



San Bernardino Community College District
Board Meeting
May 09, 2024
4:00 pm Pacific Time

Physical Meeting Location:
SBCCD Boardroom
550 E. Hospitality Ln., Ste 200, San Bernardino, CA 92408

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

Public records relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection in the Office of the Chancellor at SBCCD, 550 E. Hospitality Ln., Suite 200, San Bernardino, CA, during regular business hours or on the District's website www.sbccd.edu

Anyone who wishes to address the Board of Trustees on an agenda or non-agenda item may do so pursuant to Board Policy 2350 Speakers. Presentations relating to matters on the agenda shall be heard before the vote is called. Comments on non-agenda items shall do so at the time designated on the agenda. Comments must be limited to three (3) minutes per speaker or 20 minutes on the same, or a substantially similar subject, unless the Board votes to extend the time limit.

If you have questions about access or require an accommodation in order to participate in the public meeting, please contact the Chancellor's Office at (909) 388-6903 as far in advance of the Board meeting as possible.

- I. **CALL TO ORDER – PLEDGE OF ALLEGIANCE**
- II. **PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS**
- III. **CLARIFICATION**
- IV. **APPROVAL OF MINUTES**
 - A. 03-28-2024
 - B. 04-11-2024
- V. **RECOGNITION/CELEBRATIONS**
 - A. Recognize Applause Cards Recipients For Extending Extra Effort to Provide Quality Service and Valued Assistance

- B. Recognition of Outgoing Student Trustees
Michelle Ly, CHC
Dyami Ruiz Martinez, SBVC

- C. Retirements

VI. ACTION AGENDA

- A. Board Policies for Final Approval
- B. Executive Leadership Salary Schedule

VII. CONSENT AGENDA

The Consent Agenda is expected to be routine and non-controversial. It will be acted upon by the Board at one time without discussion. Any member of the Board, staff member or citizen may request that an item be removed from this section for discussion.

A. Instruction/Student Services

- 1. Curriculum - CHC

B. Human Resources

- 1. Adjunct and Substitute Academic Employees
- 2. Appointment of District Employees
- 3. Appointment of Interim Managers
- 4. Appointment of Temporary Academic Employees
- 5. Classification Advancement for Academic Employees
- 6. Employee Promotions
- 7. Management Tuition Reimbursement
- 8. Non-Instructional Pay
- 9. Payment of Stipends

C. Business & Fiscal Services

- 1. Board Self-Evaluation Instrument
- 2. Conference Requests
- 3. Contracts at or Above \$114,500
- 4. District and College Expenses
- 5. Individual Memberships
- 6. Surplus Property and Authorization for Private Sale or Disposal

D. Facilities

- 1. Award RFQP#03-2324-08 and Contract for San Bernardino Workforce Development Center Project
- 2. Master Services Agreements Task Orders for Bond Construction

VIII. REPORTS

- A. Board Committee & Activity Reports
 - 1. Board Finance Committee (BFC)
 - 2. Board Legislative Committee (BLC)
 - 3. Board Policy & Procedures Advisory Committee (BPPAC)

- Regional & State Reports
 - 1. Board of Governors (BOG)
 - 2. Joint Powers Authority (JPA)
- B. Chancellor's Report
 - 1. Strategic Plan Goal Four Update
- C. Represented Groups (3 minutes per group)
 - 1. Crafton Hills College Academic Senate
 - 2. Crafton Hills College Classified Senate
 - 3. Crafton Hills College Associated Students
 - 4. San Bernardino Valley College Academic Senate
 - 5. San Bernardino Valley College Classified Senate
 - 6. San Bernardino Valley College Associated Students
 - 7. CSEA
 - 8. CTA
 - 9. Police Officers Association
- D. Staff Reports (3 minutes per person)
 - 1. San Bernardino Valley College President
 - 2. Crafton Hills College President
 - 3. Executive Vice Chancellor
 - 4. Vice Chancellor of Human Resources & Police Services
 - 5. Vice Chancellor of Educational & Student Support Services

IX. INFORMATION ITEMS

- A. Board Master Action Planning Calendar
- B. Board Policies for First Reading
- C. Budget Revenue & Expenditure Summary
- D. CCFS-320 Apportionment Attendance Report for FY 2024 Period 2
- E. Contracts Below \$114,500
- F. Construction Change Orders and Amenments - Bond Program
- G. Districtwide Grant Submission Update
- H. General Fund Cash Flow Analysis
- I. MOUs between SBCCD and the CSEA

- J. Professional Expert Short-Term and Substitute Employees
- K. Purchase Order Report
- L. Resignations
- M. Volunteers

X. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- A. Conference with Labor Negotiators
Government Code 54957.6
Agency Representatives: Diana Rodriguez and Kristina Hannon
Non-Represented Groups: CSEA, CTA, POA,
Management/Supervisors, and Confidential Employees
- B. Public Employee Discipline/Dismissal/Release/Non Re-Employment
Government Code 54957
Number of cases: 1
- C. Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation Pursuant to Subdivision (d)(2) and
(e) of Government Code Section 54956.9
Number of cases: 1
- D. Conference with Legal Counsel – Existing Litigation
Government Code 54956.9(e)(3) or (d)(1)
Number of cases: 1
- E. Public Employee Performance Evaluation
Government Code Section 54957(b)(1)
Title: Chancellor

XI. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

XII. CONVENE CLOSED SESSION

XIII. RECONVENE PUBLIC MEETING

XIV. REPORT OF ACTION IN CLOSED SESSION

XV. ADJOURN

The next meeting of the Board: Strategy Session
May 23, 2024, at 4:00 p.m.
SBCCD Boardroom, 550 E. Hospitality Ln., Suite 200, San
Bernardino, CA

Supplemental Handouts (not part of the agenda)

- CHC Report to the Board
- EDCT Report to the Board
- KVCR Report to the Board
- SBVC Report to the Board



BOARD OF TRUSTEES

Meeting Minutes – March 14, 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
 Joseph Williams, Clerk
 Nathan Gonzales, Trustee
 Gloria Macías Harrison, Trustee
 Frank Reyes, Trustee
 Dyami Ruiz-Martinez, SBVC Student Trustee (advisory)

ADMINISTRATORS PRESENT

Diana Z. Rodriguez, Chancellor
 Jose Torres, Executive Vice Chancellor
 Kristina Hannon, VC Human Resources & Police Services
 Linda Fontanilla, SBVC Interim President
 Nohemy Ornelas, VC Educational & Student Support Services

MEMBERS ABSENT

Anne Viricel, Vice Chair
 John Longville, Trustee
 Michelle Ly, CHC Student Trustee (advisory)

ADMINISTRATORS ABSENT

Kevin Horan, CHC President
 Angel Rodriguez, Associate Vice Chancellor Government Relations & Strategic Communications

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Chair Houston called the meeting to order at 4:00 p.m.
 Trustee Harrison led the pledge of allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

III. SBCCD POLICIES & PROCEDURES PROCESS

Trustee Gonzales, Executive Vice Chancellor Torres, Vice Chancellor Hannon presented.

Board Polices

- Authorized by law or determined to be necessary for efficient operation
- Require BOT approval

Administrative Procedures (APs)

- Methods used to implement BPs
- Consistent with the intent of BPs
- Presented to the BOT for information

Fundamentals

- BPs and APs are governed by AP 2410
- They are reviewed in pairs to ensure the AP supports the direction of the BP.
- If related to academic and professional matters, BPs and APS are designated as “10+1,” allowing for appropriate Academic Senate review.
- BPs and APs are separated by Chapters with assigned Chapter Leads who are charged with facilitating general correctness and operational feasibility.

Board Policies & Procedures Ad-Hoc Committee (BPPAC)

Board approved June 8, 2023, the BPPAC consists of less than a quorum of trustees, is not subject to

Brown Act, and will meet at various times, based on availability and need. The group is charged with:

1. Prioritizing the annual review list, and
2. Reviewing BPs and APs from Chapters 1 and 2.

Policies & Procedures Advisory Committee (PPAC)

The PPAC is a collegial body that reports to the Chancellor’s Council and is charged with updating,

creating, developing, and systematically reviewing BPs & APs.

Chapter Leads

- Chapter Leads are assigned the task of reviewing BPs and APs.
- Chapter Leads are encouraged to collaborate with appropriate constituent groups.
- Chapter Leads will make recommendations based on correctness and operational feasibility.



The Process

Annual Review List Basics

- Initiated each academic year.
 - Discussed at the Policies & Procedures Advisory Committee.
 - Presented to the BOT.
 - Updated and maintained throughout the year.

Annual Review List Components

- Annual Review – 10% Review of SBCCD BP & Aps
- Legal Updates – Legal updates from the Community College League of California
- Other Requests – Initiated by Trustees, students, faculty, or staff

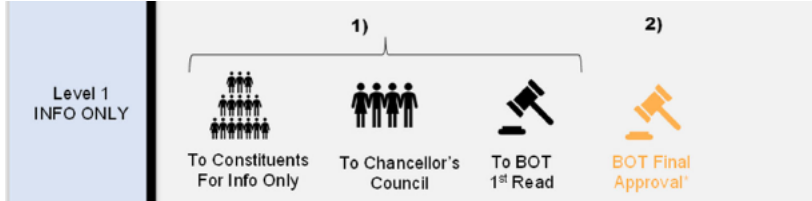
Chapter Leads are notified of BPs and Aps on the list and proceed to facilitate review and recommendations.

Chapter Lead Recommendations receive a review level ratings of 1, 2, or 3 and are placed on the PPAC agenda.

AP2410 Review & Approval

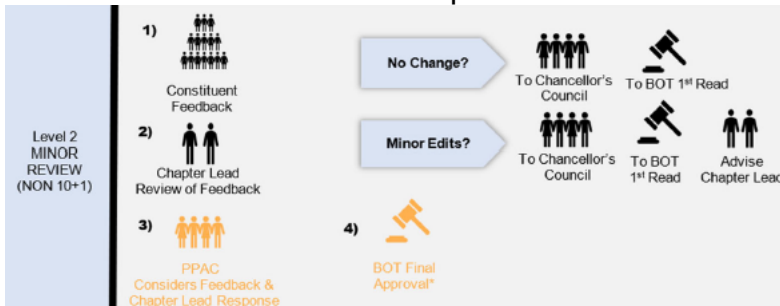
Level 1: Generally consists of Chapter Lead Recommendations for P&Ps which are:

- Reviewed with no changes,
- Reviewed with only minor clerical edits or legal reference changes, or
- Chapters 1 and 2 BOT P&Ps which are not designated 10+1.



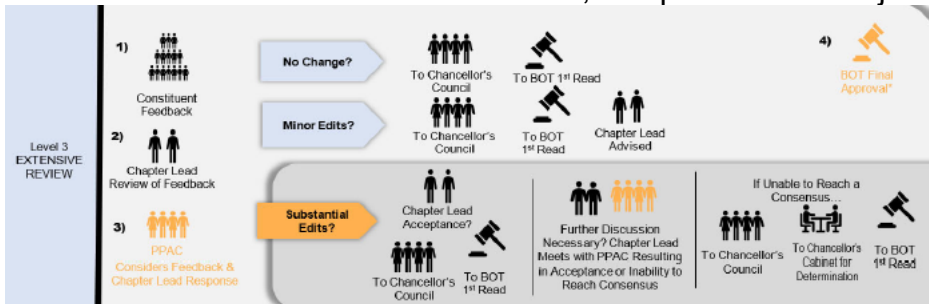
Level 2: Generally consists of Chapter Lead Recommendations on:

- Existing P&Ps which are simple and non-controversial.
- New P&Ps that are simple and non-controversial.



Level 3: Generally consists of Chapter Lead Recommendations on:

- Existing P&Ps with substantial changes and/or subject to 10+1.
- New P&Ps that are controversial, complex and/or subject to 10+1.



Subject to 10+1

Ensures the right of our Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.



10+1 | ACADEMIC & PROFESSIONAL

Relating to policy development and implementation matters for the following:

- 1) Curriculum, including establishing prerequisites and placing courses within disciplines;
- 2) Degree and certificate requirements;
- 3) Grading policies;
- 4) Educational program development;
- 5) Standards or policies regarding student preparation and success;
- 6) District and college governance structures, as related to faculty roles;



** Items that do not receive BOT approval should begin the cycle again under the Other Requests method.*

Discussion: Trustee Williams concerned with policies taking too long to get to board for approval in particular when there is a revision to a law. He recommended reprioritize the review of policies if needed. If a trustee requests a policy review, it should happen immediately. Trustee Harrison requested to fast-track when there is a change in law. Chair Houston reminded the trustees it is a shared responsibility, they have the power to approve policy at first read.

Trustee Williams requested a schematic for board derived policies, how do we set policy? What is the Board metrics to evaluate the effectiveness of the policy. If a request is made outside a public forum it would go to BPPAC.

It should be very clear to the decision maker how the decision is identified in the process. Clearly articulate how the board set policy.

Trustee Harrison suggested not to get in the weeds, but to include on the agenda any area in policy that a board member would like to include.

Final Directive: Develop a graphic that will clarify along with narrative. This will go to the BPPAC committee, then brought to the full board perhaps at another Strategy Session.

X. ADJOURNMENT

The next meeting of the Board: Board Business Meeting
April 11, 2024, at 4:00 PM
Crafton Hills College LCR 231

The chair adjourned the meeting at 5:42 p.m.

The Board of Trustees approved the March 28, 2024, minutes on April 11, 2024.

Joseph R. Williams, Clerk

Assistant

SBCCD Board of Trustees

Heather Ford, Senior Executive Administrative

SBCCD Office of the Chancellor



BOARD OF TRUSTEES

Meeting Minutes – April 11, 2024

Location: Crafton Hills College, 11711 San Canyon Rd. Yucaipa, CA

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

Meeting materials: www.sbccd.edu/govenda

MEMBERS PRESENT	ADMINISTRATORS PRESENT
Stephanie Houston, Chair Joseph Williams, Clerk (arrived at 4:29 p.m.) Nathan Gonzales, Trustee Gloria Macías Harrison, Trustee John Longville, Trustee Michelle Ly, CHC Student Trustee (advisory) Dyami Ruiz-Martinez, SBVC Student Trustee (advisory)	Jose Torres, Executive Vice Chancellor Kevin Horan, CHC President Linda Fontanilla, SBVC Interim President Nohemy Ornelas, VC Educational & Student Support Services
MEMBERS ABSENT	ADMINISTRATORS ABSENT
Anne Viricel, Vice Chair Frank Reyes, Trustee	Diana Z. Rodriguez, Chancellor Kristina Hannon, VC Human Resources & Police Services Angel Rodriguez, Associate Vice Chancellor Government Relations & Strategic Communications

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Chair Houston called the meeting to order at 4:00 p.m.

Trustee Harrison led the pledge of allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

None

III. CLARIFICATION

None

IV. APPROVAL OF MINUTES

A. 03-14-2024

Motion: to approve the 03-14-2024 minutes.

Moved by Trustee Harrison. Seconded by Trustee Gonzales.

Electronic vote: AYES: Gonzales, Harrison, Longville, Houston, Ruiz Martinez (advisory), Ly (advisory)

NOES: none

ABSTAIN: none

ABSENT: Reyes, Viricel, Williams

Motion passed

V. RECOGNITION/CELEBRATIONS

A. Applause Cards

The Board recognized applause recipients for extending extra effort to provide quality service and valued assistance.

B. Retirements

- Adams, Kathryn, Professor, Child Development, SBVC After 26 years of service with the District, Kathryn has submitted a letter of intent to retire, effective May 22, 2024. Kathryn began her employment with SBCCD as a Child Development Instructor at the Child Development Center, a position she held for the entirety of her professional career.

- Boatman, John, Lead Grounds Caretaker, CHC After 32 years of service with the District, John has submitted a letter of intent to retire, effective March 28, 2024. John began his employment with SBCCD as a Grounds Caretaker in the Maintenance Department. In 2020 John was promoted to Lead, Grounds Caretaker where he remained for the rest of his professional career.
- Loera, Manuel, Professor, Automotive, SBVC After 43 years of service with the District, Manuel has submitted a letter of intent to retire, effective June 1, 2024. Manuel began his employment with SBCCD as an Instructor, Automotive in the Applied Technology Department, a position he held for the entirety of his professional career.
- Simental, Yolanda, Associate Dean, Health Sciences After 14 years of service with the District, Yolanda has submitted a letter of intent to retire, effective June 1, 2024. Yolanda began her employment with SBCCD as a Nursing Instructor in the Nursing Department. In 2021 Yolanda was promoted to Associate Dean, Health Sciences, where she remained for the rest of her professional career.
- Treacy-Abarca, Blanca, Teacher's Assistant, SBVC After 21 years of service with the District, Blanca has submitted a letter of intent to retire, effective June 1, 2024. Blanca began her employment with SBCCD as a Child Development Assistant at the Child Development Center, a position she held for the entirety of her professional career.

The commitment and dedication of Truong has shown to the campus and all those she works with is unwavering. The District is truly grateful for the years of service and congratulates on your retirement.

VI. ACTION AGENDA

A. Board Policies for Final Approval

Motion: to approve the 2024 Early Retirement Incentive Plan

Moved by Trustee Harrison. Seconded by Trustee Gonzales.

Electronic vote: AYES: Gonzales, Harrison, Longville, Houston, Ruiz Martinez (advisory), Ly (advisory)

NOES: none

ABSTAIN: none

ABSENT: Reyes, Viricel, Williams

Motion passed

B. College and Career Access Pathways Partnership Agreement with Bear Valley Unified School District

Motion: to approve the 03-14-2024 minutes.

Moved by Trustee Gonzales. Seconded by Trustee Harrison.

Electronic vote: AYES: Gonzales, Harrison, Longville, Houston, Ruiz Martinez (advisory), Ly (advisory)

NOES: none

ABSTAIN: none

ABSENT: Reyes, Williams, Virice;

Motion passed

C. Endorse Nomination of 2024 Classified Employee of the Year Award

Motion: amended item adding the employee names to endorse the nomination of Damon Smith as the Classified Employee of the Year Award.

Moved by Trustee Longville. Seconded by Trustee Harrison.

Electronic vote: AYES: Gonzales, Harrison, Longville, Houston, Ruiz Martinez (advisory), Ly (advisory)

NOES: none

ABSTAIN: none

ABSENT: Reyes, Williams, Viricel

Motion passed

D. Tentative Agreement with the CTA

Motion: Tentative Agreement with the CTA

Moved by Trustee Gonzales. Seconded by Trustee Longville

Discussion: Tentative agreement and the CTA membership will vote on April 15, 2024. It is pending CTA membership vote. Negotiations begins next year.

Electronic vote: AYES: Gonzales, Harrison, Longville, Houston, Ruiz Martinez (advisory), Ly (advisory)

NOES: none

ABSTAIN: none

ABSENT: Reyes, Viricel, Williams

Motion passed

E. Student Trustee Privileges

Motion: to approve student trustee privileges.

Moved by Student Trustee Ruiz Martinez. Seconded by Student Trustee Ly.

Electronic vote: AYES: Gonzales, Harrison, Longville, Houston, Ruiz Martinez (advisory), Ly (advisory)

NOES: none

ABSTAIN: none

ABSENT: Reyes, Viricel, Williams

Motion passed

VII. CONSENT AGENDA

- A. Curriculum – CHC
- B. Curriculum - SBVC
- C. Human Resources
 1. Adjunct and Substitute Academic Employees
 2. Appointment of District Employees
 3. Appointment of District Employees – Rescind
 4. Classified Advancement for Academic Employees
 5. Employee Promotions
 6. Employee Transfer
 7. MOUs between SBCCD and CTA
 8. Non-Instructional Pay
 9. Payment of Stipends

10. Placement of Classified Employees on the 39-Month Reemployment List
11. Revise Rates of Pay for Short-Term Employees

D. Business & Fiscal Services

1. Alcoholic Beverages
2. Conference Requests
3. Contracts at or Above \$114,500
4. District and College Expenses
5. Regular Meeting Dates
6. Resolution #2024-04-11FS-01 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications
7. Resolution #2024-04-11-FS-02 Authorizing Temporary Interfund Borrowing
8. Revised Authorized Signature List for 2023-24
9. Surplus Property and Authorization for Private Sale or Disposal

E. Facilities

1. Award Bid #CC02-3621.00 CHC Crafton Hall Renovation Project
2. Award Bid #SM-01-2122-6C Package 1 SBVC Roof Replacement – ADSS Building Project
3. Award Bid #SM-01-2122-6C Package 2 SBVC Roof Replacement – ADSS Building Project
4. Master Services Agreements and Task Orders for Bond Construction

Trustee Gonzales pulled Consent Agenda Item D.1 Award Bid #CC02-3621.00 CHC Crafton Hall Renovation Project

Motion: to approve the consent agenda except item D.1 Award Bid #CC02-3621.00 CHC Crafton Hall Renovation Project

Moved by Trustee Harrison. Seconded by Trustee Gonzales.

Roll call vote: AYES: Gonzales, Harrison, Longville, Williams, Houston, Ruiz Martinez (advisory), Ly (advisory)
NOES: none
ABSTAIN: none
ABSENT: Reyes, Viricel

Motion passed

Motion: to approve the Consent Agenda Item D.1 Award Bid #CC02-3621.00 CHC Crafton Hall Renovation Project

Moved by Trustee Harrison. Seconded by Chair Houston.

Discussion: Trustee Gonzales does not favor the design over the original architecture.

Roll call vote: AYES: Harrison, Longville, Williams, Houston, Ly (advisory)
NOES: none
ABSTAIN: Gonzales, Ruiz Martinez (advisory)
ABSENT: none

Motion passed

VIII. REPORTS

Brief reports were provided orally. All written reports are uploaded and can be referenced at www.sbccd.edu/Govenda

- A. Board Committee & Activity Reports
 - 1. Board Finance Committee (BFC) - Trustee Gonzales provided a brief report.
 - 2. Board Legislative Committee (BLC) – No report.
 - 3. Board Policy & Procedures Ad-Hoc Committee (BPPAC) – Trustee Gonzales provided a brief report.
- B. Regional and State Reports
 - 1. Board of Governors (BOG) – Trustee Williams gave a brief report.
 - 2. Joint Powers Authority – Trustee Houston gave a brief report.
- C. Chancellor's Report -
 - 1. Goal 3 Status Report – Executive Vice Chancellor provided a brief report.
- D. Represented Groups
 - 1. Crafton Hills College Academic Senate –Meredyth McLaren provided a brief report and a written report was provided.
 - 2. Crafton Hills College Classified Senate – Karen Peterson provided a brief report.
 - 3. Crafton Hills College Associated Students – Hadi Natour provided a brief report and a written report was provided.
 - 4. San Bernardino Valley College Academic Senate – Davena Burns Peters provided a brief report.
 - 5. San Bernardino Valley College Classified Senate – No report.
 - 6. San Bernardino Valley College Associated Students – Nelva Ruiz Martinez, Byron Staffard, Ricardo, Gina provided a brief report.
 - 7. CSEA – No report.
 - 8. CTA – No report.
 - 9. Police Officers Association - No report.
- E. Staff Reports
 - 1. San Bernardino Valley College President – Interim President Fontanilla provided a brief report.
 - 2. Crafton Hills College President – President Horan provided a report.
 - 3. Executive Vice Chancellor – Executive Vice Chancellor Torres have a brief report.
 - 4. Vice Chancellor of Human Resources & Police Services – No report.
 - 5. Vice Chancellor of Educational & Student Support Services – No report.

IX. INFORMATION ITEMS

- A. Board Master Action Planning Calendar
- B. Board Policies for First Reading
- C. Budget Revenue & Expenditure Summary
- D. Contracts Below \$114,500
- E. Construction Change Orders and Amendments – Bond Program
- F. Districtwide Grant Submission Update
- G. General Fund Cash Flow Analysis
- H. MOUs between SBCCD and the CSEA
- I. Professional Expert Short-Term and Substitute Employees
- J. Purchase Order Report
- K. Volunteers

X. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- A. Conference with Labor Negotiators
Government Code 54957.6
Agency Representatives: Diana Rodriguez and Kristina Hannon

Non-Represented Groups: CSEA, CTA, POA,
Management/Supervisors, and Confidential Employees

- B. Public Employee Discipline/Dismissal/Release/Non Re-Employment
Government Code 54957
Number of cases: 1
- C. Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation Pursuant to Subdivision (d)(2) and
(e) of Government Code Section 54956.9
Number of cases: 1
- D. Conference with Legal Counsel – Existing Litigation
Government Code 54956.9(e)(3) or (d)(1)
Number of cases: 1
- E. Public Employee Performance Evaluation
Government Code Section 54957(b)(1)
Title: Chancellor

XI. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None

XII. CONVENE CLOSED SESSION

The Board convened to closed session at 5:00 p.m.

XIII. RECONVENE PUBLIC MEETING

Chair Houston reconvened the public meeting at 5:29 p.m.

XIV. REPORT OF ACTION IN CLOSED SESSION

XV. ADJOURNMENT

The next meeting of the Board: Strategy Session

April 25, 2024, at 4:00 PM

SBCCD Boardroom, 550 E. Hospitality Ln., Suite 200, San Bernardino, CA

The chair adjourned the meeting at 5:29 p.m.

The Board of Trustees approved the April 11, 2024, minutes on May 9, 2024.

Joseph R. Williams, Clerk
SBCCD Board of Trustees

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor
Kristina Hannon, Vice Chancellor, Human Resources & Police Services
Dr. Nohemy Ornelas, Vice Chancellor, Educational & Student Support Services

DATE: May 9, 2024

SUBJECT: Caring Hands Applause Cards

RECOMMENDATION

This item is for information only.

OVERVIEW

The attached individuals have received special recognition for extending extra effort in providing quality service and valued assistance.

ANALYSIS

The Caring Hands Applause Card was developed so that employees, students, visitors, and vendors have an opportunity to recognize members of the SBCCD team who provide outstanding quality and service.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
1. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
2. Be a Leader and Partner in Addressing Regional Issues
3. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this Board item.





Caring Hands Applause Cards

Presented for Information May 9, 2024

Carrie Audet

Crafton Hills College
Foundation

"Many thanks to Carrie for her amazing work in the George Takei Book Talk!"

Recognized by:
Chloe de los Reyes

Amr Bahjri

Crafton Hills College
Tutoring center

"Extremely helpful, patient, and funny teaching me chemistry."

Recognized by:
Anonymous Student

Vicky Barra

Crafton Hills College
Student Services

"Vicky is always quick to help and support our department. Thank you for helping with purchase order revisions!"

Recognized by:
Krista Ornelas-Mora

Willie Blackmon

Crafton Hills College
Dean, Student Services & Student
Development

"Dr. Blackmon is an incredibly supportive colleague! He is always ready to offer help when needed. We appreciate you very much!"

Recognized by:
Chloe de los Reyes

Lauren Bond

Crafton Hills College
English

"Thank you for your support of the ESL Non Credit/Multilingual Program"

Recognized by:
Chloe de los Reyes

Maria Davila

Crafton Hills College
CHC SAS

"Always nice, helpful and very courteous!!"

Recognized by:
Cynthia Lee ThomasVanevenhoven



Caring Hands Applause Cards

Presented for Information May 9, 2024

Javier Davila

Crafton Hills College
Grounds

"Thank you for helping us out with the Tram. You rock!"

Recognized by:
SAS Department

Maria Davila

Crafton Hills College
SAS

"Maria helped me to apply to SAS and was very kind."

Recognized by:
Anonymous Student

Jonathan Dugan

Crafton Hills College
Mathmatics

"Professor Dugan is an amazing professor I've had the opportunity to work with. He teaches based on student needs, changing his methods daily if need be. He goes the extra mile in doing so. Must promote and increase pay for the retention of such a scholar."

Recognized by:
Socrates Sakellar

Vanesse Hiten

Crafton Hills College
History

"Professor Hiten is an amazing instructor who helps her students become more informed and knowledgeable about History. She helped me develop a passion for History and I have learned a lot from her. She also gets the students involved with interactive in-cl"

Recognized by:
Ariel Allen

Krista Ivy

Crafton Hills College
Library

"Thank you so much for supporting our classes and for all the cool things that you do in the library, especially with the Zines!"

Recognized by:
Chloe de los Reyes

Natalie Lopez

Crafton Hills College
Library

"Thank you so much for supporting our classes and for all the cool things that you do in the library!"

Recognized by:
Chloe de los Reyes



Caring Hands Applause Cards

Presented for Information May 9, 2024

Karen McCartney

Crafton Hills College
Biology

“Karen, I really appreciate you for helping out in the lab. You’ve been a life saver on many occasions! Just wanted to say “THANK YOU!”.”

Recognized by:
Sam Truong

Celine Meador

Crafton Hills College
Foundation

“Many thanks to Celine Meador for her amazing work in the George Takei Book Talk!”

Recognized by:
Chloe de los Reyes

Vonda O’ Shaughnessy

Crafton Hills College
Disability Services

“She gives me advice when I need help on my journey through my education and always make me feel more secure and safe when I’m down, if anyone deserves an award it’s Vonda.”

Recognized by:
Devin Sheehan

Dr. Chris Olivera

Crafton Hills College
Kinesiology Interim Chair

“Dr. Olivera has been an incredible lead that makes Crafton an amazing place to work. He is gracious, kind, respectful, and patient. He truly deserves more recognition for what he has done. I appreciate you Dr. Olivera!”

Recognized by:
Michelle Hilario

Josh Orosco

Crafton Hills College
Custodial

“Thank you for always making time to help transport things for our department, especially those A-frames around campus for a week. We appreciate all you do.”

Recognized by:
Krista Ornelas-Mora

Ericka Paddock

Crafton Hills College
Associate Dean, Student Service

“Dr. Paddock is one of the hardest working person at CHC! We appreciate everything that you do!”

Recognized by:
Chloe de los Reyes



Caring Hands Applause Cards

Presented for Information May 9, 2024

Christina Perez

Crafton Hills College
Foundation

"Many thanks to Christina for her amazing work in the George Takei Book Talk!"

Recognized by:
Chloe de los Reyes

Diane Pfahler

Crafton Hills College
Psychology

"Professor Pfahler is the most amazing professor I've had the opportunity to work with. She teaches based on student needs, changing her methods daily if need be. She's a beacon of light to all students who walk through her door. Must promote and increase"

Recognized by:
Socrates Sakellar

Vannesa Ramirez

Crafton Hills College
Student Accessibility Services

"For handling challenging situations with ease and always looking at the positive in the face of difficult situations."

Recognized by:
CHC SAS Staff

Ali Raventos

Crafton Hills College
Admissions & Records

"Excellent Customer Service. Very serene calming voice too from all the hustle and bustle. She assisted me with my residency issues and even when I had some problems understanding, she helped clarify what i was missing. I'm thankful for her being there at"

Recognized by:
Cerina Williams

Ali Raventos

Crafton Hills College
Admissions

"Registration of summer classes"

Recognized by:
Carmina Ugucioni

Ali Raventos

Crafton Hills College
Admissions and Records

"Super nice!"

Recognized by:
Jacob Marchant



Caring Hands Applause Cards

Presented for Information May 9, 2024

Michelle Riggs

Crafton Hills College
Foundation

"Many thanks to Michelle for her amazing work in the George Takei Book Talk!"

Recognized by:
Chloe de los Reyes

Raquel Rivera

Crafton Hills College
Custodial

"Always keeps everything perfectly spotless and tidy! So cheerful and immensely helpful, she always has a smile. She has been consistently a pleasure to work with!"

Recognized by:
Suzanne Delahanty

Isaac Santibanez

Crafton Hills College
Maintenance/

"Isaac has gone above and beyond his scope of duty to assist my needs this year. He has gone above and beyond to make sure I am able to get into my room(s) without issue, I he has been an amazing support system. Thank you, Isaac!"

Recognized by:
Michelle Hilario

Frances Southerland-Amsden

Crafton Hills College
SAS Department

"We sincerely appreciate the hard work and commitment you give each of our students and staff."

Recognized by:
SAS Department

Leslie Swindell

Crafton Hills College
Institutional Advancement

"Thank you for helping with last-minute marketing requests! Leslie is always quick to reply and support our department."

Recognized by:
Krista Ornelas-Mora

Kay Weiss

Crafton Hills College
Dean, Language, Arts, and Instructional
Support

"Thank you so much for your amazing work in the George Takei Book Talk!"

Recognized by:
Chloe de los Reyes



Caring Hands Applause Cards

Presented for Information May 9, 2024

Ruby Zuniga

Crafton Hills College
OIERP

"Thank you for your exceptional work in creating the ESLN self-guided placement in Qualtrics, along with the accompanying QR code document. Your support is sincerely appreciated."

Recognized by:
Diana Vaichis

Karla Bonnet

District Support Operations
Human Resources

"Karla was tasked with a new, last minute, mandatory project that involved a lot of work. She responded promptly and completed the work days before the deadline."

Recognized by:
Christie Gabriel-Millette

Cody Clements

District Support Operations
Print Shop

"Thank you for accommodating all my order requests."

Recognized by:
Alexa

Noemi Elizalde

District Support Operations
Accounting

"Thank you for all of your help and support. You also provide prompt responses and explain things thoroughly. Your help is greatly appreciated."

Recognized by:
Erika Menge

Abe Fulgham

District Support Operations
EDCT

"Abe, thank you for all your help with unloading the shipment for the career closet and with the forklifts. I appreciate all your help."

Recognized by:
Roxane Joyce

Nicholas Judson

District Support Operations
Print Shop

"Thank you for accommodating all my order requests."

Recognized by:
Alexa



Caring Hands Applause Cards

Presented for Information May 9, 2024

Anna Mendez

District Support Operations
Printing Services

“Anna is always so helpful and quick to support last-minute printing requests. Thank you!”

Recognized by:
Krista Ornelas-Mora

Anna Mendez

District Support Operations
Print Shop

“Thank you for accommodating all my order requests.”

Recognized by:
Alexa

Avi Nair

District Support Operations
EDCT

“Avi, thank you for all your help with the forklift's. I appreciate you. Youâ€™re the Best!”

Recognized by:
Roxane Joyce

Carmen Sanchez

District Support Operations
Printing Services

“Thank you for your patience and for helping with our last-minute print revisions. You're always so helpful!”

Recognized by:
Krista Ornelas-Mora

Carmen Sanchez

District Support Operations
Print Shop

“Thank you for accommodating all my order requests.”

Recognized by:
Alexa

Pablo Treto

District Support Operations
EDCT

“Pablo, Thank you for, your consistent support. I truly appreciate your help with creating flyers, certificates, and program support.”

Recognized by:
Roxane Joyce



Caring Hands Applause Cards

Presented for Information May 9, 2024

Juan Zavala

District Support Operations
TESS

"Thank you for helping me and getting my email working!!"

Recognized by:
Carmen Sanchez

Veada Benjamin

San Bernardino Valley College
Admissions & Records

"Veada, you are a superstar! Thank you for your awesome support when it comes to Priority Registration for our foster youth students. We are blessed to have an ally like you on campus!"

Recognized by:
Cynthia Bernal

Alejandra Campos

San Bernardino Valley College
Applied Technology

"Thank you for your willingness to help on Senior Day."

Recognized by:
Alexa

Nicole Gutierrez

San Bernardino Valley College
Applied Technology

"Thank you for your willingness to help on Senior Day."

Recognized by:
Alexa

Kristina Heilgeist

San Bernardino Valley College
Admissions

"She helped me fix a mistake with my registration date and was quick and efficient."

Recognized by:
Ariel Allen

Richard Jaramillo

San Bernardino Valley College
Applied Technology

"Thank you for your willingness to help on Senior Day."

Recognized by:
Alexa



Caring Hands Applause Cards

Presented for Information May 9, 2024

Kathryn Jaramillo

San Bernardino Valley College
Admissions & Records

"I want to thank Kathryn for helping one of our foster youth students with getting Priority Registration and working through the bumps with us! She is awesome!! Working with our foster youth can sometimes have time-sensitive needs, and Kathryn truly went a"

Recognized by:
Cynthia Bernal

Sonny Loera

San Bernardino Valley College
Applied Technology

"Thank you for your willingness to help on Senior Day."

Recognized by:
Alexa

Dr. Craig Luke

San Bernardino Valley College
Counseling

"Dr. Luke helped me get my Ed plan together."

Recognized by:
Student, Valley Bound

Dr. Craig Luke

San Bernardino Valley College
Counselor

"SAP appeal assistance"

Recognized by:
Latrise James

Dr. Craig Luke

San Bernardino Valley College
Valley Bound

"Good."

Recognized by:
Juan Daniel Gomez Cortes

Marie Maghuyop

San Bernardino Valley College
Student Specialist, Office of Student Life

"Great job leading the API Heritage Month planning committee!"

Recognized by:
Chloe de los Reyes



Caring Hands Applause Cards

Presented for Information May 9, 2024

John Massie

San Bernardino Valley College
Applied Technology

"Thank you for your willingness to help on Senior Day."

Recognized by:
Alexa

Teresa Orozco

San Bernardino Valley College
Spanish languages

"Professor Orozco is one of the best professors I've had the opportunity to work with. She teaches based on student needs, changing her methods daily if need be. She goes the extra mile in doing so. Must promote and increase pay for the retention of such a"

Recognized by:
Socrates Sakellar

Karol Pasillas

San Bernardino Valley College
Administrative Services

"Karol responds very promptly to requests for assistance. She possesses a solid understanding of Questica and is always willing to share her knowledge. She is courteous and professional in her communications."

Recognized by:
Marty Milligan

Edgar Pelayo

San Bernardino Valley College
Applied Technology

"Thank you for your willingness to help on Senior Day."

Recognized by:
Alexa

Larry Rice

San Bernardino Valley College
Applied Technology

"Thank you for your willingness to help on Senior Day."

Recognized by:
Alexa

Galdino Sandoval de Rosas

San Bernardino Valley College
Applied Technology

"Thank you for your willingness to help on Senior Day."

Recognized by:
Alexa



Caring Hands Applause Cards

Presented for Information May 9, 2024

Tahirah Simpson

San Bernardino Valley College
Counseling

"I was having a problem registering for a summer class and Tahirah Simpson went above and beyond to help me register. Tahirah was so encouraging and helpful. It is clear that she loves helping others and I truly appreciate her kindness. I was able to regis"

Recognized by:
Nancy Brambila

Emily Suarez

San Bernardino Valley College
Applied Technology

"Thank you for your willingness to help on Senior Day."

Recognized by:
Alexa

Samuel Valle

San Bernardino Valley College
Applied Technology

"Thank you for your willingness to help on Senior Day."

Recognized by:
Alexa

Mark Williams

San Bernardino Valley College
Applied Technology

"Thank you for your willingness to help on Senior Day."

Recognized by:
Alexa

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Heather M. Ford, Sr. Executive Administrative Assistant

DATE: May 9, 2024

SUBJECT: Recognition of Outgoing Student Trustees

RECOMMENDATION

This item is for information only.

OVERVIEW

The San Bernardino Community College District (SBCCD) appreciates the dedication and contributions of the Student Trustees representing Crafton Hills College and San Bernardino Valley College students on the SBCCD Board of Trustees.

ANALYSIS

Student trustees provide a direct line of communication between the Board of Trustees and the students on each campus as well as providing a teaching opportunity for those students interested in developing their leadership skills and their understanding of the complex work involved in public and education policy.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.



SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services

DATE: May 9, 2024

SUBJECT: Retirement Recognition

RECOMMENDATION

This item is for information only.

OVERVIEW

The Board would like to recognize and celebrate the following staff on their retirement from San Bernardino Community College District.

Chavira, Rejoice, Counselor

After 25 years of service with the District, Rejoice has submitted a letter of intent to retire, effective December 31, 2024. Rejoice began her employment with SBCCD as a Coordinator, EOPS at CHC and finalized her career as a Counselor.

Evans-Perry, Virginia, Librarian

After 22.5 years of service with the District, Virginia has submitted a letter of intent to retire, effective June 14, 2024. Virginia began her employment with SBCCD as a Librarian, a position she held for the entirety of her professional career.

Ferri-Milligan, Paula, Professor, English

After 42.5 years of service with the District, Paula has submitted a letter of intent to retire, effective December 31, 2024. Paula began her employment with SBCCD as a Faculty Development Specialist, later advancing to become an English, Professor, a position she held for the remainder of her professional career.

Gallagher, Debra, Executive Administrative Assistant President's Office

After 22 years of service with the District, Debra has submitted a letter of intent to retire, effective August 30, 2024. Debra began her employment with SBCCD as a Clerical Assistant, later advancing to the Executive Administrative Assistant, President's Office, a position she held for the remainder of her professional career.

Gimple, Tina, Administrative Coordinator

After 30 years of service with the District, Tina has submitted a letter of intent to retire, effective June 30, 2024. Tina began her employment with SBCCD as a Job Placement Specialist at



CHC, then moved on to become an Administrative Coordinator in the Administrative Services Department where she remained for the rest of her professional career.

Gonzalez, Moises, Custodian

After 21 years of service with the District, Moises has submitted a letter of intent to retire, effective June 28, 2024. Moises began his employment with SBCCD within the Custodial Department, where he remained for the entirety of his professional career.

Goodrich, Kelly, Senior Executive Administrative Assistant

After 15 years of service with the District, Kelly has submitted a letter of intent to retire, effective December 30, 2024. Kelly began her employment with SBCCD as an Administrative Assistant I in the Facilities Department and was a Senior Executive Administrative Assistant in the Fiscal Services Department at the time of her retirement.

Greyraven, Cynthia, Professor, Biology

After 32 years of service with the District, Cynthia has submitted a letter of intent to retire, effective May 31, 2024. Cynthia began her employment with SBCCD as a Biology Instructor at SBVC and later transferred over to CHC where she remained for the rest of her professional career.

Hastings, Ronald, Director, Library & Learning Support Services

After 10.5 years of service with the District, Ronald has submitted a letter of intent to retire, effective December 31, 2024. Ronald began his employment with SBCCD as the Director, Library & Learning Support Services, a position he held for the entirety of his professional career.

Hernandez, Anita, Job Developer

After 12 years of classified contract service with the District, Anita has submitted a letter of intent to retire, effective December 31, 2024. Anita began her employment with SBCCD as a Job Developer, a position she held for the entirety of her professional career.

Holoman, Yolanda, Child Development Assistant

After 21 years of service with the District, Yolanda has submitted a letter of intent to retire, effective June 28, 2024. Yolanda began her employment with SBCCD as a Child Development Assistant at the Child Development Center, a position she held for the entirety of her professional career.

Hunter, Diane, Professor, English

After 26 years of service with the District, Diane has submitted a letter of intent to retire, effective June 30, 2024. Diane began her employment with SBCCD as an English Professor, a position she held for the entirety of her professional career.

Im, Sophin, Admissions & Records Evaluator

After 22 years of service with the District, Sophin has submitted a letter of intent to retire, effective June 30, 2024. Sophin began his employment with SBCCD as an Admissions & Records Clerk, later advancing to become an Admissions & Records Evaluator, a position he held for the remainder of his professional career.

Jackson, Alvin Chief of Police

After 6.5 years of service with the District, Chief Jackson has submitted a letter of intent to retire, effective June 30, 2024. Chief Jackson began his employment with SBCCD as the Chief of Police at the Police Department, a position he held for the entirety of his professional career.



Jenkins, Robert, Director, Facilities Maintenance & Operations

After 9 years of service with the District, Robert has submitted a letter of intent to retire, effective June 30, 2024. Robert began his employment with SBCCD as the Director, Facilities, Maintenance and Operations, a position he held for the entirety of his professional career.

Johle, Christina, Child Development Teacher

After 23 years of service with the District, Christina has submitted a letter of intent to retire, effective July 12, 2024. Christina began her employment with SBCCD as a Child Development Specialist at CHC, then became a Child Development Teacher where she remained for the rest of her professional career.

Mendez, Anna, Printing & Graphic Services Supervisor

After 7 years of service with the District, Anna has submitted a letter of intent to retire, effective October 2, 2024. Anna began her employment with SBCCD as the Printing & Graphic Services Supervisor at the Graphic and Printing Services Department, a position she held for the entirety of her professional career.

Molina, Linda, Admissions & Records Evaluator

After 44 years of service with the District, Linda has submitted a letter of intent to retire, effective August 30, 2024. Linda began her employment with SBCCD as an Admissions & Records Clerk, later advancing to become an Admissions & Records Evaluator, a position she held for the remainder of her professional career.

Moreno, Dolores, Professor, English

After 33 years of service with the District, Dolores has submitted a letter of intent to retire, effective June 30, 2024. Dolores began her employment with SBCCD as an English, Professor a position she held for the entirety of her professional career.

Nichols, Barbara, Project Analyst

After 26 years of service with the District, Barbara has submitted a letter of intent to retire, effective June 30, 2024. Barbara began her employment with SBCCD as an Administrative Secretary, later becoming a Project Analyst, the position she held for the remainder of her professional career.

Obra, Violeta, Professor, Nursing

After 24 years of service with the District, Violeta has submitted a letter of intent to retire, effective June 30, 2024. Violeta began her employment with SBCCD as a Nursing Professor, a position she held for the entirety of her professional career.

Rodriguez, Cruz, Bonnie, Administrative Assistant II

After 29.5 years of service with the District, Bonnie has submitted a letter of intent to retire, effective December 30, 2024. Bonnie began her employment with SBCCD as a Child Development Specialist at the Child Development Center, later advancing to an Administrative Assistant II, a position she held for the remainder of her professional career.

Sandy, Hannah, Coordinator, Health Services

After 13 years of service with the District, Hannah has submitted a letter of intent to retire, effective June 30, 2024. Hannah began her employment with SBCCD as a Coordinator, Health Services at CHC where she remained for the entirety of her professional career.



Sanford, Renee, Laboratory Technician II- Microbiology

After 15 years of service with the District, Renee has submitted a letter of intent to retire, effective August 1, 2024. Renee began her employment with SBCCD as a Laboratory Technician, Science at CHC, finalizing her career as a Laboratory Technician II within the Biology department.

Smith, David, Professor, Mathematics

After 15 years of service with the District, David has submitted a letter of intent to retire, effective June 28, 2024. David began his employment with SBCCD as a Mathematics Professor, a position he held for the entirety of his professional career.

Sternard, Evan, Counselor

After 17 years of service with the District, Evan has submitted a letter of intent to retire, effective June 30, 2024. Evan began his employment with SBCCD as a Counselor where he remained for the entirety of his professional career.

Strong, Lawrence, Director of Fiscal Services

After 10 years of service with the District, Lawrence has submitted a letter of intent to retire, effective June 24, 2025. Lawrence began his employment with SBCCD as a Director of Internal Audits in the Fiscal Services Department and was a Director of Fiscal Services in the Fiscal Services Department at the time of his retirement.

Torres, Frances, Child Development Teacher

After 39 years of service with the District, Frances has submitted a letter of intent to retire, effective June 29, 2024. Frances began her employment with SBCCD as an Assistant Teacher at the Child Development Center, later becoming a Teacher, the position she held for the remainder of her professional career.

Valderrama, John, Maintenance Technician

After 5 years of service with the District, John has submitted a letter of intent to retire, effective June 28, 2024. John began his employment with SBCCD as a Maintenance Technician, a position he held for the entirety of his professional career.

Wall, Patricia, Reference Librarian

After 39 years of service with the District, Patricia has submitted a letter of intent to retire, effective June 28, 2024. Patricia began her employment with SBCCD as a Division Secretary in the Library, later becoming a Librarian, the position she held for the remainder of her professional career.

Walter, DyAnn, Systems Analyst

After 51 years of service with the District, DyAnn has submitted a letter of intent to retire, effective June 30, 2024. DyAnn began her employment with SBCCD as a Data Control Clerk at the District Data Center Department and was a Systems Analyst at the TESS Department at the time of her retirement.

Weber, Peggy, Job Developer

After 10 years of service with the District, Peggy has submitted a letter of intent to retire, effective June 30, 2024. Peggy began her employment with SBCCD as a Student Services Technician, later advancing to become a Job Developer, a position she held for the remainder of her professional career.



Weiss, Kathryn, Division Dean

After 34 years of service with the District, Kathryn has submitted a letter of intent to retire, effective June 30, 2024. Kathryn began her employment with SBCCD as an Instructor, Reading at SBVC, moved on to become the Dean, Humanities at SBVC, and later transferred over to CHC where she remained for the rest of her professional career as Division Dean.

Williams, Mark, Professor, Automotive

After 39 years of service with the District, Mark has submitted a letter of intent to retire, effective June 30, 2025. Mark began his employment with SBCCD as an Automotive Professor, a position he held for the entirety of his professional career.

Wisegarver, Lillian, Marketing & Communications Coordinator

After 25 years of service with the District, Lillian has submitted a letter of intent to retire, effective June 30, 2024. Lillian began her employment with SBCCD as the Marketing & Communications Coordinator at the KVCR Department, a position she held for the entirety of her professional career.

The commitment and dedication these individuals have shown to student success is unwavering. The District is truly grateful for their years of service and congratulates them on their retirement.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor and
Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services

DATE: May 9, 2024

SUBJECT: Consideration of Board Policies for Final Approval

RECOMMENDATION

It is recommended that the Board of Trustees approve the Board Policies for second reading and final approval. Administrative Procedures are submitted for information and review for consistency with Board policies.

OVERVIEW

AP 2410 | <https://sbccd.edu/ap2410>

Pursuant to Board Policy 2410, policies of the Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative Procedures are issued by the Chancellor as statements of method to be used in implementing Board Policy. Such Administrative Procedures shall be consistent with the intent of Board Policy and may be revised as deemed necessary by the Chancellor through regular consultation processes and/or as required by revisions to laws and regulations. Administrative Procedures are forwarded to the Board of Trustees, which reserves the right to direct revisions of the Administrative Procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

ANALYSIS

The Board received the following items for first reading on April 11, 2024. The changes include requirements of the Education Code, current laws, and those determined to be necessary for the efficient operation of the District.



Policies & Procedures Presented for First Reading
2410 Board Policies and Administrative Procedures
3420 Equal Employment Opportunity
5050 Student Success and Support Program
7230 Classified Employees

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Approval of Board Policies ensures SBCCD operates in an equitable and efficient manner that is compliant with applicable legal requirements. Direct financial implications vary for each Board Policy/Administrative Procedure.

Board Policy

2410 Board Policies and Administrative Procedures



San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024

Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	J Torres	BP & AP exist

Reason(s) for Review/Changes

> **Legal Update 40:** The Service updated this policy to clarify that in unusual circumstances the governing board may adopt changes at the same meeting at which they are introduced. (2022-23 carryover)

Anticipated AP2410 Review & Approval Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

- 09/06/2023 BPPAC Approval
- 09/18/2023 PPAC Approves Review Level
- 09/20/2023 Level 3 First Anticipated AS Review
- 10/09/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 10/18/2023 Level 3 Second Anticipated AS Review
- 11/13/2023 PPAC Reviews Second AS Feedback
- 12/05/2023 BPPAC Approval of Chapter Lead Response to AS Input
- 12/11/2023 PPAC Reviews Feedback to AS Input
- 12/05/2023 BPPAC Approval

- 12/11/2023 PPAC Approves Review Level
- 02/07/2024 Level 3 First Anticipated AS Review
- 02/26/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback

There was a vote of No Support for the changes with the following feedback. The update is identified as being due to Legal Update 40 and the faculty were unable to locate the legal advisement or wording that supports the changes. They were asking if this is coming from Ed Code, from CCL, or some other location. Given the legal update, does it require the addition of the words “normally” and “in unusual circumstances” or is this language optional? If there is required language, is there other wording that would indicate more specifically circumstances that qualify as emergent or unusual, or a way to incorporate notification to the constituent groups of an upcoming change. The overall concern of the body is that the words “normally” and “in unusual circumstances” provide an avenue for many things to fall into that category and procedures being changed without following the normal processes outlined in the policy. If the language is not required, our Senate asked to strike it. Either way, they voted No Support as it stands.

- 03/06/2024 Level 3 Second Anticipated AS Review
- 03/11/2024 PPAC Reviews Second AS Feedback

SBVC Academic Senate reported that it could not vote this recommendation through unless the following sentence was removed from the BP: “Policies of the Board may be adopted, revised, added to or amended at any regular Board meeting by a majority vote per the AP 2410 approved process.” Furthermore, they are still having an issue with the language “urgent circumstances.” Jose advised that the Board is required to approve Board Policies, including revising, adding, or amending them. He shared the process that any changes that would be made are always brought back to PPAC.

- 04/11/2024 BOT First Reading
- 05/09/2024 BOT Final Approval

Begin Recommendation

Board Policy | 2410 Board Policies and Administrative Procedures - Chapter Lead Response

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Board Policy

2410 Board Policies and Administrative Procedures -

San Bernardino Community College District | P&P Chapter Lead Recommendation |
4/16/2024

Policies of the Board may be adopted, revised, added to or amended at any regular Board meeting by a majority vote per the AP 2410 approved process. Proposed changes or additions shall normally be introduced not less than one regular meeting prior to the meeting at which action is recommended. In unusual urgent circumstances, the Board may change, amend, or add to Board Policies at the same meeting at which they are introduced. However, such exceptions to the first read/final approval two-month process will not circumvent or replace the AP 2410 Level Review process. In urgent circumstances, Policies of the Board may be adopted at the same Board meeting at which they are introduced. However, such exceptions to the first read/final approval two-month process will not circumvent or replace the AP 2410 Level Review process.

The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative procedures are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor through regular consultation processes and/or as required by revisions to laws and regulations. Administrative procedures are forwarded to the Board of Trustees. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Board policies and administrative procedures are to be reviewed as per the schedule specified in AP 2410.
Board policies and administrative procedures shall be readily available on the District's website.

