



BOARD MEETING ADDENDUM

May 10, 2018

AGENDA ITEM#	PG #	ACTION TO BE TAKEN
11.b.2	48	Revised overview and analysis as attached.
11.b.6	54	Revised recommendation, analysis, and College President job description as attached.
11.b.7	76-77	Revised to include project name for hiring committees as attached.
11.b.10	85	Revised reclassification for Stacy Garcia and Mary Colleen Leon to Range 50, Step B as attached.
11.b.18	143-149	Replace certification form as attached.
11.c.1	156	Remove contract for Twenty-Fifth (25th) Hour Communications Inc. as attached.
11.d.4	234-235	Replace item as attached.
12.b	244	Remove AP 7260 Classified Supervisors and Managers as attached.
13.f	368 & 373	Revise from Range 50 Step A to Range 50 Step B as attached.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

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TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Amalia Perez, Director, Human Resources
DATE: May 10, 2018
SUBJECT: Consideration of Approval of Alternate Work Schedule for Summer 2018

RECOMMENDATION

It is recommended that the Board of Trustees approve an alternate work schedule for Summer 2018.

OVERVIEW

SBCCD intends to implement the four-day, ten-hours **per day** workweek during Summer 2018, beginning June 3, 2018 through July ~~27-28~~, 2018. Employees will receive ten hours pay for the designated Independence Day holiday occurring on Wednesday, July 4, 2018.

ANALYSIS

~~This board item is in line with Article 6.3.1(a) which states that the District will notify CSEA in writing by February 1 of its intent to have the four-day, ten-hour workweek during the summer months. CSEA shall notify the District in writing within ten working days of its intent to negotiate the beginning and ending times.~~

SBCCD will implement the four-day, ten-hours **per day** workweek during the summer months for Management and Confidential employees as well as all CSEA **bargaining unit** members, **except** for those CSEA members employed in the following departments:

- a. Child Development Centers (CHC and SBVC)
- b. CHC Custodial, Grounds, Maintenance and Warehouse
- c. CHC Pool Attendants
- d. CHC Technical Services Department
- e. KVCR and FNX Production and Technical Staff

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The approval of this board item will have no additional financial impact.

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: May 10, 2018
SUBJECT: Consideration of Approval of Management Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached management job descriptions for the positions.

- College President (revised)
- Manager, Production – FNX (new)
- ~~— Manager, Community Education~~

OVERVIEW

The Manager of Production – FNX is responsible for all technical and logistical processes for pre-production and production of original programming created by the FNX network.

The Manager of Community Education serves as the principal liaison for the Mexican Consulate and other community/government relations and assists with the District’s publications and coordination of events to raise awareness and public understanding of SBCCD’s positive impact on the community.

ANALYSIS

In preparation for recruitment of a new president for Crafton Hills College, and upon advice of the recruitment consultant, the job description for College President has been revised and is being submitted for approval.

The Manager, Production – FNX position is essential for not only improving the FNX station’s production processes, but also for improving the overall quality and efficiency of the entire station’s original programming.

~~The Manager, Community Education position is essential for building and maintaining strong alliances with educational institutions, government agencies, and community organizations.~~

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

COLLEGE PRESIDENT

*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

The President is the Chief Administrative Officer of the college and is in direct reporting relationship to the District Chancellor. The President is responsible for administering and supervising the total college program. Plans, organizes, coordinates, directs and administers all departments, programs, activities, budgets and personnel of an assigned college within San Bernardino Community College District; participates in the development, review and implementation of District policies and procedures as they affect college activities; represents the college to the community and directs the development of quality educational programs; provides highly responsible and complex administrative support to the Chancellor.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Assumes full management responsibility for an assigned college with San Bernardino Community College District including the budgets, personnel and activities of all college programs, divisions, departments and services.
2. Manages the development and implementation of goals, objectives and priorities for assigned college and associated service area; recommends and administers policies and procedures.
3. Establishes, within District policy, appropriate service and staffing levels for assigned college; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedure; allocates resources accordingly.
4. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Manages and participates in the development and administration of the assigned college budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies, approves expenditures and implement budgetary adjustments as appropriate and necessary.
6. Participates in the formulation of District policy for Board consideration; develops administrative regulations and procedures, goals and objectives for the college consistent with District policy.
7. Directs professional staff in long-range educational planning; develops and implements procedures for development, evaluation and revision of educational programs and related student services.
8. Directs a continuous program of research to improve college's programs and meet the educational needs of the community.
9. Participates in and makes recommendations on the hiring and dismissal of college faculty and staff; assists in developing performance standards and is responsible for the evaluation of all academic and classified employees of the college.
10. Provides and encourages in-service training for college administrators, faculty and staff to promote professional growth, improve efficiency and quality of operations and to prepare employees for advancement.
11. Is a role model for collegial consultation and shared decision making. Advocates shared governance and promotes collegiality, teamwork and respect among all the college

