



BOARD MEETING ADDENDUM

April 12, 2018

AGENDA ITEM#	PG #	ACTION TO BE TAKEN																
CONSENT AGENDA																		
10.b.7	46	Correction: Remove Reginald Bass from the list of resignations.																
10.c.1	58	Correction: Site should be SBCCD for Districtwide New Employee Luncheon & EEO Training on 4/13/18.																
10.c.1	66	Correction: Site should be SBVC for SBCCD Secretaries Day on 6/27/18.																
10.c.3	74	Remove: CEO Leadership Academy 6/7/18-6/10/18.																
10.c.8	106	Add: additional contract for Shades of Blue to the routine contracts list.																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Contract Type</i></th> <th></th> <th></th> <th></th> </tr> <tr> <th style="text-align: left;"><i>Firm</i></th> <th style="text-align: left;"><i>Purpose and Information</i></th> <th style="text-align: left;"><i>Department / Location</i></th> <th style="text-align: left;"><i>Amount</i></th> </tr> </thead> <tbody> <tr> <td colspan="4">General</td> </tr> <tr> <td>Shades of Blue</td> <td>(16488) Silver level sponsorship of the Aerospace Academy's project, with recognition as a sponsor on academy's webpage, flyers and Facebook Term: 1/1/2018 - 12/31/2018 Funding Source: General Funds</td> <td>Chancellor/SBCCD</td> <td>\$500.00</td> </tr> </tbody> </table>			<i>Contract Type</i>				<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	General				Shades of Blue	(16488) Silver level sponsorship of the Aerospace Academy's project, with recognition as a sponsor on academy's webpage, flyers and Facebook Term: 1/1/2018 - 12/31/2018 Funding Source: General Funds	Chancellor/SBCCD	\$500.00
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10.c.13	152	Correction: Revised the analysis to read: As part of the initiative to achieve fiscal independence from the San Bernardino County Superintendent of Schools, SBCCD is implementing a new enterprise resource planning ("ERP") system. As a result of the ERP implementation, there will be a period of approximately two months when SBCCD will not be able to issue payments through the normal purchasing process. The requested increase is necessary to provide sufficient Revolving Cash funds to meet critical payroll and vendor payments during this ERP transition. After the transition, Fiscal Services will request that the Revolving Cash account be reduced back to \$200,000.																



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10.c.17 161 **Correcton:** Revise as attached.

Revised the Recommendation to Read: It is recommended that the Board of Trustees award Bid #01-1617-11 and contract to Dalke & Sons Construction, Inc. of Riverside CA. for the Health Life Science (HLS) Nursing Lab Renovation project at San Bernardino Valley College in the amount of **\$638,198.00**. This includes the base contract amount of **\$580,180.00** as well as any and all change orders up to 10% of the contract value approved by the Executive Vice Chancellor, as set forth in the original contract.

Revised the Analysis Table to Read:

Vendor	Total Bid	Bid Award With Selected Alternates
Dalke & Sons Construction, Inc. of Riverside CA	\$553,680.00	\$580,180.00
Kemcorp Construction, Inc. of Ontario CA	\$561,000.00	\$581,000.00
Spec Construction Co., Inc. of Ontario CA	\$818,700.00	\$875,500.00

ACTION AGENDA

11	NEW ITEM	Add: new item as attached: Consideration of Approval to Dissolve the Board's K-12 Board Ad Hoc Committee
11.f	242	Correction: Revise and replace attached chart: Proposal for Allotment of \$57 Million in FCC Auction Proceeds.
11.i	247	Add: the addition of BP & AP 7250 Educational Administrators to the list of APs and BPs for first reading.
11.i	271	Correction: The BP was updated to read: The District's career and technical programs will follow Title 5 guidelines for such programs. The change reflects the same language used in the AP and in the title of the BP.
11.j	292	Correction: The word "final" was struck from the last sentence in BP 3226.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Hussain Agah, Director of Facilities Planning & Construction

DATE: April 12, 2018

SUBJECT: Consideration of Approval to Award Bid #01-1617-11 and Contract to Dalke & Sons Construction, Inc. of Riverside CA

RECOMMENDATION

It is recommended that the Board of Trustees award Bid #01-1617-11 and contract to Dalke & Sons Construction, Inc. of Riverside CA. for the Health Life Science (HLS) Nursing Lab Renovation project at San Bernardino Valley College in the amount of ~~\$609,048~~ \$638,198.00. This includes the base contract amount of ~~\$553,680.00~~ \$580,180.00 as well as any and all change orders up to 10% of the contract value approved by the Executive Vice Chancellor, as set forth in the original contract.