Reference:

Education Code Section 70902;

ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5 (formerly IV.B.1.b & e)

End Recommendation

Board Policy | 2410 Board Policies and Administrative Procedures - Chapter Lead Response

Administrative Procedure

2410 Board Policies and Administrative Procedures -



San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024

Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	J Torres	BP & AP exist

Reason(s) for Review/Changes

> No Change; FYI Only

Begin Recommendation

Administrative Procedure | 2410 Board Policies and Administrative Procedures - Chapter Lead Response

The Policies and Procedures Advisory Committee (PPAC) to the Chancellor’s Council is charged with updating, creating, developing, and systematically reviewing Board Policies (BP)/ Administrative Procedures (AP), also known as Policies and Procedures (P&P). This task is accomplished through a cyclical schedule which begins each academic year. The process is intended to:

- Efficiently allow for regular evaluation of policies and procedures.
- Provide faculty, staff, and students an opportunity to express opinions, and give those opinions every reasonable consideration.
- Ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

I. STARTING POINT

- Policies & Procedures are incorporated into the *Review Schedule* in one of three ways: *Annual Review*, *Legal Updates*, or *Other Requests*.
- Policies & Procedures are reviewed in pairs, when applicable, to ensure the AP supports the direction outlined in the BP.
- BPs require Board approval. APs are submitted to the Board for informational purposes; however, the Board may direct revisions of any APs judged to be inconsistent with BPs.
- The Chancellor’s designee facilitates this process.

A. Annual Review

The Board will receive a list annually and prioritize the policies that need to be reviewed. Prior to the start of each academic year, the Chancellor’s designee will take the necessary steps to initiate review of 10% of SBCCD’s P&Ps, including:

1. Identify appropriate P&Ps for review.
2. Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.
3. Notify Chapter Leads responsible for review.
4. Develop a timeline.
5. Present a *Review Schedule* to PPAC in September.
6. Maintain and publish the *Review Schedule* on PPAC webpage throughout the year.

B. Legal Updates

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San Bernardino Community College District | P&P Chapter Lead Recommendation |
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SBCCD keeps current with changes in law or accreditation standards through a subscription to the Community College League of California. This service issues periodic legal updates which promote regulatory compliance and familiarity with industry best practices. Legal updates do not need Board review prior to going through the process.

Upon receipt of a Legal Update, the Chancellor's designee will take the necessary steps to initiate review of affected P&Ps, including:

1. Add P&Ps to the Review Schedule.
2. Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.
3. Notify Chapter Leads responsible for review.

C. Other Requests

Other requests for P&P review may be Chapter Lead-initiated, or come from a trustee, a staff member, or a student. All such requests should be submitted to the Chancellor's designee who will take the necessary steps to initiate review, including:

1. Add P&Ps to the Review Schedule.
2. Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.
3. Notify Chapter Leads responsible for review.

II. CHAPTER LEAD REVIEW & RECOMMENDATION

Chapter Leads are the responsible "owners" of SBCCD P&Ps. These individuals are charged with reviewing and making recommendations based on general correctness and operational feasibility, including alignment with current practices, legal considerations, mandates, etc. SBCCD Chapter Leads are listed in the Definitions section of AP 2410.

- Chapter Leads receive requests to review P&Ps, and/or suggestions to revise P&Ps, from the Chancellor's designee.
- Chapter Leads are encouraged to collaborate with appropriate constituent groups before making a recommendation to PPAC. ALL P&Ps designated 10+1 will use Academic Senate as the primary recommending body.
- Chapter Leads return a recommendation to the Chancellor's designee based on the outcome of the review (i.e., reviewed with no change, reviewed with minor revisions, reviewed with content change, suggested deletion, etc.)
- The Chancellor's designee assigns the recommendation a rating of *Level 1 | Info Only*, *Level 2 | Minor Review (Non 10+1)*, or *Level 3 | Extensive Review* and includes item on the PPAC agenda.

III. CONSTITUENT FEEDBACK TO FINAL APPROVAL

Constituent feedback is collected through the appointed PPAC representatives and reviewed at committee meetings. The *Review Schedule* is posted on the PPAC webpage, and a report of PPAC activity is sent districtwide to keep all SBCCD employees informed.

To promote efficiency and respect the time of PPAC and constituent group members, P&Ps are categorized by level of review. This is to streamline the process and promote efficiency. PPAC members will assess review levels to ensure appropriateness.

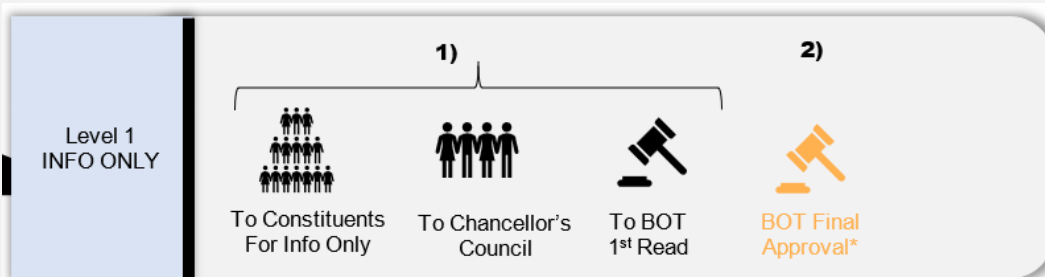
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A. Level 1 | Info Only

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of items that are:
 - Reviewed with no changes.
 - Reviewed with only minor clerical edits or legal reference changes.
 - Chapter 2 Board of Trustees P&Ps that do not fall under 10+1.
- All items deemed appropriately placed in *Level 1* by PPAC members are:
 1. Simultaneously forwarded to constituent groups for information only, forwarded to Chancellor's Council, and scheduled for BOT first read.
 2. The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
 3. Items that do not receive BOT approval should begin the cycle again under the *Other Requests* method.



** Items that do not receive BOT approval should begin the cycle again under the Other Requests method.*

B. Level 2 | Minor Review (Non 10+1)

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
 - Existing P&Ps which are simple and non-controversial.
 - New P&Ps that are simple and non-controversial.
- All items deemed appropriately placed in Level 2 | *Minor Review (Non 10+1)* by PPAC members begin the following review process.
 1. PPAC representatives solicit constituent feedback which is uploaded via Microsoft Teams.
 2. Constituent feedback is forwarded to Chapter Leads to be reviewed for operational applicability and feasibility, and a determination on any suggested edits is made.
 3. At its next meeting, PPAC members review constituent feedback and the corresponding Chapter Lead determination, responding to the determination with *No Changes or Minor Edits*. (*Substantial Edits* are not expected for *Level 2 | Minor Review* recommendations.)
 - a. *No Changes*: Items with no changes are forwarded to Chancellor's Council and scheduled for BOT first read.
 - b. *Minor Edits*: When appropriate, minor edits are incorporated into P&Ps, and Chapter Leads made aware. These items are then forwarded to Chancellor's Council and scheduled for BOT first read.

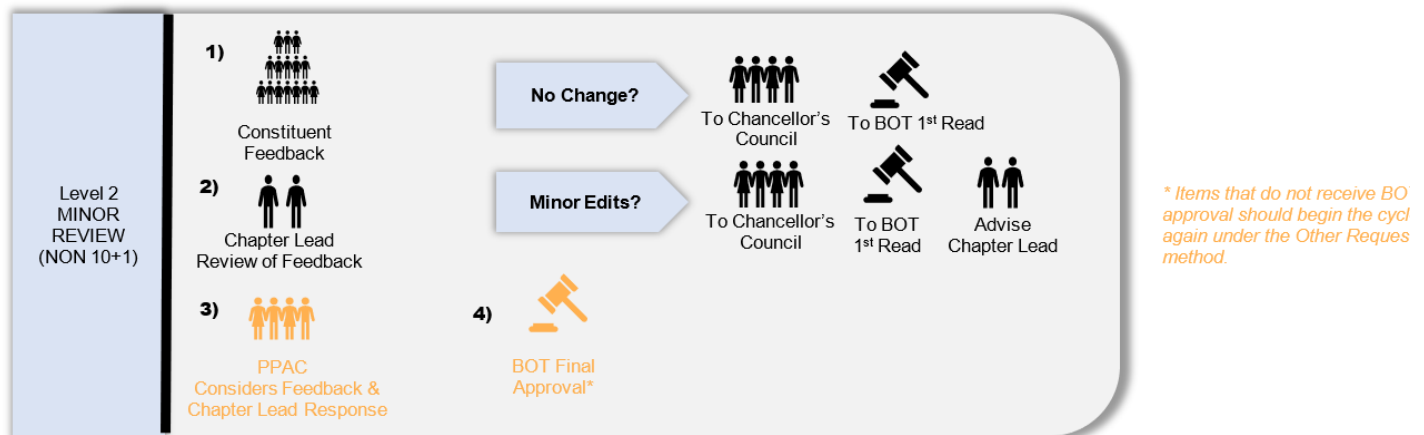
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- c. Substantial Edits: Substantial edits are not expected for *Level 2 | Minor Review* recommendations. Any substantial edits will cause these items to be moved to *Level 3 | Extensive Review*.
4. The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
5. Items that do not receive BOT approval should begin the cycle again under the *Other Requests* method.



C. Level 3 | Extensive Review

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
 - Existing P&Ps with substantial changes and/or subject to 10+1
 - New P&Ps that are controversial, complex and/or subject to 10+1
- If consensus cannot be achieved on P&Ps falling under 10+1, Chancellor's Council will be informed, and the issue referred to Chancellor's Cabinet to make a determination.
- All items deemed appropriately placed in *Level 3 | Extensive Review* by PPAC members begin the following review process. Constituent review, especially for the Academic Senate, may take up to two sessions or four weeks. Constituent representatives should keep PPAC members updated as to the work of their constituent groups on these items.
 1. PPAC representatives solicit constituent feedback which is uploaded via Microsoft Teams.
 2. Constituent feedback is forwarded to Chapter Leads to be reviewed for operational applicability and feasibility, and a determination on any suggested edits is made.
 3. At its next meeting, PPAC members review constituent feedback and the corresponding Chapter Lead determination, responding to the determination with *No Changes*, *Minor Edits*, or *Substantial Edits*.
 - a. No Changes: Items with no changes are forwarded to Chancellor's Council and scheduled for BOT first read.
 - b. Minor Edits: When appropriate, minor edits are incorporated into P&Ps, and Chapter Leads made aware. These items are then forwarded to Chancellor's Council and scheduled for BOT first read.

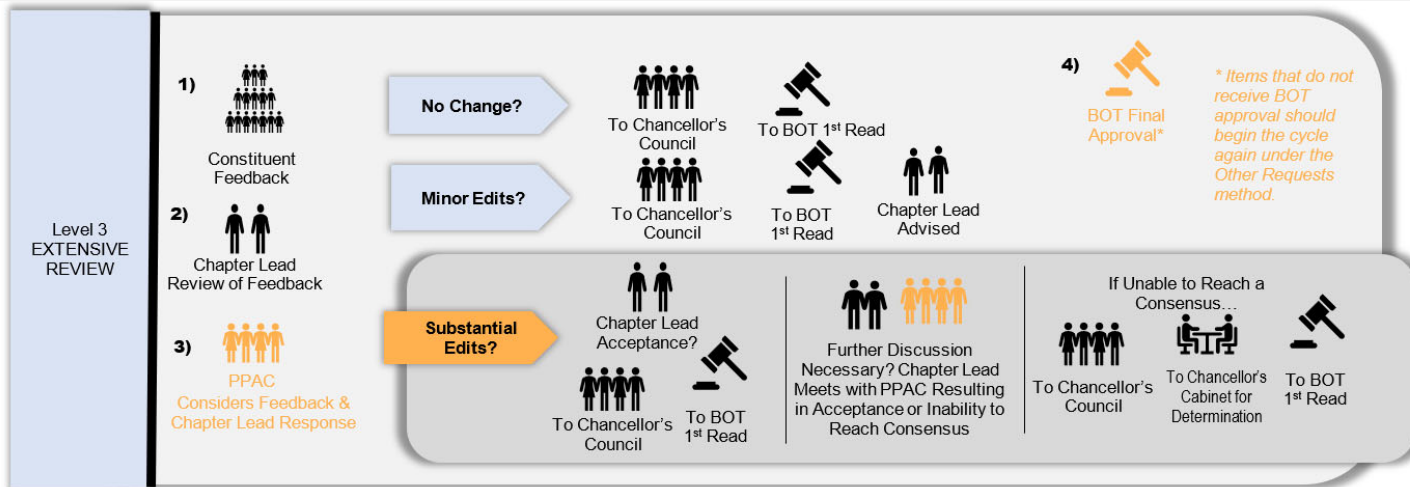
Administrative Procedure

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San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024

- c. Substantial Edits: Any substantial edits will be forwarded to the Chapter Leads to be reviewed for operational applicability and feasibility.
 - i. *Chapter Lead Acceptance of Edits* results in P&Ps being forwarded to Chancellor’s Council and scheduled for BOT first read.
 - ii. For *Edits Requiring Further Discussion*, Chapter Leads are invited to attend PPAC meeting to discuss, resulting in acceptance or failure to reach consensus.
 - iii. When *Consensus Cannot be Reached on Edits*, Chancellor’s Council will be informed, and P&Ps referred to Chancellor’s Cabinet for a determination, which will then be scheduled for BOT first read.
- 4. The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
- 5. Items that do not receive BOT approval should begin the cycle again under the *Other Requests* method.



DEFINITIONS

10+1 or Academic and Professional: Relating to policy development and implementation matters for the following:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

AP: Administrative Procedure(s)

Administrative Procedure

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BOT: Board of Trustees

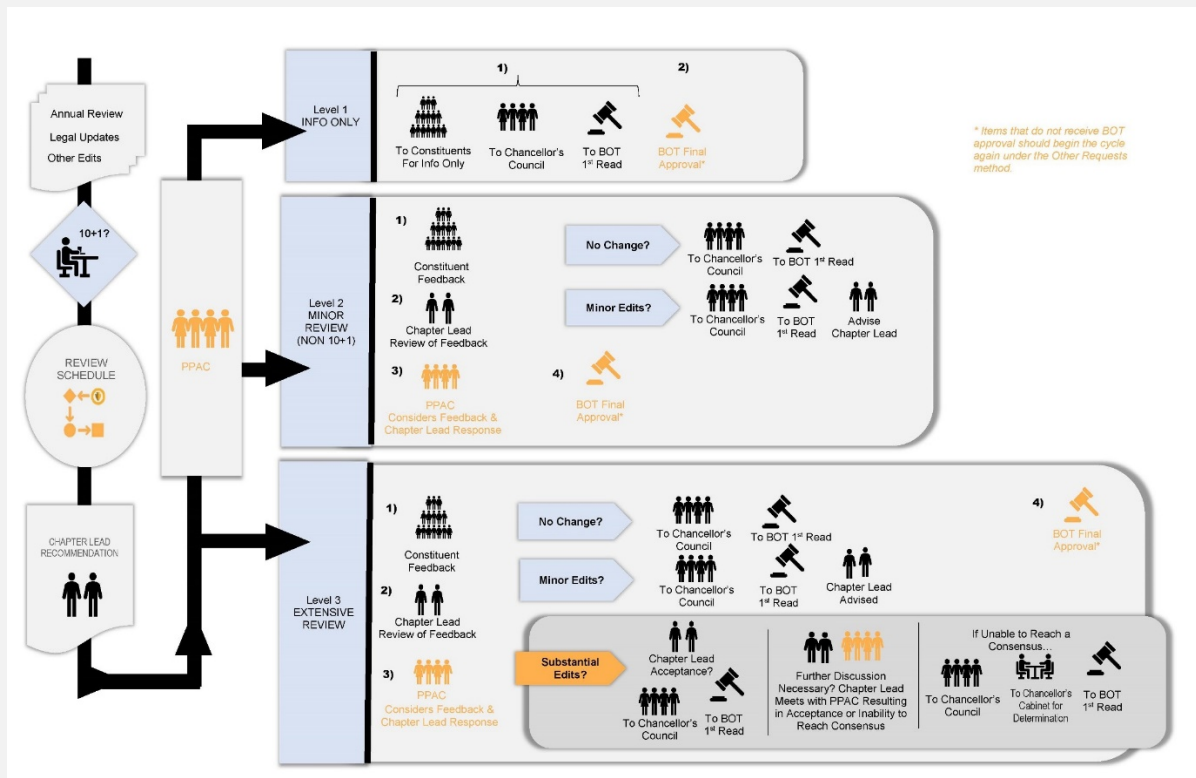
BP: Board Policy(ies)

Chapters and Chapter Leads: Chapter Leads are the responsible “owners” of SBCCD P&Ps. These individuals are charged with reviewing and making recommendations based on general correctness and operational feasibility, including alignment with current practices, legal considerations, mandates, etc. SBCCD Chapter Leads are listed below.

- Chapter 1: The District | BOT, Chancellor (Lead)
- Chapter 2: Board of Trustees | BOT, Chancellor (Lead)
- Chapter 3: General Institution | Chancellor (Lead) and Chancellor’s Cabinet
- Chapter 4: Academic Affairs | Chancellor’s Designee(s) and Academic Senate Presidents (Co-Leads)
- Chapter 5: Student Services | Chancellor’s Designee(s) and Academic Senate Presidents (Co-Leads)
- Chapter 6: Business & Fiscal Services | Executive Vice Chancellor (Lead) and Vice Presidents of Administrative Services
- Chapter 7: Human Resources | Vice Chancellor of Human Resources and Police Services (Lead)

P&P: Board Procedure(s) and Administrative Policy(ies)

PPAC: Policies and Procedures Advisory Committee, an advisory body to the Chancellor’s Council, charged with updating, creating, developing, and systematically reviewing BPs/APs.



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2410 Board Policies and Administrative Procedures



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References:

Education Code Section 70902;

ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4 (formerly IV.B.1.b & e)

End Recommendation

Administrative Procedure | 2410 Board Policies and Administrative Procedures - Chapter Lead Response

Board Policy

3420 Equal Employment OpportunitySan Bernardino Community College District | P&P Chapter Lead Recommendation |
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Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 2	No	K Hannon	BP & AP exist

Reason(s) for Review/Changes

> **Legal Update 42:** The Service updated this policy to align with updated Title 5 regulations.

Anticipated AP2410 Review & Approval Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

02/21/2024 Recommendation Received
 02/26/2024 PPAC Approves Review Level
 02/27/2024 Levels 2 & 3 to Constituents for Feedback
 03/11/2024 Level 2 PPAC Hears Constituent & AS Feedback
This item was reviewed with no feedback provided.
 04/11/2024 BOT First Reading
 05/09/2024 BOT Final Approval

Begin Recommendation

Board Policy | 3420 Equal Employment Opportunity

The Board of Trustees supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. An equitable and inclusive hiring process is essential to improve diversity, reduce barriers to employment, and allow potential applicants the opportunity to demonstrate that they meet or exceed the minimum qualifications for employment. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program. [Equal employment opportunity includes not only a process for equal opportunity in hiring, but also practices and processes that create inclusive, respectful work environments.](#)

The Chancellor shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation. The Chancellor shall develop hiring procedures driven by diversity, equity, and inclusion and consistent with the Board's intent described above.

Also see BP/AP 3410 titled Nondiscrimination and BP/AP 7100 titled Commitment to Diversity.

References:

Education Code Sections 87100 et seq.;
 Title 5 Sections 53000 et seq.
 ACCJC Accreditation Standard III.A.12

End Recommendation

Board Policy | 3420 Equal Employment Opportunity

Administrative Procedure

3420 Equal Employment Opportunity

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 2	No	K Hannon	BP & AP exist

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.

Begin Recommendation

Administrative Procedure | 3420 Equal Employment Opportunity

The District shall make a continuous good faith effort to comply with the requirements of the Equal Employment Opportunity Plan which can be found online at <https://sbccd.edu/district-services/human-resources/equal-employment-opportunity-plan.php>.

An equitable and inclusive employment process is essential to improve diversity, reduce barriers to employment, and allow potential applicants the opportunity to demonstrate that they meet or exceed the minimum qualifications for employment. The District’s employment procedures are driven by diversity, equity, and inclusion.

Employment Procedures

An equitable and inclusive employment process is essential to improve diversity, reduce barriers to employment, and allow potential applicants the opportunity to demonstrate that they meet or exceed the minimum qualifications for employment. The District’s employment procedures are driven by diversity, equity, and inclusion.

Job Analysis and Validation: The Vice Chancellor Human Resources and Police Services shall assure that a proper job analysis is performed for every job filled by the District to determine and validate the knowledge, skills, abilities, and characteristics an employee must possess to perform the job satisfactorily.

A statement of bona fide essential functions and minimum qualifications shall be developed for all positions.

Job Description: Every job description shall provide a general statement of job duties and responsibilities.

Job specifications shall include functions and tasks; knowledge; skills; ability; and job-related personal characteristics, including but not limited to sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students.

Recruitment: Recruitment must be conducted actively within and outside of the District workforce.

Open recruitment is mandated for all new full-time and part-time positions, except under limited circumstances involving interim hires.

Recruitment must utilize outreach strategies designed to ensure that all qualified individuals are provided the opportunity to seek employment with the District.

Recruitment for administrative and faculty positions (full and part-time) may include advertisement in appropriate professional journals, job registries and newspapers of general circulation; distribution of job announcements to the EEO Registry, K-12 districts, two- and four- year

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3420 Equal Employment Opportunity

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colleges, and graduate schools where appropriate candidates might be enrolled; recruitment at conferences, fairs, and professional meetings; notices to institutions and professional organizations.

Recruitment for classified positions shall include notice to all District personnel; notice to Employment Development Department; and advertising in area newspapers of general circulation.

Applicant Pools: The application for employment shall afford each applicant an opportunity to identify himself/herself voluntarily as to gender, ethnicity and, if applicable, their disability. This information shall be maintained in confidence and shall be used only for research, validation, monitoring, evaluation of the effectiveness of the Plan, or as authorized by law.

After the application deadline has passed, the initial applicant pool shall be recorded and reviewed by the Vice Chancellor Human Resources and Police Services or designee. All initial applications shall be screened to determine which candidates satisfy job specifications set forth in the job announcement. The group of candidates who meet the job specifications shall constitute the "qualified applicant pool."

Once the qualified applicant pool is formed, the pool must again be analyzed. If the Vice Chancellor Human Resources and Police Services or designee finds that the composition of the qualified applicant pool may have been influenced by factors which are not job related, the District *shall* immediately, and before the selection process continues, consult with legal counsel to determine what, if any, corrective action is required by law.

Screening and Selection: Screening, selecting and interviewing candidates for all positions shall include thorough and fair procedures that are sensitive to issues of diversity. Procedures to be used must address or include that:

- Hiring procedures will be provided to the State Chancellor's Office on request.
- All tests conform to generally applicable legal standards for uniformity.
- A reasonable number of candidates are identified for interview.
- Screening and selection committees are developed that are representative of the District community and campus; include administrators, faculty, and classified staff members; include a diverse membership when possible; do not include applicants or persons who have written letters of recommendation.
- Every screening and selection committee includes an individual trained to monitor conformance with EEO requirements. The Vice Chancellor Human Resources and Police Services assures that the screening and selection process conforms to accepted principles and practices, including preparation of job related questions in advance; maintains records of screening checklists and rating scales, which shall be signed and kept on file; maintains notes for all interviews and record relevant factual reasons stating why a candidate was not hired or was not invited to interview; and monitors the hiring process for adverse impact.
- Selection shall be based solely on the stated job criteria.
- For faculty and administrative positions, candidates shall be required to demonstrate sensitivity to diversity in ways relevant to the specific position.

If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District shall take the following additional steps:

- review its recruitment procedures;
- consult with counsel to determine whether there are other, additional measures that may be undertaken that are required or permitted by law; and
- consider various other means of reducing the underrepresentation which do not involve taking monitored group status into account and implement any such techniques that are feasible.

If significant underrepresentation persists:

- review each locally-established job qualification to determine if it is job related and consistent with business necessity;
- discontinue the use of any non job-related local qualification;
- continue using job-related local qualifications only if no alternative standard is reasonably available; and

Administrative Procedure

3420 Equal Employment Opportunity

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



- consider the implementation of additional measures designed to promote diversity.

Delegation of Authority

- The designation of a single person as the “EEO Officer” charged with overseeing the day-to-day implementation of the EEO Plan and programs.
- Processes and responsibilities when the EEO Officer is named in a complaint or implicated by the allegations in a complaint.

Complaint Procedure

The District must identify to the public and to the State Chancellor’s Office an individual described in Title 5 as the “responsible District officer,” responsible for receiving complaints. Informal charges of unlawful discrimination should be brought to the attention of the responsible District officer. The responsible District officer shall oversee the informal resolution process. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract. An outside investigator must be used when the responsible District officer is named in the complaint or implicated by the allegations in the complaint.

When a person brings charges of unlawful discrimination the officer must:

- Undertake efforts to resolve the charge informally;
- Advise the complainant that they need not participate in an informal resolution of the complaint;
- Notify the complainant of the procedures for filing a formal complaint;
- Notify the complainant that they may file a complaint with the Office of Civil Rights of the U.S. Department of Education.
- If the complainant, a student or an employee, files a formal complaint, the responsible District officer must also forward a copy of the complaint to the State Chancellor’s Office.

A formal complaint not involving employment, must be processed if it is filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation.

A formal complaint alleging discrimination in employment must be filed within 180 days of the date of the alleged unlawful discrimination, unless the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the initial 180 days.

The complaint must be filed by someone who alleges that they have personally suffered unlawful discrimination, or by someone who has learned about unlawful discrimination in their official capacity.

When a proper complaint is received, the District will begin an impartial fact-finding investigation, and notify the complainant and the State Chancellor’s Office that it is doing so.

When the investigation is done, the results must be set forth in a written report. The written report must include a description of the circumstances giving rise to the complaint, a summary of the testimony of each witness, an analysis of any relevant data or other evidence collected during the investigation, a specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint, and any other appropriate information.

In any case that does not involve employment discrimination, the District must provide the State Chancellor’s Office with a copy of the investigative report within ninety days from the date the District received the complaint. The District must also provide the complainant with a copy or summary of the investigative report within ninety days from the date the District received the complaint. The State Chancellor’s Office and the complainant must also be provided with a written notice setting forth the determination of the Vice Chancellor Human Resources and Police Services as to whether discrimination did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and notice of the complainant’s right to appeal to the District’s Governing Board and the State Chancellor’s Office.

In any case that involves employment discrimination, the District must provide the complainant with a copy or summary of the report, and with written notice setting forth the determination of the Vice Chancellor Human Resources and Police Services as to whether discrimination did or

Administrative Procedure

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San Bernardino Community College District | P&P Chapter Lead Recommendation |
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did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and the complainant's right to appeal to the District's Governing Board and to file a complaint with the Department of Fair Employment and Housing.

If the complainant is not satisfied with the results of the administrative determination, the complainant must be given the opportunity to submit a written appeal to the governing board within fifteen days from the date of the notice of the administrative determination. The Board must review the original complaint, the investigative report, the administrative determination, and the appeal and must issue a final District decision within forty-five days of receiving the appeal.

In any case not involving employment discrimination, a copy of the final District decision must be promptly forwarded to the complainant and the State Chancellor's Office. The complainant must be notified of their right to appeal. In any case involving employment discrimination, a copy of the final District decision must be promptly forwarded to the complainant. The complainant must be notified of their right to file a complaint with the Department of Fair Employment and Housing.

Where the Board does not act within forty-five days the administrative determination must be deemed approved and must become the final District decision. The District shall promptly notify the complainant and in cases not involving employment discrimination, the State Chancellor's Office, that the Board took no action and the administrative determination becomes the final District decision. In cases not involving employment discrimination, the complainant must be informed of their right to appeal the District's decision to the State Chancellor's Office. In cases involving employment discrimination, the complainant shall be notified of their right to file a complaint with the Department of Fair Employment and Housing.

In cases not involving employment discrimination, the complainant must be given the right to file a written appeal with the State Chancellor's Office within 30 days after the Board issues the final District decision, permits the administrative decision to become final or from the date that notice of the District's final decision was provided to the complainant pursuant to Section 59338(b) or (d), whichever is later.

The District should retain and make available the original complaint, and copies of the final decision or a statement indicating the date on which the administrative determination became final, the notice given to complainant, the complainant's appeal of the District's administrative determination, the investigative report and any other information the State Chancellor's Office may require.

Job Announcements

All job announcements shall contain a statement in substantially the following form: The District is an equal opportunity employer. The policy of the District is to encourage applications from persons who are economically disadvantaged and individuals belonging to significantly underrepresented groups within the District's workforce, including ethnic and racial minorities, women, and persons with disabilities. No person shall be denied employment because of ethnicity or race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, veteran or military status, or political or organizational affiliation.

Dissemination and Revision of the Plan

All managers and supervisors shall be given copies of the plan as revised from time to time and any guidelines for implementing the plan. Copies of the plan shall be provided to the Academic Senate and the exclusive representatives of any units of employees.

Statements of nondiscrimination shall be posted at locations where applications for employment are distributed.

Such plans shall be reviewed at least every three years and, if necessary, revised, and submitted to the California Community Colleges Chancellor's Office within 90 days of the effective date of the revision or amendment(s). If the California Community Colleges Chancellor's Office determines that the District's policies are not in compliance with Title 5 Sections 59300 et seq., the California Community Colleges Chancellor's Office may require the District to modify its policies.



Administrative Procedure

3420 Equal Employment Opportunity

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Accountability and Corrective Action

The District shall certify annually to the State Chancellor that they have timely:

- Recorded, reviewed and reported the data required regarding qualified applicant pools;
- Reviewed and updated, as needed, the Strategies Component of the District's EEO Plan; and
- Investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with Section 59300) of chapter 10 of this division.

References:

[20 U.S.C. Section 1681 et seq.](#);

Education Code Sections 87100 et seq.;

Title 5 Sections 53000 et seq. and [Sections](#) 59300 et seq.;

ACCJC Accreditation Standard III.A.12

[Government Code Sections 7400 et seq. and 12940 et seq.](#)

End Recommendation

Administrative Procedure | 3420 Equal Employment Opportunity

Board Policy

5050 Student Success and Support Program - Chapter Lead Feedback



San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024

Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason(s) for Review/Changes

> Legal Update 38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)

Anticipated AP2410 Review & Approval Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

11/28/2023 Recommendation Received
 8/25/2023 PPAC Approves Review Level
 09/06/2023 Level 3 First Anticipated AS Review
 09/18/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
 09/20/2023 Level 3 Second Anticipated AS Review
 10/09/2023 PPAC Reviews Second AS Feedback | Chapter Lead Response to Input
Davena Burns-Peters reported SBVC Academic Senate approved on 9/20/2023. No further change requested; being brought back to support evaluation of BP 5050 for out-of-date educational plan language.
 12/11/2023 PPAC Approves Review Level
The committee reviewed the recommendation showing Chapter Lead changes in response to feedback. Nohemy confirmed the changes were discussed with college deans and counseling chairs. The committee questioned the language indicating what each student will do in establishing a plan, and particularly the fourth bullet, "Diligently attend class and complete assigned coursework." Several opinions were expressed dealing with why this section is part of the AP, and the fact that the faculty, who are the content experts, vetted the language. It was decided that Chapter Lead Nohemy will continue to work on this recommendation in conjunction with the stakeholders and bring it back to a future PPAC meeting.
 02/07/2024 Level 3 First Anticipated AS Review
 02/26/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback
The issues discussed at the December PPAC were reviewed with the Counseling team by the Chapter Lead and determined to be appropriate for this AP.
 03/06/2024 Level 3 Second Anticipated AS Review
 03/11/2024 PPAC Reviews Second AS Feedback
Lisa reported that SBVC passed this item without any further feedback. Brandi reported that the CHC Academic Senate asked to remove the following language.

- Diligently attend class and complete assigned coursework
- Complete courses and maintain progress toward an educational goal"

Nohemy reiterated that the language had been found to be necessary by the deans and counseling faculty who are responsible for the educational plans. Jose advised that this item would be move forward to Chancellor and Chancellor's Council reflecting the CHC Academic Senate comments. Lisa made a motion to approve this item through the process which Keith seconded. The motion was approved by a majority vote with Brandi voting no and Ryan abstaining.
 04/11/2024 BOT First Reading
 05/09/2024 BOT Final Approval

Board Policy

5050 Student Success and Support Program - Chapter Lead Feedback



San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024

Begin Recommendation

Board Policy | 5050 Student Success and Support Program - Chapter Lead Feedback

Student Success for San Bernardino Community College District students means more than just obtaining degrees, transfer, certificate, or career advancement. It also means the achievement of the individual student's self-established educational goals including completing a specific course, program, career and/or technical education to maximize the skills necessary to become a better person, worker, and/or citizen. Student Success is not merely an outcome, but also a process. It's a journey that encompasses multiple levels of achievement and milestones such as the abilities to: analyze, synthesize, and evaluate information; effectively communicate with others; achieve proficiency in various disciplines; collaboratively work in culturally diverse settings; be leaders who see projects through to completion; be responsible decision makers who are self-motivated; be active civic participants; and be ethical individuals who are committed to their families, communities, and others.

The Board's commitment to Student Success is to ensure the availability of resources for the colleges to achieve the goals and objectives as stated in their college planning documents.

The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. ~~Optional: The Board expects the Student Success and Support Programs to specifically identify and close opportunity gaps that impact student success and improve the District's commitment to diversity, equity, and inclusion to better support student success.~~ The purpose of Student Success and Support Program services is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements.

The Chancellor is responsible for establishing procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations.

References:

Education Code Sections 78210 et seq.;
Title 5 Sections 55500 et seq.
ACCJC Accreditation Standard II.C.2.

End Recommendation

Board Policy | 5050 Student Success and Support Program - Chapter Lead Feedback

Administrative Procedure

5050 Student Success and Support Program - Chapter Lead Feedback



San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024

Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason(s) for Review/Changes

- > Legal Update 38: The Service updated this procedure add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)
- > Chapter Lead Request to address outdated Student Plan language per PPAC meeting on 10/09/2023.

Begin Recommendation

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~~(Replaces current SBCCD AP 5050)~~

The District shall provide Student Success and Support Program services to students to further equality of educational opportunity and academic success. The Student Success and Support Programs shall identify and close opportunity gaps that impact student success and improve the District's commitment to diversity, equity, and inclusion to better support student success.

Matriculation brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan.

Matriculation services include, but are not limited to, all the following:

- Processing application for admission and English, Math, and/or ESL Placement authorized by the California Community Colleges Chancellor's Office
- Counseling and orientation services designed to provide students, on a timely basis, information concerning campus procedures, academic expectations, financial aid, registration procedures, student support programs and services, and any other appropriate matters
- Educational planning

Admission and Placement:

The District shall support students with the admissions process. SBCCD will not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

The District shall:

- Inform students of their rights to access transfer-level coursework in English, mathematics (or quantitative reasoning), credit English as a Second Language and of the multiple measures placement policies or other college placement processes including the availability of challenge processes;
- Include information about the student's course placement options in the college catalog, in orientation and advisement materials, on the college's website, and in any written communication by counseling services;
- Provide annual reports to the California Community Colleges Chancellor's Office in a manner and form described by the California Community Colleges Chancellor's Office; and
- Publicly post the college's placement results, including the number of students assessed and the number of students placed into transfer-level coursework, transfer-level coursework with concurrent support, or transfer-level or credit English as a Second Language coursework, disaggregated by race and ethnicity.



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Counseling Services:

Services upon enrollment, shall include, but not be limited to, all the following:

- Interpretation of placement results to recommend appropriate courses
- Assistance to students in the identification of aptitudes, interests, and educational objectives, including, but not limited to, associate degrees, transfer for baccalaureate degrees, and career/technical certificates and licenses
- Evaluation and instruction on student study and learning skills
- Referral to instructional and student support services
- Advisement concerning course selection for registration and developing the student educational plan

Educational Planning:

Each student, in establishing an educational plan, will do the following:

- Express at least a broad educational intent upon admission
- Declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable coursework
- Cooperate in the development of the student educational plan that meets a student's educational goal after completing 15 units
- Diligently attend class and complete assigned coursework
- Complete courses and maintain progress toward an educational goal

The Student Success and Support Program brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan.

Each student, in entering into an educational plan, will do all of the following:

- identify an education and career goal;
- identify a course of study;
- be assessed to determine appropriate course placement;
- complete orientation;
- participate in the development of the student educational plan;
- complete a student educational plan no later than the term after which the student completes 15 semester units of degree applicable credit coursework;
- diligently attend class and complete assigned coursework; and
- complete courses and maintain progress toward an educational goal.

Student Success and Support Program services include, but are not limited to, all of the following:

- Orientation on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters.
- Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:
 - Administration of approved AB705 assessment instruments to determine student competency in computational and language skills.
 - Assistance to students in the identification of aptitudes, interests, and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses.
 - Evaluation of student study and learning skills.
 - Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment placement services; extended opportunity programs and services; campus child care services programs that teach English as a second language; and disabled student accessibility services.
 - Advisement concerning course selection.
 - Follow-up services, and required advisement or counseling for students who are enrolled in basic skills courses, who have not declared an educational objective as required, or who are on academic probation.
 - an ongoing institutional research program to determine the effectiveness of Student Success and Support Programs, services, and processes.
 - faculty and staff training to assist with implementation of Student Success and Support Program requirements.

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.



Administrative Procedure

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The District shall:

- ~~Inform students of their rights to access transfer level coursework in English, mathematics (or quantitative reasoning), credit English as a Second Language and of the multiple measures placement policies or other college placement processes including the availability of challenge processes;~~
- ~~Include information about the student's course placement options in the college catalog, in orientation and advisement materials, on the college's website, and in any written communication by counseling services;~~
- ~~Provide annual reports to the California Community Colleges Chancellor's Office in a manner and form described by the California Community Colleges Chancellor's Office; and~~
- ~~Publicly post the college's placement results, including the number of students assessed and the number of students placed into transfer level coursework, transfer level coursework with concurrent support, or transfer level or credit English as a Second Language coursework, disaggregated by race and ethnicity.~~

~~From current SBCCD AP 5050 titled Matriculation~~

~~Matriculation is a process that brings a district college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements.~~

~~A. The student's responsibilities under this agreement include:~~

- ~~1. the expression of at least a broad educational intent upon enrollment;~~
- ~~2. the declaration of a specific educational objective after completion of 15 semester units of degree applicable credit coursework;~~
- ~~3. diligence in class attendance and completion of assigned coursework;~~
- ~~4. the completion of courses and maintenance of progress toward an educational goal, according to standards established by the college, the district, and the state.~~

~~B. The responsibilities of a district college under this agreement will entail providing appropriate matriculation services that shall include:~~

- ~~1. the processing of applications for admission in a timely manner;~~
- ~~2. orientation and pre-orientation services designed to provide, on a timely basis, needed information about instructional programs, course prerequisites, student services, college regulations, and student rights and responsibilities;~~
- ~~3. assessment of students to determine student competency in computational and language skills; to identify aptitudes, interests, and educational objectives and to evaluate study and learning skills. Multiple assessment measures may include State approved tests, prior academic history, work experience, personal responsibilities/circumstances, maturation, desire and determination.~~
- ~~4. counseling and advising to assist students in interpreting test results, and in developing and updating their educational plans; referral of students to:

 - ~~a. support services which may be available including, but not limited to, counseling/advising, transfer services, financial aid, campus employment placement services, extended opportunity programs & services; campus child care services, tutorial services and disabled student programs and services; and~~
 - ~~b. specialized curriculum offerings including, but not limited to, pre-collegiate basic skills courses and programs in English as a second language;~~~~
- ~~5. a follow up system to detect and correct early signs of academic difficulty, and to ensure the academic progress of each student;~~
- ~~6. an ongoing institutional research program to determine the effectiveness of matriculation programs, services, and procedures;~~
- ~~7. faculty and staff training to help them implement matriculation requirements.~~

~~NOTE: Please confirm that the following language SBCCD AP 5050 reflects current practice and is still legally accurate.~~

~~C. EXEMPTIONS~~

~~Although all students are given the opportunity to participate, each college has elected to exempt certain students from orientation, assessment and counseling/advisement (Title 5 Section 55532(a)). Exempted students are identified and informed through the matriculation process. Exemption criteria are outlined in the Matriculation Plan for each college.~~

~~D. PREREQUISITES AND ENROLLMENT LIMITATIONS~~

- ~~1. All courses shall be open for enrollment to any student who has been admitted to a district college except that students may be required to meet necessary and valid prerequisites. Additionally, a college may also limit enrollment in a course based on health and safety considerations, facility limitations, faculty workload, availability of qualified instructors, funding limitations, constraints of regional planning or legal requirements imposed by status, regulations or contracts (Title 5 Section 58106(a)).~~



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- ~~2. Prerequisites for a course shall be clearly related to course content and must be valid as being necessary for success in such course. Prerequisites shall be developed and established in full compliance with Title V 5 Regulations, Section 58106. Violations, waivers and appeals will be addressed and resolved through the established District Grievance Policy.~~
- ~~3. Each college will have a matriculation plan which clearly addresses each of the matriculation mandates. Compliance with these requirements will be monitored by the State Chancellor's Office as stipulated by the Seymour Campbell Matriculation Act.~~
- ~~4. By this statement, the Board acknowledges the intent of the Seymour Campbell Matriculation Act and agrees to implement its regulations to the extent possible and as appropriate.~~

References:

Education Code Sections 78210 et seq.;
Title 5, Sections 55500 et seq.
ACCJC Accreditation Standard II.C.2

End Recommendation

Administrative Procedure | 5050 Student Success and Support Program - Chapter Lead Feedback

Board Policy

7230 Classified Employees

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 2	No	K Hannon	<i>No matching AP exists</i>

Reason(s) for Review/Changes

- > Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.
- > Legal Update 40: The Service updated this policy to reflect new legislation that shortened the probationary period and new requirements for layoff and hearing rights for classified employees. (2022-23 carryover)

Anticipated AP2410 Review & Approval Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

- 02/21/2024 Recommendation Received
- 02/26/2024 PPAC Approves Review Level
- 02/27/2024 Levels 2 & 3 to Constituents for Feedback
- 03/11/2024 Level 2 PPAC Hears Constituent & AS Feedback
Committee would like to hear about the anticipated matrix for rating “proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.”
- 04/11/2024 BOT First Reading
- 05/09/2024 BOT Final Approval

Begin Recommendation

Board Policy | 7230 Classified Employees

Employees represented by CSEA should refer to their respective bargaining unit agreement for information specific to their unit. Classified employees are those who are employed in positions that are not academic positions. The employees and positions shall be known as the classified service.

The classified service does not include the following:

- Substitute and short-term employees who are employed and paid for less than 75 percent of the fiscal year.
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.
- Full-time students employed part-time, and part-time students employed part-time in any college work-study program or in a work experience education program conducted by the District.

The Board of Trustees shall fix and prescribe the duties of the members of the classified service. (See Board Policy 7110 titled Delegation of Authority.)

The Chancellor is responsible for establishing procedures to assure that the requirements of state law and regulations regarding the classified service are met.

The probationary period for classified employees shall be one year six months or 130 days of paid service, whichever is longer. A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional classification shall be employed in the position from which the employee was promoted.
The evaluation of classified employees must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.

References:

Education Code Sections 88003; 88004; 88009; ~~and~~ 88013, and 88120
[Title 5 Section 53602](#)

End Recommendation

Board Policy | 7230 Classified Employees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor

DATE: May 9, 2024

SUBJECT: Consideration of Approval of Executive Leadership Salary Schedule

RECOMMENDATION

It is recommended that the Board of Trustees approve the Executive Leadership Salary Schedule as presented on the attached.

OVERVIEW

This recommendation implements the Executive Leadership Salary Schedule, which aligns with CalPERS regulations. It ensures transparency in public employee pay, complying with the Public Employees' Retirement Law, Public Employees' Pension Reform Act of 2013, and Title 2 of the California Code of Regulations (CCR).

ANALYSIS

The proposed Executive Leadership Salary Schedule attached reflects the normal cash base pay for similarly situated members of the same class of employment and would go into effect July 1, 2024.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with this Board item, as no salary changes are requested at this time. Any future salary changes will be addressed in the appropriate funds and budget years.



**Proposed Executive Leadership Salary Schedule
Effective July 1, 2024**

Submitted for Board Approved 5/9/2024

	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
1		\$ 190,000.00	\$ 195,700.00	\$ 201,571.00	\$ 207,618.00	\$ 213,847.00	\$ 220,262.00	\$ 226,870.00	\$ 233,676.00	\$ 245,360.00	\$ 257,628.00
2	▪ Associate Vice Chancellor, Government Relations & Strategic Communications	\$ 209,000.00	\$ 215,270.00	\$ 221,728.00	\$ 228,380.00	\$ 235,231.00	\$ 242,288.00	\$ 249,557.00	\$ 257,044.00	\$ 269,896.00	\$ 283,391.00
3		\$ 229,900.00	\$ 236,797.00	\$ 243,901.00	\$ 251,218.00	\$ 258,755.00	\$ 266,518.00	\$ 274,514.00	\$ 282,749.00	\$ 296,886.00	\$ 311,730.00
4	▪ College Presidents ▪ Vice Chancellors	\$ 252,890.00	\$ 260,477.00	\$ 268,291.00	\$ 276,340.00	\$ 284,630.00	\$ 293,169.00	\$ 301,964.00	\$ 311,023.00	\$ 326,574.00	\$ 342,903.00
5	▪ Executive Vice Chancellor	\$ 265,534.50	\$ 273,501.00	\$ 281,706.00	\$ 290,157.00	\$ 298,862.00	\$ 307,828.00	\$ 317,063.00	\$ 326,575.00	\$ 342,904.00	\$ 360,049.00
6	▪ Chancellor	\$ 394,460.00	\$ 406,294.00	\$ 418,483.00	\$ 431,037.00	\$ 443,968.00	\$ 457,287.00	\$ 471,006.00	\$ 485,136.00	\$ 509,393.00	\$ 534,863.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Kevin Horan, President, CHC

PREPARED BY: Dr. Keith Wurtz, Vice President, Instruction, CHC

DATE: May 09, 2024

SUBJECT: Consideration of Approval of Curriculum - CHC

RECOMMENDATION

It is recommended that the Board of Trustees approve the CHC curriculum modifications.

OVERVIEW

The courses, certificates, and degrees at CHC are continually being revised and updated to reflect and meet student needs.

ANALYSIS

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in 2024-2025 College Catalog.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

None.



COURSE MODIFICATION

COURSE ID	COURSE TITLE
CNA/N 621	Nursing Assistant Theory
COREQUISITES:	CNA/N 622, CAN/N 623
STUDENT LEARNING OUTCOMES:	No Changes
RATIONALE:	Increasing lecture instruction hours from 60 to 64 to meet requirement of theory.
EQUATE:	Does not currently equate with SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
CNA/N 622	Nursing Assistant Skills Lab
COREQUISITE:	CNA/N 621, CAN/N 623 Must attend a mandatory information session, once provisionally accepted, must attend a mandatory orientation, meet all health requirements, and have a clear livescan fingerprinting. Must be 16 years or older. No high school or GED required. Must be co-enrolled with CNA/N 621 and CAN/N 623.
STUDENT LEARNING OUTCOMES:	No Changes
RATIONALE:	Requisite addition
EQUATE:	Does not currently equate with SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
CNA/N 625	Home Health Aide Skills Lab
UNIT & HOURS:	
Min Lab/Field Instruction	24
Max Lab/Field Instruction	24
STUDENT LEARNING OUTCOMES:	No Changes
RATIONALE:	Update of hours
EQUATE:	Does not currently equate with SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
CNA/N 631	Acute Care Nursing Assistant Theory
COREQUISITES:	CAN/N 633 CNA/N 632 Limitation on Enrollment: Must attend a mandatory information session. Once provisionally accepted, must attend a mandatory orientation, meet all health requirements, and pass a clear background check. Must be 18 years or older. No high school or GED required. Must be co-enrolled with CNA/N 625 and 626. Must have an active CNA certificate to enroll unless just completing the Crafton Hills College CNA program within 1 month
STUDENT LEARNING OUTCOMES:	No Changes
RATIONALE:	Limitation of enrollment needed updating
EQUATE:	Does not currently equate with SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
CNA/N 632	Acute Care Nursing Assistant Skills Lab
COREQUISITES:	CNA/N 633 – Acute Care Nursing Assistant Clinical CNA/N 631 – Acute Care Nursing Assistant Theory Limitation on Enrollment: Must attend a mandatory information session. Once provisionally accepted, you must attend a mandatory orientation, meet all health requirements, and have a clear background check. Must be 18 years or older. No high school or GED required. Must be co-enrolled with CNA/N 625 and 626. Must have an active CNA certificate to enroll unless just completing the Crafton Hills College CNA program within 1 month.
STUDENT LEARNING OUTCOMES:	No changes
UNIT & HOURS:	
Min Lab/Field Instruction	24
Max Lab/Field Instruction	24
RATIONALE:	Requisite addition
EQUATE:	Does not currently equate with SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
CNA/N 633	Acute Care Nursing Assistant Clinical
STUDENT LEARNING OUTCOMES:	No changes
UNIT & HOURS:	
Min Lab/Field Instruction	24
Max Lab/Field Instruction	24
RATIONALE:	Increasing hours of clinical
EQUATE:	Does not currently equate with SBVC
EFFECTIVE:	Fall 2024

COURSE DELETIONS

COURSE ID	COURSE TITLE
COMMST 050	Fundamentals of Oral Communication
RATIONALE:	This course is not being used as a requisite for any course
EQUATE:	Does not currently equate with SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
COMMST 101	Advanced Public Speaking
RATIONALE:	This course is not being used as a requisite for any course
EQUATE:	Does not currently equate with SBVC
EFFECTIVE:	Fall 2024

NEW COURSE

COURSE ID	COURSE TITLE
MATH/N 650	DELTA/T LAB: Dynamic Exploration for Learning, Teamwork, and Achievement
DISCIPLINE:	Mathematics Noncredit

DEPARTMENT:	Mathematics
CATALOG DESCRIPTION:	Welcome to DELTA-T Lab: Dynamic Exploration for Learning, Teamwork, and Achievement. In alignment with the linked course content and guided by the principles of belonging, justice, and dignity, our comprehensive approach encompasses essential skills and values to empower students in their mathematical endeavors. Through collaborative pedagogy, culturally relevant instruction, embedded support, and guided completion of coursework, we aim to support student success in mathematics and reduce the need for out-of-class work in the linked mathematical course.
SCHEDULE DESCRIPTION:	We want to assure you that this course isn't about adding more work to your plate. Instead, it's designed to help you successfully complete the work from the linked math class. DELTA-T Lab: Dynamic Exploration for Learning, Teamwork, and Achievement is dedicated to tailoring math to fit you—your background, your needs, and your life beyond college. The "DELTA-T" in our name symbolizes change over time, and that's our mission: to use the time in this lab to transform the way you approach math and how it's studied and applied. With more time spent with instructors and tutors, engaging with peers, and learning what "you'll actually use this for," we ensure you're fully equipped to apply core math concepts in your major.
STUDENT LEARNING OUTCOMES:	NEW
UNITS:	Non-Credit
RATIONALE:	This course addresses a critical need for students seeking to excel in their linked math course while efficiently managing their time. By completing math assignments during college hours, students gain a transparent understanding of the time required for the course. This approach ensures students have the support they need to pass the linked course while balancing their academic and personal responsibilities effectively.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
THART 187	Introduction to Voice Acting Production Techniques
DISCIPLINE:	Theatre Arts
DEPARTMENT:	Fine Arts
CATALOG DESCRIPTION:	This course will present students with methods to produce digital media from home for purposes such as voice acting.
SCHEDULE DESCRIPTION:	This course will present students with methods to produce digital media from home for purposes such as voice acting. Topics may include spaces, equipment, sound proofing, and editing.
STUDENT LEARNING	NEW

OUTCOMES:	
UNITS:	3
CONTACT HOURS:	48-54
RATIONALE:	This course is one in a series designed to offer CTE training to students in a growing segment of the entertainment industry.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
THART 188	Auditioning and Marketing for the Commercials and Digital Media
DISCIPLINE:	Theatre Arts
DEPARTMENT:	Fine Arts
CATALOG DESCRIPTION:	This course outlines techniques for the working actor to successfully navigate auditions for commercial acting and digital media.
SCHEDULE DESCRIPTION:	This course outlines techniques for the working actor to successfully navigate auditions for commercial acting and digital media. This includes topics on preparations, submissions, self-marketing and representation.
STUDENT LEARNING OUTCOMES:	NEW
UNITS:	3
CONTACT HOURS:	48-54
RATIONALE:	This course is one on a series designed to offer CTE training to students in a growing segment of the entertainment industry.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
ART 134	Illustration
DISCIPLINE:	Art
DEPARTMENT:	Fine Arts
CATALOG DESCRIPTION:	Introduction to illustration with an emphasis on visual storytelling techniques and the development of a personal style. Application of principles of concept, character, and background design.
SCHEDULE DESCRIPTION:	Introduction to illustration with an emphasis on visual storytelling techniques and the development of a personal style. Application of principles of concept, character, and background design.
STUDENT	NEW

LEARNING OUTCOMES:	
UNITS:	3
CONTACT HOURS:	80-90
RATIONALE:	A course which develops an understanding of and development of the foundational skills of illustration is the basis for the study of studio arts and as such is a fundamental part of a comprehensive community college art curriculum. ART 123 is a course required of art majors and is relevant also to non-majors in that it teaches analytical skills of problem solving, critical thinking, creative expression, and aesthetic response. This course is associate degree applicable, is an option for students wishing to earn an AA in Art, transfers to CSU and is part of the transfer model curriculum for the AA-T degree in studio art.
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

PROGRAM MODIFICATION

ASSOCIATE OF ARTS DEGREE FINE ARTS - A.A. Degree Major

REQUIRED COURSES:

6.0

A minimum of six (6) units must be taken from the following courses in at least two disciplines. A minimum of six units must be taken from the following courses in at least two disciplines.

