

SBVC College Council MINUTES November 22, 2014

Gloria Fisher, SBVC Interim President, Chair
 Jeremiah Gilbert, Academic Senate President, Co-Chair **A**
 Marco Cota
 Colleen Gamboa
 Rania Hamdy **A**
 Leticia Hector **A**
 Rick Hrdlicka
 Diane Hunter **A**
 Celia Huston **A**
 Haragewen Kinde **A**

Sheri Lillard
 Thomas Robles
 Ricky Shabazz **A**
 James Smith
 Scott Stark
 Cassandra Thomas

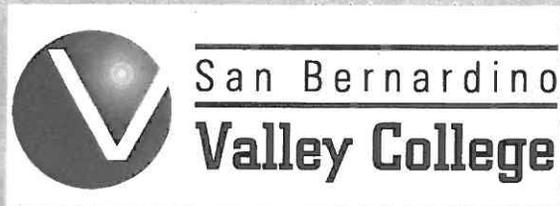
Grayling Eaton representation for Colleen Gamboa
 Gabriel Palamero for Thomas Robles

Guest: Tiffany Guzman, Student Trustee

TOPIC	DISCUSSION and ACTION
Approval of November 12, 2014 minutes	<p>Dr. Fisher entertained a motion to approve the November 12, 2014 meeting minutes, Scott moved, Rick second, and the group voted as follows:</p> <p>AYES: Fisher, Cota, Eaton, Hrdlicka, Lillard, Palamero, Smith, Stark, Thomas NOES: None ABSTENTIONS: None ABSENT: Gilbert, Hamdy, Hector, Hunter, Huston, Kinde, Shabazz Motion carried.</p>
Membership Inclusion of BFSAA and LFSAA – G. Fisher	Tabled
Future Bookstore – G. Fisher	<p>Dr. Fisher informed the group that discussion at the district level has taken place with regard to outsourcing the bookstore in an effort to eliminate a deficit budget; this will go to the December board. She informed the group that they will soon see an RFP, once the RFP comes back a decision will be made as to whether the district will outsource the bookstores or not. Dr. Fisher encouraged to group voice their opinions so that she may take them forward to the district for discussion. Discussion among the group ensued with regard to surveying other colleges who have outsourced their bookstores for input on how they fared and how it has impacted their students, how it will affect classified staff, funding, moving to tablets, using e-books, and negotiations with the district.</p> <p>Dr. Fisher encouraged the group to share the information with their constituencies for feedback and discussion during a designated follow-up meeting with this group.</p>

<p>Installation of Benches in Classroom Building Hallways – S. Stark</p>	<p>Scott brought additional information on the installation of benches in the hallways of classroom buildings to the group for discussion. Scott met with a large group of faculty in the North Hall building and they consented to pilot the installation of three benches (which have been purchased) on the third floor of the North Hall to see how it works for one semester.</p> <p>Dr. Fisher entertained a motion to pilot the placing of three benches on the third floor of North Hall for one semester beginning Spring 2015. Gray motioned, Scott second. Discussion ensued with regard to the evaluation process of the pilot. The group agreed that a survey will go out to the faculty of the North Hall for analyzing over the summer. An email will go out to student to be mindful of noise while courses are in session to all students for all buildings. The group voted as follows:</p> <p>AYES: Fisher, Cota, Eation, Hrdlicka, Lillard, Palamero, Smith, Stark, Thomas NOES: None ABSTENTIONS: None ABSENT: Gilbert, Hamdy, Hector, Hunter, Huston, Kinde, Shabazz Motion carried.</p>
<p>Campus Climate Survey (Management) – J. Smith</p>	<p>Dr. Smith handed out and reviewed the <i>Campus Climate Survey for Management</i> results with the group. Discussion among the group ensued with regard to survey findings of high points, low points and recommendations to improve the survey process and response. Dr. Smith will resend the survey and send reminders to the managers in an effort to increase the response rate.</p> <p>The Campus Climate Survey will also go out to faculty and students. He will report the findings when those are complete.</p>
<p>Strategic Planning – J. Smith</p>	<p>James announced the committee is in the process of planning another Educational Summit or Flex Day in April to review the progress of goals and gather input from faculty, staff and community members to determine the validity of goals.</p>

