

Meeting of the San Bernardino Community College District Board of Trustees
Business Meeting Agenda
San Bernardino Valley College, 701 Mt. Vernon Ave. (B100), San Bernardino, CA
March 8, 2018 - 4:00 p.m.

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- a. Conference with Labor Negotiators pursuant to Government Code section 54957.6
Agency Representative: Amalia Perez & Bruce Baron – CSEA, CTA, Management/Supervisors, and Confidential Employees
- b. Public Employee Discipline/Dismissal/Release/Non Re-Employment
Government Code 54957 (b)(1) (5 cases)
- c. Public Employee Performance Evaluation pursuant to Government Code 54957 (b)(1) Title: Chancellor
- d. Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code section 54956.9(d)(2): (1 case)

3. PUBLIC COMMENTS ON CLOSED SESSION 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.

4. CONVENE CLOSED SESSION

5. RECONVENE PUBLIC MEETING

6. REPORT OF ACTION IN CLOSED SESSION

7. **REPORTS**

- a. Board Members
 - i. Oral Reports
 - ii. Board Information Requests (p5)
- b. Board Committee Reports (p10)
- c. Student Trustees
- d. Chancellor
- e. San Bernardino Valley College
 - i. President
 - ii. Academic Senate
 - iii. Classified Senate
 - iv. Associated Students
- f. Crafton Hills College
 - i. President
 - ii. Academic Senate
 - iii. Classified Senate
 - iv. Associated Students
- g. CSEA
- h. CTA

8. **PUBLIC COMMENTS ON AGENDA ITEMS**

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

9. **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. Board of Trustees
 - i. Consideration to Adopt Resolution to Pay Trustees (p12)
 - ii. Consideration to Approve the Board Self-Evaluation Instrument and Process for 1st reading (p15)
- b. Instruction/Student Services
 - i. Consideration of Approval to Serve Alcoholic Beverages at Campus Events (p20)
 - ii. Consideration of Approval of Curriculum – CHC (p21)
 - iii. SBVC Consideration of Approval of Curriculum – SBVC (p34)

c. Human Resources

- i. Consideration of Acceptance of Employee Resignations (p55)
- ii. Consideration of Acceptance of Employee Retirements (p57)
- iii. Consideration of Approval of Adjunct and Substitute Academic Employees (p59)
- iv. Consideration of Approval of Appointment of District Employees (p61)
- v. Consideration of Approval of Classified Employee Promotion (p63)
- vi. Consideration of Approval of District Volunteers (p65)
- vii. Consideration of Approval of Equal Employment Opportunity Plan 2017-2020 (p67)
- viii. Consideration of Approval of Non-Instructional Pay for Academic Employees (p95)
- ix. Consideration of Approval of One and Two-Year Contracts for Tenure Track Academic Employees (p104)
- x. Consideration of Approval of Placement of Classified Employee on the 39-Month Reemployment List (p107)
- xi. Consideration of Approval of Professional Expert Short-Term and Substitute Employees (p109)
- xii. Consideration of Approval of Stipends (p114)
- xiii. Consideration of Approval to Grant Tenure (p116)

d. Business & Fiscal Services

- i. Consideration of Approval of Individual Memberships (p118)
- ii. Consideration to Approve Conference Attendance (p120)
- iii. Consideration to Approve District-College Expenses (p134)
- iv. Consideration of Approval of Professional Services Contracts-Agreements (p147)
- v. Consideration of Approval of Purchase Order Report (p151)
- vi. Consideration of Approval of Routine Contracts-Agreements and Memorandums (p160)
- vii. Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal (p187)
- viii. Consideration of Approval of Uniform Construction Cost Accounting Procedures (UCCAP) Agreements (p189)
- ix. Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p191)

- x. Consideration of Approval to Award Request for Proposal 2018-03 and Contract to Pepsi Beverages Company of Somers NY (p194)
- xi. Consideration of Approval to Award Request for Proposal 2018-05 and Contract to Advanced Technologies Consultants of Northville MI (p195)
- xii. Consideration of Approval to Award Request for Proposal 2018-06 and Contract to Mazak Corporation of Gardena CA (p196)
- xiii. Consideration of Approval to Award RFP 03-1718-09 and Contract to Sabre Communication Corporation, Sioux City, Iowa (p197)
- xiv. Consideration of Approval to Ratify Interfund Borrowing Transactions (p198)
- xv. Consideration of Approval to Rescind a Construction Contract and Issue a Sole Source Contract to GatesAir, Inc. of Mason, OH (p199)

10. ACTION AGENDA

- a. Consideration of Approval of the Ratification of CSEA Successor Agreement, Articles and Appendices (p201)
- b. Consideration of Approval to Accept Board Policies for First Reading (p301)
- c. Consideration of Final Approval of Board Policies and Administrative Procedures (p312)
- d. Consideration of Approval to Accept the Proposed Human Resources Reorganization Plan for First Read (p332)
- e. Consideration of Approval to Accept New and Revised Job Descriptions Relevant to the Proposed Human Resources Reorganization Plan for First Read (p335)

11. INFORMATION ITEMS

- a. Applause Cards (p361)
- b. Budget Report (p366)
- c. CSEA MOUs (p384)
- d. General Fund Cash Flow Analysis (p394)
- e. Quarterly Financial Status (p396)

12. PUBLIC COMMENT ON NON-AGENDA ITEMS

13. ADJOURN

The next meeting of the Board: Study Session (KVCR) March 22, 2018 at 12pm

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: March 8, 2018

SUBJECT: Board Information Requests

RECOMMENDATION

This item is for information only. The Board may ask staff to review a matter or may ask that a matter be put on a future agenda.

OVERVIEW

The Board of Trustees requested a form be developed to track requests made by the board and updates be provided at board meetings.

INSTITUTIONAL VALUES

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention, and Success
- III. Resource Management for Efficiency, Effectiveness, and Excellence
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

No impact to the budget.

San Bernardino Community College District
Board of Trustees Information Requests
Sorted by Planned Completion Date (updated 2/23/18)

Date of Request: 1/18/2018
Requested by: Trustee Williams
Planned Completion Date: 4/12/18

Request: Requested a profile of our customers (i.e. who is our student, income levels, sleep patterns, best time to take classes) for Brand Assessment.

Comments: Angel Rodriguez will review options to obtain this information and provide a report as requested.

Date of Request: 7/13/2017
Requested by: Trustee Williams
Planned Completion Date: 7/30/18

Request: Asked the Board to consider looking at how standing committees are staffed to achieve the same level of support and organization as the Budget Committee.

Comments: Chancellor will submitted an Administrative Assistant II to program review in January 2018, and it prioritized high enough to fund beginning July 1, 2018.

Date of Request: 1/18/2018
Requested by: Trustee Williams
Planned Completion Date: Ongoing

Request: All cover sheets to reflect when items are submitted for 2nd reading and approval.

Comments: The Chancellor will ensure cover sheets indicate first and second read as necessary. This is ongoing.

Date of Request: 1/18/2018
Requested by: Trustee Singer
Planned Completion Date: Ongoing

Request: Both colleges were asked to look at what can be done to increase productivity.

Comments: College presidents provided an update to the Board in February on steps being taken to improve productivity.

Date of Request: 1/18/2018
Requested by: Trustee Harrison
Planned Completion Date: Ongoing

Request: Business & Fiscal Services was asked to send board items in a more timely manner so the Board is not approving items after the fact.

Comments: Vice Chancellor Torres will work with the departments to meet the request. This is ongoing.

Date of Request: 1/18/2018
Requested by: Trustee Ferracone
Planned Completion Date: completed

Request: District Staff to meet with the Senates to discuss specific steps for faculty members to address immigration officials. Trustee Ferracone suggested the same information be sent to classified and students so we are on the same page.

Comments: Chancellor Baron sent the updates as requested. Angel Rodriguez & Chief Jackson met with the SBVC Academic Senate on 2/21/18. CHC is scheduled for 3/7/18.

Date of Request: 2/8/2018
Requested by: Trustee Williams
Planned Completion Date: Completed

Request: Within this proposal what “ongoing expenditures” or “principal 9” request are being made? For the “other” and “SBCCD Investment” has a line item budget been prepared?

Comments: Vice Chancellor Torres responded via email 2/12/18: While no decisions were made today, there was a commitment from staff to bring back the following items to a new tentative BBC meeting date (February 22nd):

- \$16 million (inclusive of the \$5 million previously approved) with the plan details
- \$2 million Academy plan with the details
- \$1.5 million for this year’s deficit
- \$ 10 million for colleges with details of program review for this year.
- \$1 million DO program review with details.
- \$2 million SBCCD reimbursement to the fund balance.

The endowment/real estate investment needs a plan and it is a future topic of discussion.

Date of Request: 12/14/2017
Requested by: Trustee Ferracone
Planned Completion Date: Completed

Request: Policy Committee reviewed the policy on recording and determined any recording between staff, students, or faculty is not a Chapter 2 policy and should be referred to HR.

Comments: 1/18/18 - BOT Policy Committee reviewed the recommendation from HR and recommended not to create a new separate policy.

Date of Request: 12/14/2017
Requested by: Trustee Harrison
Planned Completion Date: Completed

Request: The Board would like to discuss the BOT Strategic Directions for 2017-2018 at the Board Retreat.

Comments: The item is agendaized for the Mid-Year Retreat on 2/17/18.

Date of Request: 12/14/2017
Requested by: Trustee Singer
Planned Completion Date: Completed

Request: Conference material to be shared with Dr. Pam Fisher for discussion at the Board Retreat.

Comments: Chancellor submitted the information on 2/17/18.

Date of Request: 1/18/2018
Requested by: Trustee Harrison
Planned Completion Date: Completed

Request: Trustee Harrison requested statistics on how many were local businesses, veteran owned business, and minority/women owned businesses?

Comments: Chancellor requested the information and will work with Vice Chancellor Torres. The requested information was sent to the Board via email on 2/2/18.

Date of Request: 1/18/2018
Requested by: Trustee Harrison
Planned Completion Date: completed

Request: District Marketing Director was asked to look at CA Promise Program vs. CA Promise Grant and BOG. Find a way to explain this to the public – what it might be and what students can expect for the fall.

Comments: Chancellor requested the information and will work with Angel Rodriguez. On 3/8/18, a briefing packet with FAQs related to AB 19 (California College Promise) and the "BOG" Fee Waiver (now known as the California College Promise Grant) was distributed via email. Although these two items carry similar names, there are significant differences.

Date of Request: 1/18/2018
Requested by: Trustee Singer
Planned Completion Date: Completed

Request: 2017-19 Integrated Plan - Basic Skills Initiative, Student Equity, and Student Success and Support Program should include: 1). Baseline and 2). Where will you be at the end of a given time to indicate you are successful. The campuses were asked to prepare

Comments: The college presidents will provide the board with quantitative numbers and goals. The report was distributed to the Board on 2/8/18

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: March 8, 2018

SUBJECT: Board Committee Reports

RECOMMENDATION

This item is for information only and updates will be provided orally by the BOT Committee Chairs, as needed. The Board may ask staff to review a matter or may ask that a matter be put on a future agenda.

	2018 Members (Chairs are bold)
Career Technical Education Ad Hoc Committee	1. John Longville 2. Donna Ferracone 3. Anne Viricel
Board & Chancellor Evaluations Ad Hoc Committee	1. Anne Viricel 2. Gloria Harrison 3. John Longville
Foundations Ad Hoc Committee	1. Donna Ferracone 2. Joseph Williams 3. Gloria Harrison
SBCCD Board to Boards Ad Hoc Committee	1. Joseph Williams 2. Donald Singer 3. Anne Viricel
Policy & Procedures Standing Committee	1. Donna Ferracone 2. Gloria Harrison 3. Donald Singer
Budget Standing Committee	1. Gloria Harrison 2. Joseph Williams 3. Donna Ferracone
Student Success Standing Committee	1. Joseph Williams 2. Anne Viricel 3. John Longville
Legislative Standing Committee	1. John Longville 2. Anne Viricel 3. Frank Reyes

OVERVIEW

The Board of Trustees requested committee reports be included in the information section of the agenda. The purpose of the reports is for BOT Committee Chairs to communicate information to the full Board, leading to more engagement and interaction at upcoming board meetings.

INSTITUTIONAL VALUES

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention, and Success
- III. Resource Management for Efficiency, Effectiveness, and Excellence
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

No impact to the budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: March 8, 2018

SUBJECT: Consideration to Adopt Resolution to Pay Trustees for Meeting

RECOMMENDATION

It is recommended that the Board of Trustees adopt the resolution to grant an excused absence and pay Trustees Ferracone and Singer as if in attendance at said meeting on February 22, 2018.

OVERVIEW

Board of Education Code 72024 provides that any member may be paid for any meeting when absent if the Board, by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she was ill or the absence was due to a hardship deemed acceptable by the Board or due to district business.

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.

**RESOLUTION
TO PAY TRUSTEE FOR MEETING**

WHEREAS, the members of the Board of Trustees of the San Bernardino Community College District receive compensation for attendance at meetings of the Board in accordance with provisions of Education Code Section 72024; and

WHEREAS, Education Code 72024 provides that any member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she was ill or the absence was due to a hardship deemed acceptable by the Board or due to district business; and

WHEREAS, the Board finds that the absence of Trustee Ferracone from the meeting of February 22, 2018, was due to illness; and

WHEREAS, this resolution will constitute action to grant an excused absence of Trustee Ferracone.

NOW, THEREFORE, BE IT RESOLVED that Trustee Ferracone shall be paid as if in attendance at said meeting.

ADOPTED this 8th day of March 2018.

Bruce Baron
Chancellor and Secretary

**RESOLUTION
TO PAY TRUSTEE FOR MEETING**

WHEREAS, the members of the Board of Trustees of the San Bernardino Community College District receive compensation for attendance at meetings of the Board in accordance with provisions of Education Code Section 72024; and

WHEREAS, Education Code 72024 provides that any member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she was ill or the absence was due to a hardship deemed acceptable by the Board or due to district business; and

WHEREAS, the Board finds that the absence of Trustee Singer from the meeting of February 22, 2018, was due to illness; and

WHEREAS, this resolution will constitute action to grant an excused absence of Trustee Singer.

NOW, THEREFORE, BE IT RESOLVED that Trustee Singer shall be paid as if in attendance at said meeting.

ADOPTED this 8th day of March 2018.

Bruce Baron
Chancellor and Secretary

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: March 8, 2018

SUBJECT: Consideration to Approve the Board Self-Evaluation Instrument and Process for 1st reading

RECOMMENDATION

It is recommended that the Board of Trustees approve the process and instrument as required in Board Policy 2745. This item is submitted for 1st reading.

OVERVIEW

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 functioning. An ad hoc committee of the Board was appointed in December and determines the instrument or process to be used in Board self-evaluation. The evaluation instrument incorporates criteria contained in board policies regarding board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

INSTITUTIONAL VALUES

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention, and Success
- III. Resource Management for Efficiency, Effectiveness, and Excellence
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

No impact to the budget.

Board Self-Evaluation Instrument

All Trustees are required to complete the self-evaluation survey.

Please rate your response with 1 being the lowest and 5 being the highest (1 = very well and 5 = not at all).

1. Rate the level to which you perceive the Board's working relationship with the Chancellor.

1 2 3 4 5

2. Rate the level to which you perceive Board members are respectful to each other and the staff.

1 2 3 4 5

3. Rate the level to which you perceive the Board's actions and agendas are aimed at forming policy and not on operations.

1 2 3 4 5

4. Rate the level to which you believe Board members pay attention during Board meetings.

1 2 3 4 5

5. Rate the level to which you believe Board members come prepared for Board meetings.

1 2 3 4 5

6. Rate the level to which you believe the Board provides leadership or create an environment for success.

1 2 3 4 5

7. Rate the level to which you believe the roles of the Board chair and other officers clear.

1 2 3 4 5

8. Rate the level to which you believe the Board has effective strategies for seeking input from diverse interests.

1 2 3 4 5

9. Rate the level to which you believe the Board helps promote the image of the colleges in the community.

1 2 3 4 5

10. Rate the level to which you believe the agenda packets provide adequate information and time for planning, analysis, and discussion?

1 2 3 4 5

11. Do new Board members, including student trustees, receive an orientation to the District's mission and policies?

Yes No

12. How well does the Board consider and address the needs of all the residents of its service area?

1 2 3 4 5

13. Does the Board review the Board Policy Manual annually?

Yes No

14. Does the Board reflect the community it serves?

1 2 3 4 5

15. Are meetings conducted in such a manner that purposes are achieved effectively and efficiently?

1 2 3 4 5

16. How much do Board members participate in events at both colleges?

1 2 3 4 5

17. How well do Board members perform their roles of advocate and fund-raiser?

1 2 3 4 5

18. How well does the Board ensure that effective and meaningful community needs assessments are conducted throughout the District?

1 2 3 4 5

19. Please provide specifics on ways the Board can improve.

20. How well do Board members practice appropriate communication protocols when speaking with staff or community members?

1 2 3 4 5

21. How successful is the Board in support of Student Success and Student Equity?

1 2 3 4 5

22. Please comment on the Board's contribution to each of the following goals (Board Priorities):

Board priorities reflect those issues the Board believes are critical to the effectiveness of the Board and thus to the success of the District. They will be a focus of Board inquiry, discussion, and activity. For the 2017-2018 academic year, those priorities are:

- Complete the review of policies and procedures in Section 2000 of the Board Policy manual to ensure they are consistent with Board values and best practices.

- Increase the efficiency and effectiveness of board meetings by
 - Restructuring the number, timing, and content of reports to the Board.
 - Requesting that the format and content of formal presentations to the Board be brief, use a similar format where possible, focus on highlighting the most relevant points, and allow for more dialogue.
 - Expecting that most agenda items will indicate their relevance to a specific board policy, board direction, or institutional goal.
 - Spending more time during the board meetings focusing on the big picture, long-term issues.
- Create an annual plan for rigorously monitoring college/district progress on key issues.
- Take responsibility for thoroughly reviewing options for the use of anticipated new revenues from a one-time source.
- Implement activities to expand the Board's connection to the communities throughout the service area to ensure the colleges are meeting their needs and taking advantage of potential opportunities and partnerships.
- Identify and conduct Study Sessions on critical topics such as, but not limited to, fiscal stability, enrollment management, flexible calendars, and more.
- Ensure that Study Session meetings do not morph into business meetings and that campus constituencies are encouraged to participate.
- Continue to work toward being a cohesive, proactive, governing board that understands its role while challenging, supporting, and holding accountable the entire District in pursuit of excellence.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Wei Zhou, President, CHC

PREPARED BY: Michelle Riggs, Director, Community Relations and Resource Development, CHC

DATE: March 8, 2018

SUBJECT: Consideration of Approval to Serve Alcoholic Beverages at Campus Sponsored Events – Crafton

RECOMMENDATION

It is recommended that the Board of Trustees approve wine/champagne to be served at two upcoming campus-sponsored events:

1. Thursday, April 19, 2018 from 5:00pm – 7:00pm
 - a. Crafton Hills College and the Crafton Hills College Foundation will be hosting a mixer for our local elected officials including representatives from City of Yucaipa, City of Calimesa, YCJUSD, YVWD, and SBCCD. The event will take place at Crafton Hills College in the Engine Bay of Public Safety and Allied Health.
2. Friday, May 18, 2018 from 4:30pm – 6:00pm
 - a. Crafton Hills College and the Crafton Hills College Foundation will be hosting an appreciation mixer pre-event for the scholarship donors and faculty who attend the Scholars Convocation immediately following the mixer.

OVERVIEW

In the planning of these events, it has been decided that wine/champagne will be served on the Crafton Hills College campus.

ANALYSIS

Per Board Policy 3560 and in accordance with California law, the Joint Issues and Scholars Convocation Appreciation Mixers are private, by invitation only events that are not open to the public and where alcohol will not be sold.

According to the California Department of Alcoholic Beverage Control, a license is not required if alcohol is not sold and is held for private (invitation only) events.

FINANCIAL IMPLICATIONS

None. Funding will be provided by the CHC Foundation.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Wei Zhou, President, CHC
PREPARED BY: Dr. Kathy Bakhit, Vice President, Instruction, CHC
DATE: March 8, 2018
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 the 2018-2019 or 2019-2020 College Catalog.

INSTITUTIONAL VALUES

II. Learning Centered Institution for Student Access, Retention, and Success.

FINANCIAL IMPLICATIONS

None.

CRAFTON HILLS COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
March 8, 2018

NEW COURSE

Addition to the 2019-2020 College Catalog

Course ID:	KIN/F 107A
Course Title:	Zumba Fitness I
Units:	.5 – 1
Lab:	1.5 contact hours per week 24 – 48 contact hours per semester
Prerequisite:	None
Corequisite:	None
Departmental Recommendation:	None
Catalog Description:	Uses international musical rhythms with low and high-intensity dance moves to improve your fitness level while having fun. No dance experience or skill necessary.
Schedule Description:	Uses international musical rhythms with low and high-intensity dance moves to improve your fitness level while having fun. No dance experience or skill necessary.
Rationale:	The department has been offering a Zumba only section of the aerobics class for the past couple of years as well as free Zumba sessions. Zumba is a huge part of the fitness industry and needs its own Course ID. This will allow students to find the course a lot easier.
Equate:	Course not offered at SBVC
Effective:	Fall 2019

NEW COURSE

Addition to the 2019-2020 College Catalog

Course ID:	KIN/F 109A
Course Title:	Aerial Fitness I
Units:	.5 – 1
Lab:	1.5 contact hours per week 24 – 48 contact hours per semester
Prerequisite:	None
Corequisite:	None
Departmental Recommendation:	None
Catalog Description:	Learn how to exercise with aerial fabrics to improve muscular endurance, strength, power, cardiovascular fitness, balance and coordination in this beginner's level course. No experience necessary, all fitness levels welcome.
Schedule Description:	Learn how to exercise with aerial fabrics to improve muscular endurance, strength, power, cardiovascular fitness, balance and coordination in this beginner's level course. No experience necessary, all fitness levels welcome.
Rationale:	Aerial fitness is a unique class that focuses on building strength, power, balance, cardiovascular fitness and coordination through the use of one's own body weight and aerial fabrics. Unlike aerial yoga which focuses on meditation, breathing and yoga postures in a slow paced fashion, this course is much more geared towards muscular strength, power, coordination, balance and heart rate elevation. Unlike traditional ground based fitness classes, aerial fitness utilizes moves which put a huge emphasis on the core and stabilizing muscles and

uniquely train muscles like no other exercise equipment can. The fabrics can be utilized similar to a TRX suspension trainer but also used for more acrobatic powerful moves while being much more comfortable to use for all fitness levels.

This type of course will attract our students looking for a fun new way to exercise. It keeps our college up to date in the fitness industry as well as relevant and interesting to the community. Our community is very interested and involved in aerial arts of all forms. Many local gyms and studios are already offering courses like this and the community is loving it. Throughout the United States colleges and Universities are already starting to add classes like this to their curriculum. Our students have been asking for it here for a number of years now and we now have the equipment to offer it.

Equate: Course not offered at SBVC
Effective: Fall 2019

NEW COURSE

Addition to the 2019-2020 College Catalog

Course ID:	KIN/S 111A
Course Title:	Circus Acts I
Units:	.5 – 1
Lab:	1.5 contact hours per week 24 – 48 contact hours per semester
Prerequisite:	None
Corequisite:	None
Departmental Recommendation:	None
Catalog Description:	Introductory class to the circus fitness arts. This course will include beginner level aerial arts (such as silks, hammocks and lyra), individual balancing, acrobatic/partner and group balancing, juggling and hooping. It will also include conditioning for improved strength, flexibility, cardiovascular system and balance.
Schedule Description:	Introductory class to the circus fitness arts. This course will include beginner level aerial arts (such as silks, hammocks and lyra), individual balancing, acrobatic/partner and group balancing, juggling and hooping. It will also include conditioning for improved strength, flexibility, cardiovascular system and balance.
Rationale:	The communities surrounding Crafton Hills College have heavy roots in the circus arts. The local Y Circus has been performing since 1929. Quite a few circus centers have popped up in the near-by Redlands community and are heavily attended. However, they are very expensive and many are performance based only. Circus is not only a skill set but is a great way to improve fitness. Currently there are no community colleges in the area that offer classes which cater to those interested in learning these skills either for the first time or using the skills as a transition into fitness.

This class will help bring the community onto campus and encourage those interested or curious about the circus arts to use it as a form of fitness improvement along with acquiring new skill sets.

Equate: Course not offered at SBVC
Effective: Fall 2019

SIX-YEAR REVISION*No Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
RADIOL 110	RADIOGRAPHIC EXPOSURE I

Equate: Course not offered at SBVC
Effective: Fall 2019

MODIFY COURSE*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
DANCE 143A	FUNK/HIP HOP DANCE I

Course Title: Hip Hop I
Rationale: Six-year revision
Equate: Course not offered at SBVC
Effective: Fall 2019

MODIFY COURSE*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
DANCE 143B	FUNK/HIP HOP DANCE II

Course Title: Hip Hop II
Rationale: Six-year revision
Equate: Course not offered at SBVC
Effective: Fall 2019

MODIFY COURSE*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
DANCE 143C	FUNK/HIP HOP DANCE III

Course Title: Hip Hop III
Catalog Description: Insert the word "of" to the second paragraph: Further development of skills...
Rationale: Six-year revision
Equate: Course not offered at SBVC
Effective: Fall 2019

MODIFY COURSE*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
DANCE 143D	FUNK/HIP HOP DANCE IV

Course Title: Hip Hop IV
Catalog Description: Instruction in funk and hip hop dance for advanced students who wish to clarify technical problems, deficiencies and develop advanced dance and choreography skills. This course is also offered as KIN/D 143D.

Schedule Description: Instruction in funk and hip hop dance for advanced students who wish to clarify technical problems, deficiencies and develop advanced dance and choreography skills. This course is also offered as KIN/D 143D.

Rationale: Six-year revision

Equate: Course not offered at SBVC

Effective: Fall 2019

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
KIN/D 143A	FUNK/HIP HOP DANCE I

Course Title: Hip Hop I

Rationale: Six-year revision

Equate: Course not offered at SBVC

Effective: Fall 2019

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
KIN/D 143B	FUNK/HIP HOP DANCE II

Course Title: Hip Hop II

Rationale: Six-year revision

Equate: Course not offered at SBVC

Effective: Fall 2019

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
KIN/D 143C	FUNK/HIP HOP DANCE III

Course Title: Hip Hop III

Catalog Description: Insert the word "of" to the second paragraph: Further development of skills...

Rationale: Six-year revision

Equate: Course not offered at SBVC

Effective: Fall 2019

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
KIN/D 143D	FUNK/HIP HOP DANCE IV

Course Title: Hip Hop IV

Catalog Description: Instruction in funk and hip hop dance for advanced students who wish to clarify technical problems, deficiencies and develop advanced dance and choreography skills. This course is also offered as DANCE 143D.

Schedule Description: Instruction in funk and hip hop dance for advanced students who wish to clarify technical problems, deficiencies and develop advanced dance and choreography skills. This course is also offered as DANCE 143D.

Rationale: Six-year revision
Equate: Course not offered at SBVC
Effective: Fall 2019

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
MATH 160	PRECALCULUS

Schedule Description: A preparation for calculus including the study of polynomials, trigonometric, logarithmic and exponential functions; inequalities; graphing techniques; sequences and series; conic sections; and the Binomial Theorem. An introduction to proofs and limits. Any trigonometry class will meet the prerequisite. Please see a counselor. Students who purchase a used textbook may need to purchase software at an additional expense. Ask instructor for details.

Rationale: Six-year revision
Equate: MATH 151 at SBVC
Effective: Fall 2019

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
PSYCH 120	STATISTICS FOR THE SOCIAL AND BEHAVIORAL SCIENCES

Prerequisite: MATH 085 or MATH 095 or eligibility for PSYCH 120 as determined through the Crafton Hills College assessment process

Rationale: Curriculum update; adding a DE component (Hybrid and 100% Online)
Equate: Course not offered at SBVC
Effective: Fall 2019

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
RADIOL 115	RADIOGRAPHIC CLINIC I

Units: 10
Clinic: 30 contact hours per week
 480-540 contact hours per semester
Rationale: Six-year revision
Equate: Course not offered at SBVC
Effective: Fall 2019

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
RADIOL 116	RADIOGRAPHIC EXPOSURE II

Catalog Description:	Study of the principles of radiographic exposure methods and procedures pertaining to radiographic technology. A continuation of RADIOL 110 focusing on lab portion. (Formerly RADIOL 201.)
Schedule Description:	Study of the principles of radiographic exposure methods and procedures pertaining to radiographic technology. A continuation of RADIOL 110 focusing on lab portion. (Formerly RADIOL 201.)
Rationale:	Six-year revision
Equate:	Course not offered at SBVC
Effective:	Fall 2019

DISTRIBUTED EDUCATION

Course ID:	PSYCH 100H	100% Online
Course Title	General Psychology-Honors	
Rationale:	Increase online courses	
Effective:	Fall 2018	

DISTRIBUTED EDUCATION

Course ID:	PSYCH 120	Hybrid and 100% Online
Course Title	Statistics for the Social and Behavioral Sciences	
Rationale:	Increase online courses	
Effective:	Fall 2019	

MODIFY CERTIFICATE

Changes to the 2018-2019 College Catalog

FIREFIGHTER I BASIC TRAINING ACADEMY CERTIFICATE CERTIFICATE OF ACHIEVEMENT

The objective of this certificate is to develop the skills required for Firefighter I Certification and to develop the teamwork skills, attitudes and public service commitment necessary for employment in the fire service. Completion of this certificate may lead to entry-level employment as a firefighter in the public or private sectors. The Firefighter I Basic Training Academy is approved by the California State Fire Marshal's Office as an Accredited Regional Training Program (ARTP).

ADMISSION: Open to all students who have completed the prerequisite courses. Registration is limited to class size restrictions. Contact the Fire Technology program for application materials.

PREREQUISITES:		Units
FIRET 100	Fire Protection Organization	3
FIRET 101	Fire Prevention Technology	3

EMT-I Emergency Medical Technician I certification. (Applicants must provide current National Registry card or local EMSA card.)

Completion of either a "CPAT" (Candidate Physical Ability Test) or the Biddle Physical Agility Test that is valid through the last day of the Fire Academy. Completed Medical Clearance for Firefighters.

RECOMMENDED COURSES:		Units
ENGL101	Freshman Composition	4
or		
ENGL 101H	Freshman Composition-Honors	4

Candidates must successfully complete a minimum of 16 units of prescribed coursework. A minimum grade of "C" must be maintained in all required coursework to remain in the Fire Academy and to receive the Firefighter I Basic Training Academy Certificate. NOTE: A "C" or better in these courses is considered to be 80% or higher.

REQUIRED COURSES:		Units
KIN/F 049	Basic Firefighter Physical Fitness	2
or		
FIRET 049	Basic Firefighter Physical Fitness	2
FIRET 115	Firefighter I Basic Training Academy	14
Total Units		16

Rationale: The point system used for admission into the program is being removed. An interview with the Academy Chief prior to acceptance into the Fire Academy is also being removed as well as the Departmental Recommendation of FIRET 902X4 and MATH 090.

Effective: Fall 2018

MODIFY DEGREE – TRANSFER DEGREE (AS-T)

Changes to the 2018-2019 College Catalog

ASSOCIATE IN SCIENCE IN COMPUTER SCIENCE FOR TRANSFER

The Associate in Science-Transfer (AS-T) degree in Computer Science at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in computer science or a related field of study.

REQUIRED CORE COURSES:		Units
CSCI 110	Introduction to Computer Science I (C++)	3
CSCI 120	Introduction to Computer Science II (C++)	3
CSCI 200	Discrete Structures	4
or		
MATH 200	Discrete Structures	4
CSCI 240	Computer Organization and Assembly Language Programming	3
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4
PHYSIC 250	College Physics I	4
PHYSIC 251	College Physics II	4
Total Units		29

Rationale: Course titles are being revised for CSCI 110 and CSCI 120

Effective: Fall 2018

MODIFY DEGREE (AA)***Changes to the 2018-2019 College Catalog*****ASSOCIATE OF ARTS IN MATHEMATICS**

The mathematics department offers a major program which may be adapted to serve a variety of needs and interests. Students may develop elective patterns which will prepare them to transfer to an upper division mathematics program or for employment.

REQUIRED COURSES:		Units
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4
MATH 252	Multivariable Calculus	5

Students must complete at least five units from the following courses:	Units
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MATH 115	The Ideas of Mathematics	3
MATH 200	Discrete Structures	4
or		
CSCI 200	Discrete Structures	4
MATH 265	Linear Algebra	4
MATH 266	Introduction to Ordinary Differential Equations	4
PHYSICS 110	General Physics I	4
PHYSICS 111	General Physics II	4
PHYSICS 250	College Physics I	4
PHYSICS 251	College Physics II	4
PHYSICS 252	College Physics III	4
MATH 110	Introduction to Probability and Statistics	4
CSCI 110	Introduction to Computer Science I	3
CSCI 120	Introduction to Computer Science II	3
MATH 255	Computer-Based Problems for Calculus	1-2

Total Units	18
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Rationale: Removed CIS 114 and CIS 116 from degree. Courses were deleted from the college catalog.

Effective: Fall 2018

MODIFY DEGREE (AS)***Changes to the 2018-2019 College Catalog*****ASSOCIATE OF SCIENCE IN COMPUTER SCIENCE**

The Associate of Science degree in Computer Science at Crafton Hills College is designed to meet the needs of students transferring to a four-year university who intend to major in Computer Science or a related field of study.

REQUIRED COURSES:

		Units
CSCI 110	Introduction to Computer Science I (C++)	3
CSCI 120	Introduction to Computer Science II (C++)	3
CSCI 200	Discrete Structures	4
or		
MATH 200	Discrete Structures	4
CSCI 230	Data Structures and Algorithms (Java)	3
CSCI 240	Computer Organization and Assembly Language Programming	3
MATH 250	Single Variable Calculus I	4
Total Units		20

Rationale: Titles are being revised for CSCI 110 and CSCI 120
Effective: Fall 2018

INFORMATION ITEM**MODIFY DEGREE – TRANSFER DEGREE (AA-T)*****Changes to the 2018-2019 College Catalog*****ASSOCIATE IN ARTS IN ECONOMICS FOR TRANSFER**

The Associate in Arts-Transfer (AA-T) degree in Economics at Crafton Hills College is designed to meet the needs of students transferring to California State University who intend to major in economics or related field of study.

REQUIRED CORE COURSES:

		Units
ECON 200	Principles of Macroeconomics	3
or		
ECON 200H	Principles of Macroeconomics-Honors	3
ECON 201	Principles of Microeconomics	3
or		
ECON 201H	Principles of Microeconomics-Honors	3
MATH 108	Statistics	4
or		
MATH 110	Introduction to Probability and Statistics	4
or		
PSYCH 120	Statistics	4

MATH 250	Single Variable Calculus I	4
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or

MATH 141	Calculus for Business	4
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REQUIRED LIST A COURSES

Units

Students must complete at least three (3) additional units from the following courses:

MATH102 ¹	College Algebra	5
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MATH 160	Precalculus	4
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MATH 251	Single Variable Calculus II	4
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ACCT 208	Introduction to Financial Accounting	4
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ACCT 209	Introduction to Managerial Accounting	4
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CIS 101	Introduction to Computer and Information Technology	3
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BUSAD 145	Business Communication	4
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or

COMMST 145	Business Communication	4
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REQUIRED LIST B COURSES

Units

Students must complete at least an additional three (3) units from the following courses:

Any LIST A course not already used

MATH 252	Multivariable Calculus	5
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MATH 265	Linear Algebra	4
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Total Units		20-23
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¹Course was 4 units prior to Fall 2018

Rationale: Correction from February 8, 2018 Board meeting. Revised PSYCH 108 to PSYCH 120.
Effective: Fall 2018

INFORMATION ITEM	
MODIFY DEGREE – TRANSFER DEGREE (AA-T)	
<i>Changes to the 2018-2019 College Catalog</i>	

ASSOCIATE IN ARTS IN GEOGRAPHY FOR TRANSFER

The Associate in Arts-Transfer (AA-T) degree in Geography at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in geography or a related field of study.

REQUIRED CORE COURSES:

Units

GEOG 102	Cultural Geography	3
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or

GEOG 102H	Cultural Geography-Honors	3
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GEOG 110	Physical Geography	3
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or

GEOG 110H	Physical Geography-Honors	
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GEOG 111	Physical Geography Laboratory	1
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or

GEOG 111H	Physical Geography Laboratory-Honors	1
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REQUIRED LIST A COURSES**Units****Students must complete at least six (6) units from the following courses:**

GEOG 114	Investigations in Weather and Climate	4
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or

GEOG 115	Elements of Weather and Climate	3
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GEOG 120	World Regional Geography	3
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GEOG 126	Geography of California	3
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REQUIRED LIST B COURSES**Units****Students must complete six (6) additional units from the following courses:****Any LIST A course not already used**

GEOL 100	Physical Geology	4
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or

GEOL 100H	Physical Geology-Honors	4
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or

GEOL 101	Introduction to Geology	3
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or

GEOL 101H	Introduction to Geology-Honors	3
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and

GEOL 160	Geology Laboratory	1
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GIS 175	Introduction to Information Mapping	3
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ANTHRO 102	Cultural Anthropology	3
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or

ANTHRO 102H	Cultural Anthropology-Honors	3
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Total Units		19-20
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Field experiences including GEOL 170, GEOL 175, GEOL 177, GEOL 180, GEOL 181, GEOL 190, and GEOL 270 are not required to earn the degree but are recommended for students preparing to major in geography at a four-year institution.

Rationale: New formatting; Revised PSYCH 108 to PSYCH 120
Effective: Fall 2018

INFORMATION ITEM**MODIFY DEGREE – TRANSFER DEGREE (AS-T)***Changes to the 2018-2019 College Catalog***ASSOCIATE IN SCIENCE IN GEOLOGY FOR TRANSFER**

The Associate in Science-Transfer (AS-T) degree in Geology at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in geology or a related field of study.

REQUIRED CORE COURSES:

		Units
GEOL 100	Physical Geology	4
or		
GEOL 100H	Physical Geology-Honors	4
or		
GEOL 160	Geology Laboratory	1
and		
GEOL 101	Introduction to Geology	3
or		
GEOL 101H	Introduction to Geology-Honors	3
GEOL 112	Historical Geology	4
CHEM 150	General Chemistry I	5
or		
CHEM 150H	General Chemistry I-Honors	5
CHEM 151	General Chemistry II	5
or		
CHEM 151H	General Chemistry II-Honors	5
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4

RECOMMENDED COURSES:

		Units
The following courses and field experiences including GEOL 170, 175, 180, 181, 190 and 270 are not required to earn the degree but are recommended for students preparing to major in geology at a four-year institution.		
BIOL 100	General Biology	4
MATH 252	Multivariable Calculus	5
PHYSIC 250	College Physics I	4
PHYSIC 251	College Physics II	4
PHYSIC 252	College Physics III	4

Total Units		26
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Rationale: New formatting
Effective: Fall 2018

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Diana Rodriguez, President, SBVC
PREPARED BY: Dr. James Smith, Interim Vice President, Instruction, SBVC
DATE: March 8, 2018
SUBJECT: Consideration of Approval of Curriculum - SBVC

RECOMMENDATION

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

OVERVIEW

The courses, certificates, and degrees at SBVC 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 the 2018-2019 or 2019-2020 College Catalog.

BOARD IMPERATIVE

II. Learning Centered Institution for Student Access, Retention, and Success.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
March 8, 2018

NEW COURSE

Addition to the 2018-2019 College Catalog

Course ID: AUTO 010
Course Title: Introduction to Hybrid and Electric Vehicle Technology
Units: 4
Lecture: 3 contact hour(s) per week
48 - 54 contact hours per semester
Laboratory: 3 contact hour(s) per week
48 - 54 contact hours per semester
Outside of Class Hours: 6 hour(s) per week
Prerequisite: None.
Catalog Description: This course explores the use of hybrid and electric battery power for vehicle transportation. Topics will include safety when using high voltage, maintenance, drivability, inverter, AC/DC power transfer and battery technology, physics of battery storage and hybrid generation systems. Electric vehicle applications and their integrated systems from many manufacturers will be discussed.
Schedule Description: This course explores the use of hybrid and electric battery power for vehicle transportation. Topics will include safety when using high voltage, maintenance, drivability, inverter, AC/DC power transfer and battery technology.
Rationale: This course is in alignment with all local colleges that are in the Strong Workforce Program as well as keeping us current with industry standards. This course is recommended by the Automotive Advisory Committee.
TOP Code: 0948.40
Equate: Course not offered at CHC.
Effective: Fall 2018

NEW COURSE

Addition to the 2019-2020 College Catalog

Course ID: MATH 141
Course Title: Business Calculus
Units: 4
Lecture: 4 contact hour(s) per week
64 - 72 contact hours per semester
Outside of Class Hours: 8 hour(s) per week
Prerequisite: MATH 095
Departmental Advisory: MATH 102 or eligibility for Math 151 or as determined by the SBVC assessment process.
Catalog Description: This course is a study of calculus techniques with emphasis placed on concepts related to business and management solutions. Additional applications of derivatives and integrals of functions including polynomials, rational, exponential and logarithmic functions are studied.
Schedule Description: This course is a study of calculus techniques with emphasis placed on concepts related to business and management solutions. Additional applications of derivatives and integrals of functions including polynomials, rational, exponential and logarithmic functions are studied.
Rationale: The course will provide an introduction to the concepts of calculus geared to those who are majoring in Business Administration or similar majors.

The course is also attended to shorten the time a student majoring in Business Administration or a similar major would need to reach a traditional calculus course.

TOP Code: 1701.00
Equate: MATH 141 at CHC.
Effective: Fall 2019

NEW COURSE

Addition to the 2018-2019 College Catalog

Course ID: **POLICE 075**
Course Title: Special Weapons and Tactics (SWAT)
Units: 5
Lecture: 80 contact hour(s) per semester
Laboratory: 40 contact hour(s) per semester
Outside of Class Hours: 160 contact hour(s) per semester
Prerequisite: Completion of POLICE 002, 100, 101, 102, and 103 (POST Regular Basic Course) or CRMJUS 059, 060, and 061 (Modules I, II, and III).
Limitation on Enrollment: Students must be selected by their respective law enforcement agency and pass Special Weapons and Tactics Team departmental qualifications prior to registration.
Catalog Description: This course is designed for new members of special weapons and tactics teams. It will cover concepts of planning, tactical operations, approach, entry, and search techniques, as well as the use of chemical agents, and weapons.
Schedule Description: This course is designed for new members of special weapons and tactics teams. It will cover concepts of planning, tactical operations, approach, entry, and search techniques, as well as the use of chemical agents, and weapons.
Rationale: This new course will be a given in partnership with the Sheriff's Academy.
TOP Code: 2105.00
Equate: Course not offered at CHC.
Effective: Fall 2018

NEW COURSE

Addition to the 2018-2019 College Catalog

Course ID: **POLICE 079**
Course Title: Blood Stain Pattern Analysis
Units: 1.5
Lecture: 24 contact hour(s) per semester
Laboratory: 16 contact hour(s) per semester
Outside of Class Hours: 48 contact hour(s) per semester
Limitation on Enrollment: Students must be employed in a sworn or civilian position with a law enforcement agency performing duties related to crime scene investigation or be employed as a law enforcement officer.
Catalog Description: This course provides a basic and fundamental knowledge in the field of bloodstain pattern interpretation and illustrates the scientific principles and practical application of bloods stain patterns.
Schedule Description: This course provides a basic and fundamental knowledge in the field of bloodstain pattern interpretation and illustrates the scientific principles and practical application of bloods stain patterns.
Rationale: This new course will be a given in partnership with the Sheriff's Academy.
TOP Code: 2105.00
Equate: Course not offered at CHC.
Effective: Fall 2018

NEW COURSE

Addition to the 2018-2019 College Catalog

Course ID:	POLICE 093
Course Title:	Civilian Supervision
Units:	2
Lecture:	40 contact hour(s) per semester
Outside of Class Hours:	80 contact hour(s) per semester
Limitation on Enrollment:	Students must be employed in a civilian position with a law enforcement agency performing duties of a first-line supervisor or be selected by their respective law enforcement agency.
Catalog Description:	In this course, students will learn supervisory techniques of non-sworn law enforcement employees including clerical, maintenance, janitorial and auto mechanics. The class includes problems of leadership and responsibilities, performance evaluation, instructional and disciplinary methods, motivation, and psychological aspects of supervision.
Schedule Description:	In this course, students will learn supervisory techniques of non-sworn law enforcement employees including clerical, maintenance, janitorial and auto mechanics. The class includes problems of leadership and responsibilities, performance evaluation, instructional and disciplinary methods, motivation, and psychological aspects of supervision.
Rationale:	This new course will be a given in partnership with the Sheriff's Academy.
TOP Code:	2105.00
Equate:	Course not offered at CHC.
Effective:	Fall 2018

NEW COURSE

Addition to the 2018-2019 College Catalog

Course ID:	POLICE 094
Course Title:	Academy Instructor Certificate Program (AICC)
Units:	1.5
Lecture:	25 contact hour(s) per semester
Laboratory:	15 contact hour(s) per semester
Outside of Class Hours:	50 contact hour(s) per semester
Prerequisite:	Completion of POLICE 002, 100, 101, 102, and 103 (POST Regular Basic Course) or CRMJUS 059, 060, and 061 (Modules I, II, and III).
Catalog Description:	This course is designed to provide instruction for Peace Officer Standards and Training (POST) academy instructors in adult learning principles including instructional planning skills, presentation and facilitation techniques.
Schedule Description:	This course is designed to provide instruction for Peace Officer Standards and Training (POST) academy instructors in adult learning principles including instructional planning skills, presentation and facilitation techniques.
Rationale:	This new course will be a given in partnership with the Sheriff's Academy.
TOP Code:	2105.00
Equate:	Course not offered at CHC.
Effective:	Fall 2018

MODIFY COURSE

Changes to the 2018-2019 College Catalog

COURSE ID	COURSE TITLE
CIT 198	COMPUTER INFORMATION TECHNOLOGY WORK EXPERIENCE

Course ID: CIT 098
Rationale: All work experience courses are not transferrable and should have a 098 number. This is the last of the courses with the 198 number. `

Equate: Course not offered at CHC.
Effective: Fall 2018

COURSE DELETION

BIOL 201

Rationale: Courses are no longer offered.
Effective: Fall 2018

DISTRIBUTED EDUCATION

HUMSV 188 MATH 141
Rationale: **100% ONLINE**
 One of the planning themes of San Bernardino Valley College (SBVC) is access. For career technical courses, the issue of scheduling is crucial. Students working the night shift can only take class in the morning while those working traditional day schedules can only take evening classes. Given these variables and difficult schedules, students need the flexibility of time that an online class affords. An asynchronous online class allows students to study when their schedules allow and where they have the space and materials to do so effectively. The online delivery method of these courses supports the mission of SBVC by providing access to education to a diverse community of learners who find themselves in a community with complicated lives and difficult and demanding schedules and responsibilities.
Effective: Fall 2018

CORRECTIONS

Corrections may be necessary based off of feedback from the State Chancellor's Office and/or the ACCJC

The November 2017 Board Document contained the following errors:

AUTOMATIC AND MANUAL TRANSMISSION CERTIFICATE

This certificate prepares students to gain entry-level employment in maintenance and repair of automotive and hybrid vehicle transmissions. Transmission technicians work with some of the most advanced technology in the auto service industry, including computer command control on electronic gear trains, couplings, hydraulic pumps and other transmission components.

REQUIRED COURSES:

	Units
AUTO 064 Auto/Truck Electrical Systems	4
or	
DIESEL 064 Auto/Truck Electrical Systems	4
or	
AUTO 065 Electrical Systems Diagnosis and Repair	5
AUTO 075 Automatic Transmissions Rear Wheel Drive	4
AUTO 076 Automatic Transaxles Front Wheel Drive	4
AUTO 077 Manual Transmissions and Transaxles	4
AUTO 084 General Automotive Technology	4
AUTO 090 Engine Repair	6

Students must choose one of the following:

	Units
TECALC 087 Technical Calculations	4
MATH 942 Arithmetic	3
or	

Eligibility for MATH 952 as determined by the SBVC assessment process	0
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Total Units	26 - 31
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Rationale: Correcting units to from 30-34 to 26-31

Effective: Fall 2018

The State Chancellor's Office notified the Curriculum Committee of changes to computing CRMJUS/POLICE hours. All CRMJUS/POLICE courses are now following the standard formula for computing units, changes below reflect the update to units:

COURSE ID	COURSE TITLE
CRMJUS 058	PENAL CODE 832

Units: 3

Rationale: Updating units from 3.5 to 3 to reflect State guidelines.

Effective: Fall 2018

COURSE ID	COURSE TITLE
CRMJUS 059	RESERVE LEVEL I OFFICER

Units: 16

Rationale: Updating units from 18.50 to 16 to reflect State guidelines.

Effective: Fall 2018

COURSE ID	COURSE TITLE
CRMJUS 060	RESERVE LEVEL II OFFICER

Units: 12.5
Rationale: Updating units from 14.25 to 12.5 to reflect State guidelines.
Effective: Fall 2018

COURSE ID	COURSE TITLE
CRMJUS 061	RESERVE LEVEL III OFFICER

Units: 6.5
Rationale: Updating units from 17.5 to 6.5 to reflect State guidelines.
Effective: Fall 2018

COURSE ID	COURSE TITLE
CRMJUS 070	BASIC DISPATCHER'S COURSE

Units: 5.5
Rationale: Updating units from 6 to 5.5 to reflect State guidelines.
Effective: Fall 2018

COURSE ID	COURSE TITLE
NURS 105	GERONTOLOGY

Course ID: NURS 152
Rationale: This course was previously approved as NURS 105, the department would like to update the name to NURS 152 to continue on with the course numbering sequence.
Effective: Fall 2018

NEW COURSE

Addition to the 2018-2019 College Catalog

Course ID: NURS 150
Course Title: Fundamentals of Nursing
Units: 4.5
Lecture: 2.5 contact hour(s) per week
 40 - 45 contact hours per semester
Laboratory: 6 contact hour(s) per week
 96 - 108 contact hours per semester
Outside of Class Hours: 5 hour(s) per week
Corequisite: NURS 152
Catalog Description: Fundamentals of Nursing is a first-year course designed to introduce the Knowledge, Skills and Attitudes (KSAs) of safe quality patient-centered care, evidenced-based practice, inter-professional collaboration, principles of critical thinking, ethical leadership, and the application of informatics and technology to provide compassionate nursing care to diverse populations in health care settings.

This course focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities,

the implementation of nursing interventions, and the evaluation of patient care for diverse adults, universal practices including physical assessment, safety, infection control, hygiene, body mechanics, activity/exercise, nutrition, pain management, cultural awareness, communication and documentation. Application of KSAs will occur in the hospital, on-campus skills laboratory, and simulation settings.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.

Schedule Description:

Fundamentals of Nursing is a first-year course designed to introduce the Knowledge, Skills and Attitudes (KSAs) of safe quality patient-centered care, evidenced-based practice, inter-professional collaboration, principles of critical thinking, ethical leadership, and the application of informatics and technology to provide compassionate nursing care to diverse populations in health care settings.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.

Rationale:

These courses were previously approved as modifications at the December 14, 2017 board meeting. The Nursing department has made the request to change these modifications to new courses. This will allow current Nursing students to continue with the curriculum per their catalog year, while future students can utilize the new curriculum.

TOP Code:

123.10

Equate:

Course not offered at CHC.

Effective:

Fall 2018

NEW COURSE

Addition to the 2018-2019 College Catalog

Course ID:

NURS 151

Course Title:

Vocational to Professional Nurse Transition

Units:

2

Lecture:

1.25 contact hour(s) per week
 20 - 22.5 contact hours per semester

Laboratory:

2.25 contact hour(s) per week
 36 - 40.5 contact hours per semester

Outside of Class Hours:

2.5 hour(s) per week

Corequisite:

NURS 152

Catalog Description:

Vocational to Professional Nurse Transition course is a first-year course designed to reinforce the Knowledge, Skills and Attitudes (KSAs) of safe quality patient-centered care, evidenced-based practice, inter-professional collaboration, principles of critical thinking, ethical leadership, and the application of informatics and technology to provide compassionate nursing care to diverse populations in health care settings.

This course focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities, the implementation of nursing interventions, and evaluation of patient care for diverse adult patients. This course prepares Licensed Vocational Nurses (LVN) to transition into the Registered Nursing (RN) program. This course includes role

transition content, nursing process, standards of practice, and critical thinking in nursing. A challenge examination covering first semester medical-surgical nursing content will determine eligibility for placement within the first or second semester of the program. Application of KSAs will occur in the hospital, on-campus skills laboratory, and simulation settings.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.

Schedule Description:

Vocational to Professional Nurse Transition course is a first-year course designed to reinforce the Knowledge, Skills and Attitudes (KSAs) of safe quality patient-centered care, evidenced-based practice, inter-professional collaboration, principles of critical thinking, ethical leadership, and the application of informatics and technology to provide compassionate nursing care to diverse populations in health care settings.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.

Rationale:

These courses were previously approved as modifications at the December 14, 2017 board meeting. The Nursing department has made the request to change these modifications to new courses. This will allow current Nursing students to continue with the curriculum per their catalog year, while future students can utilize the new curriculum.

TOP Code:

123.10

Equate:

Course not offered at CHC.

Effective:

Fall 2018

NEW COURSE

Addition to the 2018-2019 College Catalog

Course ID:

NURS 153

Course Title:

Medical-Surgical Nursing I

Units:

5.5

Lecture:

3.5 contact hour(s) per week

56 - 63 contact hours per semester

Laboratory:

6 contact hour(s) per week

96 - 108 contact hours per semester

Outside of Class Hours:

7 hour(s) per week

Prerequisite:

NURS 150

Catalog Description:

Medical Surgical Nursing I is a first-year course designed to introduce the Knowledge, Skills and Attitudes (KSAs) of safe quality patient-centered care, evidenced-based practice, inter-professional collaboration, principles of critical thinking, ethical leadership, and the application of informatics and technology to provide compassionate nursing care to diverse populations in health care settings.

This course focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities, the implementation of nursing interventions, and the evaluation of patient care for diverse adults, nursing care and administration of medication for patients with the basic healthcare needs in pulmonary, musculoskeletal, cardiovascular, neurological, immunological, gastrointestinal, genitourinary, and endocrine body

systems, as well as patients undergoing general surgery and/or requiring wound care. Application of KSAs will occur in the hospital, on-campus skills laboratory, and simulation settings.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.

Schedule Description:

Medical Surgical Nursing I is a first-year course designed to introduce the Knowledge, Skills and Attitudes (KSAs) of safe quality patient-centered care, evidenced-based practice, inter-professional collaboration, principles of critical thinking, ethical leadership, and the application of informatics and technology to provide compassionate nursing care to diverse populations in health care settings.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.

Rationale:

These courses were previously approved as modifications at the December 14, 2017 board meeting. The Nursing department has made the request to change these modifications to new courses. This will allow current Nursing students to continue with the curriculum per their catalog year, while future students can utilize the new curriculum.

TOP Code:

123.10

Equate:

Course not offered at CHC.

Effective:

Fall 2018

NEW COURSE

Addition to the 2018-2019 College Catalog

Course ID:

NURS 160

Course Title:

Medical-Surgical Nursing II

Units:

5.25

Lecture:

3 contact hour(s) per week
 48 - 54 contact hours per semester

Laboratory:

6.75 contact hour(s) per week
 108 - 121.5 contact hours per semester

Outside of Class Hours:

6 hour(s) per week

Prerequisite:

NURS 153

Catalog Description:

Medical-Surgical Nursing II is a first-year course designed to reinforce/build upon the Knowledge, Skills and Attitudes (KSAs) of safe quality patient-centered care, evidenced-based practice, inter-professional collaboration, principles of critical thinking, ethical leadership, and the application of informatics and technology to provide compassionate nursing care to diverse populations in health care settings.

This course focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities, the implementation of nursing interventions, and evaluation of patient care for diverse adult patients with advanced healthcare needs in respiratory, cardiovascular, neurological, immunological, gastrointestinal, genitourinary, and endocrine body systems. Application of KSAs will occur in the hospital, on-campus skills laboratory, and simulation settings.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.

Schedule Description:

Medical-Surgical Nursing II is a first-year course designed to reinforce/build upon the Knowledge, Skills and Attitudes (KSAs) of safe quality patient-centered care, evidenced-based practice, inter-professional collaboration, principles of critical thinking, ethical leadership, and the application of informatics and technology to provide compassionate nursing care to diverse populations in health care settings.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.

Rationale:

These courses were previously approved as modifications at the December 14, 2017 board meeting. The Nursing department has made the request to change these modifications to new courses. This will allow current Nursing students to continue with the curriculum per their catalog year, while future students can utilize the new curriculum.

TOP Code:

123.10

Equate:

Course not offered at CHC.

Effective:

Fall 2018

NEW COURSE

Addition to the 2018-2019 College Catalog

Course ID:

NURS 161

Course Title:

Maternity Nursing

Units:

3.25

Lecture:

2 contact hour(s) per week
32 - 36 contact hours per semester

Laboratory:

3.75 contact hour(s) per week
60 - 67.5 contact hours per semester

Outside of Class Hours:

4 hour(s) per week

Prerequisite:

NURS 153

Corequisite:

NURS 162

Catalog Description:

Maternity Nursing is a first-year nursing course designed to reinforce the Knowledge, Skills and Attitudes (KSAs) of safe quality patient-centered care, evidence-based practice, inter-professional collaboration, principles of critical thinking, ethical leadership, and the application of informatics and technology to provide compassionate nursing care to diverse populations in health care settings.

This course focuses on the nurse's role in the collection of assessment data, identifying the relevance of data collected, the analysis of patient priorities, the implementation of nursing interventions, and evaluation of patient care for childbearing families. Maternity nursing also focuses on the biophysical aspects of human reproduction, assessment and management of the antepartal, intrapartal, and postpartal periods, and newborn care. Application of KSAs will occur in the hospital, on-campus skills laboratory, and simulation settings.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.

Schedule Description: Maternity Nursing is a first-year nursing course designed to reinforce the Knowledge, Skills and Attitudes (KSAs) of safe quality patient-centered care, evidence-based practice, inter-professional collaboration, principles of critical thinking, ethical leadership, and the application of informatics and technology to provide compassionate nursing care to diverse populations in health care settings.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.

Rationale: These courses were previously approved as modifications at the December 14, 2017 board meeting. The Nursing department has made the request to change these modifications to new courses. This will allow current Nursing students to continue with the curriculum per their catalog year, while future students can utilize the new curriculum.

TOP Code: 123.10

Equate: Course not offered at CHC.

Effective: Fall 2018

NEW COURSE

Addition to the 2018-2019 College Catalog

Course ID: NURS 162
Course Title: Pediatric Nursing
Units: 3.25
Lecture: 2 contact hour(s) per week
 32 - 36 contact hours per semester
Laboratory: 3.75 contact hour(s) per week
 60 - 67.5 contact hours per semester
Outside of Class Hours: 4 hour(s) per week
Prerequisite: NURS 153
Corequisite: NURS 161
Catalog Description: Pediatric Nursing is a first-year course designed to introduce the Knowledge, Skills and Attitudes (KSAs) of safe quality patient-centered care, evidenced-based practice, inter-professional collaboration, principles of critical thinking, ethical leadership, and the application of informatics and technology to provide compassionate nursing care to diverse populations in health care settings.

This course focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities, the implementation of nursing interventions, and evaluation of patient care for diverse pediatric populations and their families. Pediatric nursing also focuses on a family-centered approach to the nursing care of infants and children. Application of KSAs will occur in the hospital, on-campus skills laboratory, and simulation settings.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.

Schedule Description: Pediatric Nursing is a first-year course designed to introduce the Knowledge, Skills and Attitudes (KSAs) of safe quality patient-centered care, evidenced-based practice, inter-professional collaboration, principles of critical thinking,

ethical leadership, and the application of informatics and technology to provide compassionate nursing care to diverse populations in health care settings.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.

Rationale: These courses were previously approved as modifications at the December 14, 2017 board meeting. The Nursing department has made the request to change these modifications to new courses. This will allow current Nursing students to continue with the curriculum per their catalog year, while future students can utilize the new curriculum.

TOP Code: 123.10

Equate: Course not offered at CHC.

Effective: Fall 2018

COURSE ID	COURSE TITLE
NURS 204	COMPLEX CARE AND LEADERSHIP

Course ID: NURS 260

Rationale: This course was previously approved as NURS 204, the department would like to update the name to NURS 260 to continue on with the course numbering sequence.

Effective: Fall 2018

NEW COURSE

Addition to the 2018-2019 College Catalog

Course ID: NURS 250

Course Title: Medical-Surgical Nursing III

Units: 5.25

Lecture: 3 contact hour(s) per week
48 - 54 contact hours per semester

Laboratory: 6.75 contact hour(s) per week
108 - 121.5 contact hours per semester

Outside of Class Hours: 6 hour(s) per week

Prerequisite: NURS 160
NURS 161
NURS 162

Catalog Description: Medical Surgical Nursing III is a second-year course designed to reinforce/build upon the Knowledge, Skills and Attitudes (KSAs) of safe quality patient-centered care, evidenced-based practice, inter-professional collaboration, principles of critical thinking, ethical leadership, and the application of informatics and technology to provide compassionate nursing care to diverse populations in health care settings.

This course focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities, the implementation of nursing interventions, and evaluation of patient care for diverse adult patients with advanced healthcare needs in neurological, gastrointestinal, respiratory, genitourinary, immunological, cardiovascular, and endocrine diseases. Application of KSAs will occur in the hospital, on-campus skills laboratory, and simulation settings.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.

Schedule Description: Medical Surgical Nursing III is a second-year course designed to reinforce/build upon the Knowledge, Skills and Attitudes (KSAs) of safe quality patient-centered care, evidenced-based practice, inter-professional collaboration, principles of critical thinking, ethical leadership, and the application of informatics and technology to provide compassionate nursing care to diverse populations in health care settings.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.

Rationale: These courses were previously approved as modifications at the December 14, 2017 board meeting. The Nursing department has made the request to change these modifications to new courses. This will allow current Nursing students to continue with the curriculum per their catalog year, while future students can utilize the new curriculum.

TOP Code: 123.10

Equate: Course not offered at CHC.

Effective: Fall 2018

NEW COURSE

Addition to the 2018-2019 College Catalog

Course ID: NURS 251
Course Title: Psychiatric Nursing
Units: 3.25
Lecture: 2 contact hour(s) per week
 32 - 36 contact hours per semester
Laboratory: 3.75 contact hour(s) per week
 60 - 67.5 contact hours per semester
Outside of Class Hours: 4 hour(s) per week
Prerequisite: NURS 160
 NURS 161
 NURS 162
Catalog Description: Psychiatric Nursing is a second-year course designed to reinforce the Knowledge, Skills and Attitudes (KSAs) of safe quality patient-centered care, evidenced-based practice, inter-professional collaboration, principles of critical thinking, ethical leadership, and the application of informatics and technology to provide compassionate nursing care to diverse populations in health care settings.

This course focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities, the implementation of nursing interventions, and evaluation of patient care for diverse adult patients with mental health disorders. Psychiatric nursing also focuses on neurobiological theories, risks and interventions for suicide, substance abuse, and other mental health disorders. Application of KSAs will occur in the hospital, on-campus skills laboratory, and simulation settings.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.

Schedule Description:

Psychiatric Nursing is a second-year course designed to reinforce the Knowledge, Skills and Attitudes (KSAs) of safe quality patient-centered care, evidenced-based practice, inter-professional collaboration, principles of critical thinking, ethical leadership, and the application of informatics and technology to provide compassionate nursing care to diverse populations in health care settings.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.

Rationale:

These courses were previously approved as modifications at the December 14, 2017 board meeting. The Nursing department has made the request to change these modifications to new courses. This will allow current Nursing students to continue with the curriculum per their catalog year, while future students can utilize the new curriculum.

TOP Code:

123.10

Equate:

Course not offered at CHC.

Effective:

Fall 2018

COURSE ID	COURSE TITLE
POLICE 002	BASIC LAW ENFORCEMENT ACADEMY

Units:

24.5

Rationale:

Updating units from 27.75 to 24.5 to reflect State guidelines.

Effective:

Fall 2018

COURSE ID	COURSE TITLE
POLICE 050	BICYCLE PATROL

Units:

.5

Rationale:

Updating units from 1 to .5 to reflect State guidelines.

Effective:

Fall 2018

COURSE ID	COURSE TITLE
POLICE 051	BICYCLE PATROL - INSTRUCTOR

Units:

1

Rationale:

Updating units from 1.5 to 1 to reflect State guidelines.

Effective:

Fall 2018

COURSE ID	COURSE TITLE
POLICE 060	TRAFFIC COLLISION INVESTIGATION - BASIC

Units:

1.5

Rationale:

Updating units from 2 to 1.5 to reflect State guidelines.