ART 100

Art History I: Prehistoric Art to Medieval Art

3.0

OR

ART 100H

Art History I: Prehistoric Art to Medieval Art-Honors

3.0

ART 102

Art History II: Renaissance Art to Contemporary Art

3.0

OR

ART 102H

Art History II: Renaissance Art to Contemporary Art-Honors

3.0

MUSIC 103

Appreciation of American Popular Music

	3.0
OR	
MUSIC 103H	
Appreciation of American Popular Music-Honors	3.0
MUSIC 120	
Appreciation of Musical Literature	3.0
OR	
MUSIC 120H	
Appreciation of Musical Literature-Honors	3.0
THART 100	
Introduction to Theatre	3.0
OR	
THART 100H	
Introduction to Theatre-Honors	3.0
Students must complete at least twelve additional units from the following courses in at least two disciplines:	3.0
	12.0
<i>ART</i>	
ART 100	
Art History I: Prehistoric Art to Medieval Art	3.0
OR	
ART 100H	
Art History I: Prehistoric Art to Medieval Art-Honors	3.0
ART 102	
Art History II: Renaissance Art to Contemporary Art	3.0
OR	
ART 102H	
Art History II: Renaissance Art to Contemporary Art-Honors	3.0
ART 105	
History of Modern Art	

ART 120 Foundations of Two-Dimensional Design	3.0
ART 121 Foundations of Three-Dimensional Design	3.0
ART 124 Drawing I	3.0
ART 126 Painting I	3.0
ART 132 Life Drawing I	3.0
ART 175 Sculpture	3.0
ART 226 Painting II	3.0
ART 232 Life Drawing II	3.0
<i>MUSIC</i>	
MUSIC 100 Fundamental Skills in Music	3.0
MUSIC 101 Music Theory I	4.0
MUSIC 102 Music Theory II	4.0
MUSIC 103 Appreciation of American Popular Music	3.0
OR MUSIC 103H	

Appreciation of American Popular Music-Honors	3.0
MUSIC 120 Appreciation of Musical Literature	3.0
OR	
MUSIC 120H Appreciation of Musical Literature-Honors	3.0
MUSIC 132 Guitar I	2.0
MUSIC 133 Guitar II	2.0
MUSIC 134 Jazz History	3.0
MUSIC 135 Piano I	2.0
MUSIC 136 Piano II	2.0
MUSIC 150X4 Concert Choir	1.0
MUSIC 164X4 Concert Band	1.0
MUSIC 174X4 Jazz Band I	1.0
MUSIC 179X4 Contemporary Ensemble	1.0
MUSIC 180X4 Musical Theatre Workshop	2.0
MUSIC 190	

Songwriting and Composition	3.0
MUSIC 195 Music Technology and Recording	3.0
MUSIC 201 Music Theory III	4.0
MUSIC 202 Music Theory IV	4.0
MUSIC 232 Guitar III	2.0
MUSIC 233 Guitar IV	2.0
MUSIC 235 Piano III	2.0
MUSIC 236 Piano IV	2.0
<i>THEATRE ARTS</i>	
THART 100 Introduction to Theatre	3.0
OR	
THART 100H Introduction to Theatre-Honors	3.0
THART 108 World Drama I Same as: ENGL 108	3.0
THART 109 World Drama II Same as: ENGL 109	3.0
THART 110	3.0

Voice and Diction Same as: COMMST 110	3.0
THART 120 Beginning Acting	3.0
THART 124X2 Beginning Performance Workshop	3.0
THART 133 Audition Techniques	2.0
THART 134X4 Technical Theatre Workshop	1.0
THART 140X2 Intermediate Performance Workshop	3.0
THART 145 Advanced Theatre Practicum I	3.0
THART 150 Summer Theatre Workshop	3.0
THART 174X4 Dance Production Workshop Same as: DANCE 174X4	2.0
THART 176 Fundamentals of Stagecraft I	3.0
THART 179 Fundamentals of Stagecraft II	3.0
THART 205 Play Directing	3.0
THART 220 Intermediate Acting	3.0

THART 221 Advanced Acting	3.0
THART 226 Play and Screenplay Analysis Same as: ENGL 226	3.0
THART 245 Advanced Theatre Practicum II	3.0
THART 250 Advanced Summer Theatre Workshop	3.0

Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree would offer a solid foundation in the transfer process. Students should consult with a counselor for specific information regarding their intended major at the university of their choice.

Total:18.0

RATIONALE: Program update due to course unit change (THART 133)
EFFECTIVE: Fall 2024

Technical Theatre Crafton - Certificate of Achievement

<i>Required Courses</i>	7.0
THART 100 Introduction to Theatre	3.0
THART 145 Advanced Theatre Practicum I	3.0
THART 134X4 Technical Theatre Workshop	1.0

only 1 unit of THART 134x4 is required.

12 units must be taken from the following:

	12.0
THART 122 Sound for Stage and Screen	3.0
THART 123 Lighting Design Fundamentals	3.0
THART 129 Fundamentals of Costume Design	3.0
THART 164 Fundamentals of Scenic Design and Stage Management	3.0
THART 165 Fundamentals of Stage Makeup	3.0
	Total:19.0

Program Level Outcomes

Students will be able to interpret the needs of productions and create design plans through a creative revision process.

Display competency in a variety of technical theatre skills, including but not limited to: Costuming, Makeup, Lighting, Sound, Stage Management, Scenic Design and other skills which are vital to the operation of theaters.

Structure a professional portfolio of work to present to prospective employers.

Program Goals and Objectives

1. Provide specialized training in Makeup, Costumes, Lighting, Sound, Stage Management, Scenic Design and other elements of Technical Theatre.
2. Allow for practical methods of implementation of the training from classes in actual stage productions.
3. Provide professional certifications for students that they can bring with them to industry interviews.

Rationale

This is an update on an existing certificate that has been approved by our industry partners.

Catalog Description

This certificate provides for a technical theatre focus for students within the Crafton Hills College Theatre Program that allows them to obtain certifications and seek immediate industry.

Effective: Fall 2024

PROGRAM DELETIONS

ASSOCIATE OF ARTS DEGREE COMMUNICATION Crafton - A.A. Degree Major

REQUIRED COURSES:

	9.0
COMMST 100 Elements of Public Speaking	3.0
OR	
COMMST 100H Elements of Public Speaking - Honors	3.0
COMMST 111 Interpersonal Communication	3.0
OR	
COMMST 111H Interpersonal Communication - Honors	3.0
COMMST 125 Critical Thinking Through Argumentation and Debate	3.0
OR	
COMMST 125H Critical Thinking Through Argumentation and Debate - Honors	3.0
OR	
COMMST 140 Small Group Communication	3.0

Students must complete at least nine additional units from the following courses:

	9.0
COMMST 101 Advanced Public Speaking	3.0
COMMST 110 Voice and Diction Same as: THART 110	3.0
COMMST 120 Oral Interpretation of Literature	3.0
COMMST 125 Critical Thinking Through Argumentation and Debate	3.0
OR	
COMMST 125H Critical Thinking Through Argumentation and Debate - Honors	3.0
COMMST 135 Mass Communication in Society Same as: JOUR 135	3.0
COMMST 140 Small Group Communication	3.0
COMMST 145 Business Communication Same as: BUSAD 145	4.0
COMMST 155 Human Relations in the Workplace Same as: BUSAD 155	3.0
COMMST 174 Communication in a Diverse World	3.0
JOUR 120 Fundamentals of News Writing Same as: ENGL 120	

ENGL 170 The Film Experience	3.0
MARKET 110 Principles of Advertising	3.0
SOC 130 Marriage, Family and Intimate Relationships	3.0
	3.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

Total:18.0

Rationale: This program is being deleted to reduce confusion for students, they thought they were taking AS-T.

Effective: Fall 2025

ASSOCIATE OF SCIENCE DEGREE BIOLOGY Crafton - A.S. Degree

REQUIRED COURSES:

	26.0
BIOL 130 Cell and Molecular Biology	4.0
OR BIOL 130H Cell and Molecular Biology-Honors	4.0
BIOL 131 Populations and Organisms	4.0
OR BIOL 131H Populations and Organisms-Honors	4.0
CHEM 150	

General Chemistry I	5.0
CHEM 151 General Chemistry II	5.0
PHYSIC 110 General Physics I	4.0
PHYSIC 111 General Physics II	4.0

Note: Students may substitute PHYSIC 250, PHYSIC 251, and PHYSIC 252 in lieu of PHYSIC 110 and PHYSIC 111. See a counselor for details.

0.0-8.0

Students wishing to focus in Anatomy and Physiology may choose to complete:

ANAT 150 Human Anatomy and Physiology I	4.0
ANAT 151 Human Anatomy and Physiology II	4.0

Students wishing to focus in Microbiology may choose to complete:

MICRO 150 Medical Microbiology	5.0
OR	
MICRO 102 Introductory Microbiology	4.0
MICRO 247A Special Problems in Microbiology	2.0
MICRO 248A Special Problems in Microbiology	3.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division

requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

Total:39.0-47.0

Rationale: This program is being deleted to reduce confusion for students, they thought they were taking AS-T

Effective: Fall 2025

NEW PROGRAMS

Mathematics for Medical Professionals - Certificate of Completion

MATH/N 611

Math for Medicine I

6.0

MATH/N 612

Math for Medicine II

6.0

MATH/N 613

Math for Medicine III

6.0

Total Hours:18.0

Program Level Outcomes

Use fundamental mathematics to perform common calculations in medical professions.

Program Goals and Objectives

This certificate is designed to help students master the fundamental mathematics used in medical settings. It includes intensive preparation for working with fractions, ratios, etc., and applications of such in the medical field, such as calculating dosage of a medication for a patient.

Rationale

Students in EMS programs have requested a program to prepare them for the mathematics used in medical settings. The goal of this program is to give students intensive preparation for working with fractions, ratios, etc., and applications of such in the medical field, such as calculating dosage of a medication for a patient.

Catalog Description

This certificate is designed to help students master the fundamental mathematics used in medical settings. It includes intensive preparation for working with fractions, ratios, etc., and applications of such in the medical field, such as calculating dosage of a medication for a patient.

Effective: Summer 2024

ASSOCIATE IN SCIENCE SPORTS MANAGEMENT Crafton - A.S. Degree

	24.0
BUSAD 100 Introduction to Business	3.0
BUSAD 131 The Business of Sports	3.0
MARKET 100 Marketing Principles	3.0
BUSAD 210 Business Law	3.0
MARKET 183 Sports and Entertainment Marketing	3.0
BUSAD 200 Business Management	3.0
MARKET 183 Sports and Entertainment Marketing	3.0
ECON 201 Principles of Microeconomics	3.0
OR ECON 201H Principles of Microeconomics-Honors	3.0
	Total:24.0

Program Level Outcomes

Students will be able to demonstrate a significant understanding of the fundamental concepts of accounting, business law, economics, communication, and marketing.

Students will be able to produce clearly written, concise analyses, and deliver clear, well-organized, persuasive oral presentations.

Students will be able to use accounting information to make informed decisions about the internal operations of a company.

Students will be able to demonstrate an understanding of the role planning, organizing, leading, and controlling plays in organizational success.

Students will be able to identify and apply ethical principles in management decision making.

Students will be able to describe what marketing entails and shows how the components are implemented.

Students will be able to analyze, interpret and present economic data.

Students will demonstrate their understanding of the role digital technologies play in the success of organizations and will demonstrate proficiency in the use of digital technologies by solving business problems using those technologies.

Program Goals and Objectives

The goal of the AS degree in Sport Management is to provide lower division major preparation for students wishing to major in business sports management degree at a four-year University.

Rationale

The AS Degree in Sport Management provides a lower division major preparation for students wishing to major in business sports management. There are many universities in the local area that provide sports management degrees.

Catalog Description

The Associate of Science degree in Sport Management at Crafton Hills College is designed to meet the needs of students transferring to four-year Universities who intend to major in Sport Management or other business-related fields of study.

Effective: Fall 2024

COURSE MODIFICATION - INFORMATIONAL
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COURSE ID	COURSE TITLE
ASL/N 601	Essential Communication for Customer Service
RATIONALE:	Course was originally submitted to board on 01/11/24 with an effective date of Fall 2025, but has been revised to Fall 2024
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
ASL/N 602	Essential (Industry Specific) Workplace Communication
RATIONALE:	Course was originally submitted to board on 01/11/24 with an effective date of Fall 2025, but has been revised to Fall 2024
EFFECTIVE:	Fall 2024

COURSE ID	COURSE TITLE
ASL/N 603	Essential Deaf Culture for Effective Customer Service
RATIONALE:	Course was originally submitted to board on 01/11/24 with an effective date of Fall 2025, but has been revised to Fall 2024
EFFECTIVE:	Fall 2024

DISTANT EDUCATION

COURSE ID:	CNA/N 631	FULLY ONLINE
COURSE TITLE:	Acute Care Nursing Assistant Theory	
RATIONALE:	Limitation of enrollment needed updating	
EFFECTIVE:	Fall 2024	
EQUATE:	Not currently equated with SBVC	

COURSE ID:	THART 187	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Introduction to Voice Acting Production Techniques	
RATIONALE:	This course is one in a series designed to offer CTE training to students in a growing segment of the entertainment industry.	
EFFECTIVE:	Fall 2025	
EQUATE:	Not currently equated with SBVC	

COURSE ID:	THART 188	FULLY ONLINE/PARTIALLY ONLINE
COURSE TITLE:	Auditioning and Marketing for the Commercials and Digital Media	
RATIONALE:	This course is one in a series designed to offer CTE training to students in a growing segment of the entertainment industry.	
EFFECTIVE:	Fall 2024	
EQUATE:	Not currently equated with SBVC	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Kevin Horan, President, CHC
Dr. Linda Fontanilla, Interim President, SBVC
Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services

DATE: May 9, 2024

SUBJECT: Consideration of Approval of Adjunct and Substitute Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of adjunct and substitute academic employees as indicated on the attached list.

OVERVIEW

Part-time academic employees selected from the established pool are offered individual contracts on a semester-by-semester basis.

ANALYSIS

All requirements for employment processing will be completed prior to the contract start date. No individual will be offered a contract until Human Resources has cleared the individuals for employment.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost for employment of adjunct and substitute academic employees is included in the appropriate 2023-2024 and 2024-2025 budgets.





Adjunct and Substitute Academic Employees

Presented for Information May 9, 2024

[v.4.17.2024.p.2]2]

2023 – 2024 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Perez, Alecia	SBVC	Counseling	Counseling
Sanchez, Victoria	SBVC	Student Development/Counseling	Counseling
Teposte, Manuel	SBVC	Counseling	Counseling
Castro, Liliana	CHC	Counseling	Counseling
Clement, Brooke	CHC	Counseling	Counseling
Dye, William	CHC	Emergency Medical Services	Emergency Medical Technologies
Garcia, Claudia	CHC	Counseling	Counseling
Hoehn, Marisela	CHC	Counseling	Counseling
Hussain, Danielle Kennelly	CHC	Counseling	Counseling
Ibara, Rosa	CHC	Counseling	Counseling
Mattson, Haly	CHC	Counseling	Counseling
Mulder, Kathryn Kylie	CHC	Counseling	Counseling
Ramos Vargas, Erika Cuara	CHC	Counseling	Counseling
Scott, Shella	CHC	Counseling	Counseling
Shum, Chang "Cynthia"	CHC	Counseling	Counseling
Sosa, Sara	CHC	Counseling	Counseling

2024 – 2025 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Castro, Liliana	CHC	Counseling	Counseling
Clement, Brooke	CHC	Counseling	Counseling
Garcia, Claudia	CHC	Counseling	Counseling
Hoehn, Marisela	CHC	Counseling	Counseling
Hussain, Danielle Kennelly	CHC	Counseling	Counseling
Ibara, Rosa	CHC	Counseling	Counseling
Mattson, Haly	CHC	Counseling	Counseling
Mulder, Kathryn Kylie	CHC	Counseling	Counseling
Ramos Vargas, Erika Cuara	CHC	Counseling	Counseling
Scott, Shella	CHC	Counseling	Counseling
Shum, Chang "Cynthia"	CHC	Counseling	Counseling
Sosa, Sara	CHC	Counseling	Counseling

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services

DATE: May 9, 2024

SUBJECT: Consideration of Approval to Appoint District Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve appointment of the employees on the attached list and, as necessary, approve the corresponding employment contracts as well.

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

All requirements in the employment process have been or will be completed. Employees will not commence work until all requirements are met.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost of employment for these employees is included in the appropriate 2023-2024 budgets.





Appointment of District Employees Submitted for Board Approval May 9, 2024

[v.5.3.2024.p.1|1]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Castillo, Salvador RF/Microwave Engineer DSO KVCR	05/13/24	Classified 57C	New	KVCR General Fund	04/05/24
Contreras, Gilbert College President SBVC Office of the President	07/01/24	Executive Management 4F	Diana Rodriguez	General Fund	TBD [†]
Diaz, Richard College Police Officer DSO Police Department	05/13/24	POA 50A	John Paul Carlos	General Fund	03/12/24
Harold, Ryan Assistant Professor, Fire Technology CHC Fire Technology	08/06/24	Academic C8	Michael Alder	Strong Workforce Programs	12/04/18
Melendez, Dacia Technology Support Technician DSO TESS	05/13/24	Classified 38A	Rosita Moncada	TESS General Fund	TBD [†]
Nair, Avikaash Assistant Manager, Workforce Development DSO EDCT	05/13/24	Management 6B	New	Operation New Hope	06/11/18
Zavala, Juan Technology Support Technician DSO TESS	05/13/24	Classified 38A	Gerard De Leon	TESS General Fund	07/02/19

[†]Live Scan clearance pending; employee will not start without clearance.

*Salary placement to be determined upon verification of education and experience.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services

DATE: May 9, 2024

SUBJECT: Consideration of Approval to Appoint Interim Managers

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of, and employment contract for, the employee on the attached list.

OVERVIEW

The employee on the attached list is submitted for approval.

ANALYSIS

All requirements in the employment process have been or will be completed. Employees will not commence work until all requirements are met.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost of employment for the employee is included in the appropriate budgets.





Appointment of Interim Managers

Submitted for Board Approval May 9, 2024

[v.4.18.2024.p.1|1]

Employee Name Location Assignment	Effective Dates	Range & Step	New or Replacing	Fund	Live Scan Clearance
Ramirez, Carmen Interim Director, Student Accessibility Services (SAS) and Health & Wellness Center CHC Student Accessibility Services (SAS)	07/01/24 to 06/30/25	19A	Marty Milligan	General Fund	08/08/22

†Live Scan clearance pending; employee will not start without clearance.
 *Salary placement to be determined upon verification of education and experience.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services

DATE: May 9, 2024

SUBJECT: Consideration of Approval to Appoint Temporary Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of temporary academic employees per the attached list.

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

It is essential that each position be filled on a temporary basis while the recruitment process for a permanent replacement is being conducted.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost of these appointments is included in the appropriate 2023-2024 budgets.





Appointment of Temporary Academic Employees

Submitted for Board Approval May 9, 2024

[v.4.18.2024.p.1|1]

Employee Name Location Assignment & Department	From	To	Range & Step	Fund	Live Scan Clearance
Estrada, Joshua Assistant Professor, Kinesology CHC Physical Education	08/06/24	06/30/25	D2	General Fund	01/19/18

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez Chancellor

REVIEWED BY: Diana Z. Rodriguez Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services

DATE: May 9, 2024

SUBJECT: Consideration of Approval of Classification Advancement for Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the advancement of classification for academic employees as indicated on the attached list.

OVERVIEW

The advancement of classification for academic employees on the attached list is submitted for approval.

ANALYSIS

The academic employees listed on the attached have completed the number of units necessary for classification advancement per the agreement between SBCCD and SBCCDTA (San Bernardino Community College District Teachers Association).

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The financial implications resulting from these reclassifications will be an additional cost to the appropriate 2023-2024 budgets.





Classification Advancement for Academic Employees

Submitted for Board Approval on May 9, 2024

[v.4.18.2024.p.2|2]

Employee Name Location Assignment Department	From Column	To Column	Days of Service	Effective Date
Jackson, Michelle Professor, Psychiatric Technology SBVC Psychiatric Technology	D	F	175	07/01/24

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services

DATE: May 9, 2024

SUBJECT: Consideration of Approval of Employee Promotions

RECOMMENDATION

It is recommended that the Board of Trustees approve the promotion of SBCCD employees as indicated on the attached list.

OVERVIEW

The promotion of employees on the attached list is submitted for approval.

ANALYSIS

These employees have gone through the recruitment process and are being recommended for promotion.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost of these promotions is included in the appropriate 2023-2024 budgets.





Employee Promotions

Submitted for Board Approval May 9, 2024

[v.5.1.2024.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
Frausto, Jeanette	SBVC Financial Aid Financial Aid Technician Classified Salary Schedule Range 38, Step F	CHC Financial Aid Financial Aid Specialist Classified Salary Schedule Range 40, Step F	J Manuel Villegas	CHC SFAA-BFAP Admin Allowance, CHC California Promise Grant AB19	05/10/24
Holloway, Stacy	DSO Human Resources Human Resources Analyst Confidential/Supervisory Salary Schedule Range 21, Step E	DSO Human Resources Associate Director, Human Resources Management Salary Schedule Range 17, Step B	Melanie Gonzales	Human Resources General Fund	05/10/24
Milligan, Marty	SBVC Counseling Counselor Academic Salary Schedule Range 21, Step H	SBVC Student Accessibility Services Director, Student Accessibility Services Management Salary Schedule Range 19, Step J	Larry Brunson	Student Accessibility Services	05/10/24

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, & Police Services

DATE: May 9, 2024

SUBJECT: Consideration of Approval of Management Tuition Reimbursement

RECOMMENDATION

It is recommended that the Board of Trustees approve tuition reimbursements for the following management employee:

- Kurt Augsburger to pursue a Doctorate in Community College Leadership degree from California State University, Fullerton.

OVERVIEW

Kurt Augsburger is the Director, Workforce Development at the District EDCT, and he plans to start this program on May 28, 2024.

ANALYSIS

This request is in compliance with Administrative Procedure 7260 which allows that Classified Supervisors shall be eligible for tuition cost reimbursement from an accredited institution and that all courses for which a manager is seeking reimbursement be approved by the Board of Trustees.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost of this reimbursement will be covered by the appropriate 2023-2024 General Fund budget.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services

PREPARED BY: Dr. Kevin Horan, President, CHC
Dr. Linda Fontanilla, Interim President, SBVC

DATE: May 9, 2024

SUBJECT: Consideration of Approval of Non-Instructional Pay for Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve non-instructional pay for academic employees as indicated on the attached.

OVERVIEW

Academic employees will be compensated at the agreed upon non-instructional rate of pay. This compensation is requested due to the periodic need for academic employees to assist with various department research, projects, committee work, or campus/community events.

ANALYSIS

As of July 1, 2022, non-instructional rates of pay are based on the Tentative Agreement by and between SBCCD and the CTA regarding *Article 10 Wages*, which was Board approved May 12, 2022.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

The cost of the non-instructional pay is included in the appropriate 2023-2024 budgets.





Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 9, 2024

[v.4.17.2024.p.1|6]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Assumma, Michael Business and Entrepreneurship Grant Fund	SBVC	03/13/24	06/30/24	\$52.00	100	\$5,200.00	Research to create a new Entrepreneurship Hub for students at San Bernardino Valley College. <i>Ratification: The Business Administration faculty were unaware funding had been received. Once they learned of the grant deadline, work began immediately and the faculty were sent to the next board meeting.</i>
Garcia, Karina Guided Pathways-Categorical Fund	SBVC	05/28/24	06/30/24	\$52.00	20	\$1,040.00	Writing Center Oversight Faculty Lead
Lee, Dirkson Guided Pathways-Categorical Fund	SBVC	05/28/24	06/30/24	\$52.00	75	\$3,900.00	Writing Center Oversight Faculty Lead
Perez, Alecia SSSP Categorical	SBVC	01/02/24	05/24/24	\$63.00	422	\$26,586.00	Adjunct Counseling <i>Amendment: Originally approved at the December 2023 Board at \$61.00 pay rate. New pay rate per HR should be \$63.00/hr starting 01/02/2024.</i>
Perez, Alecia SSSP Categorical	SBVC	05/27/24	06/30/24	\$63.00	120	\$7,560.00	Adjunct Counseling <i>Amendment: Originally approved at the December 2023 Board at \$61.00 pay rate. New pay rate per HR should be \$63.00/hr starting 01/02/2024.</i>
Sanchez, Victoria SSSP Categorical	SBVC	05/13/24	06/30/24	\$57.00	422	\$24,054.00	Adjunct Counseling



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 9, 2024

[v.4.17.2024.p.2]6]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Teposte, Manuel SSSP Categorical	SBVC	01/02/24	05/24/24	\$63.00	422	\$26,586.00	Adjunct Counseling <i>Amendment: Originally approved at the December 2023 Board at \$61.00 pay rate. New pay rate per HR should be \$63.00/hr starting 01/02/2024.</i>
Teposte, Manuel SSSP Categorical	SBVC	05/27/24	06/30/24	\$63.00	120	\$7,560.00	Adjunct Counseling <i>Amendment: Originally approved at the December 2023 Board at \$61.00 pay rate. New pay rate per HR should be \$63.00/hr starting 01/02/2024.</i>
Thompson, Jerrall Multi Media Categorical Fund	SBVC	05/10/24	06/30/24	\$52.00	10	\$520.00	FTVM Mentor Program with Industry
Underwood, Bruce Business and Entrepreneurship Grant Fund	SBVC	03/13/24	06/30/24	\$52.00	100	\$5,200.00	Research to create a new Entrepreneurship Hub for students at San Bernardino Valley College. <i>Ratification: The Business Administration faculty were unaware funding had been received. Once they learned of the grant deadline, work began immediately and the faculty were sent to the next board meeting.</i>
Castro, Liliana EOPS Categorical Fund	CHC	05/22/24	06/30/24	\$57.00	100	\$5,700.00	Adjunct Counselor, provide academic support and completion of ed plan for EOPS, CSRE/NEXTUp
Castro, Liliana EOPS Categorical Fund	CHC	07/01/24	08/09/24	\$57.00	150	\$8,550.00	Adjunct Counselor, provide academic support and completion of ed plan for EOPS, CSRE/NEXTUp



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 9, 2024

[v.4.17.2024.p.3]6]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Clement, Brooke Student Equity and Achievement Categorical Funds	CHC	05/22/24	06/30/24	\$63.00	117	\$7,371.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, counseling
Clement, Brooke Student Equity and Achievement Categorical Funds	CHC	07/01/24	08/09/24	\$63.00	117	\$7,371.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, counseling
Franco, David Health & Wellness- Mental Health Categorical Funds	CHC	07/01/24	06/30/25	\$35.00	160	\$5,600.00	Professional Expert -Mental health Prof.
Fregoso, Yanel Health & Wellness- Mental Health Categorical Funds	CHC	07/01/24	06/30/25	\$25.00	160	\$4,000.00	Professional Expert -Mental health Prof.
Garcia, Claudia Student Equity and Achievement Categorical Funds	CHC	05/22/24	06/30/24	\$63.00	117	\$7,371.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, counseling
Garcia, Claudia Student Equity and Achievement Categorical Funds	CHC	07/01/24	08/09/24	\$63.00	117	\$7,371.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, counseling
Hoehn, Marisela Student Equity and Achievement Categorical Funds	CHC	05/22/24	06/30/24	\$63.00	117	\$7,371.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, counseling
Hoehn, Marisela Student Equity and Achievement Categorical Funds	CHC	07/01/24	08/09/24	\$63.00	117	\$7,371.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, counseling



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 9, 2024

[v.4.17.2024.p.4|6]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Hogrefe, Rick Honors Program General Fund	CHC	01/16/24	05/20/24	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased.</i>
Hussain, Danielle Kennelly Disabled Students Program-DSPS Categorical Fund	CHC	05/22/24	06/30/24	\$57.00	69	\$3,933.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, SAS
Hussain, Danielle Kennelly Disabled Students Program-DSPS Categorical Fund	CHC	07/01/24	08/09/24	\$57.00	80	\$4,560.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, SAS
Ibara, Rosa Disabled Students Program-DSPS Categorical Fund	CHC	05/22/24	06/30/24	\$57.00	69	\$3,933.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, SAS
Ibara, Rosa Disabled Students Program-DSPS Categorical Fund	CHC	07/01/24	08/09/24	\$57.00	80	\$4,560.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, SAS
Mattson, Haly Student Equity and Achievement Categorical Funds	CHC	05/22/24	06/30/24	\$59.00	117	\$6,903.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, counseling
Mattson, Haly Student Equity and Achievement Categorical Funds	CHC	07/01/24	08/09/24	\$59.00	117	\$6,903.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, counseling
Mulder, Kathryn Kylie Student Equity and Achievement Categorical Funds	CHC	05/22/24	06/30/24	\$59.00	90	\$5,310.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, counseling



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 9, 2024

[v.4.17.2024.p.5]6]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Mulder, Kathryn Kylie Student Equity and Achievement Categorical Funds	CHC	07/01/24	08/09/24	\$59.00	100	\$5,900.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, counseling
Ramos Vargas, Erika Cuara Dream Resource Liaison Categorical Fund	CHC	05/22/24	06/30/24	\$57.00	100	\$5,700.00	Adjunct Counselor, provide academic support and completion of ed plan for EOPS, CSRE/NEXTUp/dreamers
Ramos Vargas, Erika Cuara Dream Resource Liaison Categorical Fund	CHC	07/01/24	08/09/24	\$57.00	150	\$8,550.00	Adjunct Counselor, provide academic support and completion of ed plan for EOPS, CSRE/NEXTUp/dreamers
Scott, Shella Student Equity and Achievement Categorical Funds	CHC	05/22/24	06/30/24	\$63.00	90	\$5,670.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, counseling
Scott, Shella Student Equity and Achievement Categorical Funds	CHC	07/01/24	08/09/24	\$63.00	100	\$6,300.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, counseling
Shum, Chang "Cynthia" Student Equity and Achievement Categorical Funds	CHC	05/22/24	06/30/24	\$63.00	80	\$5,040.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, counseling
Shum, Chang "Cynthia" Student Equity and Achievement Categorical Funds	CHC	07/01/24	08/09/24	\$63.00	90	\$5,670.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, counseling
Sosa, Sara Student Equity and Achievement Categorical Funds	CHC	05/22/24	06/30/24	\$61.00	117	\$7,137.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, counseling
Sosa, Sara Student Equity and Achievement Categorical Funds	CHC	07/01/24	08/09/24	\$61.00	117	\$7,137.00	Adjunct Counselor, provide counseling, ed plan development and other counseling services, counseling



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 9, 2024

[v.4.17.2024.p.6]6

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Spencer, Dawn Health & Wellness- Mental Health Categorical Funds	CHC	07/01/24	06/01/25	\$25.00	160	\$4,000.00	Professional Expert -Mental health Prof.
Stafford, Kathy Health & Wellness Stud. Health Fees Categorical Funds	CHC	01/01/24	06/30/25	\$60.00	160	\$9,600.00	Professional Expert- Nurse Practitioner II
Truhitte, Rachel Health & Wellness- Mental Health Categorical Funds	CHC	07/01/24	06/01/25	\$25.00	160	\$4,000.00	Professional Expert -Mental health Prof.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Kevin Horan, President, CHC
Dr. Linda Fontanilla, Interim President, SBVC
Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services

DATE: May 9, 2024

SUBJECT: Consideration of Approval to Pay Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve the payment of stipends per the attached list.

OVERVIEW

The stipends listed on the attachment are submitted for approval.

ANALYSIS

Stipends are based on negotiated agreement between SBCCD and the SBCCDTA and CSEA bargaining units, as applicable.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

The payment of stipends is included in the appropriate 2023-2024 budgets.





Payment of Stipends

Submitted for Board Approval May 9, 2024

[v.4.17.2024.p.2|3]

Head Coach 01/16/24 – 05/20/24

Ratification: Hours were missed or increased after prior month's Board submission deadline.

Employee Name	Location Assignment	Department	Stipend
Alari, Kaillyn	CHC	Mens Waterpolo	\$7,000.00

Assistant Coach 01/16/24 – 06/30/24

Ratification: Employees were both volunteers and hired after the start date of the baseball season.

Employee Name	Location Assignment	Department	Stipend
Aldama, Edward	SBVC	Baseball	\$2,500.00
Mendieta, Richard	SBVC	Baseball	\$2,000.00

Other 01/03/22 – 05/21/22

Level 1 DE Training

Ratification: Faculty member completed the Level 1 DE Training in May of 2022, but did not receive the agreed-upon stipend.

Employee Name	Location Assignment	Department	Stipend
Solgi, Tara	SBVC	Biology	\$500.00

Other 02/11/24 – 06/30/24

Art Installment - Creative Corps Grant

Ratification: Information was received after prior month's Board submission deadline.

Employee Name	Location Assignment	Department	Stipend
Colbert, Timothy	DIST	KVCR	\$3,000.00

Other 03/04/24 – 04/25/24

Spring Musical Choreography Assistance

Ratification: Identification of choreographer was determined after prior month's Board submission date.

Employee Name	Location Assignment	Department	Stipend
Johansen, Kirsten	CHC	Dance	\$2,500.00



Payment of Stipends

Submitted for Board Approval May 9, 2024

[v.4.17.2024.p.3|3]

Other 03/18/24 – 06/30/24 Spring Fitness Assessments

Ratification: Information was received after prior month's Board submission deadline.

Employee Name	Location Assignment	Department	Stipend
Swanson, Justin	CHC	CNA	\$2,500.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Board Executive Committee (BEC)

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Heather M. Ford, Sr. Executive Administrative Assistant

DATE: May 9, 2024

SUBJECT: Board Self-Evaluation Instrument

RECOMMENDATION

It is recommended that the Board of Trustees approve the instrument as required in Board Policy 2745.

OVERVIEW[Link to Board Policy 2745](#)

On April 25, 2024, the Board of Trustees approved members of the Board Executive Committee (BEC) to serve as the Ad Hoc Committee for the Board's Self-Evaluation process. Pursuant to Board Policy 2745, the ad hoc committee recommends the instrument to be used in the Board's self-evaluation.

ANALYSIS

The Board of Trustees is committed to assessing its own performance as a Board to identify its strengths and areas in which it may improve its effectiveness. The Ad Hoc Committee recommends the instrument to be used in Board's self-evaluation, incorporates criteria contained in Board Policy 2745, and ensures the process for evaluation is followed and approved by the Board as required.

The Chancellor is evaluated at least annually in accordance with BP 2435 titled Evaluation of the Chancellor. The ad hoc committee ensures the Chancellor's evaluation complies with the criteria based on Board Policy, the Chancellor job description, and performance goals and objectives developed by the Board.

If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit them to the Office of the Chancellor and/or consultant.

A summary of the evaluations will be presented and discussed at an annual Board retreat scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.

COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES SELF-EVALUATION TOOL

San Bernardino Community College District

Directions: For each item listed below, please circle the rating that best describes your assessment of the performance of the Board of Trustees as a body. Please feel free to write comments in the provided spaces to explain your assessment.

Rating Scale: 1. Never 2. Seldom 3. Often 4. Always

Indicators	Rating	Comments
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I. Board/Chancellor Relations

The Board:

1. Promptly communicates all expectations, compliments, concerns or criticisms of the college system to the Chancellor.	1 2 3 4	We are getting better _____ _____ _____
2. Avoids infringing on the Chancellor's area of responsibility.	1 2 3 4	_____ _____
3. Follows agreed upon procedures in communicating with the staff.	1 2 3 4	_____ _____
4. Avoids publicly criticizing the Chancellor.	1 2 3 4	_____ _____
5. Encourages the Chancellor's participation in professional associations and activities.	1 2 3 4	_____ _____

Rating Scale: 1. Never 2. Seldom 3. Often 4. Always

Indicators	Rating	Comments
6. Demonstrates respect toward Chancellor, members of his/her Cabinet and Community College District staff.	1 2 3 4	<hr/> <hr/>
7. Places trust in the Chancellor and in the integrity of Chancellor, Cabinet and staff.	1 2 3 4	<hr/> <hr/>
8. Provides, through policy, a clear set of expectations of performance and personal qualities against which the Chancellor will be measured.	1 2 3 4	<hr/> <hr/> <hr/>
9. Evaluates Chancellor Annually.	1 2 3 4	<hr/> <hr/>
10. Maintains a professional compensation package for the Chancellor.	1 2 3 4	<hr/> <hr/>

II. Board Meetings

The Board:

1. Conducts all Board of Trustees meetings efficiently and effectively.	1 2 3 4	<hr/> <hr/>
2. Provides opportunities for public participation in board meetings and sets clearly defined procedures for community members to address the board.	1 2 3 4	<hr/> <hr/> <hr/>
3. Maintains and follows procedures for developing the agenda and getting materials to Trustees in advance of meetings as agreed upon between the board and the Chancellor.	1 2 3 4	<hr/> <hr/> <hr/>

Rating Scale: 1. Never 2. Seldom 3. Often 4. Always

Indicators	Rating	Comments
4. Makes a sincere effort to be informed on all agenda items prior to meetings.	1 2 3 4	<hr/> <hr/>
5. Adheres to its adopted code of ethics.	1 2 3 4	<hr/> <hr/>

III. Board/Community Relations

The Board:

1. Avoids committing to a position or an issue before all relevant facts are presented.	1 2 3 4	<hr/> <hr/>
2. Allows for citizen input through public hearings, advisory committees, etc.	1 2 3 4	<hr/> <hr/>
3. Supports the Board President in his/her role as spokesperson for the board.	1 2 3 4	<hr/> <hr/>
4. Disseminates information to the public following established procedures.	1 2 3 4	<hr/> <hr/>
5. Strives to maintain an open dialogue with governmental and community leaders.	1 2 3 4	<hr/> <hr/>

IV. Board Qualities

The Board:

1. Displays a sincere and unselfish interest in students and contributes to their education and growth.	1 2 3 4	<hr/> <hr/>
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Rating Scale: 1. Never 2. Seldom 3. Often 4. Always

Indicators	Rating	Comments
2. Possesses knowledge of the educational process and the needs of the community.	1 2 3 4	<hr/> <hr/> <hr/>
3. Strives to improve governance skills by conducting special board workshops and participating in local and regional conferences.	1 2 3 4	<hr/> <hr/>
4. Weighs all decisions in terms of what is best for the students of the Community College District.	1 2 3 4	<hr/> <hr/>
5. Is visible in the community.	1 2 3 4	<hr/> <hr/>
6. Respects fellow individual Trustees and their decisions.	1 2 3 4	<hr/> <hr/>
7. Trusts fellow individual Trustees	1 2 3 4	<hr/> <hr/>
8. Is independent and open-minded.	1 2 3 4	<hr/> <hr/>
9. Keeps confidential matters confidential.	1 2 3 4	<hr/> <hr/>

Rating Scale: 1. Never 2. Seldom 3. Often 4. Always

Indicators	Rating	Comments
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V. Board In-Service

The Board:

1. Keeps informed by seeking and reading current literature.	1 2 3 4	<hr/> <hr/>
2. Keeps abreast of educational issues by attending education workshops and conferences at the local, regional and national levels.	1 2 3 4	<hr/> <hr/>
3. Strives toward growth through a planned board in-service program with the help of the Chancellor.	1 2 3 4	<hr/> <hr/>
4. Annually assesses board performance and commits to training necessary to improve own performance.	1 2 3 4	<hr/> <hr/>

VI. Policy Development

The Board:

1. Develops sound written policies and maintains an up-to-date organized policy manual, which provides ready access to each policy.	1 2 3 4	<hr/> <hr/> <hr/>
2. Cooperatively establishes policies with the administration for the operation of the Community College District.	1 2 3 4	<hr/> <hr/>
3. Allows appropriate input into the policy development process.	1 2 3 4	<hr/> <hr/>

Rating Scale: 1. Never 2. Seldom 3. Often 4. Always

Indicators	Rating	Comments
4. Provides for periodic policy review and revision, when appropriate.	1 2 3 4	<hr/> <hr/>

VII. Goal Setting and Planning

The Board:

1. Establishes clearly identified Community College District goals, annually, based on the assessed needs of the district and the recommendations of the Chancellor.	1 2 3 4	<hr/> <hr/> <hr/>
2. Monitors annually the implementation of district goals.	1 2 3 4	<hr/> <hr/>
3. Establishes clearly identified board development goals based on the outcome of the board’s self-evaluation.	1 2 3 4	<hr/> <hr/>
4. Plans and implements appropriate activities for the achievement of the board development goals.	1 2 3 4	<hr/> <hr/>
5. Reviews and revises annually the board’s long-range plan.	1 2 3 4	<hr/> <hr/>

Status **Active** PolicyStat ID **8198419**

Origination 01/2001
 Last Approved 06/2020
 Last Revised 06/2020
 Next Review 06/2030

Owner BOT Board of Trustees:
 Policy Area Chapter 2 Board of Trustees
 References Legally Required

BP 2745 Board Self-Evaluation

(Replaces current SBCCD BP 2020)

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its effectiveness.

To this end the Board has established the following processes for evaluation:

An ad hoc committee of the Board shall be appointed in April to determine the instrument or process to be used in Board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

The process for evaluation shall be recommended to and approved by the Board.

If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit them to the Office of the Chancellor and/or consultant.

A summary of the evaluations will be presented and discussed at an annual Board retreat scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

Reference:

ACCJC Accreditation Standard IV.C.10 (formerly IV.B.1.e & g)

Attachments

[BP 2745 Board Self-Evaluation - Comments](#)

BP 2745 Board Self-Evaluation - Legal Citations

Approval Signatures

Step Description	Approver	Date
Final Board Approval	Policy Stat	06/2020
Reviewed and Approved per AP 2510	Policy Stat	06/2020

COPY

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: May 9, 2024

SUBJECT: Consideration of Approval of Conference Requests

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached conference requests.

OVERVIEW

Faculty and staff attend conferences for various purposes, including professional growth and development, networking with industry peers, discussing best practices, and learning about emerging issues. The SBCCD travel and conference process is covered by Administrative Procedure 7400. All requests must be approved by the appropriate administrator as listed:

- For employee travel, the traveler's immediate supervisor.
- For student travel, the College President.
- For the Chancellor's travel, the Board Chair, or other designated Board Member.
- For Board Member travel, the Board Chair or designee.

Additionally, conference expenses must be approved by the budget responsibility center managers and Business Services. If total estimated expenses exceed \$5,000 per person, or travel is outside the contiguous United States, the request must also have prior Board approval.

ANALYSIS

The requests to attend conferences on the attached are either estimated to result in expenses exceeding \$5,000 per person, and/or involve travel outside the contiguous United States.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The cost of these conferences is included in the appropriate budget funds indicated on the attached and are approved by supervising managers through the District's financial system.





Conference Requests

Submitted for Board Approval May 9, 2024

[v.5.3.2024.p.1|1]

Requestor	Conference
<p><i>Originally approved March 14, 2024, this item is being amended to reflect additional funding sources.</i></p>	
<p>Site CHC</p> <p>Name & Department Christina Sweeting, Career Education</p> <p>Estimated Cost \$5,500 per person</p>	<p>National Conference on Race & Ethnicity in Higher Education (NCORE), 36th Annual Conference</p> <p>Dates of Travel 05/27/2024 – 06/02/2024</p> <p>Location Honolulu, HI</p> <p>Purpose Annual conference is a place of community and inclusion; it is a forum for building skills, alliances, and knowledge about issues of race and ethnicity in higher education. The conference will allow Individuals and teams to work collaboratively under the guidance, tutelage, and expertise of recognized and effective scholars, practitioners, and change makers.</p> <p>Funding Source Student Equity and Achievement Categorical Fund <u>Perkins/Strong Workforce Categorical Fund</u> <u>Equal Employment Opportunity Categorical Fund</u></p>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: May 9, 2024

SUBJECT: Consideration of Ratification for Contracts at or Above \$114,500

RECOMMENDATION

It is recommended that the Board of Trustees ratify the contracts on the attached list which are routine in nature, support the ongoing operation of the District, and have a total contract cost at or above \$114,500.

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts. District staff is presenting the attached purchase and/or contract requests, which meet or exceed the formal bid limits, for Board approval in the form of ratification.

ANALYSIS

The California Board of Governors sets the formal bid limit for procurement of goods and or services on an annual basis. The formal bid limit for the current calendar year has been set at \$114,500. Ratification of the contracts on the attached list will allow for the successful ongoing operation of the District. Construction services are not included in this board item.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The attached purchase and or contract requests have been budgeted for via purchase requisition.



Board Date 05-09-2024

**Contracts and Agreements
Over \$114,500**

1 of 1

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
26881	ConvergeOne, Inc	TESS/SBCCD	Piggyback Bid	\$2,000,000.00	\$1,100,000.00
	CMAS 3-19-70-2486P Information Technology Goods and Services: this is to set the not to exceed amount for this contract, this to approve an increase to the not exceed amount by \$1,100,000 for infrastructure upgrade projects			04/04/2019 through 06/26/2024	
27150	ConvergeOne, Inc	TESS/SBCCD	CMAS	\$1,290,043.56	
	Furnish and install Extreme switches that runs network infrastructure, licensing, maintenance and support			05/01/2024 through 05/01/2025	
27064	Stratiscope, Inc	Facilities Planning/SBCCD	Consultant	\$150,000.00	
	Consultants on the CHC Student Housing Project as it relates to community engagement planning, neighborhood outreach and strategic planning			04/01/2024 through 06/30/2025	
27118	Volz Company LLC	Facilities Planning/SBCCD	Professional Services	\$134,800.00	
	Professional Services - Real Estate Consultant - For student housing project			03/01/2024 through 06/30/2025	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: May 9, 2024

SUBJECT: District & College Expenses

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached requests for district and college expenses.

OVERVIEW

SBCCD AP 6925 requires the Board authorize the expenditure of funds related to various functions planned for the colleges and district office as indicated below.

- Meetings or trainings attended only by employees and/or currently enrolled students for which the total cost will be in excess of \$1,000.
- Meetings or trainings attended by employees, currently enrolled students, and by one or more non-employees and/or non-students of the District, for which the total cost will be more than \$500.
- Any refreshments and/or meals for an event. Events are defined as activities in which non-employees and/or non-students will/can attend or participate (e.g., job fair, holiday event, recruitment event); or is on a large enough scale to be considered neither a meeting nor training.

ANALYSIS

Details of the various events are included in the attached list being presented for approval.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The cost of these expenditures is included in the budgets shown on the attached.





District & College Expenses

Submitted for Board Approval May 9, 2024

[v.4.18.2024.p.1|3]

Event Information

Date(s)
05/06/2024

CHC Athletics Banquet

Purchased were food and awards for 75 students, faculty and staff.

Site
CHC

Funding Source(s)
Athletics General Fund

Estimated Cost
\$1,860

Ratification/Amendment
Date was selected after the board deadline.

Date(s)
05/09/2024

Interclub Council (ICC) Final Meeting

Purchased were meals & refreshments for Interclub Council's last meeting to celebrate end of the year. Facilitator is Marie Maghuyop.

Site
SBVC

Funding Source(s)
ICC Funding for Events Trust

Estimated Cost
\$1,000

Ratification/Amendment
This item is being ratified due to event details not being solidified prior to the Board date.

Date(s)
05/10/2024

MESA End of Year Celebration

To be purchased are food, decorations, balloons, supplies for an activity, printed materials, and a guest speaker. Seventy-five faculty, students and staff will be in attendance.

Site
CHC

Funding Source(s)
MESA Categorical Fund

Estimated Cost
\$4,000

Date(s)
05/13/2024 to 05/17/2024

Finals Week EOPS

To be purchased are meals and refreshments. EOPS will provide 225 meals to EOPS, CARE, and DREAMers students during Spring 2024 finals week.

Site
CHC

Funding Source(s)
EOPS, NextUp, CARE and DREAMers Categorical Funds

Estimated Cost
\$2,910



District & College Expenses

Submitted for Board Approval May 9, 2024

[v.4.18.2024.p.2|3]

Event Information

Date(s)
05/15/2024

Transfer Celebration Dinner

Site
CHC

To be purchased is dinner for students, a guest, faculty, and staff. This event honors students who are transferring to university. We anticipate approximately 150 people.

Estimated Cost
\$2,500

Funding Source(s)
Equity and Achievement Categorical Fund

Date(s)
05/19/2024 to 05/23/2024

California Fire EMS and Disaster Conference and Expo

Site
CHC

To be purchased are student lunches during conference attendance.

Estimated Cost
\$1,968

Funding Source(s)
Perkins Categorical Fund

Date(s)
06/03/2024 to 06/06/2024

SBVC Classified Connection Week

Site
SBVC

To be purchased are meals and refreshments. Sponsored by SBVC Professional Development, this week-long event will include speaker presentation, workshops, socials, and group activities for classified staff. Breakfast and ice cream socials will be served. Anticipated attendance is 150 classified staff.

Estimated Cost
\$2,300

Funding Source(s)
President's Office General Fund

Date(s)
06/10/2024 to 06/14/2024

Summer Enrollment EOPS

Site
CHC

To be purchased are meals and refreshments. EOPS Department will provide 225 meals to EOPS, CARE, and DREAMers students during Summer enrollment week.

Estimated Cost
\$2,910

Funding Source(s)
EOPS, NextUp, CARE and DREAMers Categorical Funds



District & College Expenses

Submitted for Board Approval May 9, 2024

[v.4.18.2024.p.3|3]

Event Information

Date(s)
07/06/2024

SummerFest 2024

Site
SBVC

To be purchased are table rentals for attendees and vendors. SummerFest is a large, established event on campus that draws thousands of community members to enjoy the food trucks, San Bernardino Symphony concert, and fireworks.

Estimated Cost
\$2,500

Funding Source(s)
Marketing General Fund, Outreach Retention Categorical Fund

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Heather Ford, Executive Administrative Assistant

DATE: May 9, 2024

SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached list of individual memberships.

OVERVIEW

The County of San Bernardino District Financial Services Division requires certification of Board minutes, that are in accordance with provisions of legal codes for the State of California, to pay invoices for memberships. Whenever possible, SBCCD purchases institutional memberships to be used districtwide. The individual requesting membership has reviewed, and confirms, the District does not currently subscribe to an institutional membership and the association to which they are requesting membership only offers Individual memberships. The memberships requested are related to job duties and functions to promote and advance our institutions and students.

ANALYSIS

Education Code Section 35172 (d) Subscribe for membership for any school under its jurisdiction in any society, association, or organization which has for its purpose the promotion and advancement of public or private education. (e) Subscribe for membership in, or otherwise become a member of, any national, state, or local organization of governing boards of school districts or members thereof which has for its purposes the promotion and advancement of public education through research and investigation, and the cooperation with persons and associations whose interests and purposes are the betterment of the educational opportunities of the children of the state.

Education Code Section 35160.1 (a) The Legislature finds and declares that school districts, county boards of education, and county superintendents of schools have diverse needs unique to their individual communities and programs. Moreover, in addressing their needs, common as well as unique, school districts, county boards of education, and county superintendents of

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.



SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

schools should have the flexibility to create their own unique solutions. (b) In enacting Section 35160, it is the intent of the Legislature to give school districts, county boards of education, and county superintendents of schools broad authority to carry on activities and programs, including the expenditure of funds for programs and activities which, in the determination of the governing board of the school district, the county board of education, or the county superintendent of schools are necessary or desirable in meeting their needs and are not inconsistent with the purposes for which the funds were appropriated. It is the intent of the Legislature that Section 35160 be liberally construed to affect this objective. (c) The Legislature further declares that the adoption of this section is a clarification of existing law under Section 35160.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Membership associated with this board item are included in the funding source as attached.



Annual Memberships

Submitted for Approval February 8, 2024

p.1|1]

SITE, INDIVIDUALS, AND AMOUNT	MEMBERSHIP AND FUNDING SOURCE
<p>SBVC Jesus Navarro Jennifer Losee Nesreen Sabbah \$597.00 per person</p>	<p>Society for Simulation in Healthcare Nursing General Fund</p>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: May 9, 2024

SUBJECT: Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

RECOMMENDATION

It is recommended that the Board of Trustees declare the equipment and/or materials listed on the attached as surplus property, and direct the Business Manager to arrange for its sale or disposal.

OVERVIEW

California Education Code 81452 states that if a governing board, by a unanimous vote of those members present, finds that property, whether one or more items, does not exceed in value the sum of \$5,000, the property may be sold at private sale without advertising or disposed of.

ANALYSIS

The items listed on the attached have been identified as obsolete and no longer usable. Upon approval by the board, they will be sold or disposed of through reputable auction houses and/or salvage companies.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Funds for materials sold will be provided to the district after auction and positively impact the budget.



Fixed Assets Surplus Report
May 9, 2024

<u>Asset #</u>	<u>Date Retired</u>	<u>Description</u>	<u>Initial Value</u>	<u>Current Value</u>
21596	5/9/2024	1998 KME Fire Engine	\$15,000.00	\$0.00

Non-Fixed Assets Surplus Report
May 9, 2024

<u>Description</u>	<u>Quantity</u>
Verizon Wifi	1
Samsung Galaxy Phone	1

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Director, Facilities Planning & Construction

DATE: May 9, 2024

SUBJECT: Consideration of Approval to Award RFQP#03-2324-08 and Contract for San Bernardino Workforce Development Center Project

RECOMMENDATION

It is recommended that the Board of Trustees approve to award request for qualifications/ proposal **RFQP #03-2324-08 | San Bernardino Workforce Development Center Project**, and contract, to 19Six Architects of Corona, CA in the amount of \$292,588.