OVERVIEW

Construction Services for the HLS Nursing Lab Renovation project at SBVC will allow nursing and pharmacy students to learn with updated technology as well as test their skills through simulation and monitoring of their peers.

ANALYSIS

A public bid opening was conducted on March 23, 2018 and the District received three bids:

Vendor	Total Bid	Bid Award With Selected Alternates
Dalke & Sons Construction, Inc. of Riverside CA	\$533,680.00 \$553,680.00	\$553,680.00 \$580,180.00
Kemcorp Construction, Inc. of Ontario CA	\$541,000.00 \$561,000.00	\$561,000.00 \$581,000.00
Spec Construction Co., Inc. of Ontario CA	\$798,700.00 \$818,700.00	\$818,700.00 \$875,500.00

An analysis of the bids received indicates that Dalke & Sons Construction, Inc. is the lowest, most responsive bidder. The final bid award includes pharmacy room renovation alternate.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of his contract is included in the Fund 42 Revenue Bond Construction 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: April 12, 2018
SUBJECT: Consideration of Approval to Dissolve the Board's K-12 Board Ad Hoc Committee

RECOMMENDATION

It is recommended that the Board of Trustees dissolve the Board's K-12 Board Ad Hoc Committee.

OVERVIEW

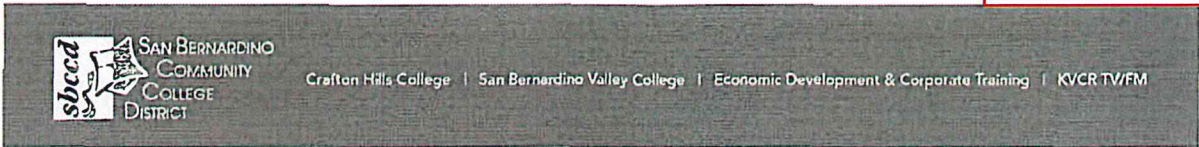
The Board approved the Board K-12 Committees to meet on an as needed basis until projects are complete or June 30, 2017, whichever comes first. The Ad Hoc Committee has completed its assignment.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None



**Proposal for Allotment of
\$76 Million in FCC Auction Proceeds
Second Read for Final Approval**

Guiding Principles

1	KVCR		
2	Mandated Transition & Modernization	\$ 16,000,000	2,3,8,9
3	Operations Deficit for Three Years (2017-18, 2018-19, 2019-20)	5,000,000	2,5,9
4	Media Academy Start Up	2,000,000	1,2,8,9
5	KVCR Endowment	30,000,000	1,2,5,8,9,10
6	TOTAL KVCR (<i>Amounts not expended as allotted will be added to KVCR Endowment.</i>)	\$ 53,000,000	
7	COLLEGES		
8	SBVC (69.71%)†	\$ 6,971,000	
9	CHC (30.29%)†	3,029,000	
10	Reserve for “Promise Program”	10,000,000	
11	TOTAL COLLEGES*	\$ 20,000,000	1,2,7,9
12	DISTRICT SUPPORT SERVICES	\$ 1,000,000	1,2,7,9
13	ESTIMATED AUCTION EXPENSE REIMBURSEMENT TO GENERAL FUND	\$ 2,000,000	1,2,4,6,9
14	TOTAL ALLOCATION PROPOSED	\$ 76,000,000	
15	ORIGINAL PROPOSAL	\$57,000,000	
16	ADDITIONAL ALLOCATION PROPOSED**	\$19,000,000	

†Percentage distribution based on Resource Allocation Model (www.sbccd.org/bfs/2017-18budget, page 8) and proposed by District Budget Committee.

*Colleges also received \$20 million in early 2018 as an investment in the Pension Rate Stabilization Trust (STRS/PERS) per FCC Guiding Principles 1,2,6,8,9,10,11, and 12.

**Funds come from the \$80 million approved by the Board on December 14, 2017

Current Status: *Draft*

PolicyStat ID: 4795635



Origination: N/A
Last Approved: N/A
Last Revised: N/A
Next Review: 03/2018
Owner: *Human Resources Human Resources*
Policy Area: *Chapter 7 Human Resources*
References: *Legally Required*

BP 7250 Educational Administrators

(Replaces current SBCCD BP 7250)

An educational administrator is a person employed by the Board of Trustees in a supervisory or management position as defined in Government Code Sections 3540 et seq.

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding instructional or student services programs of the District.