Effective:

Fall 2018

COURSE ID	COURSE TITLE
POLICE 061	TRAFFIC COLLISION INVESTIGATION - INTERMEDIATE

Units: 1.5
Rationale: Updating units from 2 to 1.5 to reflect State guidelines.
Effective: Fall 2018

COURSE ID	COURSE TITLE
POLICE 064	TRAFFIC COLLISION INVESTIGATION – MOTOR VEHICLE INSPECTION

Units: 1
Rationale: Updating units from 1.5 to 1 to reflect State guidelines.
Effective: Fall 2018

COURSE ID	COURSE TITLE
POLICE 065	DRIVING UNDER THE INFLUENCE (DUI)

Units: 1
Rationale: Updating units from 1.5 to 1 to reflect State guidelines.
Effective: Fall 2018

COURSE ID	COURSE TITLE
POLICE 070	FIREARMS

Units: .5
Rationale: Updating units from 1 to .5 to reflect State guidelines.
Effective: Fall 2018

COURSE ID	COURSE TITLE
POLICE 071	ARREST AND CONTROL

Units: 1.5
Rationale: Updating units from 2 to 1.5 to reflect State guidelines.
Effective: Fall 2018

COURSE ID	COURSE TITLE
POLICE 072	CRISIS INTERVENTION AND NEGOTIATION

Units: 1
Rationale: Updating units from 1.5 to 1 to reflect State guidelines.
Effective: Fall 2018

COURSE ID	COURSE TITLE
POLICE 073	CHILD ABUSE INVESTIGATION

Units: 2
Rationale: Updating units from 2.5 to 2 to reflect State guidelines.
Effective: Fall 2018

COURSE ID	COURSE TITLE
POLICE 074	GANG AWARENESS

Units: 1
Rationale: Updating units from 1.5 to 1 to reflect State guidelines.
Effective: Fall 2018

COURSE ID	COURSE TITLE
POLICE 076	HOMICIDE INVESTIGATION

Units: 3.5
Rationale: Updating units from 4 to 3.5 to reflect State guidelines.
Effective: Fall 2018

COURSE ID	COURSE TITLE
POLICE 077	CRIME SCENE INVESTIGATION

Units: 3.5
Rationale: Updating units from 4 to 3.5 to reflect State guidelines.
Effective: Fall 2018

COURSE ID	COURSE TITLE
POLICE 090	FIELD TRAINING OFFICER

Units: 1.5
Rationale: Updating units from 2 to 1.5 to reflect State guidelines.
Effective: Fall 2018

COURSE ID	COURSE TITLE
POLICE 092	POLICE SUPERVISION

Units: 4
Rationale: Updating units from 4.5 to 4 to reflect State guidelines.
Effective: Fall 2018

COURSE ID	COURSE TITLE
PSYCH 141	INTRODUCTION TO BIOLOGICAL PSYCHOLOGY

Departmental Advisory: ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.
Rationale: Updating Departmental Advisory to include ENGL 101 or ENGL 101H wording.
Effective: Fall 2018

The following courses were submitted as a deletion in error:

NURS 100
 NURS 108
 NURS 210
 NURS 211
 NURS 217

BASIC PEACE OFFICER CERTIFICATE

This certificate is designed for state certified entry-level positions in law enforcement agencies. Successful completion of this program and subsequent completion of the hiring agencies probationary period in a Peace Officers' Standards and Training (POST) certified agency qualifies the student for a California POST certificate. This program meets Penal Code §832 requirement of training as a peace officer in the state of California. This program is offered in two formats: the Intensive Format (approximately 23 weeks) and the Extended Format (approximately 52 weeks). Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:

		Units
POLICE 002	Basic Law Enforcement Academy	24.5
POLICE 100	Criminal Law	3
POLICE 101	Procedure and Evidence	3
POLICE 102	Community Policing	3
POLICE 103	Introduction to Criminal Investigation	3

Total Units

36.5

This is a Gainful Employment Program

Rationale: Updating units from 39.75 to 36.5 to reflect State guidelines.
Effective: Fall 2018

FILM, TELEVISION, AND ELECTRONIC MEDIA TRANSFER DEGREE, AA-T

The Radio/Television/Film department provides a comprehensive instructional program in radio and television broadcasting, digital film production, and digital audio and video production for use in broadcasting, cablecasting, multimedia, film production, and Internet applications.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

To earn a Film, Television, and Electronic Media AA-T degree, students must complete the following Associate Degree for Transfer requirements:

- completion of the following major requirements with grades of C or better;
- completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

It is highly recommend that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

Students planning to transfer to a baccalaureate institution and major in Film, Television, and Electronic Media should consult with a counselor regarding the transfer process and lower division requirements.

REQUIRED CORE COURSES: Select two courses (6 units)

		Units
RTVF 100	Introduction to Electronic Media	3
	or	
COMMST 135	Mass Media and Society	3

RTVF 101	Introduction to Media Aesthetics and Cinematic Arts	3
RTVF 106	Media Writing	3
List A: Select one course from each area (6 units total)		Units
Audio		Units
RTVF 120	Introduction to Audio Production	3
RTVF 220	Radio Station Operations	3
Video or Film Production		Units
RTVF 130	Introduction to Studio Production	3
RTVF 133	Video Field Production	3
RTVF 132	Lighting and Cinematography	3
List B: Select one course not already selected (3 units)		Units
RTVF 121	Digital Audio Post Production	3
RTVF 231	Advanced Video Production	3
List C: Select one course not already selected (3 units)		Units
RTVF 102	Announcing and Performing in Electronic Media	3
RTVF 104	Basic Writing for Broadcasting	3
RTVF 121	Digital Audio Post Production	3
RTVF 131	Digital Video Editing	3
RTVF 134	Acting and Directing for Television and Film	3
RTVF 221	Broadcast Station Management	3
RTVF 222	Independent Study in Radio/Television/Film	1 - 3
RTVF 230	Intermediate Studio Production	3
RTVF 231	Advanced Video Production	3
RTVF 232	News and Film-Style Digital Video Editing	3
MAJOR TOTAL:		18
CSU GE-Breadth or IGETC for CSU Requirements: 37-39 (Total units that may be double-counted for CSU-GE or IGETC: 6)		37-39
CSU ELECTIVES (as needed to reach 60 transferable units): 3-9		3-9
Total Units		60

Rationale: Updating courses per State's request.
Effective: Fall 2018

MODULAR BASIC PEACE OFFICER CERTIFICATE OF ACHIEVEMENT

This modular certificate is designed for state certified entry-level positions in law enforcement agencies. Successful completion of this program and subsequent completion of the hiring agencies probationary period in a Peace Officers' Standards and Training (POST) certified agency qualifies the student for a POST certificate. This program meets Penal Code section 832 requirement of training as a peace officer in the state of California.

This program is broken up into three modules and must be taken in the following order: Module III (approximately 11 weeks), Module II (approximately 16 weeks) and Module I (approximately 26 weeks). Completion of all three modules equals the POST Regular Basic Course.

Students working for this certificate must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:		Units
CRMJUS 061	Reserve Level III Officer	6.5
CRMJUS 060	Reserve Level II Officer	12.5

Total Units

35

This is a Gainful Employment Program

Rationale: Updating units from 40.25 to 35 to reflect State guidelines.
Effective: Fall 2018

NURSING A.S. DEGREE MAJOR

This degree program is designed to prepare students to become Registered Nurses who provide nursing care to assist patients in attaining their maximum level of wellness. Graduates are eligible to take the national licensing examination (NCLEX). The program is accredited by the California State Board of Registered Nursing and the Accreditation Commission for Education in Nursing (ACEN). Students are admitted in the Fall and Spring semesters. Students must complete program prerequisites, support courses, required courses, and apply and be accepted to the program. To enroll in the program, students must pass a background check and meet the health requirements. California law allows for denial of the RN license based on any conviction or legal action related to nursing practice. For further information, go to: www.rn.ca.gov. Licensed Vocational Nurses may also take courses leading to Registered Nurse licensure. See options below.

PREREQUISITES FOR THE NURSING PROGRAM

- A. High school completion or equivalent (transcript, diploma, G.E.D. or the California State High School Proficiency Exam, or college degree)
- B. Freshman Composition, ENGL 101 with a grade of C or higher
- C. Intermediate Algebra, MATH 095 or higher level with a grade of C or higher
- D. Science courses listed below must be completed with a grade of C or higher and a minimum G.P.A. of 2.75 in the four courses:
 - 1. Human Anatomy and Physiology, BIOL 250 & 251 or BIOL 260 & 261
 - 2. Microbiology, BIOL 270
 - 3. General Psychology, PSYCH 100 or PSYCH 100H

Note: BIOL 261 (or BIOL 250 & 251) and BIOL 270 must be taken within 5 years of application to the program; BIOL 251 has a prerequisite of BIOL 250; BIOL 261 has a prerequisite of BIOL 260 and CHEM 101; BIOL 270 has a prerequisite of BIOL 250 or 260 or 261 and CHEM 101, CHEM 101 has a prerequisite of MATH 090.

SUPPORT COURSES FOR THE NURSING PROGRAM

Complete courses below by the end of the program with a grade of C or higher.

- A. Elements of Public Speaking, COMMST 100 or 100H or Interpersonal Communication, COMMST 111
- B. Introduction to Sociology, SOC 100 or 100H or Cultural Anthropology, ANTHRO 102

APPLICATION TO THE NURSING PROGRAM

Applications to the nursing program may only be submitted when all program prerequisites have been completed. Applications must be received or postmarked by February 1 for entry in the Fall semester or by September 1 for entry in the Spring semester. Incomplete applications will not be accepted. Late applications will only be considered if space is available. Submit the following to the Health Science Division Office, HLS 101:

- A. Application form - available online only.
- B. Official college transcripts from all colleges or universities attended except for SBVC or Crafton Hills College. Transcripts must be issued within the last 6 months and document that the program prerequisites have been completed. If transcripts are from a foreign country, they must be evaluated for equivalency - see Admission Clerk.

C. High School completion document.

ACCEPTANCE PROCEDURE

Applications are evaluated according to program prerequisites. Applicants who meet all program prerequisites will be considered for acceptance depending on space availability. Applicant admission to the program is competitively based on a points system. Students will be notified in writing of their admission status and if they have been selected to complete the HESI Exam.

LVN to RN PROGRAM

California Licensed Vocational Nurses may apply to the regular nursing program or select the LVN to RN Option:

A. LVN to RN Degree Option:

1. Prerequisites. Same as the RN program, plus one year full-time work experience as an LVN, and Calif. LVN license
2. By the end of the program, complete Support Courses and SBVC general education breadth requirements for the Associate of Science Degree.
3. Required courses: Complete each of the following courses with a grade of C or higher: NURS 151 and 152 (includes challenge exam to determine eligibility to enter NURS 153 or NURS 160).
4. Apply by December 1 for February entry. Applicants must have all prerequisites completed or in progress when the application is submitted. Submit to the Health Science Division Office, HLS 101: LVN to RN application, official transcript of vocational nursing program and all colleges attended except SBVC and Crafton Hills College, document verifying High School completion, copy of LVN license, and resume summarizing work experience as an LVN (employer, type of patient care unit, month/year starting and ending dates).

To graduate with an Associate of Science degree with a major in nursing, complete each of the following courses with a grade of C or higher and the general education breadth requirements.

First Semester:		Units
NURS 152	Gerontology	1.5
NURS 150	Fundamentals of Nursing	4.5
or		
NURS 151	Vocational to Professional Nurse Transition	2
NURS 153	Medical-Surgical Nursing I	5.5
Second Semester:		Units
NURS 160	Medical-Surgical Nursing II	5.25
NURS 161	Maternity Nursing	3.25
NURS 162	Pediatric Nursing	3.25
Third Semester:		Units
NURS 250	Medical-Surgical Nursing III	5.25
NURS 251	Psychiatric Nursing	3.25
Fourth Semester:		Units
NURS 260	Complex Care and Leadership	6.25
Total Units		35.5 - 38

Rationale: Updating degree to reflect new courses.
Effective: Fall 2018

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: Kristina Hannon, Director, Human Resources

DATE: March 8, 2018

SUBJECT: Consideration of Acceptance of Employee Resignations

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignations of the employees on the attached list.

OVERVIEW

The employee resignations on the attached list are submitted for acceptance.

ANALYSIS

The resignation correspondence was received and accepted by the Human Resources Department.

INSTITUTIONAL VALUES

None.

FINANCIAL IMPLICATIONS

None.

Resignations					
March 8, 2018					
Name	Position	Department	Site	Years of Service	Last Date of Employment
Rochelle Fender	Instructor, Nursing	Nursing	SBVC	7yrs	1/31/18
Benjamin Gamboa	Sr. Research & Planning Analyst	Research & Planning	CHC	12yrs	3/1/18
Grayling Eation	Custodian	Custodial	SBVC	11 yrs	3/2/18

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: Kristina Hannon, Director, Human Resources

DATE: March 8, 2018

SUBJECT: Consideration of Acceptance of Employee Retirement

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of the employees on the attached list.

OVERVIEW

The employees on the attached list are submitted for acceptance.

ANALYSIS

The retirement correspondence was received and accepted by the Human Resources Department.

INSTITUTIONAL VALUES

None.

FINANCIAL IMPLICATIONS

None.

Retirements					
March 8, 2018					
Name	Position	Department	Site	Years of Service	Last Date of Employment
Lisa Archuletta	Child Development Food Service Specialist	Child Development Center (CD)	SBVC	19 yrs	3/20/18
Patricia Martinez	Bookstore Assistant II	Bookstore	SBVC	16 yrs	3/22/18
Gwen Blizzard	Switchboard Operator	Campus Business Office	SBVC	16 yrs	2/28/18
Diane Dusick	Instructor, Telecommunications	Communications/Broadcasting	SBVC	28 yrs	6/30/18

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: Dr. Wei Zhou, President, CHC
Diana Rodriguez, President, SBVC

DATE: March 8, 2018

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 needed for the 2017-2018 academic year.

OVERVIEW

The following list of adjunct and substitute academic employees is submitted for approval of employment.

ANALYSIS

Part-time academic employees selected from the established pool are offered individual contracts on a semester-by-semester basis. Adjunct employees not assigned will remain in the pool for future consideration during the 2017-2018 academic year. All requirements for employment processing have been completed and Human Resources has cleared the individual(s) for employment.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2017-2018 budget.

Adjunct and Substitute Academic Employees		
March 8, 2018		
Crafton Hills College		
Name	Course Subject	Discipline Per Minimum Qualifications
Bell, Eva	Counseling	Counseling
Murrujo, Monique	Counseling	Counseling

Adjunct and Substitute Academic Employees		
March 8, 2018		
San Bernardino Valley College		
Name	Course Subject	Discipline Per Minimum Qualifications
Baccari, Charles	Mathematics	Mathematics
Bahena, Sandra	Introduction to Probability and Statistics	Mathematics
Burkhalter, Elizabeth	Sociology	Sociology
Chapman, Sharon	Freshman Composition	English
Gazelle, Eric	Machine Shop I	Machine Tool Technology
Gonzalez, Procoro N.	Computer Numerical Control Machining I and II	Machine Tool Technology
Hutchason, Jacob	Nursing Care of Critically Ill	Nursing
Johnson, Wallace	Basic Law Enforcement Academy	Political Science
Light, Judith A.	Vocational Education	Vocational (short-term): Noncredit
Luna, Joana V.	Prealgebra	Mathematics
Maghanoy, Richard	Radio Transmitters	Electricity
Martinez, Francisco	Architecture	Architecture
Meier, Susan A.	History of California	History
Melendez, Jessica	Fundamentals of Nursing and Medical-Surgical	Nursing
Olid, Pilar	College Algebra	Mathematics
Pineda, Matthew Levi	Academic Advancement	Mathematics
Sanker, Lawrence	Psychiatric Nursing	Nursing
Simo, Ricksonjay	Nursing of Critically Ill	Nursing
Talley, Amanda	College Algebra	Mathematics
Tolan, Kelcie E.	Kinesiology	Kinesiology
Yeo, Michelle	Introduction to Probability and Statistics	Mathematics

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: Kristina Hannon, Director, Human Resources

DATE: March 8, 2018

SUBJECT: Consideration of Approval of Appointment of District Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment, and approval of employment contracts, if applicable, of the employees on the attached list.

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

All requirements for employment processing have been or will be completed. Employees will not commence work until all requirements are complete.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2017-2018 budget.

Appointment of District Employees										
March 8, 2018										
Name	Department	Site	Position	Start Date	Schedule	Range /Step	Amount	New/ Replaces	Fund	Live Scan Clearance
Jacob Hutchason	Nursing	SBVC	Instructor, Nursing Medical / Surgery	7/1/2018	Academic	TBD	Salary placement to be determined upon verification of education and experience	Rochelle Fender	Registered Nursing Program	12/1/2017
Roger Robles	TESS-Computing Services	DIST	Senior Technology Support Specialist	3/26/18	Classified	58/A	\$6,964.00 Monthly	Lazarus Mascarenhas	TESS General Fund	Pending
Regina Pinedo	Maintenance & Operations	CHC	Custodian I	3/9/18	Classified	27/A	\$2,845.00 Monthly	New	Custodial General Fund	4/8/17
Raquel Rivera	Maintenance & Operations	CHC	Custodian I	3/9/18	Classified	27/A	\$2,845.00 Monthly	Angel Osornio	Custodial General Fund	4/5/17
Vincent Adame	Maintenance & Operations	CHC	Custodian I	3/9/18	Classified	27/A	\$2,845.00 Monthly	New	Custodial General Fund	10/12/17
Michael Nguyen	Facilities/ Planning and Construction	DIST	Environmental, Health and Safety Administrator	3/12/18	Management	12/A	\$79,467.44 Annually	Nguyen Phan	Facilities / Planning and Construction General Fund	Pending
Pamela Larez	Nursing Instructor	SBVC	Nursing Instructor	7/1/2018	Academic	D/2	\$5,459.57 Monthly	Sandra Burns	Registered Nursing Program	6/27/2017

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: Kristina Hannon, Director, Human Resources
DATE: March 8, 2018
SUBJECT: Consideration of Approval of Classified Employee Promotion

RECOMMENDATION

It is recommended that the Board of Trustees approve the promotion of the employee on the attached list.

OVERVIEW

The employee on the attached list is submitted for approval.

ANALYSIS

The employee went through the recruitment process and is being recommended for promotion.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2017-2018 budget.

Promotion of District Employees										
March 8, 2018										
Name	From Position	From Site	To Position	To Site	Effective Date	Schedule	Range /Step	Amount	New/ Replacing	Fund
Cheryl Alexander	Traffic Coordinator	DIST	Program Manager, KVCR	DIST	3/9/2018	Classified	48/C	\$5,271.00 Monthly	New	KVCR Fund

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: Dr. Wei Zhou, President, CHC
Diana Rodriguez, President, SBVC

DATE: March 8, 2018

SUBJECT: Consideration of Approval of District Volunteers

RECOMMENDATION

It is recommended that the Board of Trustees approve District volunteers.

OVERVIEW

The individuals on the following list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

ANALYSIS

Assignments performed by volunteers will not take away responsibilities or duties of regular academic or classified employees.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

District Volunteers		
March 8, 2018		
Crafton Hills College		
Name	Assignment	Date
Chapman, Joseph	Fire Technology	03/09/18-06/30/18
Hampton, Brenden	Theater Arts	03/09/18-06/30/18
Johnson, Christine	Anatomy & Physiology	03/09/18-06/30/18
Kilroy, Em	Theater Arts	03/09/18-06/30/18
Maybner, Rebecca	Theater Arts	03/09/18-06/30/18
Maybner, Sam	Theater Arts	03/09/18-06/30/18
Romero, Ruben	Theater Arts	03/09/18-06/30/18

District Volunteers		
March 8, 2018		
Valley College		
Name	Assignment	Date
Arteaga, Arturo	Administrative Services /CTS	03/09/18-06/30/18
Escobar, Joshua	Social Sciences/Athletics	03/09/18-06/30/18
Gills, Sheria	Student Services/Student Equity & Success	03/09/18-06/30/18
Gonzalez, Javier	Science/Biology	03/09/18-05/21/18
Johnson, Derrick	Social Sciences/Athletics	03/10/18-06/30/18
Jorge, Oscar	Social Sciences/Athletics	03/09/18-06/30/18
Loera, Nicholas	Applied Technology/Welding	03/09/18-05/18/18
Mahina, Eden	Social Sciences/Athletics	03/09/18-06/30/18
Marquez, Jeremiah	Social Sciences/Athletics	03/09/18-06/30/18
Martinez, Amy	Social Sciences/Athletics	03/09/18-06/30/18
Rahn, Heather	Student Services – DSPS	03/09/18-06/30/18
Rogers, Casey	Social Sciences/Athletics	03/09/18-06/30/18

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: Kristina Hannon, Director, Human Resources

DATE: March 8, 2018

SUBJECT: Consideration of Approval of Equal Employment Opportunity Plan
2017 - 2020

RECOMMENDATION

It is recommended that the Board of Trustees approve the Equal Employment Opportunity Plan 2017 - 2020.

OVERVIEW

The San Bernardino Community College District is committed to the principles of equal employment opportunity.

ANALYSIS

In accordance with applicable Title 5 regulations (sections 53000 et seq.), the District's Equal Opportunity Plan demonstrates the commitment to hire staff and foster staff development that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

The Plan outlines the steps the District shall take in the event of underrepresentation of monitored groups. The Plan focuses on advancing diversity and cultural competency within the district.

The scope of the Plan includes the following:

1. Title V regulations and provisions in support of the Equal Opportunity Plan.
2. Establishment of Equal Employment Opportunity and diversity committees.
3. Methods to support Equal Opportunity Employment.
4. Procedures for dissemination of the Plan.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.



EQUAL EMPLOYMENT OPPORTUNITY PLAN

2017-2020



TABLE OF CONTENTS	
Plan Component 1: Introduction	Page 3
Plan Component 2: Definitions	Page 4
Plan Component 3: EEO & Nondiscrimination in Employment Policy Statement	Page 6
Plan Component 4: Delegation of Responsibility, Authority & Compliance	Page 7
Plan Component 5: EEO Advisory Committee	Page 9
Plan Component 6: Complaints	Page 10
Plan Component 7: Notification of EEO Plan & Policy	Page 11
Plan Component 8: Recruitment, Screening & Selection	Page 12
Plan Component 9: Screening/Selection Committee	Page 13
Plan Component 10: Persons with Disabilities	Page 14
Plan Component 11: Annual Written Notice to Appropriate Community-Based & Professional Organizations	Page 15
Plan Component 12: Graduate Assumption Program of Loans for Education	Page 16
Plan Component 13: Data Collection & Analysis	Page 17
Plan Component 14: District Measures to Address Identified Underrepresentation	Page 20
Plan Component 15: Developing & Maintaining Institutional Commitment to Diversity	Page 22
Appendix	Page 24

Plan Component 1: Introduction

The San Bernardino Community College District recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Districts Equal Opportunity Plan (hereinafter referred to as The Plan) demonstrates the commitment to hire staff and foster staff development that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

The Plan's immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable Title 5 regulations (section 53000 et seq.) and the steps the District shall take in the event of underrepresentation of monitored groups. The Plan focuses on advancing diversity and cultural competency within the district. The scope of the Plan includes the following:

1. Title V regulations and provisions in support of the Equal Opportunity Plan
2. Establishment of Equal Employment Opportunity and diversity committees
3. Methods to support Equal Opportunity Employment
4. Procedures for dissemination of the plan

To properly serve a growing diverse population, the District will endeavor to hire and retain faculty and staff who are sensitive to, and knowledgeable of, the needs of the continually changing student body it serves.

Sincerely,

A handwritten signature in dark ink, appearing to read "Bruce Baron", with a stylized, flowing script.

Bruce Baron,
Chancellor

Plan Component 2: Definitions

(a) ***Adverse Impact.*** "Adverse impact" means that a statistical measure (such as those outlined in the Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures") is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group defined in terms of ethnic group identification, gender, or disability. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.

(b) ***Business Necessity.*** "Business necessity" means circumstances which justify an exception to the requirements of section 53021(b)(1) because compliance with that section would result in substantial additional financial cost to the district or pose a significant threat to human life or safety. Business necessity requires greater financial cost than does mere business convenience. Business necessity does not exist where there is an alternative that will serve business needs equally well.

(c) ***Equal Employment Opportunity.*** "Equal employment opportunity" means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the district. Equal employment opportunity should exist at all levels and in all job categories listed in section 53004(a). Ensuring equal employment opportunity also involves creating an environment which fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination by this subchapter.

(d) ***Equal Employment Opportunity Plan.*** An "equal employment opportunity plan" is a written document in which a district's work force is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

(e) ***Equal Employment Opportunity Programs.*** "Equal employment opportunity programs" means all the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of section 53006.

(f)(1) ***Ethnic Minorities.*** "Ethnic minorities" means American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, and Hispanics/Latinos.

(2) ***Ethnic Group Identification.*** "Ethnic group identification" means an individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to section 53004. These groups shall be more specifically defined by the Chancellor consistent with state and federal law.

(g) ***Goals for Persons with Disabilities.*** "Goals for persons with disabilities" means a statement that the district will strive to attract and hire additional qualified persons with a disability in order to achieve the level of projected representation for that group by a target date established by taking into account the expected turnover in the work force and the availability of persons with disabilities who are qualified to perform a particular job. Goals are not "quotas" or rigid proportions.

(h) ***In-house or Promotional Only Hiring.*** "In-house or promotional only" hiring means that only existing district employees are allowed to apply for a position as outlined in section 53021 of the California Code of Regulations and Education Code 87100.

(i) ***Monitored Group.*** "Monitored group" means those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a).

(j) ***Person with a Disability.*** "Person with a disability" means any person who (1) has a physical or mental impairment as defined in Government Code section 12926 which limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.

(k) ***Projected Representation.*** "Projected representation" means the percentage of persons from a monitored group determined by the Chancellor to be available and qualified to perform the work in question.

(l) ***Reasonable Accommodation.*** "Reasonable accommodation" means the efforts made on the part of the district to remove artificial or real barriers which prevent or limit the employment and upward mobility of persons with disabilities. "Reasonable accommodations" may include the items designated in section 53025.

(m) ***Screening or Selection Procedure.*** "Screening or selection procedure" means any measure, combination of measures, or procedure used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to, traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.

(n) ***Significantly Underrepresented Group.*** "Significantly underrepresented group" means any monitored group for which the percentage of persons from that group employed by the district in any job category listed in section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.

(o) ***Target Date.*** "Target date" means a point in time by which the district plans to meet an established goal for persons with disabilities and thereby achieve projected representation in a particular job category.

(p) ***Timetable.*** "Timetable" means a set of specific annual hiring objectives that will lead to meeting a goal for persons with a disability by a projected target date.

Plan Component 3: EEO & Nondiscrimination in Employment Policy Statement

The San Bernardino Community College District (SBCCD) is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity.

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics (SBCCD BP 3410 – Nondiscrimination).

The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

Plan Component 4: Delegation of Responsibility, Authority & Compliance [Reference – Title 5, § 53003(c)(1) and 53020]

It is the policy of the SBCCD that all employees promote and support equal employment opportunity. Equal employment opportunity requires a commitment and a contribution from every segment of the District. The general responsibilities for the prompt and effective implementation of the Plan are set forth below.

1. Board of Trustees

The Board of Trustees is ultimately responsible for proper implementation of the District's Plan at all levels of District and college operation, and for ensuring equal employment opportunity as described in the Plan.

2. Chancellor

The Board of Trustees delegates to the Chancellor the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The Chancellor shall advise the governing board concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on Plan implementation. The Chancellor shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the Plan.

3. Equal Employment Opportunity Officer

The District has designated the Director of Human Resources as its Equal Employment Opportunity Officer who is responsible for the day-to-day implementation of the Plan. If the designation of the Equal Employment Opportunity Officer changes before this Plan is next revised, the District will notify employees and applicants for employment of the new designee. The Equal Employment Opportunity Officer is responsible for administering, implementing and monitoring the Plan and for assuring compliance with the requirements of Title 5, sections 53000 et seq. The Equal Employment Opportunity Officer is also responsible for receiving complaints and for ensuring that applicant pools and selection procedures are properly monitored.

4. Equal Employment Opportunity Advisory Committee

Each college will establish an Equal Employment Opportunity Advisory Committee to act as an advisory body to the Equal Employment Opportunity Officer and the District as a whole to promote understanding and support of equal employment opportunity policies and procedures. The Equal Employment Opportunity Advisory Committees shall assist in the implementation of the Plan in conformance with state and federal regulations and guidelines, monitor equal employment opportunity progress, and provide suggestions for Plan revisions as appropriate.

5. *Campus Diversity Advisory Council (CDAC)*

The SBCCD shall establish a Campus Diversity Advisory Council (CDAC) as a component of the District's Diversity Program. The purpose of the CDAC is to develop ways for the colleges advance diversity and cultural competency via campus events and training/workshops, as well as to track the colleges' development in the areas of diversity and cultural competency. Each college will be responsible for advancing their campus' diversity and cultural competency.

6. *Agents of the District*

Any organization or individual, whether or not an employee of the District, who acts on behalf of the Board of Trustees with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this Plan.

7. *Good Faith Effort*

The District shall make a continuous good faith effort to comply with all the requirements of its Plan.

Plan Component 5: EEO Advisory Committee

The District will establish an Equal Employment Opportunity Advisory Committee (“Advisory Committee”) to assist the District in implementing the Plan. The Human Resources Subcommittee to the District Planning and Advisory Council will form the core membership of the Advisory Committee. The Advisory Committee shall include a diverse membership whenever possible. Ex officio members shall include the Equal Employment Opportunity Officer, the Title IX Officer and ADA Compliance Officer, the Director of Human Resources.

Every year, the Advisory Committee shall receive training in all of the following:

- The requirements of all applicable federal, state, and local laws, including Title 5 of the California

Code of Regulations, Section 53000 *et seq.*;

- Identification and elimination of bias in hiring;
- The educational benefits of workforce diversity; and
- The role of the Advisory Committee in carrying out the District’s EEO Plan.

The Advisory Committee shall hold a minimum of two (2) meetings per academic year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the Advisory Committee shall make recommendations to the Board of Trustees, Chancellor, College Presidents or the Equal Employment Opportunity Officer. The Advisory Committee will review the EEO Plan at least once every three years, and any revised Plan will be submitted to the Chancellor’s Office

Plan Component 6: Complaints [Reference – Title 5, § 53003(c)(2), 53026 and 59300 et seq.]

The procedure for filing complaints alleging violation of the Equal Employment Opportunity regulations shall be set forth in the District's Administrative Regulation regarding EEO & Discrimination Complaint Procedure (SBCCD AP3430). This Administrative Regulation shall be made accessible on the District's website, as well made accessible at the Office of Human Resources.

As stated in the District's Administrative Regulation regarding EEO & Discrimination Complaint Procedure, complaints alleging a violation of the EEO regulations shall be filed with the Equal Employment Opportunity Officer.

Plan Component 7: Notification of EEO Plan & Policy

The commitment of the Board of Trustees and the Chancellor to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement and the Plan. The policy statement will be printed in the college catalogs and class schedules. The Plan and subsequent revisions will be distributed to the District's Board of Trustees, the Chancellor, Administrators/Managers, the Academic Senate and Classified Senate leadership, Bargaining Unit representatives, and members of the SBCCD Equal Employment Opportunity Advisory Committees.

The Plan will be available on the District's website, and when appropriate, may be distributed by e-mail. The Human Resources Department will provide all new employees with a copy of the Board of Trustees' Equal Employment Opportunity Policy Statement.

The Human Resources Department will distribute an annual written notice summarizing the provisions of the District's Equal Employment Opportunity Plan and emphasize the importance of the employee's participation and responsibility in ensuring the Plan's implementation along with where locations of copies of the Plan are available.

Plan Component 8: Recruitment, Screening & Selection

All recruitment for employment positions conducted by the District including, without limitation, recruitment positions conducted by the District's Office of Human Resources and shall be conducted consistent with all the requirements set forth in Section 53021 of Title 5 of the California Code of Regulations.

The District's Office of Human Resources shall create job announcements and set qualifications for employment positions consistent with all the requirements set forth in Section 53022 of Title 5 of the California Code of Regulations.

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 District's screening and selection procedures shall be consistent with all the requirements set forth in Section 53024 of Title 5 of the California Code of Regulations. Specifically, all screening and selection techniques, including the procedure for developing interview questions, and the selection process as a whole, shall be:

- provided to the Chancellor upon request;
- designed to ensure meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students;
- based solely on job-related criteria; and
- designed to avoid an adverse impact, as defined in Section 53001(a) of Title 5 of the California Code of Regulations, and monitored by means consistent with this section to detect and address any adverse impact which does occur for any monitored group.

Plan Component 9: Screening/Selection Committee

Whenever possible, screening/selection committees shall include a diverse membership which will bring a variety of perspectives to the assessment of applicants' qualifications. Any organization or individual, whether or not an employee of the District, who is involved in the recruitment and screening/selection of personnel, shall receive appropriate EEO training on the following:

- The requirements of Title 5 of the California Code of Regulations, Section 53000 *et seq.*;
- The requirements of all applicable federal, state, and local nondiscrimination laws;
- The requirements of the District's Equal Employment Opportunity Plan;
- The District's policies on nondiscrimination, recruitment, and hiring;
- The educational benefits of workforce diversity;
- The elimination of bias in hiring decisions; and
- Best practices in serving on a selection or screening committee.

Each District employee serving in the above capacities will be required to participate in a recruitment training session prior to serving on a screening/selection committee. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees. The District's Office of Human Resources is responsible for providing the required training for District employees serving on any screening/selection committees. Any individual, whether or not he or she is an employee of the District, acting on behalf of the District with regard to recruitment, screening, and/or selection of employees is subject to the equal employment opportunity requirements of Title 5 and the District's Equal Employment Opportunity Plan.

Plan Component 10: Persons with Disabilities

The District shall ensure, through the District's Office of Human Resources that applicants and employees with disabilities are provided with reasonable accommodations consistent with the requirements set forth in Section 53025 of Title 5 of the California Code of Regulations and all applicable federal, state, and local laws.

Plan Component 11: Annual Written Notice to Appropriate Community-Based & Professional Organizations

The EEO Officer or designee will provide annual written notice to appropriate community-based and professional organizations concerning the Plan. The notice will inform these organizations that they may obtain a copy of the Plan, and shall solicit their assistance in identifying diverse qualified candidates. The notice will include a summary of the Plan. The notice will also include the internet address where the District advertises its job openings and the names, departments and phone numbers of individuals to call in order to obtain employment information. The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources, especially for underrepresented populations. A list of organizations, which will receive this notice, is attached to this Plan (*Appendix A*). This list may be revised from time to time as necessary.

Plan Component 12: Graduate Assumption Program of Loans for Education

The District will encourage community college students to become qualified for, and seek employment as, community college employees. The District shall research and inform students about programs that may assist them to complete their graduate studies and become community college employees. The District will post informational flyers on the campuses concerning such programs, and make information available in student newspapers, the course catalog, and in locations accessible to students, including but not limited to, Counseling, Financial Aid, Admissions and Records, the Bookstore, and the Student Center. Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a San Bernardino Community College District.

Plan Component 13: Data Collection & Analysis

The District, through its Office of Human Resources, shall annually collect employee demographic data and shall monitor applicants for employment on an ongoing basis in order to evaluate the implementation of its equal employment opportunity plan and to provide data needed for the analyses required by Sections 53003, 53006, 53023, and 53024 of Title 5 of the California Code of Regulations. The District shall annually report to the Chancellor, in a manner prescribed by the Chancellor, this data for employees of the District. Each employee shall be reported so that he or she may be identified as belonging to one of the following seven job categories:

- (1) Executive/administrative/managerial;
- (2) Faculty and other instructional staff;
- (3) Professional non-faculty;
- (4) Secretarial/clerical;
- (5) Technical and paraprofessional;
- (6) Skilled crafts; and
- (7) Service and maintenance.

For purposes of the data collection and reporting required under this section, each applicant or employee shall be afforded the opportunity to identify his or her gender, ethnic group identification and, if applicable, his or her disability. A person may designate multiple ethnic groups with which he or she identifies but shall be counted in only one ethnic group for reporting purposes.³ Consistent with all applicable federal, state, and local laws, the District may collect additional data as needed to determine underrepresentation in these or other protected areas.

At least once every 3 years, but more often if determined as necessary by the Vice Chancellor of Human Resources or his/her designee. The Office of Human Resources shall review the data to determine if significant underrepresentation of a monitored group may be the result of non-job related factors in the employment process. The analyses used in the review shall include, but need not be limited to:

- Longitudinal analysis of data regarding job applicants to identify whether over multiple job searches, a monitored group is disproportionately failing to move from the initial applicant pool to the qualified applicant pool;
- Analysis of data regarding potential job applicants, to the extent provided by the State Chancellor, which may indicate significant underrepresentation of a monitored group; and
- Analysis pursuant to Section 53003(c)(7) of Title 5 of the California Code of Regulations to determine whether a group is significantly underrepresented.

San Bernardino Community College District

Student and Employee Demographics

Crafton Hills College- Hispanic Students and Staff

Fall 2017	
Total Full & Part-Time Student Head Count	6128
Total Full and Part-time Hispanic Student Head Count	2982
Percentage of Hispanic Students	48.6%
Total Educational Administrator Head Count	9
Total Hispanic Educational Administrator Head Count	2
Total Hispanic Educational Administrator Percentage	22%
Total Staff Head Count	112
Total Hispanic Staff Head Count	38
Percentage of Hispanic Staff	33%
Total Academic, Temporary Head Count	221
Total Hispanic Academic, Temporary Head Count	43
Percentage of Hispanic Academic, Temporary	19%
Total Academic, Tenured/Tenure Track Head Count	75
Total Hispanic Academic, Tenured/Tenure Track Head Count	11
Percentage Academic, Tenured/Tenure Track Head Count	14.67%
Total Faculty and Staff Head Count	417
Total Percentage of Hispanic Faculty and Staff	22.54%

Crafton Hills College- African-American Students and Staff

Fall 2017	
Total Full & Part-Time Student Head Count	6128
Total Full and Part-time African-American Student Head Count	228
Percentage of African-American Students	3.72%
Total Educational Administrator Head Count	9
Total African-American Educational Administrator Head Count	0
Total African-American Educational Administrator Percentage	0%
Total Staff Head Count	112
Total African-American Staff Head Count	6
Percentage of Hispanic Staff	5.35%
Total Academic, Temporary Head Count	221
Total African-American Academic, Temporary Head Count	11
Percentage of Hispanic Academic, Temporary	4.9%
Total Academic, Tenured/Tenure Track Head Count	75
Total African-American Academic, Tenured/Tenure Track Head Count	7
Percentage Academic, Tenured/Tenure Track Head Count	9.3%
Total Faculty and Staff Head Count	417
Total Percentage of African-American Faculty and Staff	5.7%

San Bernardino Valley College- Hispanic Students and Staff

Fall 2017	
Total Full & Part-Time Student Head Count	13396
Total Full and Part-time Hispanic Student Head Count	9114
Percentage of Hispanic Students	68.03%
Total Educational Administrator Head Count	15
Total Hispanic Educational Administrator Head Count	6
Total Hispanic Educational Administrator Percentage	40%
Total Staff Head Count	207
Total Hispanic Staff Head Count	103
Percentage of Hispanic Staff	49.76%
Total Academic, Temporary Head Count	425
Total Hispanic Academic, Temporary Head Count	85
Percentage of Hispanic Academic, Temporary	20%
Total Academic, Tenured/Tenure Track Head Count	178
Total Hispanic Academic, Tenured/Tenure Track Head Count	40
Percentage Academic, Tenured/Tenure Track Head Count	22%
Total Faculty and Staff Head Count	825
Total Percentage of Hispanic Faculty and Staff	28.36%

San Bernardino Valley College- African American Students/Staff

Fall 2017	
Total Full & Part-Time Student Head Count	13396
Total Full and Part-time African-American Student Head Count	1555
Percentage of African-American Students	1
Total Educational Administrator Head Count	19
Total African-American Educational Administrator Head Count	2
Total African-American Educational Administrator Percentage	10.53%
Total Staff Head Count	208
Total African-American Staff Head Count	27
Percentage of African-American Staff	12.98%
Total Academic, Temporary Head Count	385
Total African-American Academic, Temporary Head Count	34
Percentage of African-American Academic, Temporary	8.83%
Total Academic, Tenured/Tenure Track Head Count	176
Total African-American Academic, Tenured/Tenure Track Head Count	38
Percentage Academic, Tenured/Tenure Track Head Count	21.59%
Total Faculty and Staff Head Count	825
Total Percentage of African-American Faculty and Staff	12.24%

District Employees by Age –Fall 2016

Educational Administrator Total

Total Educational Administrators- 32	
18 to 34	1
35 to 39	3
40 to 44	2
45 to 49	6
50 to 54	6
55 to 59	4
60 to 64	5
65 and above	5

Academic, Tenured/Tenure Track Total

Total Academic, Tenured/Tenure Track- 250	
18 to 34	22
35 to 39	31
40 to 44	34
45 to 49	29
50 to 54	31
55 to 59	39
60 to 64	42
65 and above	22

Academic, Temporary Total

Total Academic, Temporary- 611	
18 to 34	109
35 to 39	74
40 to 44	90
45 to 49	69
50 to 54	64
55 to 59	68
60 to 64	67
65 and above	70

Classified Total

Total Classified- 434	
18 to 34	74
35 to 39	52
40 to 44	64
45 to 49	51
50 to 54	56
55 to 59	69
60 to 64	43
65 and above	25

Plan Component 14: District Measures to Address Identified Underrepresentation

Where the review identifies that underrepresentation of a monitored group may be the result of non-job related factors in the employment process, the District shall implement additional measures designed to address the specific area of concern.

A recent review, revealed the underrepresentation of Hispanic faculty and staff in comparison to student population(s) (figure 2). As a result, additional measures will be implemented to include:

- Organizing a collaborative effort between Human Resources, faculty administration, and Hispanic staff to develop initiatives for increasing recruitment of Hispanic faculty and staff to provide a better balance in the Hispanic faculty/staff to student ratio.
- Increasing recruitment efforts to include advertisements in “Hispanic Outlook in Higher Education” and “Hispanic Job.com” and including advertisement language “bilingual/Spanish encouraged to apply” on recruitment flyers.
- The District will engage with the community in recruitment efforts.

Additional measures used to address identified underrepresented groups shall also include the following:

1. Review the District’s recruitment procedures and identify and implement any additional measures which might reasonably be expected to attract candidates from the significantly underrepresented group;
2. Consider various other means of reducing the significant underrepresentation which do not involve taking monitored group status into account and implement any such techniques which are determined to be feasible and potentially effective;
3. Determine whether the group is still significantly underrepresented in the category or categories in question after the measures described in (1) and (2) have been in place for a reasonable period of time;
4. Review each locally established “required,” “desired,” or “preferred” qualification being used to screen applicants for positions in the job category to determine if it is job-related and consistent with:
 - Any requirements of all applicable federal, state, and local laws; and

- Qualifications which the Board of Governors has found to be job-related throughout the community college system, including the requirement that applicants for academic and administrative positions demonstrate sensitivity to the diversity of community college students.

5. Continue using qualification standards meeting the requirements of paragraph (4) of this section only where no alternative qualification standard is reasonably available which would select for the same characteristics, meet the requirements of paragraph (4), and be expected to have a less exclusionary effect; and

7. Consider the implementation of additional measures designed to promote diversity that are reasonably calculated to address the area of specific need.

For purposes of this section, “a reasonable period of time” means three years, or such longer period as the Chancellor may approve upon the request of the Equal Employment Opportunity Advisory Committee and the Superintendent/President.

Nothing in this section shall be construed to prohibit the District from taking any other steps it concludes are necessary to ensure equal employment opportunity, provided that such actions are consistent with the requirements of all applicable laws.

Plan Component 15: Developing & Maintaining Institutional Commitment to Diversity

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and in-house/promotion and to enjoy the benefits of employment with the District.

Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination. To that end, in addition to the steps to address underrepresentation and/or significant underrepresentation, the District will implement a diversity program. Having a campus that has accepted principles of diversity and multiculturalism can make implementation and maintenance of an effective equal employment opportunity program much easier. For that reason, institutionalizing a well-planned, well-funded, and supported diversity program by the leadership of the District can be of great value.

The District will sponsor cultural events and speakers on issues dealing with diversity, and explore how to infuse diversity into the classroom and curriculum. The District will promote the concept of cultural proficiency, learning opportunities and personal growth in the area of diversity and evaluate how the physical environment can be responsive to its diverse employee and student populations. In implementing a diversity program, the District shall do the following:

- 1) *Commit to a formal Office of Diversity and diversity program that is part of the structure of the District and that will be adequately funded and supported by the District and campus leadership.*
- 2) *Conduct campus climate studies to identify hidden barriers.*
- 3) *Highlight the District's equal employment opportunity and diversity policies in job announcements and in its recruitment, marketing, and other publications. Include in job announcements language indicating that candidates are required to demonstrate that they can infuse diversity into their major job duties.*
- 4) *Review and revise college/District publications and other marketing tools to reflect diversity in pictures, graphics, and text to project an inclusive image.*
- 5) *Offer a series of EEO/diversity workshops in conjunction with staff development programs.*

- 6) *Evaluate administrators yearly on their ability and efforts to meet the District's equal employment opportunity and diversity efforts.*
- 7) *Establish an "Equal Employment Opportunity and Diversity" online presence by highlighting the District's diversity and equal employment opportunity, ADA, sexual harassment and nondiscrimination policies, procedures and programs on the District's website. The website will also list contact persons for further information on all of these topics.*
- 8) *Promote various cultural celebrations on campus.*
- 9) *Recognize multilingualism and knowledge of multiculturalism as a desired, and when appropriate, required skill and qualification for community college employees.*
- 10) *Through the District's publications and website, convey the District's diversity and commitment to equal employment opportunity;*
- 11) *Through the District's mission statement, convey the District's commitment to diversity and inclusion and its commitment to a diverse and inclusive workforce that promotes the District's educational goals and values;*
- 12) *Through the District's hiring procedures, require that applicants for all positions are required to demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students in a manner specific to the position;*
- 13) *Through District staff members, serve as resources, consultants, mentors and/or leaders to colleagues at other districts in the areas of EEO and diversity enhancement;*
- 14) *Maintain updated curricula, texts, and/or course descriptions to expand the global perspective of the particular courses, readings, or discipline;*
- 15) *Address issues of inclusion/exclusion in a transparent and collaborative fashion;*
- 16) *Attempt to gather information from applicants who decline job offers to find out why, record this information, and utilize it; and*
- 17) *Conduct longitudinal analysis of various employment events by monitored group status such as hiring, promotion, retention, voluntary resignation, termination, and discipline.*

Appendix A

Diversity Organizations in San Bernardino County

League of Women Voters
568 No. Mt. View Avenue, suite 150
San Bernardino, CA 92401
909-338-4163

Mexican American Legal Defense & Education Fund
634 S. Spring Street
Los Angeles, CA 90013
213-629-2512

National Association for the Advancement of Colored People
1505 W. Highland Avenue
San Bernardino, CA 92411
909-877-7411

United Way
9644 Hermosa Avenue
Rancho Cucamonga, CA 91730
909-980-2857

National Council of La Raza
523 W 6th Street, suite 840
Los Angeles, CA 90014
213-489-3428

Asian American Resource Center
1115 S. E Street
San Bernardino, CA 92408
909-383-0164

Inland Congregations United for Change
1441 N. D Street, Suite 208
San Bernardino, CA 92408
909-383-1134

Native American Resource Center
2210 E. Highland Avenue, Suite 101 & 102
San Bernardino, CA 92404
909-864-1097 x3328

Inland Regional Center
1365 S. Waterman Avenue
San Bernardino, CA 92408
909-890-3000

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: Kristina Hannon, Director, Human Resources
Dr. Wei Zhou, President, CHC
Diana Rodriguez, President, SBVC

DATE: March 8, 2018

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.

OVERVIEW

The following list of employees is submitted for approval.

ANALYSIS

Non-instructional pay, at \$49.00 per hour, is requested on a periodic basis to assist departments with various research, projects, committee work, or events on campus or in the community.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2017-2018 budget.

Non Instructional Pay					
Crafton Hills College					
March 8, 2018					
Name	Project	Start Date	End Date	Hours-Not to Exceed / Amount	Funding Source
Aguilar, Edward	Outreach activities for the CTE Public Safety Programs, and mentoring Fire Academy Cadets.	03/09/18	06/30/18	80 / \$3,920	CTE Transitions, Strong Workforce, and Perkins Funds
Avery, George	Update Fire Technology program curriculum to include adding a DE component.	03/09/18	06/30/18	40 / \$1,960	CTE Transitions, Strong Workforce, and Perkins Funds
Bell, Eva	Adjunct Counselor – Provide counseling, Ed Plan development and other counseling services in Counseling	03/09/18	06/30/18	200 / \$9,800	Student Success & Support Program
Delmonico, Shana	Adjunct Counselor - Dual Enrollment Support	03/09/18	05/25/18	100 / \$4,900	SSSP Funds
Files, Shannon	Outreach activities for the CTE Public Safety Programs.	03/09/18	06/30/18	80 / \$3,920	CTE Transitions, Strong Workforce, and Perkins Funds
Janssen, Joshua	Outreach activities for the CTE Public Safety Programs, and mentoring Fire Academy Cadets.	03/09/18	06/30/18	80 / \$3,920	CTE Transitions, Strong Workforce, and Perkins Funds
Ketcherside, David	Outreach activities for the CTE Public Safety Programs, and mentoring Fire Academy Cadets.	03/09/18	06/30/18	80 / \$3,920	CTE Transitions, Strong Workforce, and Perkins Funds
Murrujo, Monique	Adjunct Counselor – Provide counseling, Ed Plan development	03/09/18	06/30/18	200 / \$9,800	Student Success & Support Program

	and other counseling services in Counseling				
Papp, Edward	Coordinate activities for the CIS Internship.	03/09/18	06/30/18	163 / \$7,987	CIS Strong Workforce Fund
Scott, Bradley	Adjunct Counselor - Dual Enrollment Support	03/09/18	05/25/18	100 / \$4,900	SSSP Funds
Scott, Mary (Trish)	Adjunct Counselor - Dual Enrollment Support	03/09/18	05/25/18	100 / \$4,900	SSSP Funds
Sibley, Pamela	Adjunct Counselor - Dual Enrollment Support	03/09/18	05/25/18	100 / \$4,900	SSSP Funds
Walsh, Sherry	Adjunct Counselor - Dual Enrollment Support	03/09/18	05/25/18	100 / \$4,900	SSSP Funds

Non Instructional Pay - Ratification					
Crafton Hills College					
March 8, 2018					
Name	Project	Start Date	End Date	Hours-Not to Exceed / Amount	Funding Source/ Ratification/ Amendment
Burke, Jeffrey	Mathematics Tutoring Curriculum Development	02/06/18	05/24/18	75 / \$3,675	Tutoring Center General Fund RATIFICATION: Backfill for unfilled Tutoring Center faculty positions.
Menchaca, Patricia	Assignment for STEM Guided Pathways Coordinator	01/16/18	05/24/18	252 / \$12,348	President's General Fund RATIFICATION: Assignment to new STEM center

Pineda, Levi	Mathematics Tutoring Curriculum Development	02/20/18	05/24/18	247 / \$12,103	Tutoring Center General Fund RATIFICATION: Backfill for unfilled Tutoring Center faculty positions.
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Non Instructional Pay					
Valley College					
March 8, 2018					
Name	Project	Start Date	End Date	Hours-Not to Exceed / Amount	Funding Source
Ababat, Anthony	Non-instructional pay for high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund
Bodnar, William	Non-instructional pay for program/curriculum updates; high schools and ROP articulation meetings/agreements.	03/09/18	05/25/18	77 / \$3,773	CTE Transitions Grant Fund
Bourbeau, Ron	Faculty will conduct curriculum research and writing for the Digital Arts program in conjunction with the Strong Workforce Grant	03/09/18	06/30/18	26 / \$1,274	Strong Workforce Grant Fund
Cacho, Bryce	Non-instructional pay for high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund
Caldwell-Betties, Melita	Non-instructional pay for high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund

Casillas, David	Non-instructional pay for high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund
Collette, Richard	Faculty will assist with completing credit/noncredit certificate programs in process, creating internships and establish outreach agreements with local high schools.	03/09/18	06/30/18	60 / \$2,940	Strong Workforce Grant Fund
Gablin, Theodore	Non-instructional pay for program/curriculum updates; high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund
Gaynor, Michael	Non-instructional pay for program/curriculum updates; high schools and ROP articulation meetings/agreements.	03/09/18	05/25/18	20 / \$980	CTE Transitions Grant Fund
Halabi, Tarif	Non-instructional pay for high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund
Hinrichs, Guy	Non-instructional pay for high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund
Hoyt, James	Non-instructional pay for program/curriculum updates; high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund
Jaramillo, Richard	Non-instructional pay for high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund
Kawa, Karlie	Faculty will conduct curriculum research and writing for the Digital	03/09/18	06/30/18	26 / \$1,274	Strong Workforce Grant Fund

	Arts program in conjunction with the Strong Workforce Grant				
Loera, Manuel	Non-instructional pay for high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund
Loukeh, Alison	Non-instructional pay for program/curriculum updates; high schools and ROP articulation meetings/agreements.	03/09/18	05/25/18	20 / \$980	CTE Transitions Grant Fund
Morales, Cynthia	Non-instructional pay for program/curriculum updates; high schools and ROP articulation meetings/agreements.	03/09/18	05/25/18	77 / \$3,773	CTE Transitions Grant Fund
Melancon, Berchman	Non-instructional pay for high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund
Metu, Reginald	Faculty will assist with completing credit/noncredit certificate programs in process, creating internships and establish outreach agreements with local high schools.	03/09/18	06/30/18	60 / \$2,940	Strong Workforce Grant Fund
Metu, Reginald	Faculty will be providing support to the Computer Information Technology/ Computer Science Department by planning, researching, and developing curriculum for noncredit certificates.	03/09/18	06/30/18	90 / \$4,410	Here to Career Grant Fund
Meyer, Stacy	Non-instructional pay for high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund

Milligan, Joshua	Non-instructional pay for high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund
Ortiz, Miguel	Non-instructional pay for high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund
Powell, Roger	Faculty will assist with completing credit/noncredit certificate programs in process, creating internships and establish outreach agreements with local high schools.	03/09/18	06/30/18	60 / \$2,940	Strong Workforce Grant Fund
Regner, Don	Non-instructional pay for program/curriculum updates; high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund
Rice, Larry	Non-instructional pay for program/curriculum updates; high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund
Roberts, John	Non-instructional pay for high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund
Romero, Markazan	Provide tutoring for students, mentoring, and support.	03/09/18	05/25/18	50 / \$2,450	Electricity/Electronics Perkins Grant Fund
Runas, Arnolfo	Non-instructional pay for program/curriculum updates; high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund
Schwartz, Rebecca	Non-instructional pay for program/curriculum updates; high	03/09/18	05/25/18	20 / \$980	CTE Transitions Grant Fund

	schools and ROP articulation meetings/agreements.				
Stalbert, Malik	Faculty will assist with completing credit/noncredit certificate programs in process, creating internships and establish outreach agreements with local high schools.	03/09/18	06/30/18	60 / \$2,940	Strong Workforce Grant Fund
Stalbert, Malik	Faculty will be providing support to the Computer Information Technology/ Computer Science Department by planning, researching, and developing curriculum for noncredit certificates.	03/09/18	06/30/18	14 / \$686	Here to Career Grant Fund
Valle, Samuel	Provide tutoring for students, mentoring, and support.	03/09/18	05/25/18	50 / \$2,450	Electricity/Electronics Perkins Grant Fund
Teeguarden, Tom	Non-instructional pay for program/curriculum updates; high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund
Williams, Mark	Non-instructional pay for high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund
Wilson, Donald	Non-instructional pay for high schools and ROP articulation meetings/agreements.	03/09/18	06/29/18	80 / \$3,920	CTE Transitions Grant Fund

Non Instructional Pay - Ratification					
Valley College					
March 8, 2018					
Name	Project	Start Date	End Date	Hours-Not to Exceed / Amount	Funding Source/ Ratification/ Amendment
Pineda, Matthew Levi	Faculty will be assisting in the Student Success Center with weekend coverage.	02/03/18	05/25/18	422/\$20,678	Instruction Office General Fund RATIFICATION: In order for the Student Success Center to operate on Saturdays, we must have faculty supervision. Mr. Pineda was allowed to work beginning on February 3, 2018 prior to board approval.

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: Diana Rodriguez, President, SBVC

DATE: March 8, 2018

SUBJECT: Consideration of Approval of One and Two Year Contracts for Tenure Track Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve tenure track contracts for academic employees.

OVERVIEW

The following employees on the attached list have been recommended by their division chair/manager to enter into one-year and two-year contracts.

ANALYSIS

The Board of Trustees regularly grants one-year contracts to first year contract employees and two-year contracts to second year faculty per AB-1725.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2017-2018 budget.

One & Two Year Contract Academic Employees
Crafton Hills College
March 8, 2018

The following second-year contract employees have been recommended to enter into a two-year probationary contract for years three and four (2nd to 4th):

Name	Division
Anderson, Jonathan	Letters, Arts and Mathematics, English
De la Pena, Susana	Letters, Arts and Mathematics, English
George, Kenneth	Social, Information and Natural Sciences, Business
Grabow, James	Student Services, Counseling
Green, Laurie	Career Education and Human Development, Public Safety
O'Shaughnessy, Vonda	Student Services, DSPS
Schoenfeld, Racquel	Student Services, Counseling
Serrano, Thomas	Career Education and Human Development, Allied Health
Thompson, Carla	Student Services, Veterans Counselor
Vasquez, Violeta	Student Services, Counseling

The following first-year contract employees have been recommended to receive second year probationary status (1st to 2nd):

Name	Division
Azenaro, Renee	Letters, Arts and Mathematics, Fine Art
DiBartolo, Cheryl	Social, Information and Natural Sciences, Social Sciences
Jimenez, Sabrina	Social, Information and Natural Sciences, Social Sciences
Wilson, Chantae	Career Education and Human Development, Public Safety

The following first-year contract employee has been recommended to continue first-year probationary status (1st):

Name	Division
McCoy, Danielle	Letters, Arts and Mathematics, Mathematics

One & Two Year Contract Academic Employees
San Bernardino Valley College
March 8, 2018

The following second-year contract employees have been recommended to enter into a two-year probationary contract for years three and four (2nd to 4th):

Name	Division
Ababat, Anthony	Applied Technology, Transportation, and Culinary Arts
Bjerke, Jennifer	Science
Blacksher, Anthony	Social Sciences, Human Development, and Physical Education
Buffong, Keynasia*	Student Services

Carter, Yancie	Student Services
Castro, Anthony	Mathematics, Business, and Computer Technology
Cisneros, Maribel	Student Services
Hecht, Andrea	Student Services
Henkle, Lisa	Social Sciences, Human Development, and Physical Education
Jones, Carol	Science
Joshua, Judith	Arts and Humanities
Lee, Steven	Mathematics, Business, and Computer Technology
Levine, Michael	Social Sciences, Human Development, and Physical Education
Martin, Micah	Arts and Humanities
Massad, Sana	Science
Milligan, Joshua	Applied Technology, Transportation, and Culinary Arts
Moeung, Botra	Student Services
Nelson, Brandy	Social Sciences, Human Development, and Physical Education
Ortiz, Miguel	Applied Technology, Transportation, and Culinary Arts
Roberts, John	Applied Technology, Transportation, and Culinary Arts
Robles, Matthew	Science
Sobhanian, Soha	Science
Stalbert, Malik	Mathematics, Business, and Computer Technology
Torres, Christina	Social Sciences, Human Development, and Physical Education
Underwood, Bruce	Mathematics, Business, and Computer Technology
Valdez, Maria	Science
Worsley, Margaret	Arts and Humanities

The following first-year contract employees have been recommended to receive second year probationary status (1st to 2nd):

Name	Division
Algattas, Daniel	Social Sciences, Human Development, and Physical Education
Cacho, Bryce	Applied Technology, Transportation, and Culinary Arts
Casillas, David	Applied Technology, Transportation, and Culinary Arts

*Ratification. Keynasia Buffong was hired as a temporary full-time faculty in October 2016 and was hired full-time in January 2017. The committee has reviewed her Fall 2016 and Fall 2017 evaluations and have determined she should now enter into a two-year probationary contract for years three and four (2nd to 4th).

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: Amalia Perez, Director, Human Resources

DATE: March 8, 2018

SUBJECT: Consideration of Approval of Placement of Classified Employee on the 39-Month Reemployment List

RECOMMENDATION

It is recommended that the Board of Trustees approve the placement of the attached employee on the 39-month reemployment list.

ANALYSIS

The classified employee has exhausted all available leaves of absence in accordance with CSEA/SBCCD Agreement Article 14.5.4. Therefore, it is necessary to place her on the 39-month reemployment list.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

39 Month Reemployment				
March 8, 2018				
Name	Position	Department	Site	Effective Date
Lisa Archuletta	Child Development Center Food Service Specialist	Child Development	SBVC	3/21/18

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: Kristina Hannon, Director, Human Resources

DATE: March 8, 2018

SUBJECT: Consideration of Approval of Professional Expert, Short-Term, and Substitute Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Professional Expert, Short-Term, and Substitute Employees.

OVERVIEW

The following list of Professional Expert, Short-Term, and Substitute Employees is submitted for approval and is certified to be in accordance with California Education Code section 88003.

ANALYSIS

California Education Code section 88003 outlines the criterion for hiring an employee on a temporary basis. A district must employ a temporary employee for less than 75% of the college year. 75% of the college year amounts to 195 working days.

Professional Expert: California Education Code allows districts to go outside the classified service when the scope of work is discrete and temporary and requires expertise not available within the classified service. Requesting departments certify by defining the project identifying an end date for the project, and continued employment is contingent on continued demand and/or funding.

Short-Term: California Education Code 88003 allows districts to employ on a temporary basis, to perform a service for the district. Short-Term employees upon completion of the service, or similar services, will not be extended or needed on a continuous basis.

Substitute: California Education Code 88003 allows districts to employ substitute employees to replace a classified employee temporarily absent from duty, or if the district is recruiting to hire a vacant position.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2017-18 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT						
Professional Expert Hourly Employees						
March 8, 2018						
Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Alberto Garcia-Loza	CHC Tutoring Center	CHC	Tutor II	1/2/18	6/30/18	\$12.50
Elias Corona	CHC Tutoring Center	CHC	Tutor II	1/2/18	6/30/18	\$12.50
Francisco Ortiz	Fire Technology Program	CHC	Fire Tech / Tactical Officer / Safety Officer	3/9/18	6/29/18	\$30.00/ \$23.00/ \$22.50
Christine Hjortnaes	Health & Wellness Center	CHC	Post Masters Counseling Associate III	2/12/18	6/30/18	\$35.00
Sylvia Juarez	Student Services	CHC	Guardian Scholars and Dreamers Liaison	3/9/18	6/30/18	\$45.00
Darian Manuz	KVCR	DIST	Content Specialist	2/10/18	6/30/18	\$25.00
Ethan Mink	KVCR	DIST	Content Specialist	2/9/18	6/30/18	\$15.00
Nicole Robledo	KVCR	DIST	Content Specialist	2/9/18	6/30/18	\$18.00
Loris Jones-Randolph	KVCR	DIST	Social Media Specialist	2/8/18	6/30/18	\$25.00
Trevonte Sibley	KVCR	DIST	Content Specialist	3/9/18	6/30/18	\$20.00
Kristiana Lovekin	Marketing & Public Relations	DIST	Content Specialist	2/5/18	6/30/18	\$40.00
Manika R. Felix	Applied Technology, Transportation & Culinary Arts Division	SBVC	Program Assistant	3/9/18	6/30/18	\$20.00
Avikaash M. Nair	Applied Technology, Transportation & Culinary Arts/Electricity-Electronics Division	SBVC	Program Assistant	3/9/18	6/30/18	\$20.00
Brandie Foster	Human Services	SBVC	Training Specialist	3/9/18	6/30/18	\$19.00
Ashley Pacheco	Marketing & PR	SBVC	Staff Writer/Photographer	3/9/18	6/30/18	\$16.00
Maricella Acevedo	Student Success Center/Academic Success & Learning	SBVC	Tutor I	1/2/18	6/30/18	\$11.00
Joseph Arreola	Student Success Center/Mathematics Division	SBVC	Tutor II	1/22/18	5/25/18	\$12.50
Raul Martinez	Student Success Center/Mathematics Division	SBVC	Tutor II	1/22/18	05/25/18	\$12.50

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT						
Short-Term Hourly Employees						
March 8, 2018						
Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Zoraya Arango	Aquatics	CHC	Lifeguard	3/9/18	6/30/18	\$12.00
Krysten DeLeon	Art Department	CHC	Model - Undraped	2/22/18	5/24/18	\$16.00
Paige Jablonshi-Deniger	Art Department	CHC	Model - Undraped	2/22/18	5/24/18	\$16.00
Zsaquita Bender	Marketing & Public Relations	CHC	Project Assistant III	3/9/18	6/30/18	\$14.50
Gabriela Urbina-Reyes	Counseling & Matriculation Division	SBVC	Project Assistant I	3/9/18	6/30/18	\$11.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT							
Substitute Employees							
March 8, 2018							
Name	Department	Site	Duties	Start Date	End Date	Hourly Rate	Justification
Benny Gonzales	Custodial	CHC	Custodian I	2/12/18	4/11/18	\$16.35	Ext: vacancy in active recruitment/sick/vacation coverage
Regina Pinedo	Custodial	CHC	Custodian I	3/2/18	5/1/18	\$16.35	Ext: vacancy in active recruitment/sick/vacation coverage
Vincent Adame	Custodial	CHC	Custodian I	2/19/18	4/18/18	\$16.35	Ext: On Call vacancy in active recruitment/sick/vacation coverage.
Farrah Appleby	Office Of Instruction	CHC	Clerical Assistant II	2/12/18	4/12/18	\$15.56	New: Coverage for vacancy in recruitment
Jesus Castillo	Facilities Planning & Construction	DIST	Custodian I	2/1/18	4/1/18	\$16.35	New: Sick leave coverage D. Smith
Marlies Rendon	Facilities Planning & Construction	DIST	Custodian I	2/1/18	4/1/18	\$16.35	New: Sick leave coverage D. Smith
Donald Miller	KVCR	DIST	Broadcast Operator	3/5/18	5/5/18	\$21.45	Extension: On Call vacancy/sick/vacation coverage.
Francis Gallegos	KVCR	DIST	Broadcast Operator	2/1/18	4/1/18	\$23.66	New: On Call vacancy in active recruitment/sick/vacation coverage.
Janine Porter	KVCR	DIST	Broadcast Operator	3/5/18	5/5/18	\$21.45	Ext: Sick/vac coverage and vacancy M. Rosales
Joseph Shaff	KVCR	DIST	Broadcast Operator	3/4/18	5/4/18	\$21.45	Ext: Sick/vac coverage and vacancy
Timothy Style	KVCR	DIST	Producer/Director	3/5/18	5/5/18	\$28.86	Ext: Vacancy E. Semotiuk in recruitment
Yesica Alatorre	KVCR	DIST	Traffic Coordinator	3/5/18	5/5/18	\$23.70	Ext: Covering for C. Alexander working out of class
Lazarus Mascarenas	TESS	DIST	Senior Technology Support Specialist	2/6/18	4/6/18	\$48.66	New: On Call vacancy in active recruitment/sick/vacation coverage.

Andrew Fratti	Admissions & Records	SBVC	Admissions & Records Technician	1/11/18	3/11/18	\$18.51	Extension: vacancy in active recruitment/sick/vacation coverage
Brittney Harris	CDC	SBVC	Clerical Assistant I	2/27/18	4/27/18	\$14.10	Extension: vacancy in active recruitment/sick/vacation coverage
Lorena Zapien	Counseling	SBVC	Secretary II	1/1/18	3/1/18	\$18.97	Ext. coverage while employee works out of class
Tristan Hilpert	Student Life	SBVC	Secretary II	2/16/18	4/16/18	\$18.97	Extension: for out of classification for current employee
Aida Gil	Assessment	SBVC	Student Services Technician I	2/5/18	4/5/18	\$17.61	Other: provide coverage while M. Serna works in interim position
Trang Willis	Student Success Center	SBVC	Secretary I	12/9/17	2/8/18	\$17.20	Ext: vacancy in active recruitment
Trang Willis	Student Success Center	SBVC	Secretary I	2/9/18	4/8/18	\$17.20	Ext: vacancy in active recruitment

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: Dr. Wei Zhou, President, CHC
Diana Rodriguez, President, SBVC

DATE: March 8, 2018

SUBJECT: Consideration of Approval of Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve stipends for the 2017-2018 academic year.