OVERVIEW

This project facilitates the construction of a multi-purpose training facility and outdoor learning area at 114 South Del Rosa Drive. This center is intended to address in-demand workforce training needs in the Inland Empire.

ANALYSIS

A Request for Qualifications and Proposal (RFQP) was publicly advertised on March 7, 2024, and the District received four responsive proposals on April 8, 2024. The selection committee performed a detailed review and analysis of the RFQPs to select the firm whose qualifications, experience, and price would provide the best value to the District. The firms that received the top three rankings are listed below:

Firm	Ranking
19Six Architects of Corona, CA	1
PBK Architects of Rancho Cucamonga, CA	2
IDS Group, Inc. of Corona, CA	3

SBCCD GOALS

2. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The cost of this award will be included in the Economic Development Administration Grant.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Director, Facilities Planning & Construction

DATE: May 9, 2024

SUBJECT: Consideration of Ratification of Master Services Agreements and Task Orders for Bond Construction

RECOMMENDATION

It is recommended that the Board of Trustees ratify Master Services Agreements and Task Orders as indicated on the attached list.

OVERVIEW

To support the Measure CC Bond Program, SBCCD has created various shortlists of professional service consultants for specific pre-design, and engineering disciplines in accordance with the established Request for Qualifications process. These prequalified shortlists include:

- Architectural & Engineering
- California Environmental Quality Act/National Environmental Policy Act
- Civil Surveying
- Commissioning
- Division of the State Architect Inspector of Record
- Estimating
- Furniture, Fixtures, & Equipment (FF&E) Design, Procurement & Installation Coordination
- Geotechnical
- Hazardous Material Assessment
- Landscape Architecture
- Mechanical, Electrical, and Plumbing Engineering
- Special Inspection & Material Testing

As consulting firms are needed, Requests for Task Order Proposals are issued to the firms of each applicable shortlist. If selected, a Master Services Agreement with the chosen firm is executed, and the Task Order awarded.



ANALYSIS

Requests for Task Order Proposals are issued to all prequalified professional services consultants within the related pool. Unlike construction contracts, which are awarded by low bid, professional consulting contracts are awarded based on best value.

Each proposal is assessed by a committee comprised of representatives from the Facilities Department, campus staff, program management team, and other District stakeholders as appropriate. A qualitative evaluation based on weighted criteria (including fee, technical approach, project experience, key personnel, and delivery schedule) is performed to determine which firm's proposal provides SBCCD with the best value for the Task Order.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs will be included in the Bond Construction budget.



Master Services Agreements & Task Orders for Bond Construction

Submitted for Ratification May 9, 2024

[v.4.17.2024.p.1|1]

Firm	Pool Approval	Task Order Amount	Site	Project	Task Order	Date Executed
*P2S, Inc. Irvine, CA	Mechanical, Electrical, and Plumbing Services 12/12/2019	\$4,500.00	CHC	CWI Cooling Tower Replacement	CC03-3640.05 (TO#04-016.1) Mechanical, Electrical, and Plumbing Services	3/19/2024
*Dovetail Decision Consultants, Inc. San Anselmo, CA	FF&E Design, Procurement & Installation Coordination Services 8/11/2022	\$26,950.00	SBVC	Student Services Building	CC03-3640.17 (TO#02-004.1) FF&E Design, Procurement & Installation Coordination Services	3/22/2024
*Leo A. Daly Los Angeles, CA	Architecture and Engineering Services 12/12/2021	\$40,029.00	SBVC	Architecture and Engineering Services	CC03-3640.03 (TO#02-048.5) Architecture and Engineering Services	2/20/2024

*Issued as a supplement to an existing Task Order.



SBCCD TRUSTEE ANNE VIRICEL TO CONCLUDE DISTINGUISHED SERVICE

San Bernardino Community College District Trustee Dr. Anne L. Viricel has announced she will conclude her nine years of service on the governing board, effective June 30, 2024. The trustees are elected by local voters to oversee the educational mission and set policy for the district, which serves nearly 20,000 students through Crafton Hills College, San Bernardino Valley College, KVCR Public Media, and the Economic Development & Corporate Training center. *cont. page 3*



5.9.2024

CHANCELLOR'S REPORT



SBCCD HOSTED CHANCELLOR, CALIFORNIA COMMUNITY COLLEGES SYSTEM

We recently hosted Dr. Sonya Christian, the Chancellor of the California Community Colleges system. Together, we're working to open up more opportunities and access to higher education across the Inland Empire and California. We showcased our academic and job training programs, and partnerships with high schools to build a stronger college-going culture.

Chancellor Christian commended SBCCD for sharing the state's vision of supporting students, communities, and the planet, ensuring exceptional opportunities for all.

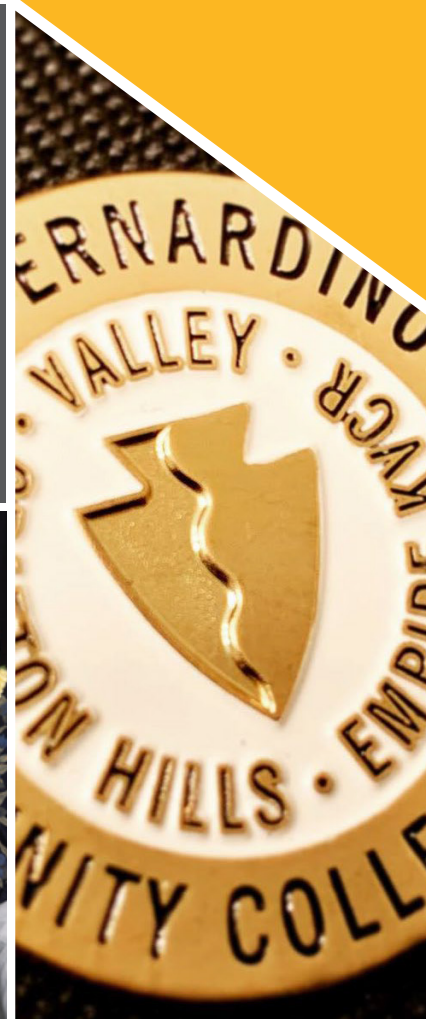


CHC'S ANNUAL FUNDRAISER

Crafton Hills College's Annual Fundraiser was a smashing success, raising over \$190,000 for CHC students! Your generosity is changing lives and shaping futures. From student sponsorships to lively auctions, every contribution makes a difference.

Couldn't make it to the event? There are several ways to give. Go to craftonhills.edu/foundation to donate online, or call 909-389-3391 to discuss other giving arrangements.

Thank you for your unwavering support in making a real difference in our students lives!





DAMIAN GARCIA HONORED AS CRAFTON'S OUTSTANDING ALUMNUS

Crafton Hills College (CHC) has named Damian G. Garcia as its 2024 Outstanding Alumni Award recipient. The accolade, presented each year by the CHC Foundation, recognizes a former student who exemplifies the dynamic and positive qualities the Crafton experience can produce.

Born and raised in the Inland Empire, Garcia's upbringing influenced his work ethic and drive early on. He was the first of his family to attend college. Garcia's higher education journey began at CHC, where he laid the foundation for his academic pursuits while balancing his personal and professional life. After completing his bachelor's degree at the University of California, Riverside, Garcia attained an MBA at the University of Redlands, followed by a law degree from the University of La Verne.

Garcia's commitment to justice and diversity inspired him to become an attorney and eventually serve as a judge. Recognizing the lack of diversity in the judiciary, he pursued a legal career with a vision to effect positive change in his community.

Garcia was honored with the Outstanding Alumni Award at the CHC Foundation Fundraiser/Gala on Thursday, April 18.



SBVC HOSTS FIGHTING FOR OUR FUTURE: STUDENT SUMMIT

DR. LUCY JONES CENTER
FOR SCIENCE AND SOCIETY

FIGHTING FOR OUR FUTURE: STUDENT SUMMIT



San Bernardino Valley College recently hosted the Fighting For Our Future: Student Summit on Saturday, April 27, 2024.

This event was crafted by the Dr. Lucy Jones Center for Science and Society and was supported by Southern California Edison (SCE) and San Bernardino Valley College (SBVC). The aim of the student summit was to motivate high school and college students in the Inland Empire to pursue careers that tackle Climate Change.

SBVC was excited to be able to make this opportunity available to young individuals passionate about making a difference. Students were able to gain a deeper understanding of the climate challenges we face, in addition to learning how to drive change through innovation and collaboration.

Students were able to explore a range of career paths from mentors in fields such as Engineering, Environmental Policy, Sustainable Transportation, Emergency Management, Climate Science, and more. This summit was a chance to connect with leading experts and engage with mentors who are pioneering change in various sectors.

The event was free to students and included breakfast and lunch. It was an excellent opportunity for young minds to be inspired and to inspire others in creating a sustainable future. Thank you to everyone that joined us for this transformative event!

...cont. page 1



In light of her departure, the board is now seeking applicants to fill the Area 7 seat, representing Highland, Lake Arrowhead, surrounding mountain communities, and neighborhoods around the San Bernardino International Airport.

Dr. Viricel has served as Board Chair, Vice Chair, and Clerk, playing a key role in shaping policies that support student success. As a member of the Board's Legislative Committee, she advocated for increased local, state, and federal funding to enhance educational and job training opportunities for students. Her leadership extended beyond local governance, as she also served on the statewide California Community Colleges Women's Caucus, advocating for women's leadership and pay equity across the system.

During her tenure as Board Chair, SBCCD faced the unprecedented challenges of the COVID-19 pandemic and its recovery phase, with Dr. Viricel playing a crucial role in steering the district through these turbulent times.

Chancellor Diana Z. Rodriguez expressed her gratitude:

"Dr. Viricel's wisdom and leadership have been instrumental in expanding access to higher education and creating opportunities for our community. Her steady guidance has helped us navigate challenging times and set a solid foundation that will benefit our students for years to come. I'm deeply grateful for her distinguished service and especially for her passion for arts education, which has greatly enriched our community's cultural landscape."

SBCCD Board Chair Dr. Stephanie Houston also praised Dr. Viricel's contributions:

"Dr. Viricel has been a remarkable leader, not only within our district but also on a statewide level. Her unique perspective as a university-level business professor, nonprofit executive director, community advocate, mother, and grandmother has enriched every decision we've made as a board. We congratulate her on her new chapter and remain deeply grateful for her contributions to our district and the wider community."

Reflecting on her service, Dr. Viricel shared:

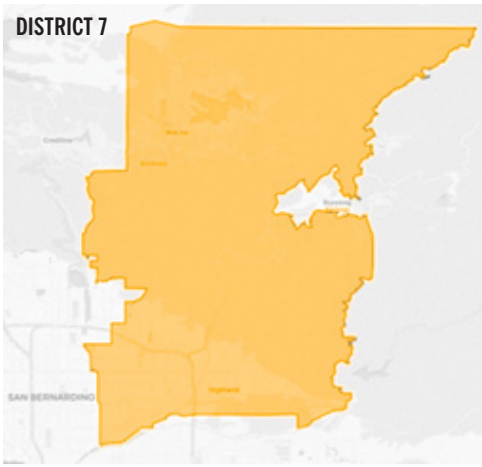
"It's been incredible to witness the growth of SBCCD—from advancing student success and achieving the highest level of accreditation, to developing new facilities and deepening our community engagement and industry partnerships. After nine fruitful years, I'm leaving with a heart full of gratitude for my colleagues, our students, and the dedicated faculty, staff, and community partners. I am excited to see how our district will keep growing and creating new opportunities for future generations and hope to continue to serve in a volunteer capacity."

HOW TO APPLY TO FILL VACANCY

Applications for the vacant position are due by May 22, 2024, by 4 p.m., with the appointment scheduled before July 11, 2024. The selected candidate will serve out the remainder of Dr. Viricel's term, which expires in December 2024.

Eligible candidates must be registered voters residing in Trustee Area 7. Interested individuals may obtain an application at the SBCCD headquarters, located at 550 E. Hospitality Ln., Suite 200 in San Bernardino, or online at www.sbccd.edu/about-sbccd/board-of-trustees. ...cont. page 4

DISTRICT 7



EXPLORE SBCCD TRUSTEE AREA 7

- 1 | Visit the San Bernardino County Registrar of Voters website.
- 2 | Enter your address to find your voter district or select the "All Districts" tab.
- 3 | From the drop-down menu, choose "San Bernardino Community College District Area 7."

For further information about the Area 7 candidate application process, contact the SBCCD Chancellor's Office at (909) 388-6903 or via email at hford@sbccd.edu.

The San Bernardino Community College District (SBCCD) educates nearly 20,000 students at Crafton Hills College and San Bernardino Valley College, preparing them for university transfer and career success. SBCCD also operates a workforce training center and is home to KVCR Public Media, the NPR and PBS affiliate station for Inland Southern California on 91.9 FM and TV Channel 24. Learn more at sbccd.edu.



SBCCD WELCOMES KEITH BACON, SBVC VICE PRESIDENT OF ADMINISTRATIVE SERVICES

Life has come full circle for San Bernardino Valley College's new Vice President of Administrative Services, Keith Bacon.

Ever since he graduated from San Bernardino

High School, Keith has cultivated a career in public education: most recently serving as chief business official with the Colton-Redlands-Yucaipa ROP, Romoland School District, and director of fiscal services in the Yucaipa-Calimesa Joint Unified School District. Now, he is back in his hometown of San Bernardino, ready to help the college achieve its mission in the community.

"Growing up just five miles from the campus, amidst challenges like food insecurity, poverty, and educational disparities, which still persist in the city, gives me a unique perspective and drive to contribute to the community's improvement," Keith said.

As Vice President of Administrative Services, Keith supports campus-wide initiatives, like building projects and efforts to modernize programs, and his division's goals are aligned with SBVC's overall mission and district objectives. "We are dedicated to being an anti-racist institution, focusing on eliminating barriers and fostering diversity, equity, inclusion, and accessibility," he said.

Keith is excited about working in a city that means so much to him: it was a teacher at San Bernardino

High School, Mr. Corigliano, who inspired Keith to go into education, and he met his wife in the ninth grade while they were riding an Omnitrans bus. He started as Vice President of Administrative Services in January, and immediately found camaraderie.

"Engaging with individuals across the campus, understanding their challenges, and collaborating on solutions is incredibly fulfilling," Keith said. "This environment not only fosters professional growth but also strengthens my commitment to the institution's mission and the community it serves."



WEEK TWO OF KVCR'S TEEN WEEKS OF FILM!

KVCR's Teen Weeks of Film kicked off week two of ten! Briana Navarro, who is the project lead of Teen Weeks of Film guided high school teens on an interactive camera lighting & basics workshop!

A huge "Thank you" to Tim and Daniel for leading the day's session.

During the 10 weeks students will work with KVCR staff to produce short film documentaries in areas of social justice, education or social issues that students face on a regular basis. Students will work closely with KVCR professional staff to develop their short films at the station.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Nohemy Ornelas, VC of Education and Student Support Services

PREPARED BY: Dr. Christopher M. Crew, Executive Director, Research & Planning

DATE: May 09, 2024

SUBJECT: Strategic Plan Goal-4 Updates

RECOMMENDATION

This item is for information only and no action is necessary.

OVERVIEW

The document provides an update of important actions and highlights to achieve Goal-4 (Ensure SBCCD's Fiscal Accountability/Sustainability).

ANALYSIS

SBCCD continues to prioritize fiscal accountability and sustainability by allocating \$5 million for deferred maintenance. This funding will cover projects such as the Health & Life Science building, Lois Carson Campus Center, Physical Sciences buildings, lighting upgrades, and xeriscaping of several parking lots. Additionally, SBCCD has obtained funding from the California Adult Education Program and has received more than \$9.8 Million in grant funding in 2023-24. SBCCD has joined 76 other colleges participating in the Credit for Prior Learning state initiative. SBCCD also organized a dual enrollment event at Bear Valley Unified School District, welcoming 200 students and parents to learn about the benefits of dual enrollment programs.

INSTITUTIONAL VALUES

1. Ensure SBCCD's Fiscal Accountability/Sustainability.

FINANCIAL IMPLICATIONS

There are no financial implications.










SBCCD STRATEGIC PLAN AND OBJECTIVES

MONTHLY STATUS UPDATE 2023 2024

GOAL 4 ENSURE FISCAL ACCOUNTABILITY/SUSTAINABILITY

- 
 SBCCD organized an informative dual enrollment parent night at the Bear Valley Unified School District. The event was a huge success, nearly 200 students and parents attended to learn about the benefits of dual enrollment programs.
- 
 SBCCD has allocated \$5M for deferred maintenance in 2023-2024. The projects currently underway include the Health & Life Science building, Lois Carson Campus Center, Physical Sciences buildings, lighting upgrades, and xeriscaping of various parking lots.
- 
 SBCCD secured California Adult Education Program funding to support the hiring of a third full-time counselor dedicated to transfer.
- 
 SBCCD has joined 76 other colleges participating in the Credit for Prior Learning state initiative. Approximately 40 students have received Area E credit in the Military Articulation Platform, saving them close to \$600,000 in tuition.
- 
 SBCCD completed an upgrade to its central plant cooling system that replaced 3 cooling towers with more efficient equipment that saves on water and electricity usage.

Outcome achieved: Received more than \$9.8M in grant funding in 2023-24



THANK YOU to our PARTNERS!



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Heather M. Ford, Sr. Executive Administrative Assistant

DATE: May 9, 2024

SUBJECT: Board Master Planning Action Calendar

RECOMMENDATION

This item is for information only.

OVERVIEW

The Board Master Planning Action Calendar is a schedule of items for board discussion or action. Board items are subject to change and are updated and posted in the monthly board business meeting agendas.

ANALYSIS

The Board Master Planning Action Calendar serves as a blueprint that can be used to improve planning and increase transparency districtwide.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information May 9, 2024

MONTHLY	Consent Agenda	<p>INSTRUCTION/STUDENT SERVICES</p> <ul style="list-style-type: none"> Curriculum Modifications Donations <p>HUMAN RESOURCES</p> <ul style="list-style-type: none"> Classification Advancements for Academic Employees Non-instructional Pay, Stipends, and Reduced Workload Tuition Reimbursement Employment Contracts Promotions, Transfers, Reclassifications, Step Advancements New Hires (Adjuncts, Substitutes, Classified, Management, Temporary, Interim, Permanent) Job Descriptions and Revised Salary Schedules CSEA/CTA/POA Agreements 	<p>BUSINESS & FISCAL SERVICES</p> <ul style="list-style-type: none"> Alcoholic Beverages Board Policies (Final Approval) Conferences Over \$5K or Outside US District/College Expenses Individual Memberships Surplus Property & Authorization for Private Sale or Disposal Contracts Above Bid Limit Resolution: Fund Balance Transfer Ratification of Interfund Transfers Signature List Changes 	<p>FACILITIES</p> <ul style="list-style-type: none"> Informal Bid Award (UCCAP) CBOC Appointees Award RFQ/RFP/Bids & Contracts Master Service Agreement & Task Orders For Bond Construction Small Scale Construction Contract Award
	Information Items Reports/Updates	<p>OFFICE OF THE CHANCELLOR</p> <ul style="list-style-type: none"> Applause Recognition Retirements Board Committee Reports Reports from Represented Groups Board Master Planning Action Calendar 	<p>BUSINESS & FISCAL SERVICES/FACILITIES</p> <ul style="list-style-type: none"> Board Policies (1st Reading) Budget Revenue & Expenditure Summary General Fund Cash Flow Analysis Purchase Order Report Contracts Below Bid Limit Construction Change Orders and Amendments – Bond/Non-Bond KVCR Update 	<p>HUMAN RESOURCES</p> <ul style="list-style-type: none"> CSEA/CTA/POA MOUs Professional Expert, Short-Term, and Substitute Employees Resignations Retirements Volunteers

JANUARY

- Legislative Priorities and State Budget Priorities
- 2022-2027 SBCCD Strategic Plan Mid-Year Update (Goals 1-4)
- 2022-2027 SBCCD Strategic Plan (begin renewal mid-year for approval in August)
- § 53003. Updated District EEO Plan Presentation and ACTION (with comments from CCCCCO)
- EEO Plan (monitor, evaluate, and report annually)
- Adopt Budget Calendar (by 2/1)
- Budget Directives 1st Reading (BFC)

FEBRUARY

- Apportionment Attendance and FTES Calculation Report (CCFS 320) P1
- 2022-2027 Strategic Plan Update (Goal 1)
- Sabbatical Leave Requests (name faculty, college, & term)
- Budget Directives (by 3/1)
- Nonresident Tuition and Capital Outlay Fees (by 3/1)
- Review and Affirmation of Guiding Principles for FCC Auction Proceeds PRST Account
- Review and Approve Guiding Principles for KVCR PRST Account

MARCH

- Regular Meeting Dates for the Board of Trustees
- 2022-2027 Strategic Plan Update (Goal 2)
- Classified Employee of the Year Endorsement (by 3/15)
- Review Tenure/Tenure Contracts
- Selection of Auditor (before 4/1)
- Quarterly Certified Financial Status Report (Oct-Dec)
- Quarterly Investment & Deposit Report (Oct-Dec)
- CBOC Annual Report Presentation (by 3/31)

BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information May 9, 2024

APRIL

- Trustee Handbook
- Student Trustee Privileges (by 5/15)
- P&Ps: 2100 (every two years on even election years),
- 2022-2027 Strategic Plan Update (Goal 3)
- 4/10 Alternate Summer Work Schedule MOU

MAY

- Recognition of Outgoing Student Trustees
- P&Ps: 6320 (annual; last approved 4/2023); 4235 (every three years; last approved 5/13/21)
- 2022-2027 Strategic Plan Update (Goal 4)
- Apportionment Attendance and FTES Calculation Report (CCFS 320) P2
- Preliminary Budget & Presentation (optional strategy session)
- Resolution: Interfund Transfers for Next Fiscal Year

JUNE

- Presentation: Administer Oath of Office to New Student Trustees
- New Student Trustee Orientation Information
- Executive Summary of Goals 1-4 (Board Retreat)
- Presentation: DEIA (HR)
- Employment Contracts for Academic and Classified Managers
- Employment Contract for Chancellor
- Salary Placement for Executive Management (3-year placement)
- Adopt Tentative Budget (by 7/1)
- Authorized Signature List for Next Fiscal Year
- Resolution: Expenditures of Prop 30 EPA Funds
- Resolution: Signature Authorizations for State of CA Department of Rehabilitation, Department of Education, Department of Corrections and Rehabilitation, and Department of Social Services
- Resolution: GANN Limit
- Sole Source Suppliers for Fiscal Year
- 2023-2028 CHC & SBVC Educational Master Plan
- 2023-2028 DSO Plan
- District Bank Accounts
- Resolution: Increase Board Compensation and Approve Excused Absences
- Fiscal Year Meals, Refreshments on District and College Expenses
- Quarterly Financial Status Report (Jan-Mar)
- Quarterly Investment & Deposit Report (Jan-Mar)
- Five-Year Construction Plan (CCCCO annual requirement)

BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information May 9, 2024

JULY

- Resolution: Transfer of Appropriations for the Fiscal Year
- 2020-2023 District Technology Strategic Plan (2020)

AUGUST

- P&Ps: 2745, 2435, 1100, 1200
- Reaffirm Mission, Vision, Values (2022)
- 2022-2027 Strategic Plan (begin renewal mid-year for approval in August)
- Apportionment Attendance and FTES Calculation Report (CCFS 320) P3
- Final Budget Presentation (strategy session last Thursday)

SEPTEMBER

- Accreditation Midterm Report (due 10/15/24)
- Accreditation Comprehensive Review Occurs Fall 2027
- Prior Year Final Enrollment Fee Revenue Due (CCFS-323 by 9/15)
- Approval of Districtwide Sabbaticals (notice required to employees by 10/1)
- § 53004. EEO Plan Analyses and Annual Report to CCCCCO
- Public Hearing and Final Budget Approval (by 9/15)
- Quarterly Investment & Deposit Report (Apr-Jun)

OCTOBER

- P&Ps: Review Schedule
- Academic Calendar
- Emergency Operations Plan
- Annual Security Report
- Initial Proposals to Reopen Negotiations with CSEA/CTA
- Sabbatical Completion Reports (from prior academic year)

NOVEMBER

- § 72000 (c)(2)(A); Board to select date and time of annual meeting and notify the county superintendent of schools. Note: Within 15 days of the annual meeting, written notice must be sent to members and members-elect notifying them of the date and time of the annual meeting.
- Campus Advisory Committees
- Full-Time Faculty Obligation Report (110/FFO due by 11/30)

BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information May 9, 2024

DECEMBER | ANNUAL BUSINESS MEETING

- Education Code Section 5017 provides: Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the second Friday in December next succeeding his/her election. Any member of the governing board of a school district or community college district whose term has expired shall continue to discharge the duties of the office until his/her successor has qualified. The term of the successor shall begin upon the expiration of the term of his/her predecessor.
- Swearing in on or prior to the second Friday in December.
- In election years, Education Code Section 72000 subdivision (c)(2)(A), the annual meeting must occur within a 15-day period that commences with the second Friday in December.
- New Trustee Oath of Office
- Nomination and approval of SBCCD Executive Board
- Certification of Election of Board Chair and Clerk
- Board Member Assignment to the County Committee on School District Organization
- Board Member Assignment to the SBRETC JPA
- Board Member Assignment to Standing BOT Committees. (Note for information: BEC serves as Ethics committee and self-evaluation/chancellor evaluation committees)
- Approve Ex Officio Members of the IFF Board
- New Trustee Orientation (every 2 years on even numbered years, if new trustees are elected)
- Apportionment Attendance and FTES Calculation Report (CCFS 320 by 1/15) P1
- Audit Reports: District, CBOC, KVCR (by 12/31)
- Quarterly Financial Status Report, Jul-Sep
- Quarterly Investment & Deposit Report, Jul-Sep

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor and
Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services

DATE: May 9, 2024

SUBJECT: Consideration of Board Policies for First Reading

RECOMMENDATION

This item is for information only. No action is necessary.

OVERVIEW

AP 2410 | <https://sbccd.edu/ap2410>

Pursuant to Board Policy 2410, policies of the Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District’s mission.

Administrative Procedures are issued by the Chancellor as statements of method to be used in implementing Board Policy. Such Administrative Procedures shall be consistent with the intent of Board Policy and may be revised as deemed necessary by the Chancellor through regular consultation processes and/or as required by revisions to laws and regulations. Administrative Procedures are forwarded to the Board of Trustees, which reserves the right to direct revisions of the Administrative Procedures should they, in the Board’s judgment, be inconsistent with the Board’s own policies.

ANALYSIS

The following policies and procedures are being forwarded to the Board today for first reading. All have undergone SBCCD’s process for Board Policies & Administrative Procedures as outlined in AP 2410. As necessary, they have been reviewed by the Board Policies and Procedures Ad Hoc Committee. Any proposed changes are indicated in the attached recommendations. It is anticipated that these items will appear for second read and final approval on next month’s Board agenda.



Policies & Procedures Presented for First Reading
2510 Participation In Local Decision-Making
2712 Conflict of Interest Code-
4015 District Course Enrollment Philosophy
4105 Distance Education
5040 Student Records, Directory Information, and Privacy
5300 Student Equity
5420 Associated Students Finance
6330 Purchasing
7120 Recruitment and Hiring
7145 Personnel Files
7210 Academic Employees
7216 Academic Employees: Grievance Procedure for Contract Decisions

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This is an information item and does not have any direct financial implications.

Board Policy

2510 Participation In Local Decision-Making

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	J Torres	BP & AP exist

Reason(s) for Review/Changes

> Recommendation from VC Hannon

Anticipated AP2410 Review & Approval Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

02/21/2024 Recommendation Received

02/26/2024 PPAC Approves Review Level

03/06/2024 Level 3 First Anticipated AS Review

03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback

04/03/2024 Level 3 Second Anticipated AS Review

04/08/2024 PPAC Reviews Second AS Feedback

PPAC members reviewed the recommendation. Lisa reported that before the SBVC Academic Senate tabled the P&Ps, it did review this item and had no feedback. Christopher made a motion to approve it through the process which Lisa seconded. The motion was approved by a majority vote.

05/09/2024 BOT First Reading

06/13/2024 BOT Final Approval

Begin Recommendation

Board Policy | 2510 Participation In Local Decision-Making

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for action under which the District is governed and administered.

Academic Senate(s) (Title 5 Sections 53200-53206)

~~The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.~~

The Board of Trustees recognizes the Academic Senate(s) of the San Bernardino Community College District as the organization(s) representing the faculty in the formation of District policy on academic and professional matters. The primary function of the San Bernardino Community College District Academic Senate(s) is to make recommendations with respect to the following academic and professional matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate patterns;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. Policies for faculty professional development activities;
7. District and college governance structures, as related to faculty roles;
8. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters.

The Board of Trustees relies primarily on the recommendations of the Academic Senate(s) for items 1 through 6. The Academic Senate(s) will work with the appropriate administrative office(s) while developing its position. The Academic Senate(s) will then forward its final

Board Policy

2510 Participation In Local Decision-Making

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



recommendations to the Chancellor of the District, who will present them in a timely manner to the Board of Trustees with or without the Chancellor's endorsements or comments.

When the Board of Trustees relies primarily upon the advice and judgment of the Academic Senate(s), the recommendation of the Academic Senate(s) will normally be accepted. In instances where a recommendation is not accepted, the Board's decision must be based on a clear and substantive rationale that puts the explanation for the decision in an accurate, appropriate, and relevant context. The Board or its designee shall communicate its reason in writing to the Academic Senate(s) in a timely manner. If such a recommendation is not accepted, existing policies and procedures will remain in effect.

The Board of Trustees will receive items 7 through 10, and those matters developed in item 11 as the result of a mutual agreement reached by resolution, regulation, or policy. In instances where agreement has not been reached, the existing policy shall remain in effect unless the policy exposes the District to legal liability or fiscal hardship. In cases where there is no existing policy, or when legal liability or fiscal hardship requires existing policy to be changed, the Board may act, after a good faith effort to reach an agreement, but only for compelling legal, fiscal, or organizational reasons. Nothing in this Board Policy shall be construed to infringe upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees. Collegial consultation will take place by existing practices. The Academic Senate(s), after consultation with the Chancellor, may present its written views and recommendations to the Board of Trustees. The Board of Trustees shall consider and may respond to such views and recommendations.

Staff (Title 5 Section 51023.5)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the Classified Senate and Management Association will be given every reasonable consideration.

Students (Title 5 Section 51023.7)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of Board policies and administrative procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.

References:

Education Code Section 70902(b)(7);

End Recommendation

Board Policy | 2510 Participation In Local Decision-Making

Administrative Procedure

2510 Participation In Local Decision-Making

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	J Torres	BP & AP exist

Reason(s) for Review/Changes

> FYI Only

Begin Recommendation

Administrative Procedure | 2510 Participation In Local Decision-Making

Overview

Participation in local decision-making is a process involving faculty, staff, students, and administrators in discussions regarding specific day-to-day and long-range planning and policies for the colleges and the District. These discussions lead to recommendations to the Chancellor. The Chancellor ultimately carries the recommendations to the Board of Trustees for discussion and potential final approval.

The governance structure and practices embrace SBCCD's values of supporting inclusiveness of individual and community viewpoints in collaborative decision-making; promoting mutual respect and trust through open communication and actions; and fostering integrity. The Governing Board is the final authority for governance at SBCCD. The Governing Board delegates authority to the Chancellor who in turn solicits and receives input through the participatory governance decision-making process.

Governance Process

The Chancellor's Council is the primary participatory governance leadership team that advises the chancellor on institutional planning, budgeting, and governance policies and procedures affecting SBCCD educational programs and services. Chancellor's Council members serve as a conduit for cross-district communication on these issues, soliciting feedback from and disseminating reports and updates to, constituency groups.

Members of the Chancellor's Council advise and make recommendations to the Chancellor regarding District goals and priorities that are of major importance to the district in providing opportunity and promoting quality, integrity, accountability and sustainability in carrying out SBCCD's mission.

Organization

The membership of Chancellor's Council shall be made up of the individuals (or their respective designees) whose position in the collegiate structure of the District makes their presence on the Council essential to the successful completion of its goals.

To promote additional participation in local decision-making and efficacy, five advisory committees have been created which make recommendations to Chancellor's Council. Subcommittees/task force/workgroup's structure for each advisory committee (if needed, not mandatory) will be unique and established by the respective advisory committee. Advisory committees can adjust as they see fit to promote participation and efficacy.

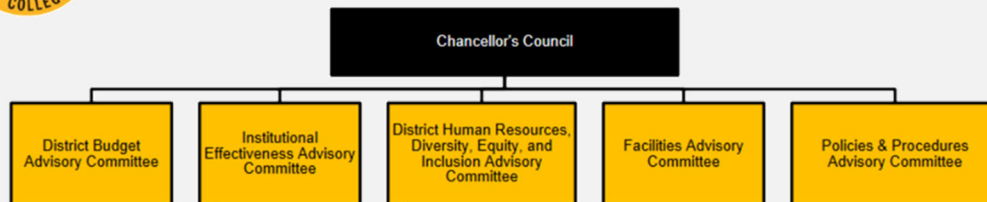
Administrative Procedure

2510 Participation In Local Decision-Making

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Chancellor's Council
Advisory Committee Structure
As of October 2021



References:

Education Code Section 70902(b)(7);
Title 5 Sections 53200 et seq., 51023.5, and 51023.7;
ACCJC Accreditation Standards IV.A and IV.D.7 (formerly IV.A.2, IV.A.5)

End Recommendation

Administrative Procedure | 2510 Participation In Local Decision-Making

Administrative Procedure

2712 Conflict of Interest Code

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 2	No	K Hannon	<i>No matching BP exists</i>

Reason(s) for Review/Changes

> Chapter Lead: Remove Appendix A – Designated Postions from the AP to streamline the efficiancy of updates through the FPPC

Anticipated AP2410 Review & Approval Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 03/11/2024 PPAC Approves Review Level
- PPAC voted to change from Level 1 to Level 2 and add requirement that the list be posted on the website.
- 03/12/2024 Levels 2 & 3 to Constituents for Feedback
- 03/19/2024 Chapter Lead agreed with changes
- 04/08/2024 Level 2 PPAC Hears Constituent & AS Feedback
- The PPAC members reviewed this P&P schedule and recommendation with no feedback. Christopher made a motion to advance this item through the process and Keith seconded. The motion was approved by a majority vote.
- 05/09/2024 BOT First Reading
- 06/13/2024 BOT Final Approval

Begin Recommendation

Administrative Procedure | 2712 Conflict of Interest Code-2

~~(Replaces current SBCCD AP 2260)~~

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation ~~and the attached Appendices designating officials and employees and establishing~~ establishes disclosure categories, ~~and~~ shall constitute the conflict of interest code of the San Bernardino Community College District (District). A list of designated officials and District positions will be maintained by the Chancellor and/or designee on a list separate from this AP, which will appear on the Policies & Procedures webpage alongside this AP.

~~Individuals holding designated positions shall file their statements of economic interests with the District, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the District.~~

APPENDIX A

Designated Positions

~~Individuals holding designated positions shall file their statements of economic interests with the District, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the District.~~

Designated Positions	Disclosure Categories
Board of Trustees	1, 2

Administrative Procedure

2712 Conflict of Interest Code

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Chancellor	1, 2
Executive Vice-Chancellor	1, 2
General Counsel	1, 2
Business Manager	1, 2
Director, Facilities Planning, Emergency Management & Construction	2
Associate Deans	2
Associate Director of Energy, Sustainability & Safety Administration	2
Campus Project Manager	2
Chief Technology Officer	2
College President, CHC	2
College President, SBVC	2
Deans	2
Director, Diversity, Equity, and Inclusion	2
Director of Technology Services	2
Director, Administrative Application Systems	2
Director, Alternative Text Production Center	2
Director, Technology Services	2
Director, SAS	2
Director, Fiscal Services	2
Director, Grants Development & Administration	2
Facilities Project Manager	2
General Manager, KVCR TV/FM	2
Local Business Outreach Administrator Measure CC	2
Vice Chancellor, Educational and Student Support Services	2
Vice Chancellor of Human Resources and Police Services	2
Vice Chancellor, Workforce Development, Advancement & Media Systems	2
Vice President of Administrative Services	2
Vice President of Instruction	2
Vice President of Student Services	2
Director, Facilities, Maintenance & Operations	3
Director, Human Resources, EEO, Legal Services and Labor Relations	3

Administrative Procedure

2712 Conflict of Interest Code

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Food Services Supervisor	3
Chief of Police	3
Consultants/New Positions	*

*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure requirements in this conflict of interest code subject to the following limitation:

The Chancellor may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Chancellor’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

The following positions are NOT covered by the code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

- Retirement Board Authority
- Investment Advisors

An individual holding ~~one of the above listed a designated~~ positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been incorrectly categorized. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

APPENDIX B DISCLOSURE CATEGORIES

Category 1. Designated positions assigned to this category must report:

- A. Interests in real property within the boundaries of the District that are used by the District or are of the type that could be acquired by the District as well as real property within two miles of the property used or the potential site.
- B. Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that engage in the acquisition or disposal of real property or are engaged in building construction or design for school districts.

Category 2. Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the District.

Category 3. Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the designated position’s department.

REFERENCES:

Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503; Title 2 Section 18730 Any changes to this AP requires approval of the FPPC prior to board approval.

End Recommendation

Administrative Procedure | 2712 Conflict of Interest Code-2

Board Policy

4015 District Course Enrollment Philosophy

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	K Hannon	BP & AP exist

Reason(s) for Review/Changes

> New BP developed by VC of HR

Anticipated AP2410 Review & Approval Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

02/21/2024 Recommendation Received

02/26/2024 PPAC Approves Review Level

03/06/2024 Level 3 First Anticipated AS Review

03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback

- AS Initial Feedback is to change the language as follows:
 - Each College of the San Bernardino Community College District shall determine the optimum class size for each course or subject area based on the ~~effectiveness of instruction and~~ efficiency of operation." (SBVC)
 - Each College's Chief Instructional Officer or designee can confer with the Academic Senate and receive a recommendation on the optimum class size for courses not outlined in the CBA. The Chief Instructional Officer or designee will have the final decision of the optimum class size, and this will be posted on the office of instruction website." (SBVC & CHC)
- The Academic Senate would like a clear definition of "3.1. d) combined courses meeting at the same hour with the same instructor." (SBVC)
- 2.1 treats each college individually; however, it is recommended that SBCCD start looking at enrollment districtwide rather than as individual colleges. (CHC)
- The Academic Senate questions what would the efficiency number be for each college and what is meant by "efficiency"? (CHC)

03/18/2024 – Chapter Lead Okay with Changes

04/03/2024 Level 3 Second Anticipated AS Review

04/08/2024 PPAC Reviews Second AS Feedback

Lisa reported that although the SBVC Academic Senate did not actually vote on this item, they had major concern over the word "can" in the AP item 2.2 and thought it should be "shall." She advised her opinion that if this word was changed, the recommendation could be moved along. The committee discussed its process and the practice of appointing proxies. After careful deliberation, Davena made a motion to proceed with a vote on moving 4015 through the process with the change of the word "can" to "shall" in the first sentence of 2.2. This was seconded by Lisa. There were no further comments and the motion was approved by a majority vote with Ryan Bartlett voting no.

05/09/2024 BOT First Reading

06/13/2024 BOT Final Approval

Begin Recommendation

Board Policy | 4015 District Course Enrollment Philosophy

The Board is committed to supporting enrollment management practices that establish guidelines for course enrollments.

The Chancellor shall establish a districtwide course enrollment philosophy that includes optimal or maximum class size guidelines, in consultation with the academic senates. The minimum class size guidelines are defined in the Collective Bargaining Agreement.

End Recommendation

Board Policy | 4015 District Course Enrollment Philosophy

Administrative Procedure

4015 District Course Enrollment Philosophy

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	K Hannon	BP & AP exist

Reason(s) for Review/Changes

> New AP developed by VC of HR

Begin Recommendation

Administrative Procedure | 4015 District Course Enrollment Philosophy

The District has established the following guidelines for the Optimal and Minimum class sizes.

1.0. Class Size Guidelines

- 1.1. Minimum class size guidelines defined in the Collective Bargaining Agreement (CBA) and this section shall apply to all lecture, seminar, and laboratory classes.
- 1.2. Independent study, research, and arranged classes are exempted from such guidelines.

2.0. Optimum Class Size

- 2.1. Each College of the San Bernardino Community College District shall determine the optimum class size for each course or subject area based on the effectiveness of instruction and efficiency of operation.
- 2.2. Each eCollege's Chief Instructional Officer or designee ~~Vice President of Instruction and/or enrollment management team~~ can shall confer with the Academic Senate and receive a recommendation on the optimum class size for courses not outlined in the Collective Bargaining Agreement CBA. Management. The Chief Instructional Officer or designee will have the final decision of the optimum class size, and this will be posted on the office of instruction website.

3.0. Exceptions

- 3.1. A class that meets any of the following conditions may be ~~continued~~ exempted from the guidelines above:
 - a) courses required for graduation;
 - b) courses required in a major or in career subject areas;
 - c) courses offered irregularly based on enrollment and need; and
 - d) combined courses meeting at the same hour with the same instructor.
- 3.2. Statutory and State regulations mandating class sizes may be exempted from the guidelines above including: ~~Exceptions to minimum class size guidelines may also be based upon the following:~~
 - a) limited classroom or laboratory facilities;
 - b) campus size and geographical location; and
 - e) experimental or pilot programs; and
 - d)c) statutory and State regulations mandating class size.

4.0. Cancellation of Course

- 4.1. Courses that fail to meet one of the preceding exceptions may be cancelled.

End Recommendation

Administrative Procedure | 4015 District Course Enrollment Philosophy

Review Notes | Key: Initial Staff Recommended. Legal Changes. PPAC Constituent. Chapter Lead Feedback

Board Policy

4105 Distance EducationSan Bernardino Community College District | P&P Chapter Lead Recommendation |
4/16/2024

Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason(s) for Review/Changes

> [Legal Update 39 & Academic Senate Request \(2022-23 carryover\)](#)

Anticipated AP2410 Review & Approval Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

02/22/2024 Recommendation Received

02/26/2024 PPAC Approves Review Level

03/06/2024 Level 3 First Anticipated AS Review

03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback

CHC Senate Rep expressed a remaining question about language under Course Modality:

1) All online and in-person synchronous meeting days/dates and times

2) Any required asynchronous in-person activities”

Specifically, the language should be covering all field trips, but is there a hole in between 1) and 2) where a field trip can be added that is not in the schedule? Nohemy recalled that this had been vetted, but advised she will triple-check that this fell into the guidelines.

04/03/2024 Feedback from Chapter Lead

– Course Modality language has been verified against updated regulations

- Additional Chapter Lead change based on recommendations from the Chancellor's Office

04/03/2024 Level 3 Second Anticipated AS Review

04/08/2024 PPAC Reviews Second AS Feedback

PPAC members reviewed the recommendation, including comments made at the March PPAC meeting. Christopher made a motion to approve it through the process, which Keith seconded. Davina commented that this item had been reviewed quite a bit and even though it may still have to come back at a later date regarding stronger language, she felt it was in a place where it could be moved forward. The motion was approved by a majority vote.

05/09/2024 BOT First Reading

06/13/2024 BOT Final Approval

Begin Recommendation

Board Policy | 4105 Distance Education

~~(Replaces current SBCCD BP 4108)~~

~~All distance education programs will adhere to the same programmatic requirements as in-person classroom programs. In order to expand access and provide greater flexibility, the Chancellor is responsible for establishing procedures for distance education programs that comply with accreditation standards, and federal and state guidelines.~~

~~All distance education programs will adhere to the same programmatic requirements as in-person classroom programs.~~

References:

Title 5 Sections 55200 et seq.

End Recommendation

Board Policy | 4105 Distance Education

Administrative Procedure

4105 Distance Education

San Bernardino Community College District | P&P Chapter Lead Recommendation |
4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason(s) for Review/Changes

- > Legal Update 43: The Service updated this procedure to add a legal citation and align with revised Title 5 regulations.
- > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.
- > Legal Update 39 & Academic Senate Request (2022-23 carryover) Updated to add "Correspondence" Education to the title to reflect new provisions added to Title 5 regarding correspondence education. The Service also added legally required language regarding correspondence education, including the definition from Title 5 regarding "correspondence education" and provisions addressing delivery of correspondence education instruction, addendums to course outlines, and eligibility of full-time status for students who participate in correspondence education. Finally, the Service added legal citations to Education Code Sections 66700 and 70901 et seq. and Title 5 Sections 55260 et seq.

Begin Recommendation

Administrative Procedure | 4105 Distance Education

Replaces current SBCCD AP 4108)

Distance Education: Education that uses technology to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and instructor(s) either synchronously or asynchronously and is not self-paced. Title 5, as well as State and The Federal Regulations require districts to have processes in place to ensure that the student who registers in a distance education course or program is the same student who participates in and completes the program and receives academic credit. Distance Education programs do not include correspondence courses. A district will meet this requirement if it follows the language below. Note that the Federal Regulations do not require districts to charge students fees associated with the verification of the student's identify. However, any district that does charge a fee, must notify the student in writing of the estimated amount of those fees in addition to a statement of the processes used to protect the student's privacy.

Correspondence Education: Education provided through one or more courses by a community college or district under which the college or district provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and student is limited due to separation, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced, although a regular cycle of assignment submissions and delivery of feedback should be established for facilitated learning. If a course is part correspondence and part residential training, it is considered a correspondence course. Correspondence education is not distance education.

Student Authentication: Technology & Educational Support Services (TESS) shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The District shall utilize secure credentialing/login and password to authenticate or verify the student's identity.

Technology & Educational Support Services (TESS) shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

Administrative Procedure

4105 Distance Education

San Bernardino Community College District | P&P Chapter Lead Recommendation |
4/16/2024



Definition: ~~The colleges may mark courses in which the instructor and student are separated by distance and interact through the assistance of communication technology as Distance Education.~~

Course Modality: The modes of Distance Education courses will be published and made available in the course schedule of classes. Course-required materials and devices will be available in college publications such as the college catalog, a schedule of classes, a student handbook, course outlines of record, or course syllabi, and adhere to Title 5 disclosure requirements. This includes but is not limited to: !

- 1) All online and in-person synchronous meeting days/dates and times
- 2) Any required asynchronous in-person activities
- 3) Any required technology platforms, devices, and applications
- 4) Any test or assessment proctoring requirements.

Course Approval: ~~Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.~~

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 4020, Program and Curriculum Development. ~~Distance education~~ Distance Education courses shall be approved under the same conditions and criteria as all other courses, and adhere to Title 5, as well as State and Federal regulations.

Course Quality: Distance Education (including courses offered online) is recognized by both the Association and the District as an appropriate mode of delivery to meet the needs of our student population. Faculty for whom this provision applies to and shall follow the guidelines regarding the course quality and qualifications to teach online courses set forth by their respective campuses' Distance Education/Online committees.

Course Certification: When approving distance education courses, the Board of Trustees will certify the following:

- **Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to in-person classes.
- **Course Quality Determinations:** Determinations and judgments about the quality of the distance education course were made with the full involvement of the curriculum committee approval procedures.
- **Instructor Contact:** Each section of the course that is delivered through distance education will include regular and substantive interaction-effective contact between instructor and students, as well as among students, either synchronously or asynchronously.
- **Addendum to Course Outline:** An addendum to the official course outline of record shall be made if any portion of the instruction of a new or existing course is provided through distance education. The addendum must be approved according to the District's curriculum approval procedures. The addendum must address the following:
 - Course outcomes;
 - Regular and substantive interaction-effective contact between instructors and students; as well as among students, and
 - Requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.
- **Duration of Approval:** Courses will be reviewed following the ~~6-year~~ curriculum review process. Outside of the 6-year review process, all ~~d~~Distance ~~e~~Education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

References:

[Education Code Sections 66700 and 70901 et seq.;](#)

Title 5 Sections [55002.5](#), 55200 et seq., and [55260 et seq.](#);

34 Code of Federal Regulations Part 602.17 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard II.A.1

End Recommendation

Administrative Procedure | 4105 Distance Education

Review Notes | Key: [Initial Staff Recommended](#), [Legal Changes](#), [PPAC Constituent](#), [Chapter Lead Feedback](#)

Board Policy

5040 Student Records, Directory Information, and Privacy

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this policy to state that a district will develop and implement a process for students, staff, and faculty to declare an affirmed name, gender, or both pursuant to changes in the Education Code.

> Legal Update 40: The Service updated this policy to add legal citations and language concerning a student's ability to request name and gender changes in the student's records. (2022-23 carryover)

Anticipated AP2410 Review & Approval Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

02/21/2024 Recommendation Received

02/26/2024 PPAC Approves Review Level

03/06/2024 Level 3 First Anticipated AS Review

03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback

- Lisa reported no feedback from SBVC Academic Senate.
- CHC Academic Senate inquired what the directories are and how they can be accessed.
- In addition, they would like clarification of the information CCCAA is requesting for student athletes. Ray advised that the parameters depend on the sport. Keith recommended that we include language that SBCCD will comply with CCCAA.
- In answer to the CHC Academic Senate request that info for weight and height be stricken, Nohemy recalled that there are certain sports that require the directory to include weight and height. She will confirm this recollection and added that the P&P may also need to align with FERPA. She will research and circle back.

04/03/2024 Level 3 Second Anticipated AS Review

04/03/2024 – Chapter Lead – additional changes from Chapter Lead below shown in green.

04/08/2024 PPAC Reviews Second AS Feedback

PPAC members reviewed the recommendation. Lisa shared a constituent's concern on requiring legal evidence necessary to make the name change. Nohemy responded that for preferred name, no documentation is necessary, but to change a legal name, there is. Jose highlighted the AP language on legal documentation, which is found under item J. Davena made a motion to approve this item through the process which Lisa seconded. The motion was approved by a majority vote.

05/09/2024 BOT First Reading

06/13/2024 BOT Final Approval

Begin Recommendation

Board Policy | 5040 Student Records, Directory Information, and Privacy

~~(Replaces current SBCCD BP 5040 and BP 5045)~~

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records. The Chancellor may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so. Any currently enrolled or former student of the District has a right to review any and all student records relating to him/ or her maintained by the District.

Upon request by a former student of the District, the District will update and reissue student records to include an updated legal name or gender. These documents include but are not limited to transcripts or a diploma.

Commencing with the 2023–24 graduating class, a graduating student may request the District confer the diploma in the student's chosen name.

Review Notes | Key: [Initial Staff Recommended](#), [Legal Changes](#), [PPAC Constituent](#), [Chapter Lead Feedback](#)

Board Policy

5040 Student Records, Directory Information, and Privacy

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024

The District shall not require a graduating student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's chosen name listed on the student's diploma.

No District representative shall release the contents of a student record including directory information to any member of the public without the prior written consent of the student, other than information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information as required by law is included in the College Catalog which is updated and posted to the college website annually. ~~Directory information shall include but is not limited to:~~

- ~~• Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members.~~
- ~~• Degrees and awards received by students, including honors, scholarship awards, athletic awards, and Dean's List recognition.~~

References:

Education Code Sections 66271.4 and 76200, et seq.;

Title 5, Sections 54600, et seq.

20 U.S. Code Section 1232g(j);

ACCJC Accreditation Standard II.C.8

End Recommendation

Board Policy | 5040 Student Records, Directory Information, and Privacy

Administrative Procedure

5040 Student Records, Directory Information, and Privacy

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason(s) for Review/Changes

- > Legal Update 43: The Service updated this procedure to provide a timeline for the district to respond to a request for student records pursuant to the Education Code.
- > Legal Update 42: The Service updated this procedure to provide a process for students to declare an affirmed name, gender, or both pursuant to changes in the Education Code.
- > Legal Update 40: The Service updated this procedure to add legal citations and language concerning a student's ability to request name and gender changes in the student's records. (2022-23 carryover)
- > Legal Update 39: The Service updated this procedure to add a legal citation to reflect an amendment to Title 10 of the U.S. Code regarding the disclosure of student information to the military for recruitment purposes. (2022-23 carryover)

Begin Recommendation

Administrative Procedure | 5040 Student Records, Directory Information, and Privacy

~~STUDENT RECORDS~~ A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

- A. The colleges shall maintain appropriate records to document and verify student enrollment, attendance, and withdrawal information as required for state apportionment purposes.
- B. Data provided by the instructor shall be readily available for audits, internal controls, and other verification.
- C. Data for Enrollment (Data)
 - a. Student Applications
 - b. Change of Program Data
 - c. Fee Data
 - d. Credit by Examination
 - e. Student Academic Records
 - f. Assessment Scores

~~COLLECTION AND RETENTION OF STUDENT INFORMATION~~

- ~~A. The District shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the institution's benefit programs.~~
- ~~B. The Colleges shall maintain in writing District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.~~
- ~~C. The District will provide students and families with annual notice, at the beginning of each school year, of institutional policies for student privacy and the abilities of parents or eligible students to inspect student information.~~

Administrative Procedure

5040 Student Records, Directory Information, and Privacy

San Bernardino Community College District | P&P Chapter Lead Recommendation |
4/16/2024



- ~~D. The District will provide students an opportunity to opt out of disclosure of directory information. Notices must describe the following:~~
- ~~a. The kind of information that the school has identified as directory information;~~
 - ~~b. The eligible student's ability to refuse to let the school designate the information as directory information, which could be disclosed to outside entities;~~
 - ~~c. The period of time in which the eligible student has to notify the school in writing that they do not want the information designated as directory information; and~~
 - ~~d. That opting out by the noted deadline is the students' only way to prevent the release of directory information.~~
- ~~E. Any sensitive information, such as a student's, parent's, or guardian's SSN, any AB 540 determinations, or citizenship status information collected by the District or disclosed by the student, should be maintained only for as long as necessary.~~
- ~~F. If the District possesses information that could indicate immigration status or citizenship status, the District shall not consider the acquired information in admissions decisions or access to educational courses or degree programs.~~
- ~~G. Students may elect not to provide immigration or citizenship status information to the institution, and this election shall not impede admissions or enrollment in educational programs.~~
- ~~H. The District shall not create a list of student names linked with immigration status.~~
- ~~I. District police or security departments shall not inquire into an individual's immigration status for immigration enforcement purposes.~~
- ~~J. District police or security departments shall not aid any effort to create a registry containing individuals' country of birth or based on any other protected characteristics of victims, witnesses, or suspects of crimes unless required by law for specified purposes.~~

ACCESS TO STUDENT RECORDS**D. Definitions**

- a. "Student" means any person who is currently enrolled or formally enrolled in classes in the San Bernardino Community College District.
- b. The following data and documents will be maintained by the colleges and classified as "Student Records":
 - a. admission data
 - b. discipline records
 - c. health records
 - d. veteran records
 - e. educational records
- c. The following are not classified as "Student Records":
 - a. information provided by a student's parents relating to applications for financial aid or scholarships.
 - b. information related to a student compiled by a college officer or employee:

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1. appropriate for such officer or employee's performance of their responsibility; and
 2. which remains in the sole possession of the maker thereof; and
 3. is not accessible or revealed to any other person except a substitute. For the purposes of this subdivision, "substitute" shall mean a person who performs on a temporary basis the duties of the individual who made the notes and does not refer to a person who permanently succeeds the maker of the notes in their position.
- c. information related to a student created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional:
1. acting or assisting in his professional or para-professional capacity; and
 2. the record is created, maintained or used in connection with the provision of treatment to the student; and
 3. the record is not available to anyone other than persons providing such treatment provided, however, that such a record may be personally reviewed by a physician or other appropriate professional of the student's choice.
- d. information maintained by a college law enforcement unit:
1. necessary and appropriate to enable such law enforcement unit to carry out its duties and responsibilities as required by law or as may be assigned by the district;
 2. unit personnel do not have access to other student records; and
 3. such information is kept apart from other student records; and
 4. maintained solely for law enforcement purposes; and
 5. is available only to other law enforcement officials of the same jurisdiction.
- e. any data or records not identified in part 2 is not to be considered a student record.