Needs Request/Funding Cycle – S. Lillard	<p>Sheri requested input from the group on the best way to come up with an assessment/review process that works fluently with the funding process. Discussion among the group ensued regarding the funding cycle vs. the program review process, communication, time lines, and funding process. It was suggested that this body make a recommendation to Dr. Fisher early March so that Scott could make the adjustments to the budgets for the developmental budget process. Consensus among the group was to start discussion in early February for recommendations. Stacy will place on the agenda for first meeting in February. Discussion also ensued with regard to filling positions. A suggestion was made that all departments be required to submit any need request for positions through the needs assessment process until a more defined process is developed.</p>
Committee Reports	<p>Gabriel reported on the Student Senate of CA Community Colleges Conference and resolutions that were voted on during the conference, Leadership training, and upcoming events.</p> <p>Gray reported on CSEA terms to be renewed or voted on, contracts, flex day, fundraisers and welcome packages for new employees.</p> <p>Marco reported on the progress of assessment, the coordination of outreach programs, and pre-assessment workshops with the STEM program.</p>
OTHER:	



Campus Climate Survey for SBVC Managers 2013-14

Before we enter a new academic year, please take a moment to reflect on your experiences over the past school year. This survey is a way for you to express your attitudes and thought about the social, organizational, and academic climate of the campus. Your responses will provide our management team with information to make campus improvements. Your input is important! Please take a moment to answer the questions below. Use the comment box at the end of each section to express your thoughts about specific topics and the comment box at the end of the survey for more general thoughts. All responses will remain completely confidential. Thank you for your cooperation.

Date: August 5, 2014

N=11

1) Mission and Decision Making

	<i>Strongly disagree</i>	<i>Disagree</i>	<i>Agree</i>	<i>Strongly agree</i>	<i>Not sure</i>
a. The SBVC mission guides all planning.	1 (9.1%)	0 (0.0%)	4 (36.4%)	6 (54.5%)	0 (0.0%)
b. The institution has mechanisms in place for short-term and long-term planning.	1 (9.1%)	0 (0.0%)	6 (54.5%)	4 (36.4%)	0 (0.0%)
c. SBVC is committed to the guiding principle of quality and excellence.	1 (9.1%)	0 (0.0%)	3 (27.3%)	7 (63.6%)	0 (0.0%)
d. The goals of my division are consistent with SBVC mission and values.	0 (0.0%)	0 (0.0%)	2 (18.2%)	9 (81.8%)	0 (0.0%)
e. SBVC has maintained a sense of community as it has matured.	1 (9.1%)	0 (0.0%)	4 (36.4%)	5 (45.5%)	1 (9.1%)
f. SBVC promotes sufficient consultation about important decisions.	1 (9.1%)	2 (18.2%)	3 (27.3%)	4 (36.4%)	1 (9.1%)
g. There is adequate coordination across departments and divisions on campus.	1 (9.1%)	3 (27.3%)	3 (27.3%)	4 (36.4%)	0 (0.0%)
h. There is adequate coordination between the campus and the district.	1 (9.1%)	5 (45.5%)	2 (18.2%)	3 (27.3%)	0 (0.0%)
i. SBVC empowers employees to take action and resolve problems.	1 (9.1%)	3 (27.3%)	3 (27.3%)	4 (36.4%)	0 (0.0%)
j. As a manager, I empower others to take action and resolve problems.	1 (9.1%)	0 (0.0%)	3 (27.3%)	7 (63.6%)	0 (0.0%)
k. The campus organizational structure is well-defined.	1 (9.1%)	1 (9.1%)	5 (45.5%)	3 (27.3%)	1 (9.1%)
l. The college systematically reviews and updates its technological infrastructure.	1 (9.1%)	2 (18.2%)	3 (27.3%)	3 (27.3%)	1 (9.1%)
m. Technology planning is integrated with institutional planning.	1 (9.1%)	0 (0.0%)	5 (45.5%)	4 (36.4%)	1 (9.1%)
n. The budget process is strongly linked to planning priorities.	1 (9.1%)	2 (18.2%)	5 (45.5%)	2 (18.2%)	1 (9.1%)

Please include comments about ***Mission and Decision Making*** (Question 1) here (200 character max.)