- constituencies. Creates an atmosphere conducive to a high faculty, staff and student morale.
12. Provides leadership for institutional planning and works collegially on planning processes including development of the vision, mission statement, Educational Master Plan, facilities plan, strategic plan and budget.
 13. Provides overall leadership for the college's accreditation process. Ensures the ongoing maintenance oversight of the accreditation process.
 14. Provides leadership in the area of resource development through active participation in the fund-raising efforts of the college foundation, and active role in grants development. Works collegially with other District leaders to develop strategies to enhance resources.
 15. Represents the college to the community, promoting positive relationships and providing open communication with all constituency groups; builds strong partnerships with local schools, business, industry and government. Develops, positive public relations for the college and the District at the state and national levels by attending meetings; serving on committees and other activities.
 16. Consults with District administrators, analyzes long term facility needs; makes recommendations to District on additions, deletions or changes in the District five-year-plan and on maintenance and remodeling of the plant.
 17. Serves on or chairs committees including President's Cabinet, District Assembly and the Chancellor's Cabinet.
 18. Attends and participates in professional conferences, workshops and local, state, regional and national activities on behalf of the college.
 19. Demonstrate commitment to the offering of programs that is relevant to the current needs of business and industry.
 20. Acts as the primary authority, under emergency situations, to protect the safety and health of student and staff under the District procedures.
 21. Implements all provisions of collective bargaining agreements, the California Education Code, and all applicable state and federal laws.
 22. May be assigned professional responsibilities beyond the scope of the college.
 23. Explains, justifies, and defends college programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
 24. 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:

Operations, services, and activities of a community college.

Advanced principles, practices, and theories of higher education.

Advanced principles and practices of program development and administration.

Philosophy, objectives and functions of California Community Colleges.

District policies and regulations.

Thorough knowledge of federal, state and county regulations as they affect community college programs.

Principles, practices and use of research as it relates to community college education.

Trends in community college programs.

Local community needs.

Principles and practices of personnel management

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Ability to:

Plan organize, direct and evaluate the activities, programs and personnel of the college. Develop and evaluate comprehensive plans to satisfy present and future college and community needs. Inspire and motivate professional staff.

Develop and administer college educational goals objectives, and procedures. Analyze and assess programs, policies, and operational needs and make appropriate adjustments. Identify and response to coordinate the work of lower level staff. Delegate authority and responsibility. Select, supervise, train and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Interpret and apply applicable federal, state, and local policies, laws and regulations.

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. *A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Master's degree from an accredited college or university.

Required Experience:

~~Five-Three~~ years of increasingly responsible ~~management and administrative~~ experience. ~~administrative and supervisory responsibility.~~

Desirable Education and Experience:

An earned doctorate degree from an accredited college or university.

~~Two-One~~ years full-time ~~post-secondary classroom~~ teaching experience.

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.

Executive Management Salary Schedule Range: ~~26~~ 5

Board Approved: January 19, 2012, Submitted May 10, 2018

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

MANAGER, PRODUCTION - FNX

*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 Director, FNX, the Manager, Production, FNX manages all technical and logistical processes for pre-production and production of original programming created by the FNX network.

