking this body to make a recommendation with respect to the list that you see that those are the eight positions that will be funded for hiring for Spring 2016.

Rick said by making this decision now we're taking all of our ongoing money that we possibly could have hired classified staff which we also need, and we've committed that only to faculty, and that's my concern.

Spring 2016 Faculty Hires – G. Fisher (Continued)

Dr. Fisher said that the state afforded this district \$840,000 for faculty positions. That's it. The \$840,000 was sufficient based on Scott's calculations and Jose Torres's at the District to fund five full time faculty positions here at SBVC and two at Crafton Hills College, that's roughly \$100,000 for each position with a little bit left over. The Chancellor determined that we can use some of our adjunct monies to hire more full time faculty and therefore Valley would hire eight full time faculty members and Crafton would hire three. So we're still pretty much locked in with a faculty focus for those monies. I am waiting to see the final decision from District now that it's going to be eight and not five and what our fund balance will be ultimately and how much we're going to be able to commit of that fund balance with the hope that it will remain somewhat stable and looks more like ongoing funds than not. In some areas we're able to hire full time positions with our student success and student equity monies. Brice Harris, our state chancellor sent out a notice recently that we should treat these monies not as general funds but as more permanent than the soft monies or categorical monies that traditionally we have identified them to be. We will then work with the Vice President of Student Services and his team, because the monies come under student services and Dr. Shabazz will be giving a presentation on the plans, and it will be up to us to make changes or modification to the plans, to make sure that we are able to move into the process for more positions, that supports student success or equity or both, knowing that some of the monies need to be identified for more counselors. I've already approved two counselors and a coordinator, so now we need to see how many more full time counselors, which are also faculty, we need, but there are other positions that are not faculty. For example, with Dr. Smith's area, with research, the student success and student equity, the state requires so much data. Dr. Smith is under a tremendous burden in trying to pull all of that data with very little help. We need to take some of those monies to shift over to hire some permanent support staff for the office of research and planning. We'll look at where the gaps are and where we can use some of those monies to meet some of our critical needs particularly in classified. This is the list we're working from and Jeremiah I'm sure we're in agreement here, let's say that we get all the way through the spring semester and it's one of those positions like physics was, where we just kept going