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

Stipends for Coaches are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA, Appendix A-3. Stipends for Faculty Chairs are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA, Appendix A-4. Stipends for Coordinators are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA, MOU dated April 14, 2017.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2017-2018 budget

Assistant Coach – Spring 2018		
Crafton Hills College		
March 8, 2018		
NAME	DEPARTMENT	STIPEND
Brown, Austin	Swimming	\$5,000

Head Coach – Spring 2018		
Crafton Hills College		
March 8, 2018		
NAME	DEPARTMENT	STIPEND
Eads, Courtney	Swimming	\$7,000 RATIFICATION: This item was approved on February 8, 2018 in the amount of \$1,400. The amount is being increased to \$7,000 to reflect the total amount for the semester $\$1,400 \times 5 = \$7,000$

Faculty Chairs – Spring 2018		
San Bernardino Valley College		
March 8, 2018		
NAME	DEPARTMENT	STIPEND
Vasquez, Tatiana	Biology, Pharmacy Technology	\$7,000

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: Dr. Wei Zhou, President, CHC
Diana Rodriguez, President, SBVC

DATE: March 8, 2018

SUBJECT: Consideration of Approval to Grant Tenure

RECOMMENDATION

It is recommended that the Board of Trustees approve tenure for academic employees.

OVERVIEW

The faculty on the following list are recommended for tenure.

ANALYSIS

Each academic employee has completed four consecutive satisfactory evaluations per Article 16, Evaluation Procedure, Section (f), of the CTA Agreement.

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Granting of Tenure	
Crafton Hills College	
March 8, 2018	
Name	Division
Alder, Mike	Public Safety
Barrie, Trinette	Career Center Counseling
Cervantez, Jeff	Social Sciences
Sternard, Evan	Counseling

Granting of Tenure	
San Bernardino Valley College	
March 8, 2018	
Name	Division
Burns-Peters, Davena	Arts and Humanities
Dubois-Eastman, Kim	Science
Fozouni, Daihim	Arts and Humanities
Tolstova, Anna	Science

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: March 8, 2018

SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

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

OVERVIEW

Individual requests are submitted to fund expenses related to various functions planned for the colleges and district office.

ANALYSIS

Individual memberships related to job duties are submitted when institutional memberships are not available.

INSTITUTIONAL VALUES

I. Institutional Effectiveness
IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.

San Bernardino Community College District Individual Memberships

Site: District Office

Name: Hussain Agah

Total Cost: \$120

Funding Source: Facilities Planning &
Construction General Fund

Membership & Purpose: Construction Management Association of America,
To provide Director of Facilities Planning & Construction access to a wide variety
of services and resources to interact and stay up to date with the construction
industry as it impacts SBCCD.

Site: SBVC

Name: Jesus Aispuro; Thomas Amaya;
Steve Alvarez; Miguel Arenas; Lawrence
Ashford; Gustavo Baca-Orozco; Dulce
Benavides; Bryce Cacho; Charlie Calderon;
Isameil Castillo; Abraham Curiel; Jacob Del
Rincon; Alex Diaz; Joseph Diaz; Juan
Gonzalez; Hunter Hale; Brian Harris;
Antuna Humberto; Brent Jenkins; Omar
Landin; Duc Le; David Lindeman; Christian
Maldonado; Crystal Marron; Jesus
Martinez; Franciso McKenzie; Berchman
Melancon; Robert Mena; Joshua Milligan;
Eric Moreno; Aidan Morris; Christopher
Muglia; Robert Murray; Sandy Najera;
Jason Nguyen; Son Nguyen; Gerardo
Noriega; Adrian Orozco; Andrew Ortiz;
Miguel Ortiz; Randolph Perry; Edgar
Martinez-Ramirez; David Rivera; Michael
Rivera; John Roberts; Jorge Romero;
Enriquez Sanchez; Skyler Stueve; Jose
Tapia; Kyle Tilton; Jose Tovar; Holman
Vanegas; Brett Valentine; Kevin Van Esch;
Arthur Villarreal; Brett Winters

Total Cost: \$1210

Funding Source: Ready to Accelerate My
Pathways (Ramp Up) Grand Fund

Membership & Purpose: Skills USA Membership, The Ramp Up Grant
requires development of student participation in Career and Technical Student
Organizations. Skills USA is an approved CTSO through the Ramp Up Grant.
Fifty-one students and five faculty will be registered into training programs: Auto
Refinishing Technology, Diesel, Electronics, HVAC/R, Machine Technology, and
Welding.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: March 8, 2018

SUBJECT: Consideration to Approve Conference Attendance

RECOMMENDATION

It is recommended that the Board of Trustees approve the requests for Conference Attendance.

OVERVIEW

Individual requests are submitted to fund expenses related to conference expenses planned for the colleges and district office.

ANALYSIS

Faculty and staff attend conferences to obtain updated information on policies and procedures in their fields. In addition, conference attendance provides professional growth and staff development.

INSITUTIONAL VALUES

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.

**San Bernardino Community College District
Conference Attendance**

Site: SBCCD

Department: Human Resources

Conference Name: National Conference on
Race and Ethnicity in American High Education
(NCORE)

Travel Dates: 5/28/2018 - 6/3/2018

City, State:

Estimated Cost Per Person: \$2,500.00

Funding Source: EEO Funds

Name: Kristina Hannon

Purpose: This dynamic 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.

Site: CHC

Department: President's Office

Conference Name: CEO Symposium

Travel Dates: 3/2/2018 - 3/5/2018

City, State: Monterey, CA

Estimated Cost Per Person: \$1,844.00

Funding Source: Campus President General
Fund

Name: Wei Zhou

Purpose: The CEO Symposium presents an ideal opportunity for CEOs to meet and discuss the critical issues that face California community colleges and to learn from each other.

The decision to attend this conference occurred after the February board deadline.

Site: CHC

Department: Career Education and Human
Development

Conference Name: Educating for Careers

Travel Dates: 3/3/2018 - 3/7/2018

City, State: Sacramento, CA

Estimated Cost Per Person: \$1,395.00

Funding Source: CTE Transitions Fund

Name: Dan Word

Purpose: Opportunity to network with industry sectors throughout California's CTE system to gain new strategies for building stronger CTE programs.

Attendance for this conference was based on adequate funding which was determined after the February board deadline.

Site: CHC
Department: Career Education and Human Development
Conference Name: CCCAOE 2018 Spring Conference
Travel Dates: 3/6/2018 - 3/10/2018
City, State: Sacramento, CA
Estimated Cost Per Person: \$2,500.00
Funding Source: Strong Workforce Funds, Perkins Grant Categorical Funding

Name: Chantae Wilson, Amanda Ward, Dan Word

Purpose: Opportunity to network with industry sectors throughout California's CTE system to gain new strategies for building stronger CTE programs.

Attendance for this conference was based on adequate funding which was determined after the February board deadline.

Site: CHC
Department: Letters, Arts and Mathematics
Conference Name: Second Annual Acceleration Across California Conference
Travel Dates: 3/7/2018 - 3/10/2018
City, State: Sacramento, CA
Estimated Cost Per Person: \$1,685.00
Funding Source: Basic Skills Initiative Funding

Name: Robert Brown, Elizabeth Langenfeld

Purpose: We will be learning best practices in implementing state mandated AB 705 that requires colleges to establish accelerated basic skills English and math curriculum, as well as new assessment practices based on multiple measure methods.

This conference was initially sold out and both individuals were on a wait list. Attendance for this conference was based on additional conference spots that opened up. This information was determined after the February board deadline.

Site: CHC
Department: Career Education and Human Development
Conference Name: CTWEA 2018 Annual Conference
Travel Dates: 4/3/2018 - 4/5/2018
City, State: Los Angeles, CA
Estimated Cost Per Person: \$1,355.00
Funding Source: Strong Workforce Funds

Name: Monique Ward

Purpose: Professional development and networking opportunity.

Site: CHC
Department: Marketing
Conference Name: CCPRO Annual Conference
Travel Dates: 4/10/2018 - 4/13/2018
City, State: Sacramento, CA
Estimated Cost Per Person: \$1,700.00
Funding Source: Marketing General Fund

Name: Donna Hoffmann

Purpose: Provides colleagues from the California Community Colleges an opportunity to network and receive professional development in marketing, media relations, graphic design and public relations specifically for community colleges.

Site: CHC
Department: Human Development
Conference Name: Midwestern Psychological Association
Travel Dates: 4/11/2018 - 4/15/2018
City, State: Chicago, IL
Estimated Cost Per Person: No cost. Time only
Funding Source: n/a

Name: TL Brink

Purpose: Give presentation on paper titled "The Bayesian Method: A Distinction Without Much Difference".

Site: CHC
Department: Division of Social, Information and Natural Sciences
Conference Name: ASCCC Spring Plenary
Travel Dates: 4/11/2018 - 4/14/2018
City, State: San Mateo, CA
Estimated Cost Per Person: \$1,525.00
Funding Source: Perkins Grant Categorical Funding

Name: Denise Allen

Purpose: Will learn about the latest trends and developments with strong workforce, guided pathways, state budget, online programs, and non-credit.

Site: CHC
Department: Career Education and Human Development
Conference Name: CAAHEP Accreditation Workshop for Paramedic Programs
Travel Dates: 4/25/2018 - 4/28/2018
City, State: Portland, OR
Estimated Cost Per Person: \$1,618.00
Funding Source: Strong Workforce Funds

Name: Kathy Crow

Purpose: The purpose of the meeting is to review CAAHEP Standards and Guidelines (2015), CoAEMSP Interpretations of the 2015 CAAHEP Standards, Overview of the Accreditation process, Site visits & Site visit Findings Letters & Progress Reports, Annual Reports and resources for accreditation.

Site: CHC
Department: Human Development
Conference Name: Western Psychological Association
Travel Dates: 4/26/2018 - 4/29/2018
City, State: Portland, OR
Estimated Cost Per Person: No cost. Time only
Funding Source: n/a

Name: TL Brink

Purpose: To give presentation on a paper titled "Cancer Conspiracy & Individual Responsibility".

Site: CHC
Department: Allied Health
Conference Name: CSRC 2018 Annual Convention 50 years
Travel Dates: 5/12/2018 - 5/15/2018
City, State: Monterey, CA
Estimated Cost Per Person: \$1,716.00
Funding Source: Perkins Grant Categorical Funding

Name: Danny Rojas

Purpose: To increase knowledge on higher education requirements for the Respiratory Program.

Site: CHC
Department: Career Education and Human Development
Conference Name: CFED Conference & Expo
Travel Dates: 5/20/2018 - 5/24/2018
City, State: Indian Wells, CA
Estimated Cost Per Person: \$1,076.00
Funding Source: Strong Workforce Funds

Name: David Aten, Kathy Crow

Purpose: CFED offers multi-disciplinary general sessions, which allow all responders to train and learn. Provide an interactive forum for product and service exchange.

Site: SBVC
Department: Applied Technology
Conference Name: Annual Fall 2017
California Community College Association for Occupational Education (CCCAOE)
Travel Dates: 10/31/2017 - 11/3/2017
City, State: Rancho Mirage, CA
Estimated Cost Per Person: \$1,456.56
Funding Source: Perkins Grant Fund

Name: Albert Maniaol

Purpose: The attendees will obtain information and state and federal grants updates for Perkins and the Strong Workforce Program. Learn new policies, grant opportunities, partnerships and best practices related to Career and Technical Education (CTE).

RATIFICATION/AMENDMENT: Registration fee was not originally included in the original total cost. This item was previously board approved at the October 2, 2017 board meeting. Item is being amended and ratified to reflect an increase in total cost of \$383.

Site: SBVC
Department: Mathematics, Business, and
Computer Technology
Conference Name: Statewide Annual
Conference - Association of Community and
Continuing Education
Travel Dates: 2/7/2018 - 2/9/2018
City, State: Oakland, CA
Estimated Cost Per Person: \$1,031.28
Funding Source: Adult Education Block Grant
Fund

Name: Emma Diaz

Purpose: This conference will present an opportunity for members to see best practices on a state level. New ideas will be incorporated into existing programs and/or can be used to build successful pathways within our district.

RATIFICATION: This conference was originally approved for \$976.08. Meals were not taking into account when creating the paperwork, which caused this conference to need board approval.

Site: SBVC
Department: V.P. of Student Services
Conference Name: ACCCA 2018 Annual
Conference
Travel Dates: 2/20/2018 - 2/24/2018
City, State: Santa Rosa, CA
Estimated Cost Per Person: \$2,018.08
Funding Source: Student Success and Program
Categorical Funding

Name: Scott Thayer

Purpose: The Annual ACCCA conference is an opportunity for community college administrators to discuss, develop, and network with peers across the state to discuss current issues impacting community colleges and students statewide and its current initiatives impacting the State of California

RATIFICATION/AMENDMENT

This conference was previously board approved on February 8, 2018. The amount is being revised from \$1608.98 to \$2018.08 to ratify the unexpected car rental additional expense.

Site: SBVC
Department: Maintenance and Operations
Conference Name: Mill Tour Experience
Travel Dates: 3/8/2018 - 3/11/2018
City, State: Dalton, GA
Estimated Cost Per Person: \$0.00
Funding Source: Non Applicable/Time Only

Name: Robert Jenkins

Purpose: The classes will focus on many aspects of flooring both hard and soft in regard to longevity, maintenance, indoor air quality, cost of ownership and recycling. These classes will help with the ongoing maintenance and replacing of SBVC floors.

RATIFICATION:

This item is being ratified because we were unable to confirm the travel dates due to the agenda being unavailable until February.

Site: SBVC
Department: Nursing
Conference Name: Guamard Training 2018
Travel Dates: 3/12/2018 - 3/15/2018
City, State: Waco, TX
Estimated Cost Per Person: \$867.00
Funding Source: Perkins Grant Fund

Name: Yubitza Castillo, Pam Larez, Sana Massad and Violy Obra

Purpose: This activity will advance our productivity using simulation in the skills labs; we will incorporate in our curriculum and our new simulation lab.

Site: SBVC
Department: Pharmacy Technology
Conference Name: Computer-Using Educators National Conference
Travel Dates: 3/15/2018 - 3/17/2018
City, State: Palm Springs, CA
Estimated Cost Per Person: \$1,229.61
Funding Source: Perkins Grant Fund

Name: Robyn Seraj

Purpose: This activity is for educators and other educational mindset leaders to hear keynotes, attend sessions and exhibits that are of special value to those involved in all core areas. There will be networking with thousands of teachers, administrators and other professionals.

Site: SBVC
Department: Student Life
Conference Name: Associated Student Government Leadership Conference hosted by the American Student Government Association (AGS)
Travel Dates: 3/23/2018 - 3/26/2018
City, State: Philadelphia, PA
Estimated Cost Per Person: \$2,005.35
Funding Source: Student Representation Fee Fund and Student Clubs and Trust/Student Life Trust

Name: Raymond Carlos, Tristan Hilpert, Justine Plemons and (22) Twenty-Two SBVC Students

Purpose: Continue to increase the efficacy and development of student leaders with the Associated Student Government (AGS) to best serve the largest stakeholders of the district.

Site: SBVC
Department: Math, Business and Computer Information Technology
Conference Name: Coalition on Adult Basic Education 2018 National Conference
Travel Dates: 3/25/2018 - 3/28/2018
City, State: Phoenix, AZ
Estimated Cost Per Person: \$1,718.80
Funding Source: Adult Education Block Grant (AEBG) Fund

Name: Stephanie Briggs and Emma Diaz

Purpose: We are assisting with several workshops that will present an opportunity for our members to see best practices on a national level. Our consortium members will bring back new ideas and incorporate them into existing programs and/or build successful pathways within their districts. In addition, members can bring in learned materials to the AEBG implementation phase.

RATIFICATION: These requests were intended to go to February, 2018 board meeting date, but were inadvertently left off of the VPI office submission of board agenda item list. We are submitting items to the March, 2018 board date for approval.

Site: SBVC
Department: HVAC/R
Conference Name: 2018 National HVACR Educators and Trainers Conference
Travel Dates: 3/25/2018 - 3/28/2018
City, State: Las Vegas, NV
Estimated Cost Per Person: \$684.06
Funding Source: Professional Development General Fund

Name: Johnny Roberts

Purpose: Enhance the instructor's ability to parallel to what HVAC instructors across the state are in accordance with teaching sources, train the trainer. Learn about technological advancements, educational delivery systems, and critical issues that directly relate to other curriculum they teach.

Site: SBVC
Department: Business Administration
Conference Name: 40th Annual International Collegiate Conference
Travel Dates: 4/4/2018 - 4/8/2018
City, State: New Orleans, LA
Estimated Cost Per Person: \$2,075.49
Funding Source: Math & Science General Fund and Professional Development General Fund

Name: Michael Assuma

Purpose: Explore new ways of teaching/learning; get hands-on information specific to the field. Help curate new ideas to improve the teaching approach at SBVC; and, sharpen my skill sets and meet like-minded people who to beyond the textbook.

Site: SBVC
Department: Marketing & PR
Conference Name: 2018 Community College Public Relations Organization (CCPRO) Conference
Travel Dates: 4/10/2018 - 4/13/2018
City, State: Sacramento, CA
Estimated Cost Per Person: \$1,591.87
Funding Source: Marketing & Public Relations General Fund

Name: Paul Bratulin

Purpose: The Community College Public Relations Organization Conference is the annual meeting for marketers and communicators at California's 114 community colleges. As the SBVC Marketing & PR Director, I will attend for an opportunity to learn new skills and network with colleagues across the state.

Site: SBVC
Department: Geography
Conference Name: American Association of Geographers (AAG) Annual Meeting
Travel Dates: 4/10/2018 - 4/14/2018
City, State: New Orleans, LA
Estimated Cost Per Person: \$750.00
Funding Source: Professional Development General Fund

Name: Jennifer Bjerke and Nikita Prajapati

Purpose: Attending community college group sessions, collaborating with other geography colleagues who create open educational resources that will be applied in physical and cultural geography classes. There will be talks, poster sessions, and social events from which I will gain new ideas to teach my courses and/or new opportunities to present to my students.

Site: SBVC
Department: Psychology/Social Sciences
Conference Name: Western Psychological Associated Convention (WPA)
Travel Dates: 4/25/2018 - 4/29/2018
City, State: Portland, OR
Estimated Cost Per Person: \$1,146.00
Funding Source: Professional Development General Fund and Student Clubs and Trust/Mind and Matter Club Trust / Inter Club Council Club Trust

Name: Amy Jennings and (9) Nine SBVC Students

Purpose: Continue to keep updated on the quality and regency of psychology instruction and research, and Ms. Jennings will be a presenter at the conference. This will also be a valuable experience for nine students that will attend and learn about psychology, research and networking for transfer.

**San Bernardino Community College District
Conference Attendance**

Site: SBVC
Department: Counseling
Conference Name: 2018 California
Intersegmental Articulation Council (CIAC)
Conference
Travel Dates: 5/2/2018 - 5/4/2018
City, State: San Diego, CA
Estimated Cost Per Person: \$1,249.35
Funding Source: Articulation General Funds
and Student Success and Support Program
Categorical Funds

Name: Janice Wilkins

Purpose: The CIAC serves as a statewide forum for Articulation Officers to meet, discuss and resolve college transfer and articulation issues pertaining to C-ID, Associate Degree for Transfer, UC Transfer Pathways and other state-wide initiatives. Information obtained will benefit the progress of students transferring between and among the segments of postsecondary education in California.

Site: SBVC
Department: STAR Program
Conference Name: Arizona State University,
Lake Havasu & London Bridge Cultural and
Educational Field Trip
Travel Dates: 5/3/2018 - 5/4/2018
City, State: Lake Havasu, AZ
Estimated Cost Per Person: \$324.86
Funding Source: TRIO Grant Categorical
Funds

Name: Abe Fulgham, Raina Okray, Deanne Rabon and (21)Twenty-One SBVC Students

Purpose: This trip is sponsored by the STAR program, this is an educational and cultural trip to Arizona State University, Lake Havasu and London Bridge. Students will tour ASU, and learn about the campus and transfer opportunities. Students will also have the opportunity to visit London Bridge Lake Havasu and Colorado River, to learn the history and enjoy activities not exposed to.

Site: SBVC
Department: Admissions and Records
Conference Name: 2018 CollegeSource
Annual Conference
Travel Dates: 6/18/2018 - 6/21/2018
City, State: San Diego, CA
Estimated Cost Per Person: \$2,211.63
Funding Source: Student Success and Support
Program Categorical Funds

Name: Sophin Im, Linda Molina, Steven Silva and Julie Ulloa

Purpose: To receive training, both technical and functional in-depth training on degree audit, academic planning, and transfer solutions. Obtain valuable tools to enhance knowledge of the TES system plus one-on-one time with CollegeSource staff.

Site: SBVC
Department: Math, Business and Computer Information Technology
Conference Name: Comprehensive Adult Student Assessment Systems (CASAS) Summer Institute 2018
Travel Dates: 6/19/2018 - 6/21/2018
City, State: San Diego, CA
Estimated Cost Per Person: 1,220.04
Funding Source: Adult Education Block Grant Fund

Name: Emma Diaz

Purpose: I will be assisting several workshops that will present an opportunity to see best practices on a national level, and bring back new ideas to incorporate them into existing programs and/or build successful pathways within their districts.

Site: TESS
Department: Technology and Educational Support Services
Conference Name: Association for Talent Development (ATD) 2018 International Conference
Travel Dates: 5/5/2018 - 5/10/2018
City, State: Portland, OR
Estimated Cost Per Person: \$4,397.00
Funding Source: Distance Education General Fund

Name: Rhiannon Lares

Purpose: Association for Talent Development (ATD) 2018 has more than 300 education sessions focused on 10 content tracks. It will build skills in both instructional design and training for Distance Education.

Site: KVCR
Department: KVCR/FNX
Conference Name: Learning to Grade with Resolve Editing Software and the ICA
Travel Dates: 4/29/2018 - 5/3/2018
City, State: Burbank, CA
Estimated Cost Per Person: \$2,200
Funding Source: FNX San Manuel Gift

Name: Frank Blanquet

Purpose: This training will enhance the editing process for FNX programming.

Site: EDCT
Department: EDCT/KVCR
Conference Name: 2018 Spring Plenary Session
Travel Dates: 4/11/2018 - 4/14/2018
City, State: San Mateo, CA
Estimated Cost Per Person: \$2,582.00
Funding Source: EDCT General Fund

Name: Richard Galope

Purpose: Participate in critical conversations for educational program development, guided pathways and best practices.

Site: District Office
Department: Board of Trustees
Conference Name: ACCT National Legislative Conference
Travel Dates: 2/11/2018 - 2/16/2018
City, State: Washington, DC
Estimated Cost Per Person: \$4,500.00
Funding Source: Board of Trustees General Fund

Name: Frank Reyes

Purpose: To attend sessions to receive a briefing on the new community college legislative priorities and to meet with members of Congress and leverage additional support at the state and local levels.

Amendment due to additional nights stayed to meet with legislators and unexpected flight cancellation due to weather.

Site: District Offices
Department: Marketing & PR
Conference Name: 2018 Community College Public Relations Organization (CCPRO) Conference
Travel Dates: 4/10/2018 - 4/13/2018
City, State: Sacramento, CA
Estimated Cost Per Person: \$1,600.00
Funding Source: Marketing & Public Relations General Fund

Name: Angel Rodriguez & Brandon

Purpose: The Community College Public Relations Organization Conference is the annual meeting for marketers and communicators at California's 114 community colleges. As the SBVC Marketing & PR Director, I will attend for an opportunity to learn new skills and network with colleagues across the state.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assisant

DATE: March 8, 2018

SUBJECT: Consideration to Approve District/College Expenses

RECOMMENDATION

It is recommended that the Board of Trustees approve the requests for District/College Expenses.

OVERVIEW

Individual requests are submitted to fund expenses related to various functions planned for the colleges and district office.

INSTITUTIONAL VALUES

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.

**San Bernardino Community College District
District & College Expenses**

Site: SBVC

Event: University of California, Los Angeles
(UCLA) Campus Tour/Huntington Library
Field Trip

Date of Event: 03/09/18

Item Being Purchased: Transportation, Tickets and Meals

Valley Bound will be sponsoring a trip to UCLA for a campus tour and also to the Huntington Library. The purpose is to give SBVC students a chance to explore opportunities of higher education outside of the Inland Empire.

Anticipated attendance is 30 students and two SBVC chaperons, Sharaf Williams and Oscar Rodriguez

Total Estimated Cost: \$2440.50

Funding Source: Student Equity Categorical Funds

Site: SBVC

Event: Super Saturday at Big Bear

Date of Event:

03/12/18

05/12/18

12/08/18

Item Being Purchased: Advertising, Refreshments and Supplies (\$950 cost each date/total cost of \$2,850.00)

These events are scheduled before the start of the fall and spring semesters and provide one-stop student services to the mountain communities. Students can apply, take the assessment tests, consult with financial aid, and talk to a counselor on one day.

Total Estimated Cost: \$2850

Funding Source: Science Division General Funds

Site: SBVC

Event: Field trip to Cal State University (CSU) Northridge

Date of Event: 03/14/18

Item Being Purchased: Transportation

Sponsored by Student Success and Support Program and Transfer and Career Services, this event is designed to increase transfer awareness and provide SBVC students the opportunity to see the environment, evaluate the academics and social life of the school, as well as the opportunity to speak to CSU Northridge staff from financial aid, admissions, as well as students and faculty. Anticipated attendance is 27 students and two SBVC chaperones, Botra Moeung and Keynasia Buffong.

Total Estimated Cost: \$1250

Funding Source: Student Success and Support Program Categorical Funds

Site: SBVC

Event: Field trip to Cal State University Fullerton

Date of Event: 03/15/18

Item Being Purchased: Transportation

Sponsored by Student Success and Support Program and Transfer and Career Services, this event is designed to increase transfer awareness and provide SBVC students the opportunity to see the environment, evaluate the academics and social life of the school, as well as the chance to speak to CSU Fullerton staff from financial aid, admissions, and students/faculty. Anticipated attendance is 27 students and two SBVC chaperones, Botra Moeung and Keynasia Buffong.

Total Estimated Cost: \$950

Funding Source: Student Success and Support Program Categorical Funds

Site: SBVC
Event: Immigrant Disability
Right & Empowerment
Day
Date of Event: 03/15/18

Item Being Purchased: Meals and Supplies
This on campus event sponsored by the Dreamers Department at SBVC will host the Annual Immigrant Disability Right & Empowerment Day led by the Office of Hadley Bajramovic, California Dept. of Rehabilitation and Regional Dreamers resource centers. The intent is to provide student with disabilities information, disabilities rights and empowerment resources. Anticipated attendance is 250 students and community members.
Total Estimated Cost: \$3500
Funding Source: Student Equity Categorical Funds
AMENDMENT: This item was previously board approved at the 02/08/18 meeting. Item is being amended to reflect a change in the date from February 15, 2018 to March 15, 2018.

Site: SBVC
Event: San Bernardino Youth Day featuring
Girl Talk
Date of Event: 03/17/18

Item Being Purchased: Meals and Direct Cost for overtime for custodian.
This on campus event is hosted by SBVC Outreach Department, YW Empowerment Foundation and CHORDS Youth Enrichment Program with support from SBCUSD, YAP, COPE, Boys/Girls Club, ICUC, YV, Indian Health and San Manuel. Local youth will have a chance to connect with youth programs and services. Attend breakout sessions that focus on bullying prevention, life/social skills, health/financial education, as well as higher education opportunities. Anticipated attendance is 500 middle and High School students.
Total Estimated Cost: \$3268.38
Funding Source: Student Equity Categorical Funds

Site: SBVC
Event: Parkside Elementary Campus Visit
Date of Event: 03/21/18

Item Being Purchased: Transportation and Refreshments
This on campus event is sponsored by the SBVC Outreach Department. Parkside 5th grade students will be visiting campus to partake in a campus tour and lunch. This event will provide student with information about SBVC programs and services that are available to them. Anticipated attendance is approximately 68 students and 8 staff members.
Total Estimated Cost: \$2300
Funding Source: Student Equity Categorical Funds

Site: SBVC
Event: Commercial Sexual Exploitation of
Children - Awareness and Identification
Date of Event: 03/22/18, 05/24/18

Item Being Purchased: Refreshments (Cost each date \$210.00; total cost of \$420.00)
This on campus event is sponsored by Foster & Kinship Care Education Program. This training is for foster parents and kinship caregivers, along with professionals in child services. It will focus on risk factors and warning signs of child victimization, how to identify exploited and at risk children, and how to provide and refer to appropriate services. Anticipated attendance is approximately 20 community members and SBVC staff for workshops.
Total Estimated Cost: \$420
Funding Source: Foster and Kinship Care Education Categorical Fund

Site: SBVC
Event: Associated Student Government
Leadership Conference hosted by the American
Student Government Association (AGS)
Date of Event: 03/24/18-03/26/18

Item Being Purchased: Registration, Lodging, Transportation, Meals
Sponsored by the American Student Government Association, SBVC's Associated Student Government will attend the annual leadership and advocacy conference, where members are given information on the function of student government, effective transition practices, and marketing to the student body among other topics. All activities will take place in Philadelphia, PA. Anticipated attendance is 21 students and three staff members. Raymond Carlos will serve as the chaperone.
Total Estimated Cost: \$40,309.05
Funding Source: Student Representation Fee Fund and Student Clubs & Trust/Student Life Trust

Site: SBVC
Event: International Women's Day Event
Date of Event: 03/29/18

Item Being Purchased: Meals, Supplies and Guest Speaker
This on campus event is sponsored by SBVC Student Health Services and SBVC Student Equity and Success. Funding sponsorship provided by the California Community Colleges Student Mental Health Program 2017-2018. This women's day event will offer women mental health and wellness activities as well as how to see warning signs of unhealthy relationships. It will also help in how to seek mental/health resources. Anticipated attendance is approximately 80-100 women students, community members and staff.
Total Estimated Cost: \$3000
Funding Source: Student Health Services Student Fee Restricted Fund

Site: SBVC
Event: Seaver Theatre Play, "A Midsummer Night's Dream"
Date of Event: 04/05/18

Item Being Purchased: Student and Faculty Admissions Tickets
Sponsored by the Honors Program, will be seen by Honors program students in conjunction with coursework taught in current classes for an enhanced learning experience. Anticipated attendance is 65 Honor Program students and 6 faculty advisors. Chaperons will be Daihim Fouzoni, Michael Slusser, Joel Lamore, Judith Joshua, Diane Hunter, Dolores Moreno, and Edward Jones.
Total Estimated Cost: \$432
Funding Source: Arts & Humanities General Fund

Site: SBVC
Event: Region 9 CARE Conference
Date of Event: 04/05/18-04/06/18

Item Being Purchased: Registration, Lodging, Transportation, Meals and Supplies.
Region 9 community colleges will be co-sponsoring the CARE conference where SBVC CARE staff and students will attend. The conference will be held at the Kellogg West Conference Center in Pomona, CA. Participants will engage in a variety of skill building workshops and be updated on information regarding Temporary Assistance to Needy Families (TANF). Anticipated attendance is 6 students, one faculty and one staff member, Rosemary Chavez, . EOPS Counselor Maribel Cisneros will serve as chaperone.
Total Estimated Cost: \$2850
Funding Source: CARE Categorical Fund

<p>Site: SBVC Event: Art Club Bus Trip - Los Angeles County Museum of Art Date of Event: 04/07/18</p>	<p>Item Being Purchased: Transportation Sponsored by the Art Club at SBVC, this off campus trip to the Los Angeles County Museum of Art in Santa Ana, CA, will help promote the Art Club as well as provide a learning experience in the Arts to students, staff, faculty and guest. Anticipated attendance is approximately 100 students and one faculty member, Jim Steward will serve as chaperone. Total Estimated Cost: \$3500 Funding Source: Student Clubs & Trust/Art Club Trust</p>
<p>Site: SBVC Event: Honors Transfer Council Conference Date of Event: 04/07/18</p>	<p>Item Being Purchased: Registration Sponsored by the Honors Program. The Honors Transfer Council of California (HTCC) Student Research Conference allows honors students the opportunity to present their undergraduate research. Students who do undergraduate research are valued highly at transfer, so the conference adds value by increasing their transfer options and success. Anticipated attendance is 29 Honors Program students and 3 faculty advisors. Chaperones will be Joel Lamore, Daihim Fouzoni, and Melissa King. Total Estimated Cost: \$1100 Funding Source: Honors Program General Fund</p>
<p>Site: SBVC Event: Guardian Scholars/Dreamers Palm Springs Tramway Field Trip Date of Event: 04/10/18</p>	<p>Item Being Purchased: Transportation and Tickets. Sponsored by the Guardian Scholars and Dreamers program, participants will visit the Historic Tramway in Palm Springs, California. They will learn the history of the San Jacinto Mountain and how it became a tourist attraction. It gives the students an opportunity to visit a place outside of the local area, where they may not have the opportunity to visit. Attendance is approximately 42 students, 1 staff and 2 faculty members, Evelyn Luna and Nicole Mendoza will serve as chaperones. Rosemary Rivera-Reza will assist. Total Estimated Cost: \$2518 Funding Source: Student Equity Categorical Funds</p>

Site: SBVC
Event: Annual Spring Transfer and College Fair 2018
Date of Event: 04/11/18

Item Being Purchased: Refreshments, Supplies, Rental and Promotional Items
This on campus event is sponsored by Student Success and Support Program and the Transfer/Career Services. The purpose of this fair is to increase retention and transfer rates by providing awareness of requirements for public, private and out-of-state universities. Exposure to a variety of institutions will assist students with obtaining admission information, transfer questions and ultimately transferring to a 4-year institution. Attendance is approximately 725 SBVC students, University Representatives, faculty and staff.

Total Estimated Cost: \$6300

Funding Source: Student Success and Support Program Categorical Funds, Transfer Center General Funds, Student Clubs & Trust/Transfer Center Trust

Site: SBVC
Event: Region 9 CEO Meeting
Date of Event: 04/13/18

Item Being Purchased: Refreshments and Table Linens
Sponsored by the President's office, the President is hosting the breakfast/luncheon for the Region 9 CEO meeting. This meeting for the CEO's/President's within Region 9 meet to collaborate and address issues or concerns within the Community Colleges. Anticipated attendance is approximately 15 CEOs and Presidents.

Total Estimated Cost: \$500

Funding Source: President's Office General Funds

Site: SBVC
Event: Tumaini Program - Umoja Regional Symposium
Date of Event: 04/20/18

Item Being Purchased: Bus Rental and Registration
Sponsored by the Tumaini Program, the purpose of the Regional Symposium is to bring together Umoja program faculty and staff for a one day discussion focusing on topics designed specifically for Umoja programs, share culturally responsive strategies with community college practitioners. And have the opportunity to network and explore strategies to strengthen their programs. Attendance is approximately 30 students and 3 faculty members. Daniele Ramsey, Kathy Kafela and Sandra Blackman will serve as chaperones.

Total Estimated Cost: \$1493

Funding Source: Tumaini Program General Funds

Site: SBVC

Event: Youth Empowerment Strategies for Success & Independent Living Program (YESS/ILP) Graduation Celebration

Date of Event: 04/25/18

Item Being Purchased: Transportation and Registration

Sponsored by the Foster & Kinship Department, the YESS/ILP graduation celebration is held for the foster youth who have successfully completed the 14-week Independent Living Program Life Skills classes, which help prepare them to continue their educational or vocational goals and to gain employment. The celebration will take place at Napoli's Italian Restaurant in Loma Linda, CA. Anticipated attendance is approximately 20 foster youth and 3 SBVC staff. Attendees will be providing their own transportation.

Total Estimated Cost: \$700

Funding Source: Youth Empowerment Strategies for Success/Independent Living Program (YESS/ILP) Categorical Fund

Site: SBVC

Event: Western Psychological Association (WPA) Conference

Date of Event: 04/26/18-04/29/18

Item Being Purchased: Transportation, Registration, and Lodging Meals/Refreshments

Sponsored by the Mind and Matter Club, the WPA conference is a student friendly psychological professional conference. The conference provides students the opportunities to learn about current research, new areas of psychology, and to network with peers. Anticipated attendance is 9 students and one advisor. Dr. Amy Jennings will serve as chaperone.

Total Estimated Cost: \$8604

Funding Source: Student Clubs and Trust/Mind and Matter Club Trust / Inter Club Council Club Trust

Site: SBVC

Event: Associated Student Government Game Tournament

Date of Event: 04/27/18

Item Being Purchased: Meals and Giveaways

This on campus event is sponsored by the Associated Student Government (AGS) and will host a game tournament. The purpose is to provide an opportunity for an end of the semester high energy program bringing students together in a competitive environment that also supports networking opportunities. Anticipated attendance is approximately 75 students and one administrator, Raymond Carlos will serve as chaperone.

Total Estimated Cost: \$900

Funding Source: Associated Student Government General Fund and Student Clubs and Trust/ Student Life Trust

Site: SBVC

Event: Success Through Achievement and Retention (STAR) Program, Arizona State University, Lake Havasu & London Bridge Cultural and Educational Field Trip

Date of Event: 05/03/18-05/04/18

Item Being Purchased: Lodging, Meals, Transportation and Tickets for Tour

This trip is sponsored by the STAR program, this is an educational and cultural trip to Arizona State University, Lake Havasu and London Bridge. Students will tour ASU, and learn about the campus and transfer opportunities. Students will also have the opportunity to visit London Bridge Lake Havasu and Colorado River, to learn the history and enjoy activities not exposed to. Anticipated attendance is 21 students, and 3 staff members. Abe Fulgham and Deanne Rabon will serve as chaperones, Raina Okray will assist.

Total Estimated Cost: \$7967.06

Funding Source: TRIO Grant Categorical Funds

Site: SBVC
Event: Tumaini Program - The Color Purple Trip
Date of Event: 05/30/18

Item Being Purchased: Rentals and Tickets
Sponsored by the SBVC Tumaini Program. Students will participate in a cultural experience which is a component of the Tumaini Program and helps the students to be well rounded in there educational experience. 5 Puente students will also be invited to attend for cross cultural experience. Anticipated attendance is approximately 27 students and 3 staff members, Kathy Kafela, Daniele Ramsey and Sandra Blackman.
Total Estimated Cost: \$2761.29
Funding Source: Tumaini Program Categorical Funds
AMENDMENT: This item was previously board approved a the 2/8/18 meeting. Item is being amended to reflect a change in the number of students from 5 to 27.

Site: SBVC
Event: Preparing for Life after High School Workshop
Date of Event: 05/31/18

Item Being Purchased: Refreshments
This on campus event is sponsored by Foster & Kinship Care Education program (FKCE) in conjunction with the Youth Empowerment Strategies for Success/Independent Living Program (YESS/ILP). This workshop is to promote and facilitate the engagement of foster/ kinship youth and their caregivers in higher educational goals and discussions on instability, persistent lower expectations and transitional expectations and life skills. Anticipated attendance is approximately 64 community members and 2 SBVC staff.
Total Estimated Cost: \$1200
Funding Source: Foster and Kinship Care Education Categorical Fund

Site: CHC
Event: University of La Verne Ceremonial Signing
Date of Event: 2/8/18

Item Being Purchased: Refreshments and Supplies.
Sponsored by the CHC President's Office, this event is intended to highlight the MOU for a public-private partnership to ensure Inland Empire students have a seamless transition to the university level. The anticipated attendance is approximately 40 students, staff, faculty, administrators and community members
Total Estimated Cost: \$200
Funding Source: Campus President General Fund
The date of this event was not determined until after the deadline to submit board items timely.

Site: CHC
Event: Greater Los Angeles Colleges Tour
Date of Event: 3/14/18-3/16/18

Item Being Purchased: Transportation, lodging and meals for 27 students and 3 chaperones to tour UC Los Angeles, Columbia College, CSU Northridge, Pepperdine University and Cal Arts. Purpose to connect students to admissions and programs for the purpose of encouraging transfer to 4 year institutions. Sponsored by the University Transfer Center.

Total Estimated Cost: \$1200

Funding Source: Transfer Center General Fund and Equity Categorical Fund.

Site: CHC
Event: Honors Transfer Council of California (HTCC) Student Research Conference
Date of Event: 4/7/18

Item Being Purchased: Registration and transportation for 19 students and 4 chaperones to attend and participate in the HTCC Student Research Conference at the University of California Irvine. The HTCC holds an annual student research conference giving students in the community college honors programs the opportunity to present the results of their work.

Total Estimated Cost: \$850

Funding Source: Honors General Fund

Site: CHC
Event: Western Regional Honors Council Conference 2018
Date of Event: 4/14/18 - 4/15/18

Item Being Purchased: Registration and meals for 4 students and 2 chaperones to attend the Western Regional Honors Council Conference 2018 in Orange, CA. The Western Regional Honors Council (WRHC) is a professional organization of faculty, administrators and students dedicated to the promotion and advancement of undergraduate honors education. The WRHC represents honors programs in universities and colleges across the Western Region through an annual conference.

Total Estimated Cost: \$295

Funding Source: Student Equity Funds

Site: CHC
Event: Paramedic Advisory Committee Meeting
Date of Event: 4/19/18

Item Being Purchased: Refreshments. The purpose of the meeting is for program review, results from accreditation site visit and compliance with accreditation standards.

Total Estimated Cost: \$300

Funding Source: Strong Workforce Categorical Funding

**San Bernardino Community College District
District & College Expenses**

Site: CHC

Event: Battle of the Campuses Poetry Slam

Date of Event: 4/19/18

Item Being Purchased: Refreshments and Transportation. Second annual district-wide battle of the campuses poetry slam competition hosted by Crafton Hills College. Attendees will include faculty, staff, students and community members.

Total Estimated Cost: \$2000

Funding Source: EEOC Funding

Site: CHC

Event: EMT Advisory Committee Meeting

Date of Event: 4/27/18

Item Being Purchased: Refreshments. The meeting is for program review, compliance with accreditation standards and recommendation for program improvement.

Total Estimated Cost: \$232

Funding Source: Perkins Funds

Site: CHC

Event: CARE/CalWORKs Parent Appreciation Luncheon

Date of Event: 5/4/18

Item Being Purchased: Refreshments. The Parent Appreciation Luncheon will honor the achievements of the CARE and CalWORKs students. A former CARE/CalWORKs student will be our speaker to encourage and motivate our students to continue with their education.

Total Estimated Cost: \$2000

Funding Source: CARE and CalWORKs General Fund

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: March 8, 2018
SUBJECT: Consideration of Approval of Professional Services Contracts/Agreements

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached list of Professional Services contracts/agreements.

OVERVIEW

In accordance with Board Policy 6340 and Administrative Procedure 6340, Section A, Sub-section 3, the attached list of contracts for Professional Services, Consultants and Legal Services is submitted for approval.

ANALYSIS

The attached list of contracts, agreements and their associated purchase orders are for fiscal audits, legal services, consultants and other professional services that are needed by 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.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

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

Contracts for Approval

Scheduled Board Date 3/8/2018

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<i>Legal</i>			
Burke, William & Sorensen, LLP	(16282) Legal services for the District Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Chancellor/SBCCD	\$15,000.00
<hr/> <i>SubTotal for Legal: 1</i> <hr/>			
<i>Professional Services</i>			
CHJ Incorporated dba CHJ Consultants	(11825) Geotechnical and testing services for Measure M projects at SBVC; A-09 to extend term date from 06/30/2017 to 03/11/2020; no additional cost Term: 3/12/2015 - 6/30/2017 Funding Source: Bond Funded	Facilities Planning/SBCCD	\$1,302,918.47
Ellucian Company, Inc.	(14931) Project management for General Ledger Chart of Accounts change utility services; this is to approve the extension of the term date to 06/30/2019; no additional cost Term: 4/17/2017 - 6/30/2019 Funding Source: General Funds	TESS/SBCCD	\$41,750.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
HMC Architects	(14689) Architect services for SBVC's Health & Life Science building project Nursing Lab renovation; Amendment 01 - additional architectural design and construction services at an increased cost of \$13,990; this is to approve Amendment 02 - additional architectural design and construction services at an increased cost of \$3,950 Term: 3/10/2017 - 6/30/2018 Funding Source: Bond Construction	Facilities Planning/SBCCD	\$104,735.00
McCallum Group Inc.	(16285) Provide consulting and legislative advocacy services Term: 1/1/2018 - 12/31/2018 Funding Source: General Funds	Chancellor/SBCCD	\$18,000.00
PMSM Architects	(16327) Architectural services for non-bond projects; on an as needed basis Term: 3/9/2018 - 3/8/2021 Funding Source: Capital Outlay	Facilities Planning/SBCCD	\$150,000.00
RISE Interpreting, Inc.	(15565) Sign Language Interpreting Services; this is to approve an increase in the not to exceed amount by \$15,000 Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	DSP&S/CHC	\$25,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
Vavrinek, Trine, Day and Co, LLP	(10412) Bid - Auditing services for District per RFP 2014-03; District to exercise their option to extend services for the fourth year for the audit of FY 2017-2018 for various areas at an additional cost for each engagement; General Audit \$119,000; Bond Audit \$11,000; KVCR FM-TV \$2,500; KVCR Foundation Audit \$13,200; EDCT Foundation \$6,900 Term: 7/1/2014 - 6/30/2019 Funding Source: General Funds	Fiscal Services/SBCCD	\$968,600.00
<hr/> <i>SubTotal for Professional Services: 7</i> <hr/>			
<hr/> <i>Grand Total Contracts for Board Date 3/8/2018: 8</i> <hr/>			

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: March 8, 2018
SUBJECT: Consideration of Approval of Purchase Order Report

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached list of purchase orders.

OVERVIEW

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days. All Purchase Orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

ANALYSIS

Purchase Orders between the ranges of 183455 – 183878 are attached for approval, except those approved through the contract agenda items. Purchase Orders are detailed by number, vendor, purpose, and amount.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2017/2018 budget.

PO#	Vendor Name	Purchase Order Description	Amount
183661	REVOLVING CASH	Athletic Entry Fee	200
183830	SBVC BOOKSTORE	Commencement Supplies	335.25
183456	US BANK CORPORATE PMT SYSTEMS	Conference	3,000.00
183461	US BANK CORPORATE PMT SYSTEMS	Conference	1,215.00
183463	MCCONNELL, MARK	Conference	1,820.77
183468	CACCRAO	Conference	1,180.00
183470	DALE-CARTER, APRIL	Conference	20.49
183479	US BANK CORPORATE PMT SYSTEMS	Conference	980
183483	BLANQUET, FRANCISCO	Conference	2,000.00
183484	BLANQUET, FRANCISCO	Conference	1,750.00
183485	TRAINING CONNECTION LLC	Conference	1,845.00
183488	ACADEMIC SENATE, THE	Conference	1,090.00
183489	MENCHACA, PATRICIA	Conference	1,820.77
183499	CHAVIRA, REJOICE C	Conference	600
183500	SOLER, ARIACKNA	Conference	600
183501	CHILD AND FAMILY POLICY	Conference	100
183503	RODRIGUEZ, NATIVIDAD	Conference	650
183506	ATKINSON ANDELSON LOYA	Conference	460
183522	US BANK CORPORATE PMT SYSTEMS	Conference	1,370.00
183526	US BANK CORPORATE PMT SYSTEMS	Conference	1,205.00
183527	US BANK CORPORATE PMT SYSTEMS	Conference	1,370.00
183530	US BANK CORPORATE PMT SYSTEMS	Conference	2,600.00
183532	US BANK CORPORATE PMT SYSTEMS	Conference	902.27
183539	ACCCA	Conference	445
183544	ZHOU, WEI	Conference	816
183551	FOUNDATION FOR CALIFORNIA COMM	Conference	250
183552	SAN BERNARDINO COUNTY SHERIFFS	Conference	1,110.00
183553	ACCCA	Conference	625
183554	US BANK CORPORATE PMT SYSTEMS	Conference	1,123.11
183555	US BANK CORPORATE PMT SYSTEMS	Conference	1,000.00
183556	CCCCSSAA	Conference	495
183559	US BANK CORPORATE PMT SYSTEMS	Conference	2,233.26
183561	CHILDERS, KAREN	Conference	107.34
183562	CCLC	Conference	1,250.00
183563	US BANK CORPORATE PMT SYSTEMS	Conference	1,678.36
183564	RODRIGUEZ, DIANA	Conference	20
183566	US BANK CORPORATE PMT SYSTEMS	Conference	1,919.62
183567	RODRIGUEZ, DIANA	Conference	20
183617	ATKINSON ANDELSON LOYA RUUD	Conference	460
183648	CCCAOE	Conference	495
183649	CROW, KATHY	Conference	290
183651	KREHBIEL, DEANNA	Conference	24.96
183652	BURKE, JEFFREY	Conference	692.72
183653	GROSS, DAWN	Conference	937
183659	CACCRAO	Conference	295
183667	MUSKAVITCH, JOHN	Conference	413

PO#	Vendor Name	Purchase Order Description	Amount
183670	CCCAOE	Conference	495
183671	LEVESQUE, ROBERT	Conference	898.93
183672	CCCAOE	Conference	495
183673	BAUGHER, JEFF	Conference	930
183676	MUSKAVITCH, JOHN	Conference	563
183677	LEHMAN, VERONICA	Conference	857.66
183678	GASCA, SUSAN	Conference	1,700.00
183687	LIEBERT CASSIDY WHITMORE	Conference	375
183695	EXTRON ELECTRONICS	Conference	99
183701	HILTON PORTLAND & EXECUTIVE	Conference	940
183702	HSACCC	Conference	2,185.00
183703	RODRIGUEZ-CRUZ, BONNIE	Conference	1,694.15
183704	MELLO, BRANDICE	Conference	10.78
183705	BAKHIT, KHETAM	Conference	1,260.00
183706	BAKHIT, KHETAM	Conference	1,260.00
183709	WESTIN LOS ANGELES AIRPORT,THE	Conference	4,600.00
183710	US BANK CORPORATE PMT SYSTEMS	Conference	1,774.86
183711	CARLOS, RAYMOND	Conference	225.14
183712	DIAZ, EMMA	Conference	100
183713	CCCCIO	Conference	400
183714	THAYER, SCOTT	Conference	200
183715	THAYER, SCOTT	Conference	100
183716	THAYER, SCOTT	Conference	100
183718	MORENO, MARIANA	Conference	186
183719	CCCAOE	Conference	495
183721	DIAL, TROY LYNN	Conference	39
183722	DIAZ, EMMA	Conference	112
183723	RUEDA, MARGARET	Conference	1,002.73
183725	SCIAC	Conference	375
183727	LIEBERT CASSIDY WHITMORE	Conference	925
183728	LIEBERT CASSIDY WHITMORE	Conference	525
183730	POWERS, YVONNE	Conference	2,500.00
183731	NATIONAL SEMINARS TRAINING	Conference	199
183733	DIAL, TROY LYNN	Conference	89.05
183734	US BANK CORPORATE PMT SYSTEMS	Conference	943.02
183735	BAUGHER, JEFF	Conference	620
183737	ACADEMIC SENATE, THE	Conference	545
183738	HUSTON, CELIA	Conference	1,105.00
183739	RIALTO BLACK HISTORY	Conference	440
183740	DIAL, TROY LYNN	Conference	39
183741	US BANK CORPORATE PMT SYSTEMS	Conference	2,154.00
183742	COLLEGE SOURCE INC	Conference	3,580.00
183743	COLLEGENET INC	Conference	550
183744	US BANK CORPORATE PMT SYSTEMS	Conference	850
183746	ANDERSON, JONATHAN	Conference	75

PO#	Vendor Name	Purchase Order Description	Amount
183747	WINGSON, KIMBERLY	Conference	1,661.00
183748	MIDDLE COLLEGE NATIONAL CONSOR	Conference	1,700.00
183749	WINGSON, KIMBERLY	Conference	4,147.00
183750	MOLINA, LINDA	Conference	1,316.63
183751	IM, SOPHIN	Conference	1,316.63
183752	SILVA, STEVEN	Conference	1,316.63
183753	ULLOA, JULIE	Conference	1,316.63
183754	SBCSBA	Conference	100
183764	CALIFORNIA SCHOOL EMPLOYEES	Conference	109
183765	CROCFER, MICHELLE	Conference	221.8
183780	MATA, SUSANNE	Conference	77
183782	RIVERSIDE COUNTY	Conference	110
183783	HUSTON, CELIA	Conference	765.99
183787	US BANK CORPORATE PMT SYSTEMS	Conference	250
183789	JENNINGS, AMY	Conference	950
183790	GABRIEL-MILLETTE, CHRISTIE	Conference	72.12
183791	GABRIEL-MILLETTE, CHRISTIE	Conference	105.17
183796	MOORE, CHRISTIN	Conference	832.52
183797	HAYTON, CLAUDIA	Conference	847.13
183802	US BANK CORPORATE PMT SYSTEMS	Conference	520
183803	US BANK CORPORATE PMT SYSTEMS	Conference	1,110.00
183804	LIEBERT CASSIDY WHITMORE	Conference	575
183805	US BANK CORPORATE PMT SYSTEMS	Conference	2,225.00
183809	SCHOENFELD, RACQUEL	Conference	1,250.00
183810	SOLER, ARIACKNA	Conference	1,200.00
183812	SAN BERNARDINO SHERIFFS DEPT	Conference	100
183813	US BANK CORPORATE PMT SYSTEMS	Conference	925
183837	CROCFER, MICHELLE	Conference	340.85
183838	CROCFER, MICHELLE	Conference	48
183851	SAN BERNARDINO COUNTY	Conference	80
183852	SHASTA COLLEGE	Conference	900
183857	CCCAOE	Conference	495
183529	US BANK CORPORATE PMT SYSTEMS	Dues & Memberships	419
183647	FRED PRYOR SEMINARS	Dues & Memberships	897
183666	COMMUNITY COLLEGE FACILITIES	Dues & Memberships	1,213.00
183700	ROTARY CLUB OF SAN BERNARDINO	Dues & Memberships	125
183779	GLENDALE COMMUNITY COLLEGE	Dues & Memberships	100
183785	US BANK CORPORATE PMT SYSTEMS	Dues & Memberships	225
183788	US BANK CORPORATE PMT SYSTEMS	Dues & Memberships	106.92
183521	STARBUCKS COFFEE COMPANY	Equipment	3,328.44
183546	AVOTEK	Equipment	5,745.62
183557	B&H PHOTO VIDEO	Equipment	20,575.94
183591	ANTHEM SPORTS	Equipment	6,691.28
183596	CALIFORNIA TOOL & WELDING SPLY	Equipment	15,714.80
183602	PROFORCE LAW ENFORCEMENT	Equipment	937.23

PO#	Vendor Name	Purchase Order Description	Amount
183605	HUNTINGTON HARDWARE CO INC	Equipment	2,056.96
183607	US BANK CORPORATE PMT SYSTEMS	Equipment	1,097.93
183615	GRAINGER INC, W W	Equipment	3,071.86
183644	AZTEC CONTAINER	Equipment	4,660.20
183654	REDBIRD FLIGHT SIMULATIONS	Equipment	12,201.30
183660	US BANK CORPORATE PMT SYSTEMS	Equipment	1,086.75
183662	DISH FACTORY INC, THE	Equipment	3,423.67
183675	VARIDESK LLC	Equipment	484.88
183683	STAPLES	Equipment	355.04
183778	NAPA AUTO PARTS	Equipment	2,286.11
183814	US BANK CORPORATE PMT SYSTEMS	Equipment	619.56
183822	MATCO TOOLS	Equipment	5,454.34
183824	KEN'S SPORTING GOODS	Equipment	1,653.32
183831	ANATOMY NOW LLC	Equipment	5,334.65
183842	CHEF RUBBER LLC	Equipment	1,976.23
183845	HEALTH CARE LOGISTICS	Equipment	510.09
183849	QUADMED INC	Equipment	898.74
183853	CDW GOVERNMENT INC	Equipment	392.46
183856	AIRGAS USA LLC	Equipment	263.92
183863	BROADCAST SUPPLY WORLDWIDE	Equipment	234.89
183869	DISH FACTORY INC, THE	Equipment	2,141.84
183455	STAPLES	Instructional Supplies	926.21
183480	STAPLES	Instructional supplies	224.5
183509	HARDY DIAGNOSTICS	Instructional Supplies	111.65
183512	LOY, JOHN	Instructional Supplies	192.64
183513	LOY, JOHN	Instructional Supplies	120.31
183514	GRAINGER INC, W W	Instructional Supplies	188.38
183541	TRI-ANIM HEALTH SERVICES	Instructional Supplies	2,318.22
183598	RCG ATHLETICS	Instructional Supplies	3,902.97
183603	MILLER, SARAH	Instructional Supplies	34.28
183604	RELIABLE SOURCE INC	Instructional Supplies	6,849.44
183613	AERIAL ESSENTIALS	Instructional Supplies	5,445.00
183618	HILLCO FASTENER WAREHOUSE	Instructional Supplies	182.22
183629	COSTCO	Instructional Supplies	506.48
183634	REMEDY SIMULATION GROUP INC	Instructional Supplies	1,039.37
183640	BLICK ART MATERIALS	Instructional Supplies	451.22
183641	WALE APPARATUS CO INC	Instructional Supplies	188.9
183650	GENUINE AUTO PARTS	Instructional Supplies	1,500.00
183674	STAPLES	Instructional Supplies	141.15
183679	BEST BUY	Instructional Supplies	418.33
183680	QUADMED INC	Instructional Supplies	847.25
183682	GRAINGER INC, W W	Instructional Supplies	105.26
183684	FLINN SCIENTIFIC INC	Instructional Supplies	848.49
183692	BSN SPORTS INC	Instructional Supplies	353.22
183726	HOME DEPOT, THE	Instructional Supplies	100

PO#	Vendor Name	Purchase Order Description	Amount
183762	SBVC BOOKSTORE	Instructional Supplies	116.64
183763	STAPLES	Instructional Supplies	412.64
183774	HUBERT COMPANY LLC	Instructional Supplies	9,002.21
183776	CHEF RUBBER LLC	Instructional Supplies	3,500.00
183806	SANFORD, RENEE	Instructional Supplies	107.32
183827	HARDY DIAGNOSTICS	Instructional Supplies	26.09
183834	LAB-AIDS INC	Instructional Supplies	420.5
183840	CHEF RUBBER LLC	Instructional Supplies	2,000.00
183855	GRAINGER INC, W W	Instructional Supplies	415.16
183858	STAPLES	Instructional Supplies	623.01
183861	NASCO WEST	Instructional Supplies	275.84
183873	LOY, JOHN	Instructional Supplies	74.8
183874	LOY, JOHN	Instructional Supplies	144.09
183875	LOY, JOHN	Instructional Supplies	149.47
183876	LOY, JOHN	Instructional Supplies	83.95
183465	STAPLES	IT Equipment	969.72
183492	DELL COMPUTER COMPANY	IT Equipment	2,458.16
183494	US BANK CORPORATE PMT SYSTEMS	IT Equipment	243.75
183497	CONVERGEONE INC	IT Equipment	4,493.88
183558	US BANK CORPORATE PMT SYSTEMS	IT Equipment	3,000.00
183614	MICROSOFT CORPORATION	IT Equipment	1,391.15
183616	DELL COMPUTER COMPANY	IT Equipment	1,465.74
183619	CDW GOVERNMENT INC	IT Equipment	55,155.76
183696	AVI SPL	IT Equipment	90.62
183807	US BANK CORPORATE PMT SYSTEMS	IT Equipment	107.74
183835	CDW GOVERNMENT INC	IT Equipment	914.16
183839	CDW GOVERNMENT INC	IT Equipment	2,184.74
183841	TROXELL COMMUNICATIONS INC	IT Equipment	5,450.00
183854	MICROSOFT CORPORATION	IT Equipment	1,391.15
183865	CDW GOVERNMENT INC	IT Equipment	7,853.16
183872	CDW GOVERNMENT INC	IT Equipment	2,825.80
183625	HYLTON, CHRISTOPHER	Maintenance Supplies	4.54
183457	STATER BROS MARKETS	Meals & Refreshments	600
183464	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	37.8
183482	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	74.63
183495	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	450
183510	LEVESQUE, ROBERT	Meals & Refreshments	30.62
183511	LEVESQUE, ROBERT	Meals & Refreshments	27.39
183524	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	100
183531	SBVC FOOD SERVICES	Meals & Refreshments	778.69
183533	SBVC FOOD SERVICES	Meals & Refreshments	499.99
183534	SBVC FOOD SERVICES	Meals & Refreshments	499.99
183535	SBVC FOOD SERVICES	Meals & Refreshments	2,343.92
183537	SBVC FOOD SERVICES	Meals & Refreshments	364.78
183538	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	245.81

PO#	Vendor Name	Purchase Order Description	Amount
183540	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	82.53
183543	SBVC FOOD SERVICES	Meals & Refreshments	27
183549	HAMDY, RANIA	Meals & Refreshments	2,757.00
183621	NOYES BAKERY	Meals & Refreshments	55
183624	PANERA BREAD	Meals & Refreshments	396.7
183655	SBVC FOOD SERVICES	Meals & Refreshments	973.9
183685	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	51.3
183686	DULOCK, RICHARD	Meals & Refreshments	77.54
183707	SBVC FOOD SERVICES	Meals & Refreshments	183.99
183708	SBVC FOOD SERVICES	Meals & Refreshments	6,031.00
183758	SBVC FOOD SERVICES	Meals & Refreshments	597.25
183759	SBVC FOOD SERVICES	Meals & Refreshments	941.5
183760	QUEEN BEAN CAFFE	Meals & Refreshments	145
183775	RAMSEY, DANIELE	Meals & Refreshments	123.64
183786	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	25.79
183793	SBVC FOOD SERVICES	Meals & Refreshments	2,507.50
183795	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	81.28
183799	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	7.18
183800	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	72.02
183815	LEVESQUE, ROBERT	Meals & Refreshments	40.79
183816	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	74.43
183817	STATER BROS MARKETS	Meals & Refreshments	50
183832	ANDERSON, DEBRA	Media	1,405.00
183458	MILLER, SARAH	Non-Instructional Supplies	58.54
183466	STAPLES	Non-Instructional Supplies	431.58
183467	STAPLES	Non-Instructional Supplies	1,333.56
183469	STAPLES	Non-Instructional Supplies	526.3
183477	STAPLES	Non-Instructional Supplies	477.38
183486	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	86.67
183490	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	22.68
183491	STAPLES	Non-Instructional Supplies	108.15
183493	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	134.66
183496	STAPLES	Non-Instructional Supplies	196.51
183498	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	207.94
183502	STAPLES	Non-Instructional Supplies	112.33
183504	JE HALLIDAY SALES INC	Non-Instructional Supplies	443.93
183507	STAPLES	Non-Instructional Supplies	235.57
183515	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	550.53
183536	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	248.4
183542	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	198.01
183560	STAPLES	Non-Instructional Supplies	134.37
183568	STAPLES	Non-Instructional Supplies	409.83
183570	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	4,000.00
183612	GERMSTAR	Non-Instructional Supplies	74.35
183622	STAPLES	Non-Instructional Supplies	304.41

PO#	Vendor Name	Purchase Order Description	Amount
183623	CDW GOVERNMENT INC	Non-Instructional Supplies	983.22
183638	CDW GOVERNMENT INC	Non-Instructional Supplies	138.31
183642	STAPLES	Non-Instructional Supplies	342.37
183646	STAPLES	Non-Instructional Supplies	101.07
183656	STAPLES	Non-Instructional Supplies	446.4
183663	STAPLES	Non-Instructional Supplies	746.37
183664	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	1,622.82
183665	MANUZ, DARIAN	Non-Instructional Supplies	8.53
183681	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	861.78
183691	CARD INTEGRATORS CORPORATION	Non-Instructional Supplies	392.2
183736	SBVC BOOKSTORE	Non-Instructional Supplies	7,000.00
183761	STAPLES	Non-Instructional Supplies	181.13
183768	STAPLES	Non-Instructional Supplies	190.92
183784	LOERA, ERNIE	Non-Instructional Supplies	40.35
183794	STAPLES	Non-Instructional Supplies	484.41
183798	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	5.5
183801	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	10.76
183808	STAPLES	Non-Instructional Supplies	404.6
183811	STAPLES	Non-Instructional Supplies	83.12
183843	CORONA CLAY COMPANY	Non-Instructional Supplies	1,390.00
183844	4WALL ENTERTAINMENT INC	Non-Instructional Supplies	620.83
183846	APPLE COMPUTER INC	Non-Instructional Supplies	72.5
183847	MOORE MEDICAL CORPORATION	Non-Instructional Supplies	600
183848	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	64.63
183859	STAPLES	Non-Instructional Supplies	286.43
183860	STAPLES	Non-Instructional Supplies	438.4
183862	STAPLES	Non-Instructional Supplies	209.11
183867	CARD INTEGRATORS CORPORATION	Non-Instructional Supplies	762.31
183868	CDW GOVERNMENT INC	Non-Instructional Supplies	375.49
183870	ALL IN ONE POSTER COMPANY INC	Non-Instructional Supplies	1,104.31
183877	STAPLES	Non-Instructional Supplies	631.91
183878	BEST GOLF CARTS INC	Non-Instructional Supplies	883.55
183459	BMI GENERAL LICENSING	Operating Expenses & Fees	1,242.46
183473	REVOLVING CASH	Operating Expenses & Fees	930.5
183474	STATE OF CALIFORNIA	Operating Expenses & Fees	141
183475	SOUTH COAST AQMD	Operating Expenses & Fees	378.28
183476	SOUTH COAST AQMD	Operating Expenses & Fees	127.46
183478	NATIONAL EDUCATIONAL	Operating Expenses & Fees	1,575.00
183525	ZINN, WENDY	Operating Expenses & Fees	910
183550	REVOLVING CASH	Operating Expenses & Fees	1,652.40
183569	ROMERO, MARKAZAN	Operating Expenses & Fees	50
183632	POWELL, DANIEL	Operating Expenses & Fees	705.57
183668	REGISTRY OF CHARITABLE TRUSTS	Operating Expenses & Fees	150
183669	STATE OF CALIFORNIA	Operating Expenses & Fees	10
183769	HEIBEL, TODD	Operating Expenses & Fees	242.5

PO#	Vendor Name	Purchase Order Description	Amount
183770	NORDSTROM, MATTHEW	Operating Expenses & Fees	115
183771	NORDSTROM, MATTHEW	Operating Expenses & Fees	133
183781	PALM SPRINGS AERIAL TRAMWAY	Operating Expenses & Fees	1,390.50
183850	CROW, KATHY	Operating Expenses & Fees	300
183864	NATIONAL EDUCATIONAL	Operating Expenses & Fees	175
183505	SBVC BOOKSTORE	Other Student Aid	12,000.00
183698	SBVC BOOKSTORE	Other Student Aid	10,000.00
183720	QUEEN BEAN CAFFE	Other Student Aid	7,500.00
183724	CHC BOOKSTORE	Other Student Aid	10,867.00
183732	SBVC CAMPUS BUSINESS OFFICE	Other Student Aid	3,000.00
183745	SBVC BOOKSTORE	Other Student Aid	3,000.00
183462	ULLOA, JULIE	Personal Mileage	60.99
183472	DULAY-VEGA, PAIGE	Personal Mileage	50
183565	FELIX, GENE	Personal Mileage	136.25
183620	MCKEE, JULIE	Personal Mileage	24.61
183658	MENDEZ, ANNA	Personal Mileage	300
183755	MCGOWAN, ARLENE	Personal Mileage	40.88
183767	ZINN, WENDY	Personal Mileage	2,600.00
183757	SBCCD PRINTING SERVICES	Printing, SBCCD	3,562.00
183460	THOMSON LEGAL & REGULATORY	Reference Books	270.67
183639	VERNIER SOFTWARE	Reference Books	43.1
183792	US BANK CORPORATE PMT SYSTEMS	Software	149

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: March 8, 2018
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. Due the nature of these contracts and in the best interest of the District, these contracts are generally ratified by the Board of Trustees. Long term contracts, unless otherwise noted, the amount shown for multi-year agreements is the projected total amount for the full contract period. Any changes to these approved amounts will be submitted to board as amendments or not to exceed limit changes.

