

**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**

**August 13, 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: Financial Aid Department- CHC**

In accordance with **Article 6.4 - Permanent Changes to Work Schedule**, the Parties agreed that the Financial Aid Department employees: **(1) Jeanette Frausto's, (2) Gabriela Garcia's, (3) Claudia Hayton's, (4) Christin Moore's, (5) J Manuel Villegas', and (6) Juanita Sousa's** permanent work schedule would change as described below. Accordingly, the first day of the permanent schedule will be Wednesday, August 14, 2024, for Jeanette Frausto, Gabriela Garcia, Claudia Hayton, Christin Moore, J Manuel Villegas, and Tuesday, August 27, 2024, for Juanita Sousa.

- a. Incumbent, Jeanette Frausto's work schedule will be changed as follows:  
From: Monday – Thursday, 9:30 a.m. to 6:00 p.m., Friday 8:00 a.m. to 4:30 p.m.  
To: Monday, Thursday, 9:30 a.m. to 6:00 p.m., Tuesday 8:30 a.m. to 5:00 p.m., Wednesday 10:30 a.m. to 7:00 p.m., and Friday 8:00 a.m. to 4:30 p.m.
- b. Incumbent, Gabriela Garcia's work schedule will be changed as follows:  
From: Monday – Thursday, 9:30 a.m. to 6:00 p.m., Friday 8:00 a.m. to 4:30 p.m.  
To: Monday, Thursday, 9:30 a.m. to 6:00 p.m., Tuesday 10:30 a.m. to 7:00 p.m., Wednesday 8:30 a.m. to 5:00 p.m., and Friday 8:00 a.m. to 4:30 p.m.
- c. Incumbent, Claudia Hayton's work schedule will be changed as follows:  
From: Monday – Thursday, 8:30 a.m. to 5:00 p.m., Friday 8:00 a.m. to 4:30 p.m.  
To: Monday, Tuesday, and Thursday, 8:30 a.m. to 5:30 p.m., Wednesday 10:00 a.m. to 7:00 p.m., and Friday 8:00 a.m. to 4:30 p.m.
- d. Incumbent, Christin Moore's work schedule will be changed as follows:  
From: Monday – Friday, 8:00 a.m. to 4:30 p.m.  
To: Monday, Wednesday, Thursday 8:30 a.m. to 5:30 p.m., Tuesday 10:00 a.m. to 7:00 p.m., and Friday 8:00 a.m. to 4:30 p.m.
- e. Incumbent, J Manuel Villegas' work schedule will be changed as follows:  
From: Monday – Friday, 8:00 a.m. to 4:30 p.m.  
To: Monday, Tuesday, Thursday 8:30 a.m. to 5:30 p.m., Wednesday 10:00 a.m. to 7:00 p.m., and Friday 8:00 a.m. to 4:30 p.m.
- f. Incumbent, Juanita Sousa's work schedule will be changed as follows:  
From: Monday – Thursday, 8:30 a.m. to 5:00 p.m., Friday 8:00 a.m. to 4:30 p.m.  
To: Monday, Wednesday, Thursday 8:30 a.m. to 5:00 p.m., Tuesday 10:30 a.m. to 7:00 p.m., and Friday 8:00 a.m. to 4:30 p.m.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

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Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources,  
Payroll, and Police Services

For CSEA

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Ernest Guillen, President CSEA #291

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Noah Snyder, CSEA LRR

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Diana Vaichis, Team Member

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Kevin Limoges, Team Member

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Yendis Battle, Team Member

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Cedrick Wrenn, Team Member