E. Access to Student Records

- a. Students, as defined in this policy, have the right to review and receive copies of all student records relating to the student as maintained by the colleges. Expressly exempted from the right of inspection:
 - a. financial records of the parents of the students;
 - b. confidential letters and statements of recommendation that were placed in the education record prior to January 1, 1975. After January 1, 1975, confidential recommendations and other materials regarding admission to special departmental programs or honorary recognition for students may be acquired and remain confidential if the student has signed a waiver of his/her their right to review and inspect such documents. In the event a student does not sign a waiver, such student must be given access to these records;
 - c. records of instructional, supervisory, counseling and administrative personnel which are in their sole possession and are not accessible or revealed to any other person except a substitute;
 - d. records of employees at the college, who are not in attendance at the college, made and maintained in the normal course of college business; and
 - e. records of students made and maintained by the college Health Office that are used in the treatment of students.

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- b. Procedures shall be developed by each college to provide for access to student records that will include:
 - a. a written request from the individual student;
 - b. access to student records not to exceed ten working days;
 - c. a review and inspection process that will be under the direct supervision of a designated employee
 - d. the option to obtain copies of their student records at a designated fee for each page copied.
- c. If any material or document in the education record of a student includes information on more than one student, the student shall have the right to inspect and review only such part of the material or document as relates to him/her/them/them or to be informed of the specific information contained in such part of the material or document.

F. Release of Student Records

- a. Release of or access to individual student records is not authorized without specific written consent of the individual student or under judicial order, except that access may be permitted to the following:
 - a. officials and employees of the college, provided that any such person has a legitimate educational interest to inspect a record.
 - b. authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education, and Welfare, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program, or pursuant to a federal or state law, provided that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
 - c. other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
 - d. accrediting organizations in order to carry out their accrediting functions.
 - e. organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
 - f. appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Health, Education and Welfare.
- b. The agencies and individuals listed above are expressly forbidden from permitting access of said educational records to third parties.
- c. Where the colleges receive a judicial order to review and/or release a student record, the student involved will receive notification of this action by the colleges as soon as possible.
- d. No person, persons, agency or organization permitted access to student records pursuant to this policy shall permit access to any information obtained from such records by any other person, persons, agency or organization without the written consent of the student; however, this paragraph shall not be construed as to require prior student consent when information obtained pursuant to this section is shared with other persons



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within the educational institution, agency or organization obtaining access as long as such person(s) have a legitimate educational interest in the information.

G. Access to Student Directory Information

Directory information shall include:

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition. Directory Information

The following Directory Information may be released without student signature of approval:

- Student name
- Dates of attendance
- Major field of study
- Degrees and awards received
- Honors and dean's list recognition

For athletic purposes, coaches and the athletic director may release:

- Student name
- Dates of attendance
- Most recent previous school attended
- Major Field of Study
- Participation in officially recognized sports
- Height and weight of athletic team members
- High school of graduation of athletic team members
- Athletic awards

Students may withhold Directory Information by notifying the Director, Admissions and Records in writing. Students with directory holds are noted in the District's computer system and their record is marked confidential. Release of confidential records to third parties or acknowledging that such students are in attendance or have had past attendance at Allan Hancock College is prohibited without the student's written permission to do so. In most instances all other student educational record information may not be released without written consent of the student, other than to the District's representatives with a "need to know". This includes grades, social security numbers, ethnicity, ID number, academic progress, or any other non-directory information. Policies and procedures regarding Family Educational Rights and Privacy Act (FERPA) are published and available to students in the catalog and on the District's website. Students who wish to authorize a third-party access to their records, must submit a Student Authorization to Release Information, along with a copy of their government issued photo ID, to the Admissions and Records Office.

H. **Access to Student Records for Immigration Enforcement Purposes**

The District must obtain a student's written consent before disclosing educational records, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information for immigration enforcement purposes; no student information shall be disclosed for immigration enforcement purposes without a court order or judicial warrant. Without a court order or a judicial warrant, written consent must be



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signed and dated by the student, or (if the student is a minor) by the student's parent(s) or guardian(s), before disclosure of the information, and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made.

If desired by the student, the District must provide a copy of the records to be released. The party to whom the information is disclosed may not re-disclose the information to any other party without the prior consent of the student or subsequent court order.

District personnel shall develop a written policy for interactions with immigration authorities seeking to review student records. At minimum, such policies shall include the following information:

- Contact information for the correct person to review and respond to a request for student records.
- Access to sample warrant and subpoena documents that could be used for access onto campus property, or to seize or arrest students or other individuals on campus.

District personnel shall provide a set of responses for staff to use in response to officers seeking access to records for immigration enforcement purposes.

In addition to notifying the Admissions & Records Department, District personnel shall take the following action steps in response to an officer other than campus police requesting access to student records:

1. Ask for the officer's name, identification number, and agency affiliation;
2. Record or copy this information;
3. Ask for a copy of any warrants;
4. Inform the officer that you are not obstructing their efforts but that you need to contact a campus administrator or campus counsel for assistance.

Campus Police shall not provide personal information about an individual for immigration enforcement purposes, unless that information is publicly available, or required by a court order or judicial warrant. "Personal information" is defined as any information that identifies or describes an individual, and includes but is not limited to, a student's physical description, home or work address, telephone number, education, financial matters, medical or employment history, and statements made by, or attributed to, the individual. This restriction does not apply to information regarding the immigration or citizenship status of an individual.

Unless the District is served with a judicial subpoena or court order that by its terms prohibits disclosure to the student, the student must be notified of any judicial order or subpoena before the institution complies with the order in accordance with FERPA.

I. Record of Access

- a. A log or record shall be maintained of each person, agency, or organization requesting or receiving information from individual student records. Such listing need not include college officials, instructors, or counselors.
- b. The log or record shall be open to inspection only by the Student and the college official or his/her their designee responsible for the maintenance of student records, and to other school officials with legitimate educational interests in the records, and to the Comptroller General of the United States, the Secretary of Health, Education and Welfare, and administrative head of an education agency as defined in Public Law 93.380, and state educational authorities as a means of auditing the operation of the system.
- c. Personal information may be transferred to a third party only on the condition that such party will not permit access by any other party without the written consent of the student. (As an example, information released to

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agencies for auditing purposes or for improving instruction.) The following statement will accompany student records released under these circumstances:

"All student education records will be destroyed when they are no longer needed for implementation of the study. Student education records may not be released without the written consent of the student."

J. Name and Gender Changes to Former Student Records

If the District receives government-issued documentation, as described below, from a former student demonstrating that the former student's legal name or gender has been changed, the District shall update the former student's records to include the updated legal name or gender. If requested by the former student, the District shall reissue any documents conferred upon the former student with the former student's updated legal name or gender. Documents that shall be reissued by the District upon request include, but are not necessarily limited to, a transcript or a diploma conferred by the institution.

The District shall not charge a higher fee for correcting, updating, or reissuing a document based on a legal name or gender change than the fee it charges for correcting, updating, or reissuing that document generally.

The documentation of a former student sufficient to demonstrate a legal name or gender change includes, but is not necessarily limited to, any of the following:

- a. State-issued driver's license or identification card;
- b. Birth certificate;
- c. Passport;
- d. Social security card;
- e. Court order indicating a name change or a gender change, or both.

The District is not required to modify records that the former student has not requested for modification or reissuance.

Commencing with the 2023–24 graduating class, a graduating student may request that the District confer the diploma in the student's chosen name. The District cannot not require a graduating student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's chosen name listed on the student's diploma.

K. Challenge of Student Records

See Administrative Procedure 5045 titled Student Records: Challenging Content and Access Log

L. Use of Social Security Numbers

The District shall not do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit their social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use their social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication device; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
 - Application or enrollment purposes;
 - To establish, amend, or terminate an account, contract, or policy; or

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- To confirm the accuracy of the social security number.

If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that they have the right to stop the use of their social security number in a manner otherwise prohibited;
- The District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
- No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

M. Annual Notice to Students

- Students of the *San Bernardino Community College* District shall be notified annually of their rights under this procedure.
- Standard college publications may be used to satisfy this annual notice to students.

Educational rights and privacy SBCCD students' records are maintained in accordance with the Family Educational Rights and Privacy Act, the California Education Code, California Code of Regulations, and the U.S. Patriot Act. Written student consent is required for access and the release of information defined as educational records in the federal and state laws as described in AP 5040 Student Records, Directory Information and Privacy. A student's directory information may, under certain circumstances or as required by law, be released to any person upon request unless the Admissions and Records Office receives written notification, that a student reserves the right to authorize in writing on an individual request basis the access and release of the directory information. Such a notice of restriction shall remain in effect until it is countermanded in writing. Additionally, the laws provide that a student may request access to his/her student records which are personally identifiable to that student, and may challenge the accuracy or the appropriateness of retention of information in his/her student record. Questions concerning student rights under the privacy acts should be directed to the Admissions and Records Office

COLLECTION AND RETENTION OF STUDENT INFORMATION

- The District shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the institution's benefit programs.
- The Colleges shall maintain in writing District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.
- The District will provide students and families with annual notice, at the beginning of each school year, of institutional policies for student privacy and the abilities of parents or eligible students to inspect student information.
- The District will provide students an opportunity to opt out of disclosure of directory information. Notices must describe the following:
 - The kind of information that the school has identified as directory information;
 - The eligible student's ability to refuse to let the school designate the information as directory information, which could be disclosed to outside entities;
 - The period of time in which the eligible student has to notify the school in writing that they do not want the information designated as directory information; and



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d. That opting out by the noted deadline is the students' only way to prevent the release of directory information.

- R. Any sensitive information, such as a student's, parent's, or guardian's SSN, any AB 540 determinations, or citizenship status information collected by the District or disclosed by the student, should be maintained only for as long as necessary.
- S. If the District possesses information that could indicate immigration status or citizenship status, the District shall not consider the acquired information in admissions decisions or access to educational courses or degree programs.
- T. Students may elect not to provide immigration or citizenship status information to the institution, and this election shall not impede admissions or enrollment in educational programs.
- U. The District shall not create a list of student names linked with immigration status.
- V. District police or security departments shall not inquire into an individual's immigration status for immigration enforcement purposes.
- W. District police or security departments shall not aid any effort to create a registry containing individuals' country of birth or based on any other protected characteristics of victims, witnesses, or suspects of crimes unless required by law for specified purposes.

X. **Destruction of Records**

Nothing in this policy shall prevent the destruction of records per established District procedure. (See BP/AP 3310 titled Records Retention and Destruction)

References:

Education Code Sections 66093.3 and 76200 et seq.;
 Title 5 Sections 54600 et seq. and 59410;
 20 U.S. Code Section 1232g(j) (U.S. Patriot Act);
 Civil Code Section 1798.85;
 ACCJC Accreditation Standard II.C.8

End Recommendation

Administrative Procedure | 5040 Student Records, Directory Information, and Privacy

Board Policy

5300 Student Equity

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason(s) for Review/Changes> [Minor Clerical Edit](#)**Anticipated AP2410 Review & Approval Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

02/21/2024 Recommendation Received

02/26/2024 PPAC Approves Review Level

03/06/2024 Level 3 First Anticipated AS Review

03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback

- SBVC Academic Senate had no feedback on this item.
- Rejoice Chavira advised that the APIA had requested the Chapter Lead confirm racial and ethnic categories listed on the AP under C.5.b. and C.5.e. match those being used by the US Census Bureau. (This has been confirmed.)
- Brandi requested that C.6. Homeless students be changed to "Unhoused students," and that the term "food-insecure" be added.
- It was also requested that and that that the catch-all category listed under 8. be moved to follow the new category of "justice-involved" listed as 9.
- Committee members discussed the term "justice-involved" vs "justice-impacted." Christopher advised that justice-impacted is a broader term encompassing not only justice-involved individuals (those that are now spending or have spent time incarcerated), but also those individuals that are simply impacted by another person, such as a parent or guardian, who is now spending or has spent time incarcerated.

03/22/2024 Chapter Lead accepts feedback

04/03/2024 Level 3 Second Anticipated AS Review

04/08/2024 PPAC Reviews Second AS Feedback

PPAC members reviewed the recommendation. It was confirmed again that "justice-involved" referred to a student that was currently or formerly incarcerated, while "justice-impacted" could refer to a student or a student guardian. Lisa made a motion to approve this item through the process which Ryan seconded. The motion was approved by a majority vote.

05/09/2024 BOT First Reading

06/13/2024 BOT Final Approval

Begin Recommendation

Board Policy | 5300 Student Equity

~~(Replaces current SBCCD BP 5300)~~The District is committed to assuring student equity and access in educational programs and college services.

The Chancellor is responsible for establishing and implementing a student equity plan in accordance with Title 5.

References:

Education Code Sections 66030, 66250, et seq. and 72010 et seq.;
Title 5, Section 54220

End Recommendation

Board Policy | 5300 Student Equity

Review Notes | Key: [Initial Staff Recommended](#), [Legal Changes](#), [PPAC Constituent](#), [Chapter Lead Feedback](#)

Administrative Procedure

5300 Student EquitySan Bernardino Community College District | P&P Chapter Lead Recommendation |
4/16/2024

Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	N Ornelas	BP & AP exist

Reason(s) for Review/Changes

> **Legal Update 42:** The Service updated this procedure to correct a reference to foundational skills.

Begin Recommendation

Administrative Procedure | 5300 Student Equity

(Replaces current SBCCD-AP-5300)

The colleges of the San Bernardino Community College District are firmly committed to a policy of student equity that promotes equal access to the District's educational opportunities, and remedies achievement gaps for historically disadvantaged groups.

Each College of the District shall develop, update, and maintain an effective Student Equity Plan. Following approval by the Board of Trustees, the plan shall be filed as required with the State Chancellor's Office.

The plan shall include:

- A. Goals, objectives, and key performance indicators for each outcome. Outcomes shall include, at a minimum:
 1. Access: Successful Enrollment
 2. Retention: Fall to Spring
 3. Transfer to a Four-year Institution
 4. Completion of transfer level math and English
 5. Earned High School equivalency, noncredit certificate, Chancellor's Office approved credit certificate, associate degree, or, if applicable to the college, a California Community College bachelor's degree.
- B. Campus-based research using the methodology established pursuant to subdivision (d) of Section 78221 to determine the extent of disproportionate impact in each outcome.
- C. Research shall examine each outcome for the following student categories, disaggregated by gender:
 1. Current or former foster youth
 2. Students with disabilities
 3. Low-income students
 4. Veterans
 5. Students in the following ethnic and racial categories, as they are defined by the United States Census Bureau for the 2010 Census for reporting purposes:
 - a. American Indian or Alaska Native
 - b. Asian
 - c. Black or African American
 - d. Hispanic or Latino
 - e. Native Hawaiian or other Pacific Islander
 - f. White

Administrative Procedure

5300 Student Equity

San Bernardino Community College District | P&P Chapter Lead Recommendation |
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- g. Some other race
- h. More than one race
- 6. Homeless/Unhoused and/or food insecure students
- 7. Lesbian, gay, bisexual, or transgender students
- 8. Justice-involved students
- 9. Additional categories of students determined by the governing board of the community college district. Research-based services, support, and programs to eliminate barriers to access and academic success of disproportionately impacted groups.

Each college will have a participatory governance committee charged with developing and maintaining the Student Equity Plan. The committee will monitor the planned efforts of the colleges to carry out the objectives of this plan.

The Vice President of Student Services or designee will have administrative oversight of the Equity plan: Duties will include:

- A. Promoting the active involvement of faculty, staff, and students through each campus' shared governance process.
- B. Promoting the involvement by campus and community members who can articulate the perspective and concerns of historically underrepresented groups.
- C. Ensuring the availability of campus-based, equity-related research.
- D. Development of activities and interventions to attain the goals of the plan, including coordination of existing student equity related programs.
- E. Identification of resources to fund these activities.
- F. Development and distribution of a schedule and process for evaluation of progress towards the goals.
- G. Development of an annual executive summary that includes, at a minimum, the Student Equity goals for each required student group, the activities the college will undertake to achieve these goals, and the resources budgeted for these activities.
- H. Maintaining a record of Student Equity expenditures for a minimum of three years.
- I. Assessing the progress made in achieving the identified goals from prior year plans.
- J. Posting the executive summary to the college website.

References:

Education Code Sections 66030, 66250 et seq., and 72010 et seq.; Title 5 Section 54220

End Recommendation

Administrative Procedure | 5300 Student Equity

Board Policy

5420 Associated Students Finance

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3 Level 2	No	N Ornelas	BP & AP exist

Reason(s) for Review/Changes

> [Minor Clerical Edit \(2022-23 carryover\)](#)

Anticipated AP2410 Review & Approval Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

03/05/2024 Recommendation Received

03/11/2024 PPAC Approves Review Level

03/12/2024 Levels 2 & 3 to Constituents for Feedback

04/08/2024 Level 2 PPAC Hears Constituent & AS Feedback

PPAC members reviewed the recommendation. Ray Carlos advised his estimation that this P&P doesn't relate to 10+1 as much as it does to the student's SSCCC 9+1, which allows them feedback on things solely related to students. Ray provided a link referencing the basis of his comments (https://ssccc.org/file_download/inline/fe7a61ae-ba63-4ed3-aa2b-be981a01ccb0). After discussion, it was decided that the 10+1 designation could be removed from this item, which focuses on student finance, and the Review Level changed from a Level 3 to a Level 2. A motion was made by Davena to do this and to reflect this change on the Annual Review Schedule. Keith Wurtz seconded the motion which was approved by a majority vote.

05/09/2024 BOT First Reading

06/13/2024 BOT Final Approval

Begin Recommendation

Board Policy | 5420 Associated Students Finance

(Replaces current SBCCD BP 5420)

The Associated Students shall prepare an annual budget. The budget shall be prepared according to the procedures in the Associated Students constitution and under the supervision of the Chancellor or designee. The budget shall be approved by a vote of the Associated Student Senate.

Associated Student funds shall be deposited with and disbursed by the District Fiscal Services Department.

The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.

Revenues or expenditures of the Associated Students shall not be used for the District's operations. Expenditure of funds shall be made according to the Associated Student budget and shall be approved by a vote of the Associated Student Senate. Funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- The Chancellor or designee;
- The employee who is the designated advisor to the Associated Students; and
- A representative of the student body organization.

The funds of the Associated Students shall be subject to an annual audit.

References:

Education Code Sections 76063-76065

End Recommendation

Board Policy | 5420 Associated Students Finance

Administrative Procedure

5420 Associated Students FinanceSan Bernardino Community College District | P&P Chapter Lead Recommendation |
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Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 2	No	N Ornelas	BP & AP exist

Reason(s) for Review/Changes

> **Legal Update 40:** The Service updated this procedure to clarify that an academic employee who is the designated advisor of a student body organization must approve the expenditure of funds for that organization. (2022-23 carryover)

Begin Recommendation

Administrative Procedure | 5420 Associated Students Finance

Associated Student funds are maintained in accordance with the following procedures:

- Associated Student fund books, financial records and procedures are subject to annual audit.
- Reports of the annual audit of Associated Student funds are submitted to the Board of Trustees.
- Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the District Fiscal Services Department.
- Associated Student funds shall be deposited with and disbursed by the District Fiscal Services Department.
- The funds shall be deposited, loaned or invested in:
 - Deposits in trust accounts of the centralized State Treasury System pursuant to Government Code Sections 16305 - 16305.7 or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
 - Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
 - Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
 - Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
 - Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
 - Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.
 - Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadium and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended:

- The Chancellor or designee;
- The [officer or academic](#) employee of the District who is the designated advisor of the particular student body organization; and
- A representative of the student body organization.

References: Education Code Sections 76063-76065

End Recommendation

Administrative Procedure | 5420 Associated Students Finance

Board Policy

6330 Purchasing

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	J Torres	BP & AP exist

Reason(s) for Review/Changes

>Minor clerical change

Anticipated AP2410 Review & Approval Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

04/03/2024 Recommendation Received

04/08/2024 PPAC Approves Review Level

Jose clarified that for this agenda item, PPAC is only reviewing the review level. Karen Peterson made a motion to approve the Level 1 review, which Keith seconded. The motion was approved by a majority vote.

04/09/2024 Level 1 to Constituents for Information Only

05/09/2024 BOT First Reading

06/13/2024 BOT Final Approval

Begin Recommendation

Board Policy | 6330 Purchasing

(Replaces current SBCCD BP 6330)

The authority to purchase supplies, materials, apparatus, equipment, and services is vested in the Board of Trustees. This authority is delegated to the Chancellor.

The Chancellor shall establish administrative procedures for purchasing, subject to the following:

- The Board of Governors sets the formal bid limit for procurement of goods and or services on an annual basis. The formal bid limit for the current year shall be published on the Business Service webpage. Any purchase request to procure goods and or services (excluding construction and public works) which meets or exceeds the formal bid limit shall require approval by the Board of Trustees to constitute an enforceable agreement.
- In accordance with Public Contract Code Section 17605, the Board of Trustees delegates authority to approve purchase requests under the formal bid limit to the named agents on the authorized signature list. Such purchase requests shall not require Board approval, but shall be sent to the Board as an information item every 60 days.

References:

Education Code Section 81656;

Public Contract Code Sections 20650 and 20651

End Recommendation

Board Policy | 6330 Purchasing

Administrative Procedure

6330 Purchasing

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 1	No	J Torres	BP & AP exist

Reason(s) for Review/Changes

>Chapter Lead changes to reflect streamlined processing.

Begin Recommendation

Administrative Procedure | 6330 Purchasing

~~(Replaces current SBCCD AP 6330)~~

GENERAL PURCHASING

A. Authority to Purchase

Authority to purchase goods and services under the formal bid limit has been delegated by the Board to the named agents on the authorized signature list. Only these district officers are authorized to execute purchase orders and contracts on behalf of the District. Purchase requests which meet or exceed the formal bid limit require pre-approval by the Board.

The purchase of goods and services shall be a centralized function performed by the Purchasing Department whereby all requests for purchase orders, contracts, and procurement cards shall be routed. The Purchasing Department shall comply with all applicable laws and regulations and established policies and procedures in conducting purchasing and contracting activities on behalf of the District.

Any purchase made by an employee without proper authorization will be considered an obligation and liability of the employee and not the San Bernardino Community College District. Employees shall not commit the District to any purchase or service obligation except through the Purchasing Department.

B. Purchasing Ethics

Purchasing functions will be carried out with fairness, dignity, honesty, integrity and in the most efficient manner consistent with service to the District, legal requirements, and sound procurement practices. The District's purchasing philosophy is to maintain professional relationships with all vendors. While vendors are free to advertise, their promotional efforts should not include gifts, favors, or any form of personal gratuities to any District employee.

Employee-Vendor Relationships

An employee-vendor relationship is any relationship between a District employee, officer, or agent and a proposed vendor that might create a conflict of interest. Employee-vendor relationships may cause the appearance of favoritism and have legal ramifications. District policy attempts to avoid preferential treatment in purchasing goods and services by separating employees' personal interests from the interests of the District.

Conflict of Interest

Employees, officers, or agents of the District must not be financially interested in any purchase for goods and services under the following conditions:

- The contract is between the District and the employee, or any member of his/her immediate family.
- The contract is between the District and a partnership, or unincorporated association of which the employee, or any member of his/her immediate family, is a partner or in which he/she is the owner or holder, directly or indirectly, of a proprietorship interest and/or shall benefit financially due to the contract or purchase.
- The contract is between the District and corporation in which any employee, or any members of his/her immediate family, is the

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6330 Purchasing

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owner or holder, directly or indirectly, of five percent (5%) or more of the outstanding common stock.

Also, see the District Board Policy and Administrative Procedures 2710 titled Conflict of Interest.

C. General Purchasing Information

1. All purchases or commitments to buy are made through the use of or commitments to buy require the issuance of a purchase order. Purchase orders will be issued by the Purchasing Department only upon receipt of a properly authorized purchase requisition. Departments shall not order or authorize the purchase of goods and/or services until a purchase order is issued by the Purchasing Department.
2. **Specifications**
Departments may submit their own specifications for supplies and/or equipment; however, the Purchasing Department has the authority to question requests, such as necessity, quantity, quality, and materials requested and to make recommendations where the general health and welfare or economy is in question. The Purchasing Department will provide assistance in the development of specifications as requested.
3. **Selection of Vendor**
The Purchasing Department will accept recommendations from the requesting department for potential vendors. New vendors will only be considered upon submittal of a completed vendor application and supporting documents that have been approved by the Purchasing Department. The District will endeavor, where possible, to encourage the use of local and small business enterprises in its procurement activities. On all procurement activities that must be competitively bid, or for which the District must receive quotes, such will be evaluated with a ten (10%) percent preference for local vendors. The vendor must claim local vendor preference to be considered. Please note the following exceptions:
 - Where State Law or, other law or regulation precludes this local preference.
 - Purchases made through cooperative purchasing and leveraged procurement agreements and piggy-back purchases.
 - Public Works construction projects.
 A "local" vendor will be approved as such when, 1) it conducts business in a physical location within the County of San Bernardino; and 2) it holds a valid business license issued by an agency within the County of San Bernardino; and 3) business has been conducted in such a manner for not less than six months prior to being able to receive the preference. Proof of eligibility will be provided to the District as part of the vendor application process. Subject to the Local Vendor Preference, final vendor designation will be made by the Purchasing Department.
4. **Sole Source Purchasing**
Sole source products are one-of-a-kind and are not sold through distributors but are provided by a sole distributor. Sole source purchases will require documented, legitimate justification on the SBCCD Sole Source Justification Memo Form. The requesting department must address the unique performance features of the product that are not available in any other product or brand; why such features are required; and other products or brands evaluated and why they were rejected. Departments contemplating a sole source purchase should contact the Purchasing Department for further guidance. Requests for sole source purchases will be vetted by the Purchasing Department.
5. **Price Quotations & Bids**
For purchases of equipment, materials, or supplies to be furnished, sold, or leased to the District; purchases of services that are not construction services, not professional services, not insurance services nor any work done by day labor or by force account pursuant to Public Contract Code (PCC) Section 20655; and purchases of repairs, including maintenance as defined in PCC Section 20656, that are not public projects as defined in PCC Section 22002(c):
 - If a purchase request is under a unit cost of \$20,000, only a verbal quote or vendor price list is required to determine cost.
 - If a purchase request is a unit cost of \$20,000 or more, but under the formal bid limit set annually by the Board of Governors, at least three (3) written quotes on vendors' letterhead must be submitted with the purchase requisition.
 - If a purchase request meets or exceeds the formal bid limit set annually by the Board of Governors, please refer to the bid procedures in AP 6340 titled Bids and Contracts.

NOTE: The formal bid limit is annually adjusted by the Board of Governors as required by PCC Section 20651(d);

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For construction and public works projects under UCCAAP threshold:

- If a purchase request is under a unit cost of \$20,000, only a single written quote on vendor's letterhead is required with submission of the purchase requisition.
- If a purchase request is a unit cost of \$20,000 or more, but under the UCCAAP threshold, at least three written quotes on vendors' letterhead are required with submission of the purchase requisition.
- If a purchase request is over the UCCAAP threshold, please refer to bid thresholds and applicable bid procedures in AP 6350 titled Contracts – Construction.

The Purchasing Department may require price quotations for items regardless of the cost if it determines that such quotes would be in the best interest of the District.

6. **Bid & Contract Requirements**

See the following board policies and administrative procedures:

- BP and AP 6340 titled Bids and Contracts
- AP 6350 Contracts – Construction
- AP 6370 Contracts – Professional Services

7. **Date of Delivery**

Materials and services must be charged against and paid from appropriations within the fiscal year in which the material or service is actually received.

8. **Delivery Location**

Generally, all goods will be shipped to the District Warehouses. Each Warehouse shall receive and distribute purchased materials and equipment to the requesting department. Material and equipment subject to inventory shall be tagged and inventoried at the time of receipt.

9. **Procurement with Grant Funding**

Procurements made with grant funding will follow all applicable guidelines as outlined in the granting agency's letter of award as well as the District's policies and procedures. For federal awards this may include, but is not limited to, following the guidelines as detailed in the Code of Federal Regulations Title II, Part 200. State funded grants may require special processing as noted in the grant. Grant awardees and grant administrators are ultimately responsible for complying with any grant-related purchasing restrictions or requirements.

D. **Procurement by Competitive Proposals for Federal Awards**

The District conducts all procurement transactions in a manner providing full and open competition. The District does not place unreasonable requirements on firms, have noncompetitive pricing practices between firms, or specify only a brand name product instead of allowing an equal product and describing the performance or requirements of the procurement.

If competitive proposals are used, the District publicizes the requests for proposals and identifies all evaluation factors and their relative importance, solicits proposals from an adequate number of qualified sources available, and has a written method for conducting technical evaluations of the proposals received and for selecting recipients. The District considers any response to publicized requests for proposals to the extent practical, and awards contracts to the firm whose proposal is most advantageous to the program, with price and other factors considered.

For federal awards, the District conducts procurements in a manner that prohibits geographical preferences, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering services, geographic location may be a selection criterion if it leaves an appropriate number of qualified firms to compete for the contract.

E. **Purchase Requisitions**

A purchase requisition is prepared by an individual or department to request the Purchasing Department to buy specific items. The requisition will be routed to obtain all required approvals based on established approval paths. Required approvals will depend on the amount of the contemplated purchase, the type of items requested for purchase, and approving limits. Major purchases may

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require additional approvals. The requested information on the requisition provides guidance to the Purchasing Department as to the requester's preferences regarding vendor, specifications, etc. The Purchasing Department will review each purchase requisition for legality; availability of funds; proper use of expense account code based on the description of the requested purchase; and compliance with applicable laws, standards, funding restrictions and the District's policies and procedures.

F. Authorization of Purchase Orders

After a purchase requisition has been reviewed by the Purchasing staff, a purchase order is prepared and routed to an authorized district officer for approval. The named agents on the authorized signature list have been delegated authority to approve purchase orders under the formal bid limit. A purchase order under the formal bid limit only requires approval by one of the authorized district officers, and does not require approval by the Board to be legally enforceable. Purchase orders for contracted ERP catalog vendors are considered approved at the time of purchase order creation, with no additional authorization required.

Any purchase request which meets or exceeds the formal bid limit set annually by the Board of Governors requires approval by the Board of Trustees to constitute an enforceable agreement.

Only an approved purchase order authorizes the vendor to deliver the supplies/equipment or provide the service requested. No vendor has authority to provide materials or services until an approved purchase order has been issued, signed and received by the vendor.

G. Change Orders

A change order may be required if there are material changes to the purchase order. The requisitioning department must submit a purchase order change notice form to the Purchasing Department to request a change order. A proper request will include the purchase order number, vendor name, the cause of the change order, a detailed description of the changes to be made on the purchase order, and the budget codes affected, if applicable.

H. Emergencies

In the event of a health and safety emergency, authority to purchase may be obtained from the Purchasing Department and a purchase order can be issued without a fully authorized purchase requisition. Such approval must be obtained from the Purchasing Department in advance of the purchase.

I. Procurement Card Program

The District administers a Procurement Card Program, which provides a simplified method for end-users to procure low-value purchases of authorized commodities and services using a specialized credit card. Refer to the Procurement Card Document Library located on the Business Services webpage, for information on eligibility, rules and restrictions.

J. Fuel Card Program

The District also administers a Fuel Card Program, which provides a simplified method for end-users to procure fuel for District-owned vehicles using a specialized credit card.

K. Policy and Procedural Violations

Any violation of purchasing policies and/or procedures, whether contained in this or other administrative procedures, board policies, or document libraries, will require ~~the documentation by way of -submittal of-~~ an audit exception memo ~~to Business Services~~. Violations deemed serious enough may result in disciplinary action up to and including termination of employment.

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References:

Education Code Section 81656;
Public Contract Code Sections 20650 and 20651
Code of Federal Regulations, Title 2, 200.318, 200.319, 200.320

End Recommendation

Administrative Procedure | 6330 Purchasing

Board Policy

7120 Recruitment and Hiring

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	K Hannon	BP & AP exist

Reason(s) for Review/Changes

> [Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.](#)

Anticipated AP2410 Review & Approval Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

02/21/2024 Recommendation Received
 02/26/2024 PPAC Approves Review Level
 03/06/2024 Level 3 First Anticipated AS Review
 03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback - Lisa advised that she had nothing to report on behalf of the SBVC Academic Senate while Brandi advised that the CHC Academic Senate had been unable to review this one. There was no other feedback.
 04/03/2024 Level 3 Second Anticipated AS Review
 04/08/2024 PPAC Reviews Second AS Feedback
PPAC members reviewed the recommendation. It was confirmed that the highlighted text indicates that the CCLC is recommending an organization name be inserted. Kristina Hannon recommended using the term "classified professionals." Ernest Guillen expressed support of this choice since it includes both the Classified Senate and CSEA. Lisa made a motion to move this item forward reflecting the addition of the phrase "classified professionals" to replace the highlighted text. Ernest seconded this motion which was approved by a majority vote.
 05/09/2024 BOT First Reading
 06/13/2024 BOT Final Approval

Begin Recommendation

Board Policy | 7120 Recruitment and Hiring

~~(Replaces current SBCCD BP 7120)~~

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.
 An Equal Employment Opportunity Plan shall be implemented according to Title 5 and Board Policy 3420 titled Equal Employment Opportunity.
[All District employees shall demonstrate the ability to work with and serve individuals within a diverse community college campus environment.](#)
 Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.
 The criteria and procedures for hiring instructional/non-instructional academic employees shall be established and implemented in accordance with board policies and administrative procedures regarding the Academic Senate's role in local decision-making.
 The criteria and procedures for hiring classified employees shall be established by the Board of Trustees.
[The criteria and procedures for hiring classified employees shall be established after first affording the ~~classified organization~~ classified professionals an opportunity to participate in the decisions under the Board's policies regarding local decision making.](#)

References:

Education Code Sections 70901.2, 70902 [subdivisions](#) (b)(7) & (d), [and](#) 87100 et seq.; [and](#) 87458;
 Title 5 Sections [51023.5](#) and 53000, et seq. ~~and 51023.5~~;
 ACCJC Accreditation Standard III.A.1

End Recommendation

Board Policy | 7120 Recruitment and Hiring

Administrative Procedure

7120 Recruitment and Hiring

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	K Hannon	BP & AP exist

Reason(s) for Review/Changes

> No changes; FYI Only

Begin Recommendation

Administrative Procedure | 7120 Recruitment and Hiring

The District employs persons for positions categorized as Faculty, Classified, Confidential, Educational Administrators, and Classified Administrators as outlined in corresponding board policies and administrative procedures:

BP/AP 7210 titled Faculty
 BP 7230 titled Classified Employees
 BP/AP 7240 titled Confidential Employees
 BP/AP 7250 titled Educational Administrators
 BP/AP 7260 titled Classified Administrators

The information in this procedure does not apply to the recruitment and hiring for the position of Chancellor (see AP 2431 Chancellor Selection).

Position Approval Process

Every department, program, or discipline in the District, whether associated with a District function or on a campus/college, completes an annual program review, identifying needed positions for the coming fiscal year. Needed positions could be new positions or positions that are vacant at the time of the review. Once the positions are identified, they are submitted to the strategic planning process for review. The various strategic planning committees make recommendations to the site manager. All positions are subject to funding.

Job Opening/Application Processes

The District utilizes a completely electronic process for posting all job openings and the application process. The online applicant tracking system serves as the mechanism for submittal of recruitment requests, routes them through approval process and serves as the tool for job posting and application submittal. Initial screening is coordinated between Human Resources and screening committee members. Application materials may be submitted to the District Office during regular business hours.

Job Postings

When a position is approved for recruitment, the job is posted on the District's Human Resources webpage, and advertised in other appropriate venues.

Applying for a Job

Applicants can apply for any open position by logging onto the District's Human Resources webpage. Applicants will be expected to electronically attach all required documentation, such as, but not limited to: resume, cover letter, transcripts, certifications, etc., to the application.

The District has established the following hiring qualifications for all educational administrator positions:

- Demonstrated sensitivity to, understanding of, and respect for the diverse academic, socio-economic, cultural, disability, religious, sexual orientation, and ethnic backgrounds of community college students.
- Meet the minimum qualifications as stated in the job description.
- Commitment to participate in the collegiate consultation process of the College and the District.
- See BP/AP 3410 Nondiscrimination to ensure the most up-to-date protected classes are addressed.

Recruitment

Administrative Procedure

7120 Recruitment and Hiring

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



The District shall maintain a program of verifiable Equal Employment Opportunity recruitment of qualified members of historically underrepresented groups in all job categories and classifications, including but not limited to faculty, classified and confidential employees; categorically funded positions; and all other executive, administrative and managerial positions.

Job announcements shall clearly state job specifications setting forth the knowledge, skills, and abilities necessary for job performance. All job specifications including any "required", "desired" or "preferred" qualifications beyond the state minimum qualifications which the District wishes to utilize shall be reviewed by the appropriate administrator and the Office of Human Resources before the position is announced to ensure conformity with the requirements of Title 5 (53022) and both State and Federal non-discriminatory laws. The content of the job announcement is the responsibility of the appropriate administrator and the Office of Human Resources and must be approved by the Executive Director of Human Resources or Designee.

The position announcement must include the following:

1. A description of the duties and responsibilities;
2. Minimum qualifications;
3. Additional desirable qualifications that are job related and support the responsibilities of the position;
4. Provision for presentation of qualifications that are equivalent to the minimum qualifications;
5. Notification of testing if required; and
6. Legal qualifiers, established by the Office of Human Resources to comply with Federal, State, and District regulations (e.g. Title 5, Title VII, EEO and ADA).

Pre-Screening Process

The Office of Human Resources will pre-screen the applications to ensure that applicants meet minimum qualifications and requirements as set forth in the position announcement, will consult expertise as needed, and, on that basis, will certify the "qualified" pool of applicants. The District's Office of Human Resources shall conduct applicant pool reviews and take appropriate action as necessary consistent with all of the requirements set forth in Section 53023 of Title 5 of the California Code of Regulations. The composition of the qualified applicant pool shall be reviewed and compared to the composition of the initial applicant pool. If the Chief Human Resources Officer or designee finds that the composition of the qualified pool may have been influenced by factors which are not job related, appropriate action will be taken. This applicant pool data shall be reviewed in conducting the analysis described in section 53006(a).

The Screening Committee

1. The appropriate administrator in consultation with the Office of Human Resources will designate the composition of the Screening Committee to ensure appropriate representation from the affected department.
2. The Screening Committee make up can be found in the Screening Committee Guidelines and in accordance the EEO Plan.
3. All Screening Committee members must receive training on equal opportunity, diversity, and the employment process for each Screening Committee on which they serve. Such training will be provided by the Office of Human Resources.
4. The majority of the members shall be those with applicable knowledge in the job category or classification with at least one member being directly from the affected department.
5. Every Screening Committee shall have at least one management member and one California Schools Employee Association (CSEA) appointee and when appropriate, an appointee from the Academic Senate.
6. The administrator of the vacant position will appoint the remaining members of the Screening Committee. Each Screening Committee will also include an Equal Employment Opportunity representative designated by the Office of Human Resources.
7. The Equal Employment Opportunity representative's role and responsibility is to maintain confidentiality and ensure the hiring process remains fair and equitable.
8. Every effort must be made to incorporate broad representation on every Screening Committee to bring a variety of perspectives to the screening process.
9. The appropriate administrator of the vacant position submits the membership of the Screening Committee to the Office of Human Resources for approval.

Interview Process

Administrative Procedure

7120 Recruitment and Hiring

San Bernardino Community College District | P&P Chapter Lead Recommendation |
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1. In cases where fewer than three (3) candidates are selected for a first level interview, the Screening Committee Chair shall provide written justification to the Office of Human Resources for approval.
2. The screening Committee develops job related interview questions. All questions will be reviewed by the Executive Director of Human Resources or designee. All Interview questions are confidential.
3. The Screening Committee will determine the candidates, date, and time to interview.
4. The Office of Human Resources will contact the candidates to be interviewed. The appropriate administrator will coordinate with the Office of Human Resources the arrangements for the time and place of the interview.
5. The interview will be conducted by the members of the Screening Committee. Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in assessing all the interviewees.
6. All Screening Committee members must sign a confidentiality statement prior to the interviews and are required to fill out an evaluation form and rank all interviewees.
7. If a Screening Committee member is absent from any part of the interview process, that member is disqualified from any future participation unless otherwise determined by the Human Resources Department.
8. After the 1st level interviews are concluded, each member of the Screening Committee will evaluate the qualifications of the interviewees. The EEO representative will be responsible for all documentation of the interview and recommendation. The Screening Committee will identify strengths and concerns of all candidates advancing to 2nd level interviews.
9. The supervisor may participate on the 1st level interviews on recommendation of the appropriate administrator. In unique situations where the only representative of the affected department is the supervisor, the Office of Human Resources will assess the particular circumstance.
10. The Screening Committee will recommend at least three (3) candidates to the appropriate administrator for 2nd level interviews. The Screening Committee shall recommend no less than three (3), unless fewer were interviewed or unless the Screening Committee Chair presents written justification for submitting fewer than three (3) for 2nd level interview.
11. Second level interviews will be convened for all finalists by the appropriate administrator or designee. An EEO representative will be present for second level interviews.
12. The Office of Human Resources will contact the finalists to be interviewed at 2nd level and communicate the arrangements for the time and place for the interview, as determined by the appropriate administrator or designee.

Selection Process

The appropriate administrator and designee shall select one of the finalists, who is best qualified to fill the position and shall recommend such person to the Chancellor. An eligibility list can be established for multiple non academic positions.

The appropriate administrator will submit an online notification to the Office of Human Resources to forward the screening to the Board of Trustees for approval.

Reference Check

Upon receipt of the selected candidate, the Office of Human Resources or the College President will conduct reference check in accordance with the policies and principles of Equal Employment Opportunity.

The Office of Human Resources will contact the successful candidate to make a provisional offer of employment, contingent upon passing the Department of Justice clearance, pre-employment physical, and Board of Trustee approval.

Once the successful candidate has accepted the offer, the Office of Human Resources will notify the unsuccessful candidates in writing of non-selection. If an eligibility list is established, candidates will be informed of their rank and duration.

Loyalty Oath

All management personnel will be required to sign the legally prescribed oath of allegiance upon employment with the District.

Scheduling of Interviews

Applicants who are invited for an initial interview and who live more than 100 miles away will be scheduled for an interview with the college president or chancellor, if possible, in addition to the committee interview on the same day as the initial interview.

Administrative Procedure

7120 Recruitment and Hiring

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Finalists who are invited for a second interview and live more than 200 miles away will be reimbursed for actual travel and meal expenses incurred as set forth in the Employee Travel Policy.

Also see BP/AP 3410 Nondiscrimination; BP/AP 3420 Equal Employment Opportunity; BP/AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies; and AP 7126 Applicant Background Checks

References:

Education Code Sections 87100 et seq., 87400, and 88003;
ACCJC Accreditation Standard III.A.1 (formerly III.A)

End Recommendation

Administrative Procedure | 7120 Recruitment and Hiring

Administrative Procedure 7145 Personnel Files

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 2	No	K Hannon	<i>No matching BP exists</i>

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this procedure to provide a process for staff and faculty to declare an affirmed name, gender, or both pursuant to changes in the Education Code.

Anticipated AP2410 Review & Approval Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

- 02/21/2024 Recommendation Received
- 02/26/2024 PPAC Approves Review Level
- 02/27/2024 Levels 2 & 3 to Constituents for Feedback
- 03/11/2024 Level 2 PPAC Hears Constituent & AS Feedback - Committee members discussed concerns over the timeline of the implementation of the system described in the first sentence of the new paragraph and recommend language change highlighted below. Based on the conversation, the recommendation will be returned to Chapter Lead Kristina Hannon with the committee's feedback.
- 4/3/2024 Chapter Lead Response – HR confirmed that the process whereby employees can declare an affirmed name, gender, or both is available to employees through the District's online name/address change form. In addition, outdated language regarding the timing of personnel record inspection is being removed.
- 04/08/2024 PPAC Hears Chapter Lead Response to 3/11/2024 PPAC comments
The PPAC members reviewed this P&P schedule and recommendation with no feedback. Keith made a motion to move it through the process which Lisa Henkle seconded. The motion was approved by a majority vote.
- 05/09/2024 BOT First Reading
- 06/13/2024 BOT Final Approval

Begin Recommendation

Administrative Procedure | 7145 Personnel Files

Personnel records are private, accurate, complete, and permanent.

Every employee has the right to inspect personnel records pursuant to the Labor Code.

Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to enter, and have his/her own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.

~~The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the District.~~

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that were:

- a. obtained prior to the employment of the person involved,
- b. prepared by identifiable examination committee members,
- c. obtained in connection with a promotional examination or interview.

~~"The Chancellor shall notify campuses once a year as to the process implemented whereby an~~

Administrative Procedure

7145 Personnel Files

San Bernardino Community College District | P&P Chapter Lead Recommendation |
4/16/2024



Using the online Name/Address Change Form, District ~~employees -system by which staff and faculty~~ can declare an affirmed name, gender, or both name and gender identification to be used in their records where legal names are not required by law. Upon ~~the such request of a staff or faculty member~~, the District shall update any records for the ~~individual-employee~~ to include the affirmed name, gender, or both name and gender identification. The records that shall be updated include but are not limited to District-issued email addresses, employee identification cards, class rosters, transcripts, diplomas, certificates of completion of courses, or similar records."

References:

Education Code Section 87031;

Labor Code Section 1198.5

End Recommendation

Administrative Procedure | 7145 Personnel Files

Board Policy

7210 Academic Employees

San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	K Hannon	BP & AP exist

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this policy to align with updated Title 5 regulations.

Anticipated AP2410 Review & Approval Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

02/21/2024 Recommendation Received

02/26/2024 PPAC Approves Review Level

03/06/2024 Level 3 First Anticipated AS Review

03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback - SBVC Academic Senate had not had the opportunity to review this recommendation. Ryan commented that they did not either.

04/03/2024 Level 3 Second Anticipated AS Review

04/08/2024 PPAC Reviews Second AS Feedback

Committee members reviewed this recommendation. There was no feedback. Lisa made a motion to approve this item through the process which Keith seconded. The motion was approved by a majority vote.

05/09/2024 BOT First Reading

06/13/2024 BOT Final Approval

Begin Recommendation

Board Policy | 7210 Academic Employees

Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which the Board of Governors has established minimum qualifications for the California Community Colleges.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, SAS, and EOPS.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. The Board of Trustees reserves the right to determine whether a faculty member shall be granted tenure. [The evaluation of academic employees, including tenure review, must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.](#)

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full time or part time. The Board delegates authority to the Chancellor to determine the extent of the District's needs for temporary faculty.

Notwithstanding this policy, the District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and the for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

References:

Education Code Sections 87400 et seq; 87419.1; 87482.8, and 87600 et seq;

Title 5, Sections [51025](#) and [53602](#)**End Recommendation**

Board Policy | 7210 Academic Employees

Administrative Procedure
7210 Academic Employees

San Bernardino Community College District | P&P Chapter Lead Recommendation |
 4/16/2024



Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	K Hannon	BP & AP exist

Reason(s) for Review/Changes

> [Minor clerical correction](#)

Begin Recommendation

Administrative Procedure | 7210 Academic Employees

ACADEMIC EMPLOYEES, NON-MANAGEMENT

HIRING OF FULL-TIME FACULTY

The San Bernardino Community College District seeks a qualified and diverse administration, faculty, and staff dedicated to student success. The District is committed to an open and inclusive hiring process that supports the goals of equal opportunity and diversity, providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the qualified candidate who best meets the needs of our students. The hiring process for full-time faculty also focuses on candidates who will develop and maintain inclusive curriculum and environments that represent the ethnic and socioeconomic demographic of the college's student population.

The faculty, staff, and administration recognize the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the common goal of hiring outstanding faculty that will enhance the learning experience for all students and fulfill the mission and goals of the College and the District.

Hiring faculty, classified staff, and administrators is accomplished through selection committees, which produce a recommendation of a final candidate from the President, or other appropriate administrator, to the Chancellor to recommend to the Board for employment.

HIRING QUALIFICATIONS

Minimum Qualifications

The San Bernardino Community College District has established the following hiring qualifications for all faculty positions:

1. For faculty and administrative positions, job requirements shall include (A) a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students as demonstrated by skills and abilities in cultural responsiveness and cultural humility; and (B) a demonstrated commitment to recognizing patterns of inequity in student outcomes, taking personal and institutional responsibility for the success of students, engaging in critical assessment of own practices, and applying a race-conscious awareness of the social and historical context of exclusionary practices in American Higher Education.
2. The Minimum Qualifications for discipline expertise adopted by the Board of Governors for California Community Colleges or possession of a valid and appropriate California Community College Credential as provided in Education Code 87355.
3. All applicants will be provided the opportunity to have qualifications for discipline expertise reviewed and considered for meeting minimum qualifications that meet or exceed those listed adopted by the Board of Governors through alternate means.

Application Procedure

1. The Human Resources Office will determine which applicants meet minimum education and expertise qualifications as set forth in the job announcement based on information provided on the official application for employment and verified by copies of transcripts provided by the applicant. Applicants not having minimum qualifications but requesting consideration of equivalent qualifications will be separated from those determined to meet minimum qualifications. If there is any discrepancy between the established minimum qualifications and the qualifications presented by an applicant as meeting minimum qualifications, that applicant's file will be grouped with the applications requesting consideration of equivalent qualifications. Applicant groups for equivalency review will have their qualifications evaluated by the Equivalency Committee, in accordance with the Equivalency Policy and Procedures. Human Resources will also evaluate the diversity of the pool of applicants to determine if further outreach is required before proceeding.

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2. The files of all applicants who meet minimum qualifications or who have had equivalent qualifications determined by the Equivalency Committee will be reviewed by the selection committee. The selection committee will not review the file of any applicant who does not meet minimum qualifications or who has not been determined as possessing equivalent qualifications by the Equivalency Committee. Human Resources will forward candidates to the Equivalency Committee for final confirmation of meeting MQs when appropriate. A list of candidates who did not meet MQs will be provided to the hiring manager and/or selection committee by request. Should the selection committee have any concern about the pool or process, the selection committee chair may confer with the Vice Chancellor of Human Resources and Police Services or designee regarding these concerns.
3. For disciplines for which the master's degree is not generally expected or available (as designated in *Minimum Qualifications for Faculty & Administrators in California Community Colleges*, adopted by the Board of Governors), a "year of professional experience" shall be considered the period of time which the District accepts as a regular work year on a full-time basis. One year of professional experience must have been completed within the three years prior to the closing date for applications for the position. The minimum qualifications listed on the job announcement should identify the specific types of professional experience required for the position.
4. For disciplines for which the master's degree is not generally expected or available (as designated in *Minimum Qualifications for Faculty & Administrators in California Community Colleges*, adopted by the Board of Governors), the appropriate, valid certification or license to practice shall be stipulated based on the instructional responsibilities of the position. If no certificate or license is appropriate to the position, no certificate or license will be listed as a minimum qualification.

Desirable Qualifications

1. Job announcements may include a set of "desirable qualifications," separate from the minimum qualifications. These desirable qualifications should be approved by discipline faculty and describe characteristics that support the responsibilities of the position.
2. The combination of the minimum qualifications and the job-related desirable qualifications will be used as the basis for decision-making throughout the selection, interview, and recommendation of applicants.