This includes the management and/or supervision of assigned staff and their duties from pre-production through production, in office and on location; supervision of production equipment, including creation and implementation of logging/maintenance system and practices; directing lighting, grip and camera teams in pre-production, and on location during production; creating and amending production budgets, and providing resource recommendations in pre-production, supervising an effective and efficient collaboration with all departments for maximum production value and efficiency throughout all aspects of production; and assuring compliance with the Federal Communications Commission (FCC), the Public Broadcasting Service (PBS) and the Corporation for Public Broadcasting (CPB), as well as communicates and coordinates operations with the San Manuel Band of Mission Indians, the founding partner of the network.

The Manager, Production will create, execute, maintain, and supervise effective and efficient production workflows for the station's entire original programming lineup for both broadcast and web viewing. This includes both general and specific creative guidance and supervision, helping to refine and train a production team in a way that maximizes productivity and quality, while simultaneously putting people to work in areas they are passionate about and can grow from. In close collaboration with pre-production and post-production employees, as well as with engineers and IT, the Manager, Production will create an environment that rewards hard work, a willingness and ability to learn, and a passion for the work being done. The Manager, Production will assist in nurturing talent in the proper direction so that the employee can be of most help to FNX TV. The Manager, Production will also be hands-on, operating camera and lighting equipment in production and giving notes through post-production. The goal of the Manager, Production is not only improving the station's production processes, but improving the overall quality and efficiency of the entire station's original programming. All under the umbrella of improving the station's service to the District and the community.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

25. Manages, Produces, Directs television programs for a public broadcast television station; directs programs live or recorded, in the studio or in the field; produces and directs programs, on air promotions, and public service announcements.
26. Manages assigned station personnel and production crews on planning and coordinating future production needs such as events, remote productions, docu-series, road shows, specials, etc.
27. Remote production management for FNX TV. Conduct sight surveys, vendor hiring, travel arrangements, assemble crew, and coordination with technical department.
28. Provide production management to external production partners on breaking news or special one time programming projects.

29. Works with finance team on providing oversight on budgeting launches, special projects and remotes including controlling/negotiating/tracking actual expenditures on these events.
30. Supervises the selection of talent and guests as assigned.
31. Manages production team in creation of program publicity, budgets, permits and agreements.
32. Coordinates the work of production crews and talent; supervises and evaluates work of student assistants and students enrolled in TV production courses.
33. Consults with and provides technical assistance to faculty and staff related to the production of television programs.
34. Actively supervises the education and training of production staff.
35. Supervises the operation of a variety of television equipment including lights, cameras, computers, editing equipment, video switchers, and related equipment.
36. Manages the workflow and preparation of a variety of reports and logs related to production activities.
37. 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:

Operations, services, and activities of a public or commercial television station.

Shot Composition, usage of creative angles to create exceptional images

Principles and techniques of producing and directing live and recorded television programs in the studio or in the field.

Advanced cinematography and videography along with expertise using modern HD, 4K and 8K cameras.

Operational characteristics of current production, editing, and IT infrastructure.

Office procedures, methods, and equipment including computers and applicable software applications.

Pertinent federal, state, and local laws, codes, and regulations including FCC rules and regulations pertaining to station operations.

Ability to:

Manage In-Studio and remote productions and production personnel

Travel with production team for surveys and remote shoots as needed.

Work with outside vendors and freelance crews

Display strong interpersonal and communication skills, both written and verbal

Act as a self-starter with excellent follow-through ability and accountability

Implement excellent organizational skills for production personnel being managed; ability to effectively multi-task in a fast-paced, deadline-oriented environment

Solid financial acumen; experience with creating and maintaining production budgets

Available to work nights and weekends

Available to travel as needed

Available at all times to coordinate programming and schedule changes with Studio Operations head.

Education and Experience Guidelines - *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 in telecommunications, journalism, English, or a related field; An additional three (3) years of directly related experience and Sixty (60) college units may be substituted for the degree.

Experience:

At least 10 years of experience in producing, shooting, and directing digital content, television programs, or feature films.

License or Certificate:

Possession of an appropriate, valid driver's license.

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 in both indoor and outdoor field environments; travel from site to site; exposure to noise and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility 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.