2 (18.2%)

2) Facilities

	<i>Strongly disagree</i>	<i>Disagree</i>	<i>Agree</i>	<i>Strongly agree</i>	<i>Not sure</i>
a. The grounds are pleasing and adequately maintained despite the impact of construction.	1 (9.1%)	1 (9.1%)	6 (54.5%)	3 (27.3%)	0 (0.0%)
b. The exterior features of the campus buildings are well maintained.	1 (9.1%)	2 (18.2%)	5 (45.5%)	3 (27.3%)	0 (0.0%)
c. The interior of the classrooms and offices are well maintained.	1 (9.1%)	3 (27.3%)	3 (27.3%)	3 (27.3%)	1 (9.1%)
d. Signage is adequate for identifying campus locations.	1 (9.1%)	2 (18.2%)	4 (36.4%)	4 (36.4%)	0 (0.0%)

Please include comments about Facilities (Question 2) here (200 character max.)

3 (27.3%)

3) Quality of Services

	<i>Strongly disagree</i>	<i>Disagree</i>	<i>Agree</i>	<i>Strongly agree</i>	<i>Not sure</i>
a. The people in my division are student-centered.	0 (0.0%)	0 (0.0%)	3 (27.3%)	8 (72.7%)	0 (0.0%)
b. Student support services are well integrated.	0 (0.0%)	0 (0.0%)	9 (81.8%)	2 (18.2%)	0 (0.0%)
c. I am satisfied with the level of customer service at SBVC.	0 (0.0%)	3 (27.3%)	5 (45.5%)	3 (27.3%)	0 (0.0%)
d. SBVC has a good reputation among community members.	0 (0.0%)	0 (0.0%)	8 (72.7%)	2 (18.2%)	1 (9.1%)
e. The college is responsive to the needs of community organizations.	0 (0.0%)	0 (0.0%)	7 (63.6%)	3 (27.3%)	1 (9.1%)
f. Students are adequately informed about campus support services.	0 (0.0%)	1 (9.1%)	6 (54.5%)	3 (27.3%)	1 (9.1%)
g. Courses and educational programs are offered at times that fit the needs of students.	0 (0.0%)	0 (0.0%)	5 (45.5%)	4 (36.4%)	2 (18.2%)
h. Courses and educational programs are offered in accessible off-campus locations.	0 (0.0%)	1 (9.1%)	2 (18.2%)	5 (45.5%)	3 (27.3%)
i. SBVC does a good job of educating and/or training people who are unemployed and underemployed.	0 (0.0%)	0 (0.0%)	6 (54.5%)	2 (18.2%)	2 (18.2%)
j. Literacy education is accessible to residents of the community at SBVC.	0 (0.0%)	2 (18.2%)	6 (54.5%)	2 (18.2%)	1 (9.1%)
k. SBVC benefits students and residents of the surrounding community.	0 (0.0%)	0 (0.0%)	4 (36.4%)	6 (54.5%)	1 (9.1%)
l. The college responds to training needs of employees.	0 (0.0%)	1 (9.1%)	6 (54.5%)	3 (27.3%)	1 (9.1%)
m. Courses offered encourage life-long learning.	0 (0.0%)	0 (0.0%)	6 (54.5%)	3 (27.3%)	1 (9.1%)
n. SBVC is a good place to complete the first years of a four-year degree.	0 (0.0%)	0 (0.0%)	2 (18.2%)	8 (72.7%)	1 (9.1%)
o. Computers and software are up-to-date.	0 (0.0%)	0 (0.0%)	6 (54.5%)	5 (45.5%)	0 (0.0%)
p. Computer support services are prompt and efficient.	0 (0.0%)	1 (9.1%)	6 (54.5%)	4 (36.4%)	0 (0.0%)

Please include comments about Quality of Services (Question 5) here (200 character max.)

1 (9.1%)

4) Evaluation and Planning

	<i>Strongly disagree</i>	<i>Disagree</i>	<i>Agree</i>	<i>Strongly agree</i>	<i>Not sure</i>
a. Managers have access to accurate information for planning and program improvement.	0 (0.0%)	1 (9.1%)	6 (54.5%)	3 (27.3%)	0 (0.0%)
b. The Educational Master Plan is a good planning tool.	0 (0.0%)	1 (9.1%)	5 (45.5%)	2 (18.2%)	2 (18.2%)
c. The SBVC Program Review procedures are efficient.	0 (0.0%)	1 (9.1%)	5 (45.5%)	3 (27.3%)	1 (9.1%)
d. SBVC planning procedures encourage a cycle of improvement.	0 (0.0%)	1 (9.1%)	5 (45.5%)	3 (27.3%)	1 (9.1%)
e. Planning activities invite formal input.	0 (0.0%)	0 (0.0%)	5 (45.5%)	4 (36.4%)	1 (9.1%)
f. SBVC is making substantial progress on assessing SLOs.	0 (0.0%)	0 (0.0%)	4 (36.4%)	5 (45.5%)	1 (9.1%)

Please include comments about Evaluation and Planning (Question 5) here (200 character max.)