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law and by District policies and administrative procedures.

Educational Administrators shall be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Chancellor.

Educational administrators shall be employed by an appointment or contract. ~~Deans, Vice Presidents, and Associate Vice Chancellors~~ and shall receive up to two (2) year contracts. Presidents and Vice Chancellors shall receive up to three (3) year contracts. The District Chancellor shall be given a contract length determined by the Board within the limitations of the Education Code.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his/her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his/her administrative assignment expires or is terminated, if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed jointly by the Chancellor and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic

Senate to determine whether an administrator possesses minimum qualifications for employment as a faculty member.

- The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.
- The District has a vacancy for which the administrator meets minimum qualifications.

References:

Education Code Sections 72411 et seq., 87002(b), and 87457-87460; Government Code Section 3540.1(g) and (m)

Attachments:

BP 7250 Educational Administrators -
Comments
BP 7250 Educational Administrators - Legal
Citations
SBCCD - Overview for Legal Update 31 Final
Version.docx

No items found in history

DRAFT



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	03/2018
Owner:	Human Resources Human Resources
Policy Area:	Chapter 7 Human Resources
References:	

AP 7250 Educational Administrators

(Replaces current SBCCD AP 7250)

HIRING QUALIFICATIONS

For California educational administrators, the minimum qualifications are a master's degree (in any discipline), and one year of formal training, internship, or leadership experience reasonably related to the administrator's assignment. Public California community college districts have hiring authority and must adhere to the minimum qualifications when establishing hiring criteria and/or determining hiring eligibility. The districts may include additional criteria over and above the minimums, but can never hire below the minimums.

San Bernardino Community College District has established the following additional hiring qualifications for all educational administrator positions:

A. Demonstrated sensitivity to, understanding of, and respect for the diverse academic, socio-economic, cultural, disability, religious, sexual orientation, gender expression, and ethnic backgrounds of community college students. Board Policy 3410 refers.

B. Commitment to participate in the collegiate consultation process of the College and the District.

GENERAL HIRING PROVISIONS

A. Approval to Fill a Position

Requests to fill newly created or vacant positions must be approved by the appropriate administrator, college president, fiscal officer and Human Resources to validate an approved job description. Requests will be submitted and approved through the online application process described below. Additional manual approvals may be required by the Chancellor, depending on the particular position or general financial condition of the District. Such manual approvals will be managed by the Executive Vice Chancellor, who serves in the role of District Equal Opportunity Officer for this procedure.

B. Online Employment Application Process

Once a request to fill a position is approved, a designated Human Resources staff member will set up an online application process for proper publications, control and record-keeping purposes. All applicants must submit the required application materials through the online system, unless they contact the Human Resources Department and request a disability accommodation. Such accommodations will be decided and made available by the Human Resources Department.

C. Recruitment

The District shall maintain a program of verifiable equal employment opportunity recruitment of qualified members of historically underrepresented groups in all job categories and classifications, including but not limited to faculty, classified and confidential employees; categorically funded positions; and all other executive, administrative and managerial positions.

D. Job Announcements

Job announcements online and in print media shall clearly state job specifications setting forth the responsibilities as well as the requisite knowledge, skills, and abilities necessary for job performance. Job specifications shall be jointly determined by the appropriate administrator and the responsible Human Resources staff member, to assure conformity with the approved job description and the requirements of Title 5, and State and Federal non-discriminatory laws. Final approval of job announcements is the responsibility of Human Resources. The job announcement must include the following:

1. A description of the duties and responsibilities;
2. Minimum qualifications;
3. Desirable qualifications (must be job related and support the responsibilities of the position);
4. Provision for presentation of qualifications that are equivalent to the minimum qualifications;
5. Notification of testing (if required); and
6. Legal qualifiers, established by the Human Resources Department to comply with Federal, State, and District policies and procedures

E. Pre-Screening Process

The responsible Human Resources staff member will pre-screen applications prior to release to the screening committee. The Hiring manager or committee may create desirable qualifications prior to the job announcement being posted. Incomplete applications will not be forwarded to the committee and those applicants will be so advised. Those who do not meet minimum qualifications will be identified. The screening committee may be asked to validate those who are identified. If validated, the Human Resources staff member will notify the applicants accordingly. If the committee believes an applicant meets minimum qualifications, but has been identified otherwise, the committee shall notify the Executive Vice Chancellor, or designee, in writing and include a rationale for inclusion of such applicant. All screening committee members must sign the petition. The Executive Vice Chancellor, or designee shall make the final determination regarding the inclusion of such applicants for further consideration.

