



Meeting of the San Bernardino Community College District Board of Trustees
Preliminary Budget Study Session Meeting Agenda
District Board Room
May 25, 2017 – 12:00pm

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE

2. PUBLIC COMMENTS ON AGENDA ITEMS

The San Bernardino Community College Board of Trustees offers an opportunity for the public to address the Board on any agenda item prior to or during the Board's consideration of that item. Matters not appearing on the agenda will be heard after the board has heard all action agenda items. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. As a matter of law, members of the Board may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session.

Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the Board meeting as possible.

3. PRELIMINARY BUDGET PRESENTATION – Jose Torres

4. 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. Consideration of Approval of New Management Job Descriptions EDCT (p3)
- b. Consideration of Approval of New Management Appointments EDCT (p14)
- c. Consideration of Approval of Routine Contracts-Agreements and Memorandums of Understanding (p15)

5. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- a. Conference with Labor Negotiators – Government Code 54957.6
Agency Negotiator: Bruce Baron – CSEA, CTA, Management/Supervisors, and Confidential Employees
- b. Public Employee Discipline/Dismissal/Release/Non Re-Employment
Government Code 54957(b)(1) (4 cases)

6. PUBLIC COMMENTS ON NON-AGENDA ITEMS

This is an opportunity for members of the public to address the Board concerning items not on the agenda.

7. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

This is an opportunity for members of the public to address the Board concerning items on the closed session agenda.

8. CONVENE CLOSED SESSION

9. RECONVENE PUBLIC MEETING

10. REPORT OF ACTION IN CLOSED SESSION

11. ADJOURN

The next meeting of the Board: Board Retreat 8am-4pm, May 30 & 31, 2017

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Amalia Perez, Director, Human Resources
DATE: May 25, 2017
SUBJECT: Consideration of Approval of New Management Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the new job description of Executive Director, Economic Development, Corporate Training and Technology, Executive Director, Economic, Resources & Community Development, and, Director Adult Education Block Grant (AEBG).

OVERVIEW

Due to the ongoing and evolving purpose and mission of EDCT, including expanded assistance, advising and consultation services related to educational services, enrollment growth, and grant development to the District colleges, EDCT is improving its management structure to meet these new organizational objectives to improve the quality and effectiveness of EDCT services to the colleges, while also continuing to maintain regional, strategic partnerships with business, industry, consortia colleges, and government agencies to ensure acquisition of competitive grant funds and program revenues to continue to sustain its fiscal security independent of District General Funds.

ANALYSIS

It is necessary to create new job descriptions for the EDCT functional areas, and to create new job descriptions to accommodate the evolving mission and expanded services of EDCT to effectively serve the District colleges.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the EDCT 2016-2017 and 2017-2018 budgets.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**EXECUTIVE DIRECTOR, ECONOMIC DEVELOPMENT, CORPORATE TRAINING &
TECHNOLOGY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class. This is a full-time categorically funded position and is contingent upon the availability of funds and “life of the grant.”*

SUMMARY DESCRIPTION

Under the direction of the Associate Vice-Chancellor of the Economic Development & Corporate Training (EDCT) Division of the San Bernardino Community College District (SBCCD), the Executive Director, Economic & Corporate Development will work with the district colleges and within the Inland Empire region to promote economic and workforce development, create career pathways from not-for-credit, to non-credit and credit-applicable career technical education programs, enhance regional economic growth, and assist in the generation of revenues through grants development and strategic partnerships. The EDCT division supports the District and its’ colleges through numerous workforce, economic, resource and community development initiatives and special projects. In fulfilling this assignment, the Executive Director will serve on multiple committees and assist in various capacities to provide leadership and guidance for the coordination, development, marketing, delivery, and management of Economic Development, Corporate Training, Technology, and Strategic Partnerships.