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| <p>Spring 2016 Faculty Hires – G. Fisher (Continued)</p> | <p>out and out and we couldn't get anyone, that doesn't mean we abandon that search.</p> <p>Jeremiah said we just resume the search. If we fail in fall first and we don't hire, then we go back out in spring for a fall hire.</p> <p>Diane asked the eight positions will come from this list, when those eight are full, this list is gone.</p> <p>President Fisher said you're absolutely right. Once we select our eight from this list, this list is done for faculty and then we're going to go to the next list because that's the only comment the Chancellor made, eight from our current list.</p> <p>Paula said then we'll add more later.</p> <p>President Fisher said then we'll deal with that after December for fall.</p> <p>Dave asked if they're expecting more for next fall.</p> <p>President Fisher said yes. In looking at where we are now with the FON, it looks like we need to hire at least two more faculty. We get this \$840,000 each year that's already committed. But what's really important for us to know as a college is that we must meet our target. If we don't meet our target we're not going to get our \$4,700 per FTES and then that's going to jeopardize our ability to hire more faculty for the fall. It looks like we're going to need two. We would like to hire more than that, but we can't hire what we don't have. Scott will help me out while I'm explaining is, the thinking is okay, instead of hiring adjunct you just use those monies to hire full time faculty. That sounds good on the surface, but mathematically it leaves a major gap in terms of the number of sections we can offer because it's three to one.</p> <p>Scott said from a fiscal sense, for the same amount of money it's one full time faculty member by the FTES, for the same amount of money adjunct produces three times the FTES. So in terms of back filling, when we hire a full time faculty member about a third of that salary can be covered with adjunct faculty and then we have to fill in the rest with adjunct faculty. You can't pay just out of adjunct the full time salary. So there's still a big adjunct load, and if there's not, we can't achieve our</p> |
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| <p>Spring 2016 Faculty Hires – G. Fisher (Continued)</p> | <p>FTES targets and if we don't achieve our FTES targets for this year then we'll be underfunded for next year.</p> <p>President Fisher stated Dr. Kinde is doing a very good job in trying to project the number of FTES, but our target is 4.5 and we're sitting at a little over 1.2. Dr. Smith, if we take into consideration the information we received about the AB540 students and 157 FTES and how that's probably going to influence our percentage because 70 or so of those are probably 85-40 students and will be ones for which we count the FTES and are paid apportionment for. See, non-residents, no apportionments and that's what I'm distinguishing here. We are carefully monitoring and tracking where we are. So as we move into the spring semester, we get a final on the FTES generated for fall. The spring semester is already fairly firm with what we are intending to offer, and then we have summer, the summer that ends before June 30 where we can decide what adjustments we need to make in order to meet our target. But all of that influences what we will be able to do in terms of hiring additional faculty above and beyond. If we're able to generate the FTES with fewer sections through efficiency and productivity then we put ourselves in a stronger position to operate within the budget and have some left that we can say these are ongoing funds that can be used to support one or two faculty positions.</p> <p>Paula asked if one position is not filled through the flow chart, do we go through the program review list and pull the top one off of program review?</p> <p>President Fisher said it can go through program review.</p> <p>Jeremiah responded and if there's a program review, it's up to the program review process.</p> <p>President Fisher stated that takes any question out of it. We don't have to reorganize, it's just right down the list, position one is the one, and that's sort of what we did with the psychology position. A vacancy is to be filled based on program review because that's the greatest need and we have already defined and decided it at this level.</p> |
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Spring 2016 Faculty Hires – G. Fisher (Continued)

Rania asked say we're looking at fall, spring and then summer to meet that target FTES, if we as a college decide to have a winter session, that would strengthen our FTES numbers, right? We wouldn't have to worry so much about offering so many sections in the spring, because that winter session would ultimately be better and beneficial to us, right?

John said most of the data shows a slight bump the first year similar to a shorter calendar and colleges that have experience with a winter session see a decrease in the fall and spring. And so you end up at about the same place. You get a 31% or so on average, but that's what other schools' data tell us. We get an increase in success, we get a little tiny increase in FTES, that's all.

Diane asked what are the comps to staffing which will not be made?

President Fisher said over the years for this college, our fall semester has generally been larger than our spring semester. If I'm looking at the numbers that we have for this fall semester, it speaks to the need for us to have a larger spring semester and that it has not been the case generally. I know that there are always a few anomalies along the way. James, does the data bear that?

James responded that's generally the way it works. I remember one year we were calling people to find out whether they were interested in enrolling for spring. That helped and when that happens the enrollment actually goes up, in general. Last time we had lists of people who had been enrolled the previous year but did not enroll and asked why, and whether they would be interested in coming back.

President Fisher said if we can build our enrollment, we have a fund balance, it's about \$3M, and I had conversations with Scott about how much the FTES costs. We need to look at an investment so that we are in the best position to have sufficient income to be able to fund those one or two additional positions above the eight that I've mentioned. So this is all something that we can work through and hopefully and not so late during the spring semester that we're out of that best time for recruiting full time faculty.

Dave made a motion to hire the first eight positions. James second.

