



BOARD OF TRUSTEES

Meeting Minutes – April 25, 2024

Location: San Bernardino Community College District, 550 E. Hospitality Ln., Ste. 200, San Bernardino, CA 92408

Livestream: <https://www.youtube.com/@sanbernardinocommunitycoll42/streams>

Meeting materials: www.sbccd.edu/govenda

MEMBERS PRESENT

Stephanie Houston, Chair
Anne Viricel, Vice Chair
Nathan Gonzales, Trustee
John Longville, Trustee
Gloria Macías Harrison, Trustee
Dyami Ruiz-Martinez, SBVC Student Trustee (advisory)
Michelle Ly, CHC Student Trustee (advisory)

ADMINISTRATORS PRESENT

Diana Z. Rodriguez, Chancellor
Jose Torres, Executive Vice Chancellor
Kristina Hannon, VC Human Resources & Police Services
Kevin Horan, CHC President
Linda Fontanilla, SBVC Interim President
Nohemy Ornelas, VC Educational & Student Support Services
Angel Rodriguez, Associate Vice Chancellor Government Relations & Strategic Communications

MEMBERS ABSENT

Joseph Williams, Clerk
Frank Reyes, Trustee

ADMINISTRATORS ABSENT

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Chair Houston called the meeting to order at 4:00 p.m.
Student Trustee Ly led the Pledge of Allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

III. ACTION AGENDA

- A. Board Ad Hoc Committee for Board Self-Evaluation and Evaluation of the Chancellor
Motion: to approve the nomination of the Board Executive Committee to serve as the Board Ad Hoc Committee for Board Self-Evaluation and Evaluation of the Chancellor
Moved by Trustee Gonzales. Seconded by Trustee Viricel.
Electronic vote: AYES: Gonzales, Harrison, Longville, Houston, Viricel, Ruiz Martinez (advisory), Ly (advisory)
NOES: none
ABSTAIN: none
ABSENT: Reyes, Williams
Motion passed
- B. Accept Resignation and Fill Trustee Vacancy by Provisional Appointment
Motion: to accept the resignation and fill vacancy by provisional appointment
Moved by Trustee Viricel. Seconded by Trustee Gonzales.
Electronic vote: AYES: Gonzales, Harrison, Longville, Houston, Viricel, Ruiz Martinez (advisory), Ly (advisory)
NOES: none
ABSTAIN: none
ABSENT: Reyes, Williams
Motion passed

Discussion: Clarifying Trustee Viricel is still a full member and has full privileges of the board until resignation date June 30, 2024.

IV. PRESENTATIONS

A. Books+

Chancellor Rodriguez and Executive Vice Chancellor Torres presented. SBCCD used one-time state and federal funds as part of COVID 19 recovery effort to fund the 3-year Books+ program. Overall costing SBCCD approximately \$7.5 million/year or \$22 million for Books+. SBCCD negotiated with Follett to lower the per cost to Books+ from \$25 to \$22, a 20% rate reduction since inception. Moving forward, each student will decide if they participate in Books+ (students opt-in and pay the \$20/unit cost for Books+ or students opt-out and pay \$22/unit). As a reminder, students can consult counselors for potential books from other support programs based on need (EOPS, CARE, DSPS, or Foundations).

To continue to lessen the cost the following needs to be completed:

1. More digital versions
 - A. Moving from print versions to digital. Currently at 60% need to be at 75%
2. Less required materials per class
 - A. Making required only those materials that are key to student success
3. More online educational resources
 - A. Increase online education resources (Follett has OER content available)
4. Shorter publisher/books access website
 - A. Limiting access length to publisher/books website to 6 or 12 months, max.
5. Cheaper textbooks
 - A. Selecting cheaper textbooks – the most expensive cost up to \$560

The implementation of the renewed Books+ will be in Fall 2024. Executive Vice Chancellor Torres to research and report on the rate of return of books (unreturned books) during the first three years. Chancellor Rodriguez commented the discussion with students implied it was a success in the first three years otherwise the students would not be able to attend college. Executive Vice Chancellor to research and report data in means of relationship to the program and student success and the programs that had the heaviest success.

Students were made aware of support services, incorporated in orientation, etc. Financial aid packages do include funding, SBCCD has the capability and allowance to extract funds/fees from the students' financial aid prior to distribution to students. Executive Vice Chancellor Torres will review and report after the course, does the student have the opportunity to purchase the book.

B. Technology Master Plan

Chancellor Rodriguez introduces Vice Chancellor Ornelas and CTO Luke Bixler. The District Technology Master Plan (DTMP) is a comprehensive planning document that anticipates SBCCD's current and future technology needs. The DTMP is in alignment with the Strategic Plan and provides a road map for meeting future needs in a rapidly evolving technology environment.

Guiding Principles:

1. Ensure and facilitate student learning and success through the pursuit and adoption of innovative technologies and practices.
2. Establish administrative applications that seamlessly communicate between administrative applications, allowing reliable data exchange in real time.
3. Create efficiencies to facilitate faculty and staff effectiveness and success.

4. Continue to provide technologies that are responsive, inclusive, and relevant to the communities we serve.

Goal 1: Improve Services to Students

- **New Technology:** Evaluate technologies that can improve the student experience.
- **Process Alignment:** Work with both Colleges to ensure the processes for students provide a consistent and efficient user experience.
- **State Initiatives:** Partner with the administrative staff at the Colleges to review student-facing solutions offered by the state.
- **Distance Education:** Partner with the Distance Education Coordination Council to identify changes and enhancements that will improve the student experience.
- **Campus Technology Committees:** In collaboration with the Campus Technology Committees at each College, obtain feedback on technologies that will improve the student experience.
- **Accessibility:** Ensure that the appropriate accessibility training and technology is available to align with accessibility regulations and to meet the needs of our students.