REPRESENTATIVE DUTIES:

1. Secures funding and manages the Corporate Training & Contract Education programs offered through EDCT.
2. Serves on regional and state-wide committees to advance workforce and economic development initiatives that promote and support the mission of the District.
3. Serves as a member of the district-level standing and ad hoc committees associated with economic development, workforce development, community development and career technical education to strengthen the collaborative relationship between EDCT and the colleges.
4. Manages special initiatives sponsored through the State Chancellors’ Office such as Deputy Sector Navigator, IDRC training grants, and supports College K-12 grants and partnerships related to Secondary Education to Post-Secondary Education Career Pathways projects.
5. Provides leadership and supports the District in effective implementation of Strong Workforce Program (SWP) 60% funding and securing SWP 40% competitive funding through the Inland Empire/Desert Region Consortia.
6. Interacts with public and private employers to develop major grant partnerships, apprenticeship programs and promotes Strong Workforce job development initiatives.

7. Develops and coordinates not-for credit, non-credit and for-credit contract training partnerships on behalf of EDCT and District Colleges to effectively meet community and industry needs through Instructional Services Agreements.
8. Provides leadership in the management, coordination, marketing, and delivery of contract training programs offered through EDCT.
9. Provides leadership in the preparation of program review documents and establishes planning and budgeting priorities for the department.
10. Responsible for the submission of all reports related to managed programs and implements strategies and systems for management control, record keeping, client tracking, priority setting, reporting, and other functions to manage the changing resources and responsibilities of the department.
11. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
12. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Master's degree or equivalent combination of education and experience.
- Minimum of three (3) years' experience in the area of contract education.

KNOWLEDGES AND ABILITIES

Knowledge

- Knowledge of corporate training, professional development and community education programs
- Grant management including contracting, accounting and record keeping
- State Chancellors Office Strong Workforce Program
- Program development
- Marketing strategies
- Title V and college governance
- The coordination and management of contract education credit, non-credit and not-for-credit programs in a community college setting
- Budget development and tracking
- Regional, state and federal grant request and administration procedures

Abilities

- Ability to plan, direct and control all activities of department staff
- Develop and implement marketing strategies
- Interpret and apply Federal, State, County, and District rules, regulations, policies, and procedures Direct and manage assignments
- Prepare written reports and oral presentations
- Communicate effectively both orally and in writing

- Develop and maintain cooperative relationships with local and regional employers, agencies and governmental entities
- Supervise, train and evaluate staff

Board Approved: May 24, 2017
Range: 23

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

EXECUTIVE DIRECTOR, ECONOMIC, RESOURCE & COMMUNITY DEVELOPMENT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class. This is a full-time categorically funded position and is contingent upon the availability of funds and “life of the grant.”*

SUMMARY DESCRIPTION

Under the direction of the Associate Vice-Chancellor of the Economic Development & Corporate Training (EDCT) Division of the San Bernardino Community College District (SBCCD), the Executive Director, Economic, Resource, and Community Development will work with the district colleges and within the Inland Empire region to promote economic, community and workforce development, create career pathways from not-for-credit, to non-credit and credit-applicable career technical education programs, enhance regional economic growth, and assist in the generation of revenues through grants development and strategic partnerships. The EDCT division supports the District and its’ colleges through numerous workforce, economic, resource and community development initiatives and special projects, including the Workforce Innovation & Opportunity Act (WIOA), Strong Workforce Program (SWP), and Community Development Block Grant (CDBG). In fulfilling this assignment, the Executive Director will serve on multiple committees and assist in various capacities to provide leadership and guidance for the coordination, development, marketing, delivery, and management of Economic Development, Grants & Resource Development, and Community Development.

REPRESENTATIVE DUTIES:

1. Provides leadership in securing competitive grant funding from local, county, state, federal and foundation funding sources, and as appropriate, administers grant-funded programs within EDCT or in support of the District’s colleges.
2. Serves on regional and statewide committees to advance workforce, community, and economic development initiatives that promote and support the mission of the District.
3. Serves as a member of the district-level standing and ad hoc committees associated with economic development, workforce development, community development and career technical education to strengthen the collaborative relationship between EDCT and the colleges.
4. Manages special initiatives sponsored through the State Chancellors’ Office workforce development grants, and supports College K-12 grants and partnerships related to Secondary Education to Post-Secondary Education Career Pathways projects.
5. Provides leadership and supports the District in effective implementation of Strong Workforce Program (SWP) 60% funding and securing SWP 40% competitive funding through the Inland Empire/Desert Region Consortia.
6. Interacts with public and private employers to develop major grant partnerships, apprenticeship programs and promotes Strong Workforce job development initiatives.