Manager Salary Range 14

Board Approved: Submitted 5/10/2018



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 10, 2018

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Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
Weiler, Lindsay Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Williams, Gary Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Wilson, Debbie Student Success & Support Program	06/01/18	08/10/18	258	\$ 12,642	Adjunct Counselor, provide counseling, Ed Plan development and other counseling services in Counseling
Winokur, Robert Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.

District Support Services

	From	To	Not to Exceed		Project
			Hours	Amount	
Eastman, Kim Dubios Human Resources General Fund	12/19/17	12/19/17	10	\$ 490	HR Hiring Committee for SBVC Instructor, Nursing. RATIFICATION: Human Resources staff late in collecting appropriate paperwork.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 10, 2018

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District Support Services

	From	To	Not to Exceed		Project
			Hours	Amount	
Fender, Rochell Human Resources General Fund	12/19/17	12/19/17	10	\$ 490	HR Hiring Committee for SBVC Instructor, Nursing. RATIFICATION: Human Resources staff late in collecting appropriate paperwork.
Maurizi, Tamara Human Resources General Fund	12/19/17	12/19/17	10	\$ 490	HR Hiring Committee for SBVC Instructor, Nursing. RATIFICATION: Human Resources staff late in collecting appropriate paperwork.
Murillo, Joan Human Resources General Fund	12/19/17	12/19/17	10	\$ 490	HR Hiring Committee for SBVC Instructor, Nursing. RATIFICATION: Human Resources staff late in collecting appropriate paperwork.
Sogomonian, Nori Human Resources General Fund	04/12/18	04/13/18	2.5	\$ 123	Bilingual Stipend Testing RATIFICATION: Human Resources staff late in collecting appropriate paperwork.



Reclassifications

Submitted for Board Approval May 10, 2018

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	Effective Date	Current	Proposed Reclassification
Stacy Garcia CSEA Bargaining Unit Member District Support Services, EDCT	03/19/17	Administrative Assistant I Range 41, Step E, 8 hours/260 days	Administrative Assistant II Range 50, Step <u>A</u> <u>B</u> , 8 hours/260 days
Richard Garcia CSEA Bargaining Unit Member SBVC Child Development Center	02/12/18	Food Services Worker Range 18, Step E, 8 hours/260 days	Food Service Specialist Range 20, Step E, 8 hours/260 days
Phylcia Sanchez CSEA Bargaining Unit Member SBVC Resource Development	02/15/18	Secretary II Range 33, Step C, 8 hours/260 days	Administrative Secretary Range 37, Step B, 8 hours/260 days
Michele Jeannotte CSEA Bargaining Unit Member District Support Services Police Dept.	11/09/17	Administrative Secretary Range 37, Step D, 8 hours/260 days	Administrative Assistant II Range 50, Step A, 8 hours/260 days
Brandice Mello CSEA Bargaining Unit Member CHC Counseling	01/18/18	Student Services Technician II Range 34, Step D, 8 hours/260 days	Senior Student Services Technician Range 38, Step D, 8 hours/260 days
Mary Colleen Leon Former CSEA Bargaining Unit Member District Support Services TESS	10/09/15	Administrative Assistant I Range 41, Step E, 8 hours/260 days	Administrative Assistant II Range 50, Step <u>A</u> <u>B</u> , 8 hours/260 days
DyAnn Walter CSEA Bargaining Unit Member District Support Services TESS	03/15/18	User Liaison Range 44, Step E, 8 hours/260days	Systems Analyst Range 54, Step A, 8 hours/260 days
Kathryn Wilson CSEA Bargaining Unit Member	12/21/17	Administrative Secretary Range 37, Step E, 8 hours/260 days	Administrative Assistant I Range 41, Step D, 8 hours/260 days
Manuel Rosales CSEA Bargaining Unit Member SBVC TESS	09/18/17	Technology Support Specialist I Range 46, Step C, 8 hours/260 days	Technology Support Specialist II Range 50, Step B, 8 hours/260 days

**Equal Employment Opportunity Fund Multiple Method Allocation Model p143
Certification Form, Fiscal Year 2017-2018**

District Name: San Bernardino Community College District

Does the District meet Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year) (All mandatory for funding).