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| <p>Spring 2016 Faculty Hires – G. Fisher (Continued)</p> | <p>Jeremiah comments he wants to make a friendly amendment for clarification. That we move forward with these eight hires for spring. If for any reason they cannot be hired for spring such as they failed the search, or they haven't met the stats, and that if they're not hired for spring, that they're hired for fall.</p> <p>Diane said I notice that English was not on here, even though we got the replacements, we still should have been on that list. So, I feel solid but I just wanted to say that so that it's recorded.</p> <p>President Fisher asked from the program review?</p> <p>Diane answered it was submitted and it should have been, I don't know why but I didn't notice it before.</p> <p>President Fisher if you truly have an interest in knowing certainly. I know that the committee members would find out what happened. I happen to have the complete file in my office, so I have a backup to provide if you like. President Fisher asked all in favor of Jeremiah's friendly amendment and they voted as follows:</p> <p>AYES: Fisher, Gilbert, Bastedo, Ferri-Mulligan, Hamdy, Hrdlicka, Hunter, Huston, Miller, Smith, Stark, Jaramillo.</p> <p>NOES: None.</p> <p>ABSTENTIONS: Burnham, Kinde.</p> <p>ABSENT: Beavor, Cota, Hector, Shabazz, Weiss.</p> <p>President Fisher asked Dr. Kinde to begin the process and said your first step is that your managers can enter the position, and Amalia has agreed, that we can enter the positions in people admin. They will then submit the personnel requisition form which will at the same time go to Scott, and me, and fiscal, and then it will move through. As soon as the Chancellor's cabinet approves it, HR believes that they can begin their part even before Chancellor's cabinet being ready for that, and the last piece is about committee memberships. We have a CSEA representative, we have the Academic Senate President, we need to begin working with the managers, to appoint committee members ASAP.</p> |
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| <p>Spring 2016 Faculty Hires – G. Fisher (Continued)</p> | <p>Dr. Kinde said from my area the email would go out to the Deans this afternoon. That's not a problem but as far as HR, normally they go to HR.</p> <p>President Fishers said they will, for the appointees. But they have to be predominantly faculty members on the committee. That was one point that was made and we can start identifying committee members now. As soon as we know which positions, we can do that.</p> |
| <p>Accreditation and Student Learning Outcomes – C. Huston</p> | <p>Celia said we should have a draft out tomorrow of the follow up report, which is going to address the action statement to resolve vacancies to date and that's what we're working with, with the report and once that's put to bed and out for feedback then I can switch back over to SLO hat, and start getting the SLO things back through. Those are my plans.</p> <p>President Fisher asked so we're at 99% on PLOs?</p> <p>Celia said were at 99% on PLOs, were at 100% on courses.</p> <p>President Fisher asked what's the holdup?</p> <p>Celia answered it's making connections with the two remaining faculty department chairs, it's like one of those scheduling issues. With Senate, we are looking at the revision of core competencies and so that will come back again next meeting and probably have it all worked out by the following meeting, so expect that to be resolved this semester.</p> <p>Gabriel asked if he can report out of order because he has another commitment he needs to go to and President Fisher asked for a motion, Celia moved, James second and the committee voted as follows:</p> <p>AYES: Fisher, Bastedo, Hamdy, Hrdlicka, Hunter, Huston, Kinde, Miller, Ferri-Mulligan, Smith, Stark. NOES: None. ABSESIONS: Gilbert, Burnham. ABSENT: Beavor, Cota, Hector, Shabazz, Subero, Weiss.</p> <p>Gabriel announced that the San Bernardino County Council Family Reform is going to be next Wednesday, from 4:00 to 8:00 p.m. We'll probably be emailing out invitations to all faculty and staff and hopefully they can announce it to the classrooms so maybe you can spread the word and help us out.</p> |