7. Develops and coordinates not-for credit, non-credit and for-credit contract training partnerships on behalf of EDCT and District Colleges to effectively meet community and industry needs through Instructional Services Agreements.
8. Provides leadership in the management, coordination, marketing, and delivery of contract training programs offered through EDCT.
9. Provides leadership in the preparation of program review documents and establishes planning and budgeting priorities for the department.
10. Responsible for the submission of all reports related to managed programs and implements strategies and systems for management control, record keeping, client tracking, priority setting, reporting, and other functions to manage the changing resources and responsibilities of the department.
11. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
12. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Master's degree or equivalent combination of education and experience.
- Minimum of three (3) years experience in the area of contract education.

KNOWLEDGES AND ABILITIES

Knowledge

- Knowledge of corporate training, professional development and community education programs
- Grant development and management processes and procedures, including contracting, reporting, monitoring, accounting and record keeping, for local, county, state, federal and foundation funding
- Workforce Innovation & Opportunity Act (WIOA)
- Community Development Block Grant (CDBG)
- State Chancellors Office Strong Workforce Program
- Program development
- Marketing strategies
- Title V and college governance
- The coordination and management of contract education credit, non-credit and not-for-credit programs in a community college setting
- Budget development and tracking
- Regional, state and federal grant request and administration procedures

Abilities

- Ability to plan, direct and control all activities of department staff
- Develop and implement marketing strategies
- Interpret and apply Federal, State, County, and District rules, regulations, policies, and procedures Direct and manage assignments
- Prepare written reports and oral presentations
- Communicate effectively both orally and in writing

- Develop and maintain cooperative relationships with local and regional employers, agencies and governmental entities
- Supervise, train and evaluate staff

Board Approved: May 24, 2017
Range: 23

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DIRECTOR, ADULT EDUCATION BLOCK GRANT (AEBG)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class. This is a full-time categorically funded position and is contingent upon the availability of funds and “life of the grant.”*

SUMMARY DESCRIPTION

Under the general direction of the President, San Bernardino Valley College and/or designee, and contingent upon the availability of grant funding, the Director, Adult Education Block Grant (AEBG) plans, organizes, directs, and coordinates functions and activities related to the implementation of the AB104 AEBG Grant activities. The Director is the liaison between the San Bernardino Community College District Consortium and the State AEBG Office in Sacramento responsible for administering the consortium budget, compiling documentation required by the state and reporting all outcomes. In addition, the AEBG Director is responsible for working with both the California Community College Chancellor’s Office (CCCCO) and the California Department of Education (CDE) who are working in partnership to implement the requirements outlined in AEBG.

REPRESENTATIVE DUTIES

1. Plans, directs, supervises, evaluates and manages the AB104 grant, providing coordination and support activities for the consortium's members and partners.
2. Communicates an informed understanding of the objectives and outcomes of the program to district and college administrators, faculty and staff, consortia members, and other program stakeholders.
3. Manages and provides leadership for the AB104 consortium, including the development of liaisons with adult schools, member school district offices, the county office of education, community service agencies and alternative educational settings.
4. Coordinates, schedules, and facilitates meetings for the Executive Committee comprised of the regional consortium member leadership for decision making and approval of AEBG State deliverables.
5. Provides leadership in the administration of the AB104 grant, including but not limited to guiding the consortium to address the AB104 objectives and develop comprehensive responses to the questions posed by the state to be submitted by the dates required in semiannual and final reports to the AB104 work group in coordination with the CCCCCO and the CDE.
6. Works with each member of the consortium that receives an allocation of funding for consortium projects to ensure funds are managed responsibly and reported to the State.
7. Represents all consortium members at local and State sponsored events in Sacramento and national conferences.
8. Works with the fiscal agent to process contracts with sub-grantees and vendors for payment of services in a timely manner abiding by all fiscal agent requirements.
9. Works with the fiscal agent accounting representative to have all expenditure reports certified every 6 months for multiple funding streams to meet all state deadlines.