- Yes**
 No

The district met at least 6 of the remaining 8 Multiple Methods? (Please mark your answers.)

- Yes**
- Method 2 (Board policies and adopted resolutions)
 - Method 3 (Incentives for hard-to-hire areas/disciplines)
 - Method 4 (Focused outreach and publications)
 - Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
 - Method 6 (Consistent and ongoing training for hiring committees)
 - Method 7 (Professional development focused on diversity)
 - Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
 - Method 9 (Grow-Your-Own programs)
- No**

I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda showing district EEO Advisory Committee's certification of this report form.

Chair, Equal Employment Opportunity Advisory Committee

Name: Kristina Hannon Title: Executive Director, Human Resources
Signature: _____ Date: _____

Chief Human Resources Officer

Name: Kristina Hannon Title: Executive Director, Human Resources
Signature: _____ Date: _____

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Bruce Baron Title: Chancellor
Signature: _____ Date: _____

President/Chair, District Board of Trustees

Date of governing board's approval/certification: _____, 2018

Name: Joseph Williams Title: President/Chair, Board of Trustees
Signature: _____ Date: _____

Date Due at the Chancellor's Office: June 1, 2018
Return to: legalaffairs@cccco.edu; Office of the General Counsel
California Community Colleges; 1102 Q Street, Ste. 4400, Sacramento, CA 95811

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**Equal Employment Opportunity Fund Multiple Method Allocation Model
Certification Form, Fiscal Year 2017-2018**

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 Multiple Methods.

When providing explanation(s) and evidence of your district's success in implementing the Multiple Methods, please keep narrative to no more than one page per Multiple Method. If you reference an attachment, please ensure it is attached to your submittal.

Nine (9) Multiple Methods

Mandatory for Funding

1. District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance reports for prior year.

Pre-Hiring

2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

Hiring

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

Post-Hiring

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

Does District meet Multiple Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year)?

- Yes**
 No

Under the Multiple Method allocation model, districts must minimally have an operational district EEO Advisory Committee, and an updated EEO Plan. Additionally, districts are required to annually report on the use of EEO funds.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, section 53003).
- EEO Plans are considered active for three years from the date of when the district's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, section 53005).
- The districts are required to annually submit a report on the use of Equal Employment Opportunity funds. (Title 5, section 53034).

Please provide an explanation and evidence of meeting this Multiple Method, #1.

Equal Employment Opportunity Fund Multiple Method Allocation Model p145
Certification Form, Fiscal Year 2017-2018

The San Bernardino Community College District (SBCCD) has developed and is currently implementing policies and procedures that create an inclusive climate of equity, equal employment opportunities and diversity in the workforce. The District Equal Employment Opportunity (EEO) plan was initially approved in July of 2015. After an assessment of our plan, the committee made revisions that **ensured we were meeting the needs of our community. The 2018-2021 plan reflects the District's commitment to equal employment.**

SBCCD plays a vital role in the community by responding to the needs of the increasingly diverse population by offering support services for instructional and student service staff, improving facilities and ensuring equitable hiring and employment practices. The Board approved EEO Plan creates the framework for the District in promoting diversity based shared principles.

The EEO Committee includes (2) CSEA representatives from each campus/location, (2) CTA representatives from each campus/location, (2) managers from each campus/location, (2) confidential members, Human Resources and EEO Officer. The committee is charged with implementing the SBCCD EEO plan, attending training and ensuring alignment of institutional policies and procedures.

To receive funding for this year's allocation amount, districts are also required to meet 6 of the remaining 8 Multiple Methods.

Does the District meet Method #2 (Board policies and adopted resolutions)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #2.

