

Meeting Minutes of the Board of Trustees
September 24, 2020
12:00 pm-3:00 pm Pacific Time

MEMBERS PRESENT VIA TELECONFERENCE

Dr. Anne L. Viricel, Chair
Dr. Stephanie Houston, Vice Chair
Gloria Macías Harrison, Clerk
John Longville, Trustee
Frank Reyes, Trustee
Dr. Donald L. Singer, Trustee
Joseph Williams, Trustee

ABSENT

Adrian Rios, SBVC Student Trustee
Alex Ramos Huaman, CHC Student Trustee

ADMINISTRATORS PRESENT

Jose Torres, Interim Chancellor
Diana Rodriguez, SBVC President
Dr. Kevin Horan, CHC President

The following text was provided.

Governor Newsom issued Executive Order N-25-20 on March 12, 2020, and Executive Order N-29-20 on March 17, 2020. Portions of these orders relax parts of the Brown Act. In part, the orders allow elected officials to “attend” a meeting via teleconference WITHOUT having to admit members of the public into the location from which they are participating (N-25-20) and orders that “such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment” (N-29-20). Anyone wishing to participate may do so via location posted on the agenda. The meetings are also recorded. Public comments must be submitted electronically by emailing snikac@sbccd.edu Submissions must be received 24 hours in advance of the meeting. From the comments received, staff will call each speaker to make their public comment. Submissions will be considered a public record under the Public Records Act, and are therefore subject to public disclosure. In accordance with Board Policy 2350, persons may address the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board. Public comments will take place at the time designated at the meeting for public comment. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. As a matter of law, members of the Board may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor’s Office at (909) 388-6902 as far in advance of the Board meeting as possible.

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Chair Viricel called the meeting to order at 12:03pm. Trustee Singer led the pledge of allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

None.

III. ACCREDITATION AND GOVERNING BOARD ROLES AND RESPONSIBILITIES

- A. Presentation**
- B. Accreditation Standards**
- C. ACCJC Guide for Governing Boards**

Gohar Momjian presented the purpose of accreditation, the processes and standards, changes at ACCJC, and the roles and responsibilities of the Governing Board. The purpose of regional accreditation is to provide quality assurance to students, the public, and other institutions that colleges are achieving their missions. It provides credibility to degrees and credentials awarded to students and for institutional improvement through assessment and evaluation practices.

Overview: Accreditation Process

- ❖ **Self-Reflection**. . . the ISER (Institutional Self-Evaluation Report)
- ❖ **Peer Review**. . . the team's ISER Review and Focused Visit
- ❖ **Affirmation**. . . the Commission's Action
- ❖ On-going **Commitment to Improvement** and **Educational Excellence**

The Standards

- **Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity**
 - A. Mission (4)
 - B. Assuring Academic Quality and Institutional Effectiveness (9)
 - C. Institutional Integrity (14)
- **Standard II: Student Learning Programs and Support Services**
 - A. Instructional Programs (16)
 - B. Library and Learning Support Services (4)
 - C. Student Support Services (8)

- **Standard III: Resources**
 - A. Human Resources (15)
 - B. Physical Resources (4)
 - C. Technology Resources (5)
 - D. Financial Resources (16)
- **Standard IV: Leadership and Governance**
 - A. Decision-Making Roles and Processes (7)
 - B. Chief Executive Officer (6)
 - C. Governing Board (13)
 - D. Multi-College Districts or Systems (7)

Roles & Responsibilities of Trustees and Advice for Board Excellence:
 Guiding the institution to achieve its mission, setting appropriate policies, and delegating to the Chancellor for the implementation of the policies.

- Accountability Responsibilities:**
- Coordination with Strategic Plan / Mission and Vision – how does the Board know mission and goals are being achieved?
 - Process / Frequency / Accountability - how often and when in the planning cycle is the board given data and analyses?
 - Focus on reliable data, trends and lagging & leading indicators not stories / anecdotes/feelings – systematic program review data, institutional summative data
 - Clarity and Consistency – apply consistent expectations to all colleges through clear communication with the Chancellor

- Importance of Integrated Planning:**
- Sample Planning Documents that must fit together to help organize and direct college efforts:
 - The Mission and Vision of the College
 - Planning Documents (e.g. EMPs, District Strategic Plan)
 - Facilities planning, Technology planning, and Budget Allocation Model
 - Unit Plans and Program Plans
 - How do college plans fit together? ...“roll up” to District plans? How do District priorities “roll down” to colleges?
 - How are allocations of resources occurring to effectively support the mission and operations of the Colleges and District?

- Areas of concern by accreditors:**
- Balancing the budget, especially during an economic downturn
 - Catering to an agenda of a sector of the electoral base
 - “Kicking the can down the road” to a later era, to a subsequent board

- Intruding into daily operations
 - Assuming students and faculty are “my constituency” to be heard directly
 - Not trusting the CEO to manage, or empowering him to do so
- Neglecting integrated planning
 - Not linking budget to student achievement initiatives and strategic goals
 - Failure to obtain and use appropriate data as evidence for decision-making
 - Using a top-down, non-inclusive approach; little or no “buy-in” on campus

Effective Boards...