10. Supports and coordinates activities and projects between faculty and representatives of local adult education schools, continuation schools, regional occupational programs, and the local community for AEBG defined programs.
11. Maintains current knowledge of instructional theories and new technologies pertinent to assigned projects; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
12. Presents status reports to high-level management including the SBCCD Chancellor's Cabinet, member adult schools, local community cabinets and San Bernardino County Office.
13. Collects, quantifies and summarizes regional Student Data for state reporting for all members of the consortium.
14. Performs statistical analysis and summarizes findings in applicable reports and other communication mediums.
15. Works closely with California Community College Chancellor's Office Moderators and State officials on the AEBG deliverables and participates in weekly webinars hosted by the State AEBG office.
16. Develops and oversees marketing plans for the AEBG programs. Creates, oversees, and collaborates with advertising and marketing services to conduct needs assessments, enhance visibility of programs, and recruit students for adult education services.
17. Maintains and uses the regional website to promote consortium efforts in the development and expansion of adult education programs under the 7 AEBG program areas. In addition, uses social media accounts such as Facebook, Twitter and Instagram to promote AEBG consortium activity.
18. Maintains relationships with business, labor, industry, governmental agencies, and community organizations including the San Bernardino County Workforce Investment Board (WIB).
19. Manages staff, including training, daily operations, and ongoing performance evaluations across multiple agencies.
20. Conducts regular gap analysis, and reassigns resources to meet objectives of the consortium plan by working with consultants to standardize methods of data collection, curriculum alignment and/or program expansion.
21. Participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other pertinent information as appropriate for all consortium members.
22. Involved in advisory committees and consultation on CDCP curriculum and program development for all consortium members that support comprehensive career pathways to post-secondary.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge and Skills:

- The position requires knowledge of Adult Education including the theories, concepts, and prevailing practice in delivering adult education.

- Requires in-depth knowledge of the dynamics of a culturally and economically diverse community, its education and retraining needs.
- Requires knowledge of budget preparation, managing, and reporting.
- Requires proficiency with computer skills including, but not limited to, word processing, spreadsheets, email, and databases.
- Requires knowledge of advertising and marketing methods and techniques.
- Requires knowledge of designing, developing, and implementing effective, integrated programs and services.
- Requires knowledge of personnel management, supervision, and evaluation.
- Requires well-developed oral and written language skills to prepare reports and professional correspondence.
- Requires well-developed human relations skills to conduct performance reviews, deliver presentations, and convey technical information to a variety of audiences.

Abilities:

- Requires the ability to plan, organize, and supervise programs and operations of the Adult Education Block Grant.
- Requires the ability to effectively manage resources.
- Requires the ability to prepare, manage, and report budgets, including grant reporting compliance.
- Requires the ability to learn, interpret, and apply State Education Code, Government Code, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Requires the ability to lead and direct the work of others to create a team atmosphere.
- Requires the ability to liaison and work closely with all relevant segments of the community, program staff, and administration in respect to promoting, furthering, continuing, and maintaining the program.
- Requires the ability to exhibit tact, courtesy, and patience in those relationships.
- Requires the ability to communicate effectively, both orally and in writing, while giving presentations, instructions, and explanations to individuals, and small or large groups notably when connecting to improve the skills of the community.
- Requires understanding of, sensitivity, and commitment to meeting the needs of the individuals from diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.
- Requires the ability to work cooperatively and productively with internal and external constituencies.
- Requires the ability to advocate for collegiality, staff cohesiveness and the other core values of the institution.

Education and Experience Guidelines

Education/Training:

A Bachelor’s degree from an accredited college or university.