During the 17-18 all APs and BPs were set on a review cycle. All APs and BPs were updated to include diversity in hiring, equity and **EEO language. The Board of Trustees updated AP 7100 Commitment to Diversity by adopting the following policy:**

The District demonstrates its commitment to diversity by:

- **Complying with all federal, state, and local laws and regulations regarding equal employment and discrimination in employment.**
- **Maintaining and abiding by the provisions of the District Equal Employment Opportunity Plan.**
- **Maintaining and abiding by the provisions of the Student Equity Plan.**
- **Employing qualified administrators, faculty and staff who are dedicated to student success across a diverse study body.**
- **Recruiting and retaining faculty and staff that reflect the diversity of the communities within the District.**
- **Fostering participation and respect for differences.**
- **Providing professional development opportunities for faculty and staff, related to equity, inclusion, and diversity.**
- **Designating specific persons within the District who are given positional authority and responsibility for consultation, oversight, and decision-making with regard to equity, inclusion, and diversity.**
- **Identifying and correcting barriers within organizational systems.**
- **Facilitating opportunities that result in effective and meaningful participation.**
- **Creating ideas and solutions built on a range of perspectives.**

Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #3.

Incentives are given to faculty who are hired in hard-to-hire disciplines. Incentives include higher salary placement and access to professional development opportunities. Travel reimbursement is available for Management candidates traveling from 100 miles or more.

The district has advertised jobs on diversity focused job boards and publications, and participated in diversity recruitment events. The District is currently developing leadership programs aimed to promote continuous learning opportunities that lead to diversity and retention.

Does the District meet Method #4 (Focused outreach and publications)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #4.

The District recently conducted a climate survey. The District also hosted an New Hire luncheon, in conjunction with the professional development department, in which EEO training was provided. The District will also work on supporting the professional development department(s) at both campuses on offering Anti-Bias training.

The District will continue to partner with campus committees on regular training connected to diversity in hiring and campus cultural awareness.

Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?

- Yes**
 No

Please provide an explanation and evidence of meeting this Multiple Method, #5.

The EEO committee discussed ways for improving the exit interview process which will include a transfer of information for incoming employees and provide Human Resources with information regarding employee experience and management support. This information is used in providing corrective measures for managers when appropriate, and understanding the duties on class **descriptions**.

All complaints regarding the recruitment or hiring process are investigated immediately with the use of internal staff or external staff when appropriate. Corrective action is taken on every instance in which a violation occurred.

The district participates in a review of the Recruitment and Hiring Policy per our district policy and requires all positions to demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic background of community college students (T5 Section 53024.1(I)).

Applicant information is gathered to determine if any qualifications are of adverse impact to any protected group and assess all qualification on new positions to ensure artificial barriers are eliminated.

Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?

- Yes**
 No

Please provide an explanation and evidence of meeting this Multiple Method, #6.

EEO training for all screening committee members and hiring managers is mandatory. Training has been provided by our contracted law office and HR staff. Training includes the elimination of bias in hiring and the education of why diversity in hiring is important for **California Community College Districts**. **Effort to make ongoing regular training is being made at all campuses and sites.**

SBCCD also ensures all supervisory employees received sexual harassment and non-discrimination training during their new hire orientation and every two years. All remaining district employees are required to complete sexual harassment and non-discrimination training during their new hire orientation and every three years.

Does the District meet Method #7 (Professional development focused on diversity)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #7.

During the 17-18 school year the District was able to host two trainings for all secretaries focusing on EEO and diversity in hiring. The district has partnered with the professional development coordinators at both campuses to and has participated in FLEX activities/presentations, Classified Week and will create an updated onboarding process that includes **professional development activities focused on diversity.**

The EEO committee has also been able to send members to conferences aimed at professional development and diversity including the following events:

- 4CSD (2 members, March 2018)
- Unity Conference (2 members, April 2018)
- NCORE (2 members, May 2018)
- Transformational Leadership Consortium- (1 member, 5 district managers- June 2018)

Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #8.

The new Human Capital Management System will allow the district to create staffing plans that are consistent with the program **review process along with utilizing the performance module.**

Using information obtained from exit interviews and desk audits allows managers to be trained on the appropriate way to conduct an evaluation. The tenure review committee is made up of current faculty and follows the recommended process for having a diverse representation.

Does the District meet Method #9 (Grow-Your-Own programs)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #9.