INSTITUTIONAL VALUES

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 3/8/2018

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>CalWorks Child Care</u>			
Horne, Vickie	(16325) CalWorks grant to cover cost of childcare for participating students - Parent – Mosley, Regine Term: 2/1/2018 - 6/30/2018 Funding Source: CalWorks	Calworks/SBVC	\$3,149.52
<i>SubTotal for CalWorks Child Care: 1</i>			<i>\$3,149.52</i>
<u>CalWorks Off-Campus Work Study</u>			
Real Journey Academies, Inc.	(16231) Off-Campus workstudy - Student - Ramirez, Cellina; reimbursed at up to 100% of per hourly rate Term: 1/17/2018 - 6/30/2018 Funding Source: CalWorks	Calworks/SBVC	\$6,348.00
<i>SubTotal for CalWorks Off-Campus Work Study: 1</i>			<i>\$6,348.00</i>
<u>Clinicals</u>			
Desert Regional Medical Center	(16299) Affiliation agreement for EMS Program participants; no cost to SBCCD Term: 2/8/2018 - 2/7/2023 Funding Source: N/A	Emergency Medical Svcs/CHC	
<i>SubTotal for Clinicals: 1</i>			

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
24 Hour Fitness USA, Inc.	(16264) Provide a districtwide fitness program with discounted membership for SBCCD employees; no cost to SBCCD Term: 2/1/2018 - 1/31/2019 Funding Source: N/A	Human Resources/SBCCD	
American Printing & Promotions	(16215) Production of promotional items and giveaways Term: 12/7/2017 - 2/28/2018 Funding Source: Student Equity	Student Services/SBVC	\$3,818.18
American Printing & Promotions	(16328) Production of promotional items and giveaways Term: 2/5/2018 - 4/30/2018 Funding Source: General Funds	First Year/SBVC	\$7,940.00
American Printing & Promotions	(16329) Production of promotional items and giveaways Term: 1/22/2018 - 3/31/2018 Funding Source: Student Equity	Student Services/SBVC	\$10,042.52
American Printing & Promotions	(16326) Production of promotional items and giveaways for Senior Day Term: 2/5/2018 - 4/30/2018 Funding Source: General Funds	First Year/SBVC	\$1,207.81
Arrowhead Auto Repair	(16229) Repair of KVCR vehicle: Nissan Xterra Term: 2/5/2018 - 3/31/2018 Funding Source: KVCR - CPB Grant - TV	KVCR/KVCR	\$1,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Awesome Blinds & Shutters, Inc.	(16220) Window shade replacement in the Campus Center and HLS-210 Term: 1/22/2018 - 3/31/2018 Funding Source: General Funds	Maintenance/SBVC	\$2,003.53
Aztec Container	(16219) Move a SBVC owned 10ft cargo container used to store softball equipment from Colton to SBVC Term: 1/18/2018 - 2/28/2018 Funding Source: General Funds	Administrative Services/SBVC	\$695.00
Barlow, Matthew dba Acute Backflow	(16240) Backflow testing and certification of SBCCD sites as required annual by regulations Term: 2/13/2018 - 6/30/2018 Funding Source: General Funds	Facilities Planning/SBCCD	\$650.00
Bear Valley USD	(15456) Rental of Big Bear High School for SBVC satellite campus for Fall 2017 and Spring 2018; this is to approve the use of Big Bear High Schools's Automotive Lab for SBVC class for Spring 2018 Term: 8/1/2017 - 6/30/2018 Funding Source: General Funds	Science/SBVC	\$7,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Ben's Lock and Key	(15500) On demand repairs on CHC locks and doors; this is to approve an increase of \$5,000 due to current staff unavailability Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Maintenance/CHC	\$13,000.00
Bergelectric	(16259) On demand repairs for Maintenance department van Term: 2/1/2018 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$5,000.00
Biddle, Dennis	(16273) Speaker for Black History Month Term: 2/15/2018 - 2/15/2018 Funding Source: Student Equity	Student Services/SBVC	\$700.00
Big Top Rentals	(16261) Rental of 15 canopies for Transfer Fair Term: 4/10/2018 - 4/11/2018 Funding Source: Student Success (SSSP)	Transfer Center/SBVC	\$3,103.10
Block Party Game Truck	(16227) Rental of game truck for "ASB Week of Welcome" event Term: 1/24/2018 - 1/24/2018 Funding Source: Trust Account	Student Life/SBVC	\$625.00
Blue Water Charters Jetboat Tours	(16257) Boat tour at Lake Havasu for Star program students Term: 5/3/2018 - 5/3/2018 Funding Source: State Grant	Star Program/SBVC	\$1,035.36

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Brian's Bee Removal Service	(16301) On demand bee removal service for CHC grounds Term: 1/3/2018 - 6/30/2018 Funding Source: General Funds	Maintenance/CHC	\$750.00
Brown, Oran dba Diversity Solutions	(16221) Booth rental at the "Military Inclusion Career Fair" to promote CHC programs Term: 3/23/2018 - 3/23/2018 Funding Source: General Funds	Marketing/CHC	\$395.00
Burgess Moving & Storage	(16298) District office equipment surplus and disposal removal as part of the flooring project Term: 12/22/2017 - 1/31/2018 Funding Source: Capital Outlay	Facilities Planning/SBCCD	\$580.00
Burrell, Sade dba Sade Burrell & Associates	(16247) Keynote speaker and facilitator at SBVC's "Guardian Scholars Conference" Term: 4/12/2018 - 4/12/2018 Funding Source: Student Equity	First Year/SBVC	\$2,000.00
Burt H. Peachy Consulting, Inc.	(16330) Prepare all necessary services for application submission of the NSF/HSI STEM grant Term: 2/1/2018 - 3/6/2018 Funding Source: General Funds	EDCT/SBCCD	\$25,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Campaign for College Opportunity	(16284) Sponsorship at the "2017 Champions of Higher Education Celebration" to promote districtwide programs Term: 12/5/2017 - 12/5/2017 Funding Source: General Funds	Chancellor/SBCCD	\$2,500.00
CHC Foundation	(16283) Full page advertisement in the "Annual Gala Dinner & Auction" to promote districtwide programs Term: 3/24/2018 - 3/24/2018 Funding Source: General Funds	Chancellor/SBCCD	\$1,100.00
Chicano Latino Caucus of Inland Empire	(16234) Sponsorship at the 7th Annual Caesar E Chavez Memorial Breakfast; Bronze level it include a full page advertisement to promote SBCCD wide programs Term: 3/31/2018 - 3/31/2018 Funding Source: General Funds	Chancellor/SBCCD	\$500.00
Club Center Events Enterprise	(16318) Block room rental for the "Evening of Achievement" event for EOPS graduating students Term: 5/3/2018 - 5/3/2018 Funding Source: EOP&S	EOP&S/SBVC	\$5,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Colton Redlands Yucaipa ROP	(16290) Provide assistance in the facilitation of the Strong Workforce Regional Advisory Communities Project Term: 3/8/2018 - 6/30/2018 Funding Source: Strong Workforce Program	EDCT/SBCCD	\$5,000.00
Compressed Air Specialties Inc.	(16244) Repair and maintenance on high pressure breathing air compressors Term: 2/17/2018 - 4/30/2018 Funding Source: General Funds	Fire Technology/CHC	\$1,573.93
CSUSB Philanthropic Foundation	(16286) Silver sponsorship at the "9th Annual Latino Education & Advocacy Days Summit" to promote districtwide programs Term: 3/29/2018 - 3/29/2018 Funding Source: General Funds	Chancellor/SBCCD	\$2,000.00
Dark Matter 86, LLC	(16246) Speaker at the "Black History Month" event Term: 2/13/2018 - 2/13/2018 Funding Source: Student Equity	Student Services/SBVC	\$1,000.00
Dell Computer Company	(16308) Computer system maintenance agreement for SBCCD servers Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	TESS/SBCCD	\$1,994.47

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
DoubleTree Hotel - Ontario	(16292) Meeting room rental for Board Retreat Term: 2/17/2018 - 2/17/2018 Funding Source: General Funds	Chancellor/SBCCD	\$250.00
DoubleTree Hotel - Ontario	(16294) Meeting room rental for Board Retreat Term: 2/16/2018 - 2/16/2018 Funding Source: General Funds	Chancellor/SBCCD	\$250.00
Eastman, CJ	(16331) Provide Executive Producer services for KVCR Program "Uncovered in the Archives" Term: 1/31/2018 - 1/30/2023 Funding Source: KVCR	KVCR/KVCR	\$51,600.00
Educational Marketing, Inc.	(16321) Production of discount cards for CHC's Students; funded through ASB Trust Term: 2/12/2018 - 6/30/2018 Funding Source: Trust Account	Student Life/CHC	\$2,850.00
Ervin, Kathryn	(16243) Speaker at the "Black History Month" event Term: 2/20/2018 - 2/20/2018 Funding Source: Student Equity	Student Services/CHC	\$200.00
Grigsby, Juli	(16271) Guest Lecture: Topic is women in sociology professions Term: 3/27/2018 - 3/27/2018 Funding Source: General Funds	Arts & Lecture/SBVC	\$2,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
H & L Charter Co, Inc.	(16310) Bus rental for field trip to Cal State Fullerton Term: 3/15/2018 - 3/15/2018 Funding Source: Student Success (SSSP)	Transfer Center/SBVC	\$818.80
H & L Charter Co, Inc.	(16311) Bus rental for field trip to Cal State Northridge Term: 3/14/2018 - 3/14/2018 Funding Source: Student Success (SSSP)	Transfer Center/SBCCD	\$1,123.08
H & L Charter Co, Inc.	(16245) Bus rental for transportation to Palm Springs Aerial Tramway; additional cost may be charged for fuel and time overages Term: 4/10/2018 - 4/10/2018 Funding Source: Student Equity	First Year/SBVC	\$1,123.00
Health Connexxtions	(16251) Organize and coordinate the "Health & Wellness Fair"; no cost to SBCCD Term: 4/19/2018 - 4/19/2018 Funding Source: N/A	Human Resources/SBCCD	
Hinrichs & Associates dba Studio Hinrichs	(16342) Create an integrated brand for all SBCCD sites as part of new identity project Term: 2/23/2018 - 2/22/2019 Funding Source: General Funds	Chancellor/SBCCD	\$42,000.00
ICS Service Co.	(16316) Provide annual fire alarm inspection on SBVC Campus Term: 1/10/2018 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$14,952.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
IE Gourmet Food Trucks	(16323) Food truck for CHC event Sober Fest; funded through ASG Funds Term: 11/15/2017 - 11/15/2017 Funding Source: Trust Account	Student Life/CHC	\$510.73
Inland Empire Economic Partnership (IEEP)	(16281) Sponsorship at the "2018 Annual Dinner and Awards Reception; Bronze Sponsorship includes SBCCD logo on all marketing materials to promote districtwide programs Term: 1/17/2018 - 1/17/2018 Funding Source: General Funds	Chancellor/SBCCD	\$1,000.00
Inland Empire Stages LTD	(16256) Bus rental for Star Program field trip to and from Arizona State University Term: 5/3/2018 - 5/4/2018 Funding Source: State Grant	Star Program/SBVC	\$2,766.00
Inland Empire Stages LTD	(16262) Bus rental to have Parkside Elementary School 4th grade students to visit the SBVC campus as part of an outreach event Term: 2/21/2018 - 2/21/2018 Funding Source: Student Equity	Student Services/SBVC	\$1,592.50
Inland Leaders Foundation	(16278) Half page advertisement in the Inland Leaders Foundation 6th Annual Gala program to promote districtwide programs Term: 2/24/2018 - 2/24/2018 Funding Source: General Funds	Marketing/CHC	\$350.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Inspirations Photography	(16263) Photography services for in-studio and off-site shoots Term: 1/8/2018 - 6/30/2018 Funding Source: KVCR	KVCR/KVCR	\$2,000.00
J. R. Clancy Inc.	(16269) Annual safety inspection of motorized rigging equipment in SBVC Auditorium Term: 2/7/2018 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$1,435.00
Jenkins, Ulysses	(16242) Performer at the "Black History Month" event Term: 2/28/2018 - 2/28/2018 Funding Source: Student Equity	Student Services/CHC	\$400.00
Jones, Timothy	(16289) On-air host for "Hidden Hikes" television show Term: 1/1/2018 - 6/30/2018 Funding Source: KVCR - CPB Grant - TV	KVCR/KVCR	\$1,000.00
Kardex Remstar, LLC	(16333) Install equipment that will be used for storage by the maintenance department Term: 2/19/2018 - 2/18/2021 Funding Source: General Funds	Maintenance/SBVC	\$39,307.97

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Kates, Phyllis dba PK Design	(16253) Provide assistance in reviewing students artwork at the "Portfolio Review" event Term: 3/13/2018 - 3/13/2018 Funding Source: Perkins	Art/SBVC	\$100.00
Laboratory Microscope Specialist - LMS	(16320) Repairs to Biology lab microscopes Term: 2/19/2018 - 6/30/2018 Funding Source: General Funds	Biology/SBVC	\$1,026.00
Leeds, Matthew dba Whitefrog Design, LLC	(16255) Provide assistance in reviewing students artwork at a "Portfolio Review" event Term: 3/13/2018 - 3/13/2018 Funding Source: Perkins	Art/SBVC	\$100.00
London Bridge Resort, LLC	(16305) Block room rental and meals for Student trip to Arizona University Term: 5/3/2018 - 5/4/2018 Funding Source: STAR Grant	Star Program/SBVC	\$4,200.00
Magic Jump Rentals	(16226) Rental of 3 carnival games for the "ASG Week of Welcome" event at SBVC Term: 1/24/2018 - 1/24/2018 Funding Source: Trust Account	Student Life/SBVC	\$389.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Manufacturers' Council of the Inland Empire	(16252) Gold sponsorship at the 2018 Manufacturing Summit to promote districtwide programs Term: 2/15/2018 - 2/15/2018 Funding Source: ETP Grant	EDCT/SBCCD	\$5,000.00
Middle College National Consortium	(16232) Provide assistance in analyzing data about current Middle College students; funded through Middle College High School State Grant Term: 7/1/2017 - 6/30/2018 Funding Source: State Grant	Middle College/SBVC	\$4,500.00
Mike's Custom Flooring	(16279) Furnish and install 5 mini blinds at the Police Science Bldg. Term: 2/1/2018 - 4/30/2018 Funding Source: General Funds	Police Science/SBVC	\$516.55
Mission Paving & Sealing, Inc.	(16236) Restriping of the Child Development Center parking lot Term: 1/2/2018 - 6/30/2018 Funding Source: Parking Fee	Maintenance/CHC	\$6,615.00
New Seed Landscape Service, Inc.	(16228) Grading of softball infield, sidelines and warning track; one time service for the season Term: 1/30/2018 - 2/28/2018 Funding Source: General Funds	Maintenance/SBVC	\$3,940.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
New Seed Landscape Service, Inc.	(16303) Softball field prep services at City of Colton park used by SBVC's Softball Team for each game Term: 2/8/2018 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$7,200.00
Oakes, Andrew	(16254) Provide assistance in reviewing students artwork at the "Portfolio Review" event Term: 3/13/2018 - 3/13/2018 Funding Source: Perkins	Art/SBVC	\$100.00
P & P Uniforms	(16272) Production of Polo shirt with SBVC Logo Term: 2/7/2018 - 6/30/2018 Funding Source: General Funds	Police Science/SBVC	\$57.10
Pacific Coachways Charter Services, Inc.	(16267) Bus rentals to transport area high school Seniors to SBVC for "Senior Day" event Term: 4/20/2018 - 4/20/2018 Funding Source: Student Equity	First Year Experience/SBVC	\$17,946.50
Palca, Joseph	(16324) Performance - "Evening with Joe Palca" a KVCR studio fund-raising event Term: 3/3/2018 - 3/3/2018 Funding Source: KVCR - Foundation	KVCR Foundation/KVCR	\$500.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Palm Springs Aerial Tramway	(16258) Tram ride and lunch for Star program participants on a field trip to Palm Springs Term: 4/10/2018 - 4/10/2018 Funding Source: Student Equity	Star Program/SBVC	\$1,390.50
Party Plus Rental	(16268) Rental of canopies, tables, and chairs for SBVC's "Senior Day" event Term: 4/20/2018 - 4/20/2018 Funding Source: Student Equity	First Year Experience/SBVC	\$1,617.23
Pomerance, Bradley Evan	(16332) Coproduction of Program "Uncovered in the Archives" with KVCR Term: 1/31/2018 - 1/30/2023 Funding Source: KVCR	KVCR/KVCR	\$34,200.00
Powerminds Solutions, Inc.	(16322) Non-Disclosure agreement for collaboration on possible project for on the job training program; no cost to SBCCD Term: 2/2/2018 - 6/30/2018 Funding Source: N/A	EDCT/SBCCD	
Quantum Group, The	(16309) Production of novelty items with SBCCD logo for giveaways at job fairs and recruitment events Term: 2/8/2018 - 3/31/2018 Funding Source: General Funds	Human Resources/SBCCD	\$1,944.36

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Quinn Power Systems	(16237) Replacement of block heater valve and air filter on generator Term: 1/29/2018 - 4/30/2018 Funding Source: General Funds	Maintenance/CHC	\$867.59
Riverside County Office of Education	(16280) Provide assistance in the facilitation of the Career Technical Education Advisory meetings and Industry Skills Panels Term: 3/8/2018 - 6/30/2018 Funding Source: Strong Workforce Program	EDCT/SBCCD	\$5,000.00
Social Lites Scholarship Fund	(16307) Full page advertisement in the "51st Annual Beautillion Scholarship Program Souvenir Book" promoting districtwide programs Term: 3/24/2018 - 3/24/2018 Funding Source: General Funds	Chancellor/SBCCD	\$175.00
Southeast Publications USA	(16277) Full panel advertisement promoting CHC programs in the 2018 Yucaipa Regional Park Guess Services Guide Term: 1/1/2018 - 12/31/2018 Funding Source: General Funds	Marketing/CHC	\$379.00
Southern California Edison	(16300) Net energy metering and renewable electrical generation facility interconnection agreement for the SBCCD site solar carport project; no cost to SBCCD Term: 1/1/2018 - 12/31/2035 Funding Source: General Funds	Facilities Planning/SBCCD	

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Staples Contract & Commercial, Inc.	(16265) Production of customized stamp Term: 2/1/2018 - 2/28/2018 Funding Source: General Funds	Admissions & Records/CHC	\$22.08
Surfer Joe's	(16317) Catering for "Evening of Achievement" event for EOPS graduating students Term: 5/3/2018 - 5/3/2018 Funding Source: EOP&S	EOP&S/SBVC	\$15,000.00
SwimOutlet.com	(16275) Production of CHC's Swim Team swimsuits and caps with CHC logo Term: 2/8/2018 - 4/30/2018 Funding Source: General Funds	Pool/CHC	\$594.25
Tableau Software, Inc.	(16276) Training for Integrated Planning Framework Term: 2/1/2018 - 6/30/2018 Funding Source: Innovation & Effectiveness	TESS/SBCCD	\$13,000.00
Three Peaks Corp.	(16248) Install balance beam, log steps and provide wood chips for playground Term: 2/1/2018 - 6/30/2018 Funding Source: General Funds	Child Development/CHC	\$4,920.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Turf Star, Inc.	(16293) On demand repairs to CHC maintenance equipment Term: 2/1/2018 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$1,100.00
Utility Tree Services Inc.	(15777) On demand service for bucket and chipper service for work outside of SBVC staff's expertise; this is to approve Amendment 01-increase amount by \$12,967 for additional tree trimming services Term: 9/18/2017 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$25,934.00
Wirz & Company	(16222) Printing and mailing services for KVCR Annual Contribution Letters Term: 1/22/2018 - 3/31/2018 Funding Source: KVCR	KVCR/KVCR	\$3,466.32
Xgraphix LLC	(16266) Production of Fire Academy helmet decals Term: 2/6/2018 - 4/30/2018 Funding Source: General Funds	Fire Technology/CHC	\$663.04
<i>SubTotal for General: 86</i>			<i>\$437,206.50</i>

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<i><u>Income - Contract Ed</u></i>			
Rialto USD	(16260) SBVC to offer OCEAN 101 class to be held at high school campus site Term: 2/6/2018 - 5/17/2018 Funding Source: N/A	Science/SBVC	\$15,158.88
<i>SubTotal for Income - Contract Ed: 1</i>			<i>\$15,158.88</i>
<i><u>Income - Facilities Use</u></i>			
Arrowhead Christian Academy	(16238) Use of tennis courts Term: 3/6/2018 - 4/26/2018 Funding Source: N/A	Administrative Services/CHC	\$297.50
Redlands Swim Team	(16250) Use of CHC pool Term: 1/1/2018 - 12/31/2018 Funding Source: N/A	Pool/CHC	\$7,500.00
Yucaipa High School	(16239) Use of CHC parking lot for over flow parking at graduation ceremony Term: 6/6/2018 - 6/6/2018 Funding Source: N/A	Administrative Services/CHC	
Yucaipa Swim Team	(16249) Use of CHC pool Term: 1/1/2018 - 12/31/2018 Funding Source: N/A	Pool/CHC	
<i>SubTotal for Income - Facilities Use: 4</i>			<i>\$7,797.50</i>

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Income - General</u>			
Regents of University of CA, The	(16297) Funding award to help support training to Puente program providers Term: 7/1/2017 - 6/30/2020 Funding Source: N/A	Puente/SBVC	\$4,500.00
Riverside CCD	(14624) Master Participation Agreement for the development of the "Strong Workforce Program" project for the Inland Empire and Desert Regions; This is to approved the six projects to be completed; Subregional Business Incubator & Makerspace, Clinical Site Coordination, Job Developers, Building and Energy System Consortia, Cyberhub Centers, and Regional Data Analysis & Alignment Term: 2/1/2017 - 6/30/2020 Funding Source: N/A	Technical Training/SBVC	\$703,999.00
<i>SubTotal for Income - General: 2</i>			<i>\$708,499.00</i>
<u>Income - Grant</u>			
University Enterprise Corp at Cal State San Bernardino	(16306) Subaward agreement for "S-STEM Scholar Mentoring program Term: 1/1/2017 - 12/31/2018 Funding Source: N/A	Science/SBVC	\$271,938.00
<i>SubTotal for Income - Grant: 1</i>			<i>\$271,938.00</i>

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Income - Underwriter</u>			
Loma Linda University Health	(16302) TV series underwriting agreement for Season One of "Uncovered in the Archives" series produced by KVCR Term: 12/21/2017 - 6/30/2019 Funding Source: N/A	KVCR/KVCR	\$55,000.00
<i>SubTotal for Income - Underwriter: 1</i>			<i>\$55,000.00</i>
<u>Maintenance Agreement</u>			
Patriot Air Systems, Inc.	(16233) HVAC Maintenance Agreement at the Alternative Text Production Center Term: 2/15/2018 - 6/30/2018 Funding Source: Alternative Text Grant	ATPC/SBCCD	\$1,000.00
SimplexGrinnell	(10903) Annual fire alarm testing, inspection and monitoring; This to approve the increase in cost by \$20,381.48 to cover services for three new buildings Crafton Center, Canyon Hall, and Public Safety and Allied Health Complex Term: 8/1/2014 - 12/31/2018 Funding Source: General Funds	Maintenance/CHC	\$127,007.23
<i>SubTotal for Maintenance Agreement: 2</i>			<i>\$128,007.23</i>
<u>PO as Contract</u>			
Crest Chevrolet/Geo	(16312) Repair of 2004 GMC Envoy Term: 2/9/2018 - 3/31/2018 Funding Source: KVCR	KVCR/KVCR	\$1,650.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<i><u>PO as Contract</u></i>			
<i>SubTotal for PO as Contract: 1</i>			<i>\$1,650.00</i>
<i><u>Program Acquisition</u></i>			
Prime Entertainment Group	(16304) Program Acquisition Agreement for Children of the Desert; Nickel, The treasure of Kanak; Sharing Water; and Credit for People of the Mountains Term: 4/13/2018 - 4/12/2023 Funding Source: FNX Grant	FNX/KVCR	\$7,050.00
<i>SubTotal for Program Acquisition: 1</i>			<i>\$7,050.00</i>
<i><u>Rescinded/Cancelled</u></i>			
Vision Maker Media	(16124) Booth rental at the "National Indian Gaming Association"; Canceled event Term: 4/17/2018 - 4/20/2018 Funding Source: FNX Grant	FNX/KVCR	(\$2,000.00)
<i>SubTotal for Rescinded/Cancelled: 1</i>			<i>(\$2,000.00)</i>
<i><u>Software/Online Services</u></i>			
Applied Measurement Professionals (AMP)	(16241) Online exams for students in the Respiratory Care Program Term: 1/22/2018 - 6/30/2018 Funding Source: State Grant	Respiratory Care/CHC	\$3,790.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Software/Online Services</u>			
Cleverbridge	(16291) LanSweeper software used to scan the network for asset tracking and inventory Term: 5/1/2018 - 4/30/2019 Funding Source: General Funds	TESS/SBCCD	\$4,876.00
Club Assistant, LLC	(16274) Software licensing for "Swim & Dive Entries and Results Software" used to monitor participants results Term: 1/1/2018 - 12/31/2018 Funding Source: General Funds	Pool/CHC	\$200.00
College Board, The	(16270) Accuplacer test units for online assessments Term: 3/1/2018 - 6/30/2018 Funding Source: Student Success (SSSP)	Counseling/CHC	\$9,750.00
College Coaches Online	(16313) Online access to College Coaches directory; funded through Women's Soccer Trust 4475 Term: 1/1/2018 - 12/31/2018 Funding Source: Trust Account	Athletics/SBVC	\$300.00
Dell Computer Company	(16235) Software License for VMWare Support for updates and upgrades of virtual servers Term: 1/2/2018 - 6/30/2018 Funding Source: General Funds	TESS/SBCCD	\$20,976.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Software/Online Services</u>			
Dropbox.com	(16334) Dropbox storage fees Term: 3/5/2015 - 11/4/2017 Funding Source: FNX Grant	FNX/KVCR	\$229.77
Economic Modeling Specialists, Inc. (EMSI)	(16315) Subscription to "Analyst Data Detail" 10 counties Term: 9/5/2017 - 9/4/2018 Funding Source: General Funds	Chancellor/SBCCD	\$24,000.00
ENCO Systems, Inc	(16295) Renewal of annual DAD software subscription, upgrade, and support agreement for the KVCR FM Enco System that stores recorded audio, stores radio programs, records live on-air programs Term: 3/15/2018 - 3/14/2019 Funding Source: KVCR	KVCR/KVCR	\$2,002.77
Just Play Sports Solutions LLC	(16314) Online access to Just Play Package - Football; funded through Football Trust 4045 Term: 1/1/2018 - 12/31/2018 Funding Source: Trust Account	Athletics/SBVC	\$899.00
MentorBox	(16319) Software subscription that allows access to courses and learning material Term: 1/12/2018 - 6/30/2018 Funding Source: General Funds	Chancellor/SBCCD	\$59.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u><i>Software/Online Services</i></u>			
Qualtrics, LLC	(16296) Software for "Research Suite" used to develop, administer and analyze survey data Term: 2/28/2018 - 2/27/2019 Funding Source: General Funds	TESS/SBCCD	\$3,000.00
Surveymonkey.com	(16288) Online annual subscription for survey services Term: 1/31/2018 - 1/30/2019 Funding Source: General Funds	Fiscal Services/SBCCD	\$264.00
<i>SubTotal for Software/Online Services: 13</i>			<i>\$70,346.54</i>
<i>Grand Total Contracts for Board Date 3/8/2018: 116</i>			

Routine Contracts - Summary

Scheduled Board Meeting 03/08/2018

EXPENSES

Category	Number of Contracts	Contract Value
<u>CalWorks Child Care</u>	1	\$3,149.52
<u>Calworks Workstudy</u>	1	\$6,348.00
<u>Clinicals</u>	1	\$0.00
<u>General</u>	86	\$437,206.50
<u>Maintenance Agreement</u>	2	\$128,007.23
<u>PO as Contract</u>	1	\$500.00
<u>Program Acquisition</u>	1	\$7,050.00
<u>Rescinded/Canceled</u>	1	(\$2,000.00)
<u>Software/Online Services</u>	13	\$70,346.54
	107	Total Expenses
		\$650,607.79

INCOME

Category	Number of Contracts	Contract Value
<u>Income - Contract Ed</u>	1	\$15,158.88
<u>Income - Facilities Use</u>	4	\$7,797.50
<u>Income - General</u>	2	\$708,499.00
<u>Income - Grant</u>	1	\$271,938.00
<u>Income - Underwriter</u>	1	\$55,000.00
	9	Total Income
		\$1,043,234.50

Total Number of Contracts 116

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: March 8, 2018
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.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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

Non-Fixed Assets Surplus Report
March 8, 2018

Dell 1909FP Monitor	10 ea
Dell Optiplex 790sff Computer	1 ea
Crestron Switcher	1 ea
Dell Wyse Terminals	231 ea
Dell Monitors	231 ea
Keyboards	231 ea
Mice	231 ea
Boxes of Misc Cables	2 ea
Samsung Phones	6 ea

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: March 8, 2018

SUBJECT: Consideration of Approval of Uniform Construction Cost Accounting Procedures (UCCAP) Agreements

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached list of UCCAP contracts and agreements.

OVERVIEW

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

ANALYSIS

As part of adopting the UCCAP, the District maintains a pre-qualified list of contractors according to trade category. Qualified contractors from the list are solicited on informal bids for public works projects valued between \$45,000 and \$175,000 or lower. Contracts for projects are issued to the contractor submitting the lowest cost, responsible proposal. Adoption of the UCCAP allows the District to more efficiently and effectively manage small to medium sized projects.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

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

UCCAP - Uniform Construction Cost Accounting Procedures

Scheduled Board Date 3/8/2018

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Prime Painting Contractors, Inc.	(16119) District Office Painting Project 03-1718-06; this is to approve Amendment 01 to increase contract by \$3,695 for additional work needed on project Term: 11/23/2017 - 1/31/2018	Facilities Planning/SBCCD	\$59,995.00	SSutorus

Grand Total Contracts for Board Date 3/8/2018: 1

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: Lawrence P. Strong, Director, Fiscal Services

DATE: March 8, 2018

SUBJECT: Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution approving the transfer of funds from the reserve for contingencies to various expenditure classifications as indicated in the attached resolution.

OVERVIEW

The 2017-18 Final Budget adopted by the Board of Trustees on September 14, 2017 represents the District's best estimates for income and expenditures during the ensuing fiscal year. However, as the year progresses, additional income is sometimes received and must be distributed to appropriate accounts, expenditures change from projected levels, and increased costs may need to be covered. As provided in Title 5, §58307, and in accordance with SBCCD Administrative Procedure 6250, the Board of Trustees may approve the transfer of funds from the reserve for contingencies to any expenditure classifications via the adoption of a resolution by a two-thirds majority vote.

ANALYSIS

The Board is being asked to adopt a resolution approving budget transfers from the reserve for contingencies to the expenditure classifications indicated on the attached resolution.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The approval of this board item will reduce the reserve for contingency accounts by the amounts indicated in the attached resolution.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
RESOLUTION TO APPROVE TRANSFERS FROM
RESERVE FOR CONTINGENCIES TO VARIOUS EXPENDITURE CLASSIFICATIONS
March 8, 2018

ON MOTION of Member _____, seconded by Member _____,
the following resolution is hereby adopted:

WHEREAS, on the 14th day of September, 2017, the San Bernardino Community College District (the District) adopted the 2017-18 Final Budget specifying the maximum amount which may be expended for each classification of expenditure; and

WHEREAS, Title 5, §58307 of the California Code of Regulations and District Administrative Procedure 6250 allows the Board of Trustees to approve transfers from the reserve for contingencies to any expenditure classification via a resolution adopted by a two-thirds majority; and

WHEREAS, the transfers listed on the attached Exhibit A were deemed necessary and prudent by the District;

NOW THEREFORE, BE IT RESOLVED that the governing body of the San Bernardino Community College District hereby adopts this resolution and authorizes, by a two-thirds majority vote, to approve said transfers.

PASSED AND ADOPTED by the Board of Trustees on March 8, 2018, by the following majority vote:

AYES: _____
NOES: _____
ABSTENTIONS: _____
ABSENT: _____

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

I, Bruce Baron, Secretary of the Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this _____ day of _____, 20_____.

_____ Secretary of the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
RESOLUTION TO APPROVE TRANSFERS FROM
RESERVE FOR CONTINGENCIES TO VARIOUS EXPENDITURE CLASSIFICATIONS
March 8, 2018

EXHIBIT A

Fund 01 General Fund			18,266,480	2017-18 Initial Fund Balance	
			(241,242)	Net Change from Previously Approved Transfers	
			18,025,238	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
3/8/2018	1/25/2018	180443	(22,074)	5000 Other Expenses	This transfer will fund SB County Best Net system fees through FYE 2018; amount of charges was not disclosed until the day prior to approval of the 2017-18 final budget.
3/8/2018	2/6/2018	180493	(24,000)	5000 Other Expenses	Adjustement to establish a budget for Institutional Effectiveness Department for training purposes.
			(46,074)	Total Approved at this Board Meeting	
			17,979,164	Fund Balance After Transfer(s)	

Fund 42 Revenue Bond Construction Fund			33,394,118	2017-18 Initial Fund Balance	
			-	Net Change from Previously Approved Transfers	
			33,394,118	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
3/8/2018	2/7/2018	180494	(1,210,000)	6000 Capital Outlay	To setup budget for CHC Performing Arts Center Rennovation 2 project.
			(1,210,000)	Total Approved at this Board Meeting	
			32,184,118	Fund Balance After Transfer(s)	

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: March 8, 2018
SUBJECT: Consideration of Approval to Award Request for Proposal 2018-03 and Contract to Pepsi Beverages Company of Somers NY

RECOMMENDATION

It is recommended that the Board of Trustees award Request for Proposal (RFP) 2018-03 and Contract for Exclusive Pouring Rights to Pepsi Beverages Company of Somers, NY. This is an income agreement and SBCCD will receive revenue via product commissions.

OVERVIEW

SBCCD is in need of a vendor to provide districtwide beverage service in vending machines, direct delivery retail coolers, and fountain dispensing units.

ANALYSIS

The District received and evaluated two proposals. An evaluation committee ranked the proposals as follows:

<u>Vendor</u>	<u>Ranking</u>
Pepsi Beverages Company (Somers, NY)	1
Reyes Coca-Cola Bottling, LLC (Rancho Cucamonga, CA)	2

Through an analysis of the proposals received and a committee-based review process, Pepsi Beverages Company has been determined to be the vendor that will best meet the needs of SBCCD.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Income as determined via commissions.

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: March 8, 2018

SUBJECT: Consideration of Approval to Award Request for Proposal 2018-05 and Contract to Advanced Technologies Consultants of Northville MI

RECOMMENDATION

It is recommended that the Board of Trustees award Request for Proposal (RFP) 2018-05 and Contract for Flexible Manufacturing System to Advanced Technologies Consultants of Northville, MI. The total amount of the contract is not to exceed \$110,000.

OVERVIEW

SBVC is seeking a vendor who can provide a Flexible Manufacturing, Storage, and Retrieval System to be used in the instruction of students enrolled at the college in lecture and laboratory settings of its Electronics program.

ANALYSIS

The District received and evaluated one proposal from Advanced Technologies Consultants, which was deemed responsive to this solicitation. Through an analysis of the proposal received and a committee-based review process, Advanced Technologies Consultants has been determined to be the vendor that will best meet the needs of SBCCD.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in Fiscal Year 2018 budget.

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: March 8, 2018

SUBJECT: Consideration of Approval to Award Request for Proposal 2018-06 and Contract to Mazak Corporation of Gardena CA

RECOMMENDATION

It is recommended that the Board of Trustees award Request for Proposal (RFP) 2018-06 and Contract for Vertical Machining, Computer Numerical Control (CNC) System to Mazak Corporation of Gardena, CA. The total amount of the contract is not to exceed \$190,000.

OVERVIEW

SBVC is seeking a vendor who can provide a Vertical Machining (CNC) System to be used in the instruction of students enrolled at San Bernardino Valley College in lecture and laboratory settings of its Machinist Technology program.

ANALYSIS

The District received and evaluated one proposal from Mazak Corporation, which was deemed responsive to this solicitation. Through an analysis of the proposal received and a committee based review process, Mazak Corporation has been determined to be the vendor that will best meet the needs of SBCCD.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in Fiscal Year 2018 budget.

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: Hussain Agah, Director, Facilities Planning & Construction

DATE: March 8, 2018

SUBJECT: Consideration of Approval to Award RFP 03-1718-09 and Contract to Sabre Communication Corporation, Sioux City, Iowa

RECOMMENDATION

It is recommended that the Board of Trustees award RFP 03-1718-09 and contract to Sabre Communication Corporation, Sioux City, IA for construction services of the KVCR New Broadcasting Tower in an amount of \$2,071,803.00 as well as all change orders up to \$207,180.30, as approved by the Vice Chancellor of Business & Fiscal Services.

OVERVIEW

In July 2017, SBCCD received \$157 million in FCC auction proceeds in exchange for the transition of KVCR from UHF to VHF. Since then, a concentrated effort has been made to meet the Board of Trustees' need for a complete and comprehensive project scope and budget. Unfortunately, the unique nature of the transition and its resulting impact on existing KVCR equipment makes the process complex and challenging. The new tower will comply with today's seismic and building codes, as well as accommodate the new VHF antenna procured under separate contract.

The award of this contract is for construction services of the KVCR New Broadcasting Tower at Moreno Valley only, as part of the \$5 million approved by the Board of Trustees on March 9, 2017. The overall estimated funding for the KVCR transition and modernization projects of \$16 million has not been approved by the Board. A formal plan will be presented at an upcoming Board meeting.

ANALYSIS

A request for qualification and proposal was issued to procure construction services for the KVCR New Broadcasting Tower. Due to the unique nature and scope of this project, only one prequalified contractor responded to the RFP. After further evaluation of the bid documents and post bid conference, Sabre Communication Corporation has been determined to be the only responsible and responsive bidder to provide construction services for the KVCR New Broadcasting Tower.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS:

Included in the Fund 59 FCC Auction Proceeds budget.

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: Lawrence P. Strong, Director, Fiscal Services

DATE: March 8, 2018

SUBJECT: Consideration of Approval to Ratify Interfund Borrowing Transactions

RECOMMENDATION

It is recommended that the Board of Trustees ratify the following interfund borrowing transaction(s) in accordance with the resolution it adopted on April 13, 2017:

Date	Amount	From Fund	To Fund	Status
1/30/2018	\$835,000.00	01-General	74-KVCR	To be repaid by 06/30/2018

OVERVIEW

According to California Education Code E.C. 42603, the Board of Trustees may direct that money be temporarily transferred from one fund to another for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds, and shall not be available for appropriation or considered income. Amounts transferred shall be repaid in the same fiscal year or in the following fiscal year, if the transfer takes place within the final 120 calendar days of fiscal year.

On April 13, 2017 the Board of Trustees adopted a resolution authorizing the chancellor or his designee to approve interfund transfers during fiscal year 2017-18 which would later be ratified by the Board. The following transactions have previously been Board approved and are still outstanding:

Date	Amount	From Fund	To Fund	Status
10/30/2017	\$300,000	01-General	74-KVCR	To be repaid by 06/30/2018
08/07/2017	\$700,000	01-General	74-KVCR	To be repaid by 06/30/2018

ANALYSIS

Historically, some funds receive revenue later in the fiscal year than others. Therefore, the use of temporary borrowing from the general fund has been employed to offset the temporary shortage of cash flow. This standard business practice is approved by the Board of Trustees via the resolution adopted on April 13, 2017. It is anticipated that all the borrowed funds will be repaid by the 2017-18 fiscal year, as required by E.C. 42603.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

This item will not have a financial impact on the budget.

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: Hussain Agah, Director, Facilities Planning & Construction

DATE: March 8, 2018

SUBJECT: Consideration of Approval to Rescind a Construction Contract and Issue a Sole Source Contract to GatesAir, Inc. of Mason, OH

RECOMMENDATION

It is recommended that the Board of Trustees:

1. Rescind its October 12, 2017, award of RFP 03-1617-06 and construction contract for Package #1 (Transmitter Solution System) in the amount of \$603,146.81, and
2. Approve the award of a sole source contract to GatesAir, Inc. of Mason, OH for the purchase of equipment for this project in the amount of \$627,652.47.

OVERVIEW

Since the October 12, 2017 award to GatesAir for construction of the KVCR Transmitter Solution System, the vendor has been unable to obtain a license from the California Department of Consumer Affairs, Contractors State License Board. In the absence of this licensure, SBCCD cannot execute the construction contract nor issue notice to proceed. Therefore, it is recommended that the Board of Trustees rescind the construction contract award for GatesAir, Inc. for \$603,142.81.

Due to 1) the unique specialty of the VHF transmitter solution system, 2) the urgency to meet the required FCC's timeline for transition and avoid potential penalties, and 3) the fact that GatesAir, Inc. was the only vendor who responded to the RFP #03-11617-03, it is recommended that the Board of Trustees approve a Sole Source Contract to GatesAir, Inc. of Mason, OH to furnish and deliver the upgraded transmitter solution systems for \$627,652.47. The installation scope of GatesAir, Inc. equipment will be procured competitively under separate construction bids.

The award of this contract for procurement of equipment is as part of the \$5 million approved by the Board of Trustees on March 9, 2017. The overall estimated funding for the KVCR transition and modernization projects of \$16 million as outlined has not been approved by the Board. A formal plan will be presented at an upcoming Board meeting.

ANALYSIS

The VHF transmitter equipment with all its accessories and associated systems is only available from GatesAir, Inc. and GatesAir's VHF transmitter solutions system meets the KVCR's requirement for transitioning from UHF to VHF.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS:

Included in the Fund 59 FCC Auction Proceeds budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Vice Chancellor, Business and Fiscal Services

PREPARED BY: Amalia Perez, Director, Human Resources

DATE: March 8, 2018

SUBJECT: Consideration of Approval of the Ratification of CSEA Successor Agreement, Articles and Appendices

RECOMMENDATION

It is recommended that the Board of Trustees ratify the Successor Agreement, Articles and Appendices between the San Bernardino Community College District and CSEA Chapter #291.

OVERVIEW

Successor Agreement, Articles and Appendices were reached on Articles 4, 5, 6, 7, 8, 10, 13, 14, 15, 16, 17, 18, 23 and 25, and Appendices as set forth in the attached documentation, effective July 1, 2017 through June 30, 2020.

ANALYSIS

On November 13, 2017, the parties met and reached agreement.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2017-2018 budget.

TENTATIVE AGREEMENT

By And Between

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

And

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER 291

November 18, 2016

This agreement is entered by between California School Employees Association and its San Bernardino CCD Chapter 291 (hereinafter referred to as "Association") and San Bernardino Community College District (hereinafter referred to as "District"), collectively ("the parties").

ARTICLE 4: DUES AND ORGANIZATIONAL SECURITY

Religious Exemption

4.3.1 **(NEW LANGUAGE)** Any unit member who is a member of a religious body whose traditional tenets or teachings include objections to joining or paying service fees to employee organizations shall not be required to join, maintain membership in, or pay service fees to the ASSOCIATION as a condition of employment. However, such unit member shall be required, in lieu of a service fee required by this agreement, to pay sums equal to such service fee to one of the following non-religious, non-labor organizations, charitable funds exempt from taxation under Section 501(c)(3) of Title 26 of the Internal Revenue Code:

- a. United Way
- b. SBVC Foundation
- c. CHC Foundation
- d. **EDTC Foundation**
- e. **KVCR Foundation**
- f. Or mutually agreed to by the ASSOCIATION, Employer and bargaining unit member.

The remainder of this Article is to remain status quo.

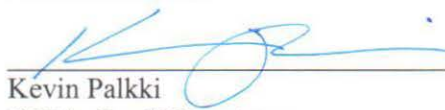
This agreement is subject to all approvals required by the Association and District.

DISTRICT:



Bruce Baron
SBCCD Chancellor

ASSOCIATION:



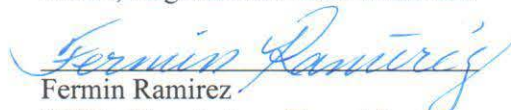
Kevin Palkki
CSEA, Lead Negotiator



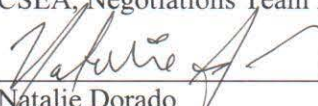
Stacy Garcia
CSEA, Negotiations Team Member



Ginger Stuphin
CSEA, Negotiations Team Members



Fermin Ramirez
CSEA, Negotiations Team Members



Natalie Dorado
CSEA, Labor Relations Representative

TENTATIVE AGREEMENT
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO CCD CHAPTER #291

August 28, 2017

ARTICLE 5: RIGHTS OF ASSOCIATION AND MEMBERS

5.1 Nothing in this Agreement shall be construed to deny or restrict any unit member's rights provided under the Educational Employment Relations Act or other applicable State Laws and regulations. The PARTIES recognize the right of unit members to join and participate in the legal activities of the ASSOCIATION, and the alternative right of unit members not to join the ASSOCIATION and participate in such activities.

5.2 The ASSOCIATION shall have the following rights in addition to any rights contained in other portions of this Agreement pursuant to the following:

5.2.1 **ACCESS TO EMPLOYEE WORK AREA.** A reasonable number of ASSOCIATION representatives shall have the right of access to areas which employees work during non- duty hours, such as lunch and rest periods, provided there is no undue interference with DISTRICT operations.

5.2.2 **COMMUNICATION WITH MEMBERS.** The ASSOCIATION may use institutional bulletin boards, mailboxes, and other means of communication subject to reasonable regulations by the DISTRICT. Prior to posting on bulletin boards, a copy of the communication shall be furnished to the DISTRICT. All terms to be posted shall bear the date of posting and the name and authorization of the ASSOCIATION and shall be removed by the ASSOCIATION when applicability ceases.

5.2.3 **USE OF DISTRICT FACILITIES.** The ASSOCIATION has the right to use designated DISTRICT equipment, facilities, and buildings during non-duty hours, provided that advance permission is secured from the appropriate site administrator and all costs of materials are borne by the ASSOCIATION, unless waived by the Chancellor/or designee.

a. The District will provide the Chapter with a permanent designated office space to conduct Association business at each DISTRICT site.

5.2.54 **COPIES OF THE CONTRACT.** The DISTRICT agrees to provide copies of this Agreement to all unit members after the execution of re-opener and successor contract agreements. At the completion of each negotiation period the DISTRICT and ASSOCIATION will agree on a date when contract copies will be distributed. All new employees shall be provided a copy of this agreement by the DISTRICT at the time of employment.

5.2.6**5 FINANCIAL INFORMATION** Upon request by the ASSOCIATION, the DISTRICT shall make available to the ASSOCIATION all public documents relating to finances which are relevant to the representation of the bargaining unit, including the CCFS 311, after adoption by the Board of Trustees.

5.2.7**6 BOARD AGENDA** The DISTRICT shall provide the ASSOCIATION President with a printed copy of the Board Book as well as copies of the agenda prior to the meetings of the Board of Trustees.

5.2.7 PAID RELEASE TIME. (NEW LANGUAGE)

5.2.47.1 The DISTRICT shall provide the ASSOCIATION the following release time to unit members:

PRESIDENTIAL PAID RELEASE TIME: The President of the ASSOCIATION or designee shall be granted ~~five hundred (500) hours~~ six hundred and fifty (650) hours of paid release time per fiscal year to be used for ASSOCIATION business. The President of the ASSOCIATION will be allowed to designate bargaining unit members other than the President to use portions of this allocation.

- a. A written notice must be submitted to the DISTRICT at least five (5) days in advance, when possible, prior to such release.
- b. Any hours beyond the ~~five hundred (500) hours~~ six hundred and fifty (650) hours require approval of the DISTRICT.
- c. Any hours used by unit members as Presidential Paid Release Time shall be noted as "PRT" on the unit member's work report.

~~5.2.4.1 e~~ **.7.2** The Association shall be granted one hour of release time per semester to meet with all bargaining unit members to conduct the business of the Association. The meetings may be scheduled during the workday as long as there is a two (2) week advance notice provided to the District.

5.2.4.3-47.3 ANNUAL CONFERENCE DELEGATE PAID RELEASE TIME:

The ASSOCIATION shall have the right to paid release time for ASSOCIATION CHAPTER delegates to attend the ASSOCIATION annual conference. The actual number of delegates is based on the official CSEA guidelines as printed by the state office of the California School Employees Association, not to exceed seven (7) delegates.

- a. A written notice must be submitted to the DISTRICT at least five (5) days in advance, when possible, prior to such release.

~~5.2.4.3-27.3~~ **STATE-LEVEL OFFICER PAID RELEASE TIME:** The ASSOCIATION may use up to eighty (80) hours of paid release time per fiscal school-year for attendance at state-level activities. This shall apply only

to duly elected/appointed state-level officers who are members of the CHAPTER.

- a. The ASSOCIATION will furnish the DISTRICT with a list of elected/appointed state-level officers who are members of this CHAPTER within thirty (30) calendar days of the election/appointment.
- b. The ASSOCIATION President shall submit an official notice of ASSOCIATION- related absence in writing to the DISTRICT at least five (5) working days, when possible, prior to such release time.
- c. Any hours beyond eighty (80) hours requires approval of the DISTRICT.
- d. Any hours used by unit members as State-Level Officer Paid Release Time shall be noted as "SRT" on the unit member's work report.

5.2.87.4 RELEASE TIME FOR GRIEVANCE PROCESSING. Reasonable paid time shall be used by the ASSOCIATION for grievance investigation or preparation. An authorized ASSOCIATION officer or representative shall be released from his/her regular work duties, with pay, when grievance resolution meetings are scheduled during regular working hours.

- a. Any hours used by unit members as Release Time for Grievance Processing shall be noted as "CRT" on the unit member's work report.
- b. For record keeping purposes and so that coverage can be provided, unit members shall inform their supervisors by email at least five (5) days in advance, if when possible, prior to such.

5.2.97.5 RELEASE TIME FOR NEGOTIATIONS PROCESSING. The ASSOCIATION shall have the right to designate five (5) employees who shall be given reasonable time without loss of compensation to prepare for and participate in matters of employer-employee relations. No more than one (1) person from a single department shall be appointed to the negotiating team. The Chapter President may designate additional unit members under this provision for the ASSOCIATION ratification processes for tentative agreements agreed to with the DISTRICT.

- a. Any hours used by unit members as Release Time for Negotiations Processing shall be noted as "CRT" on the unit member's work report.
- b. For record keeping purposes and so that coverage can be provided, unit members shall inform their supervisors by email at least five (5) days in advance, if when possible, prior to such release.

5.2.40**7.6 RELEASE TIME FOR NEW HIRE EMPLOYEE ORIENTATION.**
Reasonable paid release time shall be used by the ASSOCIATION for the purpose of preparing and presenting information on CSEA membership at new hire employee orientations. When possible, an ASSOCIATION representative(s) will be assigned from the site at which designated by the Chapter President to attend the DISTRICT scheduled orientation ~~is~~ to be conducted

- a. Any hours used by unit members as Release Time for New Hire Employee Orientation shall be noted as "CRT" on the unit member's work report.
- b. For record keeping purposes and so that coverage can be provided, Unit members shall inform their supervisors by email at least five (5) days in advance, if when possible, prior to such.

This agreement is subject to all approvals required by the Association and District.

DISTRICT:



Amalia Perez, Lead Negotiator

ASSOCIATION:



Grayling Eaton, Chief Negotiator
Chapter President



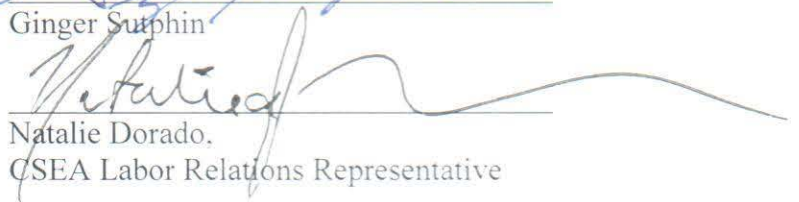
Stacy Garcia



Kevin Palkki



Ginger Sutphin



Natalie Dorado,
CSEA Labor Relations Representative

TENTATIVE AGREEMENT
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

November 13, 2017

ARTICLE 6: HOURS OF WORK & OVERTIME

- 6.1 **WORKWEEK/WORKDAY.** The regular recurring seven (7) day workweek shall be Monday through Sunday. The regular workweek of unit members shall be forty (40) hours on five (5) consecutive days Monday through Friday-and the regular workday eight (8) hours, exclusive of lunch. These provisions do not restrict the extension of a regular workday or workweek on an overtime basis when such is necessary to carry on the business of the DISTRICT. The DISTRICT may establish a workday of less than eight (8) hours or a workweek of less than forty (40) hours for all or any of its classified positions. The DISTRICT may establish a ten (10) hour per day, forty (40) hour, four-day consecutive workweek for unit members in accordance with the provisions of Article 6.3. Each position in the unit shall have a regular minimum number of assigned hours per day, days per week, and days per year. The DISTRICT shall establish the specific hours of employment, including the beginning and ending times, for unit members at each work site.
- 6.2 The DISTRICT may change a unit member's permanent shift, beginning and ending times, provided that it gives the unit member twenty-one (21) calendar days' notice, except in emergency circumstances (per Article 2.3). At the unit member's request, the unit member, ASSOCIATION and the DISTRICT agree to meet to discuss the reason for the proposed permanent change. The reason for the proposed change shall not be arbitrary or capricious.
- A. Any changes to a permanent schedule shall be mutually agreed upon by the DISTRICT and ASSOCIATION.**
- 6.3 **ALTERNATE WORK SCHEDULE.** The DISTRICT shall notify the ASSOCIATION in writing of the intent to establish an alternate work schedule in accordance with Education Code 88040.
- 6.4 For the purpose of computing the number of hours worked, time during which the unit member is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leaves of absence, shall be considered as time worked by the unit member; provisions of the Fair Labors Standards Act (hereinafter FLSA) shall be applied.
- 6.5 **LUNCH PERIODS.** Unit members on duty for four (4) consecutive hours or more shall be entitled to a duty-free lunch period. All unit members who are assigned a daily work schedule of six (6) hours or more shall be required to take a lunch period, unless it is mutually agreed otherwise. The lunch period shall not be less than thirty (30) minutes nor more than sixty (60) minutes and the DISTRICT shall schedule lunch at or about the midpoint of a full-time unit member's workday.
- 6.6 **REST PERIODS.** Unit members whose regular work schedule is between three (3) and six (6) hours per day shall receive one (1) 15-minute rest period per day. Unit members whose regular work schedule is in excess of six (6) hours shall receive two (2) 15-minute rest periods per day. For each ten (10) hour shift, a unit member shall be entitled to two (2) twenty (20) minute paid breaks. The

Page 1 of 4

TENTATIVE AGREEMENT
By and Between
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CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

November 13, 2017

rest periods shall be designated by the immediate supervisor as near the midpoint of each pre-lunch and post-lunch work period as practicable, to accommodate the needs and efficiency of the DISTRICT. Unit members whose regular work schedule is three (3) hours or less shall not be afforded a rest period. Rest periods are duty free, a part of the regular workday, and shall be compensated at the regular rate of pay.

6.7 OVERTIME

6.7.1 Overtime includes any time required to be worked in excess of eight (8) hours in any one (1) workday, or any time required to be worked in excess of ten (10) hours in any one (1) workday during a four (4) ten (10) work schedule, or any time in excess of forty (40) hours in any seven (7) consecutive day work period or calendar week. The DISTRICT shall provide either compensation or compensatory time off as determined by the unit member at a rate equal to one and one-half (1-1/2) times the regular rate of pay for the unit member. The DISTRICT will advise the unit member with the reason why compensation or compensatory time off is given. This decision shall not be arbitrary or capricious. Provisions for compensatory time off shall be governed by Section 6.8.

6.7.2 The workweek for any unit member having an average workday of four (4) hours or more during the week shall consist of no more than five (5) consecutive working days. Such unit member shall be compensated for any work directed by the DISTRICT to be performed on the sixth (6th) and seventh (7th) Day at a rate equal to one and one-half (1- 1/2) times the regular rate of pay of the unit member. Any unit member having an average workday of less than four (4) hours per day during a workweek shall, for any work required to be performed on the seventh (7th) day, be compensated at a rate equal to one and one-half (1- 1/2) times the regular rate of pay of such unit member.

6.7.3 The authorization of any overtime shall rest with the DISTRICT management and any and all overtime must receive prior approval from the immediate supervisor. Unit members who repeatedly work unauthorized overtime and have been counseled may be subject to progressive discipline in Article 17.

Where the assignment of overtime would constitute an undue hardship on the unit member and the unit member objects, the supervisor shall attempt to identify other qualified unit members desirous of working overtime before directing such unit member to work overtime. If no unit member elects to work overtime, the overtime distribution shall be in accordance with 6.9 Overtime Distribution.

Scheduling of a unit member by their supervisor that puts the unit member in overtime status, shall constitute authorization of that overtime.

TENTATIVE AGREEMENT
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November 13, 2017

6.7.4 All overtime earned under contract must be paid no later than the next available pay period.

6.7.5 The calculation of the regular rate of pay for overtime purposes shall include the monthly rate of pay as determined under Section 7.1 plus one-twelfth (1/12) of any earned long service recognition pursuant to Article 11.

6.8 COMPENSATORY TIME OFF

6.8.1 All overtime for which compensatory time is granted must be reported monthly to the payroll office on the regular classified report form. The DISTRICT shall total the number of hours of compensatory time off for each unit member on or about September 1 of a given year. The DISTRICT shall pay unit members in cash for all accumulated compensatory time accrued as of this date. Such payment is to be based on the unit member's rate of pay at the time compensatory time off was earned.

6.8.2 Compensatory time off shall be granted at the rate of 1.5 times the number of overtime hours worked.

6.9 OVERTIME DISTRIBUTION


6.9.1 Overtime work shall be assigned as equally as is practical among qualified unit members in the same classification and department, taking into consideration the nature of the work to be performed and the needs of the DISTRICT. Assignment of overtime shall not be arbitrary or capricious.

When there are two or more employees in the same classification and department, overtime shall be offered in the following order of priority:

- a. On a rotational basis, based on seniority, determined by hire date, among those employees in the same classification and department who normally perform the work involved.
- b. When no employee elects to work the overtime, assignment shall be based on inverse order of seniority.


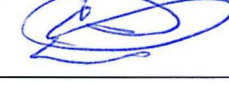
This agreement is subject to all approvals required by the Association and District.

DISTRICT:



Amalia Perez,
Director, Human Resources

ASSOCIATION:

Grayling L. Eation,
CSEA #291 Chief Negotiator


TENTATIVE AGREEMENT
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

November 13, 2017


Kevin Palkki, Negotiations Team Member


Ginger Sutphin, Negotiations Team Member


Fermin Ramirez, Negotiations Team Member


Natalie Dorado,
CSEA Labor Relations Representative

TENTATIVE AGREEMENT
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO CCD CHAPTER #291

January 16, 2018

Terms and Conditions: This Tentative Agreement 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").

ARTICLE 7: PAY AND ALLOWANCES

7.1 RATE OF PAY. The District will increase the Classified Salary Schedule approved by the Governing Board as follows:

- Effective July 1, 2013, an increase of 4% for all bargaining unit members in paid status as of July 1, 2013.
- Effective July 1, 2014, an increase of 4%.
- For 2015-2016, CSEA reserves the right to re-open Article 7 for negotiations on salary increases.
- Effective July 1, 2016, the parties agree the 2015-2016 CSEA Bargaining Unit salary schedule shall be increase by one and half – percent (1.5%).
- Effective July 1, 2017, the parties agree the 2016-2017 CSEA Bargaining Unit salary schedule shall be increased by one and half – percent (1.5%).
- The above language for the respective years above shall not in any way prevent CSEA or the District from re-opening Article 7: Wages for the 2018-2019 year as outlined in Article 25: Completion of Meet and Negotiations,

Additionally, CSEA and DISTRICT mutually agree, upon completion of the Hay Group study, CSEA and DISTRICT will negotiate the implementation of the Hay Group study findings with the goal of immediately placing the CSEA salary schedule at least at the median of the agreed upon comparable community college districts.

7.2 SHIFT DIFFERENTIAL

7.2.1 TWILIGHT SHIFT. The regular assigned working hours on at least one (1) ~~three (3)~~ days of the normal five (5) day workweek go beyond 5:30 p.m. Alternate work schedules such as 4/10 are excluded from receiving a twilight differential. The DISTRICT shall pay a shift differential at the rate of one and one-half (1-1/2) percent of a unit member's regular salary daily rate for twilight shift.

7.2.2 SWING SHIFT. The regular assigned working hours, on at least one (1) ~~three (3)~~ days of the normal five (5) day workweek, go beyond 7:30 p.m. The DISTRICT shall pay a shift differential at the rate of two and one-half (2-1/2) percent of the unit member's regular salary daily rate for swing shift.

7.2.3 GRAVEYARD. The regular assigned working hours, on at least one (1) ~~three (3)~~ days of the normal five (5) day workweek, go beyond 3:00 a.m. The DISTRICT shall pay a shift differential at the rate of five (5) percent of the regular salary daily rate for graveyard shift.

7.2.4 SPLIT SHIFT. The regular assigned working hours are split by a break of two (2) or more hours on at least one (1) ~~three (3)~~ days of the normal five (5) day workweek. The DISTRICT shall pay a shift differential at the rate of two and one-half (2-1/2) percent of the unit member's regular salary daily rate for split shift.

7.2.5 SPLIT SHIFT and SWING SHIFT. Unit members must be concurrently working a SPLIT SHIFT and a SWING SHIFT in accordance with the provisions of a SPLIT SHIFT and a SWING SHIFT. The DISTRICT shall pay a shift differential at the rate of five (5) percent of the unit member's regular salary daily rate for split shift and swing shift.

7.2.6 SPLIT SHIFT and GRAVEYARD SHIFT. Unit members must be concurrently working a SPLIT SHIFT and a GRAVEYARD SHIFT in accordance with the provisions of a SPLIT SHIFT and a GRAVEYARD SHIFT. The DISTRICT shall pay a shift differential at the rate of seven and one-half (7 1/2) percent of the unit member's regular salary daily rate for SPLIT SHIFT AND GRAVEYARD SHIFT.

7.3 STIPENDS - Stipends will be paid for services and/or skills a unit member provides the District as listed below.

7.3.1 The District will pay a bilingual stipend of \$50.00 per month for each foreign language an **unit member employee** is required to verbally translate, including American Sign Language (ASL). **Stipend payments shall be retroactive to the month after successfully passing the examination.**

7.3.2 The District and CSEA will mutually agree upon the locations **and the employee(s) unit member(s)** within the District sites for forty eight (48) eligible members to receive the bilingual stipend. The District reserves the right to determine the competency examination method that determines a member's ability to verbally translate and the examination's content **for each stipend skill set.**

7.3.32.4 **Bilingual unit members employees. Employees Unit members** who desire to receive the bilingual stipend shall **notify the District of their intent** apply to take the competency examination **selected prescribed** by the District. The examination shall be offered annually in March. *Those **employees unit members** achieving a score of 80% or higher shall be placed in an eligibility pool. The eligibility pool list **of up to 48 unit members,** will be provided to the Association during April of each year.* Once an **employee unit member** has been placed in the eligibility pool, he/she shall remain eligible for the remainder of his/her employment with the District without further examinations required.

7.3.2.2 In the event that more than one individual is qualified within a designated area, the criteria for assignment will be:

- (a) needs of the Department
- (ab) proximity to the area(s) of service within the Department designated by the District;
- (bc) shift availability; and
- (ed) initial date of hire with the District in the classified bargaining unit.

7.3.2.3 Once identified, such **employee(s) unit member(s)** shall receive the stipend for a minimum of two (2) years unless he/she notifies the District and Association in writing that he/she chooses to discontinue such service. Thereafter, the stipend will no longer be paid beginning with the first available payroll period after notification.

7.3.2.4 ~~After the two (2) year period,~~ The District shall offer the stipend to the next **employee unit member** in the eligibility pool based on the criteria listed in 7.3.2.2 above **and** assuming there are other **employees unit members** in the eligibility pool. Such practice will continue bi-annually thereafter. **However, after the two (2) year**

period this clause does not preclude or limit unit members in any given area/department to receive this stipend for more than two (2) years to meet departmental needs.

7.3.2.5 Unit member(s) Employee(s) receiving the stipend shall continue to receive the stipend even if he/she is administratively transferred to a different assignment/location due to reorganization during the two (2) year period.

7.3.2.6 As the bilingual stipend is a negotiated benefit available to employees unit members in the classified bargaining unit, eligible employee(s) unit member(s) shall be offered the opportunity to provide such service and be paid the stipend prior to permitting and/or requiring any other employee District employee or volunteer outside the bargaining unit to provide such service regardless of whether such employee District employee or volunteer receives additional compensation or not.

7.3.3 Bi-literate Employees Unit member . The District will pay a bi-literate stipend of \$50.00 per month for each foreign language an employee unit member is required to translate or interpret written material.

7.3.3.1 Employees Unit members who desire to receive the bi-literate stipend shall notify the District of their intent to take the competency examination prescribed by the District. The examination shall be offered annually in March. A list of all unit members that successfully pass the examination will be provided to the Association during April of each year. Those employees unit members achieving a score of 80% or higher shall be placed on the list. Once an employee unit member has been placed in the list, he/she shall remain on the list for the remainder of his/her employment with the District without further examinations required.

7.3.3.2.1 ~~These classifications and/or positions requiring the use of a second language(s) will be established on an as needed/limited basis and shall be periodically reviewed.~~ Once identified, such employee(s) unit member(s) shall receive the stipend for a minimum of two (2) years unless he/she notifies the District and Association in writing that he/she chooses to discontinue such service. Thereafter, the stipend will no longer be paid beginning with the first available payroll period after notification. This clause does not preclude or limit unit members in any given area/department to receive this stipend for more than two (2) years.

7.3.3.32 ~~The stipend shall be established for assignment to a position designed by the District as requiring the ability to communicate written materials.~~

7.3.3.43 The District will notify and shall negotiate with the Association when which a job classifications and/or positions will received the bi-literate stipend in April immediately after testing.

7.3.3.4 The bi-literate stipend will be for translation and/or interpretation written material only of a foreign language

7.3.3.5 The District and CSEA will mutually agree upon the locations within the District sites to receive the bi-literate stipend. The District reserves the right and to determine the competency examination method that reflects unit member's ability to translate/interpret and/or compose written material and the examinations content used to identify employees unit members who qualify for the stipend.

