



BOARD MEETING ADDENDUM

March 8, 2018

AGENDA ITEM#	PG #	ACTION TO BE TAKEN
New Consent Item		Add and approve item: Consideration of Approval of Classified Job Description
New Consent Item		Add and approve item: Consideration of Approval of Interim Management Appointments
9.c.7	87-88	Replace and approve pages as attached.
9.d.2	121	Remove conference attendance for Wei Zhou to attend CEO Symposium on 3/2/18-3/5/18.
9.d.2	132	Add conference attendance.
Karol Pasillas	Administrative Services	2018 CollegeNET User Conference
		07/08/18 07/12/18 Portland, OR
		Each workshop is designed to help get the most from CollegeNET's features and services and to assist in accomplishing facility management goals. This enhanced training will help with the ongoing implementation of Resource 25 live scheduling program.
		\$2,585.87
		Administrative Services General Funds
		SBVC
9.d.2	133	Remove conference attendance for Brandon Trussell to attend CCPRO on 4/10/18-4/13/18.
9.d.6	178	Turf Star contract is for CHC as indicated under Purpose and Information.
10b	302	BP 3226 Awards - edited the formatting of item D to match items A-C.
10c	325	BP 3710 - approve per track changes.
		<p>The Chancellor is directed to shall 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 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.</p> <p>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.</p> <p>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.</p> <p>References: </p> <p>Education Code Sections 72207, and and 81459; 17 U.S. Code Section 204; 17 U.S. Code Section 201</p>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Amalia Perez, Director, Human Resources
DATE: March 8, 2018
SUBJECT: Consideration of Approval of Classified Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the Extended Opportunity Programs & Services (EOP&S) Coordinator new classified job description.

OVERVIEW

The EOP&S Coordinator job description is critical to the continuation of the activities within the Extended Opportunity Programs and Services provided by Crafton Hills College.

ANALYSIS

This position 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.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

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

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 Interim Management Appointments

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of, and ratify the employment contracts for, the employees on the attached list.

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

It is necessary to appoint individuals to serve on an interim basis until the positions are filled permanently.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2017-2018 budget.

**Approval of Interim Management Appointments
March 8, 2018**

Name, Department, Site, Position	Effective Dates	Schedule, Range & Step	Monthly Amount	New/ Replacing	Fund	Live Scan Clearance
Keith Wurtz Interim Vice President of Instruction, CHC	3/1/2018- 6/30/2018	Management/23B	\$11,891.72	Kathy Bakhit	General Fund	On File

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	11.61%
Total Educational Administrator Head Count	15
Total African-American Educational Administrator Head Count	2
Total African-American Educational Administrator Percentage	13.33%
Total Staff Head Count	208
Total African-American Staff Head Count	27
Percentage of African-American Staff	12.98%
Total Academic, Temporary Head Count	425
Total African-American Academic, Temporary Head Count	34
Percentage of African-American Academic, Temporary	8.08%
Total Academic, Tenured/Tenure Track Head Count	178
Total African-American Academic, Tenured/Tenure Track Head Count	38
Percentage Academic, Tenured/Tenure Track Head Count	21.34%
Total Faculty and Staff Head Count	825
Total Percentage of African-American Faculty and Staff	12.24%