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| <p>Accreditation and Student Learning Outcomes – C. Huston (Continued)</p> | <p>Paula said she was getting worried and asked if the English Department is in the top eight because the English Department submitted, we don't know that, if they're in the top eight what happens? She also said I don't know that many people saw the list until today. It might be true of you if you were on Council or Academic Senate.</p> <p>President Fisher responded the list went out campus wide. I don't know how many people read it when it went out, but it was a long time ago.</p> <p>Paula said what if it was a clerical mistake.</p> <p>President Fisher said I will look at my file to see if there is anything there. If there is a clerical error, I agree, we have to reconsider where this would be. But we will not ignore it, I will at least look. I don't know what the consequence of what I find will be.</p> <p>Dr. Kinde asked for my purposes then maybe I should wait until tomorrow?</p> <p>President Fisher responded no for now we need to get started.</p> <p>President Fisher announces that Lorrie Burnham works as a microbiologist and is joining College Council as the co-chair of the facilities and safety and I wanted all of you to welcome Lorrie. Tatiana was sitting in for her, so thank you and welcome.</p> |
| <p>Educational Master Plan – J. Smith</p> | <p>James said that the District has hired a consultant to do an Educational Master Plan for the District and it's unclear at this point how it's going to affect the campus and what will they have under our Educational Master Plan but I do know they will be visiting the campus to collect information and clarify what their role is in terms of supporting us in developing an Educational Master Plan.</p> <p>President Fisher said she received an email from Keith Wurtz and it sets a date for two meetings, one for Chancellor's cabinet and one for all the members of college council and asked that they schedule the meeting during our college council time and will let everyone know when that will be.</p> |

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| <p>Educational Master Plan – J. Smith (Continued)</p> | <p>James said we're not sure how they perceive their role in terms of what they will do on campus. We know that they've been hired to do the District's Educational Master Plan. There is some confusion as to what they will have for the campus assisting or facilitating to integrate the two campuses with the District. They're confused and it's not clearly defined. James also said I see a gap in terms of representation from technology. One of the things that has come up in statements at the District is that they see a need for a greater connection between the course offerings and employment in the community. Especially for people who are coming to the community college for immediate employment after they take courses here to get a certificate or degree. There's this emphasis that's been placed on that, but at the same time I didn't see anybody at the table from CTE and maybe not even here. So, I think maybe we need to be careful about making sure that voice is heard.</p> <p>President Fisher said I will turn to the Vice President of Instruction and to the Senate President to consider faculty appointees that you would recommend to me from our applied CTE technology and the others, like accounting and business, and that we have that representation because it is absent. When we start looking at applied technology, we don't have CTE at the table and that's a problem.</p> <p>Dr. Kinde said the Dean oversees the program, at least he needs to be a part of that so that he can take words back to the faculty.</p> <p>President Fisher said I don't object to that but he is a manager. And I'm looking for the faculty voice so maybe that would be the two. The manager and you decide on a faculty appointee not to the council but to the committee.</p> <p>Jeremiah said I will work on it. It's just a matter of availability.</p> |
| <p>Strategic Planning – J. Smith</p> | <p>James said this is a revised version of what we had last week. Here we have the mission and vision that drives everything but College Council still has some impact on the strategic plan and on the mission because later we'll talk about the recommended changes to the mission that we, under the committee where Jeremiah chaired, take a good look at it.</p> |

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| <p>Strategic Planning – J. Smith (Continued)</p> | <p>There was further discussion and input regarding evaluation assessment, prioritization and the ongoing process.</p> <p>President Fisher said rather than this going round and round, we'll put it on the agenda one more time and vote and we're done. That's excellent work, both of you. Thank you very much.</p> <p>James says we decided to ask the campus for their feedback about the changes we needed to make in the Mission Statement in order to come into compliance with the demands. We sent out an email for people to make whatever comments they wanted and it really did generate quite a bit. I also went to the Professional Development Committee and met with some of the Student Services Staff and what you have in front of you is the raw data from everything that I have collected.</p> <p>President Fisher asked Jeremiah would you remind us of the criterion that you're working from, what you have to have.</p> <p>Jeremiah said the mission describes the institution's broad educational purposes, it's intended student population, the types of degrees and other credentials it offers, and it's commitment to student learning and student achievement. That's the new eligibility requirement.</p> <p>Rania suggested that they could do a campus survey and come up with three or four statements, and we could make a blank box if you have another idea as to how this would be rewritten, write it in the form of a statement.</p> <p>James said so okay, I have at least four maybe five that I will put together and send out.</p> |
| <p>Program Review – P. Ferri-Milligan</p> | <p>Paula said Program Review is going fine, we've got November 4 at midnight as the deadline for all the needs assessment. We will rank on the November 13th and the 20th, those two Fridays, so we should be done at the end there. Paula had a question for Scott regarding the Grant Block Funds because the Divisions are ranking right now and they wanted to know what was going to be funded out of there so they could take it out of their ranking or if anything was going to be funded.</p> |