Establishing Minimum and Desirable Qualifications

1. The minimum and desirable qualifications will be reviewed and edited by discipline faculty in consultation with the Division/Department Dean or other appropriate administrator. When no full-time faculty member is employed in the discipline, at least two full-time faculty in a reasonably related discipline will write the desirable qualifications in consultation with the Division/Department Dean or appropriate administrator. The academic senate may elect to recommend additional qualifications related to the ability to serve our diverse students well in any faculty position.
2. The Vice Chancellor of Human Resources and Police Services or their designee will monitor the minimum and desirable qualifications for adverse impact on groups that have been historically under-represented. If the Vice Chancellor of Human Resources and Police Services or their designee believes the qualifications appear to be too restrictive, they will meet with the discipline faculty and the Division/Department Dean or appropriate administrator to review the qualifications. If discriminatory intent or effect is identified, the Vice Chancellor of Human Resources and Police Services or their designee shall confer with the appropriate Vice President and the Academic Senate President to determine necessary remedies.

PROCEDURES

The goal of every hiring process is to select the qualified candidate who best meets the needs of our diverse student population.

Establishing the Position

Any request to fill new or vacant positions must be processed through the appropriate Manager and the Human Resources Office, and must receive approval by the Chancellor before any position announcement is made.

1. Faculty positions are identified by a process established by each College and Fiscal Services.
2. Chancellor approves faculty positions from those requested by the Colleges.
3. Human Resources receives the Staffing Requisition approved by the Chancellor and begins the search process.

Position Announcement

1. The Announcement of a Position will be drafted by the faculty of the discipline and the Division/Department Dean or appropriate administrator who established the minimum and desirable qualifications for the position (See "Establishing Minimum and Desirable Qualifications") in consultation with the Vice Chancellor of Human Resources and Police Services or designee and the appropriate Vice President. The final job announcement as seen by applicants will not be posted until reviewed and approved by all parties.

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Job announcements shall clearly state job specifications setting forth the minimum and desired qualifications for the position. Job announcements including any "desired" qualifications beyond the minimums shall be reviewed by Human Resources before the position is announced to ensure conformity with the guidelines of the Board of Governors for the California Community Colleges, the requirements of Title 5 and State and Federal non-discrimination laws.

2. Position announcements will include the following sections:

- a. Position Title
- b. Application Deadline or Initial Review Date
- c. Introduction: A brief description of the position and the relationship of the position to college offerings and activities. This includes a brief description of the college and the community served.
- d. Minimum Qualifications: A statement including the established minimum qualifications, the appropriate valid credential(s), and the provision for equivalencies.
- e. Desirable Qualifications: Those job-related qualifications that are desirable but not essential to perform the job.
- f. Duties of the Position in accordance with the CBA: A list of typical duties including the following:
 - A brief description of the primary responsibilities (e.g. Faculty will teach to the outline of record for the specific assignment and maintain a current syllabus). Faculty will facilitate learning through a variety of modalities to maximize the success of our diverse student population,
 - A description of any co-curricular responsibilities (e.g. coaching, directing).
 - Reference to scheduling considerations (e.g. assignment to evening duties).
 - Leadership responsibilities related to the academic and/or co-curricular assignment (e.g. advisory committee, standing committees, curriculum development).
 - A description of institutional service responsibilities (e.g. five hours of institutional service, five office hours).
 - A commitment to ongoing professional development that includes cultural responsiveness, inclusiveness, and equity, as well as disciplinary relevance.
 - A description of any other duties unique to the position.
- g. Salary and Benefits: A statement of the salary range and a brief narrative description of fringe benefits in effect at the time of the announcement.
- h. Closing Date, Address for Submission of Application Materials, and Deadline for Equivalency requests.
- i. Application Process: Instructions regarding the completion of the application process and a statement that incomplete applications will not be considered by the selection committee. In addition, instructions will also include the need for the candidate to address how the desired qualifications have been met by the candidate in the cover letter or in the supplemental questions. The application process will include the following:
 - An official district application form including a separate form for requests for equivalency along with a brief narrative description of the equivalency criteria appropriate to the minimum qualifications for the position. Applicants will be instructed to provide a narrative description of their equivalent experience along with transcripts and other documentation to support their request for equivalency.
 - A Letter of Application (A cover letter indicating explicitly how each of the minimum and desired qualifications are met.)
 - Official or unofficial transcripts for all college course work, including those generated from the Internet, to establish an applicant's file (An official transcript will be required before any offer of employment for the applied-for position).
 - A curriculum vitae or resume.
 - When appropriate, verification of credentials (community college instructor credential, vocational credential, and/or

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license).

- When appropriate, verification of “professional experience” as articulated in the minimum and desirable qualifications.
 - When appropriate, additional support materials may be requested. Such materials may include letters of recommendation, work samples (e.g. videos, portfolios, written materials) and other materials directly related to the criteria established in the minimum and desirable qualifications.
- j. Selection Process: A brief description of the selection process including:
- The review by a selection committee to select candidates for interviews
 - An interview of candidates by the selection committee that may be comprised of faculty, administration, academic senate representatives, associated student government representatives, and other appropriate district personnel. Candidates are advised that all interview questions will be evaluated through the lens of both minimum qualifications and the desired qualifications.
 - A list of sample 1st level interview questions and an explanation of the panels function and limited ability to naturally interact with the candidate.
 - An interview of finalists by the President and Academic Senate President (and additional interviewers if selected by the President) or designee
 - A list of sample 2nd level interview questions and an explanation of the interactions available at the 2nd level.
 - Final recommendation to the Board of Trustees by the Chancellor of the District
 - A description of any other selection activities that are anticipated at the time of the announcement (e.g. a sample teaching demonstration, guest lecture, role playing, sample assignments, a questionnaire or impromptu writing sample)
- k. Notice to All Candidates:
- The requirements of the Immigration Reform and Control Act of 1987
 - Initial assignment information
 - A reasonable accommodation notice will be included in each job announcement.
- l. Statement of Equal Employment Opportunity including reference to “encouraging applications from underrepresented groups.”
3. The Vice Chancellor of Human Resources and Police Services or their designee will review the draft of the job announcement for the potential for adverse impact pursuant to provisions in #2 of “Establishing Minimum and Desirable Qualifications.”
 4. The final draft of the job announcement will be reviewed by the discipline faculty and the Division Dean or appropriate administrator, and then returned to the Office of Human Resources. The discipline faculty and Division/Department Dean or appropriate administrator will make the final decision on the desired qualifications prior to submitting the DQs to Human Resources.
 5. Upon the approval of the final draft of the announcement, the Division/Department Dean or appropriate administrator for the position will set a tentative timetable for the hiring process (e.g. Selection committee orientation/training, application review) in consultation with the discipline faculty, the Vice Chancellor of Human Resources and Police Services or their designee and the appropriate Vice President.

Applications

Human Resources accepts applications and supplemental materials until 11:59 pm on the closing date.

Human Resources will review the composition of the applicant pool to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures. If necessary to establish an adequate and representative pool, the application closing date shall be extended and additional recruitment shall be conducted. (A "monitored group" means those groups identified by state and federal regulations for which monitoring and reporting are required. According to the provisions of Title 5 53004 (B), each applicant shall be afforded the opportunity to identify his or her gender, ethnic group identification, and if applicable, his or her disability.) After the pool is

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approved, all complete applications will be forwarded to the selection committee for consideration.

Recruitment and Advertising

Faculty positions are advertised for a minimum of thirty (30) days. Extensions to the deadline will be discussed with the discipline faculty and hiring dean both before the posting and during the posting.

An email notification of the posting will be sent to the discipline faculty, Dean and/or appropriate administrator.

Any ads placed in publications will contain the statement "An Equal Opportunity Employer."

New faculty will be recruited by means of wide dissemination of job announcements, with special efforts to contact referral sources for underrepresented minorities, persons with disabilities, and women. These efforts will be reviewed with the discipline faculty and hiring dean for input on increasing the hiring pool. This dissemination will be the responsibility of the Office of Human Resources in accordance with the EEO Plan.

A complete record will be maintained of all efforts to disseminate information and the response regarding the job opportunity. The record to be kept by the Office of Human Resources includes: (1) recruitment sources, (2) number of applicants for a specific position, and (3) gender, race, and disability status of applicants.

Notification of position openings will be mailed by Human Resources to colleges, universities, and organizations committed to providing equal employment opportunities to a wide range of applicants. In addition, positions are advertised locally and in professional journals and related publications when appropriate, and the State Chancellor's Office Job Registry and on the internet as recommended by the appropriate Division/Department Dean or a Vice President.

SCREENING COMMITTEE

Membership

Screening committees for faculty positions will be established and convened by the Division/Department Dean or other appropriate administrator or their designee.

- The Division/Department Dean or appropriate administrator for the position may formulate a preliminary list of candidates to serve as screening committee members.
- The President of the Academic Senate, after consultation with faculty in the discipline of the position and with the appropriate Division Dean, will appoint at least 3 faculty to serve on the selection committee.
- An Equal Opportunity Representative from the District HR-DEIA Committee shall be appointed to the Committee by the Vice Chancellor of Human Resources and Police Services or their designee. The Equal Opportunity Representative is a non-voting member.
- The Committee should also include representation from those employees or employee groups who are served by or otherwise interact with the position. If a classified employee is selected to serve on the committee, the President of CSEA will provide the names of individuals nominated to serve as the representative from the unit. The hiring supervisor will select appropriate committee member(s) from those nominees.
- The Screening Committee should normally have no fewer than five (5) and no more than nine (9) members.
- A majority of the membership of the selection committee shall be faculty.
- Every screening committee will include the Division/Department Dean or appropriate administrator or their designee
- The chair of the Committee will be chosen by a majority vote of the committee.
- When possible, every effort will be made, within the limits allowed by federal and state law, to ensure screening committees include a diverse membership, which will bring a variety of perspectives to the assessment of application qualifications. Selection/screening committees will be encouraged to include members from monitored groups and may include members from other colleges to include members from monitored groups.
- Human Resources will provide clerical/technical support and coordination.
- If unusual circumstances prevent the formation of a screening committee as described herein, the Division/Department Dean or appropriate administrator for the position will consult with the Vice Chancellor of Human Resources and Police Services or their

Administrative Procedure

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designee to determine a reasonable representation. However, the final composition of the screening committee shall remain confidential.

- The Vice Chancellor of Human Resources and Police Services or their designee will approve all screening committee members to ensure diversity.

Second-Level Interview Procedures

Second level interviews will be conducted on all finalist by the College President or their designee with additional interviewers of their choice, and the Academic Senate President or their designee acting in an advisory capacity. In the case of District Office, second level interviews will be conducted by the appropriate administrator. Second -level interviews will also include an EEO Representative.

Training

All faculty, staff, and administrators involved in hiring faculty must receive training on diversity and the employment process for each Committee on which they serve. Such training will be provided by the Office of Human Resources at the first meeting of the Committee to ensure that each Committee member receives the required training that includes:

- Discussion of District commitment to equal opportunity, diversity, and student success
- The search and selection process
- Role of the selection committee
- Development of selection criteria
- Writing effective interview questions
- Development of selection criteria including DQ's as part of the job posting process
- Role of the Equal Opportunity Representative
- Confidentiality
- Effective reference checks (administrators only)

~~Pending Revision Approval: June 9, 2022~~

~~Approved: January 11, 1990~~

End Recommendation

Administrative Procedure | 7210 Academic Employees

Administrative Procedure

7216 Academic Employees: Grievance Procedure for Contract Decisions



San Bernardino Community College District | P&P Chapter Lead Recommendation | 4/16/2024

Review Level	10+1 Designation?	Chapter Lead	Matching BP or AP?
Level 3	10+1	K Hannon	No matching BP exists

Reason(s) for Review/Changes

> Legal Update 41: The Service updated this procedure to clarify how a district processes grievance procedures and the requirement for the faculty union, if any, to consult with the Academic Senate regarding the faculty grievance procedure.

Anticipated AP2410 Review & Approval Schedule (for info on this process, visit <https://sbccd.edu/ap2410>)

- 02/21/2024 Recommendation Received
- 02/26/2024 PPAC Approves Review Level - > Chapter Lead advises the current review for legal update purposes only; P&P is undergoing an internal review and other changes will be brought to PPAC 2024 25.
- 03/06/2024 Level 3 First Anticipated AS Review
- 03/11/2024 Level 3 PPAC Reviews Constituent & Initial AS Feedback - > 3/11/2024 PPAC - SBVC Academic Senate had not had the opportunity to review this recommendation.
- 04/03/2024 Level 3 Second Anticipated AS Review
- 04/08/2024 PPAC Reviews Second AS Feedback
- PPAC members reviewed this recommendation. It was commented that the highlights in this item indicate optional CCLC legal update language which was approved by the Chapter Lead. Lisa made a motion to approve this item through the process which Christopher seconded. The motion was approved by a majority vote.*
- 05/09/2024 BOT First Reading
- 06/13/2024 BOT Final Approval

Begin Recommendation

Administrative Procedure | 7216 Academic Employees: Grievance Procedure for Contract Decisions

Allegations that the District in a decision to not reappoint a probationary employee violated, misinterpreted, or misapplied any of its policies and procedures concerning the evaluation of probationary employees shall be classified and procedurally addressed as grievances.

Allegations that the community college district, in denying tenure, made a negative decision that to a reasonable person was unreasonable, or violated, misinterpreted, or misapplied, any of its policies and procedures concerning the evaluation of probationary employees shall be classified and procedurally addressed as grievances.

Unless noted otherwise in the collective bargaining agreement, probationary faculty members who wish to challenge a decision not to grant a second or third contract must follow the established grievance process outlined in the collective bargaining agreement. The employee after completing this process may proceed to a hearing in accordance with Education Code Section 87740, which is before an Administrative Law Judge appointed by the Office of Administrative Hearings.

Pursuant to Education Code Section 87610.1 subdivision (a), the faculty union must consult with the Academic Senate prior to bargaining the faculty grievance procedure.

Reference:

Education Code Section 87610.1

End Recommendation

Administrative Procedure | 7216 Academic Employees: Grievance Procedure for Contract Decisions

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Lawrence P. Strong, Director of Fiscal Services

DATE: May 9, 2024

SUBJECT: Budget Revenue & Expenditure Summary

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

While year-to-date revenue and/or expenditure percentages often vary from the percentage of fiscal year elapsed, all funds are expected to remain within the 2023-24 budget unless otherwise noted here. For explanations of any significant variances in year-to-date revenues/expenditures from fiscal year elapsed, please see the attached summary.

ANALYSIS

The attached Revenue and Expenditure Summary reflects activity for the 2023-24 fiscal year through April 15, 2024. As of that date, SBCCD was 79.4% through the fiscal year and had spent and/or encumbered approximately 71.8% of its unrestricted general fund budget.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This analysis is an important tool for the Board of Trustees to track SBCCD revenue and expenditures across all funds.





Budget Revenue & Expenditure Summary

Year to Date 04/15/24

[v.4.17.2024.p.1]2]

79.4% of Fiscal Year Elapsed

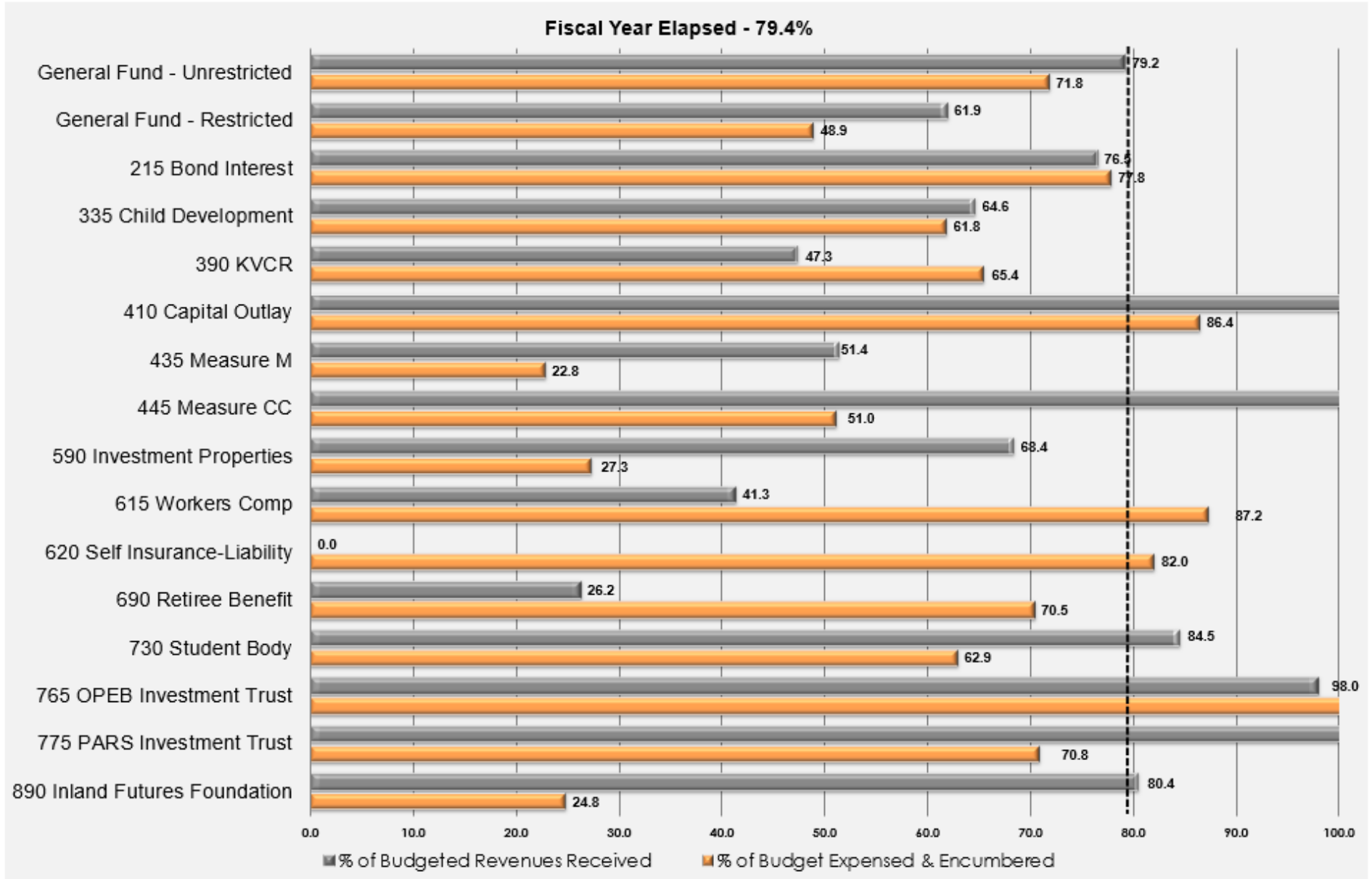
FUND	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
110 General Fund - Unrestricted	139,056,637	110,143,832	79.2%	138,984,895	99,809,719	71.8%	Expenditures are consistent with the needs of the fund given the current climate.
125 General Fund - Restricted	142,712,700	88,334,090	61.9%	142,256,633	69,542,617	48.9%	Some grant revenues are received on the reimbursement basis. Some grant funds are expected to be expensed over multiple years.
215 Bond Interest & Redemption	58,000,000	44,366,384	76.5%	58,000,000	45,145,946	77.8%	Taxes are determined and collected by the County for bond measures.
335 Child Development	5,295,137	3,420,987	64.6%	5,269,491	3,257,923	61.8%	Expenditures are consistent with the needs of the fund given the current climate. Some grant revenues are received on a reimbursement basis.
390 KVCR	9,092,953	4,300,645	47.3%	9,064,209	5,928,109	65.4%	Most grant revenues are received on a reimbursement basis. Some revenues are posted in arrear in a quarterly or semiannual basis.
410 Capital Outlay	20,734,367	22,378,685	107.9%	23,202,673	20,054,217	86.4%	RDA funds received in excess of the budgeted amount
435 Measure M	100,450,000	51,593,076	51.4%	22,814,857	5,198,982	22.8%	Revenues related to the issuance of bonds was budgeted at \$100M. Only \$51M in bonds were issued related to Measure M. Expenditure budget is expected to extend over multiple years.
445 Measure CC	4,500,000	173,908,956	3864.6%	238,862,597	121,933,530	51.0%	Revenues related to the issuance of bonds was not budgeted for Measure CC. \$170M in bonds were issued during the current fiscal year. Expenditure budget is expected to extend over multiple years.
590 Investment Properties	4,477,350	3,061,056	68.4%	8,127,794	2,221,313	27.3%	Expenditures are consistent with the needs of the fund given the current climate. Activity posted one month in arrears.
615 Workers Compensation	2,532,920	1,046,851	41.3%	5,546,839	4,839,308	87.2%	Revenues are posted in arrears. Posting in progress for November activity.
620 Self Insurance-Liability	1,200,000	1,200,181	100.0%	1,250,000	1,025,483	82.0%	Revenue is transferred in full at the beginning of the year. Insurance premiums paid at the beginning of the year for the entire fiscal year.
690 Retiree Benefit	387,700	101,732	26.2%	387,700	273,228	70.5%	Revenues are posted in arrears. Posting in progress for November activity.
730 Student Body Center Fee	252,785	213,529	84.5%	372,785	234,410	62.9%	Expenditures are consistent with the needs of the fund given the current climate.
765 OPEB Trust	1,000,000	980,279	98.0%	82,000	424,001	517.1%	Investment loss was experienced during Q1, but a gain during Q2.
775 PARS Trust	5,050,000	8,697,784	172.2%	4,157,724	2,943,691	70.8%	Investment loss was experienced during Q1, but a gain during Q2.
890 Inland Futures Foundation	1,391,936	1,118,751	80.4%	1,391,936	344,879	24.8%	Transfers to KVCR are posted twice a year in January and July.
Total (All Funds)	496,134,485	514,866,818	103.8%	659,772,133	383,177,355	58.1%	



Budget Revenue & Expenditure Summary

Year to Date 04/15/24

[v.4.17.2024.p.2]2



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Diana Z. Rodriguez, Chancellor
REVIEWED BY: Dr. Nohemy Ornelas, VC of Educational and Student Support Services
PREPARED BY: Dr. Christopher M. Crew, Executive Director, Research & Planning
DATE: May 9, 2023
SUBJECT: CCFS-320 Apportionment Attendance Report for FY 2024 Period 2

RECOMMENDATION

This item is for information only, and no action is required.

OVERVIEW

The CCFS-320 Apportionment Attendance Report for FY 2024, Period 2 (P2), has been submitted to the State Chancellor’s Office.

ANALYSIS

The FTES reported below are for SBCCD’s FY24 target for P2. All FTES have been rounded to the nearest whole number. SBCCD is still under the Student Centered Funding Formula Hold Harmless adjustment, ensuring funding at 14,700 FTES for FY24.

	Fiscal Year 2024 Target	P2 Fiscal Year 2024 Reported	P2 Fiscal Year 2023 Reported	# Change P2 FY24 vs. FY23	% Change P2 FY24 vs. FY23
CHC	4,029	4,029	3,648	+381	+10.44%
SBVC	9,428	9,428	9,291	+137	+1.47%
SBCCD Total	13,457	13,457	12,939	+518	+4.00%

INSTITUTIONAL VALUES

- 4. Ensure SBCCD's Fiscal Accountability/Sustainability.

FINANCIAL IMPLICATIONS

The information included in this report is used to make strategic decisions related to enrollment management, budgeting, multi-year forecasting, and other goal-setting processes.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: May 9, 2024

SUBJECT: Contracts Below \$114,500

RECOMMENDATION

This item is for information only. No action is necessary.

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

In line with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers have authority to approve purchase requests; award, sign, and execute contracts; and authorize payment under the formal bid limits set by Public Contract Code. Such purchase and/or expense contract requests below this limit, including income contracts, shall not require Board approval, but shall be sent to the Board as an information item every 60 days.

ANALYSIS

The California Board of Governors sets the formal bid limit for procurement of goods and or services on an annual basis. The formal bid limit for the current calendar year has been set at \$114,500. Construction services are not included in this board item.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The attached purchase and or contract requests have been budgeted for via purchase orders.



Contracts Below \$114,500 and
Income Contracts

Board Date 05/9/2024

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27187	28th District Agricultural Association	Booth Rental	EDCT/SBCCD	\$3,127.50		
27231	4 Imprint	Production of Logo Items	Counseling /SBVC	\$927.05		
27034	4 Imprint	Production of Logo Items	Mathematics/ SBVC	\$1,913.67		
27073	4 Imprint	Production of Logo Items	Mathematics/ SBVC	\$361.08		
27129	4 Imprint	Production of Logo Items	Humanities/ SBVC	\$4,522.03		
27130	4 Imprint	Production of Logo Items	Student Services/ CHC	\$829.85		
27131	4 Imprint	Production of Logo Items	Student Services/ CHC	\$597.54		
27132	4 Imprint	Production of Logo Items	Nursing/ SBVC	\$1,307.27		
27133	4 Imprint	Production of Logo Items	Humanities/ SBVC	\$2,756.01		
27060	A & D Luxury Photobooths	Photo Booth Rental	Student Services/ SBVC	\$650.00		

Contracts Below \$114,500 and
Income Contracts

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27061	A & D Luxury Photoboosts	Rental	Student Services/ SBVC	\$750.00		
27134	Alan Gordon Enterprises Inc.	Repairs	FTVM/SBVC	\$1,550.00		
27086	Alhambra Reprographics, Inc. DBA A & I Reprographics	Blueprint Reproduction	Facilities Planning/SBCCD	\$20,000.00		
27232	All Star Engraving	Production of Awards	EOP&S/CHC	\$1,131.00		
27203	Amazon Web Service Inc.	Software/Online Services	TESS/SBCCD	\$43,267.00		
27135	Amudipe Jr, William	Performer	Library/SBVC	\$500.00		
27162	Anaca Technologies dba Xello	Software/Online Services	Counseling/ SBVC	\$769.00		
27207	Anguiano, Esther dba Neverending Photo Booth	Rental	First Year/SBVC	\$630.00		
27136	Anguiano, Esther dba Neverending Photo Booth	Rental	First Year/SBVC	\$630.00		
27137	Anguiano, Esther dba Neverending Photo Booth	Rental	First Year/SBVC	\$780.00		

Contracts Below \$114,500 and
Income Contracts

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27053	Anti-Recidivism Coalition	MOU	EDCT/SBCCD	No Cost		
27076	ARRI Americas Inc	Repairs	KVCR/KVCR	\$620.00		
27077	ARRI Americas Inc	Repairs	KVCR/KVCR	\$620.00		
27078	ARRI Americas Inc	Repairs	KVCR/KVCR	\$663.32		
27233	Articulate Global Inc.	Production of Awards	Athletics/CHC	\$699.26		
27209	Audios Ventures Inc dba Simplecast	Software/Online Services	RTVF/SBVC	\$5,400.00		
27192	Avalon Transportation LLC	Bus Rental	Transfer Center/SBVC	\$1,800.00		
27234	Awesome Blinds & Shutters, Inc.	Window Covering Replacement	Administrative Services/SBVC	\$1,921.41		
27235	Balloon Cart Company, The	Rental	First Year/SBVC	\$34,744.00		
27074	Balloon Cart Company, The	Rental	Student Services/CHC	\$6,720.00		

Contracts Below \$114,500 and
Income Contracts

Board Date 05/9/2024

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27038	Balloon Cart Company, The	Rental	Veterans/CHC	\$1,400.00		
27027	Balloon Cart Company, The	Rental	Student Services/ CHC	\$4,937.50		
27138	Balloon Cart Company, The	Rental	Student Services/ CHC	\$4,110.00		
27102	Balloon Cart Company, The	Retnal	Outreach/CHC	\$2,340.00		
27186	BAM Balloons dba Tijerina, Anica	Rental	KVCR/KVCR	\$1,000.00		
27084	Barrientos, Lester	Performer	Student Services/ SBVC	\$800.00		
27139	Barrientos, Lester	Performer	First Year/SBVC	\$1,200.00		
27082	Barrientos, Lester	Performer	Student Services/ SBVC	\$400.00		
27075	Bay Actuarial Consultants	Consultant	Human Resources/ SBCCD	\$5,900.00		
27098	Beaumont USD	Income - Facilities Use	Pool/CHC		\$2,500.00	

Contracts Below \$114,500 and
Income Contracts

Board Date 05/9/2024

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27140	BoardBookit Inc. dba Govenda	Software/Online Services	Chancellor/ SBCCD	\$12,900.00		
27165	Bon Voyage Transportation	Bus Rental	Student Services/ CHC	\$2,000.00		
27166	Bon Voyage Transportation	Bus Rental	Student Services/ CHC	\$2,000.00		
22513	Butte County Office of Education	Income - Amendment 01	EDCT/ SBCCD		\$2,696,050.00	(\$101,050.00)
24263	Casa De Flores	Florist Services	Student Services/ SBVC	\$706.88		
27031	Casa De Flores	Florist Services	Marketing/ SBVC	\$519.60		
24705	CCC Chancellor's Office	Income - Amendment 01	SINS/CHC		\$1,705,257.75	\$153,219.00
27211	CCC Chancellor's Office	Income - Grant	Government Relations/SBCCD		\$99,000.00	
27141	CDW Government Inc.	Software/Online Services	TESS/ SBCCD	\$45,000.00		
27236	Chavez, Carlos	Speaker	CIT/SBVC	\$100.00		

Contracts Below \$114,500 and
Income Contracts

Board Date 05/9/2024

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27204	Cheqroom NV	Software/Online Services	RTVF/SBVC	\$4,842.00		
27059	Chubzie's Burgers dba Velazquez, Victor	Catering	First Year /SBVC	\$3,771.25		
27142	Cintas the Uniform People	Production of Uniforms	Facilities Planning/ SBCCD	\$1,775.38		
27033	Coachella Party	Photography Services	Student Services/ CHC	\$2,798.68		
27048	Colton Joint USD	Development of Training Program	Science/ SBVC	\$66,783.00		
27226	Colton Redlands Yucaipa ROP	Income - Facilities Use	Administrative Services/SBVC		\$388.47	
27117	Community Action Partnership of San Bernardino County	Income - Facilities Use	Administrative Services/SBVC		\$886.50	
27052	Concept3D Inc	Software/Online Services	Facilities Planning/ SBCCD	No Cost		
27149	Control Air Enterprises LLC	Site Improvement	Maintenance/ SBVC	\$19,514.00		
27066	Council of Development Finance Agencies	Consultant	Facilities Planning/ CHC	\$88,387.00		

Contracts Below \$114,500 and
Income Contracts

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27193	Courtyard by Marriott San Diego Central	Rental	Counseling/ SBVC	\$1,876.41		
27151	Coyle, Adam dba Big AZ Letters	Rental	First Year/ SBVC	\$1,250.00		
27237	Crouch, Carol Ann	Speaker	Student Services/ CHC	\$125.00		
27104	Crowe, Kristen K	Speaker	Student Life/ /BVC	\$400.00		
27123	Crown Lift Trucks	Repairs	EDCT/ SBCCD	\$1,376.96		
27108	Crown Promotions Group Inc.	Production of Logo Items	Student Equity/ SBVC	\$4,374.86		
27228	Crown Promotions Group Inc.	Production of Logo Items	Student Equity/ SBVC	\$1,760.63		
27046	Crown Promotions Group Inc.	Production of Logo Items	Student Equity/ SBVC	\$3,187.66		
27143	Crown Promotions Group Inc.	Production of Logo Items	Student Equity/ SBVC	\$2,213.00		
27144	Crown Promotions Group Inc.	Production of Logo Items	Counseling/ /BVC	\$2,723.31		

Contracts Below \$114,500 and
Income Contracts

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27145	Crown Promotions Group Inc.	Production of Logo Items	Student Equity/ SBVC	\$9,993.39		
27146	Crown Promotions Group Inc.	Production of Logo Items	Student Equity/ SBVC	\$4,120.34		
27147	Crown Promotions Group Inc.	Production of Logo Items	Student Equity/ SBVC	\$2,211.94		
27148	Crown Promotions Group Inc.	Production of Logo Items	Counseling/ SBVC	\$11,399.55		
27200	David Ollis Landscape Development Inc.	Grounds Cleanup on New Lots	Facilities Planning/ SBCCD	\$14,690.00		
27201	David Ollis Landscape Development Inc.	Grounds Cleanup on New Lots	Facilities Planning/ SBCCD	\$4,805.00		
27197	De La Cruz, Yadira	Speaker	EOPS/ SBVC	\$2,000.00		
27198	De La Cruz, Yadira	Speaker	EOPS/ SBVC	\$2,000.00		
27185	De La Rosa, Juan Carlos	Speaker	Student Services/ SBVC	\$650.00		
27152	DePeralta, Cliff	Performer	First Year/ SBVC	\$1,200.00		

Contracts Below \$114,500 and
Income Contracts

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27153	Design Source USA, Inc.	Production of Logo Items	EOPS/ SBVC	\$6,161.18		
27154	Design Source USA, Inc.	Production of Logo Items	First Year/ SBVC	\$3,065.59		
27037	Doing Good Works	Production of Logo Items	EOPS/ CHC	\$18,512.46		
27063	Doing Good Works	Production of Logo Items	Student Services/ CHC	\$2,624.98		
27121	Doing Good Works	Production of Logo Items	Veterans/ CHC	\$13,164.61		
27036	Dough Life, The	Catering	Student Services/ CHC	\$942.81		
27109	Dropbox Inc	Software/Online Services	RTVF/SBVC	\$11,606.40		
27085	Eastern Educational Television Network Inc (APT)	Broadcasting Rights	KVCR/KVCR	\$5,080.00		
27229	Eaton Corporation/RAMTEK	Repairs	KVCR/KVCR	\$1,805.00		
27065	Ecorp Consulting, Inc	Consultant	Facilities Planning/ CHC	\$98,972.40		

Contracts Below \$114,500 and
Income Contracts

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27072	EnamelPins Inc	Production of Logo Items	Mathematics/SBVC	\$174.00		
27110	Espinoza Market	Catering	Counseling/SBVC	\$4,485.83		
27238	Event Pixie dba Gonzalez, Leydy	Rental	Police Science/SBVC	\$4,400.00		
27230	Experis US Inc.	Web Site Development	ATPC/ATPC	\$60,000.00		
27127	FastSigns	Production of Logo Items	Counseling/SBVC	\$334.94		
27128	FastSigns	Production of Logo Items	Counseling/SBVC	\$3,602.88		
27051	Federal Aviation Administration	Income - Grant Federal	Grants/SBVC		\$498,555.00	
27239	Fraley, Eileen	Speaker	CIT/SBVC	\$100.00		
27083	Full Capacity Marketing, Inc.	Software/Online Services	Science/SBVC	\$7,000.00		
27087	G/M Business Interiors	Installation Services	Student Services/SBVC	\$65,756.46		

Contracts Below \$114,500 and
Income Contracts

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27088	G/M Business Interiors	Installation Services	Student Services/CHC	\$7,727.01		
27221	G/M Business Interiors	Installation Services	Administrative Services/SBVC	\$1,100.14		
27080	Gallagher, Sandra L. dba Gallaghers	Production of Awards	Humanities/SBVC	\$353.44		
27208	Galls LLC	Production of Uniforms	Police Science/SBVC	\$505.81		
27068	Gerber, Guy dba Redlands Door & Window Company	Repairs	Facilities Planning/CHC	\$477.00		
27222	Get Noticed Promos LLC	Production of Logo Items	Student Services/SBVC	\$1,178.81		
27184	Goofy Faces LC	Performer	First Year/SBVC	\$570.00		
27168	Gourmet Gatherings LLC dba Michalski, Jeremy	Wait Staff Services	Student Equity/SBVC	\$1,252.80		
27045	Gram's BBQ Restaurant & Catering	Catering	Student Equity/SBVC	\$2,955.76		
27062	Gram's BBQ Restaurant & Catering	Catering	Student Equity/SBVC	\$1,979.19		

Contracts Below \$114,500 and
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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27050	Growing Inland Achievement Inc.	Income - Grant	Grants/CHC		\$30,000.00	
27014	H & L Charter Co, Inc.	Bus Rental	MESA/CHC	\$1,495.00		
27161	H & L Charter Co, Inc.	Bus Rental	Counseling/ SBVC	\$1,402.50		
27089	H & L Charter Co, Inc.	Bus Rental	Counseling/ SBVC	\$1,941.25		
27079	H & L Charter Co, Inc.	Bus Rental	Counseling/ SBVC	\$2,354.25		
27194	HDOS Acquisition LLC	Catering	Health Services/ SBVC	\$3,026.60		
27125	Heartland Video Systems, Inc.	Maintenance Agreement	KVCR/KVCR	\$5,250.00		
27223	Hour Glass & Mirror, Inc.	Repairs	Maintenance/ SBVC	\$14,554.00		
26438	Hydrate HQ of SoCal LLC	Drinking Water Services	Student Services/ SBVC	\$6,000.00		
27196	Imagine Media Group LLC	Rental	First Year/SBVC	\$6,155.00		

Contracts Below \$114,500 and
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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27101	Industrial Technical Services	Repairs	Maintenance/ SBVC	\$14,097.41		
27111	Inland Empire Labor Institute	Income - Training Agreement	EDCT/SBCCD		\$9,000.00	
27199	Intermex, Inc.	Bus Rental	EOPS/SBVC	\$1,800.00		
27155	InterWorks, Inc.	Software Training	Research & Development/SBCC D	\$12,500.00		
27160	Island Advertising, Inc.	Production of Logo Items	MESA/CHC	\$1,667.22		
27090	Island Advertising, Inc.	Production of Logo Items	Applied Technology/ SBVC	\$542.97		
27091	Island Advertising, Inc.	Production of Logo Items	Applied Technology/ SBVC	\$1,085.94		
27156	J & M Trophies	Production of Awards	Humanities/ SBVC	\$54.92		
27112	Jess & Flowers	Florist Services	Marketing/ SBVC	\$756.00		
27182	Kind Digital Marketing dba Cabrera, Alexander	Photography Services	Student Services/ SBVC	\$200.00		

Contracts Below \$114,500 and
Income Contracts

Board Date 05/9/2024

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27183	Kind Digital Marketing dba Cabrera, Alexander	Photography Services	Student Services/ SBVC	\$500.00		
27157	Kuta Software	Software/Online Services	Mathematics/ SBVC	\$1,480.00		
27242	Latino Media Collaborative	Income - Grant	KVCR/KVCR		\$10,000.00	
27202	LeMay Construction	Sign Installation Services	Facilities Planning/ SBCCD	\$2,875.00		
27158	LeMay Construction	Fencing Repair & Signage	Facilities Planning/ SBCCD	\$3,470.00		
27159	Letterhead Factory Inc.	Production of Logo Items	Student Services/ SBVC	\$74.35		
27224	Letterhead Factory Inc.	Production of Logo Items	Student Services/ SBVC	\$9,552.04		
27122	Letterhead Factory Inc.	Production of Signs & Posters	Student Life/ SBVC	\$315.38		
27188	Livescan Superprints 1 LLC	Finger Printing Services	Science/SBVC	\$15,075.00		
27225	Lucky Star Promos LLC	Production of Logo Items	First Year/SBVC	\$6,672.34		

Contracts Below \$114,500 and
Income Contracts

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27170	Lux, Jennifer	Photography Services	First Year/SBVC	\$625.00		
27240	Ma, Andrew	Speaker	CIT/SBVC	\$100.00		
27093	Magill, Kathryn	Speaker	Library/SBVC	\$2,500.00		
27113	Martinez, Donato	Speaker	Library/SBVC	\$1,000.00		
27047	Martinez, Walter dba DJ Wall-E	Performer	Student Life/CHC	\$1,500.00		
27035	Martinez, Walter dba DJ Wall-E	Performer	Student Services/ CHC	\$1,500.00		
27054	Martinez, Walter dba DJ Wall-E	Performer	Student Services/ CHC	\$1,500.00		
27039	Martinez, Walter dba DJ Wall-E	Performer	Veterans/CHC	\$1,500.00		
26543	Medicat LLC	Amendment 01	TESS/SBCCD	\$90,753.48		\$2,754.00
27067	Mitchell, Schrager	Repairs	Music/SBVC	\$5,000.00		

Contracts Below \$114,500 and
Income Contracts

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27026	Mitsubishi Electric Power Products Inc	Maintenance Agreement	TESS/SBCCD	\$5,818.00		
27181	Monday.com	Software/Online Services	Marketing/ SBVC	\$2,400.00		
27056	Montoya, Yvette	Speaker	Student Services/ SBVC	\$650.00		
27171	My Little Carnival Inc	Rental	First Year/SBVC	\$2,875.00		
27172	New Seed Landscape Service, Inc.	Site Improvement	Child Development/ SBVC	\$19,970.00		
27241	Olmos Jr, Jose	Speaker	CIT/SBVC	\$100.00		
27173	Original Mowbray's Tree Service Inc., The	Site Improvement	Maintenance/ CHC	\$10,379.00		
27174	Party Plus Rental	Rental	First Year/SBVC	\$2,827.35		
27124	Party Plus Rental	Rental	Student Services/ SBVC	\$1,030.20		
27092	Party Plus Rental	Rental	First Year/SBVC	\$2,503.50		

Contracts Below \$114,500 and
Income Contracts

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27032	Party Plus Rental	Rental	Student Equity/ SBVC	\$667.00		
27041	Party Plus Rental	Rental	First Year/SBVC	\$3,804.20		
27042	Party Plus Rental	Rental	First Year/SBVC	\$596.52		
27094	Party Wholesale USA LLC dba Garcia, Eric	Rental	First Year/SBVC	\$777.00		
27167	Pasifika Success Collective LLC dba Hernandez, Audrey Mae	Speaker	Student Services/ SBVC	\$250.00		
27214	Pennington Designs	Production of Logo Items	MESA/CHC	\$9,244.84		
27189	Pla, Zamira	Speaker	Student Life/ SBVC	\$2,500.00		
27120	Positive Promotions Inc.	Production of Logo Items	Calworks/ SBVC	\$13,801.49		
27205	Precision Balance Specialist	Repairs	SINS/CHC	\$1,790.00		
27215	Price, Julie dba Oopsie Daisy Face Designs	Face Painting	KVCR/KVCR	\$350.00		

Contracts Below \$114,500 and
Income Contracts

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27175	Prime Promos LLC	Production of Logo Items	Student Equity/ SBVC	\$1,080.44		
27176	Prime Promos LLC	Production of Logo Items	Counseling/ SBVC	\$8,475.25		
27126	Prime Promos LLC	Production of Logo Items	Humanities/ SBVC	\$408.61		
27095	Prime Promos LLC	Production of Logo Items	Student Equity/ SBVC	\$4,482.65		
27116	Purpose Printery LLC	Production of Logo Items	Outreach/ CHC	\$46,142.25		
27177	Purpose Printery LLC	Production of Logo Items	Student Services/ CHC	\$10,475.84		
27206	Purpose Printery LLC	Production of Team Uniforms	Athletics/ SBVC	\$3,548.00		
27216	PyraMed Health Systems	Services	TESS/ SBCCD	\$1,225.00		
27030	Quantum Promotions	Production of Awards	Applied Technology/ SBVC	\$1,130.76		
27178	R Dependable Construction Inc.	Site Improvement	Maintenance/ SBVC	\$11,800.00		

Contracts Below \$114,500 and
Income Contracts

Board Date 05/9/2024

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27169	Redlands Bicycle Classic	Rental	Student Services/ CHC	No Cost		
27103	Regents of University of CA, San Diego	Income - Grant	Grants/SBVC		\$10,000.00	
27097	Revolution LLC dba Thorenson, Natalie	Speaker	Counseling/ CHC	\$1,000.00		
27119	Revolve Consulting, Inc.	Speaker	Counseling/ CHC	\$1,000.00		
27190	RGI Consulting LLC dba Gray, Patrick Ryan	Software Training	Research & Planning/ SBCCD	\$11,710.00		
27179	Robertson Industries Inc.	Repairs	Child Care Center/ SBVC	\$27,130.00		
27180	Robertson Industries Inc.	Repairs	Child Care Center/ SBVC	\$4,890.00		
27070	Safelite AutoGlass	Repairs	KVCR/KVCR	\$208.68		
27218	Several Crownz	Rental	First Year/SBVC	\$725.00		
27044	Snowden, Justin	Performer	Student Equity/ SBVC	\$1,000.00		

Contracts Below \$114,500 and
Income Contracts

Board Date 05/9/2024

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27219	Soaring Software Soltions, Inc	Software/Online Services	Applied Technology/ SBVC	\$1,927.26		
27191	Strand Art Company Inc	Production of Logo Items	President/ CHC	\$4,908.90		
27217	Studio 19 Photo Booth	Rental	First Year/SBVC	\$500.00		
27049	Sundown Window Tinting	Repairs	Facilities Planning/ SBCCD	\$225.00		
27115	Taikomix	Performer	Student Life/ SBVC	\$600.00		
27220	Technical Associated Services, LLC	Repairs	Welding/ SBVC	\$1,523.59		
27040	Thibodreaux, La Toya	Speaker	Student Life/ CHC	\$1,200.00		
27163	Time for Change Foundation	Sponsorship	Chancellor/ SBCCD	\$3,000.00		
27071	Titan Tent & Event Rentals	Rental	Counseling/ SBVC	\$5,010.65		
27213	Torres, Leticia Irene dba Socal Supreme Rentals	Photography Services	KVCR/KVCR	\$600.00		

Contracts Below \$114,500 and
Income Contracts

Board Date 05/9/2024

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27212	Trophy House	Production of Awards	President/ SBVC	\$1,845.35		
27164	Trophy Store, The	Production of Awards	President/ CHC	\$1,502.30		
27028	UMOJA Community Education Foundation	MOU	Student Equity/ SBVC	No Cost		
27069	Uptown Auto Craft	Services	District Police/ SBCCD	\$8,689.49		
27195	Vasquez, Robert dba Active Impressions	Production of Awards	First Year/SBVC	\$7,121.26		
27043	Vasquez, Robert dba Active Impressions	Production of Logo Items	First Year/SBVC	\$7,732.50		
27096	Vasquez, Robert dba Active Impressions	Production of Logo Items	First Year/SBVC	\$1,422.70		
27114	Vasquez, Robert dba Active Impressions	Production of Logo Items	First Year/SBVC	\$7,249.25		
27081	Venckeleer, Mark	Speaker	Student Services/ SBVC	\$750.00		
27029	Wirz & Company Printing Inc.	Production of Logo Items	FTVM/SBVC	\$350.18		

Contracts Below \$114,500 and
Income Contracts

Board Date 05/9/2024

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
27099	Worldwide Biomedical Equipment Network	Repairs	Resp Care/CHC	\$640.00		
27055	Worra, Bryan Thao	Speaker	Student Services/CHC	\$300.00		
27210	Yucaipa High School	Income - Facilities Use	Maintenance/CHC		No Charge	
27100	Yucaipa-Calimesa Joint USD	Income - Facilities Use	Pool/CHC		\$51,000.00	

Total Number of Contracts 214

\$1,308,360.49

\$5,112,637.72

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Director, Facilities Planning & Construction

DATE: May 9, 2024

SUBJECT: Construction Change Orders and Amendments – Bond

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

In January 2022, the Board of Trustees approved the Revised Construction Change Order Board Approval Process. The process includes a program-wide Measure CC construction change order percentage goal of 5% or less. In addition, change orders that are <\$250,000 which result in a cumulative increase to a contract of <10% of its original value will be authorized by the Chancellor or her designee and presented to the Board for information at the next available business meeting.

ANALYSIS

A detailed summary of all Measure CC Program Change Orders is attached. The change orders listed were determined to be necessary to support the completion of design and construction, found to be fair and reasonable, and written in accordance with approved procedures and goals.

Total Measure CC Construction Contracts	Total Measure CC Change Order Amount	Program-Wide Change Order %
\$290,630,626	\$2,824,703	0.97

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs of these change orders will be included in the appropriate construction budget.





**SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY**

Campus	Contract Amount	Change Orders	New Contract Amount	Change Order % of Program Contracts
CC01-1000 : San Bernardino Valley College	\$170,684,101.80	\$2,472,291.63	\$173,156,393.43	1.45%
CC02-2000 : Crafton Hills College	\$119,760,024.27	\$347,599.33	\$120,107,623.60	0.29%
CC03-3000 : San Bernardino Community College District Wide	\$186,500.17	\$4,812.02	\$191,312.19	2.58%
TOTAL FOR CHANGE ORDERS	\$290,630,626.24	\$2,824,702.98	\$293,455,329.22	0.97%



SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College

Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC01-3601 : Technical Building Replacement (DBB)	\$69,832,624.00	\$1,636,319.30	\$71,468,943.30	2.34%
CC01-3605 : Softball Field	\$3,605,400.00	\$357,750.00	\$3,963,150.00	9.92%
CC01-3606 : Student Services Building (New Construction)	\$79,028,833.00	\$0	\$79,028,833.00	-
CC01-3608 : Career Pathways Phase 2 (PDB)	\$4,870,412.92	\$0	\$4,870,412.92	-
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	\$13,346,831.88	\$478,222.33	\$13,825,054.21	3.58%
CC01-1000 : San Bernardino Valley College Total	\$170,684,101.80	\$2,472,291.63	\$173,156,393.43	1.45%

CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0021	\$7,582,685.00	\$85,213.00	1.12%	4.56%	08-Mar-24	09-May-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0022	\$7,582,685.00	\$76,530.00	1.01%	3.44%	08-Mar-24	09-May-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0016	\$69,832,624.00	\$73,794.00	0.11%	2.34%	26-Mar-24	09-May-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0017	\$69,832,624.00	\$135,599.00	0.19%	2.24%	26-Mar-24	09-May-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0018	\$69,832,624.00	\$42,261.00	0.06%	2.04%	26-Mar-24	09-May-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0019	\$69,832,624.00	\$179,468.00	0.26%	1.98%	26-Mar-24	09-May-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0020	\$69,832,624.00	\$87,972.00	0.13%	1.73%	26-Mar-24	09-May-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0008	\$1,866,000.00	-\$29,607.16	-1.59%	1.82%	13-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0010	\$1,866,000.00	\$17,872.49	0.96%	2.78%	13-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0009	\$1,866,000.00	\$40,734.50	2.18%	4.96%	14-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	JT Construction Group, Inc. Campus-Wide Infrastructure SBVC (DBB)	JT Construction Group, Inc. Change Order #0001	\$828,444.88	-\$17,661.75	-2.13%	-2.13%	08-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	JT Construction Group, Inc. Campus-Wide Infrastructure SBVC (DBB)	JT Construction Group, Inc. Change Order #0002	\$828,444.88	-\$50,000.00	-6.04%	-8.17%	08-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0018	\$7,582,683.00	\$173,322.00	2.29%	4.30%	14-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0019	\$7,582,684.00	-\$270,000.00	-3.56%	0.74%	24-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0020	\$7,582,685.00	\$127,661.00	1.68%	2.43%	26-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0012	\$7,582,683.00	-\$240,000.00	-3.17%	0.54%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0013	\$7,582,683.00	\$133,348.00	1.76%	2.30%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0014	\$7,582,683.00	\$151,147.00	1.99%	4.29%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0015	\$7,582,683.00	\$16,013.00	0.21%	4.50%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0016	\$7,582,683.00	-\$240,000.00	-3.17%	1.34%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0017	\$7,582,683.00	\$51,602.00	0.68%	2.02%	02-Feb-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	AC Pros, Inc. SBVC Campus-Wide Infrastructure (DBB)	AC Pros, Inc. - Change Order #0002	\$726,720.00	\$4,804.79	0.66%	2.15%	16-Jan-24	14-Mar-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0015	\$69,832,624.00	\$11,116.00	0.02%	1.60%	22-Jan-24	14-Mar-24

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0011	\$7,582,683.00	\$32,156.00	0.42%	3.70%	04-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0010	\$7,582,683.00	\$13,545.00	0.18%	3.28%	04-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0009	\$7,582,683.00	\$4,769.00	0.06%	3.10%	02-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0008	\$7,582,683.00	\$104,731.00	1.38%	3.04%	02-Oct-23	09-Nov-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0014	\$69,832,624.00	\$68,433.00	0.10%	1.58%	26-Sep-23	09-Nov-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0013	\$69,832,624.00	\$23,274.00	0.03%	1.49%	14-Sep-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0007	\$7,582,683.00	\$14,816.00	0.20%	1.66%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0006	\$7,582,683.00	\$4,500.00	0.06%	1.46%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0005	\$7,582,683.00	\$15,554.00	0.21%	1.40%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0004	\$7,582,683.00	\$21,125.00	0.28%	1.20%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0003	\$7,582,683.00	\$35,998.00	0.47%	0.92%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. Change Order #0003	\$495,230.00	\$5,053.27	1.02%	8.36%	03-Aug-23	14-Sep-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	AC Pros, Inc. SBVC Campus-Wide Infrastructure (DBB)	AC Pros, Inc. - Change Order #0001	\$726,720.00	\$10,804.55	1.49%	1.49%	14-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0009	\$69,832,624.00	\$26,423.30	0.04%	1.45%	10-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0010	\$69,832,624.00	\$6,652.00	0.01%	1.45%	10-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0011	\$69,832,624.00	\$157,659.00	0.23%	1.45%	10-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0012	\$69,832,624.00	\$66,031.00	0.09%	1.45%	10-Jul-23	14-Sep-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0007	\$1,866,000.00	\$4,118.23	0.22%	3.41%	21-Jun-23	10-Aug-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. - Change Order #0002	\$495,230.00	\$36,366.48	7.34%	7.34%	20-Jun-23	10-Aug-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	G.A. Technical Services, Inc. SBVC CWI Utility Upgrades	G.A. Technical Services, Inc. - Change Order #0001***	\$171,500.00	\$19,223.96	11.21%	11.21%	24-Jul-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0002	\$7,582,683.00	\$3,629.00	0.05%	0.44%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0001	\$7,582,683.00	\$30,099.00	0.40%	0.40%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. - Change Order #0001	\$495,230.00	\$0	-	-	24-May-23	13-Jul-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0008	\$69,832,624.00	\$10,524.00	0.02%	1.00%	24-May-23	13-Jul-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0007	\$69,832,624.00	\$21,097.00	0.03%	1.07%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Rebekah and Company	Rebekah and Company - Change Order #0001	\$324,089.00	\$16,000.00	4.94%	4.94%	10-Apr-23	08-Jun-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0006	\$1,866,600.00	\$1,606.33	0.09%	3.19%	30-Mar-23	11-May-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0005	\$1,866,600.00	\$12,861.33	0.69%	3.10%	30-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0005	\$69,832,624.00	\$165,093.00	0.24%	1.04%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0004	\$69,832,624.00	\$119,278.00	0.17%	0.80%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0003	\$69,832,624.00	\$244,500.00	0.35%	0.63%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0002	\$69,832,624.00	\$123,660.00	0.18%	0.28%	23-Mar-23	11-May-23

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0006	\$69,832,624.00	\$1,757.00	0.003%	0.11%	22-Mar-23	11-May-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0003	\$1,866,600.00	\$25,839.21	1.38%	2.41%	01-Feb-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0004	\$1,866,600.00	\$1,643.34	0.09%	1.03%	31-Jan-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0002	\$1,866,600.00	\$6,884.46	0.37%	0.94%	31-Jan-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0001	\$1,866,600.00	\$10,670.11	0.57%	0.57%	12-Jan-23	09-Mar-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0001	\$69,832,624.00	\$71,728.00	0.10%	0.10%	22-Nov-22	12-Jan-23
CC01-3605 : Softball Field	Green Contractor Studio Construction Agreement	Green Contractor Studio, Inc Change Order #1**	\$3,587,500.00	\$357,750.00	9.97%	9.97%	09-Sep-22	08-Sep-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Neff Construction, Inc.	Neff Construction - Change Order	\$31,585.00	\$2,140.00	6.78%	6.78%	22-Aug-22	08-Sep-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	C.I. Services Construction Agreement - Campus Roof Replacement	C.I. Services - Change Order #02*	\$398,000.00	\$23,512.86	5.91%	9.41%	18-May-22	08-Sep-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	C.I. Services Construction Agreement - Campus Roof Replacement	C.I. Services - Change Order #01	\$398,000.00	\$13,937.73	3.50%	3.50%	04-May-22	09-Jun-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction Inc. CO#003	\$483,000.00	-\$10,000.00	-2.07%	-5.04%	29-Jul-21	07-Oct-21
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change Order #02	\$483,000.00	\$0	-	-2.97%	08-Feb-21	13-May-21
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change Order #01	\$483,000.00	-\$14,340.40	-2.97%	-2.97%	28-Oct-20	14-Jan-21
CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date				\$2,472,291.63				

* Chancellor concurrence received due to the single and/or cumulative change order percent being greater than 5% but less than 10%

** Change order greater than \$250,000

*** Change order is above the 10% threshold and is being submitted to the Board of Trustees for approval



SBCCD
CONSTRUCTION AMENDMENT SUMMARY
CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College - Contract Amendments

Project	Contract	Amendment	Original Contract Amount	Previous Amendments Cumulative Total	This Amendment Amount	Guaranteed Maximum Price Contract Amount	Executed Date	Board Date
CC01-3606 : Student Services Building (New Construction)	McCarthy DB Agreement	Amendment #02 - Swing Space - Preconstruction & Design Services	\$79,028,832.00	\$190,000.00	\$760,481.00	\$79,979,313.00	13-Nov-23	09-Nov-23
CC01-3606 : Student Services Building (New Construction)	McCarthy DB Agreement	Amendment #01 - Design/Preconstruction Time Extension	\$79,028,832.00	\$0	\$190,000.00	\$79,218,832.00	13-Nov-23	09-Nov-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #04 - Credit for Termination for Convenience	\$65,436,634.00	\$147,974.00	-\$60,714,195.08	\$4,870,412.92	13-Jul-23	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #03 - Design / Preconstruction Time Extension	\$65,436,634.00	\$70,000.00	\$77,974.00	\$65,584,608.00	13-Jul-23	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #02 - Programming Scope & Time	\$65,436,634.00	\$0	\$70,000.00	\$65,506,634.00	04-Mar-22	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #01 - Insurance Language	\$65,436,634.00	\$0	\$0	\$65,436,634.00	10-Jan-22	12-May-22



SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College

Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC02-3623 : Gym Demolition (DBB)	\$1,255,579.18	\$96,347.19	\$1,351,926.37	7.67%
CC02-3625 : Public Safety Training Center (DB)	\$8,501,117.00	-\$10,278.00	\$8,490,839.00	-0.12%
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	\$11,923,533.09	\$158,048.63	\$12,081,581.72	1.33%
CC02-3631 : Instructional Building (New Construction)	\$40,648,641.00	\$0	\$40,648,641.00	-
CC02-3633 : Central Complex 2 Renovation (PDB)	\$9,509,146.00	\$0	\$9,509,146.00	-
CC02-3634 : Child Development Center Renovation (DBB)	\$2,023,008.00	\$103,481.51	\$2,126,489.51	5.12%
CC02-3635 : Performing Arts Center (DBB)	\$45,899,000.00	\$0	\$45,899,000.00	-
CC02-2000 : Crafton Hills College Total	\$119,760,024.27	\$347,599.33	\$120,107,623.60	0.29%

CC02-2000 : Crafton Hills College - Executed Change Orders To Date

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	J. A. Urban, Inc. - CHC CWI Campus Accessibility and Site Improvements - Phase 2	J. A. Urban, Inc.	\$1,002,371.50	\$45,509.35	4.54%	4.54%	13-Mar-24	09-May-24
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Erickson-Hall - Change Order #01	\$8,501,117.00	-\$10,278.00	-0.12%	-0.12%	12-Oct-23	11-Jan-24
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Eiljay Acoustics, Inc. Construction Agreement - CHC CWI CCR Multi-Purpose Room Acoustics Improvements	Eiljay Acoustics - Change Order #02	\$58,950.00	\$2,210.25	3.74%	4.99%	03-Oct-23	09-Nov-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Eiljay Acoustics, Inc. Construction Agreement - CHC CWI CCR Multi-Purpose Room Acoustics Improvements	Eiljay Acoustics - Change Order #01	\$58,950.00	\$736.75	1.25%	1.25%	03-Oct-23	09-Nov-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site	Hamel - Change Order #02	\$835,134.45	\$850.00	0.10%	1.25%	05-Jun-23	13-Jul-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site Improvements	Hamel - Change Order #02	\$835,134.45	\$850.00	0.10%	1.25%	05-Jun-23	13-Jul-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site	Hamel - Change Order #01	\$835,134.45	\$8,697.66	1.04%	1.04%	01-Jun-23	13-Jul-23
CC02-3634 : Child Development Center Renovation (DBB)	Hamel Contracting, Inc. Construction Agreement	Hamel - Change Order #02*	\$2,023,008.00	\$5,229.04	0.26%	5.12%	24-Feb-23	11-May-23
CC02-3634 : Child Development Center Renovation (DBB)	Hamel Contracting, Inc. Construction Agreement	Hamel - Change Order #01	\$2,023,008.00	\$98,252.47	4.86%	4.86%	15-Feb-23	11-May-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	TotalEnergies (formerly SunPower) DB Contract - CHC CWI Solar PV	TotalEnergies Renewables, LLC - Change Order #02	\$7,308,428.00	\$17,169.50	0.23%	-0.01%	08-Dec-22	09-Feb-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	TotalEnergies (formerly SunPower) DB Contract - CHC CWI Solar PV	SunPower Corporation, Systems - Change Order #01	\$7,308,428.00	-\$17,891.20	-0.24%	-0.24%	10-Oct-22	10-Nov-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Baker Electric, Inc. CHC LRC Generator & Equipment Dec. 2021	Baker - Change Order #01	\$686,675.00	-\$19,592.00	-2.85%	-2.85%	17-Mar-22	12-May-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mariposa Landscape, Inc. CWI Campus Wide Irrigation Upgrades	Mariposa - Change Order #02*	\$392,213.00	\$11,088.23	2.83%	5.54%	14-Feb-22	12-May-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mariposa Landscape, Inc. CWI Campus Wide Irrigation Upgrades	Mariposa - Change Order #01	\$392,213.00	\$10,641.88	2.71%	2.71%	01-Nov-21	13-Jan-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Borden Excavating, Inc. CHC CWI Building 17 Main Repair	Borden Excavating - Change Order #01	\$22,000.00	-\$5,225.46	-23.75%	-23.75%	07-Oct-21	18-Nov-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Borden Excavating, Inc. CHC CWI Building 17 Main Repair - Phase 2	Borden Excavating - Change Order #01	\$15,000.00	-\$4,592.20	-30.61%	-30.61%	07-Oct-21	18-Nov-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mike's Custom Flooring, Inc. M&O Office Trailer Upgrades	Mike's Custom Flooring - Change Order #01	\$8,000.00	-\$418.00	-5.23%	-5.23%	01-Oct-21	18-Nov-21

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #03*	\$1,074,000.00	\$49,449.22	4.60%	8.26%	07-Sep-21	07-Oct-21
CC02-3623 : Gym Demolition (DBB)	Borden Excavating, Inc. CHC Gym Demo - Bldg 17 Phase 3	Borden Excavation - Change Order #01*	\$77,555.00	\$7,629.57	9.84%	9.84%	26-Aug-21	07-Oct-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	Climatec - Change Order #02*	\$435,592.00	\$41,166.00	9.45%	9.45%	29-Jun-21	07-Oct-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. CHC CWI Exterior Lighting Improvements	Champion Electric - Change Order #02*	\$834,900.00	\$62,480.87	7.48%	8.01%	28-Jun-21	07-Oct-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #02	\$1,074,000.00	\$34,757.37	3.24%	3.66%	09-Jun-21	12-Aug-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. CHC CWI Exterior Lighting Improvements	Champion Electric - Change Order #01	\$834,900.00	\$4,367.00	0.52%	0.52%	01-Apr-21	13-May-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #01	\$1,074,000.00	\$4,511.03	0.42%	0.42%	22-Feb-21	08-Apr-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	Climatec - Change Order #01	\$435,592.00	\$0	-	-	16-Feb-21	08-Apr-21
CC02-2000 : Crafton Hills College - Executed Change Orders To Date				\$347,599.33				

* Chancellor concurrence received due to the single and/or cumulative change order percent being greater than 5% but less than 10%

** Change order greater than \$250,000

*** Change order is subject to the limitations determined by SBCCD's Uniform Construction Cost Accounting Procedures program for construction contracts between \$60,000 and \$200,000

SBCCD Change Order Summary for Board Approval:Campus

CC02-2000 : Crafton Hills College

NOTE: Contract Grouping of "Construction Services" ONLY (CS).

NOTE: Change Order values ONLY include those in a workflow state of "Executed".

Generated On:Wed, 8-Mar-23 9:04 AM

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SBCCD
CONSTRUCTION AMENDMENT SUMMARY
CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College - Contract Amendments

Project	Contract	Amendment	Original Contract Amount	Previous Amendments Cumulative Total	This Amendment Amount	Guaranteed Maximum Price Contract Amount	Executed Date	Board Date
CC02-3633 : Central Complex 2 Renovation (DB)	W. E. O'Neil Construction Co.	Amendment #01 - Establishment of Guaranteed Maximum Price (GMP)	\$9,090,787.00	\$0	\$418,359.00	\$9,509,146.00	17-Jul-23	13-Jul-23
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Amendment #02 - Establishment of Guaranteed Maximum Price (GMP)	\$6,781,795.00	\$2,095,578.00	-\$376,256.00	\$8,501,117.00	07-Dec-22	12-Jan-23
CC02-3626 : Campus-Wide Infrastructure CHC	SunPower Corporation, Systems DB Contract - CHC CWI Solar PV	Amendment #01 - Change in Photovoltaic Module Model and the Production Guarantee (No Cost Impact)	\$7,308,428.00	\$0	\$0	\$7,308,428.00	10-Oct-22	10-Nov-22
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Amendment #01 - Contract Updates	\$6,781,795.00	\$0	\$2,095,578.00	\$8,877,373.00	21-Jan-22	13-Jan-22



SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC03-3000 : San Bernardino Community College District Wide

CC03-3000 : San Bernardino Community College District				
Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC03-0002 : Program Expenses	\$695.00	\$0	\$695.00	-
CC03-3640 : District-Wide	\$185,805.17	\$4,812.02	\$190,617.19	2.59%
CC03-3000 : San Bernardino Community College District	\$186,500.17	\$4,812.02	\$191,312.19	2.58%

CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date								
Child Development Center Ref	Contract	Change Order	Original Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban PMO TI - Change Order #002 - No Cost Time Extension	\$185,805.17	\$0	-	2.59%	17-Mar-21	13-May-21
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban District PMO TI - Change Order #001	\$185,805.17	\$4,812.02	2.59%	2.59%	19-Nov-20	14-Jan-21
CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date				\$4,812.02				

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Angel Rodriguez, Associate Vice Chancellor of Government Relations & Strategic Communications

PREPARED BY: Tammy Mathis, District Director of Grants

DATE: May 9, 2024

SUBJECT: Districtwide Grant Submissions: November 2023 to April 22, 2024

RECOMMENDATION

This item is for information only and no action is necessary.

OVERVIEW

Between November 15, 2023, and April 22, 2024, the San Bernardino Community College District (SBCCD), in collaboration with the Economic Development & Corporate Training Center, Crafton Hills College, San Bernardino Valley College, and KVCR, has actively pursued multiple grants to advance our educational mission towards student success. By securing external funding through these grant applications, SBCCD is committed to ensuring fiscal sustainability while providing vital resources to support the implementation of SBCCD's 2022-2027 strategic plan and the colleges' master plans.

ANALYSIS

- **Grant Application Period:** 25 applications submitted districtwide from November 15, 2023, to April 22, 2024.
- **Total Grant Funding Applied:** 16,377,466.33 collectively applied for by SBCCD, EDCT, CHC, SBVC, and KVCR.
- **Grants Awarded:** 13 grants awarded, totaling \$7,082,484.
- **Thank You to Funding Partners:**
 - San Manuel Band of Mission Indians: \$2,200,000
 - California Department of Healthcare Access and Information: \$810,000
 - California Community Colleges Chancellor's Office: \$796,656
 - Federal Aviation Administration: \$498,555
 - California Community Colleges Chancellor's Office: \$145,953
 - California Space Grant Consortium: \$25,000
 - Latino Media Collaborative: \$10,000
 - Foundation for California Community Colleges: \$5,000

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success.
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution



3. Be a Leader and Partner in Addressing Regional Issues.
4. Ensure Fiscal Accountability & Sustainability

FINANCIAL IMPLICATIONS

If awarded, these grants would provide a significant financial influx into the district.



Districtwide Grant Submissions: November 2023 to April 22, 2024

Executive Summary:

- A total of \$16,377,466.33 in grant funding has been collectively applied for by SBCCD, EDCT, CHC, SBVC, and KVCRC.
- \$7,082,484 in grant funding has been received.
- 25 grant applications have been submitted districtwide in fiscal year 2023/24.
- 13 grants have already been awarded, while others are awaiting announcements.
- These grants align with SBCCD's strategic directions and college educational master plans.
- Final outcomes are pending, and updates will be provided as they become available.

Aviation Maintenance Technical Workers Workforce Development Grant

Purpose: The AMT project will enable SBVC to expand our Aviation Mechanics/Airframe and Powerplant Technology program to high school students; improve our existing program with up-to-date technologies; establish scholarships for students pursuing employment in the aviation maintenance industry; and support educational opportunities related to aviation maintenance in an economically disadvantaged region.

- **Grantor:** Federal Aviation Administration (FAA)
- **Application Amount:** \$498,555
- **Lead Entity:** San Bernardino Valley College
- **Submitted:** August 16, 2023
- **Application Status:** **Awarded \$498,555**

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
 - **Supporting Action 4:** Develop an intentional dual enrollment completion pathway.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - **Supporting Action 1:** Partner with K-12 schools and districts to build intentional K-14 pathways.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

K-16 Learn to Earn Grant Fall Submission

Purpose: The Inland Empire Regional K-16 Education Collaborative was created to streamline equitable pathways from high school to postsecondary education and into the workforce for the most marginalized and under-served students in the Inland Empire region. UC Riverside is the fiscal agent and will be managing subawards to regional partners that include K-12 schools/districts and community colleges across Riverside and San Bernardino counties, CSU San Bernardino, and UC Riverside.

- **Grantor:** The Inland Empire Regional K-16 Educational Collaborative
- **Application Amount:** \$1,000,000
- **Lead Entity:** San Bernardino Valley College
- **Submitted:** November 17, 2023
- **Application Status:** Awarded **\$800,000**

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
 - **Supporting Action 4:** Develop an intentional dual enrollment completion pathway.
 - ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
 - ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - **Supporting Action 1:** Partner with K-12 schools and districts to build intentional K-14 pathways.
 - ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.
-

Be My Neighbor Grant

Purpose: This grant was written to support our KVCR PBS Kids Camp in April of 2024.

- **Grantor:** Fred Rogers Productions
- **Application Amount:** \$10,000
- **Lead Entity:** KVCR
- **Submitted:** November 2023
- **Application Status:** **Awarded \$10,000**

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
 - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - **Supporting Action 1:** Partner with K-12 schools and districts to build intentional K-14 pathways.
 - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographic.

College Corps Grant

Purpose: This grant was written to extend our existing College Corps program through 2026. In total, the 2022 College Corps program had 81 fellows from San Bernardino Valley College (SBVC) and Crafton Hills College (CHC) participate. 14 of the 81 fellows were AB 540 eligible Dreamer students. College Corps offers up to \$10,000 to students who complete 450 hours of community service within one year, helping them graduate without debt.

- **Grantor:** OPR/California Volunteers
- **Funding Period:** 2024-2026
- **Lead Entity:** SBCCD
- **Application Submitted:** December 17, 2023
- **Application Status:** **Awarded \$1,657,320**

Alignment with Educational Master Plan

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
 - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 7:** Connect students to regional and community

opportunities.

- **Supporting Action 2:** Partner with corporations that align with degrees and certificates.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

Youth Voices Grant

Purpose: This initiative allows us to work and mentor local high school students to produce short documentaries (local issues that affect them on a regular basis). Students receive a stipend at the end of their project and will be provided with a screening of their work at KVCR.

- **Grantor:** CA Endowment
- **Application Amount:** \$25,000
- **Lead Entity –** KVCR
- **Application Submitted –** December 1, 2023
- **Application Status –** **Awarded \$25,000**

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
 - **Supporting Action 4:** Develop an intentional dual enrollment completion pathway.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - **Supporting Action 1:** Partner with K-12 schools and districts to build intentional K-14 pathways.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

National Endowment for the Humanities Grant (NEH)

Purpose: This grant is for the development of a script and short teaser of a documentary entitled “Lopez vs Seccombe.” This documentary tells the story of San Bernardino and how the Mexican community began a civil rights movement to desegregate public and recreational spaces.

- **Grantor:** California Endowment
- **Application Amount:** \$75,000
- **Lead Entity –** KVCR
- **Application Submitted –** January 7, 2024
- **Application Status –** Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
 - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
 - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
 - **Supporting Action 1:** Strengthen a culture of inclusion.

Wildfire Prevention Program

Purpose: The Wildfire Prevention Program Grant is a re-submitted proposal for the Defensible Space curriculum through EDCT, with KVCR providing advertising/publicity for the program.

- **Grantor:** CAL FIRE
- **Application Amount:** \$600,000
- **Lead Entity –** EDCT
- **Application Submitted –** January 10, 2024
- **Application Status –** Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
 - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student

- employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 7:** Connect students to regional and community opportunities.
 - **Supporting Action 1:** Increase industry/non-industry internships for students.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

DAS California Community College Chancellors Office Grant - SBCCD

Purpose: The California Community College Chancellor's Office has announced the availability of \$40M in grant funding through the [California Apprenticeship Initiative New and Innovative Grant Program \(CAI\)](#). SBCCD has applied for a \$120,000 planning grant to support the creation of an early child development program for both colleges based on a model from Rancho Santiago Community College District.

- **Grantor:** Department of Apprenticeship Standards
- **Application Amount:** \$120,000
 - After receiving the planning grant, if approved, there is potential for additional future funding through the CAI Grant, which has two other categories of support for apprenticeship programs:
 - Implementation Grants, with a maximum of \$1,500,000
 - Expansion Grants, with a maximum of \$1,000,000.
- **Funding Period:** July 1, 2024 - June 30, 2027
- **Lead Entity –** SBCCD
- **Application Submitted –** January 15, 2024
- **Application Status –** Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
 - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 7:** Connect students to regional and community opportunities.
 - **Supporting Action 1:** Increase industry/non-industry internships for students.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

DAS California Community College Chancellors Office Grant - EDCT

Purpose: The California Community College Chancellor's Office has announced the availability of \$40M in grant funding through the [California Apprenticeship Initiative New and Innovative Grant Program \(CAI\)](#). EDCT has applied for a \$120,000 planning grant to support the creation of a management trajectory apprenticeship in multiple career pathways.

- **Grantor:** Department of Apprenticeship Standards
- **Application Amount:** \$120,000
 - After receiving the planning grant, if approved, there is potential for additional future funding through the CAI Grant, which has two other categories of support for apprenticeship programs:
 - Implementation Grants, with a maximum of \$1,500,000
 - Expansion Grants, with a maximum of \$1,000,000.
- **Funding Period:** July 1, 2024 - June 30, 2027
- **Lead Entity –** EDCT
- **Application Submitted –** January 15, 2024
- **Application Status –** Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
 - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 7:** Connect students to regional and community opportunities.
 - **Supporting Action 1:** Increase industry/non-industry internships for students.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

Powering Climate and Infrastructure Careers Grant

Purpose: The Powering Climate & Infrastructure Careers Challenge, an initiative of the Families and Workers Fund, is designed to support the state and local agencies, education and training providers, communities and small businesses working within infrastructure and clean energy industries. This grant is designed to provide good jobs for those who have been previously locked out of these powerful emerging industries.

- **Grantor:** Families and Workers Fund
- **Funding Period:** 1 to 3 years
- **Lead Entity:** EDCT
- **Amount per Application:** \$1.5 Million
- **Application Submitted:** January 19, 2024
- **Application Status:** Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
 - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
 - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

Apprenticeship Pathways Demonstration Program

Purpose: This initiative is intended to provide community college apprenticeship program participants with a direct path to credit certificates and degrees. Supporting students along their educational journey, while allowing them to earn wages and learn 21st-century skills. We are applying for apprenticeship funding for our public health program in grant partnership with Crafton Hills College and AMR.

- **Grantor:** CA Community College Chancellor's Office
- **Funding Period:** 1 year, beginning approximately March 1, 2024
- **Amount per Application:** \$99,000
- **Lead Applicant:** SBCCD
- **Application Submitted:** January 30, 2024
- **Application Status:** **Awarded \$99,000**

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
 - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
- ✓ **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 7:** Connect students to regional and community opportunities.
 - **Supporting Action 2:** Partner with corporations that align with degrees and certificates.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

Opportunity Young Adult Career Pathways Program

Purpose: This grant is to design and implement projects that focus on creating pathways to success that test and demonstrate program strategies to improve employment outcomes and reduce persistent economic inequities for youth 18-28 years of age. The OYA Career Pathway Program should position youth to obtain access to good-quality jobs, including jobs that pay family-sustaining wages, offer benefits, have predictable hours, opportunities for career advancement, and worker voice. Projects will also provide investments for wrap-around support and services to increase the likelihood of program completion, employment outcomes, and career pathway advancement, including comprehensive case management with a trauma-informed lens.

- **Grantor:** CA Economic Development Department
- **Funding Period:** 2 years
- **Amount Requested:** \$2,500,000
- **Lead Applicant:** SBCCD
- **Application Submitted:** February 5, 2024
- **Application Status:** Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
 - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
- ✓ **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 7:** Connect students to regional and community opportunities.
 - **Supporting Action 2:** Partner with corporations that align with degrees and

certificates.

- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

HRCC Partnerships Grant

Purpose: San Bernardino Community College District requested funding to create and establish College Credit for Prior Learning (CPL) for current construction-related Career Technical Education (CTE) programs at the District, including the Inland Empire Pre-Apprenticeship Program funded through a previous round of HRCC. Students coming from pre-apprenticeships that choose to pursue higher education often do not get credit for their working experience, inhibiting their academic career. The goal through this proposal is to provide construction-related CPL to reduce barriers for people to get degrees or advanced certifications, overall making them more prepared and marketable for careers in construction or the building trades once they have completed their studies.

- **Grantor:** CA Community College Chancellors Office
- **Funding Period:** 3 years
- **Lead Entity:** SBCCD
- **Amount per Application:** \$1,350,346
- **Application Submitted:** March 1, 2024
- **Application Status:** **Application Declined**

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
 - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
 - **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

Latino Media Collaborative Grant

Purpose: The Latino Media Collaborative is an emerging non-profit organization that develops high-impact media and outreach campaigns in partnership with the Latino media sector to advance an informed and highly engaged Latino community. This grant was for production services on a “Stop the Hate” media campaign for the Inland Empire.

- **Grantor:** Latino Media Collaborative
- **Funding Period:** 1 years
- **Amount Requested:** \$10,000
- **Lead Applicant:** KVCR
- **Application Submitted:** March, 2024
- **Application Status:** **\$10,000 Awarded**

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
 - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
 - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
 - **Supporting Action 1:** Strengthen a culture of inclusion

CA Opportunity Youth Apprenticeships

Purpose:

SBCCD will use funds from the California Opportunity Young Apprenticeship (COYA) Grant to develop new apprenticeship programs to prepare opportunity youth in the Inland Empire for careers as Water Supply Technicians, Air Traffic Controllers, and Wildland Fire Technicians. Upon completion of the planning grant activities, the proposed programs will become registered apprenticeships with the Department of Apprenticeship Standards (DAS).

- **Grantor:** Department of Apprenticeship Standards
- **Funding Period:** 2 years
- **Amount Requested:** \$500,000
- **Lead Applicant:** SBCCD
- **Application Submitted:** March 15, 2024
- **Application Status:** Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
 - **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
- ✓ **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 7:** Connect students to regional and community opportunities.
 - **Supporting Action 2:** Partner with corporations that align with degrees and certificates.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

San Manuel Band of Mission Indians

Purpose:

This grant was written to support First Nations Experience (FNX), the first and only national network dedicated to 24/7 American Indian and Indigenous programming. Money requested will be used towards local content production, buying/leasing Native America media acquisitions and supporting services with a FNX Application.

- **Grantor:** San Manuel Band of Mission Indians
- **Funding Period:** 2 years
- **Amount Requested:** \$1,500,000
- **Lead Applicant:** KVCR
- **Application Submitted:** March, 2024
- **Application Status:** Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
 - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
 - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.

- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
 - **Supporting Action 1:** Strengthen a culture of inclusion

Homeless and Housing Insecurity Program – Rapid Rehousing

Purpose:

In response to the significant and still growing number of college students experiencing homelessness and housing insecurity in California, the State appropriated funding to provide housing services to students. This grant provides housing navigation and placement services, academic support, and case management services to homeless students or those at risk of becoming homeless.

- **Grantor:** CCCCCO
- **Funding Period:** 2 years
- **Amount Requested:** \$796,656
- **Lead Applicant:** San Bernardino Valley College
- **Application Status:** **Awarded \$796,656**

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - **Supporting Action 1:** Partner with K-12 schools and districts to build intentional K-14 pathways.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regards to certificates, degrees and programs.

San Manuel Band of Mission Indians

Purpose: The San Bernardino Valley College Foundation has applied for a grant from the San Manuel Band of Mission Indians. The grant will continue the Tribe's long-term support of the SBVC Valley Bound Commitment program, as well as significantly expanding the Foundation's advancement capacity.

- **Grantor:** San Manuel Band of Mission Indians
- **Funding Period:** 2024-2026
- **Lead Entity:** San Bernardino Valley College Foundation
- **Application Submitted:** December, 2023
- **Application Status:** **Awarded \$2,200,000**

Alignment with Educational Master Plan

- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
 - **Supporting Action 1:** Strengthen a culture of inclusion with regard to certificates, degrees, and programs.

California Earned Income Tax Credit Outreach Grant

Purpose:

This initiative aims to disrupt generational cycles of poverty and enhance community outcomes by providing tax credits to both parenting and non-parenting working students.

- **Grantor:** Foundation for California Community Colleges
- **Application Amount:** \$5,000
- **Lead Entity** – Valley College
- **Application Status** – **\$5,000 Awarded**

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
 - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
 - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
 - **Supporting Action 1:** Strengthen a culture of inclusion.

NASA National Space Grant College and Fellowship Program

Purpose:

The National Space Grant College and Fellowship Project was initiated by **NASA** in **1989**. It serves as a **national network** of colleges and universities, working diligently to **expand opportunities** for Americans to understand and participate in NASA's aeronautics and space projects.

- **Grantor:** California Space Grant Consortium
- **Application Amount:** \$25,000
- **Lead Entity** – San Bernardino Valley College
- **Application Submitted** – January, 2024
- **Application Status** – **\$25,000 Awarded**

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
 - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
 - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
 - **Supporting Action 1:** Strengthen a culture of inclusion

IECF Grant – Production of Black Voices

Purpose:

This grant was written to support African American artists in the media industry, providing them with the resources and support needed to explore stories relative to cultural influence.

- **Grantor:** Inland Empire Community Foundation
- **Application Amount:** \$20,000
- **Lead Entity** – KVCR
- **Application Submitted** – March 30, 2024
- **Application Status** – Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
 - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
 - **Supporting Action 3:** Increase the number of Black/African American and

- Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
 - **Supporting Action 1:** Strengthen a culture of inclusion.

Nursing Retention Grant (non-competitive allocation)

Purpose:

Funds are provided for diagnostic and support services, pre-entry coursework, alternative program delivery model development, and other services to reduce student attrition in nursing programs.

- **Grantor:** CCCCCO
- **Application Amount:** \$145,953
- **Lead Entity** – Valley College
- **Application Status** – **\$145,953 Awarded**

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
 - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
 - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
 - **Supporting Action 1:** Strengthen a culture of inclusion.

Song-Brown Healthcare Workforce Training Grant

Purpose:

The purpose of the Song-Brown Grant at SBVC Nursing is to advance nursing education through strategic investment in technological resources. Our goal is to enhance the delivery of nursing education to bolster our laboratory technology, implementing cutting-edge data analysis software to inform program enhancement and establishing a robust student success and remediation program. Through these initiatives, we aim to empower nursing students with the tools, support, and resources necessary to excel in their academic pursuits and professional endeavors, thereby fostering a culture of excellence and innovation within our nursing education program.

- **Grantor:** California Department of Healthcare Access and Information
- **Application Amount:** \$810,000
- **Lead Entity** – Valley College
- **Application Status** – **\$810,000 Awarded**

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
 - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
 - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
 - **Supporting Action 1:** Strengthen a culture of inclusion

K-16 Learn to Earn Grant Spring Submission

Purpose: The Inland Empire Regional K-16 Education Collaborative was created to streamline equitable pathways from high school to postsecondary education and into the workforce for the most marginalized and under-served students in the Inland Empire region. For this submission Valley and Crafton Hills Colleges partnered with Pacific High School, Rialto School District, CSUSB, UCR, UCR School of Medicine, California University of Science and Medicine, San Bernardino Dept of Public Health and BLU Educational Foundation to promote multiple healthcare career pathways for K-16 and beyond.

- **Grantor:** The Inland Empire Regional K-16 Educational Collaborative
- **Application Amount:** \$999,636.33
- **Lead Entity:** SBCCD
- **Submitted:** April 1, 2024
- **Application Status:** Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
 - **Supporting Action 4:** Develop an intentional dual enrollment completion pathway.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
 - **Supporting Action 1:** Partner with K-12 schools and districts to build intentional K-14 pathways.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability.
 - **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

Tambellini Future Campus Award

Purpose:

This award honors innovative colleges and universities dedicated to improving education, fostering academic excellence and enhancing operational resilience through technological advancement. We have applied in the category of Operational Efficiency and Sustainability. Explaining how we are demonstrating improvements in operational efficiency, cost reductions, and sustainability initiatives because of technology adoption, with a focus on long-term institutional financial health.

- **Grantor:** Tambellini Group
- **Application Amount:** \$10,000
- **Lead Entity** – SBCCD
- **Application Status** – Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
 - **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
 - **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
 - **Supporting Action 4:** Increase the number of grant applications to support CHC programs.
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 - **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
 - **Supporting Action 1:** Strengthen a culture of inclusion.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Lawrence P. Strong, Director of Fiscal Services

DATE: May 9, 2024

SUBJECT: General Fund Cash Flow Analysis

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The District's budget is a financial plan based on estimated revenues and expenditures for the fiscal year, which runs from July 1 through June 30. Cash refers to what is actually in the District's treasury on a day-to-day and month-to-month basis. District cash balances are reviewed regularly and monitoring the amount of cash available to meet financial obligations is a core responsibility of the Fiscal Services Department. Fiscal year forecasts are updated monthly using the most current actual revenue and expense data and any new guidance from the State. Attached is the restricted and unrestricted General Fund monthly cash flow analysis.

ANALYSIS

As noted in the forecast, cash balances fluctuate throughout the year based on the amount and timing of actual and estimated revenues and expenses. The current cash estimate as of June 30, 2024, decreased \$515,059 to \$98,202,075 from the previous estimate of \$98,717,134. The cash balance remained relatively consistent with the previously projected amount with a small decrease caused by normal cash fluctuations.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This analysis is an important part of ensuring sufficient cash is available to meet District needs.





General Fund Cash Flow Analysis – Restricted & Unrestricted Fiscal Year 2023-2024

(as of April 15, 2024, rounded to the nearest \$1,000)

	PROJECTED													
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
Estimated Beginning Cash Balance	98,142	96,784	89,080	91,724	88,506	86,084	103,364	99,705	96,637	95,411	105,104	107,153		
Receipts														
Federal		10	3,570	250	90	38	175	641	116	17		840		5,746
State	12,435	7,457	13,524	12,877	4,623	10,580	8,058	58,618	16,844	24,245	19,055	14,974		203,288
Local	5,769	63	3,435	2,112	3,306	22,251	5,430	2,567	-2,526	7,350	5,393	839		55,990
Interfund Transfer & Sale of Assets					4,292	1		3,219		306	311	306		8,434
Accounts Receivable/Accruals	-2,867	1,264	-509	64	1,006	-3	-685	671	-65	-71	-225	-381		-1,801
Total Receipts	15,337	8,793	20,020	15,303	13,316	32,867	12,977	65,716	14,370	31,847	24,533	16,578		271,658
Disbursements														
Academic Salaries	27	2,845	4,684	5,137	5,432	5,346	5,293	4,593	5,276	5,628	5,507	9,454		59,222
Classified Salaries	2,895	3,390	3,421	3,532	3,723	3,745	3,576	3,452	3,742	4,225	4,369	5,024		45,093
Benefits	1,507	2,533	646	3,114	3,105	3,090	3,193	3,037	2,113	3,424	2,938	4,738		33,441
Supplies & Materials	226	51	169	148	206	135	166	149	193	450	521	707		3,120
Other Operating Exp	2,612	1,493	2,235	1,831	1,779	1,640	2,337	2,479	2,810	4,573	3,774	8,221		35,784
Capital Outlay	1,480	-1,151	379	140	424	650	634	249	631	1,573	2,049	1,464		8,521
Other Outgo	2,443	-260	3,493	5,982	1,267	1,031	1,469	2,176	879	2,198	3,384	5,171		29,233
Longterm Post-Employment Benefits	-5	-8	-8	-8	8	-8	-8	17	-8	18	-9	-12		-30
Accounts Payable/Accruals	5,512	7,604	2,358	-1,354	-207	-42	-24	52,631	-41	66	-49	-9,239		57,215
Total Disbursements	16,695	16,497	17,376	18,521	15,738	15,587	16,636	68,784	15,595	22,154	22,485	25,528		271,598
Increase / (Decrease) in Cash Balance	-1,358	-7,704	2,643	-3,218	-2,422	17,280	-3,659	-3,069	-1,225	9,693	2,048	-8,950		
Estimated Ending Cash Balance	96,784	89,080	91,724	88,506	86,084	103,364	99,705	96,637	95,411	105,104	107,153	98,202		

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services

DATE: May 9, 2024

SUBJECT: MOUs between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA)

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The District and the CSEA met and entered into the attached Memorandums of Understanding, also known as MOUs.

ANALYSIS

The attached MOUs constitute the full and complete Agreement between the District and the CSEA.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost associated with an MOU is included in the appropriate budgets, where applicable.



MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

April 16, 2024

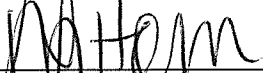
Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

The Parties agree to the following regarding the 4/10 Summer Alternative Work Schedule ("AWS") for the period of Sunday, June 2, 2024, through Saturday, July 27, 2024.

1. All bargaining unit members will participate in the 4/10 Summer AWS except for those employed in the following departments:
 - Child Development Center (SBVC)
 - Aquatic Center (CHC)
 - Police Department (DIST)
 - KVCR (DIST)
2. The 4/10 workweek will be Monday through Thursday, except for those departments with alternative workweek MOUs on file.
3. During the week of July 1, 2024, full-time unit members on the 4/10 Summer AWS will receive ten (10) hours of holiday pay for Independence Day, which will be observed on Thursday, July 4, 2024, and will be required to work ten (10) hour days on Monday, Tuesday, and Wednesday of the workweek.
4. Individual unit members may opt to work four (4) eight (8) hour workdays and use two (2) hours of vacation per workday, consistent with Article 19.11.
5. The 4/10 Summer AWS start and end times shall be based on the existing work schedule by adding two (2) hours; the existing work schedule can be adjusted by no more than two (2) hours before or after start and end times.
6. Unit members will not acquire or lose shift differential during the 4/10 Summer AWS.


This agreement is subject to all approvals required by the CSEA 610 policy and the District.


For the District



Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll & Police Services

For CSEA



Ernest Guillen, President CSEA #291


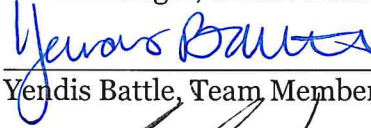
Noah Snyder, CSEA LRR



Diana Vaichis, Team Member



Kevin Limoges, Team Member



Yendis Battle, Team Member



Cedrick Wrenn, Team Member

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to the following regarding a Remote Work Schedule ("RWS") for the period of July 1, 2024, through June 30, 2025.

For purposes of this Memorandum of Understanding, "permanent unit member" shall mean completion of their probationary period in their current classification and/or in the classification for which they were selected for an out-of-class assignment.

1. Permanent unit members requesting an RWS, where the employee works from an off-site location, shall submit a request form to their immediate supervisor. The immediate supervisor may accept, reject, or modify the request to work remotely. A modification can include approval of a hybrid schedule, where the unit member may work from a private off-site location within two (2) hours of the worksite for some of their schedule, but report to their work location at other times. The immediate supervisor shall notify the permanent unit member of their decision to the request within ten (10) days of receipt. Denial of a request for an RWS must include reasons in writing. A denial of a request for an RWS shall be submitted to the Office of Human Resources, which will ensure the decision is not arbitrary and capricious. The decision to grant or deny an RWS is not subject to the grievance process.
2. A permanent unit member with an approved RWS must sign an individual RWS agreement.
3. The ultimate decision as to whether to approve or deny an RWS rests solely with the immediate supervisor. An RWS schedule shall be considered on an individual basis.
 - a. In general, positions that may be considered for RWS arrangements meet the following criteria:
 - i. Job functions can be performed at a remote site without diminishing the quality of the work or disrupting the productivity or security standards of a department
 - ii. Does not create an undue burden on efficient daily operations or office staffing needs
 - iii. It is incumbent on the immediate supervisor to ensure fairness in the rotation of the RWS and fairness in the workload
 - b. These types of positions are not eligible for 100% remote work:

- i. Involving any face-to-face customer service as part of their primary duties;
 - ii. Involving any interaction with, and improvement to, campus/site facilities;
 - iii. Involving any-face-to-face interaction with or direction of student workers, vendors, professional experts, or any other consultants as part of their primary duties; and
 - iv. Require specialized equipment, supplies, or materials available only at the worksite.
4. Permanent unit members may not request an RWS in lieu of taking personal leave, sick leave, or annual leave.
5. RWS is not a substitute for dependent care. While performing work duties remotely, permanent unit members are expected to have dependent care arrangements in place.
6. If a permanent unit member is to work remotely as an accommodation for medical or disability reasons, the immediate supervisor will consult with the Office of Human Resources prior to initiating the request and before terminating the remote work agreement.
7. Permanent unit members must have a work history that demonstrates efficient work without close supervision, maintain regular communication, and collaborate effectively in a remote work environment; in addition, the unit member must have received, at minimum, a satisfactory in all evaluation measures on the unit member's last performance evaluation.
8. Permanent unit members shall be available for communication and contact during remote work as they normally would be if working at their regularly assigned place of employment. Permanent unit members and their immediate supervisors shall agree on how their communications shall be handled. During the agreed upon work schedule, it is expected that the participating permanent unit member shall be available for contact by phone and/or e-mail, and may be asked to report to their regularly assigned place of employment on an arranged schedule.
9. After an RWS agreement is approved, the immediate supervisor shall use their best efforts to provide the appropriate technology, equipment, office supplies, and other assistance for the employee to perform their job successfully through remote work. Permanent unit members who take District equipment to their remote location will be required to sign a form acknowledging receipt of the equipment and agreeing to maintain the equipment in working condition.
10. Permanent unit members can discontinue RWS at any time and return on-site.
11. The immediate supervisor may permanently rescind RWS for an on-site work schedule, upon three (3) calendar days' notice to account for a change in staffing levels, for failure to abide by any of the terms of the individual RWS agreement, or based on the operational needs of the department. On any given day, a permanent unit member may be temporarily called into the physical work location if operational needs require their presence and if provided reasonable advance notice as described in the department's written communication plan (unit members will be provided with no less than three (3) hours notice).

- 12. The District will provide the Association with the current RWS list including names, worksite location, and shift times worked at the beginning of the approved RWS.

This MOU will sunset on 30 June 2025 and shall be reevaluated and subject to negotiations at any time.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

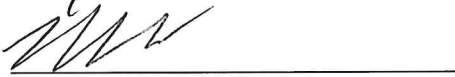


Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll & Police Services

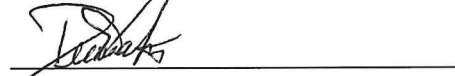
For CSEA



Ernest Guillen, President CSEA #291



Noah Snyder, CSEA LRR



Diana Vaichis, Team Member



Kevin Limoges, Team Member



Yendis Battle, Team Member



Cedrick Wrenn, Team Member



Remote Work Schedule Request Form/Agreement

Employee Name:			
Site/Department:			
Primary Phone:			
Remote Work Address:			
Remote Work Schedule Start Date:		Remote Work Schedule End Date*:	
Requested Remote Work Hours per Day/Week:			
M-F Remote Hours:			
	Start Time	End Time	Total Hours
Monday	:	:	
Tuesday	:	:	
Wednesday	:	:	
Thursday	:	:	
Friday	:	:	
M-F Location Hours:			
	Start Time	End Time	Location
Monday	:	:	Choose an item.
Tuesday	:	:	Choose an item.
Wednesday	:	:	Choose an item.
Thursday	:	:	Choose an item.
Friday	:	:	Choose an item.

Remote Work Schedule (“RWS”) arrangements are appropriate for positions with job-specific duties that allow for remote work, and when certain factors coexist to create a reasonable certainty that the RWS work arrangement will be successful. Management will not deny a request for an RWS arrangement for arbitrary or capricious reasons.

If my request is accepted, I agree to the following concerning my remote work location:

- I will provide the address of my remote work location from which I will be conducting the remote work to my immediate supervisor. Remote work from any other location than that provided to the immediate supervisor is strictly prohibited.
- The remote work location must be located within a two (2) hour drive of my physical work location.
- I will ensure that my remote work location is private (non-public) and free from distraction.
- If safety or ergonomic issues arise, I agree to provide access to my remote work location to Risk Management, upon forty-eight (48) hours of notice.
- I will maintain a safe and hazard-free workspace in my remote work location.

- I agree to maintain a homeowner or renter insurance policy prior to commencing remote work and will continue to maintain the policy in good standing in an amount equal to or greater than \$100,000.
- I will not leave District work, materials, information, etc., in a format that would be available or visible to others.

If my request is accepted, I further agree to the following conditions:

- On any given day, I may be temporarily called into the physical work location if provided reasonable advance notice as described in the department's written communication plan (notice shall be no less than three (3) hours).
- Any equipment such as ergonomic equipment, laptops, etc., that is provided to me to perform my normal work duties, remains the property of the District and is to be returned upon request. Additionally, I agree to properly secure the equipment and maintain the equipment in working order. The District is not responsible for reimbursing me for any costs associated with working from home if the resource is available at the physical work location (e.g., telephone, internet service.)
- All work done during a remote work period remains the property, both intellectual and otherwise, of the District.
- I will submit requests for leave in accordance with the Collective Bargaining Agreement, board policies, and administrative regulations in the same manner as if I were absent from the District's physical work location. In the event that I will not be available during normal work hours on a normal workday, I must notify District, in accordance with the Collective Bargaining Agreement.
- I am expected to abide by all District policies and Work Rules while working remotely.
- While working remotely, I am expected to maintain the volume and quality of work expected of my classification working at a District physical site.
- I will adhere to work hours and lunch and break times in accordance with the Collective Bargaining Agreement. Any changes to break and lunch times require prior supervisor approval.
- Overtime is subject to prior supervisor approval. Any employee who works overtime without prior supervisor approval may be subject to discipline.
- I will provide a copy of my driver's license and car insurance information to the District as I may need to transport equipment between the remote work location and the District's physical work location.
- I understand that I may not request an RWS in lieu of taking personal leave, sick leave, or annual leave.
- I will be available for communication and contact during remote work as if I normally would be if working at my regularly assigned place of employment. Additionally, I understand that it is expected that I will be available for contact by phone and/or e-mail, and may be asked to report to my regularly assigned place of employment on an arranged schedule.
- I understand that RWS is not a substitute for dependent care; therefore, while performing work duties remotely, I am expected to have dependent care arrangements in place.

Remote work agreement:

I have read, understand, and agree to abide by this Remote Work Agreement.

I further understand and agree that this Agreement may be terminated by the District upon three (3) calendar days' notice to account for a change in staffing levels, for failure to abide by any of the terms of this agreement, or based on the operational needs of the department.

I agree that this Agreement will expire no later than June 30, 2025.

By signing below, I further acknowledge and certify that I have an ergonomically safe and efficient work environment in the approved remote work location.

Employee Name (Print) _____

Employee Signature _____

Date _____

[This section is to be completed by the immediate supervisor]

Approved: Denied: Modified:

Reason for denial/modification:

Modified Remote Work Hours per Day/Week:

M-F Remote Hours:

	Start Time	End Time	Total Hours
Monday	:	:	
Tuesday	:	:	
Wednesday	:	:	
Thursday	:	:	
Friday	:	:	

M-F Location Hours:

	Start Time	End Time	Location
Monday	:	:	Choose an item.
Tuesday	:	:	Choose an item.
Wednesday	:	:	Choose an item.
Thursday	:	:	Choose an item.
Friday	:	:	Choose an item.

Site/Department Supervisor Signature _____

Date _____

Human Resources _____

Date _____

District Equipment to be Used at the Remote Worksite:

Description	Asset Number

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

April 16, 2024

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".


The Parties agree to approve the interim Out-of-Class assignment for Raquel Villa, Admissions and Records Technician, to the Admissions and Records Specialist, San Bernardino Valley College, under the following stipulations:

1. The length of the assignment will be April 2, 2024, through June 30, 2024, or until the Employee or management makes a decision to end the assignment. The Employee began working out of class on October 2, 2023, as an Admissions and Records Specialist.
2. The Employee will be compensated at Range 38, Step E. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
3. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as an Admissions and Records Technician.
4. The District and the Association agree that during the Out-of-Class assignment, the Employee's seniority as Admissions and Records Technician will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the Out-of-Class assignment of Raquel Villa.



This Agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



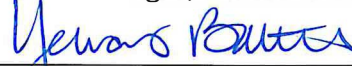
Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll & Police Services

For CSEA


Ernest Guillen, President CSEA #291
Noah Snyder, CSEA LRR
Diana Vaichis, Team Member



Kevin Limoges, Team Member



Yendis Battle, Team Member



Cedrick Wrenn, Team Member

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

April 16, 2024

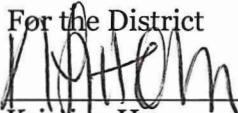
Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

Schedule Change: Krista Ornelas-Mora, Senior Student Services Technician-CHC

In accordance with **Article 6.4 -Permanent Changes to Work Schedule**, the Parties agreed that Krista Ornelas-Mora permanent work schedule would change as described below. Accordingly, the first day of the permanent schedule will be Monday, April 22, 2024.

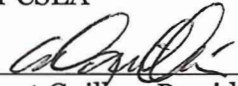
FROM:	Monday and Wednesday Tuesday, Thursday and Friday	9:00 a.m. to 6:00 p.m. 8:00 a.m to 5:00 p.m.
TO:	Monday, Wednesday and Friday Tuesday and Thursday	8:00 a.m. to 5:00 p.m. 9:00 a.m to 6:00 p.m.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

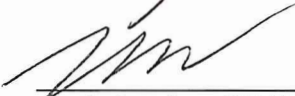
For the District


Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll & Police Services

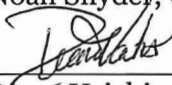
For CSEA




Ernest Guillen, President CSEA #291



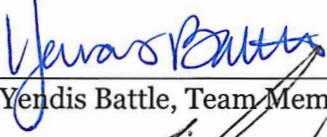
Noah Snyder, CSEA LRR



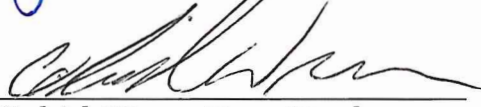
Diana Vaichis, Team Member



Kevin Limoges, Team Member



Yendis Battle, Team Member



Cedrick Wrenn, Team Member

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

April 16, 2024

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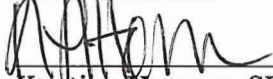
Schedule Change: Weldon Babino, Maintenance Technician- SBVC

In accordance with **Article 6.4 -Permanent Changes to Work Schedule**, the Parties agreed that Weldon Babino's permanent work schedule would change as described below. Accordingly, the first day of the permanent schedule will be Monday, April 22, 2024.

FROM:	Monday through Friday	7:00 a.m. to 3:30 p.m.
TO:	Monday through Friday	6:00 a.m. to 2:30 p.m.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

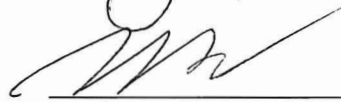


Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll & Police Services

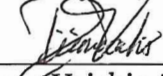
For CSEA



Ernest Guillen, President CSEA #291



Noah Snyder, CSEA LRR




Diana Vaichis, Team Member



Kevin Limoges, Team Member



Yendis Battle, Team Member



Cedrick Wrenn, Team Member

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services

DATE: May 9, 2024

SUBJECT: Professional Expert, Short-Term, and Substitute Employees

RECOMMENDATION

This item is for information only.

OVERVIEW

Per SBCCD Administrative Procedure 7110, in the case of short-term hourly/substitute and student employees, the Board has delegated the Chancellor or his/her designee as the authorizing agent for hire.

California Education Code section 88003 outlines the criterion for hiring an employee on a temporary basis. The length of temporary employment is less than 75% of the college year, which amounts to 195 working days. Types of temporary employment include:

- › Professional Expert: Districts can go outside the classified service when the scope of work is discrete, temporary, and requires expertise not available within the classified service. Requesting departments certify these by defining the project and identifying an end date for the project. Continued employment is contingent on continued demand and/or funding.
- › Short-Term: Districts can use short-term employees on a temporary basis to perform a service upon completion of which, the service, or similar services, will not be extended or needed on a continuous basis.
- › Substitute: Districts can employ substitute employees to fill in for a classified employee that is temporarily absent from duty, or if the district is recruiting to hire a vacant position.

ANALYSIS

The attached list of Professional Expert, Short-Term, and Substitute Employees is certified to be in accordance with California Education Code section 88003.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

The cost of employment for these employees is included in the appropriate 2023-2024 budgets.