7.3.3.6 As the bi-literate stipend is a negotiated benefit available to employees unit members in the classified bargaining unit, eligible employees unit members shall be offered the opportunity to provide such service and be paid the stipend prior to permitting and/or requiring any other employees District employee or volunteer outside the bargaining unit to provide such service regardless of whether such employee District employee or volunteer receives additional compensation or not.

7.3.4 Staff Development/Professional Growth Stipend (New Language)

7.3.4.1 The staff development and professional development programs are designed to encourage unit members to continue educational and professional development and to promote activities which will assist unit members in acquiring knowledge and skills necessary to maintain and improve job performance. The District will promote opportunities for unit members to reach maximum levels of professional potential and provide training in specific technical knowledge and job related skills.

7.3.4.2 The District and Association shall ensure that an advisory committee is established pursuant to AB 2558 and composed of administrators, faculty, unit member representatives and shall include an appointed CSEA representative. Once the District's development program is developed, upon request of either the District or CSEA, the parties will meet to negotiate impact and effects.

7.4 Status Quo

7.5 Status Quo

7.6 Status Quo

7.7 Status Quo

7.8 **MINIMUM CALL BACK TIME.** Any unit member called back from off campus to perform services outside his regular hours shall receive a minimum compensation of

three (3) hours for such services. This section shall not apply where such services are performed immediately preceding or succeeding the unit member's regular hours.

7.9 WORKING OUT OF CLASS. (NEW LANGUAGE) Any unit member required to work out of classification for five (5) or more working days within a fifteen (15) calendar day period shall have his/her salary adjusted upward beginning with the first working day in the higher classification. A unit member required to work out of class shall receive five percent (5%) salary increase unless the increase exceeds the highest S step E of the higher classification, in which case the unit member shall be paid at the highest S step E. Working out of class assignments shall be limited to six (6) months unless the period is extended by mutual agreement by the DISTRICT and the ASSOCIATION.

7.9.1 Unit members required to work out of classification not within the bargaining unit shall have his/her salary adjusted to the rate of pay of the position that is not within the bargaining unit if it exceeds their current salary range. The District and Association shall meet and negotiate the effects.

7.10 IN-SERVICE TRAINING. The DISTRICT shall continue to support and provide an in-service training program. An ad hoc advisory committee established by the DISTRICT and including ASSOCIATION representatives shall continue to study training needs and recommend in-service programs. DISTRICT approved in-service training shall take place during regular working hours at no loss of pay or benefits to employees unit members. This shall also include ASSOCIATION provided trainings and workshops provided during classified appreciation week, days and calendared flex days.

7.11 (NEW LANGUAGE) STEP PLACEMENT AFTER VOLUNTARY DEMOTION. The salary of a unit member taking a voluntary demotion shall be Step E of the new range unless Step E results in a salary increase over the unit member's old classification. In such case, the unit member shall be placed on the highest step in the new classification which would not result in a salary increase over the unit member's old classification. (See Article 15.3.6)

7.12 (NEW LANGUAGE) TAX DEFERRED STATUS FOR CONTRIBUTIONS. The DISTRICT agrees to initiate tax-deferred status for PERS for all bargaining unit members in the PERS Retirement System.

7.13 ENROLLMENT FEES. EMPLOYEE UNIT MEMBER. The DISTRICT shall reimburse permanent bargaining unit members employed at least twenty (20) hours per week with one (1) year of service for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two (2) DISTRICT campuses provided all of the following conditions are satisfied:

7.13.1 All classes must be taken outside of the regular scheduled working hours of the employee unit member.

7.13.2 Only those classes offered by either of the two (2) DISTRICT campuses shall qualify for fee reimbursement.

7.13.3 To qualify for enrollment fee reimbursement, an employee unit member must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.

7.13.4 Enrollment fee reimbursement shall be limited to the current enrollment fee per semester for each employee unit member.

7.13.5 All courses for which a unit member classified employee seeks tuition reimbursement must have prior approval by their immediate supervisor and then the Chancellor's designee. If the request by the immediate supervisor is denied, it may be appealed to the President/Vice Chancellor, Fiscal Services. Chancellor. Forms can be found in Appendix D and the District website.

7.13.6 **REIMBURSEMENT. Classified employees Unit members** on the classified employee unit member salary schedule shall be eligible for eighty percent (80%) tuition cost reimbursement for courses completed outside of the DISTRICT with a grade of "C" or better which pertain to their classified position. Such reimbursement shall be actual costs not to exceed twenty-four (24) semester / thirty-six (36) quarter units of coursework per year. However, no tuition cost paid by the DISTRICT is to exceed on a per unit basis cost of similar coursework at the University of California.

Only full-time classified employees unit members who have completed their probationary period as a classified employee unit member shall be eligible for this benefit.

All courses for which a classified employee unit members seeks tuition reimbursement must have prior approval by their line manager immediate supervisor and the Chancellor's designee. If the request by the line manager immediate supervisor is denied, it may be appealed to the President/Vice Chancellor's designee., Fiscal Services.

7.14 ENROLLMENT FEES. BENEFIT ELIGIBLE DEPENDENTS. The DISTRICT shall reimburse benefit eligible dependents of bargaining unit members employed at least twenty hours (20) per week with one year of service for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two (2) DISTRICT campuses provided all of the following conditions are satisfied:

7.14.1 Only those classes offered by either of the two (2) DISTRICT campuses shall qualify for fee reimbursement.

7.14.2 To qualify for enrollment fee reimbursement, the employee unit member or benefit eligible dependent must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.

7.14.3 Enrollment fee reimbursement shall be limited to the current enrollment fee(s) per semester for each employee unit member and their eligible dependents.

7.14.4 Definition of Benefit Eligible Dependent includes a spouse, registered domestic partner or child. (1) Child up to age 19; (2) Child between age 19-25 if they attend school full-time (9+ units) or are more than fifty percent (50%) financially dependent and are not married and reside with parent or are away at college. (3) Disabled children over age 19.

7.14.5 During the term of this Agreement the parties agree to meet annually to review the annual allocation of \$75,000 for unit members to determine if adjustments are needed. The \$75,000 limit applies to all forgoing Enrollment Fees and Reimbursements (7.13—7.14.4).

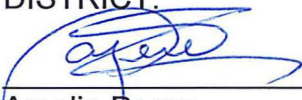
7.15 GOLD CARD. When a unit member retires from the DISTRICT with at least fifteen (15) years of service, he/she shall receive the existing DISTRICT "Gold Card" package available at the time of retirement. The "Gold Card" package permits the retiree to enjoy certain free privileges in the DISTRICT at the colleges. The Gold Card package shall contain a waiver of normal fees for regularly scheduled athletic events in the District and normal fees exclusive of all meal charges for regularly scheduled cultural events such as lecture series.

7.16 ON CALL. "On Call" is not overtime and is defined as requiring a unit member to significantly restrict off work activities such as remaining at home or within a specific distance from the worksite. Unit members required in writing and in

advance to be on call by telephone, pager, fax or cellular phone shall be compensated for the time they are on call. A unit member without advance written authorization shall not be compensated. On call periods in excess of eight (8) hours require the advance written approval of the College President, the Chancellor or designee. Compensation shall be awarded on a straight time, hour-for-hour basis in minimum half-hour increments. The unit member's work hours may be adjusted to account for on call time or may be carried as compensatory time off with supervisor's approval.



This agreement is subject to all ratifications required by the Association and District.

DISTRICT:



Amalia Perez,
Director, Human Resources

ASSOCIATION:

Grayling Eaton,
CSEA Chapter #291 President



Lynn Breyette,
CSEA Labor Relations Representative

TENTATIVE AGREEMENT
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT CHAPTER 291
January 20, 2017


This agreement is entered by between California School Employees Association and its San Bernardino CCD Chapter 291 (hereinafter referred to as "Association") and San Bernardino Community College District (hereinafter referred to as "District"), collectively ("the parties").

ARTICLE 8: EMPLOYEE EXPENSES AND MATERIALS

- 8.1 **UNIFORMS.** The DISTRICT shall pay the full cost of the purchase, lease, or rental of uniforms, equipment, identification badges, emblems, and cards required by the DISTRICT to be worn or used by unit members.
- 8.2 **PHYSICAL EXAMINATIONS.** The DISTRICT shall reimburse unit members for the cost, if any, of a physical examination required as a condition of continued employment under Section 88021 of the Education Code.
- 8.3 **PARKING.** The DISTRICT will waive parking fees at all of their sites/facilities for CSEA unit members.
- 8.4 **MILEAGE.** Unit members who are pre-authorized in writing by the DISTRICT'S Human Resources Department to use their vehicles on DISTRICT business shall be reimbursed for all miles required by the DISTRICT to be driven in the performance of assigned duties at a rate established by Internal Revenue Service's Standard Mileage Rate for all DISTRICT employees.
- 8.5 **FOOD ALLOWANCE.** All unit members employed in the cafeteria shall be entitled to one (1) full meal during the working day for the price of 55 cents, and a beverage and light snack at no cost during the morning and afternoon breaks.
- 8.6 **MEALS AND LODGING REIMBURSEMENT.** The DISTRICT shall reimburse unit members for the reasonable cost of meals and lodging in accordance with Board Policy, where the unit member is on authorized DISTRICT business requiring him/her to spend the night away from home.

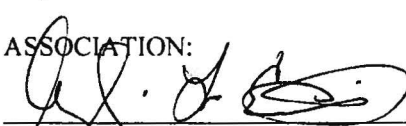
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DISTRICT:

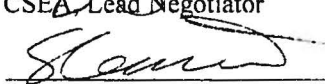


Bruce Baron
SBCCD Chancellor

ASSOCIATION:

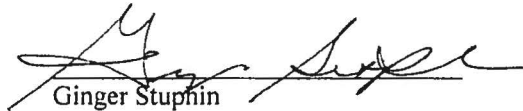


Grayling Eaton
CSEA Lead Negotiator

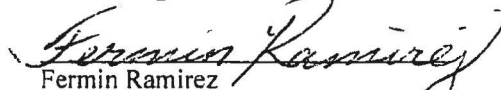


Stacy Garcia
CSEA, Negotiations Team Member

TENTATIVE AGREEMENT
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT CHAPTER 291
January 20, 2017



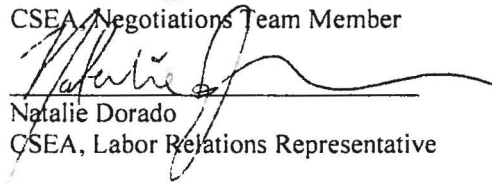
Ginger Stuphin
CSEA, Negotiations Team Members



Fermin Ramirez
CSEA, Negotiations Team Members



Kevin Palkki
CSEA, Negotiations Team Member



Natalie Dorado
CSEA, Labor Relations Representative

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT CHAPTER 291
January 20, 2017

This agreement is entered by between California School Employees Association and its San Bernardino CCD Chapter 291 (hereinafter referred to as "Association") and San Bernardino Community College District (hereinafter referred to as "District"), collectively ("the parties").

ARTICLE 13: EVALUATION PROCEDURE

13.1 The term "evaluation" as used in Section 2 through 8 of this Article means a formal written evaluation on the appropriate form prescribed by the DISTRICT. (Appendix B)

13.2 The DISTRICT shall evaluate all unit members on permanent status once every two (2) years during the month of April, except in emergency circumstances. The annual evaluation for employees obtaining permanent status prior to January 1, will be conducted in the current school year. The annual evaluation for employees obtaining permanent status subsequent to January 1, will be conducted in the following school year.

13.3 Unit members on probationary status shall be evaluated no less than two (2) times during the probationary period on or about the third (3rd) and the sixth (6th) month from the initial date of hire. The probationary period for unit members shall be nine (9) months from the date of hire or appointment to a new classification.

Effective July 1, 2010, per Post Requirements, every College Police Officer employed by the DISTRICT shall be required to serve in a probationary status for twelve (12) months from the date appointed to the position.

13.4 The evaluator shall be the unit member's immediate supervisor, unless otherwise designated by the DISTRICT. However, the evaluator shall only be San Bernardino Community College District management.

13.5 The evaluation shall be signed by the evaluator and the unit member being evaluated. The unit member's signature signifies only that the unit member has read the document, has been given a copy, and has been given the opportunity of attaching a written response which shall become part of the permanent record. Unit members have thirty (30) calendar days to file a written response to his/her evaluation.

13.6 No evaluation of a unit member shall be placed in the unit member's personnel file without an opportunity for discussion between the unit member and the evaluator. A negative evaluation rating of 1 or 2 shall include specific recommendations for improvement. The unit member shall

have the right to review any evaluation during working hours provided that such reviews are limited to a reasonable period or periods of time.

13.7 The DISTRICT retains its prerogative to make additional evaluations as it deems necessary.

13.8 The substance of any evaluation, including the observations, opinions, and conclusions of the evaluator, shall not be subject to the grievance procedure. The evaluation procedure as provided hereinabove shall be grievable.

13.9 An official file of evaluation reports shall be maintained in the District Human Resources Offices. Evaluation reports shall not be used in a disciplinary action against a bargaining unit member if the evaluation report was dated two (2) years preceding the aforementioned disciplinary action or was dated during a permanent bargaining unit member's probationary period.

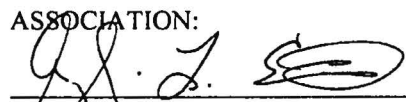
This agreement is subject to all approvals required by the Association and District.

DISTRICT:

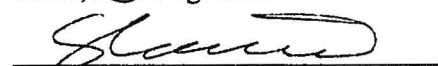


Bruce Baron
SBCCD Chancellor

ASSOCIATION:



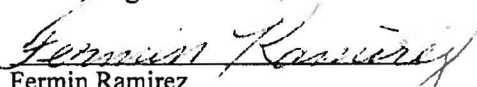
Grayling Eaton
CSEA, Lead Negotiator



Stacy Garcia
CSEA, Negotiations Team Member



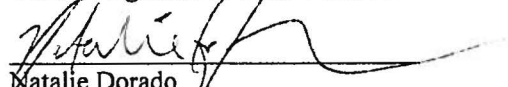
Ginger Stuphin
CSEA, Negotiations Team Members



Fermin Ramirez
CSEA, Negotiations Team Members



Kevin Palkki
CSEA, Negotiations Team Member



Natalie Dorado
CSEA, Labor Relations Representative



EMPLOYEE PERFORMANCE REPORT

KI F.R. GUB
 (Signature)
 (Signature)

Employee Name: _____ Position Title: _____

Department: _____ Supervisor: _____

Evaluation Period : From _____ to _____
 Month/Year Month/Year

Probationary Evaluation: First <input type="checkbox"/> Second <input type="checkbox"/>	Bi-Annual Evaluation <input type="checkbox"/> Due by April 30th	Additional Evaluation <input type="checkbox"/>
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This is designed to provide employees with information concerning job performance and personal development, and supply supervisors with a tool to assist in the objective appraisal of performance and characteristics and to identify and address development needs.

PERFORMANCE RATING INSTRUCTIONS

5 – Exceptional performance with little or no room for improvement.

4 – Exceeds competent performance.

3 – Competent performance.

2 – Less than competent performance, room for improvement clearly exists.

1 – Significantly less than competent performance, major improvement required.

N/A – No opportunity to observe and/or not pertinent to current duties and responsibilities

Enter for each category below; the number which best describes the employee's performance.

**If a 2 or 1 rating is given, specific recommendations for improvement must be provided by the evaluator*

MEASURES OF PERFORMANCE

MEASURE	RATING	COMMENTS
Knowledge of Work: Understanding of duties and procedures – job knowledge		
Work Quantity: Amount of work performed		
Work Quality: Accuracy, neatness, thoroughness		
Work Planning: Ability to layout or plan work, carry through and complete		
Attendance: Punctual, observes work hours and rest periods		
Cooperation: Willing and able to work effectively with others		

Dependability: Can be relied upon consistently		
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OTHER:
Describe

OTHER:
Describe

OTHER:
Describe

SUMMARY (Short Summary Statement Required)

Provide an overall assessment of the employee's performance during the evaluation period, and specify major strengths and areas needing improvement.

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EMPLOYEE DEVELOPMENT: CURRENT POSITION

<u>DEVELOPMENT AREA:</u> Indicate the result or characteristics area(s) needing improvement for current job responsibilities	<u>DEVELOPMENT ACTIVITY:</u> Indicate training, special assignments, project, job rotation, etc.	<u>SCHEDULED DATE</u>

EMPLOYEE DEVELOPMENT: CAREER ADVANCEMENT

<u>DEVELOPMENT AREA:</u> Indicate the result or characteristic area(s) needing improvement for enhancing opportunities for career development	<u>DEVELOPMENT ACTIVITY:</u> Indicate training, special assignments, project, job rotation, etc.

COMMENTS BY EMPLOYEE (if desired)

My signature verifies that I have seen and discussed this report of performance with my supervisor, but it does not necessarily mean that I agree with the rating. I understand that I have the right to file a written response to this evaluation to be included in my personnel file within thirty (30) working days of the date of this report.

EMPLOYEE SIGNATURE _____ DATE _____

MANAGER'S SIGNATURE _____ DATE _____

OFFICE OF HUMAN RESOURCES _____ DATE _____

TENTATIVE AGREEMENT
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

June 27, 2017

ARTICLE 14: LEAVES

14.1 BEREAVEMENT LEAVE. Unit members shall be entitled to a paid leave of absence, not to exceed three (3) days, or five (5) days if travel out-of-state or a round trip of over 500 miles is required, on account of the death of any member of his/her immediate family. Member of the immediate family means mother, father, grandparent, or grandchild of the unit member or the spouse/registered domestic partner of the unit member, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, or sister-in-law of the unit member or any relative living in the immediate household of the unit member. Absences due to bereavement leave should be recorded on the member's work report.

14.2 JUDICIAL LEAVE. Unit members called for mandatory jury duty, or as a subpoenaed witness as an employee of the DISTRICT, or as a litigant on behalf of the DISTRICT, during working hours, shall be entitled to paid leave in the amount of the difference between the unit member's regular earnings and the amount of fees received as a juror, subpoenaed witness as an employee of the DISTRICT, or litigant on behalf of the DISTRICT, excluding allowances for meals, mileage, or parking. Absences due to judicial leave should be recorded on the member's work report.

14.2.1 A unit member's jury duty hours plus the hours from court to work plus any workday shift assignment for that day should not exceed nor be less than the unit member's regularly assigned number of work hours for that day. The DISTRICT shall assess any unusual work shift on an individual basis, taking into consideration what is reasonable under the circumstances giving due respect to the needs of the DISTRICT and the health and welfare of the unit member.

14.2.2 Unit members called for jury duty, or as a subpoenaed witness as an employee of the DISTRICT, or as a litigant on behalf of the DISTRICT, shall notice the DISTRICT as soon as possible upon receipt of the summons. The DISTRICT will require unit members absent on jury duty, or as a subpoenaed witness as an employee of the DISTRICT, or as a litigant on behalf of the DISTRICT, to submit verification from the court indicating the reporting and release times.

14.3 MILITARY LEAVE. A unit member shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave. Request for such military leave shall be made in writing and verified by a copy of the military orders requiring military duty. Absences due to military leave should be recorded on the member's work report.

14.4 SICK LEAVE. Members of the bargaining unit employed by the DISTRICT five (5) days per week with full pay for a fiscal year shall be entitled to twelve (12) days leave of absence for illness or injury, exclusive of days they are not required to render to the DISTRICT. Day, as used in this Article, means the employee's regularly assigned workday, exclusive of overtime. Absences due to sick leave should be recorded on the member's work report.

14.4.1 Members of the bargaining unit, employed five (5) days a week, who are employed for less than a full fiscal year are entitled that proportion of twelve (12) days leave of absence for illness or injury as the number of months he/she is employed bears to twelve (12). Members of the bargaining unit employed less than five (5) days per week or forty (40) hours per week shall be entitled, for a fiscal year of service, to that proportion of twelve (12) days leave of absence for illness or injury as the number of days or hours he/she is employed per week bears to five (5) days or forty (40) hours.

14.4.2 Pay for any day of such absence shall be the same as the pay which would have been received had the unit member served during the day of illness.

14.4.3 At the beginning of each fiscal year, the full amount of sick leave granted under this section shall be credited to each unit member. Credit for sick leave need not be accrued prior to taking such leave and such leave may be taken at any time during the year.

However, a new unit member of the DISTRICT shall not be eligible to take more than six (6) days, or the proportionate amount to which they may be eligible under this section, until the first day of the calendar month after completion of six (6) months of active service with the DISTRICT.

14.4.4 Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery there from are, for all job related purposes, temporary disabilities and shall be treated as a condition of illness. Eligible employees are entitled to receive compensation at their regular rate of pay charged against credited sick leave for the workdays missed during the period of disability, provided that Human Resources receives a medical status report from the attending physician.

14.4.5 If a member of the bargaining unit does not take the full amount of leave allowed in any year, the amount not taken shall be accumulated from year to year.

14.4.6 Members of the bargaining unit absent due to surgery, serious injury or illness for more than five (5) consecutive assigned workdays shall be required to submit a medical release from a physician to Human Resources prior to being permitted to return to work. A member absent for more than five (5) workdays shall notify Human Resources of his/her approximate return date.

14.4.7 Members of the bargaining unit may be required to submit to medical examinations, at the DISTRICT'S expense, at the discretion of the DISTRICT.

14.4.8 A unit member who has been employed by some other school DISTRICT for a period of one (1) calendar year or more, and who terminates such employment for the sole purpose of accepting a position in this DISTRICT and has not been terminated by an action initiated by the employer for cause, and who subsequently accepts within one (1) year of such termination, a

position with the DISTRICT, shall upon request have transferred with him/her all of the unused accumulated sick leave.

14.4.9 The DISTRICT may cancel all sick leave rights or accumulations when a unit member severs all official employment connection with the DISTRICT and all accumulated sick leave may be transferred pursuant to the provisions in Section 88202 of the Education Code. A unit member who has any sick leave benefits earned but unused on the date of retirement may have those converted to retirement credit if appropriate in accordance with applicable law. Upon retirement, if sick leave cannot be used for retirement credit, sick leave will be converted to vacation days as follows:

- a. A ratio of five (5) sick days (40 hours) to 1 vacation day (8 hours). Unit members working less than full time shall be prorated accordingly.
- b. Only days earned while employed for the SBCCD are eligible for conversion benefits.
- c. Only employees who have rendered five (5) years or more of unbroken service to the SBCCD are eligible for conversion benefits.
- d. The maximum number of vacation days which may be converted shall not exceed the number of days the retiring unit member earns annually under the provisions of Article 19, Section 19.1.2.

14.4.10 A unit member shall be credited once a fiscal year with the total of not less than 100 working days of paid sick leave, excluding sick days under Article 14.4. Such days of paid sick leave in addition to those days of sick leave under Article 14.4 shall be compensated at 50% of the member's regular salary. Such additional days shall be exclusive of any other paid leaves, holidays, vacation or compensatory time to which the member may be entitled. The 100 working days of extended sick leave shall be allocated on July 1st of each fiscal year; the 50% (half pay) extended sick days will be utilized only after all accrued regular full-pay sick leave is exhausted. Any remaining 50% half pay extended sick leave will not carry forward to the next fiscal year. At the conclusion of the 100 working days of 50% half pay extended sick leave the member may elect to use any other available leaves.

14.4.11 Unit members who have given forty-eight (48) hours* notice and have been released for a doctor or dental appointment have the option to work an extended day or to utilize sick leave. The additional hours constituting an extended day shall be equal to the period of time that the employee was absent, but not in no event shall exceed two (2) hours. Time may be made up during the week in which the absence occurred. The unit member and the supervisor shall mutually agree on the time.

14.4.12 Sick leave shall be taken in increments of not less than one-quarter (1/4) hour.

14.4.13 A unit member shall contact his/her immediate supervisor, or their designee, as soon as the need to be absent is known or at the beginning of the work shift. This does not apply where the unit member cannot reasonably provide the notification. The unit member shall inform his/her immediate supervisor, or their designee, as to the expected date of return. Required

documentation shall be submitted to Human Resources. Absences extending more than five work days are subject to the provisions in section 14.4.14.

14.4.14 The DISTRICT may require a unit member to provide to Human Resources written verification of illness or injury by a licensed physician for any absence that exceeds five (5) workdays for which entitlement to sick leave is claimed under this Article and reported on the employee absence form. The verification shall include a statement that the unit member is able to perform his/her duties without restriction. The verification shall also include the date upon which the member is released to full duties

14.4.15 **SICK LEAVE STATUS REPORT.** All unit members shall have access to view their individual status report online

14.4.16 When all available leaves of absence, paid or unpaid, have been exhausted, the unit member shall be placed on a reemployment list for a period of thirty-nine (39) months.

14.5 **INDUSTRIAL ACCIDENT AND ILLNESS LEAVE.** Absences due to Industrial leave should be recorded on the member's work report. Unit members shall be entitled to industrial accident and illness leave in accordance with current Education Code and the following provisions.

14.5.1 A unit member suffering an injury or illness arising out of, and in the course, of his/her employment, shall be entitled to a leave of sixty (60) working days in any one fiscal year for the same accident or illness. This leave shall not be accumulated from year to year, and when any leave will overlap a fiscal year, the unit member shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.

14.5.2 Payment for wages on any day shall not, when added to an award granted the unit member under the Worker's Compensation laws of this State, exceed the normal wage for the day. During all paid leaves of absence, whether industrial accident leave as provided in this section, sick leave, vacation, compensated time off or other available leave provided by law or the action of the Board of Trustees, the unit member may endorse to the DISTRICT wage loss benefit checks received under the Worker's Compensation laws of this State. In the absence of such endorsement, the DISTRICT shall pay the difference between the wage loss benefit check and any entitlement the employee may have.

14.5.3 The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation or other paid leave will then be used. If however, a unit member is still receiving Worker's Compensation benefits at the time of the exhaustion of benefits under this Section, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave and vacation leave, which, when added to the Worker's Compensation award, provides for a day's pay at the regular rate of pay.

14.5.4 When all available leaves of absence, paid or unpaid, have been exhausted, the unit member shall be placed on a reemployment list for a period of thirty-nine (39) months.

14.5.5 Leave under this Section shall commence on the first day of absence. The DISTRICT may select the examining physician and require a physician's report as verification of illness or injury due to industrial accident or illness.

14.5.6 Any unit member receiving benefits as a result of this Section shall, during periods of injury or illness, remain within the State of California unless the Governing Board authorizes travel outside the State.

14.5.7 In order to be eligible for leave under this Section, a unit member must have served as an employee of the DISTRICT continually for a period of nine (9) months.

14.6 PERSONAL NECESSITY LEAVE. Absences due to personal necessity leave should be recorded on the member's work report. Any days of leave of absence for illness or injury under Section 14.4 of this Agreement may be used by a unit member, at his/her election in cases of personal necessity, including, but not limited to any of the following:

- a. Death of a member of his/her immediate family.
- b. Accident involving his/her person or property, or the person or property of a member of his/her immediate family.
- c. Appearance in court as a litigant, party or witness under subpoena or any order made with justification. If the unit member receives payment for this appearance, such payment will be forfeited to the DISTRICT.
- d. A serious illness of a member of the family.
- e. Such other reasons approved by the DISTRICT.

No earned leave in excess of seven (7) days may be used in any school year for leave under this Section. Under no circumstances shall leave be available for purposes of recreation of any kind, engaging in other employment of any kind, including direct or indirect self-employment, social events, vacation, any concerted refusal to work, pursuit of other business, financial or economic interests of the employee, or any illegal activity. For purposes of this Section, members of the immediate family means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse/registered domestic partner of the employee, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the employee, or any relative living in the immediate household of the employee.

14.7 UNAUTHORIZED LEAVE. Absences due to unauthorized leave should be recorded on the member's work report. Any unit member absent without being on approved leave shall have deducted from his/her salary the appropriate amount covering such period. The DISTRICT reserves the right to take any appropriate disciplinary action against such unit member. Failure to notify the DISTRICT of the anticipated absence prior to the commencement of the unit member's shift may constitute unauthorized leave.

14.8 BREAK IN SERVICE. No absence under any paid leave provisions of this Article shall be considered as a break in service for any unit member who is in paid status, and all benefits accruing under the provisions of this Agreement shall continue to accrue under such absence.

14.9 **ADDITIONAL LEAVE.** The DISTRICT may grant, in addition to the leaves set forth hereinabove, such additional leaves of absence, with or without pay, for such purposes and periods of time as it deems advisable.

14.10 **AUTHORIZED LEAVE VERIFICATION.** Prior or subsequent to approval of any paid leave, the DISTRICT may require a unit member to furnish a doctor's certificate, affidavit or other documentation, on forms prescribed by the DISTRICT, as verification of illness or other reason for authorized leave. Verification may be required when the DISTRICT has reason to question the validity or any request for approved leave.

14.11 **(NEW LANGUAGE) PARENTAL LEAVE AND FAMILY CARE.** Absences due to Parental Leave and Family Care should be recorded on the member's work report.

14.11.1 **PARENTAL LEAVE/BONDING.** The DISTRICT will allow the use of paid sick leave for parental leave bonding up to a period of twelve (12) weeks within the first ~~six (6) months~~-year following the birth or adoption of a child. **A unit member shall not be provided more than one 12-workweek period for parental/bonding leave during any 12-month period.**

14.11.2 **FAMILY CARE.** The DISTRICT will allow the use of paid sick leave for family care leave for care of a disabled or seriously ill immediate family member for a period of up to twelve (12) weeks.

14.11.3 Leave under this section is subject to the following provisions:

- a. The unit member must have served as an employee of the DISTRICT continuously for a period of one (1) year, **however, the unit member is not required to have 1,250 hours of service during the previous 12-month period in order to take parental/bonding leave.**
- b. Sections 14.11.1 or 14.11.2 individually or in combination may not exceed a total of twelve (12) weeks in any twelve (12) month period.
- c. Upon exhaustion of sick leave, an employee may utilize difference in pay up to completion of the twelve-week period.
- d. During this leave, the DISTRICT will continue benefit coverage, sick leave and seniority will accrue, and pension contributions will be made by both DISTRICT and employee.
- e. For purposes of this Article, members of the immediate family means the mother, father, grandmother, grandfather or a grandchild of the employee or of the spouse of the employee, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the employee or any other individual whose legal residence is in the immediate household of the employee.

14.12 **STATE AND FEDERAL LEAVE LAWS.** Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Act (PDA) benefits are available to classified employees as entitled under current state and federal law. Upon request, the DISTRICT shall provide the employee a copy of their rights and benefits.

All Federal and State Leave benefits will be calculated for eligibility and use on a 12 month basis.

- a. In cases of non-pregnancy related illness, FMLA and CFRA will apply and run concurrent with Sick Leave (Article 14.4)
- b. In cases of pregnancy related illness, FMLA and PDA will apply and run concurrent with Sick Leave (Article 14.4).
- c. In cases of family care, FMLA and CFRA will apply and run concurrent with Parental Leave and Family Care (Article 14.11).

14.13 Catastrophic Illness Leave. The purpose of this program is to permit employees with a catastrophic injury or illness to solicit individual donations of sick leave and/or vacation and/or comp time leave from fellow employees.

All requests submitted to the Vice Chancellor of Human Resources are handled with confidentiality and upheld throughout the process. The District will make every effort to protect the identity and privacy of the catastrophic illness leave recipient.

14.13.1 Definition of Catastrophic Leave: The intent of this program is to permit employees to donate eligible leave credits to an employee when that employee or a member of his or her family suffers from a catastrophic illness or injury. For purposes of this Article a catastrophic illness or injury is defined as one which is expected to incapacitate the employee or a member of his/her family for an extended period of at least forty-five (45) or more calendar days or is, according to competent medical evidence catastrophic, likely to incapacitate the employee or family member or be characterized as terminal.

A catastrophic leave donation request may be initiated immediately, using the process defined below, at the moment the need is known. However, Catastrophic Leave will not begin until all leaves have been exhausted as defined in this Article.

For purposes of this Section, "family" means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse/registered domestic partner of the employee, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the employee, or any relative living in the immediate household of the employee.

14.13.2 Recipient Requirements The recipient:

- a. Is a regular, non-probationary bargaining unit member who has exhausted all accrued paid leave credits, including sick leave, vacation and comp time.
- b. Is incapacitated/absent for an extended period of time no less than 45 calendar days"
- c. Is incapacitated during assigned time. For example, in the case of 10 or 11-month employee only assigned time will be considered.

- d. May use donated time in partial day increments.
- e. May initially request not more than sixty (60) days. A unit member may request an additional sixty (60) days by filing an additional request.
- f. Requests for donated leave credits in writing to Human Resources. A fellow employee, supervisor, family member, Human Resources, or the Recipient's medical provider may request Catastrophic Leave benefits on behalf of the Recipient.
- g. Must include with the request, a written statement from the medical provider, which verifies catastrophic illness or injury of the Recipient or the Recipient's immediate family member as defined in 14.13.1.
- h. Must use all donated leave within a twelve (12) consecutive month period following the donations. If the Recipient returns to work and has a reoccurrence of the same or related catastrophic injury or illness, after using any accrued vacation or sick leave, previously donated leave days may be used if time remains available, within the same twelve (12) month period.

The Vice Chancellor of Human Resources or designee shall evaluate all requests for catastrophic leave and shall have authority for granting leave in accordance with this Article. Pledged donated leaves can be used only for the specified catastrophic injury or illness. A different catastrophic injury or illness must be handled as a separate second incident. If the District has reasonable cause to believe there is abuse of the catastrophic leave policy by an employee, the District may require additional medical verification from a physician selected by the District at District expense.

Human Resources will notify District employees in writing of the need for donations of catastrophic leave credits and collect all signed pledge forms. Human Resources will notify Payroll of donated hours. Payroll will deduct donated hours from the donor and credit donated hours to the recipient. Human Resources and Payroll will keep a record of all donated leave credits.

If Recipient's request for catastrophic leave is denied, the Recipient or Recipient's agent or Association may request a review of the reason(s) for denial. If the denial is upheld the employee or Association may appeal the decision to the Chancellor. If the denial is upheld at the Chancellor level, the decision is not subject to the grievance process.

The maximum amount of time in which donated leave credits may be used shall be twelve (12) consecutive months.

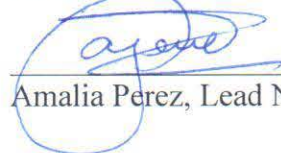
14.13.3 (NEW LANGUAGE) Donor Requirements Unit members may donate leave credits to an eligible classified, confidential, management or academic employee under the following conditions:

- a. Donors may volunteer no more than 50% of their accrued sick and/or vacation and/or comp time. Donors must have accrued no less than 120 hours of leave credits prior to donation.

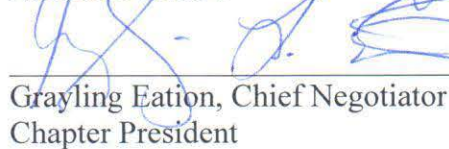
- b. Employees wishing to donate catastrophic leave credits must donate credits in writing on a signed District authorized pledge form, distributed by Human Resources.
- c. The minimum amount of donated leave credits shall be eight (8) hours initially, and in one-hour increments thereafter.
- d. The donor understands that donation of catastrophic leave credits is voluntary.
- e. Donations may be made by eligible classified, confidential, management or academic employees.
- f. **All transfers of eligible leave credit are irrevocable.** ~~Leave donations are irrevocable. Once you donate, it is gone forever.~~ Unused leave credits will not be credited back to the donor.
- g. Donated leave is charged on an hour-for-hour basis.

This agreement is subject to all approvals required by the Association and District.

DISTRICT:


Amalia Perez, Lead Negotiator

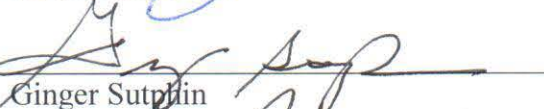
ASSOCIATION:


Grayling Eaton, Chief Negotiator
Chapter President


Fermin Ramirez


Stacy Garcia


Kevin Palkki


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TENTATIVE AGREEMENT
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March 14, 2017

This agreement is entered by and between California School Employees Association and its San Bernardino CCD Chapter 291 (hereinafter referred to as "Association") and San Bernardino Community College District (hereinafter referred to as "District"), collectively, ("the parties").

**ARTICLE 15: VACANCIES, TRANSFERS, VOLUNTARY DEMOTIONS, IN
HOUSE OR PROMOTIONAL ONLY RECRUITMENTS**

- 15.1 **POSTING OF VACANCIES.** Notice of all job vacancies within the bargaining unit shall be posted on the District employment bulletin boards at currently designated posting locations. Closed transfer and "In-House or Promotional Only" recruitment notices shall be sent out to all unit members by email prior to posting the position for external recruitment.
- 15.1.1 The job vacancy notice shall remain posted for a period of ten (10) full working days, during which time unit members may file for the vacancy.
- 15.1.2 **NOTICE CONTENTS.** The job vacancy notice shall include: the job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned job site, the number of hours per week, and months per year assigned to the position, the salary range, testing requirements and the deadline for filing to fill the vacancy.
- 15.1.3 **FILING.** Any unit member may file for the vacancy by submitting an updated online application to the Human Resources Office within the filing period.
- 15.1.4 **NOTIFICATION.** Unit members who apply for transfer, voluntary demotions, or "In-House or Promotional Only" recruitments shall be notified in writing whether they were or were not selected.
- 15.2 **VOLUNTARY TRANSFERS.** For purposes of this section the term transfer shall mean a lateral movement within the job classification from one (1) work position or station to another work position or station in the DISTRICT.
- 15.2.1 Permanent unit members are eligible to apply for a voluntary transfer if he/she is presently within the same classification, has previously served in that classification in the DISTRICT, or is applying for a voluntary demotion.
- 15.2.2 Requests from regular unit members seeking transfers shall be considered by the selecting administrator. Considerations shall include hire date, seniority within the present classification of the employee, skills, abilities, job performance, suitability and requirements of the vacant position, based on an updated online application filed by the unit member. In the event of denial, written justification must be provided to the unit member within 10 working days of a decision by the selecting administrator. The decision shall not be arbitrary or capricious.
- 15.2.3 Where the application(s) for voluntary transfer, voluntary demotion, or "In-House or Promotional Only" recruitment is not granted, the vacancy will be announced publicly.
- 15.2.4 A mutual transfer may be accomplished between two (2) unit members of classifications in which both are qualified. A mutual transfer must be made upon agreements of both supervisors and with the concurrence of the President(s) and/or Chancellor.

15.2.5 An approved transfer resulting from the request of a unit member shall be considered permanent. Therefore, no additional probationary period shall be required.

- 15.3 **VOLUNTARY DEMOTIONS.** A permanent unit member transferring within the classification or taking a voluntary demotion shall retain his/her old anniversary date seniority rights. Unit members requesting a voluntary demotion to a lower classification shall be given preference over other applicants with equal or lesser qualifications.

If the position from which a unit member took a demotional transfer is again vacant, that unit member will be given preference over other applicants with equal or lesser qualifications in filling the former position. This section shall be superseded by the provisions in Article 9, Layoff and Reemployment when applicable. (See Article 7.11)

- 15.4 **"IN-HOUSE OR PROMOTIONAL ONLY" RECRUITMENTS.** "In-House or Promotional Only" recruitment shall only be used:

- (1) When the position is being filled on an interim basis for the minimum time necessary to allow for full and open recruitment which shall not exceed one (1) year;
- (2) When there is a reorganization that does not result in a net increase in the number of employees;
- (3) When there is a closed transfer. For the purposes of this section, a closed transfer is defined as one or more lateral transfers when there is no net increase in the number of employees;

15.4.1 Any unit member may apply concurrently on an "In House or Promotional Only" basis for any position announced under the voluntary transfer policy. Such application will not be considered until voluntary transfer and voluntary demotion applicants have been reviewed. A selection process, as outlined in Section 53021 of the California Code of Regulations and Education Code 87100, will be used to address any "In House or Promotional Only" requests.

15.4.2 The procedure of selecting a qualified candidate shall be negotiated between the Parties. Selection shall be in compliance with EEO regulations and consistent with Article 15.1 Posting Vacancies.

15.4.3 The Association and unit member shall receive documentation of the temporary work assignment.

15.4.4 Documentation of the temporary work assignment shall be placed in the unit member's personnel file.

15.4.5 The vacancy that's incurred because of an in-house or promotional recruitment shall either be filled using another in-house temporary assigning of the position and if the assignment is not filled with a bargaining unit member a substitute employee shall fill the vacancy until the incumbent returns to their assignment or is permanently filled.

15.4.6 The rate of pay for in-house promotional assignments shall be the initial rate of pay of the assignment the unit member is assigned to. If the increase exceeds the highest step of a higher classification, the unit member shall be paid at the higher step. In-house or promotional assignments shall be limited to six (6) months unless the period is extended by mutual agreement by the DISTRICT and the ASSOCIATION.

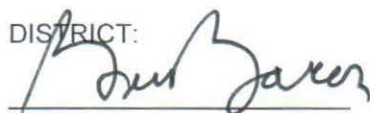
- 15.5 **MEDICAL TRANSFERS.** The DISTRICT may assign a unit member to another position in cases where the unit member is medically unable to assume his/her regular duties.

- 15.6 **SUBSTITUTE EMPLOYEES.** The DISTRICT may employ a substitute employee pursuant to Education Code 88003 to replace any classified employee who is temporarily absent from duty.

If the DISTRICT is engaged in recruiting a permanent employee to fill a vacancy in any classified position, the Governing Board may fill the vacancy through such employment for not more than sixty (60) calendar days.

This agreement is subject to all approvals required by the Association and District.

DISTRICT:



Bruce Baron
SBCCD Chancellor

ASSOCIATION:




Grayling Eaton
Chapter President, Chief Negotiator



Fermin Ramirez



Ginger Sutphin



Natalie Dorado,
CSEA Labor Relations Representative

TENTATIVE AGREEMENT
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291
January 16, 2018

Terms and Conditions: This Tentative Agreement 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").

ARTICLE 16: PERSONNEL

16.1 CLASSIFICATION. The DISTRICT may create new classifications and fix duties, responsibilities, and assignments for such classifications, or reclassify or abolish positions as long as any such action is not inconsistent with other provisions in this Article or Agreement. Except by mutual agreement, the DISTRICT shall notify the ASSOCIATION in writing ten (10) working days prior to the board calendaring of an agenda item of any new classification or the abolition of a classification. Upon receipt by the ASSOCIATION of the DISTRICT'S written notice, the ASSOCIATION shall notify the DISTRICT in writing within ten (10) working days, its intent to negotiate the classification, titles, or abolition of the classification.

16.1.1 The District will notify CSEA in writing within five (5) working days, notice of reorganization of classified position(s) at the colleges or district sites. Upon receipt by the ASSOCIATION of the DISTRICT'S written notice, the ASSOCIATION shall notify the DISTRICT in writing within five (5) working days of its intent to negotiate effects of such reorganization.

16.2 PERSONNEL FILES. The personnel file of each unit member shall be maintained at a single location determined by the DISTRICT. No disciplinary action based upon written materials shall be taken against a unit member unless such written materials are included in the unit member's personnel file.

16.2.1 Any supervisor or other administrator who writes and places into the personnel file a written evaluation, other than the regular employee evaluation as defined in Article 13, or memorandum relating to a unit member's job performance shall sign and date such evaluation

memorandum. The unit member shall be provided with copies of any derogatory written material thirty calendar days, before it is placed in the personnel file. During this thirty calendar day period, the unit member shall be given an opportunity during normal working hours to initial and date the material and to prepare a written response to such material. The written response shall be attached to the material.

16.2.2 Unit members may review material in their personnel files which serve as a basis for affecting the status of their employment, except the following material shall not be available for inspection: (1) Ratings, reports, or records which were obtained prior to employment of the unit member; (2) Material prepared by identifiable examination committee members; or (3) Materials obtained in connection with a promotional examination.

16.2.3 Unit members shall have the right to inspect the contents of their personnel files upon request, provided the request is made at a time when such person is not actually required to render services to the DISTRICT.

16.2.4 The DISTRICT shall maintain a log within each unit member's personnel file indicating the persons (other than employees in the Human Resources Office) who have examined the file and the date of such examination. The log and the unit member's personnel file shall also be available to the appropriate CSEA representative with written authorization of the unit member where disciplinary action is pending against, or a grievance has been filed by the unit member. Such examination by the employee or CSEA representative shall conform to the parameters set forth under Section 16.2.2.

16.2.5 Upon written authorization of the unit member, an ASSOCIATION representative may review the unit member's permanent personnel file. An ASSOCIATION representative may accompany any unit member in the review of that member's file.

16.3 REQUEST FOR RECLASSIFICATION

16.3.1 (NEW LANGUAGE) For purposes of this article, "reclassification" shall mean the upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in that position.

~~16.3.1.1 Requests for reclassification may be submitted by a unit member at any time during the life of the Agreement.~~

~~16.3.1.3 Upon completion of the appropriate forms a unit member shall submit the reclassification request to the Office of Human Resources.~~

~~16.3.1.4 The Office of Human Resources shall date stamp the request prior to submitting the request to a unit member's immediate supervisor, while keeping a copy on file. Within ten (10) working days, Human Resources will notify employee, with a copy to the supervisor, that the request has been received.~~

~~16.3.1.8 If the Reclassification Committee disagrees, each member of the committee shall submit the reasons for their position to the Chancellor within fifteen (15) working days. The Chancellor shall consider the request within thirty (30) working days, and if granted, the reclassification shall be submitted to the Board of Trustees for approval. The Chancellor's decision to grant or deny the request shall be final (subject to final Board approval).~~

~~16.3.1.9 If the reclassification is denied by the Reclassification Committee, or the Chancellor, unit member has the right to appeal in writing to the Chancellor within fifteen (15) working days of the committee's finding. The Chancellor shall notify the unit member and the Reclassification Committee in writing within thirty (30) working days of his/her decision which and rationale. The Chancellor's decision shall be final.~~

16.3.2.1 (NEW LANGUAGE) Requests for reclassification shall be submitted on an online, accessible and fillable Reclassification Request Form (Appendix E). These forms shall be obtained from the Office of Human Resources or the District website. Requests for reclassification may be submitted by a unit member or the unit member's immediate supervisor, or may be initiated by the Director of Human Resources. Upon completion, the unit member will submit the Reclassification Request to the Office of Human Resources. A date stamped copy of all submitted forms will be provided to the unit member and the Association by the Office of Human Resources.

16.3.3 (NEW LANGUAGE) Either party may propose a reclassification for any position at any time during the life of the Agreement. The Association or the District may propose a reclassification for any position at any time during the life of the Bargaining Agreement. A reclassification request may be initiated by the District, Association, employee unit member or his/her immediate supervisor.

16.3.4 (NEW LANGUAGE) Reclassification Process

The reclassification process will be an annual, collaborative process between the Association and the District utilizing the Reclassification Committee. Requests must be submitted no later than December 1st to be reviewed during the month of February as stated in section 16.3.4.4 of this article.

16.3.4.1 (NEW LANGUAGE) **Step 1** Reclassification requests must be submitted to the Office of Human Resources.

16.3.4.2 ~~51.4~~ (NEW LANGUAGE) **Step 2** Upon receipt of the request, the Office of Human Resources will date stamp the request prior to forwarding a copy to the unit member's immediate supervisor. The Association and the unit member shall receive a copy.

16.3.4.3 (NEW LANGUAGE) Step 3 The immediate supervisor will provide his/her comments to Human Resources within ~~ten (10)~~ fifteen (15) working days. The Association and unit member and shall receive a copy.

16.3.4.4 (NEW LANGUAGE) Step 4 Reclassification review by the committee shall occur during the month of February.

A. If requested, a unit member shall have a personal interview with the Reclassification Committee.

B. Human Resources will notify the unit member(s) of the committee's decision in writing within ten (10) working days at the conclusion of the committee review process.

16.3.4.5 (NEW LANGUAGE) Step 5 Reconsideration/Appeal Process shall be permitted within fifteen (15) working days after the unit member is informed of the committee's decision. The unit member has the right to appeal in writing to the Chancellor within fifteen (15) working days of the committee's finding. The Chancellor shall notify the unit member and the Reclassification Committee in writing within thirty (30) working days of his/her decision which shall be final.

16.3.4.6(NEW LANGUAGE) Step 6 All approved reclassification recommendations shall be submitted for Board of Trustees approval no later than the June Board meeting.

16.3.4.7 ~~9.123.2~~ When a position is reclassified, the incumbent in the position shall be entitled to serve in the new position.

16.3.4.8 ~~3.133.3~~ Salary of Position Reclassification.

The salary of a unit member in a position that is reclassified shall be determined as follows:

16.3.4.8.1 A) If a position is reclassified to a classification having the same salary range (reclassification - lateral), the salary and anniversary date of the unit member shall not change.

16.3.4.8.2 B) If a position is reclassified to a classification having a higher salary range (reclassification - upward), the unit member shall be placed on the appropriate salary range of their new classification which would result in no less than a five (5%) percent increase over the current salary, except if the new placement is at the highest Step E. The anniversary date of the unit member shall be the date on which the reclassification request was submitted.

16.3.4.~~97~~(NEW LANGUAGE) Reclassification recommendations are subjected to the approval of the Chancellor or designee. Final determinations shall be documented in the form of a memorandum of understanding and shall be subject to all approval processes.

16.3.4.10 (NEW LANGUAGE) The effective date of an approved reclassification shall be the date the application was stamp received by the Office of Human Resources.

MOVED TO 16.3.4.4 A 16.3.1.6 A unit member may request a personal interview with the Reclassification Committee.

EXISTING LANGUAGE MOVED TO 16.3.4.8 16.3.2 When a position is reclassified, the incumbent in the position shall be entitled to serve in the new position.

16.3.3 Salary of Position Reclassification. The salary of a unit member in a position that is reclassified shall be determined as follows:

16.3.3.1 If a position is reclassified to a classification having the same salary range (reclassification – lateral), the salary and anniversary date of the unit member shall not change.

16.3.3.2 If a position is reclassified to a classification having a higher salary range (reclassification – upward), the unit member shall be placed on the appropriate salary range of their new classification which would result in no less than a five (5%) percent increase over the current salary, except if the new placement is at Step **E**. The anniversary date of the unit member shall be the date on which the reclassification request was submitted.

(NEW LANGUAGE) 16.3.5 ~~7~~ 1.2 **THE RECLASSIFICATION COMMITTEE:**

The Reclassification Committee shall consist of the Vice Chancellor, Director of Human Resources or designee and two human resources staff members, and the CSEA Chapter President or designee and two (2) unit members. A CSEA Labor Relations Representative (LRR) may be appointed to serve on the committee in lieu of one of the unit members. Both the Association and the District will also appoint a minimum of two (2) alternates to serve as needed when there may be a conflict of interest or absence of an appointed committee member. Each party shall have three (3) committee members for the review process.

16.3.5.1 The Association shall be given reasonable time without loss of compensation to prepare for and participate on the Reclassification Committee.

16.3.5.2 The parties shall notify each other of its committee members and alternates no later than November 1st of each year.

16.3.5.3.-1 If the Committee finds that a classification does not exist, a draft job description will be provided by the District and shall be subjected to the negotiations process between the Association and District.

16.4~~3.4~~4 Placement in Classification and Range

16.4.1~~3.4.1~~ Every bargaining unit member shall be placed in a classification and range in the classified service.

16.5 ~~3.163.5~~ Classification and Compensation Studies

16.5.1~~3.5.1~~ The District and the Association shall review each classification within the bargaining unit at least once within a five (5) year period.

16.5.2~~3.5.2~~ The District and the Association shall mutually agree on the compensation and classification study process.

16.5.3 ~~3.5.3~~ Salary range adjustments shall be negotiated.

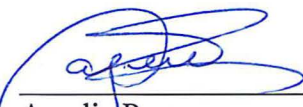
16.6 ~~3.6~~ Classification and Reclassification Requirements

16.6.1 ~~3.6.1~~ Initial pPosition classification and reclassification shall be subject to mutual agreement between the District and the Association.

16.7 ~~3.7~~ Either party may propose a reclassification for any position at any time during the life of the Agreement.

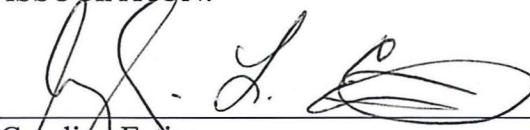
This agreement is subject to all ratifications required by the Association and District.

DISTRICT:




Amalia Perez
Director, Human Resources

ASSOCIATION:



Grayling Eaton,
CSEA #291 Chapter President



Lynn Breyette,
Labor Relations Representative

TENTATIVE AGREEMENT
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

August 28, 2017

ARTICLE 17: PROGRESSIVE DISCIPLINE

- 17.1 (NEW LANGUAGE) ~~Progressive discipline shall be imposed upon bargaining unit members pursuant to this article. This policy is intended to clarify expectations and to encourage bargaining unit member success. This article is not intended to be punitive.~~ Progressive discipline is a series of disciplinary actions, corrective in nature and is not intended to be punitive, to provide unit members the opportunity to improve job performance and comply with policies and procedures.
- 17.2 (NEW LANGUAGE) Prior to imposing formal disciplinary action upon a bargaining unit member, the District shall follow the principles of progressive discipline. Exceptions to progressive discipline include serious cases; ~~of misconduct of~~ cause, as defined in Article 17.11, ~~in addition to the procedures~~ All procedures of due process as defined in Article 17.3 shall apply in cases of serious misconduct. Discipline includes but is not limited to, oral warning, written warning, written reprimand, suspension without pay, involuntary demotion and may lead to termination from employment.

A "day" is any day in which the Human Resources Department of San Bernardino Community College District is normally open for business to the public.

- 17.2.1 (NEW LANGUAGE) **Step 1 – Informal Conference:** Prior to any formal discipline action, the member's immediate supervisor shall notify the bargaining unit member of the deficiencies in his or her job performance that has been observed. The supervisor shall specify identify improvements ~~to be achieved~~ needed and how the unit member may improve his or her performance. The supervisor shall provide a written improvement plan including coaching and training, as needed, to address the identified deficiencies. The unit member's performance must be reviewed within ~~twenty (20)~~ sixty (60) ~~working~~ days to document the unit member's progress, including any recommendations for continued success. Documentation of the coaching shall not be placed in the unit member's personnel file: but may be used as supporting documentation in later steps.
- 17.2.2 **Step 2 – Verbal Warning:** If the deficiencies identified in Step 1 have not been improved, the unit member may receive a verbal warning. The verbal warning

consist of the unit member's specific deficient performance and further direction for improvement(s). The verbal warning shall not include incidents or deficiencies that were not discussed and identified in the Step 1 level. Documentation of the verbal warning shall be acknowledged by the member and supervisor with copies to both and shall not be placed in the unit member's personnel file, but may be used as supporting documentation in later steps.

- 17.2.3 **Step 3 – Written Warning:** If deficiencies identified in Step 2 have not improved, the unit member may receive a written warning. The supervisor shall prepare and send a written warning letter to the bargaining unit member and the CSEA Chapter President or designee. The letter shall consist of the unit member's specific deficient performance and further direction for improvements. The written warning shall not include incidents or deficiencies that were not discussed in the Step 2 level. Documentation of the written warning shall be placed in the unit member's personnel file.
- 17.2.4 **Step 4 – Letter of Reprimand:** If deficiencies identified in Step 3 have not improved, the bargaining unit member's immediate supervisor may prepare a written letter of reprimand and send the letter to the bargaining unit member and the CSEA Chapter President or designee. The letter of reprimand shall outline those specific areas or incidents of the bargaining unit member's deficient performance and a written improvement plan where appropriate for deficiencies of job performances. The letter of reprimand shall not include any incidents or deficiencies that were not included in the Step 3 level. The Letter of Reprimand shall not be placed in the unit member's personnel file until he or she has been given thirty (30) working days to respond.
- 17.2.5 (NEW LANGUAGE) **Step 5 – Suspension (5-day):** If deficiencies identified in Step 4 have not improved, the immediate supervisor may make a recommendation to the Vice Chancellor of Human Resources or designee that the unit member's deficient performance may warrant a suspension without pay for a period not to exceed five (5) days, as deemed appropriate. Copies of the recommendation shall be sent to the bargaining unit member and the CSEA Chapter President and placed in the unit members' personnel file. A notice of the suspension shall be prepared and subject to the disciplinary procedures within this Article 17.3.
- 17.2.6 (NEW LANGUAGE) **Step 6 – Further Action:** If deficiencies identified in Step 5 have not improved after the above procedures have been followed, the Vice Chancellor of Human Resources or designee may recommend further disciplinary action be taken against the bargaining unit member. Additional discipline may include: demotion, suspension, reduction in hours, transfer or reassignment without the unit member's voluntary consent, written reprimand, or termination. Copies of the recommendation shall be sent to the bargaining unit member and the CSEA Chapter President. A notice of the recommendation for further action shall be prepared and subject to the disciplinary procedures within this Article 17.3 and placed in the unit member's personnel file.

- 17.3 (NEW LANGUAGE) **Due Process:** When disciplinary action is being proposed against a bargaining unit member the district must comply with the procedural due process requirements before it may deprive a bargaining unit member his or her property right and/or interest. Due process mandates that at a minimum a bargaining unit member must be provided with the following pre-disciplinary safeguards:
- a) notice of the proposed action,
 - b) cause for the action,
 - c) a statement of the charges signed by the Vice Chancellor of Human Resources **or** designee setting forth in clear and understandable language the specific act(s), error(s), or omission(s) giving rise to the charges,
 - d) a copy of all materials including statements on which the district relied upon preparing the notice of intent to discipline,
 - e) copies of any sections of this contract, rules, regulations, or laws which are alleged to have been violated,
 - f) notice of the right to respond to the charges either verbally or in writing prior to imposed discipline, and
 - g) the right to representation at all phases of the disciplinary process.
 - h) Statement of the employee's right to hearings(s)
- 17.4 **Discovery:** The bargaining unit member and the CSEA Chapter President ~~and~~ **or** designee shall have the right to inspect and receive copies of any documents or other materials in the possession or under the control of the district which are relevant to the disciplinary action proposed, at times and places reasonable for the bargaining unit member and the district.
- 17.5 **Burden of Proof:** When disciplinary action is to be imposed on the bargaining unit member, the burden of proof shall rest with the District.
- 17.6 **Paid Administrative Leave:** The Vice Chancellor of Human Resources **or designee** may upon written notice place a bargaining unit member on paid administrative leave when investigating allegations of misconduct, wrongdoing, illegal acts, or for the safety or for the protection of the public, district, or individual. The bargaining unit member shall remain on paid administrative leave while the investigation is being conducted, a decision is rendered and subsequent action is taken. All of the aforementioned shall be conducted in a timely and expeditious manner. Paid Administrative Leave shall mean that the employee shall not report to work, but shall receive all pay and benefits and shall be accessible to the district during all scheduled working hours.
- 17.7 (NEW LANGUAGE) **Notice of Intent to Discipline:** When disciplinary action is proposed, the District shall provide the Association and bargaining unit member a “notice of proposed discipline” setting forth the cause of the action the specific acts or omissions upon which the proposed discipline is based and copies of all statements or documents upon which the district relied on assessing the degree of proposed discipline. The notice should be in compliance with the provisions of Education Code Sections 88013, 88016.

(Language Moved To 17.8) ~~In the event that the employee timely requests a pre-disciplinary meeting (Skelly), such a meeting shall be held upon at least (5) business days' notification to the employee. At such a meeting the classified employee shall be granted a reasonable opportunity, either in person or in writing, to make any representations the classified employee believes are relevant to the case and put forth any information as to why the intended action should not proceed.~~

- 17.8 (NEW LANGUAGE) ~~Notice Following the Right to a Pre-Disciplinary Meeting (Skelly Conference) Hearing: If after the Pre Disciplinary hearing, the Hearing Officer recommends to uphold or dismiss the discipline, and the District agrees to the discipline, and agrees to the discipline,~~ The "notice of proposed discipline" shall inform the unit member of his/her right to request a pre-disciplinary meeting (Skelly Conference) prior to the imposition of the discipline. In the event ~~that of the employee unit member's~~ timely request ~~of~~ a pre-disciplinary meeting (Skelly Conference), such a meeting shall be held no sooner than five (5) days but within a reasonable period of time of upon at least (5) business days notification to the unit member's employee's request. At such ~~a~~ meeting the unit member classified employee shall be granted a reasonable opportunity, either in person or in writing, to make any representations the unit member classified employee believes are relevant to the case and put forth any information as to why the intended action should not proceed.

~~Notice the Pre Discipline (Skelly) Hearing: If after the~~ If a pre-disciplinary conference hearing is held, ~~the Hearing Officer recommends to uphold or dismiss the discipline, and the District agrees to the discipline,~~ T the District shall provide the Association and unit member with a written notification of the Skelly Officer's recommendation response to either continue, amend, reduce, or dismiss the proposed discipline within ten (10) working days.

- 17.9 (NEW LANGUAGE) Right to an Evidentiary Hearing:
The "Notice of Proposed Discipline" shall inform the unit member of his/her right to request an evidentiary hearing after a decision is provided resulting from the pre-disciplinary meeting (Skelly Conference). Unit members' have the right, upon request, to an evidentiary hearing before the disciplinary action is final. Such request for an evidentiary hearing must be made in writing within five (5) calendar days from of receipt of this ~~the "Notice of Proposed Discipline" decision of the hearing officer (Skelly Officer)~~ and must be actually received by the Office of the Vice Chancellor of Human Resources or designee by no later than five (5) calendar days after notice is delivered. If ~~you the unit member~~ requests an evidentiary hearing within the five (5) day period, at such hearing ~~you the unit member~~ will be provided an opportunity to present oral and/or documentary evidence, confront and cross examine witnesses and to be represented by a representative of ~~your his/her choice. and at your own expense.~~ No evidentiary hearing shall be held unless written notice is delivered to the Office of the Vice Chancellor of Human Resources or designee within five (5) calendar days of the date this notice is served on ~~you. the unit member.~~

Failure to file a timely request for an evidentiary hearing waives the unit members' right to an evidentiary hearing, and no hearing will be held.

17.10 (NEW LANGUAGE) Member's Rights During an Evidentiary Hearing: ~~If after the bargaining unit member responds to the proposed discipline, and the District proceeds with the discipline, the bargaining unit member shall have the right to appeal the decision. The right to appeal must be exercised within the prescribed number of days as set for the in the Notice of Proposed Discipline.~~

- a. Evidentiary Hearing: All evidentiary hearings shall be conducted by a neutral hearing officer who shall be mutually agreed upon within twenty (20) working days by the DISTRICT and CSEA ASSOCIATION. In the event the parties are unable to reach an agreement on the hearing officer within twenty (20) working days from the date of the request ~~of for~~ the hearing, a request for a list of five (5) qualified hearing officers will be submitted to the California Mediation and Conciliation Service by the District. The Hearing Officer will be selected from the aforementioned list by alternate strike off. The first strike off will be determined by chance then each party will strike one name from the list until only one name remains. The remaining hearing officer will conduct the hearing. The hearing shall be conducted under rules of procedure established by the hearing officer which are consistent with the law. Both the DISTRICT and CSEA ASSOCIATION shall have the right to call witnesses, introduce evidence, cross examine any witness, and make motions or objections to the proceedings. All hearings shall be closed to the public unless the affected bargaining unit member specifically requests that the hearing be open to the public.
- b. Witnesses and Evidence: The hearing officer shall have the authority to compel the production of such witnesses and evidence as may be necessary to ensure that the bargaining unit member's due process rights are protected. The technical rules of evidence shall not apply. Hearsay evidence may be submitted to support direct evidence, but may not be sufficient standing alone to support a finding
- c. Following the Evidentiary Hearing, the Hearing Officer shall render his or her findings, and decision, which shall be served on both parties. The Hearing Officer's decision is a recommendation only and is not binding.
- d. Unit members have the right to an evidentiary hearing before a neutral hearing officer; however, the Governing Board's determination of the sufficiency of the cause of disciplinary action shall be conclusive.
- e. Costs: The cost of the hearing and hearing officer will be borne by the District.

17.11 (NEW LANGUAGE) **Causes for Disciplinary Action**

Cause is defined as those acts, omissions, or behaviors which are detrimental to the operations of the District and/or its major instructional, student and administrative divisions, or which impair the District's mission, purpose or objectives.

The term “cause” for disciplinary actions that occur outside the progressive discipline steps in the forgoing portions of Article 17 include:

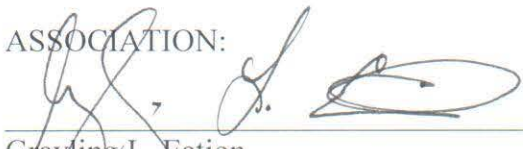
- Insubordination including the refusal to perform assigned duties or the refusal to obey a lawful directive from a supervisor
- Carelessness or negligence in the care and/or use of District property
- Discourteous offensive, or abusive conduct or language toward other employees, students, or the public
- Dishonesty
- Drinking alcoholic beverages on the job, or reporting to work while intoxicated
- Use of narcotics on the job or reporting to work under the influence. The use of drugs under and consistent with the directions of a physician which does not impair the performance of a classified employee is not prohibited
- Personal conduct of an unlawful nature or other conduct which a reasonable person would know may have adverse impact on the District
- Engaging during required work time in political activity not authorized by law
- Conviction of any felony or any crime involving moral turpitude
- Repeated unexcused absence or tardiness
- Abuse of any leaves or vacation
- Intentionally falsifying any information supplied to the District, including, but not limited to, information supplied or application forms, employment records, or any other District records
- Persistent violation or refusal to obey safety all rules and regulations made applicable to public schools by the Governing Board or by any appropriate federal, state or local governmental agency
- Offering of anything of value or offering any service in exchange for special treatment in connection with the classified employee’s assigned duties, or the accepting of value or any service in exchange for granting any special treatment to another employee or to any member of the public
- Negligent or intentional violation of any law concerning the District
- Advocacy of overthrow of federal, state or local government by force, violence or other unlawful means

This agreement is subject to all approvals required by the Association and District.

DISTRICT:


Amalia Perez,
Director, Human Resources

ASSOCIATION:


Grayling L. Eaton,
Chief Negotiator, CSEA Chapter 291


Kevin Palkki, Negotiations Team Member


Ginger Sutphin, Negotiations Team Member



Stacy Garcia, Negotiations Team Member



Natalie Dorado,
CSEA Labor Relations Representative

TENTATIVE AGREEMENT
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO
COMMUNITY COLLEGE DISTRICT CHAPTER 291
January 24, 2017

1 This agreement is entered by between California School Employees Association and its San
2 Bernardino CCD Chapter 291 (hereinafter referred to as "Association) and San Bernardino
3 Community College District (hereinafter referred to as "District"), collectively ("the parties").
4

5 **ARTICLE 18: GRIEVANCE PROCEDURE**

6 18.1 A "grievance" is a formal written allegation, on the prescribed DISTRICT form, by a
7 unit member alleging a violation of this Agreement.

8 18.2 A "grievant" is a unit member, unit members, or the ASSOCIATION.

9 18.3 A "day" is any day in which the central administrative office of the San Bernardino
10 Community College DISTRICT is open for business.