2 (18.2%)

5. Respect for Diversity

	<i>Strongly disagree</i>	<i>Disagree</i>	<i>Agree</i>	<i>Strongly agree</i>	<i>Not sure</i>
a. Instructors are sensitive to students' diverse learning needs in the classroom.	2 (18.2%)	0 (0.0%)	6 (54.5%)	2 (18.2%)	1 (9.1%)
b. SBVC is free of gender bias.	2 (18.2%)	1 (9.1%)	3 (27.3%)	3 (27.3%)	1 (9.1%)
c. Reasonable accommodations are provided for persons with disabilities.	2 (18.2%)	0 (0.0%)	4 (36.4%)	5 (45.5%)	0 (0.0%)
d. The staff here are respectful of religious differences.	2 (18.2%)	0 (0.0%)	5 (45.5%)	4 (36.4%)	0 (0.0%)
e. The climate at SBVC is one of respect for cultural differences.	2 (18.2%)	0 (0.0%)	5 (45.5%)	4 (36.4%)	0 (0.0%)
f. Courses are available with content specifically related to cultural, religious, and social diversity.	2 (18.2%)	0 (0.0%)	4 (36.4%)	3 (27.3%)	2 (18.2%)
g. People are treated fairly here, regardless of race or ethnicity.	2 (18.2%)	0 (0.0%)	6 (54.5%)	3 (27.3%)	0 (0.0%)
h. SBVC adjusts to the changing demographics of the service area.	2 (18.2%)	1 (9.1%)	4 (36.4%)	3 (27.3%)	1 (9.1%)
i. Course content is up-to-date.	2 (18.2%)	2 (18.2%)	4 (36.4%)	1 (9.1%)	2 (18.2%)
j. SBVC ensures fair employment procedures for all personnel.	2 (18.2%)	0 (0.0%)	5 (45.5%)	4 (36.4%)	0 (0.0%)
k. SBVC attempts to ensure diversity on all hiring committees.	2 (18.2%)	0 (0.0%)	3 (27.3%)	5 (45.5%)	1 (9.1%)

Please include comments about Respect of Diversity (Question 5) here (200 character max.)

0 (0.0%)

6. Campus interactions

	<i>Strongly disagree</i>	<i>Disagree</i>	<i>Agree</i>	<i>Strongly agree</i>	<i>Not sure</i>
a. My division works well together to get the job done.	0 (0.0%)	0 (0.0%)	5 (45.5%)	6 (54.5%)	0 (0.0%)
b. Employees are encouraged to share knowledge/work collaboratively.	0 (0.0%)	1 (9.1%)	5 (45.5%)	5 (45.5%)	0 (0.0%)
c. A positive climate for informal, open discussion of issues exists.	1 (9.1%)	1 (9.1%)	6 (54.5%)	3 (27.3%)	0 (0.0%)
d. I am free to express divergent/differing views on topics of discussion.	1 (9.1%)	2 (18.2%)	4 (36.4%)	4 (36.4%)	0 (0.0%)
e. Employees are encouraged to participate in staff development activities.	1 (9.1%)	0 (0.0%)	4 (36.4%)	6 (54.5%)	0 (0.0%)
f. I have opportunities to participate in campus-wide decisions.	1 (9.1%)	1 (9.1%)	4 (36.4%)	4 (36.4%)	1 (9.1%)
g. All employees are treated with respect and dignity at SBVC.	1 (9.1%)	0 (0.0%)	5 (45.5%)	4 (36.4%)	1 (9.1%)
h. Employees are encouraged to communicate honestly and openly with each other.	1 (9.1%)	1 (9.1%)	4 (36.4%)	4 (36.4%)	1 (9.1%)
i) There is a shared purpose among faculty and staff at SBVC.	1 (9.1%)	1 (9.1%)	4 (36.4%)	5 (45.5%)	0 (0.0%)
j. I get a feeling of personal satisfaction from my work.	1 (9.1%)	0 (0.0%)	4 (36.4%)	6 (54.5%)	0 (0.0%)
k. Morale is high among the faculty and staff of SBVC	2 (18.2%)	4 (36.4%)	2 (18.2%)	3 (27.3%)	0 (0.0%)

Please include comments about Campus Interactions (Question 6) here (200 character max.)