Professional Expert, Short-Term & Substitute Employees

Presented for Information on May 9, 2024

[v.4.17.2024.p.1|2]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Sweeting, Karl CHC Career Education & Human Development	Lab Instructor/EMS Specialist	04/10/24	06/30/24	\$20.00/ \$30.00
Lirungan, Grandy CHC Certified Nursing Assistant Program	Program Assistant	03/28/24	06/30/24	\$20.00
Morgan, David CHC Fire Technology	State Fire Training Instructor	03/26/24	06/30/24	\$55.00
Kanter, Rachel CHC Psychology	Program Assistant	04/10/24	06/30/24	\$20.00
Roach, Craig CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	03/28/24	06/30/24	\$20.00/ \$25.00/ \$30.00
Romo, Logan CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	03/28/24	06/30/24	\$20.00/ \$25.00/ \$30.00
McKesson, Alana DIST Economic Development and Corporate Training	Program Assistant	05/01/24	06/30/24	\$20.00
Dixon, Reginald DIST Economic Development and Corporate Training	Transitional Work Crew Trainer	03/20/24	06/30/24	\$25.00
Gonzalez, Anthony DIST Fire Technology	State Fire Training Instructor	04/16/24	06/30/24	\$55.00
Melendez, Lysette DIST Human Resources	Program Assistant	04/11/24	06/30/24	\$25.00
Olmos, Jose SBVC Academic Success and Learning Services	Tutor I	03/26/24	06/30/24	\$17.00
Cooper, Jahi SBVC Academic Success and Learning Services	Tutor II	04/15/24	06/30/24	\$17.00
Ly, Christina SBVC Applied Technology, Transportation and Culinary Arts	Apprenticeship Program Organizer	04/16/24	06/30/24	\$75.00
Cervantes, Jessica SBVC Student Accessibility Services	Interpreting/Transliterating Level II	04/15/24	06/30/24	\$32.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on May 9, 2024

[v.4.17.2024.p.2|2]

Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Holmes, Adam CHC Aquatics	Lifeguard	03/22/24	06/30/24	\$17.00
Walker, Nathan CHC Aquatics	Lifeguard	04/15/24	06/30/24	\$17.00

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Wagner, Kathryn CHC Aquatics <i>EXT: Sick/Vacation</i>	Pool Attendant	04/01/24	05/31/24	\$20.95
Shalhoub, Irene CHC CDC <i>EXT: Sick/Vacation</i>	Child Development Assistant	02/05/24	04/05/24	\$17.63
Shalhoub, Irene CHC CDC <i>EXT: Sick/Vacation</i>	Child Development Assistant	02/05/24	04/05/24	\$24.89
Blackmon, Richard CHC Chemistry <i>New: Vacancy</i>	Laboratory Technician	04/19/24	06/18/24	\$37.88
Reyes, Ruben SBVC Custodial <i>EXT: Sick/Vacation</i>	Custodian	02/19/24	04/18/24	\$22.47

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: May 9, 2024

SUBJECT: Purchase Order Report

RECOMMENDATION

This item is for information only. No action is necessary.

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days.

ANALYSIS

Purchase orders issued between the dates of 3/19/2024 – 4/11/2024 are attached, except those approved through other agenda items. All purchase orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The attached purchase orders are included in the appropriate budgets.



Purchase Order Report
May 9, 2024

PO#	Supplier Name	Amount
2405850	STAPLES BUSINESS ADVANTAGE	210.70
2405853	ZOOLOGICAL SOCIETY OF SAN DIEGO	2,000.00
2405858	SAN BERNARDINO CCD	224.78
2405861	STAPLES BUSINESS ADVANTAGE	121.71
2405862	STAPLES BUSINESS ADVANTAGE	665.80
2405865	ESPINOZA MARKET	3,750.00
2405867	HONORS TRANSFER COUNCIL OF CA, THE	870.00
2405868	SAN BERNARDINO CCD	99.23
2405869	CDW LLC	1,384.17
2405871	BALLOON CART COMPANY, THE	1,400.00
2405875	MARTINEZ, WALTER	1,500.00
2405876	PARTY PLUS RENTALS INC	3,804.60
2405877	PARTY PLUS RENTALS INC	596.52
2405878	SNOWDEN, JUSTIN	1,000.00
2405879	VASQUEZ, ROBERT	7,732.50
2405880	WIRZ & COMPANY PRINTING INC	350.18
2405887	SAN BERNARDINO CCD	156.00
2405888	QUANTUM PROMOTIONS	1,148.11
2405892	ASSOCIATED STUDENTS OF PASADENA CITY COLLEGE	500.00
2405893	PANERA LLC	456.75
2405895	A & D LUXURY PHOTOBOOTHS	650.00
2405896	RIVERA, AMAIRANY	50.00
2405899	GOBI LIBRARY SOLUTIONS FROM EBSCO	1,525.46
2405900	GOBI LIBRARY SOLUTIONS FROM EBSCO	1,657.03
2405902	EBSCO INDUSTRIES INC	3,823.95
2405912	ESPINOZA MARKET	1,174.50
2405914	C&F SHAVED ENTERPRISES	800.00
2405916	4IMPRINT INC	1,913.67
2405922	MARTINEZ, WALTER	1,500.00
2405923	CALIFORNIA STATE UNIVERSITY SAN BERNARDINO	350.00
2405928	DICKEYS BARBECUE PIT	909.95
2405929	CHERRY VALLEY NURSERY AND LANDSCAPE SUPPLY	200.00
2405930	BOUND TREE MEDICAL LLC	692.96
2405931	DELL INC	17,911.78
2405933	C&F SHAVED ENTERPRISES	800.00
2405940	DELGADO, ARLEEN	150.00
2405943	SAN BERNARDINO CCD	344.41
2405944	HONORS TRANSFER COUNCIL OF CA, THE	200.00
2405945	LOPEZ, MARIA	144.00
2405946	ENCORE WELDING AND INDUSTRIAL SUPPLY LLC	12,893.40
2405969	KANE INDUSTRIES LLC	336.90
2405971	4IMPRINT INC	361.09
2405973	GRAINGER INC	1,136.91
2405974	SAN BERNARDINO CCD	983.31
2405976	CDW LLC	358.29

Purchase Order Report
May 9, 2024

PO#	Supplier Name	Amount
2405977	TACOS CHICANX LLC	4,050.00
2405978	COOKIE JAR, THE	3,333.00
2405981	MARTINEZ, WALTER	1,500.00
2405982	SAN BERNARDINO CCD	2,779.53
2405983	COACHELLA PARTY	2,798.68
2405984	PARTY PLUS RENTALS INC	667.00
2405985	PARTY PLUS RENTALS INC	2,503.50
2405986	GRAM'S BBQ RESTAURANT & CATERING	2,955.76
2405987	SAN BERNARDINO CCD	10,000.00
2405988	DOUGH LIFE, THE	942.81
2405989	DELL INC	31,423.90
2405993	SAN BERNARDINO CCD	20,000.00
2405994	SUNDOWN WINDOW TINT INC	225.00
2405996	CROWN PROMOTIONS GROUP, INC	3,187.66
2405997	THIBODEAUX, LATOYA	1,200.00
2405998	MARTINEZ, WALTER	1,500.00
2405999	ROCKLER RETAIL GROUP INC	7,413.45
2406000	A & I REPROGRAPHICS	3,275.54
2406005	STAPLES BUSINESS ADVANTAGE	168.08
2406007	JOHN F KENNEDY CENTER FOR THE PERFORMING ARTS	350.00
2406008	REVOLVE CONSULTING INC	1,000.00
2406009	STAPLES BUSINESS ADVANTAGE	283.16
2406010	TITAN TENT & EVENT RENTALS	4,652.55
2406011	MONTOYA, YVETTE DORAMA	650.00
2406012	WORRA, BRYAN THAO	300.00
2406013	STAPLES BUSINESS ADVANTAGE	909.93
2406015	WATER SOURCE SOLUTIONS INC	129.30
2406016	DOING GOOD WORKS	2,644.70
2406017	4IMPRINT INC	495.97
2406018	BALLOON CART COMPANY, THE	4,937.50
2406019	PARTY WHOLESALE USA LLC	777.00
2406020	HAMDY, RANIA	95.90
2406021	WILBUR'S POWER EQUIPMENT	1,400.73
2406022	CDW LLC	1,890.53
2406026	TAIKOMIX	600.00
2406027	GERBER, GUY	477.00
2406028	VERIZON WIRELESS	328.00
2406035	FARM FRESH TO YOU LLC	12,499.00
2406036	STAPLES BUSINESS ADVANTAGE	1,767.73
2406038	COUNCIL OF DEVELOPMENT FINANCE AGENCIES	20,000.00
2406039	STAPLES BUSINESS ADVANTAGE	89.22
2406040	STAPLES BUSINESS ADVANTAGE	487.87
2406042	UPTOWN AUTO CRAFT	8,245.12
2406046	STRATISCOPE INC	10,000.00
2406047	MITCHELL, SCHRAGER	5,000.00

Purchase Order Report
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PO#	Supplier Name	Amount
2406048	GRAM'S BBQ RESTAURANT & CATERING	1,979.19
2406049	CHUBZIES BURGERS	3,771.25
2406050	H & L CHARTER CO INC	1,495.00
2406051	STAPLES BUSINESS ADVANTAGE	219.27
2406052	SAN BERNARDINO, COUNTY OF	30.00
2406054	SWIM 2000	3,523.43
2406056	TREETOP PRODUCTS LLC	2,662.42
2406061	REVOLUTION LLC	1,000.00
2406064	ENAMELPINS INC	174.00
2406065	H & L CHARTER CO INC	1,941.25
2406067	BARRIENTOS, LESTER	800.00
2406072	PANERA LLC	8,330.40
2406073	SAN BERNARDINO CCD	662.50
2406075	C&F SHAVED ENTERPRISES	2,287.50
2406076	C&F SHAVED ENTERPRISES	1,982.50
2406079	DXP ENTERPRISES INC	5,075.03
2406084	CDW LLC	5,200.75
2406086	CDW LLC	28,230.50
2406088	EASTERN EDUCATIONAL TELEVISION NETWORK INC	5,080.00
2406089	PROPHET CORPORATION, THE	846.08
2406091	REGIONAL CHAMBERS OF COMMERCE INLAND EMPIRE	60.00
2406092	HOWARD INDUSTRIES INC	9,827.74
2406093	ARRI AMERICAS INC	620.00
2406094	PROPHET CORPORATION, THE	591.36
2406095	PRIME PROMOS LLC	4,482.65
2406096	VASQUEZ, ROBERT	1,422.70
2406097	PROPHET CORPORATION, THE	1,241.31
2406098	HOT DOG ON A STICK	4,475.15
2406100	PANERA LLC	5,186.99
2406101	ARRI AMERICAS INC	660.86
2406102	ARRI AMERICAS INC	620.00
2406103	PROPHET CORPORATION, THE	493.67
2406105	G/M BUSINESS INTERIORS	7,727.01
2406107	MAGILL, KATHRYN	2,500.00
2406108	ALPHA GAMMA SIGMA INC	1,200.00
2406109	CROWE, KRISTEN K	400.00
2406110	MUSICIAN'S FRIEND	2,472.50
2406112	SAN BERNARDINO CCD	301.99
2406114	BARRIENTOS, LESTER	400.00
2406115	STAPLES BUSINESS ADVANTAGE	133.44
2406116	VENCKELEER, MARK	750.00
2406117	STAPLES BUSINESS ADVANTAGE	915.69
2406118	STAPLES BUSINESS ADVANTAGE	78.42
2406124	DELL INC	1,529.76
2406125	GALLS LLC	697.31

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PO#	Supplier Name	Amount
2406126	BLACKHAWK NETWORK INC	5,044.53
2406127	GALLAGHER, SANDRA L. DBA GALLAGHERS	353.44
2406128	H & L CHARTER CO INC	2,354.25
2406129	J.W. PEPPER & SON INC	802.30
2406130	CALIMESA TECH SERVICES	462.15
2406131	DEMCO INC	578.93
2406132	MULTIMEDIA LED INC	783.00
2406133	PANERA LLC	801.14
2406134	PANERA LLC	801.14
2406136	FD OPCO LLC	1,491.26
2406139	STAPLES BUSINESS ADVANTAGE	564.01
2406140	STAPLES BUSINESS ADVANTAGE	7,665.90
2406141	STAPLES BUSINESS ADVANTAGE	68.16
2406142	STAPLES BUSINESS ADVANTAGE	209.76
2406143	G/M BUSINESS INTERIORS	65,756.46
2406145	JOSE'S MEXICAN FOOD INC	1,056.43
2406146	JOSE'S MEXICAN FOOD INC	1,056.43
2406147	MUSSON THEATRICAL	4,899.20
2406148	CROWN PROMOTIONS GROUP, INC	4,377.49
2406150	ESPINOZA MARKET	4,485.94
2406151	VASQUEZ, ROBERT	7,253.63
2406152	MARTINEZ, DONATO	1,000.00
2406154	BALLOON CART COMPANY, THE	2,340.00
2406155	STAPLES BUSINESS ADVANTAGE	681.50
2406156	STAPLES BUSINESS ADVANTAGE	380.57
2406157	STAPLES BUSINESS ADVANTAGE	639.11
2406158	STAPLES BUSINESS ADVANTAGE	168.17
2406160	TAYLOR, RUTINA	150.00
2406161	JONES, FREDERICK	150.00
2406163	DESIGN SOURCE USA, INC	3,079.56
2406165	SAN BERNARDINO CCD	3,000.00
2406166	SAN BERNARDINO CCD	3,000.00
2406167	SAN BERNARDINO CCD	3,000.00
2406168	SAN BERNARDINO CCD	900.00
2406169	SAN BERNARDINO CCD	900.00
2406170	SAN BERNARDINO CCD	900.00
2406171	FISHER SCIENTIFIC COMPANY LLC	3,061.95
2406175	SPIRALEDGE INC	967.55
2406176	STAPLES BUSINESS ADVANTAGE	105.57
2406177	BLACKHAWK NETWORK INC	2,166.25
2406179	SAN BERNARDINO CCD	193.30
2406180	SAN BERNARDINO CCD	193.30
2406181	VERNIER SOFTWARE & TECHNOLOGY INC	2,093.38
2406183	STATE WATER RESOURCES CONTROL BOARD	808.00
2406185	DICKEYS BARBECUE PIT	947.16

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PO#	Supplier Name	Amount
2406187	DELL INC	13,470.71
2406188	B&H PHOTO VIDEO	6,480.70
2406189	GOURMET GATHERINGS LLC	1,252.80
2406190	RED CROSS STORE	148.89
2406191	FOLLETT CORPORATION	250.00
2406192	BARRIENTOS, LESTER	1,200.00
2406193	MY LITTLE CARNIVAL INC	2,875.00
2406194	4IMPRINT INC	594.14
2406196	ROBERTSON INDUSTRIES INC	4,890.00
2406197	CARDIO PARTNERS INC	3,769.32
2406200	PRIME PROMOS LLC	408.61
2406201	CDW LLC	2,221.54
2406208	ENCORE WELDING AND INDUSTRIAL SUPPLY LLC	464.83
2406210	CDW LLC	1,562.16
2406211	LETTERHEAD FACTORY INC	315.38
2406215	PIONEER ATHLETICS	1,189.07
2406217	TACOS CHICANX LLC	4,725.00
2406218	HUERTA, MICHAEL	366.00
2406222	DELL INC	1,581.96
2406223	LETTERHEAD FACTORY INC	75.04
2406228	BSN SPORTS INC	1,334.91
2406230	CPR SAVERS & FIRST AID SUPPLY	86.37
2406231	JOSE'S MEXICAN FOOD INC	5,622.83
2406232	J.W. PEPPER & SON INC	441.09
2406233	FD OPCO LLC	7,244.03
2406234	B&H PHOTO VIDEO	2,501.94
2406239	TROPHY STORE, THE	1,502.30
2406240	CDW LLC	4,417.06
2406245	4IMPRINT INC	829.85
2406249	VIZUAL SYMPHONY INC	11,948.24
2406250	STRAND ART COMPANY INC	4,897.83
2406251	PARTY PLUS RENTALS INC	1,030.20
2406260	DELL INC	1,629.93
2406261	ON COURSE INC	1,580.00
2406262	RAYS CORP	1,984.50
2406263	PANERA LLC	1,915.00
2406265	CALIFORNIA WORKFORCE ASSOCIATION	899.00
2406271	HEARTLAND VIDEO SYSTEMS INC	5,250.00
2406274	STAPLES BUSINESS ADVANTAGE	526.52
2406275	STAPLES BUSINESS ADVANTAGE	96.86
2406276	STAPLES BUSINESS ADVANTAGE	276.23
2406278	STAPLES BUSINESS ADVANTAGE	527.17
2406279	STAPLES BUSINESS ADVANTAGE	257.49
2406280	DICK BLICK HOLDINGS INC	2,127.50
2406284	SWEETWATER SOUND INC	5,036.80

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PO#	Supplier Name	Amount
2406285	SWEETWATER SOUND INC	6,252.46
2406286	COOLEY, BRANDON	366.00
2406288	NATIONAL INSTRUMENTS CORP	2,963.47
2406289	ELECTRONIX EXPRESS	1,534.41
2406293	ALWAYS KIND CO	4,895.00
2406295	KIND DIGITAL MARKETING	200.00
2406297	SAN BERNARDINO CCD	682.89
2406298	FOLLETT CORPORATION	135.39
2406299	SAN BERNARDINO CCD	205.75
2406303	DONOVAN, MICHAEL	3,360.38
2406304	FASTSIGNS	3,602.84
2406305	FASTSIGNS	334.93
2406306	4IMPRINT INC	1,307.27
2406307	SAN BERNARDINO CCD	2,720.00
2406308	SAN BERNARDINO CCD	2,720.00
2406309	SAN BERNARDINO CCD	2,720.00
2406311	TECNO DISPLAY INC	9,359.25
2406312	BAM BALLOONS	1,000.00
2406313	SAN BERNARDINO CCD	208.95
2406314	SAN BERNARDINO CCD	288.67
2406315	SAN BERNARDINO CCD	460.44
2406316	SAN BERNARDINO CCD	253.33
2406317	SAN BERNARDINO CCD	399.27
2406320	SAN BERNARDINO CCD	1,000.00
2406323	CROWN LIFT TRUCKS	1,376.96
2406324	POCKET NURSE ENTERPRISES INC	2,345.51
2406326	ALAN GORDON ENTERPRISES INC	1,550.00
2406328	ULINE INC	1,210.97
2406329	SAN BERNARDINO CCD	2,293.75
2406332	CDW LLC	1,297.69
2406335	FOLLETT CORPORATION	94.83
2406338	COMMUNITY COLLEGE INTERNAL AUDITORS	400.00
2406340	FORMLABS INC	1,155.86
2406342	CDW LLC	1,170.99
2406344	ULINE INC	734.71
2406345	GOLF CARS OF RIVERSIDE	14,128.05
2406347	STAPLES BUSINESS ADVANTAGE	118.62
2406348	CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ASSOCIATION	75.00
2406349	STAPLES BUSINESS ADVANTAGE	209.56
2406350	MATAUTIA, VAISUATOTO	4,000.00
2406351	LUX, JENNIFER	625.00
2406352	DEPERALTA, CLIFF	1,200.00
2406354	PASIFIKA SUCCESS COLLECTIVE LLC	250.00
2406355	DICK BLICK HOLDINGS INC	1,512.39
2406357	SUGAR BLOOM CAKERY & COFFEE	4,425.00

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PO#	Supplier Name	Amount
2406358	SUGAR BLOOM CAKERY & COFFEE	3,545.00
2406361	KUTA SOFTWARE LLC	1,480.00
2406362	COYLE, ADAM	1,250.00
2406363	DE LA ROSA, JUAN CARLOS	650.00
2406364	CDW LLC	1,970.01
2406365	ALWAYS KIND CO	5,595.00
2406367	XPRESS RENT-A-CAR	1,050.00
2406370	ANGUIANO, ESTHER	630.00
2406371	ANGUIANO, ESTHER	780.00
2406372	ALWAYS KIND CO	1,620.00
2406373	FOLLETT CORPORATION	184.44
2406378	STAPLES BUSINESS ADVANTAGE	601.70
2406379	STAPLES BUSINESS ADVANTAGE	199.44
2406380	STAPLES BUSINESS ADVANTAGE	2,458.36
2406384	SAN BERNARDINO CCD	616.83
2406390	PANERA LLC	500.00
2406391	USA KILN SALES LLC	29,031.81
2406392	CROWN PROMOTIONS GROUP, INC	4,120.33
2406395	CDW LLC	45,000.00
2406396	SECURITAS TECHNOLOGY CORPORATION	1,072.22
2406398	DELL INC	3,100.10
2406402	PRIME PROMOS LLC	1,081.84
2406404	PIONEER ATHLETICS	1,405.05
2406405	SAN BERNARDINO CCD	3,057.72
2406406	BALLOON CART COMPANY, THE	4,110.00
2406407	FLINN SCIENTIFIC INC	1,111.49
2406408	TACOS CHICANX LLC	4,200.00
2406412	ALLIED 100 LLC	158.78
2406413	SAN BERNARDINO CCD	750.00
2406414	GOLF CARS OF RIVERSIDE	15,082.88
2406415	PROPHET CORPORATION, THE	455.66
2406418	MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS INC	825.62
2406419	GRAINGER INC	355.68
2406420	OROZCO-MARTINEZ, JESUS	395.00
2406421	JJUUKO, RONALD	395.00
2406422	GUTERREZ, ILLEANA	395.00
2406423	FARNSWORTH, DANIEL	395.00
2406426	CHEF RUBBER LLC	426.95
2406427	MATAUTIA, VAISUATOTO	2,000.00
2406429	HOGI YOGI	1,188.08
2406432	BON VOYAGE TRANSPORTATION	2,000.00
2406434	SAN BERNARDINO CCD	445.00
2406435	AMERICAN HARLEQUIN CORPORATION	29,051.66
2406436	SAN BERNARDINO CCD	496.66
2406437	SUGAR BLOOM CAKERY & COFFEE	20,000.00

Purchase Order Report
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PO#	Supplier Name	Amount
2406438	GOOFY FACES LC	570.00
2406439	FISHER SCIENTIFIC COMPANY LLC	63.29
2406440	PLA, ZAMIRA	2,500.00
2406443	PARTY PLUS RENTALS INC	2,827.35
2406444	SAN BERNARDINO CCD	401.50
2406449	SAN BERNARDINO CCD	632.34
2406451	HONORS TRANSFER COUNCIL OF CA, THE	650.00
2406452	XPRESS RENT-A-CAR	169.82
2406453	J & M TROPHIES	54.92
2406454	AMUDIPE, WILLIAM	500.00
2406458	LINCOLN ELECTRIC COMPANY, THE	10,328.00
2406459	GRAINGER INC	42.70
2406460	SAN BERNARDINO CCD	379.75
2406461	PROPHET CORPORATION, THE	1,369.16
2406464	CUMMINS INC	131.94
2406465	SOTO, CASANDRA	395.00
2406466	SAN BERNARDINO CCD	455.88
2406468	DUCK & OWL LLC	431.00
2406471	BON VOYAGE TRANSPORTATION	2,000.00
2406473	COVINGTON CORP	615.48
2406475	CROWN PROMOTIONS GROUP, INC	2,179.13
2406476	CINTAS CORPORATION NO. 2	2,000.00
2406478	COMMUNITY COLLEGE FACILITIES COALITION	1,170.00
2406479	TIME FOR CHANGE FOUNDATION	3,000.00
2406480	CROWN PROMOTIONS GROUP, INC	2,213.00
2406481	DUCK & OWL LLC	176.63
2406483	DUCK & OWL LLC	499.88
2406484	DUCK & OWL LLC	257.44
2406485	SAN BERNARDINO CCD	639.88
2406486	SAN BERNARDINO CCD	639.88
2406487	JOSTENS INC	7,300.00
2406489	CROWN PROMOTIONS GROUP, INC	2,723.31
2406493	KIND DIGITAL MARKETING	500.00
2406494	SAN BERNARDINO CCD	336.25
2406495	SAN BERNARDINO CCD	336.25
2406496	SAN BERNARDINO CCD	336.25
2406497	SAN BERNARDINO CCD	1,280.63
2406498	ULINE INC	658.54
2406499	RIVERSIDE ART MUSEUM	689.00
2406500	ENCORE WELDING AND INDUSTRIAL SUPPLY LLC	156.08
2406501	ULINE INC	658.54
2406502	THOMPSON, BRIAN K	200.00
2406504	STAPLES BUSINESS ADVANTAGE	105.61
2406505	STAPLES BUSINESS ADVANTAGE	103.61
2406506	AMUDIPE, WILLIAM	1,399.00

Purchase Order Report
May 9, 2024

PO#	Supplier Name	Amount
2406507	SAN BERNARDINO, CITY OF	436,687.60
2406508	STAPLES BUSINESS ADVANTAGE	142.52
2406509	SAN DIEGO CCD	1,350.00
2406510	STAPLES BUSINESS ADVANTAGE	77.06
2406511	STAPLES BUSINESS ADVANTAGE	1,075.72
2406512	STAPLES BUSINESS ADVANTAGE	273.59
2406513	4IMPRINT INC	4,522.03
2406514	STAPLES BUSINESS ADVANTAGE	343.72
2406515	STAPLES BUSINESS ADVANTAGE	1,048.23
2406516	STAPLES BUSINESS ADVANTAGE	229.21
2406517	AVALON TRANSPORTATION LLC	1,800.00
2406518	STAPLES BUSINESS ADVANTAGE	904.35
2406519	STAPLES BUSINESS ADVANTAGE	626.35
2406526	STAPLES BUSINESS ADVANTAGE	529.78
2406527	STAPLES BUSINESS ADVANTAGE	196.74
2406528	STAPLES BUSINESS ADVANTAGE	993.65
2406534	STAPLES BUSINESS ADVANTAGE	73.96
2406535	STAPLES BUSINESS ADVANTAGE	143.72
2406536	STAPLES BUSINESS ADVANTAGE	56.19

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services

DATE: May 9, 2024

SUBJECT: Resignations

RECOMMENDATION

This item is for information only. No action necessary.

OVERVIEW

In accordance with Board Policies 2430 and 7350 the Chancellor or designee is authorized by the Board of Trustees to accept the resignation of any employee.

ANALYSIS

The employees on the attached list have submitted in writing their intention to resign.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.





Resignations

Presented for Information May 9, 2024

[v.4.18.2024.p.2]2]

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
Hanna, Samuel Grounds Caretaker	SBVC Grounds	5.5	04/12/24
Norris, Tenille Associate Director, Fiscal Services	DIST Fiscal Services	8.5	04/19/24
Serna Pulido, Marina Student Services Coordinator	SBVC Student Services First Year Experience	7	04/12/24

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Kevin Horan, President, CHC
Dr. Linda Fontanilla, Interim President, SBVC
Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services

DATE: May 9, 2024

SUBJECT: Volunteers

RECOMMENDATION

This item is for information only. No action necessary.

OVERVIEW

Assignments performed by volunteers will not take away responsibilities or duties of regular academic or classified employees.

ANALYSIS

The individuals on the attached list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.





Volunteers

Presented for Information May 9, 2024

[v.4.17.2024.p.2]2]

	Location Assignment	Department	From	To
Hoffman, Alicia	SBVC	Criminal Justice - Police Academy	5/10/24	06/30/24
Angelou, Ronnie*	CHC	Health & Wellness-Mental Health	4/10/24	04/10/24
Williams, Miriam*	CHC	Student Accessibility Services/ Health and Wellness	04/18/24	08/01/24
Palacios. Maile	DIST	KVCR	6/10/24	12/31/24

**Ratification: Paperwork for these volunteers was submitted after the prior Board deadline.*



BOARD OF TRUSTEES REPORT

May 2024

CHC Proudly Announces Damian G. Garcia as the Recipient of the 2024 Outstanding Alumni Award



Hailing from the Inland Empire, Garcia's upbringing instilled in him a strong work ethic and drive from an early age. Despite encountering challenges and being among the few Hispanic individuals in his community and academic journey, Garcia remained steadfast in his pursuit of higher education and professional success. He was the first in his family to attend college.

"My parents, particularly my father, instilled in me the values of hard work, determination, and perseverance," Garcia remarked. "They inspired me to continually strive for success, regardless of the obstacles in my path."

Garcia embarked on his higher education journey at CHC, where he laid the groundwork for his academic pursuits while balancing personal and professional responsibilities.

"Persistence, dedication, and patience are qualities I honed during my academic journey," Garcia reflected. "Crafton Hills College provided me with the platform to develop my academic skills while navigating the complexities of married life, my career, and my studies."

Following the completion of his bachelor's degree at the University of California, Riverside, Garcia went on to earn a Master of Business Administration from the University of Redlands, followed by a law degree from the University of La Verne.

Driven by his dedication to justice and diversity, Garcia pursued a legal career with a vision to effect positive change in his community, aspiring to become an attorney and eventually serve as a judge. Recognizing the lack of diversity in the judiciary, he sought to make a meaningful impact through his work.

"I am deeply passionate about law and justice. I believe that I bring a unique blend of commitment to service, reverence for the law, and dedication to justice," Garcia asserted. "It is my belief that the diversity of

the judiciary should mirror the diversity of the communities they serve."

In addition to his professional accomplishments, Garcia remains devoted to mentoring and inspiring the next generation.

He has addressed groups of at-risk and underrepresented high school and middle school students in the Redlands Unified School District and Perris Union High School District, sharing insights into success and recounting his journey to becoming an attorney. Furthermore, he has provided guidance to students at the University of Redlands and the University of La Verne College of Law.

"I am committed to continuing to motivate and empower the youth in my community," Garcia affirmed. "In light of recent societal challenges, including the pandemic, our children are facing significant stress and anxiety. It is imperative that we prioritize the mental well-being of our society, particularly our youth, to ensure a resilient and flourishing future."

Garcia was celebrated as the recipient of the Outstanding Alumni Award at the CHC Foundation Fundraiser/Gala on Thursday, April 18.

Photo: Damian Garcia.

Crafton Hills College Paramedic Program Director to Receive Distinguished Service Medal



Amanda Ward, Director of the Paramedic Program at CHC, received the 2023 Distinguished Service Medal from the California Emergency Medical Service Authority (EMSA) for her exceptional contributions.

As a CHC paramedic program alumna, Ward's leadership and dedication were recognized by EMSA for her transformative impact on the field. She actively advocates for accessibility, mentorship, and education, while also opposing proposed increases in paramedic licensure fees.

Ward's commitment to preparing paramedics for the field and addressing staffing shortages has been commendable. She traveled extensively to speak against

proposed fee hikes and has been a loyal advocate for students.

Under her leadership, CHC's paramedic program boasts a 96% pass rate on the National Registry Exam and a 95% employment rate within six months of graduation. Ward acknowledges CHC's support in her advocacy efforts and remains dedicated to advancing equity and training for EMS clinicians.

Despite these achievements, Ward humbly acknowledges that there is more work to be done, expressing her commitment to furthering her efforts in supporting the needs of future first responders.

Photo: Amanda Ward.

Class 102 Paramedic Graduation: A Celebratory Evening for Latest Graduating Class of Paramedics



On March 1, Crafton Hills College celebrated the graduation of Paramedic Class 102. The event, attended by family, friends, faculty, and preceptors, began with a slideshow showcasing the graduates' journey through the program.

Despite juggling jobs, the graduates completed the rigorous hybrid program, encompassing classroom learning, clinical

experience, and field internships. Notably, CHC's paramedic program, the state's first accredited program at a community college, boasts an impressive job placement rate exceeding 95%.

Dean Dan Word and Program Director Amanda Ward encouraged participation from the audience, emphasizing the graduates' reliance on their support.

Medical Director Dr. Phong Nguyen delivered a heartfelt message, underscored by a personalized rendition of "Top of the World," stressing the graduates' preparedness for their vital roles.

Guest Speaker John Marini reminded graduates of their responsibility as patient advocates and ambassadors. Class President Jordan Wilson highlighted the principles of CHC Paramedics: confidence, humility, and class, while also presenting the class plaque.

The class award was presented to Glen Thronson for his everyday example of being an ideal paramedic for the students. Faculty-chosen awards were presented, followed by a surprise announcement of financial assistance from the CHC Foundation to help each graduate with their licensing fees.

The ceremony concluded with the Awarding of Pins, culminating in a standing ovation for Paramedic Class 102.

Photo: CHC Paramedic Graduating Class 102.

Crafton Hills College Celebrates Black Americans' Contribution to Our Nation's History



"We wanted all to embrace the culture by gathering in community storytelling, creating art, and understanding the difference between diversity and anti-racist work," explained Willie Blackmon, dean of student services and student development at Crafton.

Activities began Feb. 1 with an opening ceremony featuring remarks, live music, and giveaways. Events that followed included a Feb. 7 presentation on theater, music, and literature; a trip to see the film "Bob Marley: One Love" at Harkins Theatre in the Redlands Mountain Grove shopping center on Feb. 15; and "Food for the Soul"— a themed closing and reflection ceremony on Feb. 29.

Crafton Hills College celebrated Black History Month with a series of February events highlighting contributions by Black Americans.

"Black Americans in the Arts," with each offering an opportunity for Roadrunners to learn about the impact figures like musician Bob Marley and scientist Lisa Gelobter had and are continuing to have in the fields of science, arts, politics, and social justice.

Blackmon called the month-long celebration a success, adding, "It was a fun-filled month with social components infused with an educational lens."

Photo: Black History Month committee.

The College's Black History Committee planned each activity around the theme

Roadrunners Attend Annual A2MEND Conference

Crafton Hills College sent four African American students to the 2024 A2MEND Conference in Los Angeles, where over 1,000 attendees gathered from March 6-8. The event aimed to connect African American male students with resources and opportunities to overcome barriers in higher education.



Willie Blackmon, Crafton's dean of student services, highlighted the importance of mentorship and networking in navigating systemic challenges. Studies show African American male students often face obstacles such as inequality and difficulty building community on campus. Attendees were able to engage in culturally relevant workshops tailored to their experiences. For Cameron Richey, 34, the conference offered a refreshing portrayal of African American men and an opportunity to delve into the rich history and progress of African American culture.

Hosted by A2MEND, a nonprofit of African American male educators, the conference aimed to affirm and advocate for black male success in community colleges and beyond. The theme, "Affirming Our Own

Actions: Advocacy, Urgency and Liberation," underscored the organization's mission to support black male achievement.

Photo: CHC conference attendees.

Crafton Hills College’s “HAM” brings thrills, drama to Finkelstein Performing Arts Center



CHC’s theater department delivered thrills and drama with its latest production, “HAM”. Written by Chris Coon, the play centered around Sam, whose life takes a dark turn when his HAM radio becomes possessed by a demonic spirit on Father’s Day 1932.

the role’s unique premise. Set in a remote Alaskan cabin, the play unfolds as Sam grapples with the demon’s manipulation, believing it to be his deceased wife and long-lost son. Despite warnings from a minister, Sam succumbs to the illusion of family.

production to a “Twilight Zone episode on stage,” a sentiment echoed by Coon, who cited the series as a childhood influence. The play delved into themes of grief and vulnerability, juxtaposed with the intrusion of a provocative radio personality.

“HAM” captivated audiences with its suspenseful narrative and compelling performances. Clift led the cast, supported by Aaron Lonnstrom, Andromeda Dunlop, Jonathan Black, Naomi Gonzales, Derek Verasteugi, and Debra Brighton.

Coon praised the cast and crew for bringing his vision to life, commending their dedication and talent. With Olivia Jacques’ set design and the cast’s immersive portrayal, “HAM” left a lasting impression on both creator and audience alike.

Tristan Clift, portraying Sam, was drawn to

Director Paul Jacques likened the

Photo: Theatre students.

Inland Empire/Desert Regional Consortium’s Counselor Conclave 2024



Approximately 250 college and high school counselors gathered on March 7 for the 2024 Annual Counselor Conclave organized by the Inland Empire/Desert Regional Consortium.

networking with peers, and were treated to an inspiring keynote presentation on code-switching. Crafton’s own Rejoice Chavira and Christina Sweeting facilitated a presentation and discussion about the career programs offered at Crafton Hills College.

Marking the first in-person gathering since 2019, this year’s event witnessed the highest turnout in over a decade. Attendees had the opportunity to select from diverse workshops and sessions, engage in

Photo: Rejoice Chavira and Christina Sweeting.

Crafton to Go ‘Pink’ with Staging of Legally Blonde: The Musical



Get ready to see CHC’s Theater Arts Department paint the town pink with their production of “Legally Blonde: The Musical!” Running from April 26 to 28, the musical will feature Olivia Jacques as the iconic Elle Woods. Jacques, a political science major, has eagerly embraced the challenge of portraying Elle, calling it a dream role.

Performances will be held at 8 p.m. on April 26 and 27, with a matinee at 2 p.m. on April 29. Tickets are \$10 for general admission and \$5 for students and seniors, available online or at the PAC box office.

Following the journey of Elle Woods as she navigates Harvard Law School after a heartbreak, “Legally Blonde: The Musical” promises a pop-rock soundtrack filled with high-energy numbers.

Crafton alumni are invited to a special reception before the April 27 performance to meet the cast. RSVP by emailing CHC_alumni@craftonhills.edu.

Photo: Olivia Jacques.

EDCT



Economic Development &
Corporate Training

VIP Solutions, Inc. Tours EDCT



Vocational Improvement Program, Inc. is a private nonprofit corporation dedicated to serving persons with disabilities with quality prevocational training, employment options, and support services. Through meaningful work opportunities, clients are able to gain valuable job skills and achieve personal growth and independence. On March 8, 2024, VIP Solutions Inc. staff and participants toured the Economic Development and Corporate Training (EDCT) division of the San Bernardino Community College District, gaining insights into the diverse training programs and additional opportunities offered. Throughout the visit, VIP participants met with the Director and staff, and engaged in discussions with the school police. Participants had hands-on experiences in EDCT's construction lab, computer lab, clothing closet, and Utility Line clearance program. Individuals were also able to select food from the food pantry to take with them.

To deepen their understanding of available programs, a follow-up session is in the works for VIP to connect with the outreach coordinator from San Bernardino Valley College, providing a platform to delve into the offerings on their campus. Regarding the V.I.P. ACE 055 Program, ACE stands out for providing an array of opportunities for local community access, available through both stand-alone and layered services. With a focus on a small staff-to-client ratio, ACE tailors its training opportunities to foster independence and prepare participants for potential future employment.

Economic Development & Corporate Training



EDCT and San Bernardino County Probation Creating Pathways for Change

On February 14, 2024, the Economic Development and Corporate Training (EDCT) division of the San Bernardino Community College District continued to strengthen their partnership with San Bernardino County Probation Juvenile Services and hosted their second “Creating Pathways to Change” event. With over 20 community-based organizations represented, and over 100 individuals in attendance, probation officers were ecstatic to learn about educational and career resources and wrap-around services for youth who have been justice impacted.

Some of the organizations in attendance included:

- Crafton Hill College’s EMS, EMT and Fire Technology/Academy department
- San Bernardino Valley College’s Applied Technology department
- Children and Family Services
- Department of Rehabilitation
- Goodwill Youth Opportunity Program and many more.

EDCT and San Bernardino County Probation will continue their impactful outreach and resource fair event in the high desert next month, on April 30th from 11:00am – 2:00pm, at the Victorville Fairgrounds (Building 4 – 14800 7th Street, Victorville, CA 92395). If you would like to attend or receive more information on the event, please visit <https://forms.office.com/r/RWajRGwvW4> or contact: Abe Fulgham, Manager, Workforce Development at afulgham@valleycollege.edu or Avi Nair, Interim Assistant Manager, Workforce Development at anair@sbccd.edu





May 2024

Around SBCCD

“TEEN” WEEKS OF FILM

With a grant from the California Endowment, and led by Valley College alumni Brianna Navarro, ten local high-school students will learn to create a short documentary film in a 10-week program. Students will receive a \$1,000 stipend upon successful completion of the program and their shorts films will be screened at the KVCR studio.

MIDDLE COLLEGE ENVIRONMENTAL CLUB

The SBVC Middle College High School invited Executive Director Connie Leyva to speak to its Environmental Club. Student Kevin Briones asked for help talking to elected officials regarding environmental issues. These very impressive students were provided information on how to contact local elected offices and bills that Ms. Leyva had authored during her time in the Senate.

EDUCATION & WORKPLACE SUMMIT

KVCR'S Executive Director was invited to speak at the 4th annual Inland Empire Education & Workplace Summit in conjunction with the Inland Empire Regional Chamber of Commerce and Think Together. Ms. Leyva talked about opportunities for students at Valley College through SBVC's Institute of Media Arts and internships available at KVCR in Radio and Television.

Around the Community

KINDERGARTEN READINESS

KVCR and *Learn With Me's* Eddie participated in the 14th Annual Kindergarten Readiness and Kids Expo sponsored by San Bernardino County and the Fontana Library. KVCR and Eddie were on hand to talk about *Learn With Me* and hand out activity books. As usual, Eddie was a huge hit with the over 100 children who attended!

FINANCIAL LITERACY EVENT AT FRISBEE MIDDLE SCHOOL

This event teaches students to make good choices when it comes to money. KVCR staff manned a booth trying to “sell” students vacations that they didn't need. A great learning experience for all!

BREAKING BOUNDARIES: WOMEN LEADING CHANGE

Speaking at this Light of the World Church's event in Redlands, KVCR Executive Director Connie Leyva addressed challenges still facing women in the workplace and shared some personal experiences and lessons.

PBS LOBBY DAY

The KVCR team attended this event in Sacramento with other California PBS stations. It was not only a time to share the great work of KVCR with elected officials, it was also a time to exchange ideas and information with other PBS stations.

Latest Announcements

KVCR HOSTS KIDS CAMP

Together with PBS Kids and PNC Bank, KVCR hosted this event for more than 150 local kids and their families with 15 activity stations, including book reading, coloring activities, face painting, shout outs on the TV, make your own sundae, and so much more. Eddie from *Learn with Me*, joined by Molly from Denali and Daniel Tiger, were on hand for pictures. Each family received a raffle ticket and prizes were given away throughout the event. A great time was had by all!



May 2024

Balance Sheet As of 03/31/24

Estimated Revenues & Expenditures For 9 Months Ended 03/31/24

Assets	
Cash in County Treasury	903,436
Accounts Receivable	17,657
Estimated Revenues Receivable*	230,000
Interfund Receivables	1,541,452
Prepaid Expenses	396,554
Other Assets	33,534
Total Assets	3,122,633
Liabilities	
Accounts Payable	(1,572)
Interfund Payable	1,908,164
Temporary Loans	1,500,000
Deferred Income	1,025,911
Health and Welfare	104,014
Other Miscellaneous Liabilities	20,985
Total Liabilities	4,557,502
Fund Balance	(1,434,869)

Revenues	
Contributions and Grants	1,064,967
Underwriting	104,105
Contributions, Gifts	20,000
Rentals and Leases	356,622
Estimated Revenues*	230,000
Interest Revenue	47,213
Interfund Transfers In--SBCCD	1,427,567
Transfers In--PARS Endowment	1,050,000
Total Revenues	4,300,474
Expenditures	
Classified Salaries	1,722,614
Employee Benefits	730,916
Books and Supplies	5,610
Services and Operating Expenditures	2,384,340
Capital Outlay	18,989
Total Expenditures	4,862,469
Revenues Less Expenditures	(561,995)

* Estimated per YTD activity analysis.

* Estimated per YTD activity analysis.

Experience KVCR

KVCR - 24.1 - OVER THE AIR

Cable: Frontier FiOS, Spectrum, AT&T U-verse

Satellite: DirecTV, Dish TV **Live**

Streaming: kvcr.org, PBS App, and mobile

VOD: [PBS Passport](#)

RADIO - 91.9FM

kvcrnews.org, and the KVCR mobile app, NPR One Mobile App and on "Alexa" and "Google" smart speakers

[KVCR Community Calendar](#) for all the latest happenings.

FNX - 24.2 - OVER THE AIR

Cable: Frontier FiOS, Spectrum, AT&T U-verse

Live Streaming: Locality **Nationally:** 30 affiliates broadcasting in 28 states

DESERT CITIES - 24.3 - OVER THE AIR

Cable: Frontier FiOS

[CREATE - 24.4](#)
Over the Air

President's Board of Trustees Report

The President's Monthly Report to the Board of Trustees, Campus & Community

Taking Flight: Soaring With Partners for Student Success



MAY 2024

San Manuel Awards \$2.2 Million Grant to SBVC Foundation

The San Bernardino Valley College Foundation has been awarded a three-year, \$2.2 million grant from the San Manuel Band of Mission Indians. The grant will continue the Tribe's long-term support of the SBVC Valley-Bound Commitment program, as well as significantly expand the Foundation's advancement capacity.

"On behalf of the San Bernardino Valley College Foundation, I want to express our heartfelt appreciation to the San Manuel Band of Mission Indians for their extraordinary generosity in awarding us a three-year \$2.2 million grant," said Michael Layne, director of the SBVC Foundation. "This is a transformational investment that will enable us to implement the Foundation's Development Plan and cultivate relationships with donors at a much higher level, which is key to building our capacity and sustaining those efforts."

"Every student should have an opportunity to pursue their educational dreams regardless of the hardships and challenges they might face. The SBVC Valley-Bound Commitment Program offers a wonderful path for students to launch their life ambitions right here in the Inland Empire," said Chairwoman Lynn Valbuena, San Manuel Band of Mission Indians. "This grant is an investment to help our historically underserved community members find or create their own opportunities for a better quality of life for their families."

The grant will fund multiple facets of the program: \$1.3 million will be allocated towards hiring three new categorically funded development positions within the SBVC Foundation to cultivate donor contributions and prepare for a major fundraising campaign in honor of SBVC's upcoming 100th-anniversary celebration.

Additionally, the grant includes \$900,000 to sustain the Valley-Bound Commitment program over the next three years.

"The Tribe has supported the Valley-Bound Commitment program for over 15 years. We are deeply grateful for the partnership and commitment of the San Manuel Band of Mission Indians in helping us fulfill our shared vision for providing our community with equitable access to higher education," said Layne.

For more information about the San Bernardino Community College Foundation and its initiatives, visit www.sbvcfoundation.org.



200 Valley-Bound Commitment students pose for a picture during the Summer Bridge program held in July 2023.

MAY 2024 PRESIDENT'S BOARD OF TRUSTEES REPORT



GOAL 1

ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.



GOAL 2

BE A DIVERSE, EQUITABLE, INCLUSIVE, & ANTI-RACIST INSTITUTION.



GOAL 3

BE A LEADER & PARTNER IN ADDRESSING REGIONAL ISSUES.



GOAL 4

ENSURE FISCAL ACCOUNTABILITY & SUSTAINABILITY.



UPCOMING EVENTS

- May 11 4pm | Nuestra Graduacion Greek Theater
- May 18 4pm | Black Graduate Recognition Celebration Auditorium
- May 21 9am | Commencement 2024 San Manuel Stadium
- May 23 6pm | MCHS 21st Commencement Ceremony Greek Theater

More Events: valleycollege.edu/calendar

“Black Woman Evolved” Workshop Inspires Growth & Healing at SBVC

“Black Woman Evolved” hosted women throughout the San Bernardino Community College District for an empowering message of healing on April 17 in the Gresham Art Gallery. The event exemplified the transformative power of nurturing one’s inner voice and relying on community to foster growth and support. Students, faculty, and staff came together to embrace their multifaceted identities, reclaim their narratives, and chart a course toward self-actualization.

The event's guest speaker was Dr. Salina Gray, who has conducted research focused on the intersection of racial and science identities with an emphasis on critical race theory. Dr. Gray led the event workshop, which emphasized the importance of self-care and maintaining a strong connection to one’s cultural heritage. Through engaging activities and thoughtful discussions, participants discovered the significance of honoring their roots while navigating the complexities of modern life. The atmosphere was filled with positivity and encouragement as individuals shared stories of resilience and growth, inspiring one another to continue their journey towards personal fulfillment and empowerment. By coming together in solidarity, the attendees left the event feeling uplifted, connected, and ready to embrace the limitless possibilities that lie ahead.



Dr. Salina Gray, speaker at the “Black Woman Evolved” workshop.

GOAL 2: BE A DIVERSE, EQUITABLE, INCLUSIVE, & ANTI-RACIST INSTITUTION.

Hundreds of High Schoolers Are Introduced to Collegiate Experience at SBVC’s Annual Senior Day

San Bernardino Valley College hosted a robust cohort of over 600 high school students during its annual Senior Day event on April 10, offering a compelling glimpse into the collegiate experience as an SBVC Wolverine. Invitations were sent from the Outreach team to local high schools in the San Bernardino, Colton, and Rialto Unified School Districts as early as December 2023.

Attendees were treated to an enriching itinerary, encompassing keynote presentations, interactive workshops, a comprehensive resource fair, guided campus tours, and a luncheon. These curated activities aimed to provide prospective students with an introduction to the diverse academic, extracurricular, and support services available to students at SBVC.

The event garnered participation from a multitude of programs, including Athletics, Allied Health, and EOPS, underscoring a campus-wide commitment to student engagement and success that has been instrumental in amplifying the reach and impact of Senior Day. SBCCD Vice Chancellor of Educational and Student Support Services Dr. Nohemy Ornelas served as the keynote speaker at Senior Day. Her message to students was that “when times get tough, hang in there and believe in yourselves - because we believe in you!”

Justine Plemons, Outreach Coordinator, lauded the collaborative effort that underpinned the event's success. The event is truly a "campus wide collaboration," Plemons said. "We'd like to extend a heartfelt thank you for the departments, divisions, and community vendors that made this event a success. A special thank you to our FYE Department for their continued contributions to our recruitment efforts. We are looking forward to Senior Day 2025."

Since its inaugural inception in 2019, Senior Day has burgeoned into a hallmark occasion on SBVC's academic calendar, witnessing a steady increase in attendance each year. Senior Day 2025 is anticipated to showcase the continued commitment of SBVC in helping students get involved and succeed academically through community partnerships.



Left to right: Dr. Joanna Oxendine, Dr. Linda Fontanilla, Dr. Nohemy Ornelas, Dr. Olivia Rosas, Amanda Moody, and Justine Plemons attend SBVC annual Senior Day on April 10, 2024.

GOAL 1: ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.

SBVC Celebrates API Heritage Month with Special Cultural Performances & Expressions of Unity

The SBCCD Asian & Pacific Islander Association kicked off API Heritage Month on April 10 with a festive event held on the SBVC campus. The unique event celebrated the rich cultural heritage of Asian and Pacific Islander communities. Attendees were treated to a special catering menu provided by Pho Mai. Special performances by the Pasefika Student Union and TaikoMix showcased the diversity and talent within our local community.

SBVC Interim President Dr. Linda Fontanilla and APIA President Bethany Tasaka's speeches highlighted the importance of honoring and celebrating the contributions of Asian and Pacific Islander individuals to our society. The sense of unity and pride in one's heritage was palpable throughout the event, bringing attendees together in a spirit of positivity and inclusivity. It was truly a memorable start to API Heritage Month, setting the tone for a month filled with appreciation, education, and celebration.



Left: Dr. Linda Fontanilla speaks at the API Heritage Month Celebration on April 10, 2024.



Right: The event featured special performances by the Pasefika Student Union & TaikoMix.

GOAL 2: BE A DIVERSE, EQUITABLE, INCLUSIVE, & ANTI-RACIST INSTITUTION.

SBVC Hosts Specialized Programs Extravaganza, Showcasing Student Support Services

On March 26, San Bernardino Valley College showcased over a dozen specialized programs at the Specialized Programs Extravaganza, designed to enhance student success and support.

Highlighted programs included Student Accessibility Services (SAS) and Dedicated Engagement to Empower Part-Timers (D.E.E.P.), among others. Representatives from each program were available to discuss the services offered, assist students in achieving their academic goals, and help new applicants with their applications.

"It is imperative that we inform students of the multitude of programs and services available to them on campus for a successful college experience," said Marco Cota, Dean of Counseling and Matriculation. "The programs and services provided can assist students as they move forward to obtaining their educational goals."

The event attracted over 150 SBVC students who, in addition to discovering various programs, enjoyed complimentary lunch and t-shirts. The college aims to hold this event biannually—once each in the fall and spring semesters—to ensure students are fully aware of the benefits of engaging with these resources and can connect with program leaders.

These connections are crucial, as they allow students to seek "additional referrals to other programs, increase their comfort level in seeking assistance as needed, and receive academic guidance and support," added Cota.

SBVC offers more than a dozen free specialized programs to help students balance their academic pursuits with personal obligations, ensuring a holistic approach to higher education.



GOAL 1: ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.



Faculty Spotlight

Jesse Chou | Associate Professor, Computer Science



Jesse Chou spent decades in the high tech industry—with a front row seat to the internet boom in Silicon Valley—and now he is sharing what he learned with the next generation.

Chou, a computer information technology professor at San Bernardino Valley College, first became interested in computer science as a teenager. In 1986, he moved to the United States from Taiwan to learn English, then enrolled at the University of Massachusetts, where he earned his bachelor's degree and later his doctorate in computer science focusing on data modeling. Chou's first job was at a community college as an IT administrator, before he was recruited to be a software engineer in Silicon Valley.

There, he had a "blast from the front row seat," Chou said. He soon started pulling double duty, working in the high tech industry by day and teaching computer management at night. When he moved to Southern California, Chou wanted to keep teaching, and found the perfect position at SBVC.

Teaching, Chou said, allows him to "further my knowledge as well as to help others to contribute in the advance of technology."

At SBVC, Chou jumped right in and became a faculty co-sponsor of the Cyber Club. It was important for him to not only serve as a leader for students but also show them the power of camaraderie.

"Throughout my career I found that software engineers normally band together, especially nowadays as software are getting much more complex, thus teamwork is paramount," he said. "I thought with a Cyber Club for computer students, it'll be a fun place and also a home camp for students to grow and to network and bond."

Students team up to compete at cybersecurity competitions, a field that Chou is experienced in. He recently worked with California State University San Bernardino on a federal cybersecurity grant that will help train students interested in entering the cybersecurity and tech industries. Chou also participated in the Winternship research project, assisting six SBVC students studying artificial intelligence.

"I got involved when I saw that there is this rare opportunity for our students as undergrads to participate in a paid research project," Chou said. "Working with students in this kind of internship is a gratifying mentorship, to see them exhibit their innovative creativity and work semi-independently for the research projects that interest them."

Chou thrives in this collaborative environment and said he "truly believes that teamwork is a must in achieving greater goals." He is "really thrilled to be working in a place like SBVC," and feels "blessed to be spending decades in the high tech industry and now in education. With the current AI boom, data volume is growing astronomically and there is more interesting work coming up in the tech area, which I would love to get our students into."



@sbvalleycollege

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