11 18.4 The "immediate supervisor" is the lowest level supervisor having immediate
12 jurisdiction over the grievant and who has been designated to adjust grievances.

13 18.5 **INFORMAL LEVEL.** A unit member's grievance must be submitted orally in an
14 informal conference with the unit member's immediate supervisor within twenty (20)
15 days after the act or omission giving rise to the grievance, or twenty (20) days after the
16 unit member, through the exercise of reasonable diligence, should have had knowledge
17 of the act or omission that have gave rise to the grievance. At the time of the
18 conference, the unit member may be accompanied by another unit member.

19 18.6 **FORMAL LEVEL - STEP 1.** If the alleged grievance is not resolved at the informal
20 conference, the grievant must within five (5) days after the informal conference, present
21 his/her grievance in writing to his/her immediate supervisor. This statement shall be a
22 clear, concise statement of the grievance, the decision rendered at the informal
23 conference and the specific sections of the Agreement allegedly violated, misapplied,
24 misinterpreted and the specific remedy sought. A grievance may include more than one
25 (1) unit member provided the issue is the same.

26 The supervisor shall communicate his/her decision to the unit member in writing within
27 five (5) days after receipt of the written grievance.

28 18.7 **STEP 2.** In the event the grievant is not satisfied with the decision rendered by the
29 supervisor, he/she may appeal the decision to the Chancellor or his/her designee within
30 five (5) days after receipt of the supervisor's decision. This statement must include a
31 copy of the original grievance, the decision rendered by the immediate supervisor, and
32 the reason for the appeal. The Chancellor, or his/her designee, will communicate a
33 decision in writing within ten (10) days after receipt of the appeal.

34 18.8 **STEP 3.** If the grievant is not satisfied with the decision of the Chancellor or his/her
35 designee, the grievant may (with the approval of the ASSOCIATION) within Thirty

TENTATIVE AGREEMENT
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January 24, 2017

(30) days, submit a request in writing to the Chancellor for binding arbitration of the dispute.

18.8.1 The ASSOCIATION and the DISTRICT shall attempt to agree upon an arbitrator. If no agreement can be reached, they shall request the State Conciliation Service to supply a list of five (5) names. Each PARTY shall alternately strike a name from the list until only one (1) name remains. The remaining person shall be the arbitrator. The order of the striking shall be determined by lot.

18.8.2 The fees and expenses of the arbitrator shall be borne equally between the DISTRICT and the ASSOCIATION. All other expenses shall be borne by the party incurring them. The arbitrator shall, as soon as possible, hear evidence and render a decision on the issue(s) submitted that shall be binding on the grievant, the ASSOCIATION and the DISTRICT. If the PARTIES cannot agree upon a submission agreement, the arbitrator shall determine the issue(s) by referring to the written grievance and the answer thereto at each step.

18.8.3 The Arbitrator will have no power to add to, subtract from, or modify the terms of this Agreement or the written policies, rules, regulations and procedures of the DISTRICT.

18.8.4 The Arbitrator shall submit his/her findings not later than twenty (20) days from the date of the close of the hearings or from the date the final statements and proofs are submitted to him/her. The arbitrator's findings of fact will be in writing and set forth his/her reasoning and decision on the issue(s) submitted.

18.9 **REPRESENTATION.** A unit member shall have the right to present grievances in accordance with these procedures with or without the intervention of the ASSOCIATION.

18.10 **ASSOCIATION NOTIFICATION.** In any instance where the ASSOCIATION is not represented in a grievance, the ASSOCIATION shall be notified of the intended disposition of the grievance ten (10) days prior to final action by the DISTRICT. The ASSOCIATION may respond in writing within the ten (10) day period.

18.11 **WAIVER.** The failure of the grievant to act within the prescribed time limits stated in this Article will act as a waiver of the grievance.

18.12 **DENIAL AND APPEAL.** The failure of the DISTRICT to issue a decision within the time limit at any step shall be deemed a denial and permit the grievant to proceed to the next step.

18.13 **SEPARATE GRIEVANCE FILE.** All documents, communications and records, dealing with the processing of a grievance shall be filed in a separate grievance file. Such materials may be placed in a unit member's personnel file in cases where the document, communication or record may be relevant to a disciplinary matter.

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COMMUNITY COLLEGE DISTRICT CHAPTER 291
January 24, 2017

18.14 **STATUS OF PARTIES PENDING OUTCOME.** As to matters related to the
procedures of this Section, the DISTRICT'S action shall remain in effect pending the final
outcome of the grievance.

This agreement is subject to all approvals required by the Association and District.

DISTRICT:



Bruce Baron
SBCCD Chancellor

ASSOCIATION:

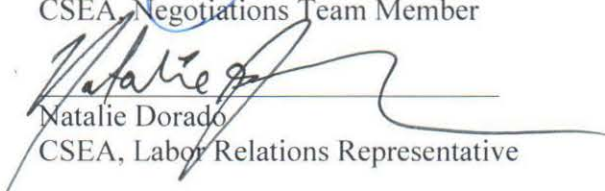

Grayling Eaton
CSEA, Lead Negotiator


Stacy Garcia
CSEA, Negotiations Team Member


Ginger Stuphin
CSEA, Negotiations Team Members


Fermin Ramirez
CSEA, Negotiations Team Members


Kevin Palkki
CSEA, Negotiations Team Member


Natalie Dorado
CSEA, Labor Relations Representative

ARTICLE 25: COMPLETION OF MEET AND NEGOTIATION

25.1 **TERM:** The District and ASSOCIATION agree to a three-year Agreement beginning with July 1, 2013~~2017~~ and ending on June 30, 2016~~2020~~. The DISTRICT further agrees that the agreement shall remain in full force and effect until completion of a binding successor agreement is reached by the parties or until exhaustion of the statutory PERB procedures involved in resolving contract negotiation disputes including impasse and fact-finding procedures.

For 2015-2016 2018-2019 and 2019-2020, CSEA reserves the right to re-open Article 7 for negotiations on salary increases, both parties agree to open Article 10 Health & Welfare. In addition, each party may reopen up to two (2) other articles each year.

This agreement is subject to all approvals required by the Association and District.

DISTRICT:



Amalia Perez,
Director, Human Resources

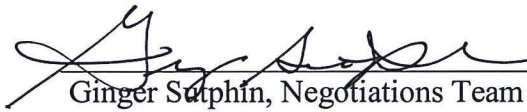
ASSOCIATION:



Grayling L. Eaton,
CSEA #291 Chief Negotiator

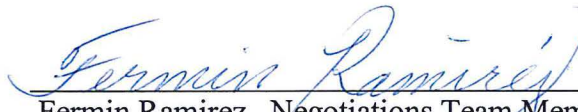


Kevin Palkki, Negotiations Team Member

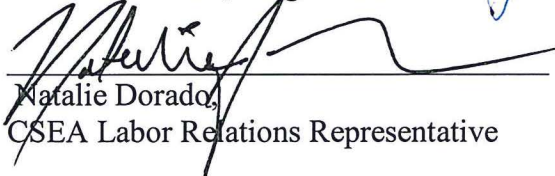


Ginger Sutphin, Negotiations Team Member

Stacy Garcia, Negotiations Team Member



Fermin Ramirez, Negotiations Team Member



Natalie Dorado,
CSEA Labor Relations Representative

TENTATIVE AGREEMENT
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291
August 28, 2017

APPENDIX A

THE APPROPRIATE UNIT:

Shall INCLUDE: All classified employees of the San Bernardino Community College DISTRICT

Shall EXCLUDE: All management, supervisory, and confidential employees as follows:

~~Administrative Assistant II~~
Assistant Director
Assistant Manager, Workforce Development
Associate Dean
Associate Vice Chancellor
Benefits Specialist
CalTrans Project Administrator
Chancellor
~~Chief Engineer, TV~~
~~Chief of Police~~ **Chief**
Dean / Director / ~~Administrator~~ / Manager / Supervisor
Environmental, Health & Safety Administrator
Executive Administrative Assistant
Executive Director
~~Human Resources Analyst~~
Human Resources Coordinator
Human Resources Generalist
Human Resources and Risk Management Specialist
~~Maintenance & Operations Coordinator~~
Payroll Administrator
Police Sergeant
College President
~~President &~~ General Manager, KVCR TV/FM
~~Recruitment Specialist~~
~~Senior Staff Assistant~~
Tribal Liaison
Vice Chancellor
Vice President

And substitute employees, short-term employees, **professional expert employees** and student employees and any other management, supervisory, and confidential position created during the term of this Agreement.

TENTATIVE AGREEMENT
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291
August 28, 2017

For the District:



Amalia Perez
SBCCD, Human Resources

For CSEA Chapter 291:

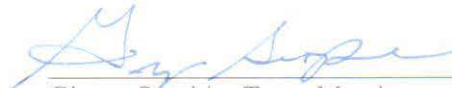


Grayling Eaton, Chapter President
Chief Negotiator



Kevin Palkki, Team Member

Stacy Garcia, Team Member



Ginger Sutphin, Team Member



Natalie Dorado
CSEA Labor Relations Representative

TENTATIVE AGREEMENT
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

January 16, 2018

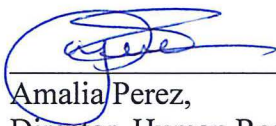
APPENDIX C

San Bernardino Community College District

2017-2018 Classified Salary Schedule

This agreement is subject to all approvals required by the Association and District.

DISTRICT:



Amalia Perez,
Director, Human Resources

ASSOCIATION:



Grayling L. Eaton,
Chief Negotiator, CSEA Chapter 291



Lynn Breyette,
CSEA Labor Relations Representative

San Bernardino Community College District
Classified Salary Schedule

ALE
P.O.B.

Range	Classification	Period	Step A	Step B	Step C	Step D	Step E
16		Monthly	\$2,169.00	\$2,278.00	\$2,391.00	\$2,511.00	\$2,636.00
		Hourly	\$12.47	\$13.09	\$13.74	\$14.43	\$14.43
17		Monthly	\$2,223.00	\$2,333.00	\$2,450.00	\$2,572.00	\$2,701.00
		Hourly	\$12.78	\$13.41	\$14.08	\$14.78	\$15.52
18	Food Service Worker I	Monthly	\$2,279.00	\$2,393.00	\$2,513.00	\$2,639.00	\$2,769.00
		Hourly	\$13.10	\$13.75	\$14.44	\$15.17	\$15.91
19	Bookstore Customer Service Assistant	Monthly	\$2,337.00	\$2,454.00	\$2,576.00	\$2,705.00	\$2,840.00
		Hourly	\$13.43	\$14.10	\$14.80	\$15.55	\$16.32
20	Child Development Assistant Food Service Specialist	Monthly	\$2,393.00	\$2,514.00	\$2,640.00	\$2,770.00	\$2,909.00
		Hourly	\$13.75	\$14.45	\$15.17	\$15.92	\$16.72
21	Clerical Assistant I Workforce Grant Assistant	Monthly	\$2,454.00	\$2,576.00	\$2,705.00	\$2,840.00	\$2,981.00
		Hourly	\$14.10	\$14.80	\$15.55	\$16.32	\$17.13
22	Storekeeper I	Monthly	\$2,515.00	\$2,640.00	\$2,770.00	\$2,909.00	\$3,055.00
		Hourly	\$14.45	\$15.17	\$15.92	\$16.72	\$17.56
23	Bookstore Assistant I	Monthly	\$2,577.00	\$2,706.00	\$2,841.00	\$2,983.00	\$3,133.00
		Hourly	\$14.81	\$15.55	\$16.33	\$17.14	\$18.01
24		Monthly	\$2,643.00	\$2,776.00	\$2,915.00	\$3,061.00	\$3,213.00
		Hourly	\$15.19	\$15.95	\$16.75	\$17.59	\$18.47
25	Clerical Assistant II Mail Clerk Switch Board Operator	Monthly	\$2,708.00	\$2,844.00	\$2,988.00	\$3,137.00	\$3,294.00
		Hourly	\$15.56	\$16.34	\$17.17	\$18.03	\$18.93
26	Account Clerk I Aquatic Center Pool Attendant Learning Resources Assistant Library Media Clerk P.E. & Athletic Equipment Specialist Sport Information Specialist Storekeeper II Tool Room Specialist	Monthly	\$2,775.00	\$2,914.00	\$3,060.00	\$3,212.00	\$3,373.00
		Hourly	\$15.95	\$16.75	\$17.59	\$18.46	\$19.39
27	Bookstore Assistant II Custodian I Custodian/Courier Grounds Caretaker	Monthly	\$2,845.00	\$2,989.00	\$3,138.00	\$3,295.00	\$3,459.00
		Hourly	\$16.35	\$17.18	\$18.03	\$18.94	\$19.88
28	Warehouse Operations Worker	Monthly	\$2,916.00	\$3,062.00	\$3,215.00	\$3,375.00	\$3,543.00
		Hourly	\$16.76	\$17.60	\$18.48	\$19.40	\$20.36

29	CDC Food Service Specialist College Security Officer Secretary I	Monthly	\$2,992.00	\$3,141.00	\$3,298.00	\$3,462.00	\$3,637.00
		Hourly	\$17.20	\$18.05	\$18.95	\$19.90	\$20.90
30	Account Clerk II Library Technical Assistant I Police Dispatch Clerk Printer Reproduction Operator Student Services Technician I	Monthly	\$3,064.00	\$3,219.00	\$3,378.00	\$3,547.00	\$3,725.00
		Hourly	\$17.61	\$18.50	\$19.41	\$20.39	\$21.41
31	Book Buyer Lead Custodian Lead Grounds Caretaker Purchasing Technician	Monthly	\$3,141.00	\$3,298.00	\$3,462.00	\$3,637.00	\$3,818.00
		Hourly	\$18.05	\$18.95	\$19.90	\$20.90	\$21.94
32	Admissions and Records Technician Warehouse Technician	Monthly	\$3,221.00	\$3,381.00	\$3,551.00	\$3,728.00	\$3,915.00
		Hourly	\$18.51	\$19.43	\$20.41	\$21.43	\$22.50
33	Maintenance Worker Secretary II	Monthly	\$3,300.00	\$3,463.00	\$3,638.00	\$3,819.00	\$4,009.00
		Hourly	\$18.97	\$19.90	\$20.91	\$21.95	\$23.04
34	Clean Energy Workforce Training Assistant Library Technical Assistant II Multimedia Specialist Student Services Technician II Tutorial Coordinator	Monthly	\$3,381.00	\$3,551.00	\$3,728.00	\$3,915.00	\$4,111.00
		Hourly	\$19.43	\$20.41	\$21.43	\$22.50	\$23.63
35	Assistant Bookstore Manager	Monthly	\$3,465.00	\$3,640.00	\$3,821.00	\$4,011.00	\$4,211.00
		Hourly	\$19.91	\$20.92	\$21.96	\$23.05	\$24.20
36	Accountant Alumni Development Coordinator Development Associate, KVCR-FM Job Developer Producer, Radio	Monthly	\$3,555.00	\$3,731.00	\$3,918.00	\$4,115.00	\$4,320.00
		Hourly	\$20.43	\$21.44	\$22.52	\$23.65	\$24.83
37	Admin Secretary Maintenance Technician Payroll Accountant	Monthly	\$3,642.00	\$3,825.00	\$4,015.00	\$4,215.00	\$4,426.00
		Hourly	\$20.93	\$21.98	\$23.07	\$24.22	\$25.44
38	Admissions and Records Specialist Broadcast Operator Campus Center Specialist Computer Technician Financial Aid Specialist I Grant Clerical Assistant Laboratory Technician * *Aeronautics	Monthly	\$3,732.00	\$3,920.00	\$4,117.00	\$4,322.00	\$4,538.00
		Hourly	\$21.45	\$22.53	\$23.66	\$24.84	\$26.08

cont 38	*Anatomy *Art *Biology *Chemistry *Computer Information Technology *Culinary Arts *Environmental Science *Microbiology *Physics Senior Multimedia Specialist Senior Student Service Technician Student Activities & Campus Center Specialist
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39	Graphic Specialist	Monthly	\$3,829.00	\$4,020.00	\$4,221.00	\$4,431.00	\$4,654.00
	Printing Operations Specialist	Hourly	\$22.01	\$23.10	\$24.26	\$25.47	\$26.75

40	Financial Aid Specialist II	Monthly	\$3,923.00	\$4,120.00	\$4,325.00	\$4,542.00	\$4,768.00
	Programmer	Hourly	\$22.55	\$23.68	\$24.86	\$26.10	\$27.40
	Purchasing Agent						
	Telecommunications Technician						

41	Admin Assistant I	Monthly	\$4,021.00	\$4,222.00	\$4,433.00	\$4,655.00	\$4,886.00
	HVAC/R Technician	Hourly	\$23.11	\$24.26	\$25.48	\$26.75	\$28.08
	Interpreting Services Specialist						

42	Admissions and Record Coordinator	Monthly	\$4,123.00	\$4,329.00	\$4,545.00	\$4,772.00	\$5,011.00
	Admissions and Record Evaluator	Hourly	\$23.70	\$24.88	\$26.12	\$27.43	\$28.80
	Assistive Technology Specialist						
	Athletic Trainer						
	Instructional Assessment Technician						
	Planetarium Production & Presentation Specialist						
	Research Data Specialist						
	Schedule/ Catalog Data Specialist						
	Theatre Technician						
	Traffic Coordinator, TV						

43	Admin Curriculum Coordinator	Monthly	\$4,224.00	\$4,436.00	\$4,657.00	\$4,890.00	\$5,134.00
	Green Workforce Data Technician	Hourly	\$24.28	\$25.49	\$26.76	\$28.10	\$29.51
	Logistics Grant Coordinator						
	Senior Payroll Accountant						
	Technical Assistant						

44	Admin Coordinator	Monthly	\$4,330.00	\$4,546.00	\$4,773.00	\$5,012.00	\$5,263.00
	College Police Officer	Hourly	\$24.89	\$26.13	\$27.43	\$28.80	\$30.25
	Financial Aid Coordinator						
	Financial Aid Outreach Coord						
	Marketing Coordinator						
	Outreach & Recruitment Technician						
	Project Analyst						
	Senior Accountant						

cont 44	Senior Producer, Radio Technologies Coordinator Telecommunications Engineer User Liason
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45		Monthly	\$4,440.00	\$4,661.00	\$4,894.00	\$5,139.00	\$5,397.00
		Hourly	\$25.52	\$26.79	\$28.13	\$29.53	\$31.02

46	Coordinator, Outreach and Relations with Schools	Monthly	\$4,550.00	\$4,779.00	\$5,016.00	\$5,268.00	\$5,531.00
	Coordinator, Student Success Services and Program	Hourly	\$26.15	\$27.47	\$28.83	\$30.28	\$31.79
	Distributed Education Systems Administrator						
	Programmer/ Analyst						
	Research Assistant						
	Technology Support Specialist I						

47	Admissions & Records Lead Evaluator	Monthly	\$4,664.00	\$4,897.00	\$5,143.00	\$5,401.00	\$5,671.00
	Data Analyst	Hourly	\$26.80	\$28.14	\$29.56	\$31.04	\$32.59

48	Program Manger, KVCR	Monthly	\$4,781.00	\$5,019.00	\$5,271.00	\$5,536.00	\$5,812.00
		Hourly	\$27.48	\$28.84	\$30.29	\$31.82	\$33.40

49		Monthly	\$4,898.00	\$5,144.00	\$5,402.00	\$5,672.00	\$5,954.00
		Hourly	\$28.15	\$29.56	\$31.05	\$32.60	\$34.22

50	Producer/ Director, TV	Monthly	\$5,021.00	\$5,273.00	\$5,538.00	\$5,814.00	\$6,104.00
	Program Coordinator ATTC	Hourly	\$28.86	\$30.30	\$31.83	\$33.41	\$35.08
	RF/ Microwave Engineer, Radio						
	Technology Support Specialist II						

51		Monthly	\$5,146.00	\$5,405.00	\$5,676.00	\$5,959.00	\$6,257.00
		Hourly	\$29.57	\$31.06	\$32.62	\$34.25	\$35.96

52	Telecommunications Specialist	Monthly	\$5,276.00	\$5,541.00	\$5,818.00	\$6,108.00	\$6,413.00
		Hourly	\$30.32	\$31.84	\$33.44	\$35.10	\$36.86

53	Contracts and Liability Specialist	Monthly	\$5,407.00	\$5,678.00	\$5,962.00	\$6,261.00	\$6,573.00
		Hourly	\$31.07	\$32.63	\$34.26	\$35.98	\$37.78

54	Budget Analyst	Monthly	\$5,543.00	\$5,820.00	\$6,110.00	\$6,416.00	\$6,738.00
	Database Administrator	Hourly	\$31.86	\$33.45	\$35.11	\$36.87	\$38.72
	Edu Stream Web Applications Developer						
	Instructional Technology Specialist						
	Research Analyst						
	Systems Analyst						
	Web Developer						

55		Monthly	\$5,681.00	\$5,965.00	\$6,264.00	\$6,577.00	\$6,906.00
		Hourly	\$32.65	\$34.28	\$36.00	\$37.80	\$39.69

56		Monthly	\$5,823.00	\$6,113.00	\$6,419.00	\$6,741.00	\$7,077.00
		Hourly	\$33.47	\$35.13	\$36.89	\$38.74	\$40.67
57		Monthly	\$5,969.00	\$6,268.00	\$6,581.00	\$6,910.00	\$7,277.00
		Hourly	\$34.30	\$36.02	\$37.82	\$39.71	\$41.70
NEW 58		Monthly	\$6,118.23	\$6,424.14	\$6,745.34	\$7,082.61	\$7,436.74
		Hourly	\$35.16	\$36.92	\$38.76	\$40.70	\$42.73
NEW 59		Monthly	\$6,271.18	\$6,584.74	\$6,913.98	\$7,259.68	\$7,622.66
		Hourly	\$36.04	\$37.84	\$39.73	\$41.72	\$43.80
NEW 60		Monthly	\$6,427.96	\$6,749.36	\$7,086.83	\$7,441.17	\$7,813.23
		Hourly	\$36.94	\$38.78	\$40.72	\$42.76	\$44.90
NEW 61		Monthly	\$6,588.66	\$6,918.09	\$7,264.00	\$7,627.20	\$8,008.56
		Hourly	\$37.86	\$39.75	\$41.74	\$43.83	\$46.02
NEW 62		Monthly	\$6,753.38	\$7,091.04	\$7,445.60	\$7,817.88	\$8,208.77
		Hourly	\$38.81	\$40.75	\$42.79	\$44.92	\$47.17
previous 58 63	Senior Programmer/ Analyst Senior Research and Planning Analyst Senior Technology Support Specialist	Monthly	\$6,964.00	\$7,313.00	\$7,679.00	\$8,062.00	\$8,466.00
		Hourly	\$40.02	\$42.03	\$44.13	\$46.33	\$48.66
NEW 64		Monthly	\$7,138.10	\$7,495.01	\$7,869.76	\$8,263.24	\$8,676.41
		Hourly	\$41.02	\$43.07	\$45.23	\$47.49	\$49.86
NEW 65		Monthly	\$7,316.55	\$7,682.38	\$8,066.50	\$8,469.82	\$8,893.32
		Hourly	\$42.05	\$44.15	\$46.36	\$48.67	\$51.11
NEW 66		Monthly	\$7,499.47	\$7,874.44	\$8,268.16	\$8,681.57	\$9,115.65
		Hourly	\$43.10	\$45.25	\$47.51	\$49.89	\$52.38

3B000 (4) August 22, 2017

APPENDIX D

San Bernardino Community College District

Course Approval and Reimbursement Form

Enrollment Fees Employee-Outside District

Article 7.13

Employee Name: _____ Last four (4) Social Security #: _____

Classification: _____ Department: _____ Site: _____

Course Approval & Tuition Reimbursement

Classified employees on the classified employee salary schedule shall be eligible for 80% tuition cost reimbursement for courses completed outside of the DISTRICT with a grade of "C" or better which pertain to their classified position. Such reimbursement shall be actual costs not to exceed 24 semester units of coursework per year. However, no tuition cost paid by the DISTRICT is to exceed on a per unit basis cost of similar coursework at the University of California.

Only full-time classified employees who have completed their probationary period as a classified employee shall be eligible for this benefit.

All courses for which a classified employee seeks tuition reimbursement must have prior approval by their immediate supervisor and the Chancellor. If the request by the immediate supervisor is denied, it may be appealed to the President/Vice Chancellor, Fiscal Services.

COLLEGE/UNIVERSITY	COURSE	UNITS	TERMS/DATES	TUITION COST
TOTAL TUITION COST				

I REQUEST PRIOR APPROVAL FOR TUITION REIMBURSEMENT FOR THE COURSE(S) LISTED ABOVE.

THESE COURSE(S) PERTAIN TO MY CLASSIFIED POSITION IN THE FOLLOWING WAY:

I REQUEST PRIOR APPROVAL FOR TUITION REIMBURSEMENT FOR THE COURSE(S) LISTED ABOVE.

Employee Signature

Date

APPROVED ☐ DENIED ☐

Immediate Supervisor Signature

Date

APPROVED ☐ DENIED ☐

Chancellor Signature

Date

Reimbursement Request

I request that my tuition for the approved courses listed above be reimbursed. I have attached verification of successful completion of the course with a grade of "C" or better.

Employee Signature

Date

CSEA
LSE
YB
F.R.
KP

8/22/17

SPCCD August 22, 2017

APPENDIX D (D-2)

San Bernardino Community College District

Reimbursement Form

Enrollment Fees Employee-Outside

District Article 7.13

Employee Name: _____

Last four (4) Social Security #: _____

Classification: _____

Department: _____

Site: _____

Tuition Reimbursement

Classified employees on the classified employee salary schedule shall be eligible for 80% tuition cost reimbursement for courses completed outside of the DISTRICT with a grade of "C" or better which pertain to their classified position. Such reimbursement shall be actual costs not to exceed 24 semester units of coursework per year. However, no tuition cost paid by the DISTRICT is to exceed on a per unit basis cost of similar coursework at the University of California.

Only full-time classified employees who have completed their probationary period as a classified employee shall be eligible for this benefit.

All courses for which a classified employee seeks tuition reimbursement must have prior approval by their immediate supervisor and the Chancellor. If the request by the immediate supervisor is denied, it may be appealed to the President/Vice Chancellor, Fiscal Services.

COLLEGE/UNIVERSITY	COURSE	UNITS	TERMS/DATES	TUITION COST
TOTAL TUITION COST				

Reimbursement Request

I request that my tuition for the approved courses listed above be reimbursed. I have attached verification of successful completion of the course with a grade of "C" or better.

Employee Signature

APPROVED ☐ DENIED ☐

Immediate Supervisor Signature

Date

Date



SBCCD
August 30, 2017

CSEA #291

KP
AK
F.R.
NJD

This form is designed to assist you in describing your position. Please fill out this form completely. If a question does not apply to your position, please write "N/A" for that item. Thank you for your

Date Received by HUMAN RESOURCES

Date Supervisory Comments Received BY HR

Date Reviewed by Reclassification Committee

SECTION 1

1. Name:

2. Department/Division:

3. Business Telephone Number:

4. Position's Classification Title:

5. How long have you been in this classification?

6. Name of Immediate Supervisor:

Title of Immediate Supervisor:

SECTION 2

POSITION'S PURPOSE: Please state briefly, in several sentences, the principal purpose or function of your position. ~~What~~ are you paid to accomplish in this position; ~~What~~ is its major objective, and ~~Why~~ does the position exist.

SECTION 3.2

WORK ACTIVITIES LIST: Please describe the major parts of what you do on your job. List only the major functions, separately, in order of importance. Provide a description of each of those duties. Indicate the approximate percentage of total working time you spend on each major work activity and the frequency such as daily (D), weekly (W), monthly (M), or annually (Y). Please indicate which duties are not currently part of your job description and the length of time you have been performing each of those duties.

	Duty	Daily/Weekly/ Monthly	Outside of Current Job Description	If outside of job description, how long performed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

If you need additional space, please attach separate sheet.

SECTION 4.3

EQUIPMENT, TOOLS AND MATERIALS: What machinery, vehicles, or motorized equipment do you use in your work, and how often do you use each (daily, weekly, etc.)?

	List of Equipment, Tools, and Materials
1	
2	
3	
4	
5	

SECTION 5.4

PHYSICAL REQUIREMENTS:

Are there any special or unusual physical skills or effort required on your job?

Do you require any special accommodations to perform your job?

SECTION 6.5

PROBLEM-SOLVING INSTRUCTIONS:

How are instructions provided: ☐ Orally ☐ In Writing ☐ Computer E-mail

How specific or general are these instructions? Please explain.

How are priorities and/or deadlines decided for your position?

What occasions are there (if any) when instructions are not provided?

At what stage, and by whom (job title) are your assignments normally reviewed?

How can you and your supervisor determine the quality of your work?

How often do you meet with your supervisor, and for what purpose?

SECTION 7.6

TRAINING AND EXPERIENCE:

Please indicate the length and type of formal and/or on-the-job training that is essential before an average person could perform your job successfully?

Please indicate the number of years (or months) and type of prior job experience that is essential before an average person could perform your job successfully.

What license(s), certification, registration, or related regulatory requirements are there for your job?

SECTION 8 7

AUTHORITY & ACCOUNTABILITY:

What kinds of actions, documents, plans, or functions **require** your approval/authorization?

What kinds of significant decisions are you authorized to make **without** clearing them through your supervisor?

What work decisions **require** clearance from your supervisors? Please give examples.

What are the most difficult/important decisions you make? Describe their impact on your organizational unit, other employees, students, members of the public and/or the community.

SECTION 9 8

INTERACTION WITH OTHERS:

To do your job effectively, what people are you required to interact with, **other than** your immediate supervisor and co-workers?

Within your organization, please indicate the job titles and departments of the employees with whom you regularly work.

Outside of your organization, indicate the nature of your contacts with members of the community, students, other government agencies, vendors, contractors, etc.

SECTION 10 9

LANGUAGE REQUIREMENTS:

Does your job require that you converse in a language other than English? If so, please indicate what language(s), level of proficiency, how often, for what purpose.

SECTION ~~11~~ 10

CHANGES TO POSITION:

Duties Deleted. During the past two years, what duties have been removed from your position? Please explain.

Other Changes. List other changes that have taken place in your position, such as the level of supervision exercised or received, policy or procedural changes, new tools or equipment, new processes, etc.

Are there any positions in your agency or other agencies whose duties and responsibilities appear to be equal to your job?

How long have you performed the current duties assigned to your position?

I certify that I have read the instructions, that the entries made above are my own and to the best of my knowledge are accurate and complete.

SIGNATURE OF EMPLOYEE: _____

DATE: _____

I would like to request for a personal interview with the Reclassification Committee.

☐ YES ☐ NO

IMMEDIATE SUPERVISOR'S STATEMENT

(To be completed by employee's immediate supervisor)

Please attach a copy of agency/division organizational chart with this questionnaire.

1. Is this a newly budgeted position? If so, please indicate the date of approval.

2. If new duties have been added, what are they, and which position(s)/class performed them previously?

3. If duties have been deleted, what are they, and to which position(s)/class have they been assigned?

4. Has the volume of work changed significantly? If yes, please explain.

5. Aside from the above, are there other reasons (not compensation) why the current classification is no longer appropriate for this position? Please explain.

6. What class do you recommend for this position?

7. Are the changes in the position's duties/responsibilities due to reorganization? If so, please describe.

8. Are there other positions whose duties and responsibilities appear to be equivalent?

9. What is the next lower and higher class in the normal career progression for this job?

Lower:

Higher:

10. What is the normal training period for new employees to reach full performance?

11. Please provide other relevant information (other than compensation factors) to justify or clarify the reason for requesting the reclassification/re-evaluation study of this position.

SUPERVISOR'S REVIEW FOR ACCURACY: I have reviewed and discussed the contents of this position description with the employee. Except for the items noted below, I find the questionnaire accurate and complete.

IMMEDIATE SUPERVISOR COMMENTS:

SIGNATURE OF IMMEDIATE SUPERVISOR: _____ **DATE:** _____

VICE PRESIDENT COMMENTS:

SIGNATURE OF VICE PRESIDENT: _____ **DATE:** _____

For HR Use Only

Job Audit interview scheduled for: _____ Reclassification Committee Approved ☐ Y ☐ N Date: _____

Board Approval Date: _____ Effective Date: _____

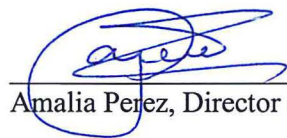
TENTATIVE AGREEMENT
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

November 13, 2017

Appendix F
Grievance Forms

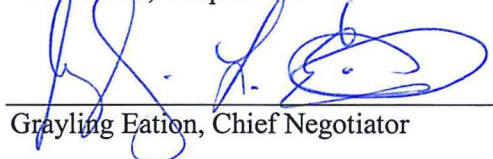
The parties agree the attached Appendix F Grievance Forms sample shall replace the existing Appendix F.

For the SBCCD District



Amalia Perez, Director of Human Resources

For CSEA, Chapter 291



Grayling Eation, Chief Negotiator



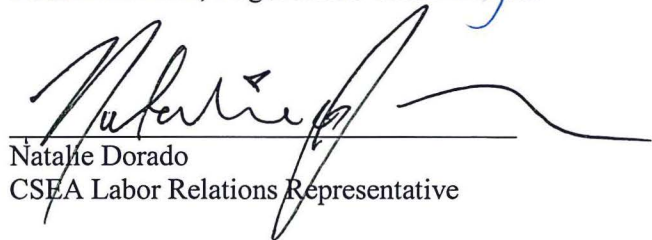
Ginger Supthin, Negotiations Team Member



Kevin Palkki, Negotiations Team Member



Fermin Ramirez, Negotiations Team Member



Natalie Dorado
CSEA Labor Relations Representative

Appendix F Grievance Forms

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[Note: This form is for sample purposes only. Please contact an CSEA Steward for fillable Grievance Forms and assistance with processing any grievances.]



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT California School Employee's Association, Chapter #291

GRIEVANCE FORM

(Refer to Collective Bargaining Agreement Article 18 for description of levels.)

Grievance: A “**grievance**” is a formal written allegation, by a unit member alleging a violation of the SBCCD and CSEA Chapter #291 Collective Bargaining Agreement.

Informal Level

The Violation of the Agreement *(Included Sections of the Agreement allegedly violated, misapplied, misinterpreted):*

Formal Level – Step One

Decision Rendered at the Informal Conference:

Formal Level – Step One

Specific Remedy Sought:

Formal Level – Step Two

Decision Rendered at the Formal Level One:

Formal Level – Step Two:
Specific Remedy Sought:

Name of Grievant(s): _____
Work Location: _____
Signature: _____
Received By: _____ Date: _____

[NOTE: The below section shall be revised according to the grievance level.]

Upon receipt of this form, under Article 18.6 Formal Level 1 the supervisor shall communicate a decision to the employee in writing within five (5) days after receipt of this written grievance. In the event the grievant is not satisfied with the decision by the supervisor he/she may appeal the decision to the Chancellor under Article 18.7 Step 2.

TENTATIVE AGREEMENT
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

August 30, 2017

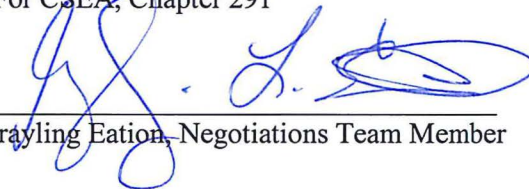
Appendix G
MOUs

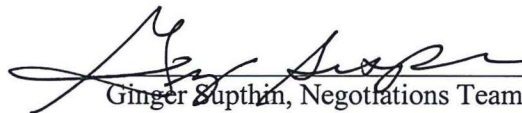
The parties agree the attached Appendix G MOUs shall replace the existing Appendix G.

For the SBCCD District

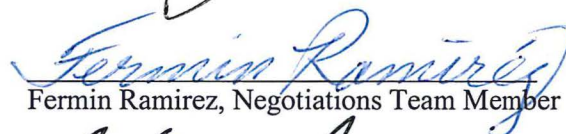

Amalia Perez, Director of Human Resources

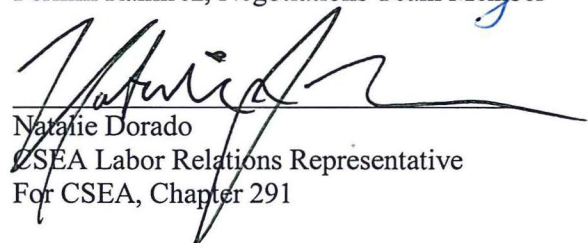
For CSEA, Chapter 291


Grayling Eaton, Negotiations Team Member


Ginger Supthin, Negotiations Team Member


Kevin Palkki, Negotiations Team Member


Fermin Ramirez, Negotiations Team Member


Natalie Dorado
CSEA Labor Relations Representative
For CSEA, Chapter 291

TENTATIVE AGREEMENT
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

January 16, 2018

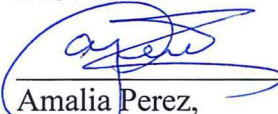
APPENDIX L

HOLIDAYS

	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Independence Day	July 4	July 4	July 4
Labor Day	Sept 4	Sept 4	Sept 3
Veteran's Day	Nov 11	Nov 10	Nov 12
Thanksgiving Day	Nov 23	Nov 23	Nov 22
Friday following Thanksgiving Day	Nov 24	Nov 24	Nov 23
Winter Break	Dec 25- 31	Dec 25- 31	Dec 25- 31
New Year's Day	Jan 1	Jan 1	Jan 1
Dr. Martin Luther King Jr. Day	Jan 16	Jan 15	Jan 21
Lincoln's Day	Feb 13	Feb 16	Feb 15
Washington's Day	Feb 20	Feb 19	Feb 18
Memorial Day	May 29	May 28	May 27


This agreement is subject to all approvals required by the Association and District.

DISTRICT:




Amalia Perez,
Director, Human Resources

ASSOCIATION:



Grayling L. Eation,
Chief Negotiator, CSEA Chapter 291



Lynn Breyette
Labor Relations Representative

This document shall serve as a place holder for the MOU to be negotiated between SBCCD and CSEA #291 regarding implementation of the ADP System.

MEMORANDUM OF UNDERSTANDING
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO CCD CHAPTER #291
January 5, 2017

Terms and Conditions: The San Bernardino Community College District, (hereinafter, "District") and the California School Employees Association and its San Bernardino CCD chapter 291(hereinafter, "Association.") agree as follows:


Below is a listing of locations for the bi-literate stipends per location:

- **District Offices**
- **SBVC**
 - Student Services
 - Administrative Services
 - Instruction Office
 - Child Development Center
- **Crafton**
 - Student Services
 - Administrative Services
 - Instruction Office
 - Child Development Center

CSEA reserves the right to reopen the agreed upon locations. This Agreement is subject to the procedures required by CSEA Policy 610.

This MOU will sunset on January 5, 2019

For SBCCD


Bruce Baron, Chancellor

For CSEA, Chapter #291


Grayling Eaton, Chief Negotiator


Stacy Garcia, CSEA Team Member


Kevin Palkki, CSEA Team Member


Ginger Sutphin, CSEA Team Member


Fermin Ramirez, CSEA Team Member


Natalie Dorado,
CSEA Labor Relations Representative

MEMORANDUM OF UNDERSTANDING
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO CCD CHAPTER #291
August 30, 2017

**Use of Video Camera Monitoring and Other Devices
(Video, Audio & Tracking Equipment)**

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 San Bernardino Community College District Chapter 291 (hereinafter, "Association").

All bargaining unit members shall be notified of the presence and use of video, audio and tracking devices on District property.

The intent and purpose of the video monitoring and audio equipment, audio and tracking devices is to enhance the security of District equipment, facilities, students and staff, and respond to crisis situations more effectively.

The District will not use the video equipment, audio and tracking devices to monitor bargaining unit member's performance.

If a serious violation of the law, board policy or a pattern of unsafe behavior is reported, data gathered through video surveillance may be used to confirm or refute any allegations of misconduct, the verified data gathered, may be evidence in the disciplinary process.

If video data is to be used in an employee discipline situation, a bargaining unit member or Association shall be provided copies of video & audio surveillance and/or tracking data. The District shall provide copies of the available data within 72 hours of the request.

This Agreement is subject to the procedures required by CSEA Policy 610.

For the SBCCD District

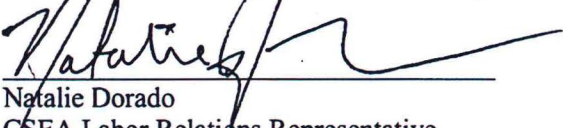

Amalia Perez, Director of Human Resources

For CSEA, Chapter 291


Ginger Supthin, Negotiations Team Member


Kevin Palkki, Negotiations Team Member


Fermin Ramirez, Negotiations Team Member


Natalie Dorado
CSEA Labor Relations Representative
For CSEA, Chapter 291

MEMORANDUM OF UNDERSTANDING
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS SAN BERNARDINO CCD
CHAPTER 291

MAY 30, 2017

This Memorandum of Understanding (MOU) is made and entered into May 30, 2017, between California School Employees Association and its San Bernardino CCD Chapter 291 (hereinafter referred to as "Association") and San Bernardino Community College District (hereinafter referred to as "District"), collectively ("the parties").

For the fiscal year 2017 – 2018, the benefits shall be as follows:

1. Medical, Dental, Vision Plan, Basic Life and AD&D
 - In accordance with Article 10.1, during the life of the agreement the DISTRICT shall fully fund the least expensive medical/dental/vision/chiropractic/life insurance/EAP package for each unit member who works twenty (20) or more hours per week on a regular basis. Individual unit members who elect to enroll in more expensive health and welfare packages shall be responsible for the difference in cost between the least expensive medical package and the package selected by the individual through payroll deductions.
2. The District shall provide the following three (3) free plans to each unit member who works twenty (20) or more hours per week on a regular basis. Individual unit members who elect to enroll in more expensive health and welfare packages shall be responsible for the difference in cost between the least expensive medical packages and the package selected by the individual through payroll deduction.
 - Kaiser Low HMO
 - Blue Shield HMO ACO Network
 - Blue Shield Full Network

Appendix J Medical section shall be revised to include the following attached plan designs:

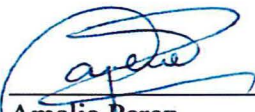
- A choice of the five (5) medical plans:
 - Kaiser Low HMO (No additional cost option)
 - Kaiser High HMO (Additional cost option)
 - Blue Shield Full Network (No additional cost option)
 - Blue Shield PPO (Additional cost option)
 - Blue Shield HMO ACO Network (No additional cost option)

For the fiscal year 2018-2019:

- In accordance with Article 10.1, during the life of the agreement the DISTRICT shall fully fund the least expensive medical/dental/vision/chiropractic/life insurance/EAP package for each unit member who works twenty (20) or more hours per week on a regular basis the 2018-19 year.

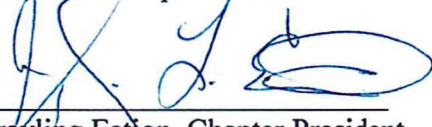
In the event that there are any changes negotiated in Article 10 of the collective bargaining agreement, CSEA reserves the right to reopen this MOU. The MOU is effective for the July 1 2017- June 30, 2018 and July 1, 2018 - June 30, 2019 and is subject to CSEA and the District approval and ratification processes.

For the District:



Amalia Perez
SBCCD, Human Resources

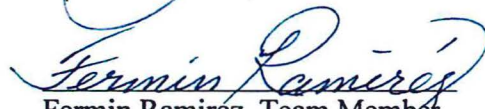
For CSEA Chapter 291:



Grayling Eathon, Chapter President
Chief Negotiator



Kevin Palkki, Team Member



Fermin Ramirez, Team Member



Ginger Sulphin, Team Member

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HP
F.R.

APPENDIX J

Medical:	A choice of five (5) medical plans: Kaiser Low HMO Kaiser High HMO Blue Shield Full Network Blue Shield PPO Blue Shield HMO ACO Network
Dental:	A choice of two (2) dental plans: Delta Care Delta Dental PPO
Vision:	Coverage through EyeMED or Kaiser
Chiropractic:	Coverage through Blue Shield or Kaiser
Employee Assistance:	Coverage through HealthAdvocate through CSEBA
Basic and Voluntary Life and AD&D:	District-paid life insurance and AD&D coverage for employees, with an option to purchase additional supplemental coverage for employees and eligible dependents through Reliance Standard

Handwritten initials: HZE, AS, KP, AR

The following charts compares our medical provider benefits that will take effect July 1, 2017:

HMO Plans Features	Blue Shield of California		Kaiser Permanente	
	Access+	Trio ACO	\$20	\$40
Office Visits / Exam	\$10 copay	\$10 copay	\$20 copay	\$40 copay
Outpatient Specialist Visit	\$10 copay	\$10 copay	\$20 copay	\$40 copay
Teledoc consultation	\$5 copay	\$5 copay	n/a	n/a
Out-of-Pocket Maximum (Individual / Family)	\$500 / \$1,500	\$500 / \$1,500	\$1,500 / \$3,000	\$3,000 / \$6,000
Lifetime Plan Maximum	Unlimited	Unlimited	Unlimited	
Well Child Care	100%	100%	100% through age 23 months	100% through age 23 months
Immunizations	100%	100%	100%	100%
Well Woman Exams	100%	100%	100%	100%
Mammograms	100%	100%	100%	100%
Adult Periodic Exams with Preventive Tests	100%	100%	100%	100%
Diagnostic X-Ray and Lab Tests	100%	100%	100%	\$10 copay / test \$50 copay / MRI, CT and PET procedure
Semi-Private Room & Board; including Services and Supplies	100%	100%	100%	\$500 copay / admission
Pregnancy and Maternity Care (Pre-Natal Care)	\$10 copay	\$10 copay	100%	100%
Surgical Services (Outpatient Facility)	100%	100%	\$20 / procedure	\$250 / procedure
Emergency Services (Emergency Room)	\$50 copay waived if admitted	\$50 copay waived if admitted	\$100 copay waived if admitted	\$150 copay waived if admitted
Ambulance (Air/Ground)	100%	100%	\$100 copay / trip	\$150 copay / trip
Urgent Care Facility	\$10 copay	\$10 copay	\$20 copay	\$40 copay
Mental Health Benefits				
Inpatient Care	100%	100%	100%	\$500 / Admission
Outpatient Care (routine)	\$10 copay	100%	\$20 copay / individual visit \$10 copay / group	\$40 copay / individual visit \$20 copay / group
Substance Abuse				
Inpatient Hospitalization	100%	100%	100%	\$500 / admission
Inpatient Detoxification Services	100%	100%	100%	\$500 / admission
Outpatient Services (routine)	\$10 copay	\$10 copay	\$20 copay / individual visit \$5 copay / group	\$40 copay / individual visit \$5 copay / group
Prescription Drugs				
Retail (up to 30 days)				
Generic	\$5 copay	\$5 copay	\$10 copay	\$15 copay
Brand (Formula / Preferred)	\$15 copay	\$15 copay	\$20 copay	\$35 copay
Brand (Non-Formulary / Non-Preferred)	\$30 copay	Not Covered	Not covered	Not covered
Specialty Drugs	\$30 copay	\$15 copay	20% not to exceed \$200)	20% not to exceed \$200)

This is a high-level benefit summary and does not override carrier evidence of coverage documents.

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K.P.
J.R.

HMO Plans Features (Continued)	Blue Shield of California		Kaiser Permanente	
	Access+	Trio ACO	\$20	\$40
Mail Order (90-day Supply with Blue Shield and up to 100 days with Kaiser)				
Generic	\$10 copay	\$10 copay	\$20 copay	\$30 copay
Brand (Formula / Preferred)	\$30 copay	\$30 copay	\$40 copay	\$70 copay
Brand (Non-Formulary / Non-Preferred)	\$60 copay	Not Covered	Not covered	Not covered
Durable Medical Equipment	100%	100%	100%	100%
Home Health Care	\$10 / visit up to 100 visits / cal year	\$10 / visit up to 100 visits / cal year	100% up to 100 visits / cal year	100% up to 100 visits / cal year
Hospice Care	100%	100%	100%	100%
Chiropractic Services	\$10 copay 30 visits / cal year; Combined with Acupuncture through ASH	\$10 copay 30 visits / cal year; Combined with Acupuncture through ASH	\$15 copay limited to 20 visits / cal year referred Chiropractic Services	\$15 copay limited to 20 visits / cal year referred Chiropractic Services
Acupuncture	\$10 copay 30 visits / cal year; Combined with Chiropractic through ASH	\$10 copay 30 visits / cal year; Combined with Chiropractic through ASH	\$20 copay 20 visit/ cal year with physician referred acupuncture	\$40 copay 20 visit/ cal year with physician referred acupuncture
Outpatient Rehabilitative Therapy Services (Physical, Occupational, and Respiratory)	\$10 copay (an add'l copay may apply when rendered At a hospital or skilled nursing facility)	\$10 copay (an add'l copay may apply when rendered At a hospital or skilled nursing facility)	\$20 copay	\$40 copay
Hearing Exam	No copay	No copay	\$20 copay	\$40 copay
Aid(s)	Not covered	Not covered	Not covered	Not covered

This is a high-level benefit summary and does not override carrier evidence of coverage booklet.

PPO Plan Features	Blue Shield of California	
Annual Deductible (Individual / Family)	\$250 / \$500	
Coinsurance	90%	70%
Office Visits / Exam	\$10 copay (deductible waived)	70%
Outpatient Specialist Visit	\$10 copay (deductible waived)	70%
Teledoc Consultation	\$5 (deductible waived)	Not Covered
Out-of-Pocket Maximum (Individual / Family)	\$2,500 / \$5,000	\$4,500 / \$9,000
Lifetime Plan Maximum	Unlimited	
Outpatient Services / Preventive Services		
Well Child Care	100% (deductible waived)	70%
Immunizations	100% (deductible waived)	70%
Well Woman Exams	100% (deductible waived)	70%
Mammograms	100% (deductible waived)	70%
Adult Periodic Exams with Preventive Tests	100% (deductible waived)	70%

This is a high-level benefit summary and does not override carrier evidence of coverage booklet.

LS
AS
KP
F.R.

PPO Plan Features (Continued)	Blue Shield of California	
Diagnostic X-Ray and Lab Test	90%	70%
Inpatient Hospital		
Pre-Authorization of Services Required	Yes	Yes
Semi-Private Room & Board; Including Services and Supplies	90%	70% up to \$600 / admission; members are responsible for 30% of this \$600/day
Pregnancy & Maternity Care (Pre-Natal Care)	\$10 copay (initial visit then 10%)	70%
Outpatient Facility Services	90%	70% up to \$350 per day; members are responsible for 30% of this \$350/day
Emergency Services (Emergency Room)	\$100 deductible + 90% (\$100 deductible waived if admitted)	\$100 deductible + 90% (\$100 deductible waived if admitted)
Ambulance (Air or Ground)	90%	90%
Urgent Care Facility	\$10 copay (deductible waived)	70%
Mental Health & Substance Abuse Benefits		
Inpatient Hospitalization	90%	70% up to \$600 / admission; members are responsible for 30% of this \$600 per day
Outpatient Care (routine)	\$10 per visit (deductible waived)	70%
Prescription Drugs		
Deductible	None	None
Retail (up to 90 days)		
Generic	\$5 copay	25% + \$5 per prescription
Brand (Formula / Preferred)	\$15 copay	25% + \$15 per prescription
Brand (Non-Formulary / Non-Preferred)	\$30 copay	25% + \$30 per prescription
Mall Order (90-day Supply)		
Generic	\$10 copay	Not covered
Brand (Formula / Preferred)	\$30 copay	Not covered
Brand (Non-Formulary / Non-Preferred)	\$60 copay	Not covered
Other Services and Supplies		
Durable Medical Equipment	90% breast pump and supplies are covered under preventive care at no charge	70% breast pump not covered
Home Health Care	90% to 100 visits / cal year	Not Covered Unless prior authorization is obtained
Hospice Care	100% (deductible waived)	Not Covered Unless prior authorization is obtained
Chiropractic Services	90% limited to 24 visits / cal year combined with out of network	70% limited to 24 visits / cal year combined with in network
Acupuncture	90% limited to 12 visits / cal year combined with out of network	70% limited to 12 visits / cal year combined with in network
Infertility (Diagnosis & Treatment)	See plan certificate	See plan certificate
Outpatient Rehabilitative Therapy Services		
Physical, Respiratory and Occupational Speech	90%	70%
	90%	70%

This is a high-level benefit summary and does not override carrier evidence of coverage booklet

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F.R.

The following chart outlines the dental benefits we offer:

Dental Plans Features	DeltaCare Dental (HMO)	Delta Dental (PPO)	
		In-Network	Out-of-Network
Annual Deductible (Individual / Family)	\$0 / \$0	\$0 / \$0	\$50 / \$150
Waived for Preventive	N/A	N/A	Yes
Annual Plan Maximum	Unlimited	\$1,750 / person	
Orthodontia Lifetime Maximum	\$1,900	\$1,750 / person	
Covered Services			
Diagnostic and Preventive Services	100%	100%	80%
Basic Services	Various copays apply	90%	80%
Endodontics	Various copays apply	90%	80%
Periodontics	Various copays apply	90%	80%
Major Services	Various copays apply	80%	50%
Orthodontia Services			
Adult	Various copays apply	50%	50%
Dependent Children	Various copays apply	50%	50%
Dental Implants	N/A	\$1,750 / person	
	N/A	50%	50%

This is a high-level benefit summary and does not override carrier evidence of coverage booklet

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Plan Features	EyeMed	
	In-Network	Out-of-Network
Copay (Exam)	\$10 copay	Up to \$40
Frequency:		
Eye Exam	Once every 12 months	Once every 12 months
Lenses	Once every 12 months	Once every 12 months
Frames	Once every 12 months	Once every 12 months
Contacts	Once every 12 months (in lieu of lenses and frames)	Once every 12 months (in lieu of lenses and frames)
Lenses:		
Single Vision	100%	Up to \$35
Bifocal	100%	Up to \$49
Trifocal	100%	Up to \$74
Standard Progressive	\$50 copay	Up to \$60
Contact Lenses:		
Non-elective	100%	Up to \$210
Elective	Up to \$200 plus 15% off remaining balance in lieu of lenses and frames	Up to \$160 in lieu of lenses and frames
Frames	Up to \$300 from participating provider	Up to \$150

Plan Features	Kaiser Vision	
	\$20 Medical plan Includes:	\$40 Medical plan includes:
Copay:		
Deductible Amount	N/A	N/A
Annual Allowance Amount	\$300 for eyewear purchased from Plan Optical Sales	\$300 for eyewear purchased from Plan Optical Sales
Exam	\$20 copay	\$40 copay
Materials	\$300 allowance	\$300 allowance
Frequency:		
Eye Exam	12 months	12 months
Lenses	24 months	24 months
Frames	24 months	24 months
Contacts	24 months	24 months

This is a high-level benefit summary and does not override carrier evidence of coverage booklet.

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

June 13, 2017

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 San Bernardino Community College District Chapter 291 (hereinafter, "Association.").

The District and Association (hereinafter, "Parties") agree in accordance with the 2013/2016 CSEA collective bargaining agreement that Forsberg Consulting of Roseville, California will be contracted to conduct a Compensation Study per CBA Article 16.3.5.2.

The Parties agree that the consultant shall complete the Compensation Study within six (6) months of board approval of the consultant's contract on or before the 2017 August Board Meeting. Upon completion of the Compensation Study, the Parties shall negotiate the effects and implementation of the Compensation Study. The implementation of the Compensation Study shall be effective July 1, 2017. Should Forsberg Consulting of Roseville, California be unavailable for a timely engagement, the Parties shall meet and confer on an alternative consultant. The implementation shall be completed no longer than three (3) months after negotiations of the completed compensation study.

The Parties agree that the following list of classified positions as benchmarks will be included in the Compensation Study. The District may add additional administrator positions, faculty positions, salary schedules, and longevity pay with the contracted party. The additional positions, salary schedules, community college districts and longevity pay shall be separate and shall not interfere with the Association's Compensation Study timelines, results and implementation.

The Parties agree that the Compensation Study shall compare the District's labor market positions to the median of the market data collected from the seven (7) community college districts listed below. The Parties agree that Forsberg Consulting shall make every effort to ensure sufficient comparison points are available for each position based on scope of work. If there is not a matching classification title, Forsberg Consulting shall provide no less than two (2) comparable positions.

The following classifications surveyed shall be:

1. Accountant
2. Administrative Assistant I
3. Administrative Secretary
4. Admissions and Records Coordinator
5. Book Buyer (Bookstore)
6. Budget Analyst
7. Clerical Assistant II
8. College Security Officer
9. Database Administrator
10. Financial Aid Specialist II
11. Grounds Caretaker
12. Laboratory Technician - Chemistry
13. Laboratory Technician - Physics
14. Learning Resources Assistant
15. Library Technical Assistant II
16. Maintenance Technician (Skilled)
17. Payroll Accountants

18. Program Manager (KVCR)
19. Programmer Analyst
20. Research Analyst
21. Secretary I
22. Student Services Technician I
23. Systems Analyst
24. Warehouse Operations Worker

The Parties agree that the following California community college districts will be included in the Compensation Survey.

1. Mt San Jacinto CCD^
2. Chaffey CCD^
3. Mt San Antonio CCD^
4. College of the Desert District^
5. Riverside CCD^*
6. Victor Valley College^
7. Palomar CCD^

*Multiple college districts

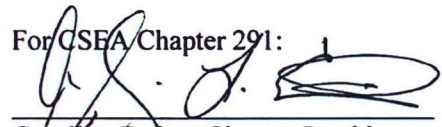
^Original comparative districts

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

For the District:

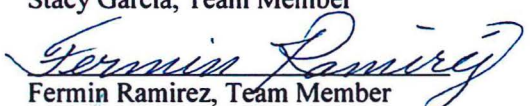

Amalia Perez
SBCCD, Human Resources

For CSEA Chapter 291:


Grayling Eaton, Chapter President
Chief Negotiator


Kevin Palkki, Team Member


Stacy Garcia, Team Member


Fermin Ramirez, Team Member


Ginger Surphin, Team Member


Natalie Dorado
CSEA Labor Relations Representative

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER 291**

This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, Chapter 291 (hereinafter, Association).

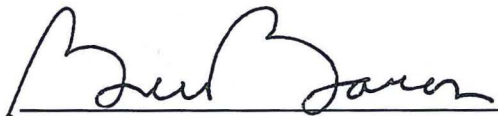
The District and the Association agree that the following requirements on the Laboratory Technician job descriptions will not be in effect, nor will unit members in these classifications be responsible, until such time as the District has implemented a functioning and compliant Chemical Hygiene Plan, Hazardous Materials Waste Disposal Plan and Hazard Communication Plan.

1. Monitors production of, collects, and processes hazardous waste materials and toxic chemicals resulting from lab classes, collects and properly stores biohazard waste.
2. Knowledge of occupational hazards and standard safety practices including methods and techniques used in handling and disposing of hazardous chemicals and bio-hazardous waste.
3. Ability to observe safety procedures and protocols, including those for safe handling and storage of hazardous materials.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the Laboratory Technician job descriptions.

Dated this 5th day of May, 2011.

For the SBCCD District



Bruce Baron
Chancellor

For CSEA, Chapter 291



Colleen Gamboa
President, CSEA Chapter 291



Denise Evans
CSEA Labor Relations Representative

This document shall serve as a place holder for the MOU to be negotiated between SBCCD and CSEA #291 regarding implementation of AB119 / New Employee Orientation.

TENTATIVE AGREEMENT
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

November 13, 2017

APPENDIX H
GOALS

The San Bernardino Community College District and the CSEA Chapter #291 agree to the following goals:

Goal #2 Classified Salary Schedule

Goal #6 Parking Fee

Goal #7 Job Specific Certificates/Degrees

GOAL #2

Classified Salary Schedule: The DISTRICT and the ASSOCIATION agree to address the mutual goal of adding an additional step(s) to the Classified Salary Schedule subject to available resources and mutual agreement on the terms of implementation.

GOAL #6: ACCOMPLISHED SEPTEMBER 29, 2016

Parking Fee: The DISTRICT and the ASSOCIATION agree to address the mutual goal of establishing a reduced or free parking for classified staff.

GOAL #7

Job Specific Certificates/Degrees: The DISTRICT agrees to address the ASSOCIATION'S goal of reviewing establishing payment for and/or possible compensation to those classified employees who obtain job specific certificates/degrees.

GOAL #8: ACCOMPLISHED DECEMBER 1, 2014

Discipline: The DISTRICT and the ASSOCIATION agree to address the mutual goal of establishing a new article on Discipline that includes Education Code 88016 and the ideals of the practices and principles of Progressive Discipline.

GOAL #1: ACCOMPLISHED MAY 7, 2010

Health & Welfare Benefits: The DISTRICT and the ASSOCIATION agree to the mutual goal of reviewing, enhancing, clarifying language including but not limited to providing a health and welfare plan under the cap and/or increasing the cap and/or other options to help reduce costs to the employee.

GOAL #3: ACCOMPLISHED JULY 1, 2007

Rate of Pay: The DISTRICT and the ASSOCIATION agree to the mutual goal of an increase in salary for all Classified Employees, the amount of which to be determined through the negotiation process with the goal of moving salaries to the median, sustaining the median, and with the ultimate goal to move salaries beyond the median as resources permit.

GOAL #4: ACCOMPLISHED NOVEMBER 9, 2010

TENTATIVE AGREEMENT
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
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CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

November 13, 2017

Vacancies, Transfers, Voluntary Demotions, Closed Promotions: The DISTRICT and the ASSOCIATION agree to the mutual goal of reviewing, enhancing, clarifying language including but not limited to developing a fair and comprehensive hiring process at all levels.

GOAL #5: ACCOMPLISHED JULY 2010

College Police Department: The DISTRICT agrees to address the ASSOCIATION'S goal of establishing a new article or incorporating language into existing articles specifically for the College Police Officers which addresses and recognizes their rights provided under statute to include but not limited to non-duty free lunches, safety retirement incentive, ongoing education/certificate stipends, work/shift calendar, and discipline. SBCCD Police Department Policies and Procedures Manual have been developed.

GOAL #9: ACCOMPLISHED AUGUST 12, 2008

Personnel: The DISTRICT agrees to address the ASSOCIATION'S goal of reviewing, enhancing, clarifying language including but not limited to addressing the rights of the bargaining unit under statute involving the classification, and abolishment of positions, reviewing language on an employee's right to respond to articles placed in their personnel file.

GOAL #10: ACCOMPLISHED AUGUST 12, 2008

Request for Reclassification: The DISTRICT and the ASSOCIATION agree to address the mutual goal of establishing a procedure for Request for Reclassification for the classified staff.

GOAL #11: ACCOMPLISHED FEBRUARY 2010

Shift Differential: In addition to language in the contract to outline when shift differential is required to be paid, the DISTRICT and the ASSOCIATION agreed to incorporate into the contract bilingual stipend language.

GOAL #12: NO AGREEMENT REACHED DECEMBER 2009

Child Development Center Settlement Agreement and Release of all Claims dated 4-28-2000: No agreement was reached by the DISTRICT and the ASSOCIATION to dissolve the above-referenced settlement agreement.

GOAL #13: EXPIRED NOVEMBER 30, 2009

Child Development Center Memorandum of Understanding Regarding Lunch Periods/Rest Periods: This agreement expired the end of November 2009. There was no agreement reached by the DISTRICT and the ASSOCIATION to continue combining lunch periods and rest periods.

For the SBCCD District

Amalia Perez, Director of Human Resources

For CSEA, Chapter 291



Fermin Ramirez, Negotiations Team Member



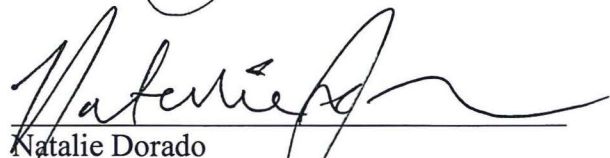
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

November 13, 2017

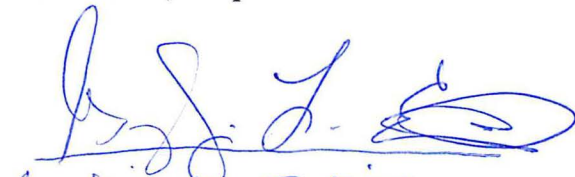
Ginger Supthin, Negotiations Team Member



Kevin Palkki, Negotiations Team Member



Natalie Dorado
CSEA Labor Relations Representative
For CSEA, Chapter 291



Grayling D. Eaton

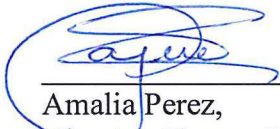
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

August 30, 2017

Appendix K
Bilingual Stipend

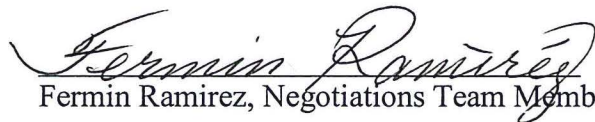
This appendix shall be removed from the contract.

DISTRICT:



Amalia Perez,
Director, Human Resources

ASSOCIATION:



Fermin Ramirez, Negotiations Team Member

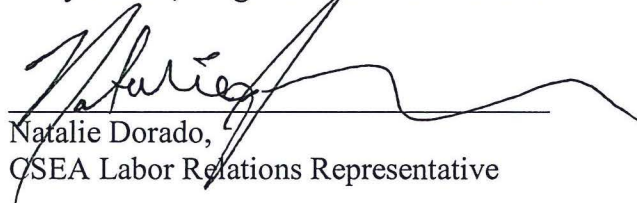


Kevin Palkki, Negotiations Team Member



Ginger Sutphin, Negotiations Team Member

Stacy Garcia, Negotiations Team Member



Natalie Dorado,
CSEA Labor Relations Representative

TENTATIVE AGREEMENT
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

November 13, 2017

The parties agree that the following article will be renewed unchanged for the term of the successor agreement:

Preamble

Article 1: Recognition

Article 2: Management Rights

Article 3: No Discrimination

Article 9: Layoff and Reemployment

Article 11: Long Service Recognition

Article 12: Holidays

Article 19: Vacations

Article 20: Health Service, Continuation After Retirement

Article 21: Severability

Article 22: Effect of Agreement

Article 24: Classified Staff Teaching Part-Time

Appendix I: Scribe Waiver

For the SBCCD District

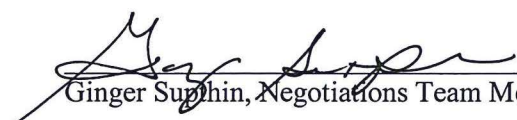


Amalia Perez, Director of Human Resources

For CSEA, Chapter 291




Stacy Garcia, Negotiations Team Member
Carolyne L. Eaton



Ginger Supphin, Negotiations Team Member

TENTATIVE AGREEMENT
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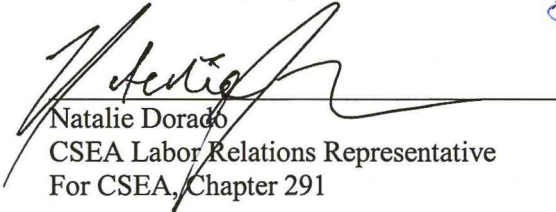
November 13, 2017



Kevin Palkki, Negotiations Team Member



Fermin Ramirez, Negotiations Team Member



Natalie Dorado
CSEA Labor Relations Representative
For CSEA, Chapter 291

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: March 8, 2018

SUBJECT: Consideration of Approval to Accept Board Policies for First Reading

RECOMMENDATION

It is recommended that the Board of Trustees accept Board Policies for first reading. Administrative Procedures are submitted for information and review for consistency with Board policies.