The EEO Committee and Professional Development Offices have met to discuss programs that will impact the diversity and culture of our districts. Some of those programs include:

- Incorporating the "Speed of Trust" Module district wide;
- Creating a job ladder program that helps classified staff transition into faculty;
- Creating a management internship program by joining with a local four-year University;
- Revamping the Onboarding process to include a two-day orientation for managers and a semester long orientation for campus level faculty and staff.

Contracts for Approval

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Scheduled Board Date 5/10/2018

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
Consultants			
Fisher, Pamila	(15491) Consulting regarding organizational and leadership issues affecting SBCCD; this is to approve Amendment 02- to add an additional management retreat and add executive consulting dates at a cost of \$6,200 Term: 7/10/2017 - 6/30/2018 Funding Source: General Funds	Chancellor/SBCCD	\$30,200.00
RPI Consultants, LLC	(15903) Consultants for upgrade and implementation of Perceptive Content version 7.2.2 and ImageNow version 6.7 to a windows server 2016 environment; this is to approve Amendment CR001 to include an additional 4 hours to PC 7 new hardware upgrades & enhancements at a cost of \$740.00 Term: 12/1/2017 - 6/30/2018 Funding Source: Innovation & Effectiveness Grant	TESS/SBCCD	\$23,740.00
Twenty-Fifth (25th) Hour Communications Inc.	(16494) Marketing Consultant for SBVC Term: 4/16/2018 - 4/15/2019 Funding Source: General Funds	Student Services/SBVC	\$70,000.00

SubTotal for Consultants: 3

Professional Services

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Hussain Agah, Director, Facilities Planning & Construction
DATE: May 10, 2018
SUBJECT: Consideration of Approval to Amend Professional Services Contracts for the Districtwide Non-Bond Construction Program

RECOMMENDATION

It is recommended that the Board of Trustees approve the following amendments for professional service contracts in conjunction with the District’s continuing non-bond construction program for 2018-19 projects.

These professional services are necessary to provide the District with a pool of architectural, engineering, inspection, and energy services for the various capital outlay projects (both Division of the State Architect (DSA) and non-DSA) that require special expertise or special professional license in the State of California.

The proposed changes are necessary for the planning of fiscal year 2018-19 projects.

Amendment	Original Contract	Previous Changes	Proposed Change for FY 2018-19 Projects	New Not to Exceed Value	Contract Term Ending
Knowland Construction Services of Rancho Palos Verdes, CA (original board approval November 10, 2016)					
01	\$75,000.00	\$0.00	\$100,000.00	\$175,000.00	October 20, 2019 (no change)
CHJ Consultants of Colton, CA (original board approval October 20, 2016)					
01	\$50,000.00	\$0.00	\$100,000.00	\$150,000.00	October 20, 2019 (no change)
P2S Engineering Inc. of Long Beach, CA (original board approval October 20, 2016)					
01	\$100,000.00	\$0.00	\$100,000.00	\$200,000.00	October 20, 2019 (no change)
HMC Architects dba HMC Group of Ontario, CA (original board approval October 20, 2016)					
01	\$100,000.00	\$0.00	\$100,000.00	\$200,000.00	October 20, 2019 (no change)
DLR Group of Riverside, CA (original board approval April 13, 2017)					
01	\$100,000.00	\$0.00	\$100,000.00	\$200,000.00	April 13, 2020 (no change)

OVERVIEW

In alignment with its Districtwide Support Services Strategic Plan, SBCCD has instituted a non-bond construction program to support San Bernardino Valley College, Crafton Hills College, EDCT, KVCR and District Support Services on districtwide capital improvement/outlay projects. Part of this program is establishing a pool of professional consultants under master contracts to be used on a project-by-project basis. These contract amendments are necessary for the planning of upcoming fiscal year projects.

This non-bond construction program has streamlined the process for completing projects on-time and within budget such as the District Office Solar Carports, KVCR FCC Transition, SBVC Fire Alarm Upgrade, And CHC Performing Arts Center Renovation.

ANALYSIS

The Facilities Planning & Construction department will utilize the professional services contracts to provide technical consultation, design services, and engineering analysis for the districtwide non-bond construction projects.