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| <p>Program Review – P. Ferri-Milligan (Continued)</p> | <p>Scott said the block grant instructional funding this year went to library materials. It went to the same thing that it funded last year. So the answer to that is that they need to put everything in there that they want a chance for other funding to support it.</p> <p>Paula said we're having a discussion in Program Review because there are some areas that like when we require division rankings, there's none, so what do you do with them to be equitable, so we are going to have a discussion at some point.</p> <p>Rick said I've modified the form to say department ranking and I'm sending it to you.</p> <p>There was further discussion regarding division rankings for instructional and the five year plan and Scott mentioned it was a state requirement. He also said it's all one big block grant, they don't divide it up, it's an instructional and facilities block grant.</p> <p>Scott said there was some talk about benches across the entire campus, so now the facilities and safety committee is going to work with divisions in all the different buildings to assess the needs for benches. But the majority of the conversation centered around how are we going to respond to emergencies. We don't have a district emergency manager and I know we're trying to hire one and we're taking a close look at that and we're going to come up with plans to restructure ourselves better for an emergency.</p> |
| <p>Committee Reports (start at 2:30 p.m.):</p> | <p>Celia said back in April 2013 College Council approved over \$200,000 for active shooter program to lock down all our areas, and it was supposed to be installed the following fall, and I was wondering what happened to all that?</p> <p>Scott answered I believe the District was going to take over, and this afternoon I sent an email to Jose Torres who is our Vice Chancellor and our new Director of Facilities with the background on this and we have a rough order of \$300,000 and provided a little more detail and an outline plan for them. I told our President that if District Office doesn't follow through on it now, that I'll take it on personally and we'll make it happen.</p> <p>President Fisher said District wanted to go to a card swipe system with ID cards. So then nothing happened and that's where we are now.</p> |

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| <p>Committee Reports (start at 2:30 p.m.): (Continued)</p> | <p>Scott said it's working with our current hardware. For all the doors that have twist locks, we're going to put a key in the classroom in every room so it's accessible for everyone. For every door in classrooms and other significant rooms that don't have the twist lock on them, we'll put some tab hardware on that so we will be able to lock that door. He also said there's systems out there that are estimated at millions of dollars District wide to do this. This is a low cost quick thing that we want to do.</p> <p>President Fisher said when we were ready to move forward they slowed our progress because we could actually end up losing money because of the duplication of effort. People have concerns, we have money for this project and we need to move forward. I'll say we discussed it in College Council, it needs our attention in the very near future, something like that to move it along. Any other committee reports?</p> <p>Rania stated that the Professional Development Committee has been talking about getting more sabbaticals for Valley. They brought me all this research about how many other sabbaticals other colleges get and we approached the Vice Chancellor of HR and she wants to get the CTA union involved. Separately, I'm working with Dr. Shabazz on a career pathways workshop. He does a presentation for other campuses and organizations regarding upward mobility at a community college so I've taken that presentation and I've modified it for him to work here on the campus, and hopefully by November, we will have a workshop for everyone.</p> |
| <p>OTHER:</p> | |
| <p>Adjournment:</p> | <p>Meeting adjourned at 2:52 p.m.</p> |
| <p>Next College Council Meeting: October 28, 2015 Academic Year 15-16 (bi-monthly, 2nd & 4th Wednesdays from 1-3 PM) 11-11-15/11-25-15 12-09-15/12-23-15 01-13-16/01-27-16 02-10-16/02-24-16 03-09-16/03-23-16 04-13-16/04-27-16 05-11-16/05-25-16</p> | |