OVERVIEW

The changes to these policies include requirements of the Education Code and current law.

The SBCCD has a process of continuous review of its Board Policies and Administrative Procedures to ensure compliance with Title 5, California Education Code and current district/college needs.

ANALYSIS

The Board may adopt policies authorized by law or determined to be necessary for the efficient operation of the district per Board Policy 2410.

The attached Administrative Procedures have been modified and or reviewed and have gone through the collegial consultation process per Board Policy 2410.

INSTITUTIONAL VALUES

- I. Institutional Effectiveness
- II. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

None.



Origination: 04/2004
 Last Approved: N/A
 Last Revised: 07/2016
 Next Review: 6 years after approval
 Owner: Chancellor's Cabinet
 Chancellor's Cabinet:
 Policy Area: Chapter 3 General Institution
 References:

BP 3226 Awards

(Replaces current SBCCD BP 3225)

A. Authorization

The Board of Trustees authorizes the granting of awards to students or staff for outstanding achievement.

B. Recognition

Recognition may be given in the form of certificates, plaques, ribbons, badges, books, pens, trophies, rings, medals, bumper stickers, shirts, jackets, comestible items, and such other appropriate symbols of appreciation.

C. Approval

The Chancellor or designee may approve such awards up to the limit \$200 per individual. Any award that exceeds that limit requires Board approval prior to the purchase of the Award.

D. Certificates & Awards Issued by the Board of Trustees In cases of exemplary service or accomplishment, the Board of Trustees may present a Certificate of Congratulations to an employee of the District or to a member of the community. The determination for the awarding of such certificates will be made by the Executive Committee of the Board and the Chancellor, and will be final approved by the Board of Trustees.

Reference:

Education Code Sections 78210 et seq., and 84754.6;
ACCJC Accreditation Standard I.B.5 - 9

Attachments:

[BP 3226 Awards- Comments](#)

[BP 3226 Awards- Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
Board of Trustees 2nd reading	Board Board:	pending
Board of Trustees 1st reading	Board Board: [SN]	01/2018
District Assembly 2nd reading	District Assembly District Assembly: [SN]	11/2017
District Assembly 1st reading	District Assembly District Assembly: [SN]	10/2017



Origination: 04/2004
 Last Approved: N/A
 Last Revised: 04/2004
 Next Review: 6 years after approval
 Owner: Chancellor's Cabinet
 Chancellor's Cabinet:
 Policy Area: Chapter 3 General Institution
 References:

BP 3915 Printing

~~(Replaces current SBCCD BP 3715)~~ From current SBCCD BP 3715 titled Printing

• ~~From current SBCCD BP 3715 titled Printing~~

The District will provide printing, graphics, and reproduction services to District-funded operations and activities subject to administrative ~~regulations~~ ~~procedures~~ procedures recommended by the Chancellor.

Reference:

No references

Attachments:

[BP 3915 Printing - Comments](#)
[BP 3915 Printing - Legal Citations](#)
[BP3915- OLD.pdf](#)

Approval Signatures

Step Description	Approver	Date
Board of Trustees 1st reading	Board Board:	pending
District Assembly 2nd reading	District Assembly District Assembly: [SN]	01/2018
District Assembly 1st reading	District Assembly District Assembly: [SN]	11/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	10/2017
	Stacey Nikac: Administrator	10/2017



SAN BERNARDINO
COMMUNITY
COLLEGE
DISTRICT

Origination: 12/2008
 Last Approved: N/A
 Last Revised: 12/2008
 Next Review: 6 years after approval
 Owner: Chancellor's Cabinet
 Chancellor's Cabinet:
 Policy Area: Chapter 3 General Institution
 References:

AP 3915 Printing

~~(Replaces current SBCCD AP 3715)~~ From current SBCCD AP 3715 titled Printing

• ~~From current SBCCD AP 3715 titled Printing~~

District printing, graphics, and reproduction services will be provided to District-funded operations and activities subject to the following guidelines and priorities.

A. Copyright Compliance

- _ Reproduction of printing of all copyrighted material will be done in strict compliance with appropriate laws.

Requisitions

- B. **Printing Request** - Printing or graphics work shall be requested through ~~a print requisition~~ online services. Online Services is accessible at http://webdeskpssp.sbccd.cc.ca.us/PSP/app/PSP_Start.asp Requests from student organizations, clubs and associations must be ~~signed~~ submitted by the authorized sponsor or student activity advisor.

C. **Scheduling** _

Most projects--except for quick copy--require preparation time of at least 10 working days. Large or complicated projects may require more time. A delivery date cannot be set until each project is received in its entirety and has been reviewed. Projects are subject to the following general priority standards:

1. Priority 1 - Registration materials, forms, signs, announcements, and class schedules.
2. Priority 2 - Instructional materials, outlines, worksheets, tests, course exercises, special supplementary materials;
3. Priority 3 - Critical dated material (including annual reports and newsletters), personnel announcements, Board materials, specialized forms, charts or graphs, and approved recruiting information;
4. Priority 4 - Miscellaneous materials, general brochures, posters, business cards, and flyers.

D. **Standards** _

Standards for the various printing and graphic operations are published in the Center's "Guidelines and General Information" brochure.

- E. Branding - Printing Services will work collaboratively with each site's Marketing Department to apply and to maintain consistency on design, printed, and published materials.

F. **Charges**

1. There will be no charge for printing of usual and customary instructional materials, business forms, and other business communications.
2. Enterprise and ancillary operations such as chartered student body organizations, clubs, categorical programs, the employee credit union, the cafeterias, independent foundations, the ~~Professional~~Economic Development ~~Center~~& Corporate Training, KVCR, and the bookstores, may use District printing services, but shall reimburse the District for the full cost (materials and labor) of such services.
3. Any authorized group or individual requesting printing of materials for resale, selling advertisements in the printed materials, printing not required by the colleges/district for an event that will make a profit, shall reimburse the District for the full cost of such services.
4. Printing will be provided to employee unions subject to the terms of the union contract.
5. Orders that require reprinting due to requester error will be charged to the requester's cost center.

G. **Limitations**

Procedure - All requests for printing and printing related production from District-funded operations and activities are to be routed to Printing and Graphics Services. Printing and graphics services are subject to the limitations of the equipment in the shop. The Print Shop Supervisor will determine when materials must be sent to an outside source for service.

Reference:

No references

Attachments:

[AP 3915 Printing - Comments](#)
[AP 3915 Printing - Legal Citations](#)
[AP3915-OLD.pdf](#)

Approval Signatures

Step Description	Approver	Date
Board of Trustees 1st reading	Board Board:	pending
District Assembly 2nd reading	District Assembly District Assembly: [SN]	02/2018
District Assembly 1st reading	District Assembly District Assembly: [SN]	02/2018
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	02/2018
	Stacey Nikac: Administrator	02/2018



Origination: 06/2004
 Last Approved: N/A
 Last Revised: 06/2004
 Next Review: 6 years after approval
 Owner: Academic Senates Academic Senates:
 Policy Area: Chapter 5 Student Services
 References:

BP 5050 Student Success and Support Program

(Replaces current SBCCD BP 5050)

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 ~~brings~~ services to students for the purpose of furthering equality of educational opportunity and academic 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 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 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 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.~~

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.~~

PREREQUISITES AND ENROLLMENT LIMITATIONS

- ~~A. 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)).~~
- ~~B. 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 5 Regulations, Section 58106. Violations, waivers and appeals will be addressed and resolved through the established District Grievance Policy.~~
- ~~C. 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.~~

~~D. 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.~~

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

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

Attachments:

BP 5050 Student Success and Support Program
- Comments
BP 5050 Student Success and Support Program
- Legal Citations
BP5050 -OLD.pdf

Approval Signatures

Step Description	Approver	Date
Academic Senates	Mark McConnell	pending
Academic Senates	Celia Huston: Approver	pending
Academic Senates	Academic Senates Academic Senates: [SN]	02/2018
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	08/2017
Chancellor's Cabinet	District Assembly District Assembly: [SN]	04/2017
Chancellor's Cabinet	Academic Senates Academic Senates: [SN]	04/2017
Chapter owners are notified	Chancellor's Cabinet Chancellor's Cabinet: [SN]	04/2017



SAN BERNARDINO
COMMUNITY
COLLEGE
DISTRICT

Origination: 06/2004
Last Approved: N/A
Last Revised: 12/2014
Next Review: 09/2017
Owner: Human Resources Human Resources
Policy Area: Chapter 7 Human Resources
References:

BP 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.

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.

References:

Education Code Sections 70901.2, 70902(b)(7) & (d), and 87100 et seq.;
Title 5 Sections 53000, et seq. and 51023.5;
ACCJC Accreditation Standard III.A.1

Attachments:

[BP 7120 Recruitment and Hiring- Comments](#)
[BP 7120 Recruitment and Hiring- Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
Board of Trustees 2nd reading	Board Board:	pending
Board of Trustees 1st reading	Board Board: [SN]	01/2018
District Assembly 2nd reading	District Assembly District Assembly: [SN]	11/2017
District Assembly 1st reading	District Assembly District Assembly: [SN]	10/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	09/2017



SAN BERNARDINO
COMMUNITY
COLLEGE
DISTRICT

Origination: 11/2016
 Last Approved: N/A
 Last Revised: 11/2016
 Next Review: 6 years after approval
 Owner: Human Resources Human Resources
 Policy Area: Chapter 7 Human Resources
 References:

BP 7130 Compensation

(Replaces current SBCCD BP 7130)

Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each administrator employed pursuant to a contract under Education Code section 72411, shall be established by the Board of Trustees.

Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.

Prohibition of Incentive Compensation

Except as applicable to foreign students residing in foreign countries who are not eligible to receive federal student assistance, the District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

References:

Education Code Sections 70902(b)(4);, 72411, 87801; and 88160;

Government Code Section 53200;

34 Code of Federal Regulations 668 (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)

Attachments:

[BP 7130 Compensation - Comments](#)
[BP 7130 Compensation - Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
Board of Trustees 2nd reading	Board Board:	pending
Board of Trustees 1st reading	Board Board: [SN]	01/2018



Origination: 06/1994
Last Approved: N/A
Last Revised: 06/1994
Next Review: 08/2020
Owner: Human Resources Human Resources
Policy Area: Chapter 7 Human Resources
References:

AP 7385 Salary Deductions

(Replaces current SBCCD AP 6360)

Deductions Required by Law

Deductions from the employee's wage, mandated by law, shall be made for the following reasons:

- State and federal income tax
- Public employees' retirement (PERS & STRS)
- Court-ordered deductions
- Other statutory deductions

Union Dues

The employee organization(s) recognized as the exclusive representative unit(s) shall have the right to have membership dues deducted.

Any timely revocation of an employee's written authorization permitting dues deductions shall be in writing and becomes effective commencing with the next pay period.

Voluntary Deductions

The District may deduct, without charge, from the employee's wage, an amount requested by said employee for:

- Participation in a tax-sheltered annuity and/or deferred compensation program.
- Paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them.
- Paying rates, dues, fees, or other periodic charges on any hospital service contract.
- Donations to the College Foundation.
- any other District-authorized voluntary deductions

To request a deduction for a purpose not specifically listed above, the employee shall submit a request in writing to the Payroll Department or designee.

The authorization by the employee shall contain the amount to be deducted per month and the effective date the deduction(s) will begin. Such authorization shall remain in effect until expressly revoked in writing by the employee. All authorizations must be submitted to the Payroll Department and becomes effective commencing with the next pay period.

Any timely revocation of an employee's written authorization permitting dues deductions shall be in writing and becomes effective commencing with the next pay period.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: March 8, 2018

SUBJECT: Consideration of Final Approval of Board Policies

RECOMMENDATION

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

ANALYSIS

The changes to the APs and BPs were submitted for 2nd Reading on November 9, 2017 and pulled from the agenda due to confusion about the new software application. District Assembly re-reviewed and reconfirmed for approval on February 6, 2018.

INSTITUTIONAL VALUES

- I. Institutional Effectiveness
- II. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

None.



Origination: 08/1991
Last Approved: N/A
Last Revised: 03/2017
Next Review: 6 years after approval
Owner: Chancellor's Cabinet
 Chancellor's Cabinet:
Policy Area: Chapter 3 General Institution
References:

AP 3430 Prohibition of Harassment

Procedures for handling complaints of unlawful discrimination under title 5 sections 59300 ET SEQ.

(Replaces current SBCCD BP 3430)

Introduction and Scope

The District is committed to providing an academic and work environment free of unlawful discrimination and harassment. This procedure defines discrimination and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of discrimination by or against any staff or faculty member within the District.

This procedure and the related policy protects students and employees in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

These are procedures for filing and processing complaints of unlawful discrimination at San Bernardino Community College District. These procedures incorporate the legal principles contained in nondiscrimination provisions of the California Code of Regulations, title 5, sections 59300 et seq. as well as other state and federal substantive and procedural requirements.

A copy of relevant procedures on unlawful discrimination will be displayed in a prominent location in the Office of Human Resources, San Bernardino Valley College President's Office, Crafton Hills College President's Office and other areas where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.

Authority: 20 U.S.C. § 1681 et seq.; Ed. Code, §§ 66270, 66271.1, 66281.5; Gov. Code, §§ 11135-11139.5; Cal. Code Regs., tit. 5, § 59326. Reference: Cal. Code Regs., tit. 5, §§ 59300 et seq.; 34 C.F.R. § 106.8(b).

The San Bernardino Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, § 66250 et seq.), title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Board Approved February 2010

U.S.C. § 794), section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).

Authority: Cal. Code Regs., tit. 5, § 59300; Ed. Code §§ 66250 et seq., 66271.1, 66700, and 70901; Gov. Code § 11138. Reference: Ed. Code §§ 66250 et seq. and 72011; Gov. Code, §§ 11135-11139.5; Penal Code §§ 422.6 and 422.55; 20 U.S.C. § 1681; 29 U.S.C. §§ 794 and 794d; 42 U.S.C. §§ 6101, 12100 et seq. and

Responsible District Officer

The San Bernardino Community College District has identified the Vice Chancellor of Human Resources & Employee Relations to the State Chancellor's Office and to the public as the single District officer responsible for receiving unlawful discrimination complaints filed pursuant to title 5, section 59328, and for coordinating their investigation and resolution. Informal charges of unlawful discrimination should be brought to the attention of the Vice Chancellor of Human Resources & Employee Relations, who shall oversee the informal resolution process pursuant to section 59327. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the Vice Chancellor is named in the complaint or is implicated by the allegations in the complaint.

Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the Vice Chancellor of Human Resources & Employee Relations.

Authority: Cal. Code Regs., tit. 5, § 59324; 34 C.F.R. § 106.8.

Informal/Formal Complaint Procedure

(see Complaint Procedure Checklist at the end of the procedure)

When a person brings charges of unlawful discrimination to the attention of the Vice Chancellor of Human Resources & Employee Relations, he/she will:

- Undertake efforts to informally resolve the charges;
- Advise the complainant that he or she need not participate in informal resolution;
- Notify the person bringing the charges of his or her right to file a formal complaint and explain the procedure for doing so;
- Assure the complainant that he or she will not be required to confront, or work out problems with, the person accused of unlawful discrimination;
- Advise the complainant that he or she may file a nonemployment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction.
- If the complaint is employment-related, the complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.

Efforts at informal resolution need not include any investigation unless the responsible District officer determines that an investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to title 5, section 59334, and will be completed unless the matter is informally resolved and the complainant dismisses the complaint. Even if the complainant does dismiss the complaint, the responsible district officer may require the investigation to continue if he or she determines that the allegations are serious enough to warrant an investigation. Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to title 5, section 59336.

In employment-related cases, if the complainant also files with the Department of Fair Employment and

Housing or with the U.S. Equal Employment Opportunity Commission, a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under title 5 and the matter will be resolved through the Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission.

The District will allow for representation where required by law and may allow for representation for the accused and complainant in other circumstances on a case by case basis.

Authority: Cal. Code Regs., tit. 5, §§ 59327, 59328, 59334, 59336, and 59339; NLRB v. Weingarten, Inc. (1975) 420 U.S. 251.

Filing of Formal Written Complaint

If a complainant decides to file a formal written unlawful discrimination complaint against the District, he or she must file the complaint on a form prescribed by the State Chancellor. These approved forms are available from the District and also at the State Chancellor's website, as follows:

<http://www.cccco.edu/SystemOffice/Divisions/Legal/Discrimination/tabid/294/Default.aspx>

The completed form must be filed with the District representative or mailed directly to the State Chancellor's Office of the California Community Colleges. Complainants may contact the Vice Chancellor of Human Resources & Employee Relations for assistance in filling out the form, if necessary.

Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory conduct shall be advised of that filing and the general nature of the complaint. This should occur as soon as possible and in a manner that is appropriate under the circumstances. The District will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

Authority: Cal. Code Regs., tit. 5, §§ 59311 and 59328.

Threshold Requirements Prior to Investigation of a Formal Written Complaint

When a formal written complaint is filed it will be reviewed to determine if the complaint meets the following requirements:

- The complaint must be filed on a form prescribed by the State Chancellor's Office.
- The complaint must allege unlawful discrimination prohibited under title 5, section 59300.
- The complaint must be filed by one who alleges that he or she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his or her official capacity as a faculty member or administrator.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

Authority: Cal. Code Regs., tit. 5, § 59328.

Defective Complaint

If a complaint is found to be defective it will be immediately returned to the complainant with a complete explanation of why an investigation will not be initiated under California Code of Regulations, title 5, section 59300 et seq. The notice will inform the complainant that the complaint does not meet the requirements of section 59328, and shall specify in what requirement the complaint is defective. A copy of the notice to the complainant will also be sent to the State Chancellor's Office.

Authority: Cal. Code Regs., tit. 5, §§ 59328, 59332.

Notice to State Chancellor or District

A copy of all formal complaints filed in accordance with the title 5 regulations will be forwarded to the State Chancellor's Office immediately upon receipt, regardless of whether the complaint is brought by a student or by an employee. Similarly, when the State Chancellor's Office receives a complaint a copy will be forwarded to the District.

Authority: Cal. Code Regs., tit. 5, § 59330.

Administrative Determination

In any case not involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under title 5, sections 59300 et seq., the responsible District officer will complete the investigation and forward a copy of the investigative report to the State Chancellor, a copy or summary of the report to the complainant, and written notice setting forth all the following to both the complainant and the State Chancellor:

- the determination of the chief executive officer or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- a description of actions 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 governing board and to file a complaint with the Department of Fair Employment and Housing.

The District will keep these documents on file for a period of at least three years after closing the case, and make them available to the State Chancellor upon request.

The San Bernardino Community College District recognizes the importance of and is therefore committed to completing investigations and resolving complaints as quickly as possible, consistent with the requirements for a thorough investigation.

Authority: Cal. Code Regs., tit. 5, § 59336.

Complainant's Appeal Rights

Complainants have appeal rights that they may exercise if they are not satisfied with the results of the District's administrative determination. At the time the administrative determination and summary is mailed to the complainant, the responsible District officer or his/her designee shall notify the complainant of his or her appeal rights as follows:

- First level of appeal: The complainant has the right to file an appeal to the District's governing board within 15 days from the date of the administrative determination. The District's governing board will review

the original complaint, the investigative report, the administrative determination, and the appeal.

- The District's governing board will issue a final District decision in the matter within 45 days after receiving the appeal. Alternatively, the District's governing board may elect to take no action within 45 days, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's governing board will be forwarded to the complainant and to the State Chancellor's Office.

Complainants must submit all appeals in writing.

Authority: Cal. Code Regs., tit. 5, §§ 59338 and 59339.

Extensions

If for reasons beyond its control, the District is unable to comply with the 90-day or 150-day deadlines specified above for submission of materials to the complainant and the State Chancellor's Office, the Vice Chancellor of Human Resources & Employee Relations will file a written request that the State Chancellor grant an extension of the deadline. Where an extension is deemed necessary by the District, it must be requested from the State Chancellor regardless of whether the case involves employment discrimination. The request will be submitted no later than 10 days prior to the expiration of the deadlines established by title 5 in sections 59336 and/or 59340 and will set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.

A copy of the request for an extension will be sent to the complainant, who will be advised that he or she may file written objections with the State Chancellor within 5 days of receipt. The State Chancellor may grant the request unless delay would be prejudicial to the investigation. If an extension of the 90-day deadline is granted by the State Chancellor the 150-day deadline is automatically extended by an equal amount.

Authority: Cal. Code Regs., tit. 5, § 59342.

Definitions

Definitions applicable to nondiscrimination policies are as follows:

Appeal means a request by a complainant made in writing to the San Bernardino Community College District governing board pursuant to title 5, section 59338, and/or to the State Chancellor's Office pursuant to title 5, section 59339, to review the administrative determination of the District regarding a complaint of discrimination.

Association with a person or group with these actual or perceived characteristics includes advocacy for or identification with people who have one or more characteristics of a protected category listed under "Unlawful Discrimination Policy" and title 5, section 59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.

Complaint means a written and signed statement meeting the requirements of title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at title 5, sections 59300 et seq.

Days means calendar days.

District means the San Bernardino Community College District or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes the District Personnel Commission and any other organization associated with the District or its college(s) that receives state funding or financial assistance through the District.

Gender means sex, and includes a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

General Harassment is based on 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 of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment is found where, in the aggregate, incidents are sufficiently pervasive, persistent, or severe that a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, or sexual orientation; unwelcome flirting or propositions, demands for sexual favors, verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental: A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation, or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or

sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at other(s). The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Mental disability includes, but is not limited to, all of the following:

- Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:
 - Limits" shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 - A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
 - Major life activities shall be broadly construed and shall include physical, mental, and social activities and working.
- Any other mental or psychological disorder or condition not described in paragraph (1) that requires specialized supportive services.
- Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the District.
- Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.
- Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph 1 or 2.

Mental disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

Physical disability includes, but is not limited to, all of the following:

- Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:
 - Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
 - Limits a major life activity. For purposes of this section:
 - Limits" shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 - A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.
 - Major life activities shall be broadly construed and include physical, mental, and social activities

and working.

- Any other health impairment not described in paragraph (1) that requires specialized supportive services.
- Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2), which is known to the District.
- Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.
- Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph 1 or 2.

Physical disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

Quid Pro Quo sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

Responsible District Officer means the officer identified by the District to the State Chancellor's Office as the person responsible for receiving complaints filed pursuant to title 5, section 59328, and coordinating their investigation. The Responsible District Officer for San Bernardino Community College District is the Vice Chancellor of Human Resources and Employee Relations.

Sex includes, but is not limited to, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth. 'Sex' also includes, but is not limited to, a person's gender, as defined in section 422.56 of the Penal Code. Discrimination on the basis of sex or gender also includes sexual harassment.

Sexual harassment is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:

- Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, and/or invitations. Examples of possible visual sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: threatening to withhold, or actually withholding, grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
- Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.
- Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.
- Awarding educational or employment benefits, such as grades or duties or shifts, recommendations,

reclassification, etc., to any student or employee with whom the decision maker has a sexual relationship and denying such benefits to other students or employees.

- Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:
 - Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
 - Submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decision affecting the individual.
 - The conduct has the purpose or effect of having a negative impact upon the individual's work or educational environment.
 - Submission to, or rejection of, the conduct by the individual is used as the basis for any decisions affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

Sexual orientation means heterosexuality, homosexuality, or bisexuality.

Unlawful discrimination means discrimination based on a category protected under Title 5, section 59300, including retaliation and sexual harassment.

Authority: Gov. Code, § 12926; Cal. Code Regs., tit. 5, §§ 59300, 59311; Revised Sexual Harassment

Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.

Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty, or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Confidentiality of the Process

Investigative processes can best be conducted within a confidential climate. Therefore, the District does not reveal information about such matters except as necessary to fulfill its legal obligations.

Potential complainants are sometimes reluctant to pursue a complaint if their names will be revealed. The inability to reveal the name of a complainant or facts that are likely to reveal the identity of the complainant can severely limit the ability of the District to respond. Complainants must also recognize that persons who are accused of wrongdoing have a right to present their side of the matter, and this right may be jeopardized if the District is prohibited from revealing the name of the complainant or facts that are likely to disclose the identity of the complainant.

If a complainant insists that his or her name not be revealed, the responsible officer should take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request as long as doing so does not jeopardize the rights of other students or employees.

It is also important that complainants and witnesses understand the possibility that they may be charged with allegations of defamation if they circulate the charges outside of the District's process. In general, persons who are participating in a District investigative or disciplinary process that is related to a charge of discrimination are protected from tort claims such as defamation. However, persons who make allegations outside of these processes or who discuss their claims with persons outside of the process may expose themselves to tort charges. Complainants, witnesses, and those accused of discrimination will all be asked to sign a confidentiality acknowledgement statement.

Where an investigation reveals the need for disciplinary action, the complainant may wish to have information about what disciplinary actions the District took. However, the privacy rights of the persons involved often prevent the District from providing such information. In student disciplinary actions for sexual assault/physical abuse charges, Education Code section 76234 provides that the victim shall be informed of the disciplinary action, but that the victim must keep the information confidential. Disciplinary actions taken against employees are generally considered confidential.

Authority: Cal. Const. Art. I, § 1; Civil Code § 47; Ed. Code, §§ 76234 and 87740; *Silberg v. Anderson* (1990) 50 Cal.3d. 205; Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.

Notice, Training, and Education for Students and Employees

The San Bernardino Community College District's Vice Chancellor of Human Resources and Employee Relations shall make arrangements for or provide training to employees and students on the District's unlawful discrimination policy and procedures. Faculty members, members of the administrative staff, and members of the support staff will be provided with notice of online access to the District's written procedure on unlawful discrimination at the beginning of the first semester of the college year each time the procedure is revised.

All District employees will receive this training and a copy of the unlawful discrimination policies and procedures during the first year of their employment. Because of their special responsibilities under the law, supervisors will undergo mandatory training within six months of assuming a supervisory position and annually thereafter. In years in which a substantive policy or procedural change has occurred all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

Authority: Ed. Code, § 66281.5; Cal. Code Regs., tit. 5, §§ 59324 and 59326. Reference: Cal. Code Regs., tit. 5, §§ 59300 et seq.; 34 C.F.R. § 106.8(b).

Academic Freedom

The San Bernardino Community College District Governing Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom ensures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity.

When investigating unlawful discrimination complaints containing issues of academic freedom San Bernardino Community College District will consult with a faculty member appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery.

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

Reference: Cohen v. San Bernardino Valley College (1995) 883 F.Supp. 1407, 1412-1414, affd. in part and revd. in part on other grounds, (1996) 92 F.3d 968; Cal. Code Regs., tit. 5, § 59302.

Record Retention

Unlawful discrimination records that are part of an employee's employment records may be classified as Class-1 Permanent records and retained indefinitely or microfilmed in accordance with title 5, California Code of Regulations, section 59022. Unlawful discrimination records of a student that are deemed worthy of preservation but not classified as Class-1 Permanent may be classified as Class-2 Optional records or as Class-3 Disposable records. Class-2 Optional records shall be retained until reclassified as Class-3 Disposable Records. Class-3 Disposable Records shall be retained for a period of three years after being classified as Class-3 Disposable records.

Records related to a student discrimination complaint will be deemed worthy of preservation if, at the end of three years after the case is closed, a complaint on similar grounds has been filed against the same employee. In such cases, the records shall continue to be classified as Class 2 records and shall not be reclassified as Class-3 Disposable Records until complaints against that particular employee have been resolved.

Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination procedure.

Authority: 20 U.S.C. Sections 1681 et seq.; 34 C.F.R. Section 106; Cal. Code Regs., titl 5, Sections 59300 et Seq.;

Complaint Procedure Checklist

- Complaint received by Vice Chancellor of Human Resources and Employee Relations
 - Acting in role of Equal Opportunity Officer
 - Within 180 days of occurrence
 - Extension of 90 days if knowledge attained after 180 days
- Acknowledgement of receipt in writing to complainant and State Chancellor's Office (SCO)
 - Within 10 days of complaint receipt
 - Designate resolution/investigation coordinator
 - Advise of formal complaint filing with Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH).
- Advise individual accused
 - General nature of complaint
 - Assessment of accuracy has not yet been made
 - An investigation will be conducted
 - Accused will be provided an opportunity to present his/her side of the matter

- Retaliation of complainant or witnesses must be avoided
- District schedules informal resolution efforts or impartial investigation
 - Complete within 90 days of complaint receipt (extensions may be requested from SCO)
 - Extension requests must
 - Be filed at least 10 days prior to the original 90-day deadline
 - State reason why extension is necessary
 - The date by which District expects a determination
 - Corresponding copy sent to complainant
 - Notice to complainant of right to send objection to SCO within 5 days
 - Factual description of the matter
 - Summary of testimony provided by each witness
 - Analysis of data or evidence collected
 - Probable cause determination for each allegation in the complaint
 - Other appropriate information
- If a formal complaint is filed with EEOC or DFEH, send complaint copy to SCO and request whether to continue with District formal investigation
- Investigative report and administrative determination letter forwarded to complainant and SCO
 - Within 90 days of complaint receipt
 - Pertinent information in letter
 - Ultimate determination on probable cause
 - Description of actions taken to prevent similar future allegations
 - Proposed resolution
 - Complainant's appeal DFEH rights
- Complainant may file appeal to governing board
 - Within 15 days from date of administrative determination
 - Board issues final district decision within 45 days of receiving appeal
 - Forwarded to complainant with DFEH appeal rights
- Governing board determination is final
 - No appeal rights to SCO

References:

Education Code Sections 212.5; 44100; 66281.5;

Title IX, Education Amendments of 1972; Title 5 Sections 59320 et seq.;

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

Attachments:

[AP 3430 Prohibition of Harassment - Comments](#)

[AP 3430 Prohibition of Harassment - Legal Citations](#)

[AP3430-OLD.pdf](#)

Approval Signatures

Step Description	Approver	Date
Board of Trustees 1st reading	Board Board:	pending



SAN BERNARDINO
COMMUNITY
COLLEGE
DISTRICT

Origination: 12/2007
 Last Approved: N/A
 Last Revised: 12/2007
 Next Review: 6 years after approval
 Owner: Chancellor's Cabinet
 Chancellor's Cabinet:
 Policy Area: Chapter 3 General Institution
 References:

BP 3710 Securing of Copyright

(Replaces current SBCCD BP 3710)

- From current SBCCD BP 3710 titled Intellectual Property and Copyright

The Chancellor *is directed to* **shall** develop appropriate administrative procedures to implement the provisions of the Education Code that authorize the securing of copyrights **protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the District in the name of the District to all copyrightable works developed by the District.**

The procedures developed by the Chancellor shall assure that the District may use, sell, give, or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

In the development of these procedures, the Chancellor shall solicit the input of the proper representatives of the college community in accordance with the District's policies regarding shared local decision-making.

References:

Education Code Sections 72207, and 81459;
 17 U.S. Code Section 201

Attachments:

[BP 3710 Security of Copyright - Comments](#)
[BP 3710 Security of Copyright - Legal Citations](#)
[BP3710 -OLD.pdf](#)

Approval Signatures

Step Description	Approver	Date
Board of Trustees 1st reading	Board Board:	pending
District Assembly 2nd reading	District Assembly District Assembly: [SN]	02/2018
District Assembly 1st reading	District Assembly District Assembly: [SN]	02/2018
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	02/2018
	Stacey Nikac: Administrator	02/2018



Origination: 10/2017
Last Approved: 01/2018
Last Revised: 01/2018
Next Review: 01/2024
Owner: Jose Torres: Document Owner - Chapter 6
Policy Area: Chapter 6 General Institution
References: Brand New - required

BP 6307 Debt Issuance and Management

The Chancellor shall establish procedures in accordance with board policy to ensure the District is professionally managing its debt and fulfills its annual debt issuance reporting requirements to the California Debt and Advisory Commission.

This Debt Management Policy (the "Policy") provides written guidelines for the issuance of indebtedness by the San Bernardino Community College District (the "District") in satisfaction of the requirements of S.B. 1029, codified as part of Government Code Section 8855.

I

Purpose and Goals

This Policy provides a framework for debt management and capital planning by the District.

This Policy has been developed to meet the following goals:

- (1) Identifying the purposes for which the debt proceeds may be used.
- (2) Identifying the types of debt that may be issued.
- (3) Describing the relationship of the debt to, and integration with, the District's capital improvement program or budget.
- (4) Establishing policy goals related to the District's planning goals and objectives.
- (5) Implementing internal control procedures to ensure that the proceeds of the proposed debt issuance will be directed to the intended use upon completion of the issuance.

II

Purposes for Which Debt Proceeds May be Used

Section 2.01. Authority and Purposes of the Issuance of Debt

The laws of the State of California (the "State") authorize the District to incur debt to make lease payments, contract debt, and issue bonds for school improvement projects. The District is authorized to contract debt to acquire, construct, reconstruct, rehabilitate, replace, improve, extend, enlarge, and equip such projects; to refund existing debt; or to provide for cash flow needs.

Section 2.02. State Law

Section 18 of Article XVI of the State Constitution contains the “debt limitation” formula applicable to the District.

There are a number of State laws that govern the issuance of general obligation bonds (“GO Bonds”) by community college districts. Sections 1(b)(2) (Proposition 46) and 1(b)(3) of Article XIII A (Proposition 39) of the State Constitution allow the District to issue GO Bonds. The statutory authority for issuing GO Bonds is contained in Education Code Section 15000 *et seq.* Additional provisions applicable only to Proposition 39 GO Bonds are contained in Education Code Section 15264 *et seq.* An alternative procedure for issuing GO Bonds is also available in Government Code Section 53506 *et seq.*

The statutory authority for issuing Tax and Revenue Anticipation Notes (“TRANs”) is contained in Government Code Section 53850 *et seq.* Authority for lease financings is found in Education Code Section 17455 *et seq.* and additional authority is contained in Education Code Sections 17400 *et seq.*, 17430 *et seq.* and 17450 *et seq.*, and Government Code Section 4217.10 *et seq.* The District may also issue Mello-Roos bonds pursuant to Government Code Section 53311 *et seq.*

Section 2.03. Debt Issued to Finance Operating Costs

The District may deem it necessary to finance cash flow requirements under certain conditions. Such cash flow borrowing must be payable from taxes, income, revenue, cash receipts and other moneys attributable to the fiscal year in which the debt is issued.

General operating costs include, but are not limited to, those items normally funded in the District's annual operating budget.

The District's Chancellor or Vice Chancellor, Business Services, will review potential financing methods to determine which method is most prudent for the District. Potential financing sources include but are not limited to tax and revenue anticipation notes, temporary borrowing from the San Bernardino County Treasurer and Tax Collector, and temporary interfund borrowing.

III

Types of Debt That May be Issued

Section 3.01. Types of Debt Authorized to be Issued

A. Short-Term: The District may issue fixed-rate and/or variable rate short-term debt, which may include TRANs, when such instruments allow the District to meet its cash flow requirements. The District may also issue bond anticipation notes (“BANs”) to provide interim financing for bond projects that will ultimately be paid from GO Bonds.

B. Long-Term: Debt issues may be used to finance essential capital facilities, projects and certain equipment where it is appropriate to spread the cost of the projects over more than one budget year. Long-term debt should not be used to fund District operations.

Long term debt in the form of GO Bonds may be issued under Article XIII A of the State Constitution, either under Proposition 46, which requires approval by at least a two-thirds (66.67%) majority of voters, or Proposition 39, which requires approval by at least 55% of voters, subject to certain accountability requirements and additional restrictions.

The District may also enter into long-term leases and/or participate in the sale of certificates of participation or lease revenue bonds for public facilities, property, and equipment.

C. Lease/Equipment Financing: Lease-purchase obligations or appropriation leases are a routine and appropriate means of financing capital equipment and certain capital facilities. However, lease obligations may impact on budget flexibility.

D. Use of General Obligation Bonds: A significant portion of the District's capital projects are projected to be funded by GO Bond proceeds. Projects financed by the GO Bonds will be determined by the constraints of applicable law and the project list approved by voters.

IV

Relationship of Debt to and Integration with District's Capital Improvement Program or Budget

Section 4.01. Impact on Operating Budget and District Debt Burden

In evaluating financing options for capital projects, both short and long-term debt amortization will be evaluated when considering a debt issuance, along with the potential impact of debt service, and additional costs associated with new projects on the operating budget of the District. The cost of debt issued for major capital repairs or replacements may be judged against the potential cost of delaying such repairs.

Section 4.02. Capital Improvement Program

The Vice Chancellor, Business Services and the facilities staff have responsibility for the planning and management of the District's capital improvement program subject to review and approval by the Board of Trustees. Staff will, as appropriate, supplement and revise any applicable facilities master plan in keeping with the District's current needs for the acquisition, development and/or improvement of District's real estate and facilities. Such plans may include a summary of the estimated cost of each project, schedules for the projects, the expected quarterly cash requirements, and annual appropriations, in order for the projects to be completed.

Section 4.03. Refunding and Restructuring Policy

A. Considerations for Refunding.

1. District's Best Interest. Whenever deemed to be in the best interest of the District, the District shall consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility.
2. Net Present Value Analysis. The District shall review a net present value analysis of any proposed refunding in order to make a determination regarding the cost-effectiveness of the proposed refunding.
3. Maximize Expected Net Savings. The District shall time the refinancing of debt to maximize the District's expected net savings over the life of the debt.
4. Comply with Existing Legal Requirements. The refunding of any existing debt shall comply with all applicable State and Federal laws governing such issuance.

V

Policy Goals Related to District's Planning Goals and Objectives

In following this Policy, the District shall pursue the following goals:

1. The District shall strive to fund capital improvements from voter-approved GO Bond issues to

preserve the availability of its General Fund for District operating purposes and other purposes that cannot be funded by such bond issues.

2. To the extent applicable, the District shall endeavor to attain the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements.

3. The District shall take all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues.

4. The District shall, with respect to GO Bonds, remain mindful of its statutory debt limit in relation to assessed value growth within the school district and the tax burden needed to meet long-term capital requirements.

5. The District shall consider market conditions and District cash flows when timing the issuance of debt.

6. The District shall determine the amortization (maturity) schedule which will fit best within the overall debt structure of the District at the time the new debt is issued.

7. The District shall match the term of the issue to the useful lives of assets funded by that issue whenever practicable and economical, while considering repair and replacement costs of those assets to be incurred in future.

8. The District shall, when issuing debt, assess financial alternatives to include new and innovative financing approaches, including whenever feasible, categorical grants, revolving loans or other State/federal aid, so as to minimize the encroachment on the District's General Fund.

9. The District shall, when planning for the sizing and timing of debt issuance, consider its ability to expend the funds obtained in a timely, efficient and economical manner.

VI

Internal Control Procedures for Issuance of Debt to Ensure Intended Use of Proceeds

Section 6.01. Structure of Debt Issues

A. Maturity of Debt: The duration of a debt issue shall be consistent, to the extent possible, with the economic or useful life of the improvement or asset that the issue is financing. In addition, the average life of tax-exempt financing shall not exceed 120% of the average life of the assets being financed. The District shall also consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

B. Debt Structure:

1. GO Bonds:

a. *New Money Bond Issuances*: For tax-exempt new money bond issuances, the District shall size the bond issuance consistent with the "spend-down" requirements of the Internal Revenue Code and, for all new money bond issuance, within any limits approved by the District's voters. To the extent possible, the District will also consider credit issues, market factors (e.g. bank qualification) and tax law when sizing the District's bond issuance.

b. *Refunding Bond Issuances*: The sizing of refunding bonds will be determined by the amount of

money that will be required to cover the principal of, accrued interest (if any) on, and redemption premium for the bonds to be defeased on the call date and to cover appropriate financing costs.

c. *Maximum Maturity*: All bonds issued by the District shall mature within the limits set forth in applicable provisions of the Education Code or the Government Code. The final maturity of tax-exempt bonds will also be limited to the average useful life of the assets financed or as otherwise required by tax law.

d. *Taxable Bonds*: Taxable bonds shall be considered for funding projects which do not satisfy the "spend-down" requirements of the Internal Revenue Code.

2. Lease-Purchase Obligations: The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed.

C. Debt Service Structure: The District shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, provide flexibility, and, as practical, to recapture or maximize its debt capacity for future use.

Section 6.02. Use of Proceeds

The District shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred. In furtherance of the policy, and in connection with the issuance of all GO Bonds:

1. As required by Government Code Section 53410, the District shall only use GO Bond proceeds for the purposes approved by the District's voters; and
2. The Vice Chancellor, Business Services shall have the responsibility, no less often than annually, to provide to the District's Board of Trustees a written report which shall contain at least the following information:

The amount of the debt proceeds received and expended during the applicable reporting period; and

The status of the acquisition, construction or financing of the school facility projects, as identified in any applicable bond measure, with the proceeds of the debt.

These reports may be combined with other periodic reports which include the same information, including but not limited to, periodic reports made to the California Debt and Investment Advisory Commission, or continuing disclosure reports or other reports made in connection with the debt. These requirements shall apply only until the earliest of the following: (i) all the debt is redeemed or defeased, but if the debt is refunded, such provisions shall apply until all such refunding bonds are redeemed or defeased, or (ii) all proceeds of the debt, or any investment earnings thereon, are fully expended.

3. The District shall post on the District website the Annual Report of the District's Independent Bond Oversight Committee which has been given the responsibility to review the expenditure of GO Bond proceeds to assure the community that all GO Bond funds have been used for the construction, renovation, repair, furnishing and equipping of school facilities, and not used for teacher or administrator salaries or other operating expenses.
4. The District shall hire an independent auditor to perform an annual independent financial and performance audit of the expenditure of GO Bond proceeds, and to post such audits on the District website.

References:



SAN BERNARDINO
COMMUNITY
COLLEGE
DISTRICT

Origination: 05/2013
 Last Approved: 11/2017
 Last Revised: 11/2017
 Next Review: 01/2018
 Owner: Human Resources Human Resources
 Policy Area: Chapter 7 Human Resources
 References:

BP 7150 Evaluation

(Replaces current SBCCD BP 7251)

All employees will periodically undergo a performance evaluation, at prescribed intervals. The Chancellor shall assure periodic and systematic evaluations of faculty, managers, confidential employees, and classified members.

The criteria for management and confidential employee evaluations shall be based on board policy, the job descriptions, and performance goals and objectives developed mutually by the manager and the supervisor.

Refer to the collective bargaining agreements regarding evaluation processes for applicable collective bargaining groups.

Reference:

WASC/ACCJC Accreditation Standard III.A.1.b

Attachments:

[BP 7150 Evaluation- Comments](#)
[BP 7150 Evaluation- Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
Board of Trustees 2nd reading	Board Board: [SN]	11/2017
Board of Trustees 1st reading	Board Board: [SN]	11/2017
District Assembly 2nd reading	District Assembly District Assembly: [SN]	10/2017
District Assembly 1st reading	District Assembly District Assembly: [SN]	09/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	08/2017
Chapter owners are notified	Kristina Hannon	08/2017

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services

DATE: March 8, 2018

SUBJECT: Consideration of Approval to Accept the Proposed Human Resources Reorganization Plan for First Read

RECOMMENDATION

It is recommended that the Board of Trustees accept for first read the Proposed Human Resources Reorganization Plan effective March 1, 2018.

OVERVIEW

On April 27, 2017, the Board of Trustees approved a one-year pilot in which Human Resources was placed under the leadership of the Vice Chancellor of Business & Fiscal Services. Based on internal discussions, staff believes that Human Resources and the District as a whole have benefited from this new approach, and a recommendation is now being made to make the changes permanent.

ANALYSIS

The newly proposed organization includes the elimination of two positions, the addition of two positions, and the reclassification of seven positions. This will result in an approximate break-even cost for the District. Benefits to be realized from this approach include:

- The opportunity for existing staff to apply for any new positions.
- Continued leadership for the implementation of the new human resources software system.
- Continued centralization, leadership, and consistency for the hiring processes.
- Continued centralization, leadership, and consistency for the on-boarding of new employees.
- Continued centralization, leadership, and consistency in the interpretation of bargaining agreements, board policies, administrative procedures, laws and regulations.
- Centralization, increased leadership and consistency for internal investigations.
- Centralization, increased leadership and consistency for compensation studies.
- A continued succession plan for the Human Resources department.

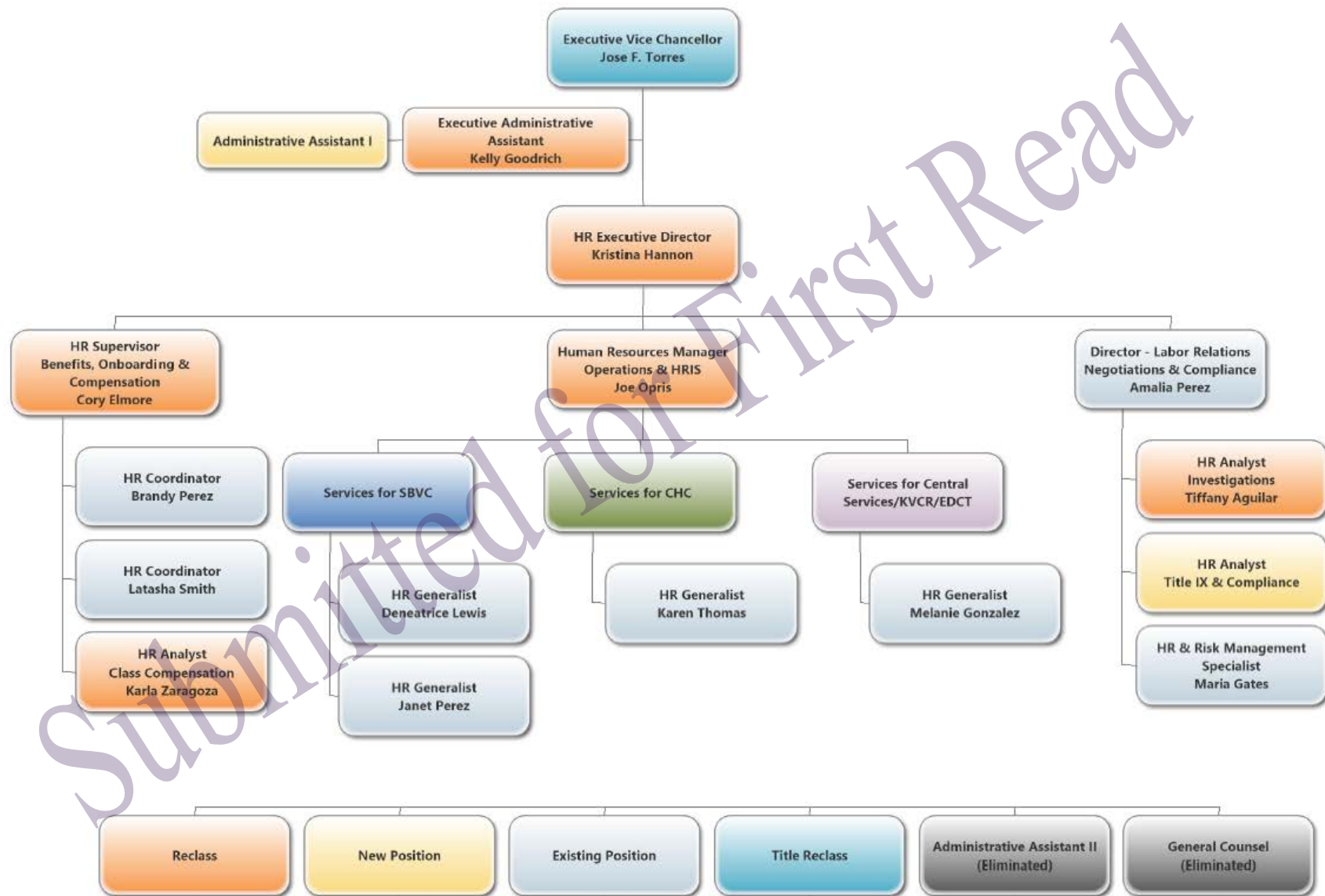
In order to maintain transparency and continue open communication with the colleges, the proposed reorganization plan will be shared with District Assembly and the District Budget Committee. It is anticipated that a second read and request for final approval will be presented to the Board of Trustees during its April 12, 2018 meeting.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The reorganization will be a break-even and therefore does not have any financial implications.



San Bernardino Community College District
Human Resources
Proposed Reorganization Cost Comparison

Positions Reclassed	Current Range	Current Step	Current Salary	Reclass Range	Reclass Step	Reclass Salary	Increase (Decrease)
Admin Assistant II to Executive Assistant (Kelly Goodrich)	Confidential - 4	E	78,772	Confidential - 6	C	84,855	\$ 6,084
HR Generalist to HR Analyst (Karla Zaragoza)	Confidential - 3	D	69,024	Confidential - 6	B	80,617	\$ 11,593
HR Generalist to HR Analyst (Tiffany Aguilar)	Confidential - 3	B	62,605	Confidential - 6	A	76,592	\$ 13,986
HR Supervisor (Cory Elmore)	Management - 10	C	79,467	Management - 13	A	83,438	\$ 3,970
HR Manager (Joe Opris)	Management - 15	D	106,491	Management - 16	C	106,491	\$ -
Director, HR to Executive Director (Kristina Hannon)	Management - 19	C	123,272	Management - 23	C	149,841	\$ 26,570
Vice Chancellor to Executive Vice Chancellor (Jose Torres)	Management - 27	C	210,842	Management - 27	C	210,842	\$ -
							62,203

Positions Added	Budget Range	Budget Step	Budget Salary	Increase (Decrease)
Human Resources Analyst	Confidential - 6	C	84,855	\$ 84,855
Administrative Assistant I	Classified - 41	C	53,196	\$ 53,196
				138,051

Positions Eliminated	Current Range	Current Step	Current Salary	Increase (Decrease)
Administrative Assistant II	Confidential - 4	D	(74,827)	\$ (74,827)
General Counsel	Management - 23	A	(135,908)	\$ (135,908) #
				(210,735)

Total Costs / (Savings)				(10,480)
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* Title Reclass

Position Removed from Tentative Budget for FY 18-19

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services

DATE: March 8, 2018

SUBJECT: Consideration of Approval to Accept New and Revised Job Descriptions Relevant to the Proposed Human Resources Reorganization Plan for First Read

RECOMMENDATION

It is recommended that the Board of Trustees accept for first read the following new and revised job descriptions effective March 1, 2018, relevant to the Proposed Human Resources Reorganization Plan.

A. New Job Descriptions:

1. Executive Vice Chancellor (Management)
2. Executive Director of Human Resources (Management)

B. Revised Job Descriptions:

1. Director, Human Resources, Labor Relations (Management)
2. Human Resources Manager (Management)
3. Human Resources Supervisor (Management)
4. Human Resources Analyst (Confidential)
5. Human Resources Generalist (Confidential)
6. Human Resources Coordinator (Confidential)

OVERVIEW

The new Executive Vice Chancellor and Executive Director of Human Resources job descriptions are necessary to better align the organizational structure, provide for succession planning from within SBCCD, and provide for continuity and consistency of services. The other job descriptions are being revised to reflect the appropriate title, the appropriate administrator, the representative duties and responsibilities, and the appropriate minimum qualifications according to the proposed reorganization plan.

ANALYSIS

The new and revised job descriptions are necessary and relevant to the Proposed Human Resources Reorganization Plan.

INSTITUTIONAL VALUES

III. Resource Management For Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The reorganization will be a break-even and therefore does not have any financial implications.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

EXECUTIVE VICE CHANCELLOR

*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.*

SUMMARY DESCRIPTION

Under the general direction of the Chancellor, plans, organizes, directs and develops strategies for administrative services of the San Bernardino Community College District (District) including, but not limited to, financial planning, budgeting, accounting, payroll, auditing, purchasing, contracts, facilities, risk management, human resources, environmental health and safety, energy administration, legal affairs and compliance, and general administration; and advises District management on business, financial matters, employee relations, and the effective utilization of resources.

REPRESENTATIVE DUTIES:

Duties may include, but are not limited to, the following:

1. Assists in Directing the overall operation and general administration of the District in accordance with Board policies and procedures.
2. Develops strategic business, personnel, financial and budget plans.
3. Directs the design and implementation of strategies, procedures and systems for District-wide business, personnel, and financial activities.
4. Assists in maintaining a file of current laws, regulations and legal opinions applicable to the administration and operation of the college district.
5. Directs the development and administration of the District budget; and recommends an annual budget to the Chancellor and the Board.
6. Directs internal and external audits of the District's operations.
7. Directs and oversees the District's Human Resources, Employee Relations and Risk Management programs.
8. Directs the planning, design and construction of the District's facilities and capital improvement projects, including voter-approved construction bond programs.
9. Directs and oversees the District's Employee Health & Safety and Energy Administration programs.
10. Directs the preparation of all federal, State, and other special claims or reports.
11. Provides leadership and assistance to District and college managers on business, financial, human resources and facilities management issues.

12. Analyzes business, fiscal and facilities legislation affecting the District, and makes related recommendations to the Chancellor and District managers.
13. Prepares and presents reports and agenda items for the SBCCD Board of Trustees relating to all aspects of the District's human resources program.
14. Maintains liaison with various governmental agencies and may serve on agency boards and commissions as a representative of the District.
15. Oversees the preparation of reports and special studies to assist District management and the Board in the formulation or modification of strategies, policies and programs.
16. Develops strategies and provides leadership and assistance for in-service training.
17. Performs other duties as assigned.

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 of:

Policies, procedures, principles, and practices used in professional budgeting, purchasing, accounting, and auditing work – especially as same pertains to governmental and college district operations.

Principles of California accounting and reporting requirements.

Principles and practices of personnel administration and applicable laws, rules, codes and regulations.

Principles, trends, methods, strategies, and procedures pertaining to human resource management, labor

Relations, equal employment opportunity, liability, and staff development systems and programs.

Principles of California Community College finance.

Modern data management, storage and retrieval systems.

Legal mandates, Governing Board policies, operational procedures and guidelines appropriate to the

Policies, procedures, principles and practices used in facilities and construction management; contract management and risk management.

Business applications of data processing.

Business office management, strategic planning and financial planning, investment management, budgeting and accounting principles and practices.

Leadership, supervision and training principles.

Design and development of financial systems management.

Ability to:

Plan, direct, coordinate, and control all activities of the fiscal services and human resources staff; supervise and perform professional accounting, statistical and auditing work involving the establishment, maintenance, and interpretation of interrelated financial policies and procedures.

Assemble, analyze, and interpret data, and make appropriate recommendations for fiscal, human resources and budget actions.

Interpret State, County, and District policies, legal documents, reports, and legislation.

Speak and write effectively; prepare and present written and oral reports.

Develop and sustain interpersonal skills to relate to District staff, State and local officials, and vendors.

Demonstrate effective time management and organizational skills.

Provide leadership based on ethics and principles as they relate to the functions and operations of the assigned area.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of the duties.

Participate in the development and administration of goals, objectives, and procedures for assigned area.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Lead, manage, supervise, train, and evaluate staff.

EDUCATION AND EXPERIENCE GUIDELINES

REQUIRED QUALIFICATIONS:

Education/Training:

A Master's Degree in accounting or business administration, public administration, Organizational Development or a related field.

Experience:

1. A minimum of four (4) years of increasingly responsible experience in general accounting, budget development, auditing, financial systems design, and facilities planning and development, or Human Resources including two (2) years at a managerial level, preferably in a college or governmental setting.
2. A sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and employees, including those with physical or learning disabilities.

PREFERRED QUALIFICATIONS:

1. Demonstrated knowledge of community college funding and finance in California.
2. Doctorate from an accredited institute of higher education.
3. Experience working in an educational institution preferably a community college.

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 with extended periods of time viewing computer monitor.

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,

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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:
Management Salary Schedule Range: 27

EXECUTIVE DIRECTOR OF HUMAN RESOURCES

*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.*

SUMMARY DESCRIPTION

Under the general direction of the appropriate administrator, the Executive Director of Human Resources plans, organizes, directs and develops strategies for all human resources and employment relations operations of the San Bernardino Community College District, including but not limited to personnel operations, equal employment opportunity, staff development, classification, benefit programs and labor relations including negotiations and contract management. Provides advice and council to District management on all matters related to human resources management and employer/employee relations.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

1. Develops strategies for long and short-range plans, goals, objectives, policies and procedures in the areas of human resources and employee relations.
2. Plans, directs, evaluates and reviews the human resources functions of recruitment, employment, compensation, classification, employee benefits, and professional development programs.
3. Oversees collective bargaining negotiations and contract management for the District and advises management and the Governing Board on all matters relating to labor/employee relations.
4. Analyzes and processes classified and academic grievances according to the appropriate negotiated contract procedures.
5. Develops strategies and provides leadership and assistance for in-service training of management staff in regulatory laws, directives and principles of personnel management.
6. Directs the administration and maintenance of all official personnel files and records.
7. Develops strategies for effective customer service oriented operation of the Office of Human Resources and Employee Relations.
8. Provides advice and council to management staff regarding disciplinary and grievance resolution.
9. Develops, reviews and recommends board policies and administrative regulations on Human Resources matters.
10. Responsible for keeping abreast of all pertinent legislation, rules, regulations and court decisions affecting the District's personnel operations.

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11. Prepares and presents reports and agenda items for the SBCCD Board of Trustees relating to all aspects of the District's human resources program.
12. Directs the development of to the human resource department's budget process.
13. Maintains liaison with various governmental agencies and may serve on agency boards and commissions as a representative of the District.
14. Performs other related duties as assigned.

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 ABILITIES

Knowledge

Principles and practices of personnel administration and applicable laws, rules, codes and regulations.

Principles, trends, methods, strategies, and procedures pertaining to human resource management, labor

Relations, equal employment opportunity, liability, and staff development systems and programs.

Principles, methods, techniques, and strategies of organizational planning, control, evaluation and Forecasting.

Modern data management, storage and retrieval systems.

Legal mandates, Governing Board policies, operational procedures

Ability

Plan, direct, administer and implement human resources policies, goals and objectives.

Evaluate and review human resources programs, operations, and services.

Provide leadership to, and oversee and evaluate both district and campus human resources programs and activities.

Analyze organizational problems, develop alternative solutions, and recommend and make sound and timely decisions.

Accurately interpret and administer legal mandates, policies, regulations, and negotiated agreements. Effectively serve as a resource to employees pertaining to human resources related problems, concerns and issues.

Conduct negotiations and contract administration.

Train, supervise and evaluate personnel.

EDUCATION AND EXPERIENCE GUIDELINES

REQUIRED QUALIFICATIONS:

Education/Training:

A Master's Degree in human resources, business administration, public administration, Organizational Development or a related field.

Experience

1. Three years of increasingly responsible management experience in human resources, personnel administration and labor negotiations.
2. A sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the community, and community college students and faculty and staff, including those with physical or learning disabilities.

PREFERRED QUALIFICATIONS:

1. Doctorate from an accredited institute of higher education.
2. Experience working in an educational institution preferably a community college.

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 with extended periods of time viewing computer monitor.

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:

Management Salary Schedule Range: 23

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DIRECTOR, HUMAN RESOURCES, LABOR RELATIONS

*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.*

SUMMARY DESCRIPTION

Under administrative direction of the appropriate administrator, directs, manages, supervises, and coordinates the daily activities and operations of the Human Resources Division including personnel operations, employee health and welfare programs, employee relations, risk management, Worker's Compensation, ADA compliance, and equal employment opportunity compliance and administration; coordinates assigned activities with other departments, divisions, and outside agencies; and provides highly responsible and complex administrative support to the appropriate administrator.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Assumes management responsibility for risk management, Worker's Compensation, and ADA compliance.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas and programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for assigned staff to provide high quality of services; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems and create an environment of continued improvement.
5. Recommends the selection, training, motivation, and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Participates in the development of to the human resource department's budget process.
7. Directs the collective bargaining negotiations and contract management for the District and advises management on all matters relating to labor/employee relations.
8. Counsels management personnel in the administration of collective bargaining contracts, resolution of personnel issues, grievances and disciplinary action.
9. Administers and manages the compilation of statistics on personnel data; prepares reports and surveys required by the pertinent laws and regulations.
10. Investigates and find resolution of discrimination and sexual harassment complaints. Provides advice and council to management staff regarding disciplinary and grievance resolution.
11. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to human resource and personnel administration programs, policies, and procedures as appropriate.
12. Responsible for keeping abreast of all pertinent legislation, rules, regulations and court decisions

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affecting the District's personnel operations.

13. Represents the district at professional meetings, public functions and maintains involvement in community activities.
14. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
15. Performs related duties as required.

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 of:

Operational characteristics, services, and activities of a human resource administration program.

Principles and practices of human resource management including compensation, position classification and analysis, benefits management, risk management, workers compensation, training/employee development.

Principles and practices of program development and administration.

Methods and techniques of collective bargaining and contract negotiation.

Principles and applications of recruitment and equal employment opportunity.

Operational characteristics of human resource information systems.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to personnel management in a public agency setting and institutions of higher education.

Ability to:

Oversee and participate in the management of a comprehensive human resource management program.

Oversee, direct, and coordinate the work of lower level staff.

Participate in the selection and recommendation, supervision, training, and evaluation of staff.

Participate in the development and administration of goals, objectives, and procedures for assigned area.

Provide leadership for the successful implementation of a new Human Resources Information System.

Gather and analyze data and situations and make appropriate decisions.

Effectively serve as a resource to employees pertaining to human resources related problems, concerns and issues.

Prepare and present comprehensive, concise, clear oral and written reports.

Participate in collective bargaining negotiations and contract administration.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.

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.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Provide leadership based on ethics and principles as they relate to Human Resources functions and operations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work preferably in human resources, personnel administration, business administration or a related field.

Required Experience:

Five years of increasingly responsible professional human resource experience and three years supervisory/management experience.

Preferred Experience:

1. Human Resources experience in the California Community College System.
2. Master's Degree from an accredited college or university with major course work preferably in human resources, personnel administration, organizational development, business administration or a related field.
3. Knowledge of the California Education Code, Government Code, Title 5 and/or other state regulations applicable to the human resources functions for community colleges.
4. Demonstrated 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.

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: December 11, 1997

Revised: January 15, 2015, April 27, 2017

Management Salary Schedule: Range: 19

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES MANAGER

*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.*

SUMMARY DESCRIPTION

Under the direction of the of the appropriate administrator, the Human Resources Manager is responsible for managing, planning, coordinating and implementing the comprehensive human resources and employment programs of the District. Provides policy interpretation for managers and administrators and participates in union negotiations. The Human Resources Manager is responsible for ensuring that work is properly allocated, completed in a timely and accurate manner, and adheres to established policies and procedures.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Plans, organizes and controls all activities of the department. Participates in developing department goals, objectives and systems.~~ Administers the day-to-day operations of human resources programs and activities.
2. Directs district wide human resources operations, activities, and support services involved in the processing, recruitment, screening, selection, orientation, classification, development, evaluation, and compensation of classified and academic district employees; assist with establishing and maintaining related time lines and priorities; assure related activities comply with applicable standards, requirements, laws, codes, rules, regulations, policies and procedures.
3. Investigates employee complaints relating to harassment, unlawful discrimination, and employee conduct. Receive complaints; determine the appropriate course of action. Conduct interviews and fact-finding; analyze data and evidence to assess validity of allegations; and recommend appropriate resolutions, outcomes, and actions to complex and sensitive employer-employee relations issues.
4. Provide guidance and counsel on employee disciplinary actions, grievances and conflict resolution.
5. Provides consultation and technical expertise concerning human resources operations and activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information and assure proper and timely resolution of related issues, conflicts and discrepancies to managers, staff, the public and others as necessary.
6. Participates as a member of the management negotiating team. Contribute to the development of a labor relations strategy; coordinate administration, provide interpretation and ensure adherence to collective bargaining agreements; assists with negotiations and analysis during the collective bargaining process.
7. Ensures the adherence and compliance to union collective bargaining agreements and California Education Code.
8. Maintains the District's classification and compensation studies, salary survey analysis, reclassifications, creation and revisions of job descriptions and salary placement related recommendations.
9. Maintains salary schedules by conducting periodic pay studies; scheduling and conducting job evaluations; preparing salary budgets; recommending, planning, and implementing pay structure revisions.
10. Plans, prioritizes, directs, coordinates, evaluate, and reviews the work plan for assigned staff to provide high quality of services; assigns work activities, projects, and programs; reviews and evaluates work

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products, methods, and procedures; meets with staff to identify and resolve problems and create an environment of continued improvement.

11. Provide consistent interpretation/application of human resources policies and procedures.
12. Participates in the formulation, development and analysis of personnel policies, procedures, rules and regulations. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
13. Participates in the development and administration of the Human Resources Division annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies.
14. Participates in the development, implementation and modification of the Human Capital Management System for the management of personnel related human resources records and documentation.
15. Serves as the department back-up lead in the continued implementation of the Human Capital Management System, facilitate continued modification following implementation and training.
16. Performs related duties as assigned.

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 of:

Operational characteristics, services, and activities of human resources administration and practices in public higher education setting.
Principles and practices of job development, evaluation, and classification techniques.
Compensation principles, practices, methods and techniques.
Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Principles and practices of records and personnel file management.
Pertinent federal, state, and local laws, codes, and regulations relating to California Education Code, and Title 5.

Ability to:

Oversee and participate in the management of a comprehensive human resources management program.
Oversee, direct, and coordinate the work of lower level staff.
Participate in the selection and recommendation, supervision, training, and evaluation of staff.
Participate in the development and administration of goals, objectives, and procedures for assigned area.
Gather and analyze data and situations and make appropriate decisions.
Prepare and present comprehensive, concise, clear oral and written reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
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.
Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
Provide leadership based on ethics and principles as they relate to the human resources management functions and operations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree in public administration, human resources, public administration, business administration or related field.

Required Experience:

Four (4) years of professional human resources experience including two (2) years in a lead or supervisory capacity.

License and Certification:

Valid California Driver's License.

Preferred Experience:

Master's degree in human resources, public administration, or business from an accredited college or university.

Experience in the California Community College system or in public higher 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: April 27, 2017, March 2018
Management Salary Schedule Range: 16

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES SUPERVISOR

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.