1 (9.1%)

7. Campus Safety

	<i>Strongly disagree</i>	<i>Disagree</i>	<i>Agree</i>	<i>Strongly agree</i>	<i>Not sure</i>
a. SBVC systematically reviews the conditions of its physical resources to assure safety and security.	1 (9.1%)	0 (0.0%)	6 (54.5%)	3 (27.3%)	1 (9.1%)
b. Safety hazards are addressed promptly.	1 (9.1%)	1 (9.1%)	5 (45.5%)	3 (27.3%)	1 (9.1%)
c. I feel safe on campus.	1 (9.1%)	0 (0.0%)	5 (45.5%)	5 (45.5%)	0 (0.0%)
d. I am satisfied with the helpfulness of campus police at SBVC.	1 (9.1%)	0 (0.0%)	2 (18.2%)	8 (72.7%)	0 (0.0%)
e. The exterior lighting of the college is adequate and kept in working order.	1 (9.1%)	1 (9.1%)	4 (36.4%)	5 (45.5%)	0 (0.0%)

Please include comments about Campus Safety (Question 7) here (200 character max.)

1 (9.1%)

Use this space for all general comments:

2 (18.2%)

Demographic Information

How long have you worked for the San Bernardino Community College District?

3 (27.3%) Up to 2 years

2 (18.2%) Between 10 and 15 years

0 (0.0%) Between 2 and 5 years

2 (18.2%) Between 15 and 20 years

1 (9.1%) Between 5 and 10 years

1 (9.1%) More than 20 years

Thank you for taking part in this survey. We value your opinions.

**2013-2014 Campus Climate Survey for Managers
Responses 92% and Above**

	Strongly Disagree	Disagree	Agree	Strongly Agree	Agree or Strongly Agree
1) Mission and Decision Making					
d. The goals of my division are consistent with SBVC mission and values.	0%	0%	18%	82%	100%
j. As a manager, I empower others to take action and resolve problems.	9%	0%	27%	64%	91%*
3) Quality of Services					
a. The people in my division are student-centered.	0%	0%	27%	73%	100%
b. Student support services are well integrated.	0%	0%	82%	18%	100%
d. SBVC has a good reputation among community members.	0%	0%	80%	20%	100%
e. The college is responsive to the needs of community organizations.	0%	0%	70%	30%	100%
g. Courses and educational programs are offered at times that fit the needs of students.	0%	0%	56%	44%	100%
i. SBVC does a good job of educating and/or training people who are unemployed and underemployed.	0%	0%	75%	25%	100%
k. SBVC benefits students and residents of the surrounding community.	0%	0%	40%	60%	100%
m. Courses offered encourage life-long learning.	0%	0%	67%	33%	100%
n. SBVC is a good place to complete the first years of a four-year degree.	0%	0%	20%	80%	100%
o. Computers and software are up-to-date.	0%	0%	55%	45%	100%
4) Evaluation and Planning					
e. Planning activities invite formal input.	0%	0%	56%	44%	100%
f. SBVC is making substantial progress on assessing SLOs.	0%	0%	44%	56%	100%
6) Campus interactions					
a. My division works well together to get the job done.	0%	0%	45%	55%	100%

**2013-2014 Campus Climate Survey for Managers
Responses 65% and Below**

	Strongly Disagree	Disagree	Agree	Strongly Agree	Agree or Strongly Agree
1) Mission and Decision Making					
g. There is adequate coordination across departments and divisions on campus.	9%	27%	27%	36%	64%
i. SBVC empowers employees to take action and resolve problems.	9%	27%	27%	36%	64%
h. There is adequate coordination between the campus and the district.	9%	45%	18%	27%	45%
2) Facilities					
c. The interior of the classrooms and offices are well maintained.	10%	30%	30%	30%	60%
5) Respect for Diversity					
i. Course content is up-to-date.	22%	22%	44%	11%	56%
6) Campus Interactions					
k. Morale is high among the faculty and staff of SBVC	18%	36%	18%	27%	45%