Required Experience:

1. Experience in the administration of education programs, community organizations, government programs, or private industry.
2. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Preferred Experience:

1. Master’s degree from an accredited college or university.

2. Experience in the California Community College System.
3. Two (2) years of experience within the last four (4) years with direct oversight and coordination of a grant or a program with multiple partners from business, industry and/or education.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: May 24, 2017
Range: 15

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose Torres, Vice Chancellor
PREPARED BY: Richard Galope, Associate Vice Chancellor EDCT
DATE: May 25, 2017
SUBJECT: Consideration of Approval of New Interim Management Appointments - EDCT

RECOMMENDATION

It is recommended that the Board of Trustees approve the following management appointments:

Robert Mejia, Interim Executive Director, Economic, Resource and Community Development, at Management Salary Schedule Range 23, Step A, \$11,158.32 per month, effective May 12, 2017, through June 30, 2017, or until position is filled on a permanent basis, whichever occurs first. Funding Source EDCT General Fund (CalTrans).

Robert Levesque, from Director, Workforce Development, to Interim Executive Director, Economic Development, Corporate Training and Technology, at Management Salary Schedule Range 23, Step C, \$12,302.22 per month, effective May 12, 2017. Funding Source EDCT General Fund (Employment Training Panel).

Emma Diaz, from AB104 Adult Education Block Grant (AEBG) Administrator, to Interim Director, Adult Education Block Grant (AEBG), at Management Salary Schedule 15, Step D, \$8,743.13 per month, effective May 12, 2017. Funding Source EDCT General Fund (AB104 – AEBG).

OVERVIEW

Due to the ongoing and evolving purpose and mission of EDCT, including expanded assistance, advising and consultation services related to educational services, enrollment growth, and grant development to the District colleges, EDCT is improving its management structure to meet these new organizational objectives to improve the quality and effectiveness of EDCT services to the colleges, while also continuing to maintain regional, strategic partnerships with business, industry, consortia colleges, and government agencies to ensure acquisition of competitive grant funds and program revenues to continue to sustain its fiscal security independent of District General Funds.

ANALYSIS

It is necessary for EDCT to appoint the aforementioned individuals in a management capacity to accommodate the immediate needs of the organization due to the evolving mission and expanded services of EDCT to effectively serve the District colleges.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the EDCT 2016-2017 and 2017-2018 budgets.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: May 25, 2017
SUBJECT: Consideration of Approval of Routine Contracts/Agreements and Memorandums of Understanding

RECOMMENDATION

It is recommended that the Board of Trustees ratify the attached list of routine contracts/agreements and memorandums of understanding.

OVERVIEW

In accordance with Board Policy 6340, the attached list is submitted for Board ratification and/or approval.

ANALYSIS

The attached list of contracts, agreements and their associated purchase orders are routine, customary and necessary for the on-going operations of the District. Unless otherwise noted the amount shown for multi-year agreements is the projected total amount for the full contract period. Any changes to these amounts will be submitted for board ratification and/or approval.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The contracts/agreements/memorandums of understanding on the attached list are budgeted for via purchase orders.

Routine Contracts and Agreements***Scheduled Board Date 5/25/2017******Contract Type***

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<i>General</i>			
All Occasion Rentals dba Automated Concrete Concepts, inc.	(15133) Rental 6 foot tables, folding chairs and table cloths for Education & Community Opportunity Fair Term: 5/16/2017 - 5/18/2017 Funding Source: General Funds	Chancellor/SBCCD	\$1,276.00
On Target Promotions dba AIA Services LLC	(15132) Production of 200 grocery bags to promote SBCCD Term: 4/18/2017 - 6/30/2017 Funding Source: General Funds	Chancellor/SBCCD	\$471.80
<i>SubTotal for General: 2</i>			<i>\$1,747.80</i>

Grand Total Contracts for Board Date 5/25/2017: 2

Routine Contracts - Summary

Scheduled Board Meeting 05/25/2017

EXPENSES

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>General</i>	2	\$1,747.80

Total Expenses \$1,747.80

Total Number of Contracts 2