SUMMARY DESCRIPTION

Under the direction of the appropriate administrator, the Human Resources Supervisor is responsible for helping manage the core human resources functions, provide direction and support of daily operations, supervise staff, and coordinates other programs and services related to and in support of the human resources functions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Coordinates the day-to-day operations of the Human Resources Department including on-boarding, pre-employment testing, employee performance management, employee recognition programs, equal employment and diversity outreach, compensation and classification surveys, personnel processing and recordkeeping, leaves management, budget and program review, employee benefits and wellness programs, and supervise Human Resources staff.
2. Directs the administration of the District's health and welfare benefits program including medical, dental, life, vision, and employee assistance programs; COBRA management; flexible spending accounts; and deferred compensation and retirement (CalPERS and CalSTRS).
3. Coordinates, develops and delivers trainings, workshops and presentations on a variety of human resources topics, procedures and departmental services.
4. Provides the direction and development of new employee orientation and onboarding programs.
5. Participates in the maintenance of the District's classification and compensation studies, salary survey analysis, reclassifications, creation and revisions of job descriptions and salary placement related recommendations.
6. Participates in maintaining salary schedules by conducting periodic pay studies; scheduling and conducting job evaluations; preparing salary budgets; recommending, planning, and implementing pay structure revisions.
7. Directs the processing of personnel transactions, new hire employment authorizations, employee onboarding and separation and recordkeeping.
8. Directs the administration, implementation, oversight and compliance of all types of employee leaves management and processing; and short-term/long term disability claims.
9. Maintains current knowledge of new and pending legislation related to human resources and risk management; assists in the development, review and implementation of appropriate programs and procedures to assure continuing compliance.
10. Directs the administration of unemployment insurance claims.
11. Participates in the development and administration of the Human Resources Division annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies.
12. Coordinates the development, implementation and modification of the Human Capital Management System for the management of personnel related human resources records and documentation.
13. Serves as the department lead in the continued implementation of the Human Capital Management

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System, facilitate continued modification following implementation and training.

14. Supervises communication with vendors, such as the Districts contracted risk management vendors and government agencies involved with risk management to exchange information, assures compliance with applicable laws and regulations.
15. Ensures compliance, organized recordkeeping management, and effective use of resources and systems.
16. Oversees the development, updates, design and maintenance of the Human Resources website.
17. Performs related duties as assigned.

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 of:

Operational characteristics, services, and activities of human resources administration and practices in public higher education setting.
Methods, terminology, principles, practices and procedures used in benefits management and administration.
Principles and practices of job development, evaluation, and classification techniques.
Compensation principles, practices, methods and techniques.
Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Principles and practices of records and personnel file management.
Pertinent federal, state, and local laws, codes, and regulations relating to California Education Code, and Title 5.

Ability to:

Oversee and participate in the management of a comprehensive human resources management program.
Oversee, direct, and coordinate the work of lower level staff.
Participate in the selection and recommendation, supervision, training, and evaluation of staff.
Participate in the development and administration of goals, objectives, and procedures for assigned area.
Gather and analyze data and situations and make appropriate decisions.
Prepare and present comprehensive, concise, clear oral and written reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
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.
Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
Provide leadership based on ethics and principles as they relate to the human resources management functions and operations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree in public administration, human resources, public administration, business administration or related field.

Required Experience:

Three (3) years of professional human resources experience including one (1) years in a lead or supervisory capacity

License and Certification:

Valid California Driver's License.

Preferred Experience:

Experience in the California Community College system or in public higher 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: April 27, 2017, March 8, 2018
Management Salary Schedule Range: 13

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES AND LABOR RELATIONS ANALYST

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.

SUMMARY DESCRIPTION:

Under the direction of the appropriate administrator, Human Resources Analyst performs analytical and specialized functions to support the administration of comprehensive human resources and employer/employee relations programs for academic and classified employees; performs related duties as required.

The Human Resources & Employee Relations Analyst is the senior classification among support staff positions in the Human Resources Office. Performance of duties requires in-depth knowledge of the organizational structure, risk management, employee safety training programs, District policies, regulations, procedures, union contract provisions, human resources and employer-employee relations processes and practices, legal affairs, resource utilization; worker's compensation, exercise of discretion, and maintenance of confidentiality. Incumbents are assigned a major responsibility in either human resources management or employer-employee relations work, but may be required to perform duties in the alternate area.

REPRESENTATIVE DUTIES:

Duties may include, but are not limited to, the following:

1. Provides administrative support in collective bargaining negotiations, contract interpretation, researches, develops, costs-out and analyzes issues and proposals related to the collective bargaining process, participates in collective bargaining negotiation sessions and strategy meetings.
2. Manages the Human Resources Office Records Retention Program, updates and maintains the District's Classification and Compensation Plan.
3. Assists in the review of laws and regulations pertaining to human resources and labor relations activities.
4. Analyzes project costs, and reports effect of proposed and/or established employee contract provisions, policies, programs and activities.
5. Assists in training managers and supervisors in contract implementation, including grievance and disciplinary processes and procedures.
6. Assists in the investigation and response to grievances, unfair labor practice charges, unlawful discrimination claims, and conflict resolution.
7. Facilitates implementation of disciplinary processes, including monitoring timelines and procedures.
8. ~~Coordinates with the District's legal counsel regarding potential liability and claims litigation.~~

9. Monitors processes, timelines, and facilitates work related to employer-employee relations.
10. Coordinates and maintains liability claims administration programs, and acts as liaison with third-party administrators.
11. Monitors due dates, compiles and reports data for State collective bargaining mandated cost reimbursement.
12. Analyzes and explains District policies, contracts, and other regulations.
13. Assists in hiring, representing the Human Resources functions, including participating in employment interviews, conducting pre-employment reference inquiries, orientation, and training processes for new employees.
14. Trains and/or arranges for departmental staff training. Assists in planning and implementing management training and staff development programs.
16. Analyzes jobs, conducts job classification and compensation studies. Develops salary, benefit, budget, and other statistical data.
17. Drafts policies and procedures.
18. Assists in the administration of salary and benefit programs.
19. Facilitates and coordinates the Human Resource Information System (HRIS). Assists in reporting data from HRIS.
21. Coordinates faculty and staff diversity programs and regulations, including training representatives and advising selection committees of equal employment.
- ~~23. Assists in projecting and monitoring office budget.~~
- ~~24. Operates electronic data processing keyboard at 50 wpm.~~
25. Utilizes software programs and recommends modifications conducive to increased efficiency.
- ~~29. Establishes and maintains cooperative working relationships with members of the public, Board of Trustees, staff, and others with whom contact is made during the course of employment.~~
30. Performs other related duties as required.

MINIMUM 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 of:

Human Resources and/or employer-employee relations programs and processes.
 Current relevant federal and state laws and regulations related to Human Resources.
 Laws and regulations related to risk management, loss control, workers' compensation programs and workplace safety issues.
 Information sources and resource materials available to California Community Colleges.
 Arithmetic to compute salary, benefit, and budget data.
 Collection and organization of data.

Equal Employment Opportunity guidelines.
Research methodologies appropriate for human resources functions.
Job analysis methodologies and application.
English, grammar, spelling, and punctuation.

Education and Experience Guidelines

A typical way to obtain knowledge and abilities would be:

Education/Training:

A Bachelor's degree in public administration, human resources, business administration, paralegal studies or related field. Completion of at least sixty (60) college-level semester units and six years of human resources administration experience can be used in the absence of a bachelor's degree.

Experience:

Four years of professional experience with increasingly responsibilities in human resources management, employer-employee relations, risk management, basic workers' compensation, including classification compensation benefits, or similar programs involving regulatory processes and procedures.

Desirable Qualifications:

Experience in a public agency preferably in the California Community College system.

Special Condition

Positions in this classification may be required to work varied hours according to need

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 Approval: January 18, 2007
Confidential Salary Schedule: Range: 6

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES GENERALIST

*This is a confidential position. 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 confidential position.*

SUMMARY DESCRIPTION

Under direction of the appropriate administrator ~~Director, Human Resources~~, the Human Resources Generalist provides a variety of professional level work for human resources services and programs in an assigned area including recruitment and selection, employee and labor relations and negotiations, equal employment opportunity, HRIS, benefits, workers compensation, and classification and compensation; and performs a variety of human resource functions supporting the assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Coordinates and monitors the recruitment and selection program including inputting, tracking, and screening applications for minimum qualifications, and scheduling of interviews; schedules and monitors screening and interview committees; instructs committees and interview panels on policies and procedures to ensure EEO compliance.
2. Extends offers of employment; conducts reference checks; determines appropriate salary placement and notifies candidates of status.
3. Conducts new employee orientation sessions; assists employees in completing new hire paperwork, benefit enrollment forms and other pre-employment requirements.
4. Performs job audits and reclassification request analyses of individual positions, classes, and series of classes; prepares and revises class specifications.
5. Conducts and participates in compensation studies and surveys; analyzes data and makes recommendations; responds to formal or informal survey requests regarding salaries, benefits and classifications.
6. Evaluates applications and transcripts to verify that academic employees meet state minimum qualifications and faculty service areas; reviews and approves requests for salary reclassification for academic and faculty positions.
7. Assists with the preparation of benefit information and related materials; develops benefit related policies and procedures; serves as staff liaison to employee advisory committees regarding benefit programs; assists with open enrollment procedures.
8. Submits employee retirement enrollment changes to carriers in a timely manner; assists employees with all concerns related to their health and welfare plans.
9. Coordinates the District's third party administrators, workers compensation benefit, and return to work programs; processes workers compensation claims; administers policies and procedures for all reportable workers compensation injury claims.
10. Coordinates processing of short-term/long-term disability claims, return to work and modified work programs; processes reasonable accommodations requests.
11. Facilitates interactive processes to determine if accommodation is needed based on ADA and FEHA; coordinates accommodations in conjunction with vendors, employees and management staff to ensure compliance.

Submitted to the Board of Trustees for First Read

12. Updates and maintains information on the District's computerized payroll system; generates reports and responds to requests for information as requested.
13. Evaluates human resource policies and procedures; recommends and implements changes to improve efficiency or ensure compliance with guidelines, laws, or regulations.
14. Interprets, explains, and presents human resources issues, policies, and procedures to employees, management, outside agencies, and the public.
15. Creates and maintains human resources office records and files, including confidential personnel files and records; purges files in accordance with the District regulations.
16. Provides support for collective bargaining activities and participates in strategy sessions as needed.
17. Monitors and audits accuracy of transactions in HRIS systems to ensure proper interface with benefits and payroll functions.
18. Gathers information, conducts analyses and prepares various reports, charts, memos, and correspondence as requested.
19. Attends and participates in group meetings; stays abreast of new trends and innovations in the field of human resources administration.
20. Performs related duties as required.

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 of:

Principles and practices of public human resources administration.
 Methods and techniques for recruiting and testing in the public sector.
 Methods, terminology and procedures used in benefits administration.
 Workers' compensation law and procedural requirements as they relate to claims processing and management.
 Office procedures, methods, and equipment including computers and applicable software applications.
 Principles and practices of statistical and administrative research and report preparation.
 Principles and procedures of record keeping.
 Principles of business letter writing.
 Principles and practices of customer service.
 English usage, grammar, spelling, punctuation, and vocabulary.
 Interpersonal skills using tact, patience, and courtesy.
 Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Codes.

Ability to:

Perform a variety of para-professional human resources functions with minimal guidance and supervision.
 Coordinate the District's workers compensation benefit program.
 Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
 Plan and organize work to meet changing priorities and deadlines.
 Interpret and apply a variety of human resource rules, laws, and policies.
 Implement and maintain standard filing systems.
 Implement and maintain procedural manuals for effective operation of human resources functions.
 Compile detailed information and prepare clear and concise reports.
 Operate a computer using word processing, applicant tracking and spreadsheet software applications.
 Take responsibility and exercise good judgment in recognizing scope of authority.

Maintain confidential records and reports.
Prepare clear and concise reports and memoranda.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations.
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.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree in public administration, human resources, business administration or related field. Completion of at least sixty (60) college-level semester units and four years of human resources administration experience can be used in the absence of a bachelor's degree.

Experience:

Two (2) years of broad human resources administration experience.

Preferred Experience:

Experience in a public agency preferably in the California Community College system.

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: January 18, 2007
Revised: January 2018, June 11, 2015
Confidential Salary Schedule: Range: 3

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES COORDINATOR

*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.*

SUMMARY DESCRIPTION

This is a confidential position under the direction of the appropriate administrator. This position provides technical assistance in support of the employment, recruitment, benefits and record maintenance of the District's faculty, classified, hourly and management personnel. This position also interprets and assures compliance with State and federal regulations guidelines concerning personnel administration.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of specialized technical duties in support of the District's employment, recruitment and selection process of all hourly employment authorizations.
2. Assists in the preparation of job posting announcements and advertisements for academic, classified and management position vacancies.
3. Administers the District's pre-employment and bilingual/bi-literate testing programs.
4. Responsible for all new hire orientations and onboarding programs and activities.
5. Coordinates and participates in employment job fairs, talent acquisition and career development activities.
6. Assists with classification and compensation functions, including classification reviews, salary surveys, development of job description and related duties.
7. Maintains a variety of files, records and lists related to District personnel and job applicants; process a variety of forms regarding employee status; prepares correspondence involving personnel transactions; assures confidentiality of information as appropriate.
8. Prepares, processes and records technical data, reports, contracts, surveys, records and other documents related to human resources; composes correspondence independently or as requested.
9. Assures compliance with a variety of District policies and procedures; State and federal guidelines, laws, and regulations concerning human resources management and benefits administration.
10. Performs data entry to the District's Human Capital Management system; generates statistical data in support of State mandated reports and requests for information related to District personnel.
11. Provides general assistance to the overall administration of the human resources function.
12. Attends and participates in department meetings; stays abreast of new trends and innovations in the field of human resources administration.
13. Monitors and audits accuracy of transactions in the Human Capital Management system.
14. Assist in the development, implementation and modification of the Human Capital Management System for the management of personnel related human resources records and documentation.
15. Performs related duties as required.

QUALIFICATIONS

Submitted to the Board of Trustees for First Read

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 of:

District organization, operations, policies, procedures and objectives.
Principles and practices of public human resources administration.
Operational characteristics, services, and activities of the human resources functions, programs, and operations.
Methods, practices, terminology and procedures used in personnel and benefits administration; recruitment and placement of academic, classified, hourly and administrative employees.
District human resources policies and procedures; applicable sections of the Education Code and other human resources laws, rules and regulations.
Principles and procedures of record keeping.
Principles and practices of quality customer service.
Interpersonal skills using tact, patience, and courtesy.
Office procedures, methods, and equipment including computers and applicable software applications.
English usage, grammar, spelling, punctuation, and vocabulary.
Oral and written communication skills.

Ability to:

Perform a variety of administrative support duties related to the personnel functions.
Perform a variety of technical duties related to the employment, recruitment, benefits and records management for the District.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain the confidentiality of personal, sensitive, and collective bargaining information.
Provide appropriate information and assistance to employees, supervisors, and administrators.
Work independently with little direction.
Compile detailed information and prepare clear and concise reports and memoranda.
Operate a variety of office equipment and a computer using word processing, applicant tracking and spreadsheet software applications.
Prioritize, plan and organize work in order to meet schedules and timelines.
Use correct English usage, grammar, spelling, punctuation, and vocabulary.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Work with and exhibit 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.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

An Associate degree (or completion of at least sixty (60) college level units) in human resources, public administration, or business administration from an accredited college or university. In the absence of an associate degree 2 years of human resources experience is required.

Required Experience:

One (1) year of human resources experience.

Preferred Experience:

1. Bachelor's degree from an accredited college or university.
2. Experience in a public higher education or community college environment.

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: April 27, 2017
Confidential Salary Schedule: Range 1

Submitted to the Board of Trustees for First Read

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: March 8, 2018

SUBJECT: Applause Cards

RECOMMENDATION

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

OVERVIEW

The attached individuals have received special recognition for extending that 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 someone at SBCCD who provides outstanding quality and service.

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Caring Hands Applause Cards - March 2018

District				
Gonzales	Melanie	Human Resources	Melanie has helped me on hiring couple of managers for my department and she has done great job. She is patient, qualified representation of the District, always available, worked closely with the hiring manager and doesn't hesitate to voice her recommendation smoothly and professionally.	Hussain Agah
Jeannotte	Michele	Police Dept	Thank you for keeping the Police Department running smoothly.. with out you behind the scenes we would not be up and running. You are appreciated everyday!	Anonymous
Kakuska	Zalina	Police Dept	Thank you for everything you do on a daily basis.. without you the department would not be able to function! You are appreciated everyday!!	Anonymous
Malone	Arliss	Payroll	Thank you for answering my phone call and the professional effort in updating my payroll changes promptly.	Rosita Moncada
Moore	Darren	Police Dept	Thank you for your presence on campus. I have noticed you patrolling every day - the security you provide is appreciated.	Nicole Williams
Piggott	Gloria	Printing Services	Gloria , thank you for being so helpful and providing the best service at the Print Shop. You are amazing to work with.	Brittany Sysawang
Piggott	Gloria	Printing Services	Gloria thank you for bringing your positive attitude to work every day. Projects become easier to execute, changes become easier to implement. Thanks for all you do.	Michele Jeannotte
Rueda	Margaret	EDCT	Margaret , thank you for being so wonderful and helpful .	Brittany Sysawang
Treto	Pablo	EDCT	Pablo, thank you for being very kind and helpful.	Brittany Sysawang

Caring Hands Applause Cards - March 2018

Crafton Hills College				
Anderson	Debra	Radiology	Debbie Advocates for her students. She is stern but caring and won't take no for an answer. She is well experienced in her field and it shows through her teachings.	Amber Nguyen
Cummings	Lou'Rie	Counseling	Lou'Rie never fails to combine the utmost professionalism and expertise with the highest level of caring and empathy. She is beloved by the entire Department!	Evan Sternard
Huynh	Melissa	Radiology	She is an awesome instructor. She is very involved and shows how much she cares about her students. She is objective and sensitive to her students' needs and her actions show her dedication.	Amber Nguyen
Limoges	Kevin	Technology	Kevin provided exceptional service in moving our computers into our offices. We really appreciate his time in fixing our computer issues and fitting us into his schedule. The Health and Wellness staff all thank him.	Health and Wellness
Mello	Brandice	University Transfer Center	I admire Brandi for her patience, friendship, and wisdom. She gives the best advice and is always so willing to listen and understand. She is a wonderful person inside and out.	Alejandra Villegas
Rush	Steve	Admissions and Records	Great service!	Jason Mathew
Truong	Sam	Physical and Biological Sciences	Dr. Truong is very helpful, encouraging, positive and genuine in regards to his efforts towards his students' education. His actions speak louder than words.	Amber Nguyen
San Bernardino Valley College				
Cosme	David	Financial Aid	Thank you for helping students with their scholarship applications at the "last chance" lab on January 29 and 30.	Karen Childers

Caring Hands Applause Cards - March 2018

De Los Santos	Cynthia	Financial Aid	Thank you for helping students with their scholarship applications at the "last chance" lab on January 29 and 30.	Karen Childers
Frausto	Jeanette	Financial Aid	Thank you for helping students with their scholarship applications at the "last chance" lab on January 29 and 30.	Karen Childers
Fulgham	Abe	SSSP	Thank you for helping students at the "last chance" scholarship lab on January 29 and 30, 2018.	Karen Childers
Kracher	Gloria	Custodian	I want to thank Gloria for always making the safety and cleanliness of our campus a priority. She follows threw work orders as well as going above and beyond helping the students of our campus. Thank you for all you do!	Nikole De La Cruz
Luke	Dr. Craig	First Year Experience	Dr. Luke is such a great instructor, he's understanding, easy to contact and such a great role model!!!!	Devonte Kilgore, Student
Luke	Dr. Craig	First Year Experience	Coming into my first year of school was really new to me and out of all my classes he made me feel so welcome. Also in this little period of time, he has helped me find out things about myself I didn't know. Great wonderful man.	Courtney Christine Powell, Student
Morris	Dorothy	Grounds	Dorothy has been making the SBVC campus look wonderful. She puts passion into her landscape work as seen in lot 8, 11, and 9. She has improved visibility for safety patrolling in lot 8 as well as making our campus clean. Thank you	Nikole De La Cruz
Nery	Ernesto	Financial Aid	Thank you for your help with SBVC Foundation scholarship applications on January 29 and 30, 2018. Your flexibility and dedication to students is truly appreciated!	Karen Childers

Caring Hands Applause Cards - March 2018

[illegible]

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: Lawrence P. Strong, Director of Fiscal Services
DATE: March 8, 2018
SUBJECT: Budget Report

RECOMMENDATION

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

OVERVIEW

The attached Revenue and Expenditure Summary reflects activity for the 2017-18 fiscal year through February 5, 2018. As of that date, SBCCD was 60.2% through the fiscal year and had spent and/or encumbered approximately 56.1% of its budgeted general fund.

Also included in this board item is an exhibit reflecting the most recent FTES Report in terms of dollars.

ANALYSIS

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 2017-18 budget unless noted here. For explanations of any significant variances in year to date revenues/expenditures from fiscal year elapsed, please see the attached summary.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

San Bernardino Valley College

TOTAL FTES*	TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
	Fall 2016	\$ 283,318	\$ 242,108	\$ 242,108	
	Spring 2017	710,871	710,871	710,871	
	Summer 1	3,981,943	4,057,158	4,057,158	
	Fall 2017	23,912,535	24,093,981	24,091,921	
	Spring 2018	23,072,882	23,915,256	24,103,130	
	Summer 2	2,591,108	-	1,473,289	
	FY 2017-18	\$ 54,552,657	\$ 53,019,375	\$ 54,678,477	●

Crafton Hills College

TOTAL FTES*	TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
	Spring 2017	\$ 139,083	\$ 139,083	\$ 139,083	
	Summer 2017	2,084,199	2,085,623	2,085,623	
	Fall 2017	10,936,288	10,949,653	10,949,653	
	Spring 2018	10,276,861	10,106,733	10,292,314	
	FY 2017-18	\$ 23,436,430	\$ 23,281,093	\$ 23,466,675	●

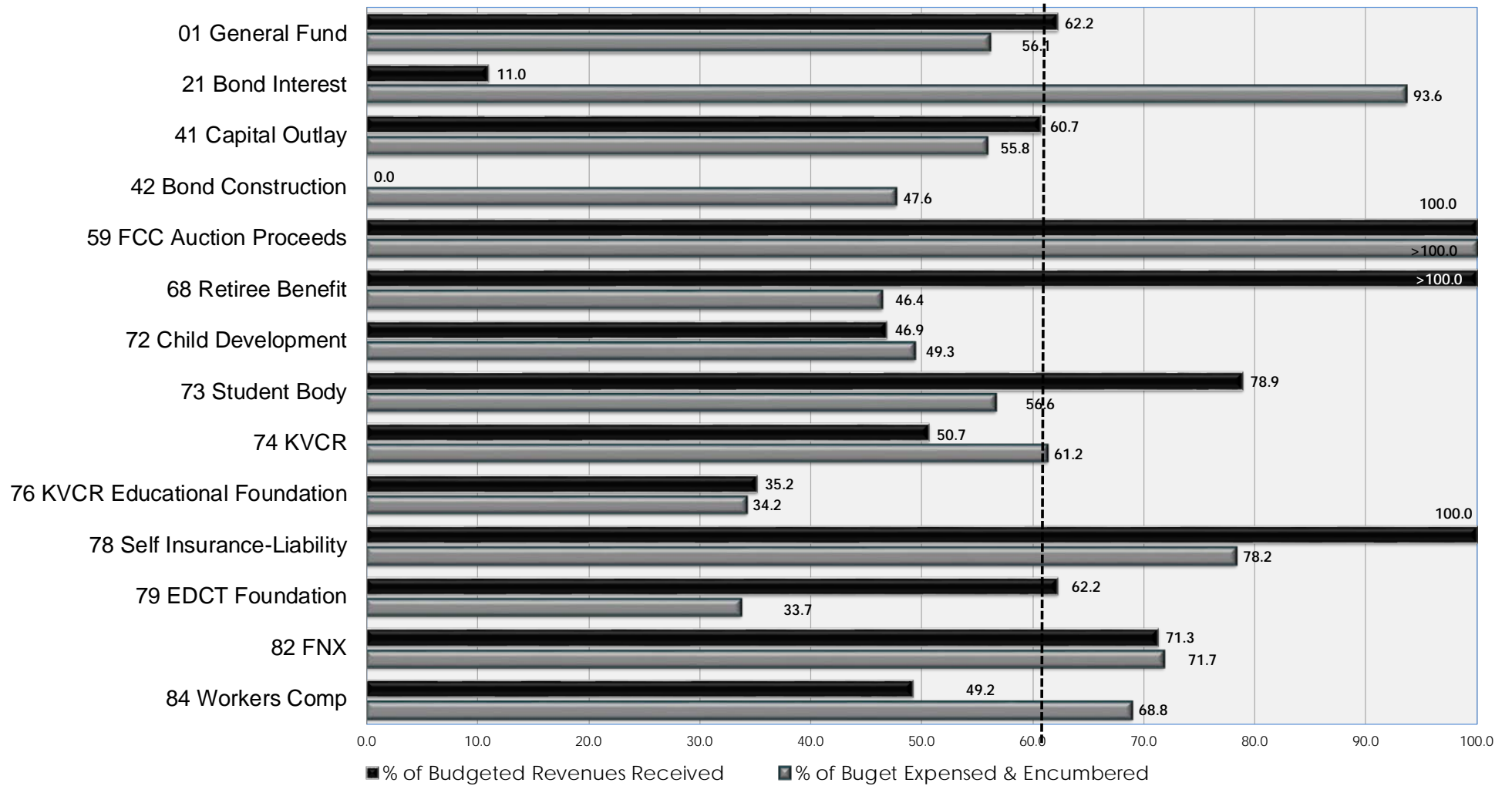
SBCCD Total

TOTAL FTES*	TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
	Fall 2016	\$ 283,318	\$ 242,108	\$ 242,108	
	Spring 2017	849,955	849,955	849,955	
	Summer 1	6,066,141	6,142,781	6,142,781	
	Fall 2017	34,848,822	35,043,635	35,041,574	
	Spring 2018	33,349,743	34,021,989	34,395,445	
	Summer 2	2,591,108	-	1,473,289	
	FY 2017-18	\$ 77,989,087	\$ 76,300,468	\$ 78,145,152	●



	60.2% of Fiscal Year Elapsed						
	REVENUES			EXPENDITURES			
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		COMMENTS
01 General Fund	\$144,263,163	\$ 89,726,807	62.2%	\$147,193,104	\$ 82,559,310	56.1%	
21 Bond Interest & Redemption	\$ 21,665,000	\$ 2,390,506	11.0%	\$ 21,665,000	\$ 20,274,936	93.6%	Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.
41 Capital Outlay Projects	\$ 2,813,992	\$ 1,708,940	60.7%	\$ 8,334,092	\$ 4,651,833	55.8%	RDA revenue transfer in expected by year end.
42 Bond Construction	\$ -	\$ 59,384	n/a	\$ 8,118,504	\$ 3,866,085	47.6%	
59 FCC Auction Proceeds	\$157,113,171	\$ 157,199,731	100.1%	\$ 2,400,000	\$ 20,762,376	865.1%	Expenditures are for KVCR Transition costs as well as the transfer of \$20 million to Fund 68, as approved by Board, for STRS/PERS fund.
68 Retiree Benefit	\$ 261,000	\$ 20,068,453	7689.1%	\$ 371,234	\$ 172,269	46.4%	\$20 million transferred from Fund 59 for STRS/PERS investment
72 Child Development	\$ 3,219,204	\$ 1,509,118	46.9%	\$ 3,219,116	\$ 1,586,984	49.3%	
73 Student Body Center Fee	\$ 285,750	\$ 225,422	78.9%	\$ 285,750	\$ 161,877	56.6%	
74 KVCR	\$ 3,808,232	\$ 1,929,697	50.7%	\$ 3,807,644	\$ 2,331,199	61.2%	
76 KVCR Educational Foundation	\$ 2,883,438	\$ 1,014,169	35.2%	\$ 2,883,437	\$ 985,843	34.2%	
78 Self Insurance-Liability	\$ 550,000	\$ 552,295	100.4%	\$ 765,000	\$ 598,467	78.2%	
79 EDCT Foundation	\$ 468,996	\$ 291,697	62.2%	\$ 488,996	\$ 164,699	33.7%	
82 FNX	\$ 2,113,290	\$ 1,505,852	71.3%	\$ 2,113,290	\$ 1,515,366	71.7%	
84 Workers Compensation	\$ 1,325,000	\$ 652,354	49.2%	\$ 1,110,000	\$ 764,173	68.8%	

Fiscal Year Elapsed - 60.2%



Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Page 1 of 14

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 01 GENERAL FUND							
Revenue							
Federal Revenue (810000 to 819999)	2,787,157.66	357,614.95	357,614.95	12.83%	4,300.00	2,425,242.71	87.01%
Other State Revenue (860000 to 869999)	105,647,627.65	62,599,680.34	62,599,680.34	59.25%	-	43,047,947.31	40.75%
Other Local Revenue (880000 to 889999)	35,618,377.51	26,713,423.57	26,713,423.57	75.00%	45,328.80	8,859,625.14	24.87%
All Other Financing Sources (890000 to 897999)	-	6,459.75	6,459.75	100.00%	-	(6,459.75)	0.00%
Interfund Transfers In (898000 to 898999)	210,000.00	-	-	0.00%	-	210,000.00	100.00%
Total Revenue	144,263,162.82	89,677,178.61	89,677,178.61		49,628.80	54,536,355.41	
Expenditure							
Certificated Salary (100000 to 199999)	43,222,878.07	23,915,975.98	23,915,975.98	55.33%	-	19,306,902.09	44.67%
Classified Salary (200000 to 299999)	30,157,218.35	16,914,186.46	16,914,186.46	56.09%	(163.04)	13,243,194.93	43.91%
Employee Benefit (300000 to 399999)	24,422,903.82	13,207,345.94	13,207,345.94	54.08%	-	11,215,557.88	45.92%
Books and Supplies (400000 to 499999)	3,335,554.91	794,183.13	794,183.13	23.81%	796,988.01	1,744,383.77	52.30%
Services and Operating Expenditures (500000 to 599999)	38,292,975.23	12,317,567.89	12,317,567.89	32.17%	10,986,346.21	14,989,061.13	39.14%
Capital Outlay (600000 to 699999)	5,167,099.14	1,015,399.15	1,015,399.15	19.65%	807,027.44	3,344,672.55	64.73%
Other Financing Uses (700000 to 729999)	210,000.00	-	-	0.00%	-	210,000.00	100.00%
Interfund Transfers Out (730000 to 739999)	946,487.00	946,487.00	946,487.00	100.00%	-	-	0.00%
Other Financing Uses (740000 to 769999)	1,437,987.51	395,670.24	395,670.24	27.52%	462,295.74	580,021.53	40.34%
Total Expenditure	147,193,104.03	69,506,815.79	69,506,815.79		13,052,494.36	64,633,793.88	
Total Fund 01 GENERAL FUND	(2,929,941.21)	20,170,362.82	20,170,362.82		(13,002,865.56)	(10,097,438.47)	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Run: 2/5/2018 9:56 AM

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Page 2 of 14

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 21 BOND INTEREST AND REDEMPTIONF							
Revenue							
Other State Revenue (860000 to 869999)	215,000.00	-	-	0.00%	-	215,000.00	100.00%
Other Local Revenue (880000 to 889999)	21,450,000.00	913,883.01	913,883.01	4.26%	-	20,536,116.99	95.74%
All Other Financing Sources (890000 to 897999)	-	1,476,622.81	1,476,622.81	100.00%	-	(1,476,622.81)	0.00%
Total Revenue	<u>21,665,000.00</u>	<u>2,390,505.82</u>	<u>2,390,505.82</u>		<u>-</u>	<u>19,274,494.18</u>	
Expenditure							
Other Financing Uses (700000 to 729999)	21,665,000.00	20,274,936.20	20,274,936.20	93.58%	-	1,390,063.80	6.42%
Total Expenditure	<u>21,665,000.00</u>	<u>20,274,936.20</u>	<u>20,274,936.20</u>		<u>-</u>	<u>1,390,063.80</u>	
Total Fund 21 BOND INTEREST AND REDEMPTIONF	<u>-</u>	<u>(17,884,430.38)</u>	<u>(17,884,430.38)</u>		<u>-</u>	<u>17,884,430.38</u>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Run: 2/5/2018 9:56 AM

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Page 3 of 14

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 41 CAPITAL OUTLAY PROJECTS FUND							
Revenue							
Other State Revenue (860000 to 869999)	1,258,092.11	484,565.11	484,565.11	38.52%	-	773,527.00	61.48%
Other Local Revenue (880000 to 889999)	1,359,413.00	1,027,887.55	1,027,887.55	75.61%	-	331,525.45	24.39%
Interfund Transfers In (898000 to 898999)	196,487.00	196,487.00	196,487.00	100.00%	-	-	0.00%
Total Revenue	2,813,992.11	1,708,939.66	1,708,939.66		-	1,105,052.45	
Expenditure							
Classified Salary (200000 to 299999)	200,721.62	117,087.60	117,087.60	58.33%	-	83,634.02	41.67%
Employee Benefit (300000 to 399999)	79,289.27	44,453.58	44,453.58	56.07%	-	34,835.69	43.93%
Services and Operating Expenditures (500000 to 599999)	2,737,879.00	780,597.61	780,597.61	28.51%	1,236,394.63	720,886.76	26.33%
Capital Outlay (600000 to 699999)	5,316,202.11	1,753,082.74	1,753,082.74	32.98%	720,216.34	2,842,903.03	53.48%
Total Expenditure	8,334,092.00	2,695,221.53	2,695,221.53		1,956,610.97	3,682,259.50	
Total Fund 41 CAPITAL OUTLAY PROJECTS FUND	(5,520,099.89)	(986,281.87)	(986,281.87)		(1,956,610.97)	(2,577,207.05)	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Run: 2/5/2018 9:56 AM

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Page 4 of 14

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 42 REVENUE BOND CONSTRUCTION FUND							
Revenue							
Other Local Revenue (880000 to 889999)	-	103,564.16	103,564.16	100.00%	(44,179.74)	(59,384.42)	100.00%
Total Revenue	-	103,564.16	103,564.16		(44,179.74)	(59,384.42)	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	310,963.00	53,692.36	53,692.36	17.27%	171,568.02	85,702.62	27.56%
Capital Outlay (600000 to 699999)	7,807,540.61	1,795,485.44	1,795,485.44	23.00%	1,845,338.78	4,166,716.39	53.37%
Total Expenditure	8,118,503.61	1,849,177.80	1,849,177.80		2,016,906.80	4,252,419.01	
Total Fund 42 REVENUE BOND CONSTRUCTION FUN	<u>(8,118,503.61)</u>	<u>(1,745,613.64)</u>	<u>(1,745,613.64)</u>		<u>(2,061,086.54)</u>	<u>(4,311,803.43)</u>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Run: 2/5/2018 9:56 AM

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Page 5 of 14

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 59 ENTERPRISE FUND-FCC AUCTION							
Revenue							
Other Local Revenue (880000 to 889999)	-	86,559.66	86,559.66	100.00%	-	(86,559.66)	0.00%
All Other Financing Sources (890000 to 897999)	157,113,171.00	157,113,171.00	157,113,171.00	100.00%	-	-	0.00%
Total Revenue	157,113,171.00	157,199,730.66	157,199,730.66		-	(86,559.66)	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	960,000.00	110,806.20	110,806.20	11.54%	304,769.42	544,424.38	56.71%
Capital Outlay (600000 to 699999)	1,100,000.00	5,099.20	5,099.20	0.46%	1,700.80	1,093,200.00	99.38%
Interfund Transfers Out (730000 to 739999)	340,000.00	20,340,000.00	20,340,000.00	5,982.35%	-	(20,000,000.00)	(5,882.35%)
Total Expenditure	2,400,000.00	20,455,905.40	20,455,905.40		306,470.22	(18,362,375.62)	
Total Fund 59 ENTERPRISE FUND-FCC AUCTION	154,713,171.00	136,743,825.26	136,743,825.26		(306,470.22)	18,275,815.96	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Run: 2/5/2018 9:56 AM

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Page 6 of 14

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 68 RETIREE BENEFIT FUND							
Revenue							
Other Local Revenue (880000 to 889999)	261,000.00	68,452.62	68,452.62	26.23%	-	192,547.38	73.77%
Interfund Transfers In (898000 to 898999)	-	20,000,000.00	20,000,000.00	100.00%	-	(20,000,000.00)	0.00%
Total Revenue	261,000.00	20,068,452.62	20,068,452.62		-	(19,807,452.62)	
Expenditure							
Employee Benefit (300000 to 399999)	371,234.00	172,269.10	172,269.10	46.40%	-	198,964.90	53.60%
Total Expenditure	371,234.00	172,269.10	172,269.10		-	198,964.90	
Total Fund 68 RETIREE BENEFIT FUND	(110,234.00)	19,896,183.52	19,896,183.52		-	(20,006,417.52)	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Run: 2/5/2018 9:56 AM

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Page 7 of 14

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 72 CHILD DEVELOPMENT FUND							
Revenue							
Federal Revenue (810000 to 819999)	243,380.00	88,788.00	88,788.00	36.48%	14,897.17	139,694.83	57.40%
Other State Revenue (860000 to 869999)	2,753,474.00	1,109,748.58	1,109,748.58	40.30%	171,710.70	1,472,014.72	53.46%
Other Local Revenue (880000 to 889999)	222,350.00	123,973.84	123,973.84	55.76%	-	98,376.16	44.24%
Total Revenue	3,219,204.00	1,322,510.42	1,322,510.42		186,607.87	1,710,085.71	
Expenditure							
Classified Salary (200000 to 299999)	1,727,463.74	960,198.39	960,198.39	55.58%	-	767,265.35	44.42%
Employee Benefit (300000 to 399999)	789,680.94	424,335.25	424,335.25	53.74%	-	365,345.69	46.26%
Books and Supplies (400000 to 499999)	328,392.96	74,721.54	74,721.54	22.75%	116,906.59	136,764.83	41.65%
Services and Operating Expenditures (500000 to 599999)	207,574.83	3,240.33	3,240.33	1.56%	-	204,334.50	98.44%
Capital Outlay (600000 to 699999)	166,004.00	4,094.51	4,094.51	2.47%	3,487.87	158,421.62	95.43%
Total Expenditure	3,219,116.47	1,466,590.02	1,466,590.02		120,394.46	1,632,131.99	
Total Fund 72 CHILD DEVELOPMENT FUND	87.53	(144,079.60)	(144,079.60)		66,213.41	77,953.72	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Run: 2/5/2018 9:56 AM

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Page 8 of 14

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 73 STUDENT BODY CENTER FEE FUND							
Revenue							
Other Local Revenue (880000 to 889999)	285,750.00	225,422.04	225,422.04	78.89%	-	60,327.96	21.11%
Total Revenue	285,750.00	225,422.04	225,422.04		-	60,327.96	
Expenditure							
Classified Salary (200000 to 299999)	160,980.31	100,595.98	100,595.98	62.49%	-	60,384.33	37.51%
Employee Benefit (300000 to 399999)	60,046.55	36,321.97	36,321.97	60.49%	-	23,724.58	39.51%
Books and Supplies (400000 to 499999)	16,200.00	1,948.59	1,948.59	12.03%	-	14,251.41	87.97%
Services and Operating Expenditures (500000 to 599999)	24,023.14	1,584.08	1,584.08	6.59%	-	22,439.06	93.41%
Capital Outlay (600000 to 699999)	24,500.00	-	-	0.00%	21,426.49	3,073.51	12.54%
Total Expenditure	285,750.00	140,450.62	140,450.62		21,426.49	123,872.89	
Total Fund 73 STUDENT BODY CENTER FEE FUND	-	84,971.42	84,971.42		(21,426.49)	(63,544.93)	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Run: 2/5/2018 9:56 AM

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Page 9 of 14

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 74 KVCR FUND							
Revenue							
Other Local Revenue (880000 to 889999)	1,807,827.03	1,139,110.71	1,139,110.71	63.01%	50,585.84	618,130.48	34.19%
Interfund Transfers In (898000 to 898999)	2,000,405.00	740,000.00	740,000.00	36.99%	-	1,260,405.00	63.01%
Total Revenue	3,808,232.03	1,879,110.71	1,879,110.71		50,585.84	1,878,535.48	
Expenditure							
Certificated Salary (100000 to 199999)	12,000.00	5,292.00	5,292.00	44.10%	-	6,708.00	55.90%
Classified Salary (200000 to 299999)	1,418,424.05	957,168.43	957,168.43	67.48%	-	461,255.62	32.52%
Employee Benefit (300000 to 399999)	603,697.07	319,969.93	319,969.93	53.00%	-	283,727.14	47.00%
Books and Supplies (400000 to 499999)	30,700.00	9,108.67	9,108.67	29.67%	13,870.78	7,720.55	25.15%
Services and Operating Expenditures (500000 to 599999)	1,675,323.03	442,962.14	442,962.14	26.44%	515,887.09	716,473.80	42.77%
Capital Outlay (600000 to 699999)	67,500.00	57,118.72	57,118.72	84.62%	3,820.80	6,560.48	9.72%
Total Expenditure	3,807,644.15	1,791,619.89	1,791,619.89		533,578.67	1,482,445.59	
Total Fund 74 KVCR FUND	587.88	87,490.82	87,490.82		(482,992.83)	396,089.89	

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Run: 2/5/2018 9:56 AM

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Page 10 of 14

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 76 KVCR EDUCATIONAL FOUNDATION							
Revenue							
Other Local Revenue (880000 to 889999)	2,883,437.98	784,754.62	784,754.62	27.22%	229,413.88	1,869,269.48	64.83%
Total Revenue	2,883,437.98	784,754.62	784,754.62		229,413.88	1,869,269.48	
Expenditure							
Classified Salary (200000 to 299999)	354,128.78	163,402.90	163,402.90	46.14%	-	190,725.88	53.86%
Employee Benefit (300000 to 399999)	113,696.94	49,490.01	49,490.01	43.53%	-	64,206.93	56.47%
Books and Supplies (400000 to 499999)	32,250.00	5,003.56	5,003.56	15.51%	5,118.55	22,127.89	68.61%
Services and Operating Expenditures (500000 to 599999)	814,376.59	162,409.40	162,409.40	19.94%	200,418.53	451,548.66	55.45%
Capital Outlay (600000 to 699999)	14,000.00	-	-	0.00%	-	14,000.00	100.00%
Other Financing Uses (700000 to 729999)	275,000.00	-	-	0.00%	-	275,000.00	100.00%
Interfund Transfers Out (730000 to 739999)	1,279,985.00	400,000.00	400,000.00	31.25%	-	879,985.00	68.75%
Total Expenditure	2,883,437.31	780,305.87	780,305.87		205,537.08	1,897,594.36	
Total Fund 76 KVCR EDUCATIONAL FOUNDATION	0.67	4,448.75	4,448.75		23,876.80	(28,324.88)	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Run: 2/5/2018 9:56 AM

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Page 11 of 14

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 78 SELF INSURANCE-LIABILITY&PROP							
Revenue							
Other Local Revenue (880000 to 889999)	-	2,295.38	2,295.38	100.00%	-	(2,295.38)	0.00%
Interfund Transfers In (898000 to 898999)	550,000.00	550,000.00	550,000.00	100.00%	-	-	0.00%
Total Revenue	550,000.00	552,295.38	552,295.38		-	(2,295.38)	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	765,000.00	562,251.06	562,251.06	73.50%	36,215.94	166,533.00	21.77%
Total Expenditure	765,000.00	562,251.06	562,251.06		36,215.94	166,533.00	
Total Fund 78 SELF INSURANCE-LIABILITY&PROP	<u>(215,000.00)</u>	<u>(9,955.68)</u>	<u>(9,955.68)</u>		<u>(36,215.94)</u>	<u>(168,828.38)</u>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Run: 2/5/2018 9:56 AM

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Page 12 of 14

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 79 EDCT FOUNDATION							
Revenue							
Other State Revenue (860000 to 869999)	250,000.00	25,000.00	25,000.00	10.00%	-	225,000.00	90.00%
Other Local Revenue (880000 to 889999)	18,996.00	66,197.11	66,197.11	348.48%	-	(47,201.11)	(248.48%)
Interfund Transfers In (898000 to 898999)	200,000.00	200,500.00	200,500.00	100.25%	-	(500.00)	(0.25%)
Total Revenue	468,996.00	291,697.11	291,697.11		-	177,298.89	
Expenditure							
Certificated Salary (100000 to 199999)	10,000.00	-	-	0.00%	-	10,000.00	100.00%
Classified Salary (200000 to 299999)	148,469.38	103,144.63	103,144.63	69.47%	-	45,324.75	30.53%
Employee Benefit (300000 to 399999)	62,165.06	30,118.16	30,118.16	48.45%	-	32,046.90	51.55%
Books and Supplies (400000 to 499999)	22,330.00	5,905.79	5,905.79	26.45%	5,393.28	11,030.93	49.40%
Services and Operating Expenditures (500000 to 599999)	113,532.00	11,193.60	11,193.60	9.86%	6,317.73	96,020.67	84.58%
Capital Outlay (600000 to 699999)	132,500.00	2,625.87	2,625.87	1.98%	-	129,874.13	98.02%
Total Expenditure	488,996.44	152,988.05	152,988.05		11,711.01	324,297.38	
Total Fund 79 EDCT FOUNDATION	(20,000.44)	138,709.06	138,709.06		(11,711.01)	(146,998.49)	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Run: 2/5/2018 9:56 AM

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Page 13 of 14

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 82 SCHLRSH&LOAN AGENCY KVCR-FNX							
Revenue							
Other Local Revenue (880000 to 889999)	2,113,290.00	1,505,374.93	1,505,374.93	71.23%	477.50	607,437.57	28.74%
Total Revenue	2,113,290.00	1,505,374.93	1,505,374.93		477.50	607,437.57	
Expenditure							
Classified Salary (200000 to 299999)	849,357.14	505,144.64	505,144.64	59.47%	-	344,212.50	40.53%
Employee Benefit (300000 to 399999)	227,239.36	126,548.43	126,548.43	55.69%	-	100,690.93	44.31%
Books and Supplies (400000 to 499999)	29,300.00	9,853.42	9,853.42	33.63%	13,111.12	6,335.46	21.62%
Services and Operating Expenditures (500000 to 599999)	946,193.00	322,672.25	322,672.25	34.10%	487,297.39	136,223.36	14.40%
Capital Outlay (600000 to 699999)	61,200.00	25,741.06	25,741.06	42.06%	24,997.35	10,461.59	17.09%
Total Expenditure	2,113,289.50	989,959.80	989,959.80		525,405.86	597,923.84	
Total Fund 82 SCHLRSH&LOAN AGENCY KVCR-FNX	0.50	515,415.13	515,415.13		(524,928.36)	9,513.73	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

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Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Page 14 of 14

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 84 WORKERS COMPENSATION FUND							
Revenue							
Other Local Revenue (880000 to 889999)	1,325,000.00	652,353.70	652,353.70	49.23%	-	672,646.30	50.77%
Total Revenue	1,325,000.00	652,353.70	652,353.70		-	672,646.30	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	1,110,000.00	720,315.19	720,315.19	64.89%	43,858.02	345,826.79	31.16%
Total Expenditure	1,110,000.00	720,315.19	720,315.19		43,858.02	345,826.79	
Total Fund 84 WORKERS COMPENSATION FUND	215,000.00	(67,961.49)	(67,961.49)		(43,858.02)	326,819.51	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

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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: Amalia Perez, Director, Human Resources

DATE: March 8, 2018

SUBJECT: Information Item: CSEA MOU

RECOMMENDATION

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

OVERVIEW

The District and the California School Employees Association met and entered into the attached MOU.

ANALYSIS

The Memorandums of Understanding constitutes the full and complete Agreement. The MOU pends CSEA ratification.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

MEMORANDUM OF UNDERSTANDING
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO CCD CHAPTER #291
February 12, 2018

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").

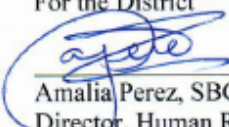
The District and the Association agree to approve the Extension of the Out-of-Class assignment for Richard Garcia, Food Service Worker I, to CDC Food Service Specialist, under the following stipulations:

1. The length of the assignment is effective January 1, 2018 through April 12, 2018 upon the approval of the pending Reclassification into the CDC Food Service Specialist position.
2. The Employee will be compensated from the Classified Salary Schedule Range 29, Step A (\$2904.00). The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for this position, except for those expressly stated herein.
3. Should the pending Reclassification review not be completed, the employee shall return to his regular position as Food Service Worker I.
4. The District and the Association agree that during the Out-of-Class assignment, the Employee's seniority as Food Service Worker I will continue to accrue and the Out-of-Class assignment will not be construed in any manner as a break in service.

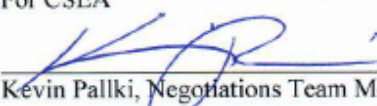
This Memorandum of Understanding constitutes the full and complete Agreement regarding the Out-of-Class assignment of Richard Garcia.

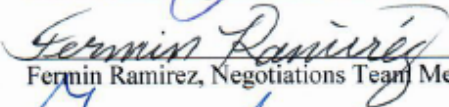
This Agreement is subject to all the approvals required by the CSEA Policy 610 and the District.

For the District


Amalia Perez, SBCCD
Director, Human Resources

For CSEA


Kevin Pallki, Negotiations Team Member


Fernin Ramirez, Negotiations Team Member


Ginger Surphin, Negotiations Team Member


Stacy Garcia, Negotiations Team Member

MEMORANDUM OF UNDERSTANDING
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO CCD CHAPTER #291

January 29, 2018

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").

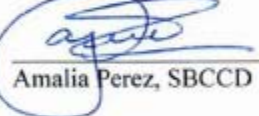
The parties agree as follows:

In accordance with Article 1: Recognition, specifically Article 1.1 and 16.1: Classification, the District and Association, have met and agreed to establish the new classification of the EOP&S Coordinator. Appendix A will be amended to include said job classification.

1. Establish the new classification title of EOP&S Coordinator, Range 45/8 hours/12 months. (Job Description Attached)

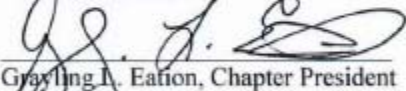
This MOU is subject to Association and District approval and ratification processes.

For the District:



Amalia Perez, SBCCD


For the Association:



Grayling L. Eafon, Chapter President



Kevin Palkki, Team Member



Ginger Sutphin, Team Member



Lynn Breyette,
CSEA Labor Relations Representative

CSEA-48-2B
K9 hte

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

EOP&S COORDINATOR

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.

SUMMARY DESCRIPTION

Under general supervision of the assigned administrator, coordinates various program functions and processes within primary responsibility in a specialized area, according to established policies, procedures, federal and state guidelines; serves as an advocate for students in the program; and coordinates activities within the Extended Opportunity Programs & Services (EOP&S) department.

This position is characterized by the performance of a variety of duties requiring considerable experience in the application and interpretation of regulations and policies governing the EOP&S program and office operations. Exercises independent judgment with minimal direct supervision.

REPRESENTATIVE DUTIES

The following duties are typical for this classification

1. Oversees EOP&S operations; provides work direction and training to student personnel; coordinates schedules and time lines; recommends changes to improve operational efficiency.
2. Coordinates EOP&S program through determination of eligibility and selection of recipients; coordinates and records accurate transmittals and disbursements of book grants, gas cards, parking permits, and collects data for students receiving services.
3. Coordinates administration of the EOP&S program in accordance with State regulations.
4. Organizes, prepares, and maintains a variety of records, statistics, and reports related to the EOP&S program.
5. Coordinates, plans, develops and conducts internal and external presentations, orientations, and workshops on and off campus providing education of program and resource requirements.
6. Prepares and maintains records related to the administration of the EOP&S program in accordance with department and State requirements.
7. Assists with compliance and proper application of District, state, federal regulations, laws, legal mandates, policies, rules, and guidelines to a variety of operational procedures and other EOP&S department programs.
8. Audits student personnel time logs and timesheets for accuracy; monitors labor expenditures.
9. Attends conferences; serves as the college representative at local and regional meetings.
10. Works cooperatively and collaboratively with other related auxiliary programs and services.
11. Facilitates program celebrations and activities; assists with advertisement and promotion of EOP&S program through outreach and literature.
12. Maintain current knowledge of a variety of complex regulations, requirements and policies related to assigned specialty area.
13. Performs related duties as required.

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 of:

Community college educational programs and courses of study, matriculation procedures and student services programs.
Principles and practices of providing training, work direction, and guidance to student workers and volunteers.
Work organization and office management principles and practices.
District organization, operations, policies, objectives, instructional process, and college environment.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles and practices used to establish and maintain files and information retrieval systems.
Principles, practices, and procedures of fiscal, statistical, and administrative research and report preparation.
Principles of business letter writing and basic report preparation.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Remain current on all pertinent regulations and reporting requirements.
Determine eligibility of students for the EOP&S program through analysis and interpretation of data and guidelines.
Coordinate the activities of an effective department outreach program.
Interpret and explain District policies and procedures.
Respond to requests and inquiries from the public.
Deliver presentations before student and community groups.
Plan, organize and execute program activities.
Maintain accurate statistical records, analyze data and draw conclusions and prepare clear and concise reports under tight time constraints.
Work effectively with on and off campus entities.
Establish and maintain a cooperative working relationships with those contacted in the performance of duties.
Work with people who have economic, cultural or language barriers.
Properly handle difficult, sensitive, and confidential student files and materials.
Plan, organize and prioritize work in order to meet schedules and timelines.
Maintain current, accurate and confidential records and office files including financial records.
Independently prepare reports, correspondence and memoranda.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Interact successfully and cooperatively with students and families of diverse ethnic and economic backgrounds.
Adapt to changing technology and learn functionality of new equipment and systems.
Type or enter data at a speed necessary for successful job performance.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

An Associate's degree in Business, Management, Social Sciences and Human Services or a related field from an accredited college or university.

Experience:

Four (4) years of increasingly responsible experience in a higher education student services area involving frequent student contact.

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: March 8, 2018

Range: 45

GRIEVANCE SETTLEMENT AGREEMENT
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO CCD CHAPTER #291
February 12, 2018

This Grievance Settlement Agreement 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").

The parties have met and negotiated the resolution to a dispute regarding the duties performed by DyAnn Walter, User Liaison working-out-of-class as Systems Analyst at Technology & Educational Support Services (TESS).

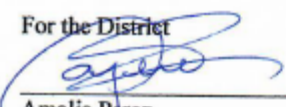
Nothing contained in the Agreement shall be construed as an admission of any wrongdoing whatsoever on the part of the District or CSEA. The District and CSEA agree that it is in the best interest of both parties to resolve the above referenced dispute without the expense of inconvenience of any further proceedings.

The District and CSEA enter into the following agreement as a full and complete settlement of the above-referenced matter:

1. For the time commencing July 1, 2017 through February 12, 2018 the Employee will be compensated from the Classified Salary Schedule Range 44 Step E (\$5263.00) to Range 54 Step A (\$5546.00). The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
2. Effective February 13, 2018, the District will submit an out-of-class, reclassification, promotional, or hiring process moving forward.
3. CSEA and the District acknowledge its duty to bargain on any and all matters within the scope of representation pursuant to the Collective Bargaining Agreement between the parties.
4. CSEA agrees to withdraw, with prejudice, the grievance filed for the above referenced matter.

This Agreement is subject to all approval procedures including procedures required by CSEA Policy 610.

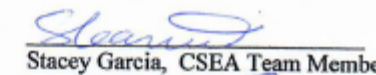
For the District


Amalia Perez
Director, Human Resources

For the Association


Kevin Palkki, CSEA Team Member


Ginger Sulphin, CSEA Team Member


Stacey Garcia, CSEA Team Member


Fermin Ramirez, CSEA Team Member

GRIEVANCE SETTLEMENT AGREEMENT
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO CCD CHAPTER #291
February 12, 2018

This Grievance Settlement Agreement 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").

The parties have met and negotiated the remedy to a grievance filed in the matter of duties performed by Jennine Enriquez within the Financial Aid Department, which were outside of scope of work traditionally performed by the Clerical Assistant II classification at SBVC.

Nothing contained in the Agreement shall be construed as an admission of any wrongdoing whatsoever on the part of the District or CSEA. The District and CSEA agree that it is in the best interest of both parties to resolve the above referenced dispute without the expense of inconvenience of any further proceedings.

The District and CSEA enter into the following agreement as a full and complete settlement of the above-referenced matter:


1. The District and CSEA agree that effective February 12, 2018, the individual mentioned will be compensated for an additional 5% (five percent) salary increase that exceeds STEP E of the classification, Clerical Assistant II.
2. The length of the compensation shall be for the duration of the Out-of-Class duties performed between April 1, 2015 to November 1, 2017.
3. CSEA and the District acknowledge its duty to bargain on any and all matters within the scope of representation pursuant to the Collective Bargaining Agreement between the parties.
4. CSEA agrees to withdraw, with prejudice, the grievance filed for the above referenced matter.

This Agreement is subject to all approval procedures including procedures required by CSEA Policy 610.

For the District


Amalia Perez
Director, Human Resources

For the Association


Kevin Palkki, CSEA Team Member


Ginger Sutphin, CSEA Team Member


Stacey Garcia, CSEA Team Member


Fermin Ramirez, CSEA Team Member

MEMORANDUM OF UNDERSTANDING
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO CCD CHAPTER #291

February 21, 2018

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California Schools Employees Association, and its Chapter #291, (hereinafter "Association").

The District and the Association agree to the following regarding the 4/10 Alternate Work Schedule for the period of Sunday, June 3, 2018, through Saturday, July 28, 2018.

- 1) All bargaining unit members will participate in the 4/10 Alternate Work Schedule except for those employed in the following departments:
 - a. Child Development Centers CHC and SBVC
 - b. KVCR and FNX Technical/Production Staff
 - c. Custodial and Maintenance and Grounds at CHC
 - d. Swimming Pool Attendants at CHC
 - e. Technology Services Department at CHC
- 2) The 4/10 workweek will be Monday through Thursday.
- 3) In the event there is an operational need on Fridays for the campus Custodial staff assigned to the Child Development Center at SBVC and Senior Technology Support Specialist staff at TESS, both parties agree to meet and confer over additional legitimate assignments needed by April 2, 2018 in a separate MOU.
- 4) During the week of July 4, 2018, unit members on the alternate work schedule will receive ten (10) hours of holiday, pay for the holiday on Wednesday, July 4, 2018, and work three (3) ten (10) hour days.
- 5) Individual unit members may opt to work eight (8) hours per day and use two (2) hours of vacation per day, consistent with Article 19.9.
- 6) District Administration shall inform their staff no later than May 6, 2018 of the starting and ending shifts during the summer.
- 7) The following work schedule conditions are noted:

- a. SBVC Grounds Department will work a 4/10 work schedule with a 5:00 a.m. start time and a 3:30 p.m. end time.
- b. The summer work 4/10 schedule start times and end times shall be based on the existing work schedules by adding two (2) hours. The existing work schedules can be adjusted no more than three (3) hours before or after start/end times.

This MOU is subject to the approval and ratification process followed by the District and CSEA.

The effective date of this MOU is February 21, 2018.

For the District:

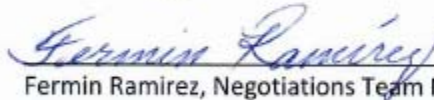
For CSEA, Chapter 291:



Amalia Perez
Director, Human Resources



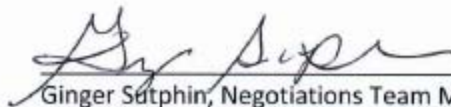
Kevin Palkki, Negotiations Team Member



Fermin Ramirez, Negotiations Team Member



Stacy Garcia, Negotiations Team Member



Ginger Sutphin, Negotiations Team Member

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: Lawrence P. Strong, Director of Fiscal Services
DATE: March 8, 2018
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. Monitoring the amount of cash available to meet the District's financial obligations is the core responsibility of the Fiscal Services Department. Attached is the restricted and unrestricted General Fund monthly cash flow analysis for the District.

ANALYSIS

The General Fund cash balance as of June 30, 2018 is estimated to be \$26,342,028.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This is an information item only. There are no financial implications.



General Fund Cash Flow Analysis[†]

Restricted and Unrestricted

Fiscal Year 2017-18

	PROJECTED													
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
Beginning Cash Balance	40,690	42,502	38,957	40,377	35,015	35,390	46,288	42,659	37,272	32,545	31,892	31,226		
Receipts														
Federal	63	-63	199		15	120	24	315	16	-4	283	1,819		2,787
State	5,743	5,846	12,679	6,472	7,315	18,906	5,640	6,273	13,967	8,283	8,377	6,148		105,648
State Deferrals														
Local	3,013	2,059	-224	1,189	3,553	15,063	2,088	1,198	-84	4,852	3,260	-347		35,618
Temporary Borrowings														
Inc Transfer & Sale of Assets			2	4								203		210
Accounts Receivable/Accruals	544	3,487	667	585	75	-757	-144	70	376	253	576	59		5,791
Total Receipts	9,363	11,329	13,322	8,251	10,957	33,332	7,607	7,856	14,275	13,384	12,498	7,882		150,054
Disbursements														
Academic Salaries	1	2,026	3,560	3,907	3,973	3,911	3,929	3,673	3,895	3,957	3,963	6,427		43,223
Classified Salaries	1,943	2,200	2,525	2,485	2,539	2,762	2,448	2,251	2,728	2,564	2,631	3,080		30,157
Benefits	951	1,677	1,937	1,969	1,861	2,019	1,989	2,050	2,143	2,118	2,126	3,582		24,423
Supplies & Materials	-8	71	157	186	144	61	166	263	275	207	405	1,411		3,337
Other Operating Exp	161	211	2,288	4,365	1,691	1,681	1,730	4,608	6,891	4,504	3,595	6,566		38,293
Capital Outlay	1	7	145	242	172	167	71	293	363	509	600	2,595		5,166
Other Outgo	26	341	429	180	205	145	28	113	55	172	44	856		2,594
Longterm Post-Employment Benefits		-8	-7	-2	-1	-1	-3	-8	40	-1	6	-4		11
Accounts Payable/Accruals	4,481	8,348	868	280	-2	11,689	878	-3	2,612	7	-207	-11,747		17,203
Total Disbursements	7,556	14,874	11,902	13,612	10,582	22,434	11,237	13,242	19,002	14,037	13,163	12,766		164,407
Increase / (Decrease) in Cash Balance	1,807	-3,545	1,420	-5,362	375	10,898	-3,630	-5,386	-4,727	-654	-666	-4,884		
Ending Cash Balance	42,497	38,957	40,377	35,015	35,390	46,288	42,659	37,272	32,545	31,892	31,226	26,342		

[†] Rounded to the nearest 1,000.

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: Lawrence P. Strong, Director of Fiscal Services
DATE: March 8, 2018
SUBJECT: Quarterly Financial Status Report

RECOMMENDATION

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

OVERVIEW

The District is required to report its financial and budgetary conditions to the Chancellor's Office quarterly on the CCFS-311Q form.

ANALYSIS

The attached report reflects the District's ability to operate within its fiscal means, with the use of short-term borrowing to meet its cash flow needs. Questions regarding this report may be addressed to the Fiscal Services Department.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

Quarterly Financial Status Report, CCFS-311Q

ENTER OR EDIT CURRENT DATA

2017-2018 Q2 Closed For Edits.

CHANGE THE PERIOD

Fiscal Year: 2017-2018

Quarter Ended: (Q2) Dec 31, 2017

District: (980) SAN BERNARDINO

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
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I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Closed for edits after Feb 16, 2018

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	93,386,306	93,407,124	55,542,163	93,407,124
A.2	Other Financing Sources (Object 8900)	0	0	6,460	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	93,386,306	93,407,124	55,548,623	93,407,124
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	93,630,722	93,892,781	40,040,348	93,892,781
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	993,376	993,376	762,472	993,376
B.3	Total Unrestricted Expenditures (B.1 + B.2)	94,624,098	94,886,157	40,802,820	94,886,157
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-1,237,792	-1,479,033	14,745,803	-1,479,033
D.	Fund Balance, Beginning	22,818,673	22,818,673	22,818,673	22,818,673
D.1	Prior Year Adjustments + (-)	-214,668	-214,668	-214,668	-214,668
D.2	Adjusted Fund Balance, Beginning (D + D.1)	22,604,005	22,604,005	22,604,005	22,604,005
E.	Fund Balance, Ending (C. + D.2)	21,366,213	21,124,972	37,349,808	21,124,972
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	22.6%	22.3%	91.5%	22.3%

SAVE EDITS »»

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)				15,247
-----	---	--	--	--	--------

Amount as of the Specified Quarter Ended

III. Total General Fund Cash Balance (Unrestricted and Restricted)

H.1	Cash, excluding borrowed funds	46,289,201
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1+ H.2)	46,289,201

IV. Has the district settled any employee contracts during this quarter?

☒ Yes☐ No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management		Academic		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
YYYY-YY						
a. SALARIES:						
Year 1:						
Year 2:						
Year 3:						
b. BENEFITS:						
Year 1:						
Year 2:						
Year 3:						

* As specified in Collective Bargaining Agreement or other Employment Contract

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c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

2000 Characters Remaining

V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

☒ Yes☐ No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed?

This year?

☐ Yes

☐ No

Next year?

☐ Yes

☐ No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

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California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4550
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CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

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Fiscal Year: 2017-2018

District: (980) SAN BERNARDINO

Quarter Ended: (Q2) Dec 31, 2017

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2014-15	Actual 2015-16	Actual 2016-17	Projected 2017-2018
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	77,430,155	98,085,704	96,715,398	93,407,124
A.2	Other Financing Sources (Object 8900)	1,012,120	4,846	16,241	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	78,442,275	98,090,550	96,731,639	93,407,124
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	78,869,870	83,535,522	89,347,559	93,892,781
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,809,993	12,705,000	1,231,356	993,376
B.3	Total Unrestricted Expenditures (B.1 + B.2)	80,679,863	96,240,522	90,578,915	94,886,157
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-2,237,588	1,850,028	6,152,724	-1,479,033
D.	Fund Balance, Beginning	16,684,210	14,446,622	16,665,949	22,818,673
D.1	Prior Year Adjustments + (-)	0	369,299	-214,668	-214,668
D.2	Adjusted Fund Balance, Beginning (D + D.1)	16,684,210	14,815,921	16,451,281	22,604,005
E.	Fund Balance, Ending (C. + D.2)	14,446,622	16,665,949	22,604,005	21,124,972
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	17.9%	17.3%	25%	22.3%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	14,717	15,352	14,511	15,247
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2014-15	2015-16	2016-17	2017-2018
H.1	Cash, excluding borrowed funds		31,636,547	36,475,332	46,289,201
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	21,726,286	31,636,547	36,475,332	46,289,201

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	93,386,306	93,407,124	55,542,163	59.5%
I.2	Other Financing Sources (Object 8900)	0	0	6,460	
I.3	Total Unrestricted Revenue (I.1 + I.2)	93,386,306	93,407,124	55,548,623	59.5%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	93,630,722	93,892,781	40,040,348	42.6%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	993,376	993,376	762,472	76.8%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	94,624,098	94,886,157	40,802,820	43%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-1,237,792	-1,479,033	14,745,803	
L.	Adjusted Fund Balance, Beginning	22,604,005	22,604,005	22,604,005	
L.1	Fund Balance, Ending (C. + L.2)	21,366,213	21,124,972	37,349,808	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	22.6%	22.3%		

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management	Academic	Classified
		Permanent	Temporary

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year?

NO

Next year?

NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)