F. The Screening Committee

1. For a president's recruitment, the screening committee shall consist ~~fifteen~~^{sixteen} (15~~16~~) members: (1) Associated Student Government appointee; (4~~2~~) California School Employee Association appointee; (1) California Teachers Association appointee; (4) Academic Senate appointees; (2) Classified Senate appointees; (3) Manager's Association appointees (at least one Vice President); (1) foundation board member; (1) confidential staff member; and (1) community member. Additional members may be added by the Chancellor or the Governing Board. If a member is unable to participate in all meetings or continue through the process, the committee may continue with less than the original fifteen members. Members may not be added to the process once it begins.
2. For all other educational administrator positions, the screening committee shall be representative of the

following categories: (1) California Teachers' Association appointee; (1) California School Employee Association appointee; (1) Classified Senate appointee; (2) Academic Senate appointees; and (2) Manager's Association appointees (at least one should be in an equivalent position). The appropriate administrator, in consultation with the Executive Vice Chancellor, or designee, may add other appointees, based on working relationships the position has with other areas of the college, District or community. If a member is unable to participate in all meetings or continue through the process, the committee may proceed with fewer members. New members may not be added to the process once it begins.

3. In both 1. And 2. Above, at least one member of the committee must be from the department or area in which the position is assigned.

4. Each Screening Committee will include an Equal Employment Opportunity representative designated by the Human Resources Department. The representative shall serve to maintain confidentiality and ensure the hiring process remains fair and equitable.

5. Each screening committee member must receive annual training on equal opportunity, diversity, and the employment process for each type of hiring process (educational administrator, faculty, classified/confidential, or non-academic administrator). Such training will be provided by the Human Resources Department.

6. The administrator requesting the position recruitment is responsible for contacting the various organizations and securing members for the screening committee. The list shall be submitted to Human Resources, for approval, to ensure there is a broad representation on the committee.

7. At the first meeting of the screening committee, the members will:

- A. Elect a chair
- B. Be asked to sign a confidentiality agreement
- C. Acknowledge the requirement to fill out evaluation forms and rankings for the candidates.
- D. Develop job-related interview questions
- E. Decide if video conferencing is an acceptable method for interviews (must be offered to all candidates regardless of location)
- F. Determine the candidates for interview and the schedule to accommodate those interviews
- G. Provide a job-related reason for NOT selecting candidates for interview (cannot be a general statement relative to those selected)
- H. Provide written justification for selecting fewer than three (3) candidates for interview.

8. The Executive Vice Chancellor, or designee, will review the questions, candidate selections, reasons for non-selection, and any justifications or notations from the committee. He/she will authorize the designated Human Resources staff member to proceed with the interview phase or may contact the chair of the committee to determine additional considerations for the screening committee.

9. The designated Human Resources staff member will contact the candidates to be interviewed and schedule them according to the dates and times provided by the screening committee. Candidates will be asked if they require any disability accommodation and the Human Resources staff member will handle that request. If the committee has decided to offer video conferencing for the interview, the staff member will offer that option to each candidate.

10. Interviews will be conducted by the members of the screening committee. Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in assessing all the interviewees. Committee

members shall use rating sheets to assess the candidates' answers.

11. The Equal Employment Opportunity representative will ensure all documentation is completed for the interview ratings and recommendation(s). The screening committee will identify strengths and concerns for all candidates advance to the next level of interviews. In addition, a job-related reason for non-selection shall be recorded and provided for those not advancing to the next level.

12. Three or more candidates will be recommended for second level interviews. Anything less than three recommended candidates will require written justification signed by all members of the screening committee. The Executive Vice Chancellor, or designee, shall determine whether to reopen the search, request further considerations by the committee, or pursue some other course of action.

H. Selection Process

1. Second level interview arrangements shall be made by the administrator requesting the position. Arrangements shall include time/place for interviews and inviting those who may assist in the second level interview, (which may include the direct supervisor, someone above the position in the hierarchy, and/or other appropriate advisors). An EEO representative may be present for the second level interview.

2. The designated Human Resources staff member will contact the finalists for second level interviews and communicate the arrangements for the time/place, panel members, and any additional information they may need for the appointment. All candidates for first and second level interviews will be advised that if they must travel more than 100 miles, they may be reimbursed for travel expenses, in accordance with the provisions of the Employee Travel Policy. Mileage will be determined by [MapQuest](#) [Google Maps](#). A District travel claim must be submitted after travel is complete.