-focus on student success and learning

-support college leadership

-develop a team culture / build trust and respect

Each board member represents the entire institution – including all stakeholders

- Board building is an on-going process of continuous improvement
 - Ask yourself, “What can I do as a Trustee....”
 - “To make our Board more effective?”
 - “To help our CEO be successful?”
 - “To help our Colleges be successful?”
 - Then ask.... “What can our Board do better?”

Gohar Momjian clarified the Board’s role is to review the ISER to ensure it accurately represents what the institution is doing. Trustee Governance Section: The Board’s role in this section of the report is to read the report, be comfortable with the content and ensure it reflects how the Board operates. Accreditation teams are looking to see if there is an agreed upon process, are the colleges following the process, and if they are then they meet the accreditation standard. Review is measured against accreditation standards in the context of the college’s mission and goals. How one college meets the standard may be different than the way another college meets the standard.

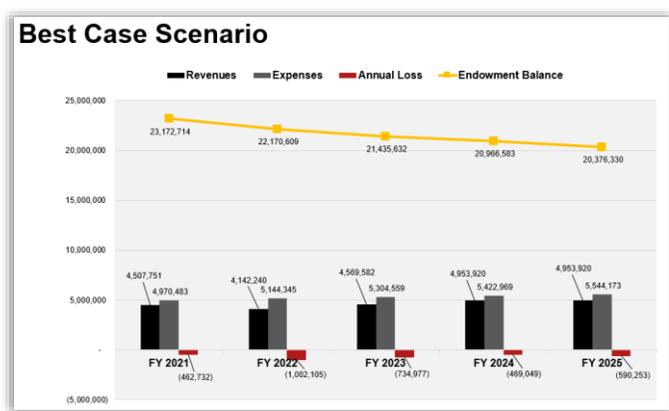
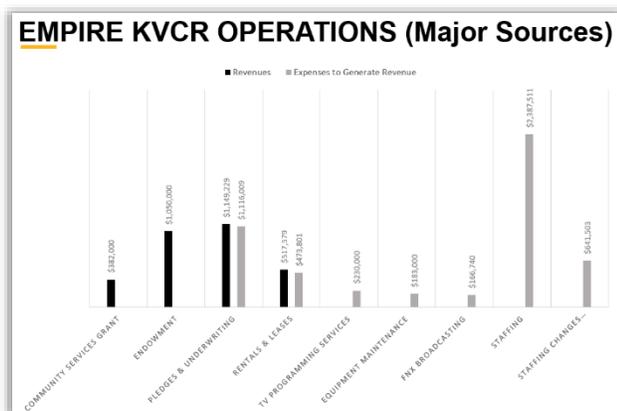
IV. KVCR UPDATE

A. Presentation

Interim Chancellor Torres communicated the reason for the strategy session is to continue engaging in a continuous process of training and development as approved in the 2020-2021 Governance Priorities. The purpose of the presentation is to define KVCR's purpose and take action as approved in the 2020-2021 Strategic Directions.

Various missions for District, Colleges, and KVCR was shared to reference to define the purpose of KVCR.

The Board was reminded \$1 million is transferred annually from the endowment. Expenses are as lean as possible. Expenses do not include staffing changes of \$641,000, if the Board continues operations (recruitment would have to begin immediately for December 2020 start date). A five-year comparison with Best, Middle, and Conservative scenarios were reviewed. Conversation was focused around the Best case scenario chart.



Proposal: Transition the facility and equipment to SBVC to be used as a lab for the Media Academy by the end of June 2023.

- KVCR TV will no longer broadcast PBS
- KVCR Radio will no longer broadcast NPR
- FNX will no longer broadcast nationwide
- FNX will need a new home (if necessary)
- The facility will become part of SBVC
- \$21 M endowment will be repurposed for other uses pending Board approval and collegial consultation

If the Board considers the recommendation to transfer KVCR facility and equipment, it will generate FTES and become a training/teaching facility. A lead will be identified at SBVC and a timeline for transition will be developed. The best case scenario chart for FY 2021 will not change. The loss for FY 2022 will be less and by FY 2023, the loss will not exist. Staffing levels will change at KVCR through 2023, pending further analysis/discussion and needs of SBVC. We will attempt to repurpose staff (similar to how bookstore staff was handled).

President Rodriguez reported the transfer of the facility and equipment will provide an opportunity for students produce local content. SBVC will have opportunities to stream content onto website, become more of an academic lead, and possibly have students produce radio content. An engineer would be needed to maintain and manage behind the scenes for radio and streaming content. The facility and equipment would not strictly belong to the Media Academy. It would become an interdisciplinary area of English writing, life theater & music, history, food network, and others. The facility would be open to CHC and District. The transfer of the facility and equipment will provide opportunities for student learning and production of professional content.

Outcome: Aligned with SBVC Mission:

SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT

“...to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.”

Next steps: To formalize the action at an upcoming board meeting and provide trustees with more information.

V. ADJOURN

Chair Viricel adjourned the meeting at 2:55pm.

The next meeting of the Board: Zoom Conference <https://cccconfer.zoom.us/j/549366869>

Business Meeting – October 8, 2020 at 4pm



Gloria Macias Harrison, Clerk
SBCCD Board of Trustees