Goal 2: Support Instruction and Learning

- **Research New Software:** Work closely with the instructional offices at each of the Colleges to identify and implement solutions that will support instruction and learning.
- **System Upgrades:** Review and upgrade existing software implementations to take advantage of new features and functionality.
- **Project Management Procedures:** Establish project management procedures so that instructional projects are completed on time and under budget.
- **Learning Management System:** Partner with the Distance Education Coordination Council and the Campus Technology Committees to identify changes and enhancements to our Learning Management System.
- **Campus Technology Committees:** Partner with the Campus Technology Committees at each College to get feedback on instructional areas that can be improved across the District.

Goal 3: Support Innovation Across the District

- **Technology Research:** Review innovative technology solutions, such as Customer Relationship Management systems, Artificial Intelligence, Machine Learning, and other innovative technologies.
- **Infrastructure:** Research and implement infrastructure and innovative cloud technologies.
- **Technology Trends:** Review Educause Core Data, Gartner/Tambellini Trend Data, ACCJC Accreditation Standards, CCCO Vision 2030, and other external higher education trend data.
- **Learning Management System:** Partner with the Distance Education Coordination Council and the Campus Technology Committees to identify new software or plugins that work with the Learning Management System.
- **Campus Technology Committees:** Partner with the Campus Technology Committees at each College to get feedback on technologies that can lead to innovation across the District.

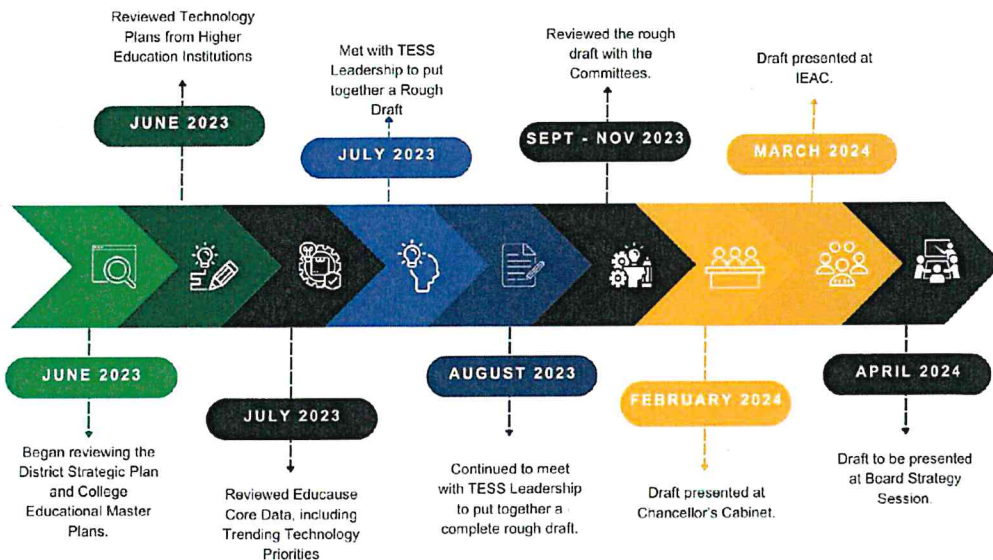
Goal 4: Enhance Information Security Districtwide

- **Information Security Plan:** Develop an information security plan that provides the strategies, protocols, and safeguards to protect the District's sensitive data and digital assets.
- **Update Security Policies:** Develop a comprehensive set of cybersecurity policies to safeguard sensitive data and maintain the integrity of academic and administrative systems.
- **Data Governance:** Establish a data governance framework that establishes clear responsibilities, processes, policies, and data categorization to ensure the proper collection, storage, usage, and security of data across the District.
- **Data Loss Prevention:** Implement a set of technologies aimed at identifying, monitoring, and preventing unauthorized and accidental data leaks by monitoring data in motion, at rest and in use.
- **Risk Assessment:** Review the Information Security Risk Assessment and prioritize new initiatives

Goal 5: Enhance the Stability and Reliability of Technology

- **Cloud Strategy:** Implement the cloud migration by migrating work loads from on premise to the cloud. This includes research for leveraging cloud services to replace the need for dedicated servers.
- **Disaster Recovery Plan:** Develop a Business Impact Analysis to guide the Business Continuity and Disaster Recovery Plan, to cover all areas of technology at the District and at the Colleges.
- **Fault Tolerance:** Create redundant pathways to create fault tolerance for internet and voice circuits at the District and the Colleges.
- **Redundancy:** Evaluate, document, and make recommendations for full redundancy in server rooms, core network and WAN environments.
- **Test Plans and Procedures:** Establish and execute annual and semi-annual test plans to ensure disaster recovery procedures work properly and systems are operating as expected.

Timeline Overview



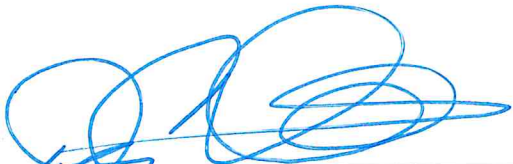
Discussion: Executive Vice Chancellor Torres clarified there is one budget for technology. We adhere to the board policy on priority registration.

X. ADJOURNMENT

The next meeting of the Board: Board Business Meeting
May 9, 2024, at 4:00 PM
SBCCD Boardroom
550 E. Hospitality Ln., Ste 200
San Bernardino, CA 92408

The vice chair adjourned the meeting at 4:56 p.m.

The Board of Trustees approved the April 25, 2024, minutes on June 13, 2024.



Joseph R. Williams, Clerk
SBCCD Board of Trustees



Heather Ford, Senior Executive Administrative Assistant
SBCCD Office of the Chancellor