3. After the second level interviews have been completed, the administrator will recommend a finalist for the College President or Chancellor to consider. An online notification shall be forwarded to the designated Human Resources staff member.

4. For college-based positions, the President shall arrange for reference checks, final interview, and any additional information he/she may need to substantiate an offer of employment. For District positions, the Human Resources Department shall conduct reference checks, schedule a final interview, and secure additional information for the Chancellor.

5. Upon completion of reference checking, the President and/or Chancellor shall approve the selection and authorize a provisional offer of employment.

6. The designated Human Resources staff member will contact the successful candidate to make the provisional offer of employment, contingent upon passing a Department of Justice background check, demonstrating freedom from tuberculosis, employment eligibility verification (I-9), completing a loyalty oath, and getting Governing Board approval.

7. If the candidate accepts the provisional offer, Human Resources will schedule Governing Board approval consideration and will notify the unsuccessful candidates in writing at the appropriate time.

ADMINISTRATOR RETREAT RIGHTS

A. An educational administrator hired after June 30, 1990, who does not have tenure in the District at the time of hire, may be reassigned to a first-year probationary faculty position and to such a position only if he or she meets the following criteria:

1. He/she holds an educational administrative position that is not part of the classified service.

2. He/she has served in this district a total of at least two years as a full time faculty member or administrator. The requirements of Education Code 87458(c) and (d), or any successor statute, must be met with respect to prior satisfactory service and reason for termination of the educational administrator assignment.
3. He/she is being reassigned for reasons other than for cause, as defined in the Education Code.
4. Reassignment shall not result in the lay-off or forced change in the contract assignment for any contract faculty member.
5. The Academic Senate must certify to the Governing Board that the administrator meets the minimum qualifications for the Faculty Service Area to which the incumbent is to be assigned. The Academic Senate will be given an opportunity to present its views on the reassignment prior to the Board's decision. A written record of the Board's decision, including the views of the Academic Senate, shall be available for review.
6. Reassignment must be in a Faculty Service Area where sufficient assignments exist and are held only by temporary faculty or by contract overload. Likewise, the administrator must provide a statement of interest in the assignment.
7. Unless otherwise specified in the administrator's contract, reassignment to a faculty position shall be compensated based on placement on the faculty salary schedule, according to his/her education and experience. Placement shall include years served as an educational administrator
8. Retreat rights are subject to annual review by the joint Academic Senate Executive Committee along with the Vice Presidents of Instruction from each college. Such review shall take place no later than 15 April of each year, with changes proposed as a joint agreement and forwarded through the Vice Chancellor of Human Resources and Employees Relations and the Chancellor to the Governing Board for approval.

PRE-RETIREMENT REDUCED WORKLOAD OPTION

To apply, the educational administrator must:

1. Be 55 years of age before the beginning of the college year or semester in which the reduction in workload is to start.
2. Must have been employed in an academic position for at least ten (10) years, of which the last five years were full time. Sabbaticals and other approved leaves do not constitute a break in service for this purpose. However, such leaves shall not be used to compute the last five years of full time service for this requirement.
3. Request the pre-retirement reduced workload, and once approved, may only terminate the agreement by mutual consent of the administrator and the District.
 - i. The educational administrator must notify the District in writing, not later than 15 January for the ensuing school year, of his/her request for the pre-retirement reduced workload.
 - ii. The District and the administrator must finalize their agreement by 15 March for the ensuing school year.
4. Make contributions to STRS or PERS (retirement systems) equal to the amount required of a full time (100%) employees.

The District:

1. May approve or disapprove the educational administrator's request for reduced workload, but shall provide the administrator a written rationale for disapproval.

2. Will provide the administrator the same benefits provided to a regular, full time administrator, but shall reduce the salary commensurate with the reduced workload.

3. Will make contributions to STRS or PERS in accordance with the law.

The pre-retirement reduced workload option:

1. Is limited to a period not to exceed five (5) years or until the administrator reaches age 65, whichever comes first.

2. Is limited to no less than one-half the number of service days required by an educational administrator under a full time contract.

3. May only be increased or decreased by mutual consent of the District and the educational administrator.

4. Includes a reduction in sick leave and vacation accrual and usage, commensurate with the reduction in workload.

References:

Education Code Sections 72411 et seq., 87002(b), and 87457-87460; Government Code Section 3540.1(g) and (m)

Attachments:

AP 7250 Educational Administrators -
Comments
AP 7250 Educational Administrators - Legal
Citations
AP 7250 updates as of 03/12/08

No items found in history