When a project comes up that requires special handling, Facilities Planning & Construction staff reaches out to the districtwide pool of consultants in the area of their expertise to provide proposals based on scope of services. The most competitive proposal/firm that can meet the project budget, schedule and stakeholder's program requirements is chosen. A task order is then issued under the master agreement and its funding tracked under the project specific funding source (Capital Outlay, FCC Auction Proceeds, Block Grants, Proposition 39 For Energy Efficiency, etc.).

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of these contracts will be paid on a project-by-project basis, as necessary, using a variety of construction funds, including Capital Outlay, FCC Auction Proceeds, Block Grants, Proposition 39 For Energy Efficiency, etc.

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey Nikac, Executive Assistant
DATE: May 10, 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.

- BP & AP 2365 – Recording
- BP & AP 4240 Academic Renewal
- BP & AP 4300 Field Trips and Excursions
- AP 5013 Students in the Military (No BP)
- BP & AP 5015 Residence Determination
- BP & AP 5030 Fees
- BP & AP 5075 - Course Adds, Drops, and Withdrawals
- BP & AP 5420 Associated Students Finance
- BP & AP ~~7260~~ Classified Supervisors and Managers

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.

Memorandum of understanding
By And Between
San Bernardino Community College District
And
California School Employees Association and its
San Bernardino CCD Chapter #291
April 11, 2018

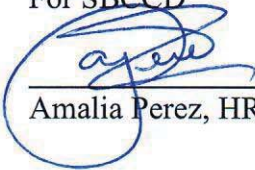
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Terms and Conditions: The San Bernardino Community College District, (hereinafter, "District") and the California School Employees Association and its San Bernardino CCD Chapter 291 (hereinafter, "Association") agree as follows:

1. In Accordance with Article 16: PERSONNEL, specifically article 16.3 REQUEST for reclassification, it has been determined the following bargaining unit member shall be reclassified.
2. Effective March 19, 2017, bargaining unit member Stacy Garcia, Administrative Assistant I, Range 41 and Step E, 8 hours/260 day work year in the Economic Development & Corporate Training Department at the District will be reclassified to the classification of Administrative Assistant II, Range 50 Step ~~A~~^B, 8 hours/260 day work year.

This Agreement is subject to the procedures required by CSEA Policy 610.

For SBCCD




Amalia Perez, HR Director


For CSEA, Chapter #291



Kevin Palkki, Chief Negotiator




Myesha Kennedy, CSEA LRR



Fermin Ramirez



Ginger Sutphin



David Stevenson

1 Memorandum of Understanding
2 By And Between
3 San Bernardino Community College District
4 And
5 California School Employees Association and its
6 San Bernardino CCD Chapter #291
7 April 11, 2018
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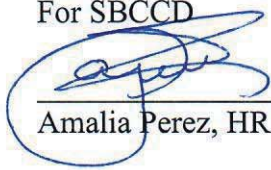
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10 **Terms and Conditions:** The San Bernardino Community College District, (hereinafter,
11 "District") and the California School Employees Association and its San Bernardino CCD
12 Chapter 291 (hereinafter, "Association") agree as follows:
13

- 14 1. In Accordance with Article 16: PERSONNEL, specifically article 16.3 REQUEST for
15 reclassification, it has been determined the following bargaining unit member shall be
16 reclassified.
17
- 18 2. Effective October 9, 2015, bargaining unit member ^{Mary} Colleen Leon, Administrative Assistant
19 I, Range 41 and Step E, 8 hours/260 day work year in the Technology Educational Support
20 Services Department at the District will be reclassified to the classification of Administrative
21 Assistant II, Range 50 Step ^B A, 8 hours/260 day work year.
22


23 This Agreement is subject to the procedures required by CSEA Policy 610
24

25 For SBCCD

26 
27 _____
28 Amalia Perez, HR Director
29


For CSEA, Chapter #291

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31 _____
32 Kevin Palkki, Chief Negotiator
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36 Myesha Kennedy, CSEA LRR
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